



**BRIDGE & ROOF CO. (INDIA) LTD.**

(A Subsidiary of Bharat Yantra Nigam Ltd.)

A Government of India Enterprise

**ब्रिज एण्ड रूफ कंपनी (इण्डिया) लिमिटेड**

(भारत यंत्र निगम लिमिटेड की एक सहायक कंपनी)

भारत सरकार का उद्यम

अधिकारियों के लिए

सेवा शर्तों की नियमपुस्तक

MANUAL OF  
SERVICE TERMS & CONDITIONS.  
FOR OFFICERS





## P R E F A C E

The basic service terms and conditions of the officers of Bridge & Roof Co. (India) Ltd. were last issued effective 1st April, 1979 in the form of a IBP-BL Service Manual as Bridge & Roof Co. (India) Ltd. was a Company under the IBP-BL Group of Companies. Since then, there have been numerous amendments, additions, deletions etc. in these terms and conditions. Since Bridge & Roof Co. (I) Ltd. became a Subsidiary Company of "Bharat Yantra Nigam Ltd.", the Manual was separated keeping the existing terms and conditions as it was upto 01.01.1985. After which any change or alteration was done with the approval of the Board. This Manual embodies basic service terms and conditions regarding personnel and administrative matters. It is issued for the guideline of all the officers of the Company in general and those dealing with these matters in particular. Every officer of the Company should make himself familiar with the terms and conditions of the Manual. Lack of knowledge shall not be accepted for any departure from these service terms and conditions.

Abbreviations used

MD : Managing Director  
D (PM) : Director ( Project Management )  
GM : General Manager  
DGM : Dy. General Manager  
HOD : Head of Department ( As declared by GM with  
approval of MD but not less than grade 'G'

Note : The authorities vested in GM in the following chapters are  
also vested in the higher and equivalent posts.

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## CHAPTER—1

### PRELIMINARY

#### 1.1 Objective

The Service Conditions for officers of the Company have been formulated in this Manual of Service Terms and Conditions for officers.

#### 1.2 Scope

The Service Conditions detailed in this Manual shall cover all the officers of the Company.

#### 1.3 Definitions

- (a) "Company" means Bridge & Roof Co. (India) Ltd. It includes the Managing Director and other officials, who are empowered to exercise powers on behalf of the company.
- (b) "Chairman" means the Chairman for the time being of the Board of Directors of the Company.
- (c) "Competent Authority" in relation to exercise of any powers under these rules means any authority to whom such powers are delegated in accordance with schedule of delegation of authority and/or any other order issued in general or in particular.
- (d) "Appointing Authority" in relation to an officer means the authority empowered to make appointments to the grades, in which the officer is for the time being included, or the post which the officer for the time being holds.
- (e) "Officer" means an employee holding a post in Officers' Grade 01 or above including a probationer fixed in one of the Grades/Pay Scales. Consultants or Advisors appointed on retainership basis do not come within the meaning of "Officer." A deputationist is an officer, but covered by separate set of conditions.
- (f) "Officer on probation/Trainee Officers" include Trainees and those who are appointed for training purpose or on

probation whether on consolidated pay or stipend or allowance or otherwise.

(g) "Board" means the Board of Directors of the Company.

#### 1.4 General

- 1.4.1 The service terms are confidential between the Company and its officers and are issued on joining the service of the Company.
- 1.4.2 Copy of the Manual issued to the officer, should be returned when the officer ceases to be in the service of the Company.
- 1.4.3 The terms contained in the Manual are for guidance. They may not cover all eventualities. In case of doubt, reference should be made to respective DGM/GM/Project Manager/HOD who may as necessary seek clarification/interpretations from HOD (Personnel).
- 1.4.4 In case of any doubts regarding the interpretation of the contents of this Manual, the decision of the Managing Director of the Company will be final and binding.
- 1.4.5 All rules, regulations, terms and conditions of service mentioned herein and contained in the foregoing chapters are subject to revision from time to time.
- 1.4.6 Any deviation from the terms and conditions of service recorded herein will require approval of the Board except in such cases where Managing Director is so authorised by the Board to do so.
- 1.4.7 The Company reserves the right to add, modify, amend or withdraw any of the rules of this Manual as deemed fit, with or without prior notice, at any time, at its sole discretion.
- 1.4.8 Any expression in this Manual denoting masculine gender includes feminine gender also, unless the contrary is specified and singular noun includes plural noun and vice versa if the context so requires, unless the contrary is specified.
- 1.4.9 This Manual supercedes all existing instructions on the subjects covered in the Manual issued earlier.



## CHAPTER—2

### APPOINTMENTS, AGE ETC.

#### 2.1 Appointments

2.1.1 All appointments shall be subject to rules and conditions as applicable from time to time.

2.1.2 No appointment made by the Company shall be valid unless the candidate has been certified to be medically fit by the medical officer of the Company or a medical practitioner nominated by the Company. All appointments are subject to verification of character and antecedents of the candidate.

2.1.3 All appointments in the cadre of officers will normally be as trainees and/or on probation. With the offer of appointment, each person will be advised of the grade in which he will be placed/confirmed after satisfactory completion of his training/probation.

2.1.4 The Company may, as required from time to time, engage trainee officers on such terms and conditions as may be decided by the company. Offer of training will not constitute guarantee of employment on completion of training period.

2.1.5 Trainee officers will be paid a consolidated salary. Trainees will be paid House Rent Assistance and will not be paid City Compensatory Allowance, Leave Travel Assistance and other fringe benefits. However, they may be allowed, at the sole discretion of the Company, benefits of leave and medical assistance as per the rules of the Company.

2.1.6 If, after satisfactory completion of training, a trainee officer is offered confirmatory appointment, the salary will be split up into basic pay and other applicable allowances, and the period of training he has undergone will be counted towards his service with the Company for determining his seniority and terminal benefits.

2.1.7 No appointment or offer of appointment for training/probation will be valid unless covered by an appointment letter. No officer other than one authorised to do so by the Company shall sign a letter of appointment.

2.1.8 Subject to clause 2.1.7 trainees and probationers will not be entitled to reimbursement of any transport expenses incurred by them for self, family and personal effects when joining service on first appointment.

2.1.9 Experienced persons appointed in posts of grade B and above directly or on contract for a fixed period, may, in exceptional cases, be reimbursed by the Company, at its discretion, transport expenses for self, family (including dependent parents) and personal effects from the place of work/residence immediately before joining the Company, subject to conditions as contained in clauses 13.2 of chapter 13.

## 2.2 Age

The age of a person at the time of his joining the service of the Company shall not be less than 18 years. Every officer must declare on his first appointment or when the Company requires him to do so, his date of birth according to the christian era and produce confirmatory evidence like Matriculation Certificate or School Leaving Certificate in original which is to be verified by the Company.

## 2.3 Probation

- 2.3.1 (a) Unless otherwise specified, all appointments against permanent posts will normally be on probation for a period of 12 months.
- (b) The period of probation may be extended or curtailed in individual cases as considered necessary by the appointing authority. An officer, in whose case it is decided to extend or curtail the probationary period, will be issued a letter to that effect.
- (c) When appointed as a trainee, the appointing authority may, at its sole discretion, extend or curtail the period of training or place the officer on Probation on completion of training.

## 2.4 Confirmation

On satisfactory completion of training and or probation, an officer shall be considered for confirmation. He will not be



regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation, has been issued to him by the appointing authority or by any officer authorised by him.

## 2.5 Promotion :

The Company, as a corporate policy, believes in career progression of its personnel, as far as possible, and to achieve this object, shall provide all possible opportunities for promotion depending on job requirements and vacancies. Promotions will be considered strictly on the basis of individual merit which will include qualifications, experience, seniority, past performance, assessed potential and capacity of the officer to accept increased responsibility. However, promotions shall not be considered as a matter of right and shall be considered solely at the discretion of the management.

## CHAPTER—3

### SERVICE AND RESPONSIBILITY

- 3.1 An officer will be liable for service in any part of India or abroad and with any of the Associate Companies of The "Bharat Yantra Nigam Ltd".
- 3.2 An officer will devote his whole time and attention to the business of the Company and/or of its Subsidiary or Associate Companies and will discharge his duties as prescribed from time to time faithfully, assiduously and to the best of his ability.
- 3.3 An officer will not, during his service with the Company or after its termination, communicate or divulge to any person not in the employ of the Company nor take away with him at the termination of his employment any patterns, copies of correspondence, invoices, account sales, accounts statistics, codes or other information connected with the business of the Company or its Subsidiary or Associate Companies without first obtaining the express sanction of the Company in writing.
- 3.4 Any invention, discovery or development which may result during the period of service of the officer will be the sole and absolute property of the Company and the officer shall not use the information for the personal benefit of the officer himself, or for benefit of others during the continuance of his employment with the Company and any time thereafter.
- 3.5 All officers are required to undergo such training for such periods as may be prescribed by the management from time to time.
- 3.6 If management, on appropriate enquiry, is satisfied that an officer has failed to comply with the above responsibilities, this could result in immediate discharge/dismissal of the officer.



## CHAPTER—4

### TERMINATION OF SERVICE

#### 4.1 During Probation

During the period of probation, initial or extended, the services of an officer may be terminated by either the Company or the officer himself by giving notice for one month, in writing and without assigning any reason. The Company reserves the right to offer, in lieu of notice, salary for one month, consisting of basic pay, dearness allowance, city compensatory allowance, as applicable. If the officer gives notice, the Company may, at its sole discretion, release the officer from its services at any time during the notice period and the officer will then be paid upto the end of the notice period. In case the officer desires an early release, and the Company agrees, he will be paid only upto the date of his release.

#### 4.2 After Confirmation

The Company shall have the right, at its sole discretion, without assigning any reason, to terminate the services of a confirmed officer by giving him notice of three months in writing, or without previous notice, by paying him in addition to any sum which may have accrued to him at the date of such termination, a sum by way of compensation equal to emoluments of three months, consisting of basic pay, dearness allowance, city compensatory allowance, house rent assistance as applicable and Bonus entitlement, if any, after declaration of Bonus and such other allowance as may be decided by the Management, at its sole discretion, on the merits of individuals cases.

#### 4.3

In case investigation is started against an officer after issuing him notice for termination of his service but prior to the expiry of the notice period, such notice of termination will be automatically treated as null and void. This will be applicable irrespective of whether the concerned officer is on probation or confirmed.



#### 4.4 On Resignation

4.4.1 A confirmed officer may resign his services in the Company by giving notice of three months in writing. A trainee officer/officer on probation may resign his services by giving notice of one month.

4.4.2 The Company may, at its discretion, accept the request of an officer to release him on a date earlier to the end of his notice period. In such cases, the officer will be paid full salary till the date of his release after adjusting balance of notice period against privilege leave due, which will be treated as payment by the officer in lieu of required notice period. Remaining privilege leave, if due, will be encashed subject to the conditions as laid down in chapter-9.

4.4.3 The Company also reserves the right to release the officer from its services at any time during the notice period given by the officer and the officer will then be paid up to the end of his notice period together with encashment of any accumulated privilege leave due to him subject to the conditions as laid down in chapter-9.

4.4.4 Such encashment will consist of basic pay, dearness allowance, as applicable, and bonus entitlements, if any, only on declaration of bonus. However, the Company may, at its discretion, sanction payment of such other allowances as may be justified on the merits of individual cases.

4.4.5 The Company reserves the right not to accept the resignation of an officer whether a probationary or a confirmed officer whose conduct is under investigation, provided that disciplinary proceedings against the officer have been initiated within the aforesaid notice period, failing which the resignation would be deemed to have been accepted. In case investigation is started within the notice period after accepting the resignation of a probationary or a confirmed officer, such acceptance of resignation will automatically be treated as null and void.

#### 4.5 On Retirement

4.5.1 The normal age of retirement of an officer is on attaining

the age of 58 years and will apply in all cases except the following :

- (a) if an officer at the time of completing the age of 55 is found to be medically unfit, as a result of examination by the medical officer of the Company or the medical practitioner nominated by the Company, he shall be retired.
- (b) if the performance of an officer has been consistently poor, he may be retired before the age of 58 years at the sole discretion of the Company.

4.5.2 The procedure to be followed in regard to 4.5.1(b) above will be as follows :

- (a) Within three months prior to the officer attaining the age of 54, his performance over the previous three calendar years will be reviewed.
- (b) If it is found from his Appraisal Reports that his rating for two of these three years, including the last year, has been recorded as 'poor', or his rating has been recorded as 'below average' for all three years, then the Company will notify the officer in writing, on or before the attainment of age 54, that he will retire on attaining the age of 55.
- (c) Any extension of service beyond the age of 55 will also be subject to annual review and if the performance of an officer is rated as 'poor' during this period, the Company will reserve the right to retire him before the officer attains the age of 58.

4.5.3 The effective date of retirement shall be the last date of the calendar month on attaining the age of 58 if the date of birth of the officer falls on or after the 1st of the month.

4.5.4 On retirement, reimbursement of expenses and other benefits will be allowed to an officer as on transfer who was serving at a location other than his hometown and leaves his station of posting for hometown/any other place in India where he wants to settle down as well as an officer who would like to settle down in his last place of posting involving change in residence as per rules of the Company as laid down in clause 14.2 in Chapter 14.



## CHAPTER—5

### REMOVAL AND/OR OTHER DISCIPLINARY ACTION

- 5.1 The Company shall have the right to dismiss or discharge an officer without any compensation whatsoever, should he be considered guilty of breach of his service agreement, insobriety, addiction to drugs, dishonesty, neglect of duty or conduct detrimental to the interests of the Company.
- 5.2 An officer will also be liable to dismissal/discharge if it is found that any basic material information provided by him in his application form at the time of recruitment is false or misleading.
- 5.3 The Company may also take any other disciplinary action at its sole discretion, if an officer is found guilty for infringement of any of the Service Rules laid down in this Manual.

## CHAPTER—6

### BASIC PAY & GRADES

#### 6.1 Pay Scale & Grades

6.1.1 Each officer will on appointment and promotion be advised of the grade in which he is placed.

6.1.2 The minimum and maximum of each grade, as currently in force, are as follows :—

Grade	Pay Scale	
	Minimum	Maximum
01	Rs. 650 ———	1250
02	Rs. 750 ———	1500
A	Rs. 1000 ———	1950
B	Rs. 1300 ———	2200
C	Rs. 1700 ———	2500
D	Rs. 2000 ———	2800
E	Rs. 2300 ———	3100
F	Rs. 2600 ———	3400
G	Rs. 3000 ———	3700

6.1.3 The Company reserves, at its sole discretion the right to introduce additional Grades or abolish/modify any of the existing Grades as and when considered necessary, and to make suitable fitments of the existing officers in these Grades in an appropriate manner.

#### 6.1.4 Trainees

Graduate Trainees will be appointed at a stipend depending on the individual case at Rs. 1250/-p.m. for subsequent absorption against Grade 'A'.

6.1.5 Trainees, on successful completion, will be confirmed in Grade 'A' posts and the Basic Salary will be fitted as per managements discretion.



6.2 Increment

6.2.1 Increments are normally given annually/after confirmation at the sole discretion of the Company. Annual increment takes effect from 1st April each year.

6.2.2 An officer, on confirmation will get one increment according to Scale of Pay in which he is confirmed. In case confirmation is made on or after 1st January the officer will not be eligible for further increment on 1st April. However, if confirmation is made on or before 31st December normal increment will be granted on 1st April of the next year. This will, however, be at the discretion of the management.

6.2.3 The Company may, at its sole discretion, make salary adjustments in special cases.

6.3 Pay of Deputationists

Pay shall be fixed in accordance with the Deputation Rules issued by Ministry of Finance and as amended from time to time. That is 10% Basic if in same station or 20% of Basic.



## CHAPTER—7

### ALLOWANCES

#### 7.1 Dearness Allowance

7.1.1 Unless revised the following scheme of Dearness Allowance will be applicable to officers other than trainees but including officers on probation.

7.1.2 The variable dearness allowance payable to the officers is Rs. 477.00 linked with AICPI 459 (Simla series 1960=100) as on 1.8.82. Subsequent neutralisation would be @ Rs. 1.30 per point adjusted quarterly on the basis of six-monthly average of AICPI in the following manner :—

DA for the months of	Based on AICPI average for the previous months of
January to March	April to September
April to June	July to December
July to September	October to March
October to December	January to June

#### 7.2 City Compensatory Allowance

The following scheme of City Compensatory Allowance is applicable to officers, including officers on probation on regular pay scale :—

For officers posted at 'A' class cities	8% of Basic Pay, subject to a maximum of Rs. 75/- per month.
B-1 class cities	6% of Basic Pay, subject to a maximum of Rs. 50/- per month.
B-2 and C class cities	NIL

#### 7.3 Shift Allowance

Officers who are required to work on rotating shifts will be paid Shift Allowance @ Rs. 4/- per shift.

#### 7.4 Non-Practising Allowance

Full-time Medical Officers of the Company posted at

Company's hospitals/dispensaries, who are not allowed to do private practice, will be paid NPA at the following rates :—

Grade	Maximum NPA allowed per month
'A'	Rs. 450/-
'B'	Rs. 500/-
'C'	Rs. 550/-
'D' & above	Rs. 600/-

NPA is of the nature of Special Pay and shall be treated as Basic Pay for all purposes.



## CHAPTER—8

### HOUSING & HOUSE RENT ASSISTANCE

8.1.1 House Rent Assistance payable to an officer will be determined at the rates applicable to the place of posting irrespective of the place the officer resides, subject to the condition that the officer performs his duties from such residence.

(a) In case an officer produces rent receipts and bears first 10% of his basic pay towards house rent, the Company will give him House Rent Assistance to the extent of balance rent, subject to a maximum of :—

30% of his basic pay, if posted in Bombay, Delhi, Calcutta and Madras.

25% of his basic pay, if posted in other 'A' class cities.

22½% of his basic pay, if posted in B1 class cities.

17½% of his basic pay, if posted in B2 class cities.

15% of his basic pay, if posted in 'C' and unclassified cities.

(b) The Officers who claim HRA against rent receipts will have to submit the following declaration :—

"This is to certify that the house, for which HRA has been claimed, is not owned by self/spouse/parents/parents-in-law/children/brothers/sisters and that the house is also not hired by parents/parents-in-law/children/brothers/sisters and that no member of the family residing with me is receiving HRA from his/her employer."

Any change in the declaration should be notified to the Company immediately in writing.

(c) Officers claiming HRA on the basis of rent receipts, will have to produce receipts every year for the month of April or for any other months as may be asked by the Company, for purpose of records of the Company.

8.1.2 For Officers who do not produce rent receipts

For Officers who have joined in officers' cadre after 01.8.1982 and do not produce rent receipts, HRA will be paid at the following rates :—

Locations	Quantum of HRA
'A' class cities	Rs. 150.00 per month
'B1' class cities	Rs. 125.00 per month
'B2' & 'C' class cities	Rs. 90.00 per month

NOTE : Clause 8.1.2 should be interpreted as the minimum HRA to which an Officer is eligible. Minimum HRA will be paid at the rates specified in the said clause, unless otherwise eligible for higher amount under clause 8.1.1.

8.1.3 For Officers living in Accommodation owned by them/their spouses

Where an Officer resides in premises owned by him or his spouse, the Company will give him House Rent Assistance after assessing the market rental of the accommodation actually utilised by him. Such assessment will be made by Standing Committee as specified below appointed by the Company at each location and their decision in regard to the rental applicable will be final, subject to the approval of the Sanctioning Authority.

The Standing Committee will consist of :—

- (a) Controlling Officer or his nominee approved by the Sanctioning Authority.
- (b) Representative of Personnel Department of respective divisions/units.
- (c) Representative of Accounts Department of respective divisions/units.

The Committee may take assistance of experts, if considered necessary. The Sanctioning Authority will be ;—



(a) In case of officers upto — Head of Department  
Grade 'C' holding a post in  
Grade 'II' & above.

(b) In case of officers — Managing Director.  
in Grade 'D' and above.

On the basis of the rent assessed by the Company, the Officer will bear 10% of his basic pay towards the rent. Thereafter the Company will give him House Rent Assistance to the extent of 30%, 25%, 22½%, 17½% and 15% of his basic pay, depending upon location as specified in para 8.1.1 above.

8.1.4 Officers living in houses owned/hired by their parents/  
parents-in-law/children/brothers/sisters

(a) Officers staying in the house owned/hired by their parents/parents-in-law/children/brother/sister will be deemed to be residing in their own houses for purpose of payment of HRA as stipulated hereinafter.

(b) In case of officers mentioned at (a) above, HRA will be payable on the basis of the rental value of the portion occupied by the officer and/or his family and not on the rental value of the total accommodation. For this purpose, a declaration regarding the portion of the accommodation occupied by the officer and/or his family will be necessary and it will be examined by the Committee referred to in para 8.1.3 at the time of assessment of the House Rent.

(c) Such Officer may, if he wants to produce a rent receipt and claim HRA on the basis of rent receipt, in which case the assistance payable will be as per the percentage allowed as per clause 8.1.1 above on the basis of rent receipt produced or the amount arrived at by the assessment by the Committee as per clause 8.1.3 whichever is lower.

(d) Rental value of the accommodation will be determined by the Company on the basis of the market rental value

of the portion of such accommodation occupied by the officer and/or his family from time to time by the Committee referred to in para 8.1.3 and in the manner as described for officers for whom HRA is fixed for accommodation owned by them.

- (c) It is necessary that the officer concerned in whose case HRA is being assessed gives a certificate that none of his family members staying in the portion of the accommodation declared as occupied by him are getting any HRA from any other source. In case any of his family members are getting HRA from any other source, HRA payable by the Company will be reduced to that extent.

On the basis of the rent assessed by the Company, the officer will bear first 10% of the basic salary towards the rent. Thereafter, the Company will pay House Rent Assistance as per para 8.1.1.

8.1.5 Officers receiving House Rent Assistance in cases where his/her spouse receives House Rent Assistance from his/her Employer.

- (a) An officer should declare service terms of the employment, if any, of his/her spouse. If the spouse is employed and posted at the same station and receives House Rent Assistance from his/her employer, the amount of such assistance received will be reduced from the House Rent paid by the Officer or the spouse of the Officer and only the balance amount will be taken into consideration for calculating the House Rent Assistance payable by the Company on the basis stated in clause 8.1.1 above.
- (b) In case an Officer stays in a house owned by him or his spouse and his/her spouse draws House Rent Assistance from his/her employer at the same station, then the fair rental of the accommodation will be assessed as per clause 8.1.3. Thereafter, House Rent Assistance will be paid to the officer on the basis of para 8.1.1 above after deducting the amount of HRA drawn by his/her



spouse from his/her employer, from the assessed rent of the house.

- (c) In case both husband and wife are employed in the Company/Govt. Company and are posted at the same station and they stay together, either husband or the wife would be eligible to get HRA (either minimum HRA) or on the basis of production of rent receipt or otherwise.

#### 8.1.6 Company Leased/owned accommodation & Company Leased Houses owned by Officers and their Spouses.

- (a) No officer will be entitled to Company Leased owned accommodation as of right. Subject to availability of residential accommodation with the Company, officers in Grade 'D' and above will be eligible for Company Leased/owned accommodation on payment of rent equivalent to 10% of basic pay. (In the few existing old cases where officers have continued to avail of furnished accommodation previously provided to them, recovery of 12% of basic pay will be made) Ceilings of floor area and rent will be as follows :—

Salary Group	Max. Floor Area	Rental Ceilings per month		
		CLASS OF CITIES		
		A	B	C
'H' & 'I'	1800 Sq. Ft.	Rs. 2250/-	75% of 'A' class limit	65% of 'A' class limit
C	1400 Sq. Ft.	Rs. 2000/-	-do-	-do-
F & E	1200 Sq. Ft.	Rs. 1600/-	-do-	-do-
D	1000 Sq. Ft.	Rs. 1250/-	-do-	-do-

However, the above limits will not apply to the house leased before 1.5.82.

- (b) Officers in Grades A, B & C may also be considered for Company leased/owned accommodation, in which case respective General Managers should make out justification for approval of Managing Director. The ceilings of rental in such cases will be 10% of the officer's basic pay plus his HRA entitlement based on maximum of Pay Scale provided the officer first pays towards rent @ 10% of his basic pay.
- (c) For Officers not covered by clauses (a) and (b) above, the Company may at the discretion of General Managers agree to lease the house on lending the Company's name basis, in which case the Company's liability will be limited to the HRA entitlement of the officers concerned as listed at para 8.1.1.
- (d) In case the officer is allotted Company accommodation and the spouse draws House Rent Assistance from his/her employer, the same will have to be declared by the officer to the Company. In this case, the Company will first recover from the officer the House Rent Assistance drawn by his/her spouse; in addition to this, the recovery from the basic pay of the officer as per clause (a) above will be 10% of the basic pay of the officer or the excess of rent paid by the Company for the accommodation of the officer over the House Rent Assistance drawn by the spouse, whichever is less.
- (e) Accommodation owned by the officers/their spouse may also be taken on lease by the Company and be allotted to the same officer. This will be considered for officers in Grade 'D' and above. Rental will be determined on Municipal assessment or on the basis of assessment made by the Committee as per clause 8.1.3. However, rental of leased house will be restricted to HRA entitlement of the officer plus 10% of Basic Salary. The officer will be charged rent equivalent to 10% of Basic Pay as in case of other Company leased accommodation.
- (f) Officers may be allowed brokerage charges on Company account for hiring accommodation on Company lease or where Company is lending its name on produc-



tion of receipts. Such brokerage charges will be upto one month's rental. Any brokerage charges beyond one month's rental upto one more additional month only will be considered by the Controlling officer not below the rank of GM on merit of each case. The lease shall not be for a period of less than 3 years (for Bombay where it shall not be less than 33 months). Exceptional cases not covered above may be decided by MD on merit of each case.

8.1.7

#### Paying Guest Accommodation

Officers who enter into arrangements with landlords in respect of their accommodation on "Paying Guest" basis or "caretaker" basis will also be entitled to House Rent Assistance after evaluation of the bare rent without food by a Standing Committee, as specified below, appointed by the Company for each location and their assessment in regard to the rental applicable will be final, subject to the approval of the Sanctioning Authority.

The Standing Committee will consist of :—

- (a) Controlling Officer or his nominee approved by the Sanctioning Authority.
- (b) Representative of Personnel Department.
- (c) Representative of Accounts Department.

The Committee may take assistance of experts, if considered necessary. The Sanctioning Authority will be :—

- (a) In case of officers — Head of Department  
upto Grade 'C' holding a post in Gr.  
'G' & above.
- (b) in Gr. 'D' to 'G' — Managing Director

On the basis of the rent assessed by the Committee, as above, the officer will bear 10% of his basic pay towards the rent. Thereafter, the Company will give him House Rent Assistance to the extent of 30%, 25%, 22½%, 17½% and 15% of his basic pay, depending upon location as specified in para 8.1.1 above.

8.1.8 In case of officers staying in their own houses built with Company's Housing Loan Scheme, they shall be entitled to HRA as per the rates applicable under clause 8.1.1 above on the basis of assessment made by the Committee referred to in para 8.1.3 above.

8.1.9 Each assessment once made will be binding for a period of 3 years and will continue thereafter unless a review is found necessary. The assessment should be completed by the Standing Committee within three months of the applications received from the officers for such assessment and the revised rent should apply from the date of the application.

8.1.10 The Company reserves the right to amend the percentage of HRA on the basis of rent receipt and the quantum of HRA without production of receipts at its sole discretion.

8.1.11 In case an officer is required to carry on the business of the Company from his residence and the authorities specified below are so satisfied, the Company may reimburse to him for proportional rent of space for such official use upto ceilings specified below, subject to the condition that such reimbursement allowed to him together with the House Rent Assistance paid to him under paras 8.1.1, 8.1.2, 8.1.3 and 8.1.4 above will not exceed the actual rent paid by the officer for the entire premises.

(a) Recommending Authority: Controlling Officer in Gr. 'E' and above.

(b) Sanctioning Authority: General Manager

(c) Ceilings :

i) 'A' Class cities : Rs. 150/- per month

ii) 'B' Class cities : Rs. 120/- per month

iii) Other cities. : Rs. 100/- per month



## CHAPTER—9

### LEAVE AND LEAVE ENCASHMENT

#### 9.1 General

Applications for all types of leave should be sent to the respective authorities through the controlling officers. No officer shall avail himself of leave as matter of right and the controlling officer may sanction leave only after consideration of the exigencies of work.

#### 9.2 Definitions

In these rules :—

“Leave” includes Privilege Leave, Half Pay Leave including Commuted Leave, leave not due and special types of leave.

“Privilege Leave” means leave earned in respect of period spent on duty.

“Half Pay Leave” means leave earned in respect of completed years of service and “Committed Leave” means leave converted from half pay as per clause 9.6.

“Completed years of service” means continuous service of the specified duration in the Company and include period spent on duty as well as on leave including extra-ordinary leave.

#### 9.3 Combination of leave

Any kind of leave under these rules except casual leave may be granted in combination with or in continuation of any other leave.

#### 9.4 Privilege Leave

Privilege Leave admissible to a confirmed officer is at 1/11th of the period spent on duty (i.e. 33 days p.a.). Privilege Leave can be accumulated upto maximum of 240 days.

9.4.1 Maximum leave that can be granted at a time to an officer shall be 120 days, subject to Company's work permitting grant of such leave.

9.4.2 An officer on leave (PL) will draw the salary (i.e. basic plus DA plus CCA plus HRA) admissible on the basic pay immediately before the commencement of leave.

9.4.3 Privilege Leave for less than a day will not be allowed.

NOTE : In case of leave without pay, upto 10 days it will be ignored and beyond 10 days no credit of PL will be given for every 11 days of leave without pay and so on.

#### 9.5 Leave on Half Pay admissible to confirmed officer

Leave on half pay admissible to a confirmed officer for each completed year of service is 20 days.

9.5.1 This leave on half pay can be granted to a confirmed officer on medical certificate or on private affairs.

9.5.2 An officer on half pay leave is entitled to leave salary equal to half the amount specified in clause 9.4.2 above.

9.5.3 An officer on Probation will also be granted Half Pay leave on Prorata in case such leave is considered essential.

#### 9.6 Commuted Leave

Commuted leave not exceeding half the amount of leave on half pay due may be granted to an Officer on medical certificate subject to the following conditions :—



- (1) Commuted leave during entire service shall be limited to a maximum of 240 days.
- (2) When commuted leave is granted, twice the amount of such leave shall be debited against leave on half pay due.
- (3) The total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days provided that no commuted leave may be granted under this clause, unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.
- (4) Medical Certificate need not be insisted upon if leave on medical grounds does not exceed three days.

9.6.2 An officer on commuted leave is entitled to leave salary equivalent to amount admissible under clause 9.4.2.

#### 9.7 Leave not due

"Leave not due" may be granted to an officer under the following conditions :—

- (i) 'Leave not due' may be granted to a confirmed officer for a period not exceeding 180 days during his entire period of service.
- (ii) 'Leave not due' may be allowed when no other leave is due to the officer.
- (iii) This leave should only be granted on medical grounds.
- (iv) This leave will be debited against the leave on half pay the officer may earn subsequently.
- (v) 'Leave not due' will not be granted in case of leave prior to retirement.
- (vi) 'Leave not due' should be granted only if the authority empowered to sanction is satisfied that there is a rea-

sonable prospect of the officer returning to duty on expiry of leave and it should be limited to leave on half pay, he is likely to earn thereafter.

- (vii) An officer on 'Leave not due' is entitled to leave salary equivalent to amount admissible under clause 9.5.2 above.

## 9.8 Casual Leave

9.8.1 All confirmed officers will get 12 days casual leave during a financial year. It can be combined with Sundays and other holidays, but not with any other kind of leave. When so combined, the total period of absence at any one time will be subject to a maximum of 10 days including intervening Sundays and holidays.

9.8.2 Probationary/Trainee officers will be given casual leave at the rate of 3 days per quarter.

9.8.3 Casual leave cannot be availed of for less than half a day.

9.8.4 Casual leave entitlement during a financial year cannot be carried forward.

## 9.9 Encashment of Leave

Officers will be allowed to encash the privilege leave available to their credit, upto max. of 90 days. Such leave will be granted in multiple of 5. For sanction of encashment of privilege leave, an officer will not be required to avail of any leave.

Encashment will consist of basic pay, dearness allowance and city compensatory allowance, admissible at the time of grant of such encashment. Manner of computation will be determined on the basis of 30 days a month irrespective of the number of days constituting the month in which it is encashed.

In the event of death, privilege leave as well as half pay leave are encashed and for this purpose, pay will consist of basic pay plus dearness allowance plus city compensatory allowance.



In case of resignation/retirement, encashment would consist of basic pay plus dearness allowance only.

#### 9.10 Special types of Leave

In addition to the leave referred to above, the undernoted special types of leave will also be admissible to the officers.

##### (i) Hospital Leave

The competent authority may grant hospital leave to an officer while undergoing treatment, whether as an out-door or an indoor patient at hospital for illness or injury if the authority competent to sanction leave is satisfied that such illness or injury is directly due to risks incurred in the course of an officer's official duties and is not attributable to negligence on the part of the officer. It may be granted on leave salary equal to either full or half pay as the authority granting it may consider it necessary.

The maximum period of leave which may be granted to an officer is limited to 3 months on full/half pay in any period of three years.

This leave is not debited to the leave account of the officer and it may be combined with any other leave admissible provided the total period of leave after such combination shall not exceed 28 months.

##### (ii) Maternity Leave

This leave is admissible to lady officers of the Company on full pay for a period which may extend upto the end of 3 months from the date the officer desires to proceed on maternity leave or at the most from the date of actual confinement, whichever is earlier. Such leave for a period not exceeding six weeks may also be granted in case of miscarriage or abortion provided that the application for leave is supported by a certificate from an authorised medical attendant. This leave may be combined with any other kind of leave if the request for its grant is supported by a medical certificate. This leave will



not be debitable to the leave account and will count for increments.

(iii) Quarantine Leave

This leave may be granted on a quarantine certificate from a doctor to an officer who is required not to attend office in consequence of the presence of an infectious disease in his family. Such leave will, however, not be admissible to the officer if he himself is the victim of the infectious disease. The maximum quarantine leave on full pay admissible at a time is 21 days extendable to 30 days in exceptional circumstances and is not debitable to the leave account.

(iv) Extra-ordinary Leave

This is a special type of leave which may be granted in special circumstances when either no other kind of leave is admissible or when, other leave being admissible, the officer himself has applied for the grant of such extra-ordinary leave in writing. Its grant will be governed by the undernoted provisions :--

1. It will not be debited to the leave account of the officers. However, a note of such leave availed of by the officer will be made in the remarks column of his leave account.
2. It may be granted in combination with or in continuation of any other leave admissible to the officers provided the total absence from duty at a time on extra-ordinary leave or other leave combined therewith does not exceed 5 years.
3. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.
4. The period of extra-ordinary leave will not be counted for the purpose of increment. In exceptional circumstances MD shall have power to count



such leave upto a period of 120 days for increment if taken on account of illness or any other cause beyond the officer's control.

5. An officer on extra-ordinary leave is not entitled to leave salary.

(v) Special Disability Leave

1. Special disability leave may be granted to an officer who is disabled by injury intentionally inflicted or caused in or in consequence of the due performance of his official duties or in consequence of his official position. This leave will be sanctioned at the sole discretion of the management.

NOTE : Special Disability leave shall be regarded as a period spent on duty in computing period of total service.

3. Special Disability Leave granted on full pay for a period upto 120 days and half pay granted thereafter will not be debited in the regular leave account.
4. An officer shall during the period of special disability leave draw leave salary equal to full pay for the first 120 days and half pay thereafter. Beyond the first 120 days where only half pay is admissible the officer at his option may draw full pay, if leave on full pay would otherwise be admissible to him. The maximum period of leave for which an officer can draw full pay should, however, be restricted to 120 days.

(vi) Special Casual Leave

1. Special Casual Leave upto a maximum of 6 working days may be granted to such of the officers who undergo sterilisation operation under the Family Planning Scheme. The above special casual leave may be sanctioned by the Heads of Departments of the officer concerned producing a

medical certificate from a registered medical practitioner in support of his request.

2. A day's special casual leave may be granted to such of the Lady Officers who may go for IUCD insertion under the Family Planning Scheme, on the day of insertion of IUCD, subject to the production of a medical certificate from the Family Planning Centre that the officer concerned has undergone IUCD insertion. The above Special Casual Leave may be sanctioned by Head of Departments as the case may be.
3. Special Casual Leave for a period not exceeding 14 days may be granted to lady officers who may undergo non-puerperal sterilisation under the Family Planning Scheme subject to the production of a medical certificate to the effect that the officer concerned has undergone such as operation. No special casual leave will however be granted in the case of puerperal operation.

**NOTE :** When Special Casual Leave is granted, Sundays and closed holidays intervening in the period of Special Casual Leave are not to be ignored for calculating special casual leave. Prefixing of regular leave/special casual leave is also not admissible.

4. Special Casual Leave not exceeding 7 days may be sanctioned to the male officers whose wife undergoes non-puerperal tubectomy operation under the Family Planning Programme. This will be subject to the following conditions :—

- i) Sanctioning of special casual leave will be subject to production of medical certificate of the doctor who performed the operation to the effect that the presence of the officer is essential for the period of leave to look after the wife during her convalescence after the operation.



- ii) This special casual leave can be prefixed and suffixed to holidays and Sundays but intervening holidays and Sundays will be counted for the purpose of calculating such leave.

5. Special Casual Leave will be on full pay.

(vii) Special Leave with full pay for confirmed Officers suffering from serious sickness

Managing Director will be the competent authority to grant special leave with full pay to the extent of one year only in the following two cases :—

- 1. Serious/chronic/contagious diseases such as Pulmonary T.B., cancer, acute mental disorder, heart/brain disease, leprosy etc., supported by a certificate to that effect from the doctor authorised by the Company.
- 2. In case of death due to any illness of the officer during hospitalisation, the period of hospitalisation till the date of expiry would be treated as special leave.

(viii) Study Leave

Study leave to the confirmed officers will be granted subject to the following conditions :—

- 1. The Managing Director shall be the competent authority to sanction study leave without pay to any officer of the Company for a period of two years which can be extended by a further period of one year, when the circumstances justify such extension. The total period of study leave shall not exceed three years, under any circumstances, throughout the service of an officer, whether it is taken in one or more spells;
- 2. An officer shall become eligible for study leave only after he has completed a minimum period of 5 years service and he is confirmed in the Company.



However, this minimum period of 5 years can be relaxed by the MD in deserving cases.

3. No disciplinary case should be pending against him or initiated or under initiation.
4. The officer will have to apply for the leave for the purpose of study leave and only the balance of leave will be treated as "Leave without Pay".
5. The period of study leave as "Leave without Pay" will not be counted for the purpose of increments as per the existing policy regarding the release of annual increments.
6. On return from study leave, the officer shall resume duty in the same grade as he was at the time of proceeding on such leave.
7. During the study leave, the officer shall not be considered for any promotional opportunities in the Company. However, he will be considered after resuming his duties as per the policy regulating the promotions existing at that time.
8. The period of study leave will, however, be considered for the purpose of seniority in the grade subject to the condition that such period shall not be taken into account to reckon the minimum period of service of an officer must complete in his existing grade to qualify for promotion.
9. During the entire period of service of the Officer the requests for study leave will be considered only twice.
10. An Officer on study leave will not be allowed to take any remunerative service elsewhere without the prior permission of the Company.
11. The Company shall not be liable for any financial liability whatsoever incurred by the Officer during his study leave or for the purpose of study leave.



12. The officer's application for study leave shall not be entertained unless the course of higher education for which study leave is sought is likely to be beneficial to the Company.
13. No officer shall be granted study leave for study abroad if facilities in the field of study are available in India.

## CHAPTER—10

### LEAVE TRAVEL ASSISTANCE

#### 10.1 Purpose and Scope

10.1.1 To enable officers and their families to visit any place in India during leave (including casual leave).

10.1.2 The assistance shall be admissible once in a block of two years to confirmed officers who have put in minimum one year's continuous service.

10.1.3 The block years shall be 1980-82, 1982-84 and so on—each block beginning on 1st April of the first year of the block and ending on 31st March of the second year of the block. Assistance not availed of during any particular block year can be availed of before the end of the succeeding year.

10.1.4 In the case of officers who are refused leave, the entitlement of Leave Travel Assistance may be carried forward to the end of the next Block year with the approval of the MD.

10.1.5 (a) Family means an officer's wife or husband, as the case may be, children and step children wholly dependant upon the officer. ~~Dependants shall be considered as such only if they are residing with the officer and are wholly dependant upon him for their maintenance.~~

**NOTE:** An adopted child shall be considered to be a legitimate child, if under the personal law of the officer, adoption is legally recognised as conferring on it the status of a natural child. The term "children" includes major sons, married daughters and widowed daughters so long as they are residing with and wholly dependant upon the parent officer.

(b) When husband/wife are both employed either in a Govt./Semi Govt./Public Sector Undertaking or any other organisation which allows LTA to its officer, officer will be required to submit the following certificate :—  
That my husband/wife is not employed/that my



husband/wife is employed in Govt. Service/Semi Govt. /Public Sector Undertaking or any other Organisation and the Assistance has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of two years.

(c) In case, the spouse of an officer happens to be in Non-officer's category employed in the Company, the spouse may avail of LTA as per entitlement of the officer subject to giving declaration by the officer concerned, to the effect that he/she will not avail of LTA as per his/her entitlement in non-officer's category.

(d) All officers are required to make a declaration of their dependant children who qualify for LTA as per the definition laid down above. Any change in the declaration should be advised at the time when such a change occurs.

10.1.6 Officers on contract shall not be entitled to the Assistance unless specified in the contract of service.

10.1.7 An officer who submits resignation will be eligible for LTA for the block year provided one year of the block year period has been completed.

10.1.8 Officers on retirement may avail of LTA any time in the block year period during which he attains the age of superannuation.

## 10.2 Home Town & its Declaration

10.2.1 Home Town means the permanent home town or village of the officer as declared by him immediately on joining the Company.

10.2.2 Home Town once declared can be changed only twice in the entire period of service of the officer.

10.2.3 In case of an officer declaring a place outside India as his Home Town, the Company's Assistance will be limited to the



cost of entitled fare by the shortest direct routes to the Station/  
Airport in India nearest to the Home Town outside India.  
Return fare will be paid on the same basis from that Station/  
Airport to the place of posting.

### Period of Leave

10.3

10.3.1

LTA can be availed of during regular leave or casual leave without there being any minimum limit on the leave to be taken.

10.3.2

Any member of the family can avail of the Assistance irrespective of the officer availing of any leave or not.

10.3.3

LTA may be split in a manner that the officer and dependant members of the family may travel to different destinations and at different times.

10.3.4

When an officer travels by road against LTA either in his own car or in a private car, the benefit of travelling in different groups will not be allowed in which case the officer will be entitled to claim reimbursement only once in a block year.

10.3.5

Onward journey should commence within financial year in which the LTA is sanctioned. The return journey should be undertaken within a maximum of six months from the date of onward journey. The assistance shall be counted against the year during which the outward journey commences.

The time limit for return journey prescribed above may be relaxed by the MD at his discretion in cases of genuine difficulties involving no additional financial liability to the Company. All such cases should be referred to HOD (Personnel) for the prior approval of the MD.

10.3.6

An officer who has a family living away from his place of work may, instead of having the Assistance for his family as well as for himself once in a block of two years, avail of the assistance for himself alone once every year for visiting his home town. His family shall then not be eligible for any assistance during that block of years.



10.3.7 Wife/children otherwise entitled to LTA may be allowed LTA both ways once in a block of two years from the station in which they are normally staying to the headquarters of the employee and back to the same station from which the journeys are commenced. For this purpose, the employee will have to declare in advance the name of station or stations where the wife and children are staying. The above entitlement will be in lieu of the normal entitlement towards the LTA and not in addition to it. In other words, in case where the assistance is availed of, the wife/children will not be entitled to LTA for anywhere in India/Home town during that block year.

10.4 Scale of Assistance

10.4.1 Cost of travel shall be borne by the Company each way.

10.4.2 The journey need not commence and end at the Headquarters.

10.4.3 The reimbursement shall be restricted to distance between the place of journey and Headquarter by the shortest and practicable route on through ticket basis.

10.5 Class of Accommodation & Admissibility of Fare

10.5.1 Officers will be allowed Leave Travel Assistance as per their entitlement, applicable at the time of commencement of their journey, as specified below :—

(i) Officers in Grade 'C' & below First Class Rail Fare

(ii) Officers in Grade 'D' & above Economy Air/ACC Rail Fare.

10.5.2 (a) Officers may travel by air or steamer where places are connected by Rail. The Company's liability in that case shall be restricted to fare as admissible on official tour or actual cost of fare whichever is less.

(b) Where places are connected by rail, officers not receiving reimbursement of conveyance expenses on annual basis, if travel by road by own car, will be entitled to

mileage at the rate of Rs. 1.25 per Km. for one person only or the rail fare admissible for self and family whichever is less. Officers who are receiving reimbursement of conveyance expenses on annual basis for running and maintaining of their own cars will be entitled to mileage at the rate of Rs. 1.10 per Km. or the rail fare admissible for self and family whichever is less.

- (c) Where places are connected by rail, officers may travel by taxi in which case actual taxi fare or rail fare of the entitled class, whichever is less, by the shortest route for self and family will be reimbursed.

10.5.3 In the case of journeys between places not connected by rail but by road only, the Assistance shall be as under :—  
100% of the actual fare paid in case of journeys :

- (a) Performed where recognised scheduled transport system is in operation. All the officers will be eligible to travel by the highest class.

For limiting the charges in respect of bus fare, the bus fare will be calculated on the basis of official rate of fares of State Transport, Roadways/Private Bus.

- (b) Where there is no such recognised public transport system, road mileage will be admissible at the rate of Rs. 1.25/Rs. 1.10 per Km. as the case may be as per 10.5.2(b) irrespective of number of travellers.

- (c) The officers who are entitled to travel by air on LTA for the journeys performed between places connected by Road as well as Air but not by Rail as detailed below :—

- (i) For Travel  
by Taxi

Road mileage @ Rs. 1.25 per Km. by the shortest route for one member only or the airfare for self and family members actually travelled or the actual taxi charges incurred whichever is less.



(ii) By Own Car/  
Private Car

(a) In respect of those not drawing fixed conveyance reimbursement for maintenance of a car.

Road mileage @ Rs. 1.25 per Km. by the shortest route for one member only or the airfare for self and family members actually travelled, whichever is less.

(b) In respect of those drawing conveyance reimbursement for maintenance of a car.

Road mileage @ Rs. 1.10 per Km. by the shortest route for one member only or the airfare for self and family members actually travelled, whichever is less.

10.6 Advance

10.6.1 An officer shall be eligible to draw an advance equivalent to 4/5th of the estimated share of expenditure if the Company is not able to arrange for travel bookings. Such advances be adjusted within 15 days of return from leave. Advance for both the journeys will be admissible only if the return travel is to be completed within 90 days.

10.7 Combination of Leave Travel Assistance with Transfer or Tour

10.7.1 Where an officer on leave is transferred, he shall be entitled to :

(a) Leave Travel Assistance for travel from old headquarter to the place of journey and from there to new Headquarter.

(b) Transfer benefits according to rules from old Headquarter to new Headquarter.

10.7.2 Where an officer proceeds on leave with prior permission to another place from a tour station and returns to Headquarter direct from that place, he shall be entitled to Daily Allowance on tour station to such place and back to Headquarter, subject to usual conditions.

Under any circumstances, if an officer proceeds on leave with prior permission to another place from a tour station and returns to tour station, he will be entitled to only LTA from the tour station to another place and back to tour station. No Travelling Allowance/Daily Allowance will be paid from another place to tour station. Prior approval of MD will be necessary to allow any officer to proceed on LTA from a tour station and return on LTA to tour station.

10.7.3 When an officer is required to proceed on tour from a place of visit on LTA, he shall be entitled to Daily Allowance according to rules for journey from such place to the place of his tour and from tour station to Headquarter. In such cases, the officer may opt not to avail of LTA and he may avail of the same later in the block period, subject to the usual conditions.

#### 10.8 Leave Travel Assistance Claims

10.8.1 The claims for leave travel assistance shall be submitted within one month after the completion of return journey. This limit, however, can be relaxed upto six months from the due date at the discretion of the Head of the Department concerned.

10.8.2 While submitting the LTA claims, it is absolutely necessary that an officer should enclose the Railway Cash Receipt in evidence of his having performed the Rail journey. However, the production of Railway Cash Receipt can be relaxed by the controlling officer if he is satisfied with regard to the genuineness of the claim and bonafides of the journey having been performed. In this case also it is absolutely necessary that the officer concerned should indicate the Railway Ticket Number (s), Train Number/Name of the Train and date of Travel for the journey performed in his LTA claims.



10.8.3 Officers undertaking journey on LTA by Road in their own Cars, under clause 10.5.2 they should produce along with their LTA final claim bills, petrol receipts or any other evidence of their having visited their places of destination.

10.8.4 Officers undertaking journey on LTA by road under clause 10.5.3 in Private Cars (not in taxi) should produce along with the LTA final claim bills, Cash Receipts from the owner of the vehicle by which they have travelled or a certificate from the owner of the vehicle that the officer concerned has travelled in his Car and all the running expenses were borne by the officer. In the case of journey by taxi, the Cash Receipt should be produced.

NOTE : Recognised scheduled transport system means the transport services operated by the Govt. or any private body for carriage of passengers at scheduled times and at approved routes, but does not include any private Car/Taxi.

## CHAPTER—11

### MEDICAL ASSISTANCE

11.1 The Company will extend Medical Assistance to an officer (including probationers/trainees at the discretion of the Company), his/her spouse, dependent children (and dependent parents) in accordance with rules and regulations in force from time to time. In case, a spouse of an officer of the Company is allowed medical assistance by his/her employer, such officer of the Company will be required to make a declaration to the Company stating whether such officer will claim medical assistance for his/her spouse from the Company or the employer of the spouse exclusively and reimbursement will be allowed in accordance with the declaration. The Company may, at its discretion, inform the employer of the spouse regarding this declaration, which should empower the Company to do so. However, medical assistance for a self-employed spouse of an officer will be allowed by the Company.

11.2 In case, the spouse of an officer happens to be in the non-officer's category employed in the Company, the spouse may avail of Medical Assistance under these rules subject to giving declaration by the officer concerned.

11.2 An officer may consult a registered medical practitioner and claim reimbursement of expenses, subject to the following :

- (a) In case of visits to chambers, fees paid should not exceed Rs. 20/- per consultation for General Practitioners and Rs. 50/- per consultation for Specialists. In case of house visits, fees paid should not exceed Rs. 40/- per consultation for General Practitioners and Rs. 80/- per consultation for Specialists. However, the above limits may be increased by 50% in the case of house visits by doctors at night (after 9 P.M. and before 6 A.M.).
- (b) For consultation of Specialist, officers shall normally take prior permission of the sanctioning authority and though in case of emergency an officer needing consul-



tation with the Specialists may do so, he must get confirmation of the sanctioning authority subsequently by explaining to him the need for such consultation by a Specialist in emergency without obtaining his prior approval.

(c) In the event of prolonged treatment, i.e. regular consultation for more than two weeks, the officer will obtain approval, prior to continuing such treatment, from the sanctioning authority, otherwise, reimbursement may be disallowed.

(d) Reimbursement will be allowed for Allopathic, Ayurvedic, Homeopathic and Unani treatment provided such treatment is taken from registered medical practitioner.

(e) In regard to hospitalisation, surgery, maternity, pathological and radiological tests, reimbursements will be on actuals but subject to certain scales and ceilings as mentioned in the Schedule annexed hereto.

(f) Under no circumstances cost of spectacles, dentures, orthodontia and similar cosmetic treatment will be reimbursed by the Company. However, expense incurred on other normal dental and eye treatment including examination of eyes with a view to ascertaining suitable lens for correction of vision, will be considered for reimbursement on merits by the sanctioning authority.

(g) Sanctioning authority referred to in items (b), (c) & (f) will be officers of Grade 'G' and above to whom officers normally report.

11.3 Requests for reimbursement of expenses, in excess of what has been laid down in these rules in exceptional and deserving cases may be considered by sanctioning authorities at the level of GMs.

11.4 Any single hospital bill where the amount does not exceed Rs. 2500/- may be sanctioned by the GMs, who in turn, may delegate to the respective Grade G and above officers reporting to them, authority to sanction amounts upto



Rs. 1500/- Any bill amounting to more than Rs. 2500/- but upto Rs. 5000/- will require sanction of Managing Director and if the amount exceeds Rs. 5000/- approval of the Board will be necessary. (The above amounts are inclusive of reimbursement received in any of the schemes mentioned hereinafter).

- 11.5 In the case of Grade 'D' and above officers, cost of membership to schemes run by institutions such as Calcutta Hospital and Nursing Home Benefit Association, Calcutta or the Breach Candy, Bombay, will be borne by the Company.
- 11.6 For such of the officers for whom Company may be paying the premium for Calcutta Hospital and Nursing Home Benefit Association, Calcutta or Breach Candy, Bombay, reimbursement will be allowed only for the difference between the charges permitted by the Company and reimbursement received from such Authorities.
- 11.7 Reimbursement of expenses will be allowed only on production of prescriptions, vouchers, cash memo and bills.
- 11.8 Reimbursement on account of cost of common medicines excluding tonics, vitamins and vitaminized foods, can be allowed without the Doctors' certificate or Doctors' prescriptions provided.
- (i) Reimbursement against individual cash memo will be restricted to Rs. 7.50 only.
  - (ii) Reimbursement on account of all such cash memos during a month will be claimed together upto a limit of Rs. 80/- once in a month.
  - (iii) Such medicines are allowed to be purchased without prescriptions.
- 11.9 GMs should ensure that all officers who have crossed the age of 45 years undergo a medical examination once every year. These medical examinations will be conducted by Doctors/Hospital/Nursing Homes approved by the Company for the purpose. The cost for the above medical examination will be reimbursed by the Company.



#### 11.10 Definition of Dependents

##### (a) Dependent Children:

- (i) Sons of officers upto the age of 21 years are covered for medical assistance.
- (ii) Sons over 21 years of age can be covered for full medical assistance in case they are students of recognised professional/educational institutions in India and are certified as such, provided they do not have an independent income exceeding Rs. 250/- per month from service or self employment.
- (iii) A son who is invalid and is wholly dependent can be fully covered for medical assistance and in this case an appropriate medical certificate regarding the physical state should be produced with the claim for reimbursement.
- (iv) Unmarried daughters of any age including those who are employed or are working with independent income but do not enjoy the facility of medical assistance as a part of their service agreements are fully covered for medical assistance.

##### (b) Dependent parents:

- (i) The officer must be supporting the parents.
- (ii) The income of the parents taken together must not exceed Rs. 250.00 p.m. )

11.10.1 All officers are required to declare in writing their dependent children and dependent parents who qualify for medical assistance as per above conditions. Moreover, any change must be advised as soon as a change occurs.

11.10.2 An officer may be allowed advance against medical expenses for prolonged treatment of self or family members. Such advance will be limited to an amount of Rs. 2500/- at one time against the estimated expenditure which should be supported by a certificate from the Company Doctor or a recognised medical practitioner on Company's list. This



advance should be accounted for against actual expenditure within one month from the date of receipt of such advance. In case the advance is not utilised within the stipulated time limit for the stated purpose, the amount of advance should be returned along with interest chargeable at borrowing rates applicable to the Company.

### 11.11 The Schedule

Scales and ceilings for Hospitalisation, Surgery, Maternity and Pathological and Radiological tests.

#### 11.11.1 Room Charges

Grades	Calcutta/Bombay/ Delhi/Madras	Other places.
Upto 'C'	Single room subject to a max. of Rs. 90.00 per day inclusive of surcharge, if levied.	Single room subject to a max. of Rs. 60.00 per day, inclusive of surcharge, if levied.
'D' & above	Single AC Room in any Hospital/Nursing Home.	Single AC Room in any Hospital/Nursing Home.

**NOTE :** In the case of officers upto Grade C and members of their families, if AC room is essential for proper treatment in serious cases like ailment of heart, on the recommendation of the attending Doctor, GMs may consider reimbursement of such charges for single AC room.

#### 11.11.2 Special Nursing Charges

- (a) If during treatment in a Hospital/Nursing Home, special nursing is deemed essential by the attending doctor/doctor performing the operation for the recovery or the prevention of serious deterioration in the condition of the patient, having regard to the nature of the disease, an officer or a member of his family will be entitled to such special nursing as may be advised by Doctor. Such facility will also be allowed at the residence of the officer only if specially recommended by a Specialist.



- (b) The amount to be reimbursed to any officer for such special nursing shall not, in any case exceed the amount as under :

<i>Type of special nursing</i>	<i>Applicable ceiling</i>
(i) For day only	Rs. 40.00 per day
(ii) For night only	Rs. 50.00 per night.

- (c) The medical reimbursement claim should be duly supported by a receipt from the nurse engaged, indicating the period, rate and the amount paid, and a certificate from the doctor concerned or the Hospital/ Nursing Home.

#### 11.11.3 Surgery (including Caesarian and Plasters for Fractures)

(a) Major Operation	Upto a ceiling of Rs. 1,500.00
(b) Minor Operation	Upto a ceiling of Rs. 500.00
(c) Anaesthesia Charges	25% of surgical fees.
(d) Operational Theatre Charges	As levied by the Hospital/ Nursing Home.

Operation charges given in (a) and (b) above cover payment to the surgeon for operation and subsequent attendance during hospitalisation. Consultation fees after discharge from Nursing Home/Hospital will be reimbursed as laid down in paragraph 11.2.

#### 11.11.4 Maternity Charges Upto Rs. 750.00

(Deliveries normal and abnormal with or without epistiotomy).

The charge given above covers payment to the medical attendant for delivery and subsequent attendance during hospitalisation. Fees for ante-natal and post-natal consultations outside the Nursing Home/Hospital will be reimbursed as laid down in paragraph 11.2. Maternity Registration Fee upto Rs. 25.00 will be additionally reimbursed.

#### 11.11.5 Blood Transfusion

Where it becomes necessary to give blood to a patient, actual cost thereof will be reimbursed on production of the receipt for the same duly verified by the attending doctor.

11.11.6 Pathological and Radiological Test : Limits of Reimbursement per Test :

Blood Test	:	Upto Rs.	32.00
Urine Spectrum Test	:	„ Rs.	16.00
Test involving culture	:	„ Rs.	32.00
Stool Test	:	„ Rs.	25.00
Biopsy	:	„ Rs.	50.00
E.C.G.	:	„ Rs.	50.00
E.E.G.	:	„ Rs.	150.00
X-Ray	:	„ Rs.	32.00
			(Per plate for normal x-ray)
Barium Meal—			
Urinary Tract	}	„	Rs. 300.00
Gall Bladder			

Since all kinds of X-Rays, Pathological Test and other Tests required for diagnosing all diseases cannot be exhaustively listed, GMs may use their discretion to give a sanction upto Rs. 350.00 while Managing Director will have the authority to sanction any sum beyond Rs. 350.00 for tests or physiotherapy treatment.

GM may however delegate to respective Grade 'G' and above officers reporting to them, authority to sanction upto Rs. 50/- for each test or physiotherapy treatment.



## CHAPTER—12

### TRANSPORT

#### Scope

12.1 The Company may, at its discretion, provide a car, with or without a driver, to an officer provided the same is considered essential for the work of the Company. Recoveries from such officers for personal use of the car will be on such terms as may be decided by the Company from time to time.

12.2 The Company may, at its discretion, grant a loan to equip a confirmed officer with private transport provided it is considered essential for the work of the Company and other operational/representational needs of the job. Details of scheme granting loans together with rules for reimbursement of expenses to officers for use of privately owned cars/motor cycles/scooters/mopeds for the official work of the Company are recorded below:

In exceptional circumstances where for operational/representational needs of the job it is considered that transport is necessary, the scheme may be applied even to those who are on probation (provided they are not on consolidated pay terms). Such cases will be approved by MD on the basis of scrutiny and recommendation of the Committee mentioned in clause 12.3, 12.5.1, 12.7.1 of this Chapter.

12.3 Requests for granting of loans to officers for purchasing cars/motor cycles/scooters/mopeds will be made to the controlling officer who will be required to send justification in support of the loan, if he deems fit, for scrutiny of a Committee consisting of GM (F), GM and HOD (Personnel). The scheme for granting loans is detailed below:—

12.4 Car/Motor Cycle/Scooter/Moped Purchase Loan Scheme

#### 12.4.1 Loan for car

1. For officers in Gr. 'E' and above. Actual cost limited to 'on the road controlled price' of a car.
2. For officers in Grade 'C' and 'D' who have to undertake intensive inter-city travel, viz. Sales Officers Divisional/Sales Engineers. Rs. 35,000/- or actual cost of the car, whichever is less.

#### 12.4.2 Motor Cycle/Scooter/Moped Loan

All Officers

Actual cost limited to 'on the road controlled price' of a new motor cycle/scooter/moped.

NOTE : The term 'on the road controlled price' would mean the price of the vehicle, duty and sales tax, but will not include Registration charges, Road Tax, cost of Number Plate etc.

#### 12.4.3 Recoveries

Recoveries for Car/Motor Cycle/Scooter/Moped Loan would commence from the month following the month in which the Loan has been disbursed.

##### 1. Car Loan

- (a) For loan amount of upto Rs. 12,000.00, recoveries of Principal amount will be in not more than 60 equal monthly instalments.
- (b) For loan amount of more than Rs. 12,000.00 recoveries of Principal amount will be in not more than 100 equal monthly instalments.

##### 2. Motor Cycle/Scooter/Moped Loan

- (a) Recoveries of Principal amount will not be in more than 75 equal monthly instalments.



- (b) For loan sanctioned on subsequent occasions, recoveries of Principal amount will not be more than 50 equal monthly instalments.

#### 12.4.4 Interest

- (i) The loan shall bear simple interest at such rates as may be fixed by the Company from time to time, the interest being calculated on the balance outstanding on the last day of each month. The current rate of interest is  $2\frac{1}{2}\%$  p.a.
- (ii) In the case of an officer ceasing to be in the service of this Company by premature retirement/resignation/termination/dismissal or otherwise, the rate of interest shall stand enhanced to the then current Bank rate of interest on loans on the balance outstanding amount from the date of such ceasure. This, however, is without prejudice to the right of the Company to reclaim the entire outstanding loans on such date of ceasure.
- (iii) In the cases where an officer dies while in service of the Company and if the balance of the Motor Vehicle loan is paid by the dependent of the deceased officer within six months of the death of the officer, the rate of interest may continue to be at  $2\frac{1}{2}\%$  as at present but if some amount still remains to be cleared after the period of six months the rate of interest would be at the then prevailing Bank rate.
- (iv) The recovery of interest shall commence from the month following that in which repayment of principal has been completed. Interest recovery will be made in one or more instalments, each being not appreciably greater than the instalment by which the principal was recovered.
- (v) Officers who have availed of a vehicle loan facility from the Company and subsequently resigned from the services of the Company to join any other Government Undertaking may be allowed a time



limit of only 6 months for repaying the balance loan amount including interest. During this period of 6 months such an officer should make arrangements to pay usual monthly instalments directly to the Company at the same rate of interest which he would have paid had he remained in this Company. In case some amount still remains to be cleared after the period of 6 months, the rate of interest would be at the then prevailing Bank rate.

12.4.5

#### Subsequent Loan for Car/Scooter/Motor Cycle/Moped

- (i) Any loan (Motor Car/Motor Cycle/Scooter/Moped etc.) subsequent to the first loan will be only to the extent of the amount by which the sale proceeds of the old vehicle less outstanding loan plus interest falls short of the purchase price of subsequent vehicle, subject to the entitlement of the loan as per clause 12.4.1 above and also to the condition that subsequent loan will be granted only after five years from the date of grant of previous loan.
- (ii) An officer drawing a loan shall complete the transaction within one month from the date of drawal of loan. Otherwise the full loan together with interest shall be refunded to the Company.

12.4.6

#### Execution of Documents and Insurance

- (i) At the time of drawing the loan, an officer shall execute an agreement in such form as prescribed for this purpose from time to time.
- (ii) On completion of the purchase of the vehicle, an officer shall sign an unattested deed of hypothecation in the form prescribed for this purpose from time to time.
- (iii) All stamp charges in connection with execution of above documents shall be payable by the officer concerned. The stamp charges shall be those as applicable to the head quarter of the Controlling



officer in Grade 'G' and above, though the place of posting of the officer may be different.

- (iv) The vehicle shall be insured within one month from the date of its purchase against full loss of fire, theft or accident. Insurance on owner driver or other similar qualified terms is not sufficient for the purpose of this rule. Insurance policies at a reduced rate of premium may however be accepted in the case of vehicle, if :—

- (a) The owner of the vehicle undertakes to meet the first Rs. 50.00 or so of a claim preferred against an Insurance Co. in the event of an accident.
- (b) The vehicle is not insured against an accident for any part of the year during which it is not in use but is kept in a garage.
- (c) The vehicle may be insured either with General Insurance Corporation of India or with any other Insurance Company which is prepared to insert in the Insurance policy a clause regarding Company's interest in the Insurance policy. The Company will forward letter to the Insurance Company and obtain their acknowledgement. In case of Insurance on annual basis the process should be repeated every year till the loan is fully repaid.
- (d) The amount for which the vehicle is insured for any period should not be less than the balance of the loan with the interest accrued at the beginning of such period. The Insurance shall be renewed from time to time till the amount is fully repaid. If at any time for any reason the amount insured under current policy is less than the amount as specified, the officer concerned shall refund the difference to the Company in not more than three monthly instalments.



#### 12.4.7 Sale of Vehicle

- (i) Prior sanction of the Company shall be necessary for the sale of the vehicle before the loan and the interest accrued thereon is fully repaid.
- (ii) If an officer wishes to transfer the vehicle to another officer of the Company who performs duties that render the possession of vehicle necessary, he may be permitted to transfer the liability attaching to the vehicle to the latter officer provided the latter officer records a declaration that he is aware that the vehicle transferred to him remains subject to the mortgage bond and that he is bound by its terms and conditions.
- (iii) The sale proceeds must be utilised in all cases, so far as may be necessary, towards the repayment of the outstanding balance. If, however, the vehicle is sold only in order that another may be purchased, the Company may permit an officer to utilise the sale proceeds towards such purchase subject to the following :—
  - (a) The cost of the new vehicle should in no case be less than the amount outstanding.
  - (b) The amount outstanding shall continue to be repaid at the rate previously fixed.
  - (c) The new vehicle must be insured and hypothecated to the Company as required under the rules.
  - (d) The new vehicle will be purchased within one month from the date of the sale of the old vehicle.
  - (e) If the cost of the new vehicle, though more than the amount outstanding, is less than the sale proceeds of the old vehicle, the difference between the sale proceeds of the old vehicle and the actual cost of the new vehicle must be refunded to the Company towards the repayment of the amount of loan outstanding.
  - (f) An officer applying for permission to sell a vehicle shall give the name of the purchaser and the amount for which the vehicle is proposed to be sold and



state whether he has had or is likely to have any official dealing with the purchaser. An officer desiring to utilise the sale proceeds of a vehicle purchased from loan granted by the Company for the purchase of a new vehicle shall also be required to sign a hypothecation deed in the form prescribed for this purpose from time to time.

- (g) No officer who purchases the Car/Motor Cycle/Scooter/Moped from the Company's loan will be allowed to transfer/sell his/her Car/Motor Cycle/Scooter/Moped to any member of his/her family i.e. wife/husband, children, parents etc.

#### 12.4.8 General

- (i) The grant of a loan for the vehicle does not imply that any reimbursement towards the maintenance of the vehicle will also be given to the officer or vice-versa.
- (ii) Contravention of these rules shall render the officer concerned liable to refund the whole amount of loan drawn with interest accrued thereon, unless good reason is shown to the contrary.

#### 12.5

##### Reimbursement of Car Running Expenses to Officers

#### 12.5.1

The Company, may at its discretion, grant reimbursement of car running expenses to officers for use of their private cars for the business of the Company when use of their private car is considered essential for the work of the Company and other operational/representational needs of the job. Requests for this reimbursement should be made along with request for loan, if any, by the officer to the controlling officer who will be required to send justification in support of the same, if he deems fit for scrutiny by a Committee consisting of GM (F), GM and HOD (Personnel). Subsequent to approval by this Committee, reimbursement of car running expenses on annual mileage basis may be authorised by the controlling officer in grade 'G' and above subject to the following scheme:—

Officers in Grades 'B' & 'C'	4600 Kms. per annum
Officers in Grades 'D' & 'E'	5400 Kms. per annum
Officers in Grades 'F' and above	6200 Kms. per annum



12.5.2 The reimbursement of expenses upto the above limits have been worked out taking into account the cost of propulsion and maintenance of a car on the annual basis. For this purpose, the reimbursement rate per Km. for the present has been linked to the following basis :—

Upto 4400 Kms. per annum	@ Rs. 1.25 per Km.
Beyond 4400 Kms. per annum but upto the permissible limits	@ Rs. 1.10 per Km.

12.5.3 For journeys performed beyond 15 Kms. radius from headquarters the officers will be entitled to claim actual mileage @ Rs. 1.10 per Km. over and above the fixed limits mentioned above, in respect of the distance beyond 15 Kms. radius from headquarters.

12.6 Reimbursement of Car/Motor Cycle/Scooter/Moped Running Expenses to officers who have to undertake extensive inter-city travel for the business of the Company and not drawing monthly reimbursement on annual mileage basis, the scale of reimbursement for such officers is as follows :—

(a) For Cars

Upto 800 Kms. per month	@ Rs. 1.25 per Km.
Beyond 800 Kms. per month	@ Rs. 1.10 per Km.

(b) For Motor Cycle/Scooter/Moped @ Rs. 0.41 per Km.

#### 12.7 Reimbursement of Motor Cycle/Scooter/Moped Running Expenses to Officers

12.7.1 The Company may, at its discretion, grant reimbursement of motor cycle/scooter/moped running expenses to officers for use of their private motor cycles/scooters/mopeds for the business of the Company, when use of their private motor cycles/scooters/mopeds is considered essential for the work of the Company and other operational/representational needs of the job. Requests for this reimbursement should be made along with request for loan, if any, by the officer to the controlling officer who will be required to send justification in support of the same, if he deems fit, for scrutiny by a



Committee consisting of the concerned GM (F), GM & HOD (Personnel). Subsequent to approval by this Committee, reimbursement of motor cycle/scooter/moped running expenses on a monthly basis may be authorised by the controlling officer in Grade 'G' and above, subject to the following scheme :

12.7.2 Reimbursement will be allowed upto Rs. 175.00 per month for Motor Cycle/Scooter and Rs. 125.00 per month for Moped towards expenses in running the motor cycle/scooter/moped on official work.

12.7.3 Officers using their motor cycle/scooter/moped on official work will also be allowed additional reimbursement on a mileage basis at the rate of 41 paise per kilometer for actual distance covered outside 15 Km. radius of normal place of work.

12.7.4 An officer who is not claiming reimbursement for motor cycle/scooter/moped running expenses under 12.7.2 and 12.7.3 above may claim reimbursement at the rate of 41 paise per Km. of distance covered on official work.

12.8 Effective Date for reimbursement of Car/Motor Cycle/Scooter/Moped running expenses

Normally, reimbursement to the officers for the use of their car/motor cycle/scooter/moped for official use is allowed from the date the vehicle is registered in the name of the officer. In particular cases, where the officer may have started the use of the car/motor cycle/scooter/moped for official purpose, but there has been a delay in the registration of the vehicle in his name, satisfaction regarding genuineness of the date from which car/motor cycle/scooter/moped is used by the officer will be determined by the sanctioning authority on the merits of each case.



## 12.9 General

- (a) The annual limits will apply on a financial year basis.
- (b) The reimbursement will be on the basis of the proportionate expenses of propulsion and maintenance of car incurred by the officer for official work. The claim in each month would obviously vary from month to month. The officer will claim reimbursement of expenses taking into account inter-alia the mileage covered by him during the month for official work. He should make sure that the total reimbursement claimed during the year for propulsion and maintenance of car for official work does not exceed the specified limits since the reimbursement is allowed upto these limits.
- (c) The annual mileage limit of those officers who are on leave/tour/training etc. for a continuous period exceeding 30 days will be reduced by 50% of prorata mileage for the balance period in excess of initial 30 days. The same provision will also apply when the officer's car/motor cycle/scooter/moped is not in use on account of repair etc.
- (d) The Accounts Department will make payment admissible to an officer on the basis of the proforma appended below and also maintain necessary records for the purpose.
- (e) Wherever change occurs in entitlement to the mode of transport or the extent of mileage limits due to promotion, transfer etc. the change will be deemed to be effective from the 1st day of the following month and operated on a prorata basis.
- (f) In case of an officer who temporarily does not own a car (e.g. the intervening period between the sale of old car and purchase of another) the annual mileage ceiling will stand reduced by the prorata mileage ceiling for the period when the officer does not own a car.



(g) Profroma for claiming reimbursement for Car/  
Motor Cycle/Scooter/Moped

(i) CLAIM FOR REIMBURSEMENT OF MOTOR  
CAR EXPENSES

MONTH.....19

I hereby certify that the proportionate expenses of propulsion and maintenance of my own car No.....for official work during the month of .....was not less than.....which has been worked out, taking into account, inter alia, mileage covered by me during the month for official work and is within the ceiling prescribed by the Company. The same may kindly be reimbursed to me.

I also certify that :—

(a) Motor Car bearing No.....is registered in my name and

(b) I was not—

(i) on leave

(ii) on transfer

(iii) on official tour/temporary transfer; and

(iv) my car was not under repair or for other similar factor not put to business use

for a period in excess of 30 consecutive days for any or all of the above reasons put together during the period the reimbursement claimed so far in current financial year.

(ii) I have incurred Rs.....on maintenance and operation of my own Motor Cycle/Scooter/Moped No.....for official work in the month of.....Please reimburse Rs.....

12.10 Car/Motor Cycle/Scooter/Moped Repair Loan Scheme

#### 12.10.1 Eligibility

Officers who have purchased new cars/motor cycles/scooters/mopeds not less than five years back and are reimbursed car/motor cycle/scooter/moped running expenses, are eligible for this loan. In case of purchase of second hand vehicle, at least three years must have elapsed from the date of purchase and the first owner must have purchased the vehicle at least five years ago. In other words, in case of second hand vehicles, loan is not sanctioned before five years from the date of original purchase. The above loan will be granted for major repairs only.

#### 12.10.2 Quantum of Loan/Recovery & Sanctioning Authority

- |                                       |   |
|---------------------------------------|---|
| (a) Car                               | Rs. 5,000/- recoverable in not more than 36 monthly instalments at the rate of not less than Rs. 100/- per month. |
| (b) Motor Cycle/<br>Scooter/<br>Moped | Rs. 1,000/- recoverable in not more than 36 monthly instalments at the rate of not less than Rs. 25/- per month.  |

GM concerned will have the authority to sanctioned this loan on the basis of scrutiny and concurrence by Personnel and Finance of respective divisions/regions.

#### 12.10.3 Interest

Same rate of interest will be charged as applicable for conveyance loan. Current rate of interest is 2½% p.a.

#### 12.10.4 Conditions

Once car/motor cycle/scooter/moped repair loan is sanctioned, no further loan for purchase of car/motor cycle/scooter/moped is granted before 5 years from the date of sanction of the repair loan.



Next Car/Motor Cycle/Scooter/Moped Repair Loan is Admissible only after lapse of three years from the date of payment of the first Repair Loan.

Estimates for repair should be submitted at the time of applying for such loan in a prescribed form. Sanctioned amount will not exceed the cost of estimates in any case.

After drawal of advance, details of the bills obtained from the garage are to be produced within 60 days along with a certificate to the effect that all the jobs have been carried out as per estimates and the amount already paid.

If any residual amount be left out, the same should be refunded forthwith. If the advance amount exceeds the actual cost of repairs by Rs. 500/- then actual bank interest will be charged on the residual amount from the date of actual payment.

## CHAPTER—13

### REIMBURSEMENT OF TRAVELLING EXPENSES

13.1 Rules of the Company for reimbursement of expenses to officers who travel on—

- (i) first appointment
- (ii) official tour
- (iii) retirement
- (iv) attending departmental interviews while on leave and resettlement concession to the family of an officer dying while in service.

#### 13.2 Reimbursement of expenses on first appointment

13.2.1 Officers joining service as trainees or on probation will not be allowed reimbursement on account of transport expenses for themselves and/or members of their families and transportation of their baggage and personal car unless permitted by the company in exceptional cases, at its discretion.

13.2.2 In respect of experienced persons appointed to posts in Gr. 'B' and above, in exceptional cases, reimbursement of transport expenses for self, family (including dependant parents) and unaccompanied baggage can be permitted, as a special case on its merits with specific prior approval of GM. Where such reimbursement is permitted, it will be subject to following conditions :—

- (i) Proof of travel should be produced for the journey involved by the shortest route and money receipts submitted for the rail freight incurred.
- (ii) The mode and class of travel will be ACC rail/air for officers joining Gr. E and above and 1st class rail for other posts. Dependant parents of the officer who are actually residing with the officer may also be reimbursed cost of fare limited to the entitlement of the concerned officer.
- (iii) For carriage of personal effects, officers will be allowed actual cost of transportation by goods train, subject to the maximum of one full wagon load (4 wheeler).



- (iv) For an officer who on his joining wishes to transport his personal effects by road, company will arrange and pay for the same limited to one full truck load for officers in Grade D and below and two truck loads for officers in Gr. E and above. The capacity of each truck shall not exceed 12.5 tonnes in each case. The charges for this transportation by truck would be paid directly to the transport agents by the Company.
- (v) If, however, an officer transports his personal effects by road, by making his own arrangements, he will be eligible for the actual transportation by road or the equivalent to 60 quintals by a 4-wheeler rail wagon, whichever is less.
- (vi) If an officer wishes to transport his personal and household effects by the railway container service, he shall be allowed to do so subject to the following conditions :—
- (a) Maximum of four containers may be used by the officer joining post in Grade 'E' & above and maximum two containers by the officer joining post below Grade 'E', provided the charges by the railways for the two containers/four containers, as the case may be, taken together do not exceed the charges for 60 quintals/120 quintals by the container service.
- (b) The charges so payable to the railways for the two containers/four containers should not exceed the cost of transportation of household effects by one truck load or two truck loads as the case may be and the concerned department should ensure this aspect before approving the transportation by railway container service.
- (vii) A lumpsum amount of Rs. 150/- per truck/railway wagon at each end, will also be reimbursed, as loading and unloading charges. This will also be admissible in case of transportation of personal effects by



journeys in connection with the bonafide work of the Company. All such journeys will be authorised specifically and/or by general order by the appropriate authorities empowered to sanction such reimbursement.

13.3.2 Rates of reimbursement of daily allowance for tours

Category	'A' Class cities	Other cities.
(a) Officers in Grade 'D' and above.	Rs. 100/- per day	Rs. 90/- per day
(b) Officers in Grade 'B' & 'C'	Rs. 90/- per day	Rs. 80/- per day
(c) Officers in Grade 'A' and below.	Rs. 80/- per day	Rs. 70/- per day

Daily Allowance rates during journey will be as per rates applicable for other cities. Classification of cities for the purpose of daily allowance on tour has been shown in para 13.3.18.

13.3.3 Daily allowance reimbursement rates mentioned above will be inclusive of portage and tips.

13.3.4 Officers may claim actual hotel charges paid subject to limitation as mentioned in clause (a) of 13.3.13 whenever accommodation in guest house/transit flat is not available.

13.3.5 Officers attending residential courses will be allowed reimbursement of 25% of the DA applicable to the place of the residential course and according to the basic pay of the officer, to meet out-of-pocket expenses.

13.3.6 Trainee officers will be allowed reimbursement of DA at the rate mentioned in 13.3.2 (c) above.

13.3.7 Travelling Expenses Advance :

Officers proceeding on tour may be granted advance to cover the actual train/conveyance charges etc. as well as probable Daily Allowance and likely expenses on transport.



### 13.3.8 Basis for claim

- (i) Daily Allowance will be payable for the day of departure, for the day of return and for each day in between, subject to the arrival time of plane/train/bus, etc. on the day of return being after 12 noon.
- (ii) If an officer goes out of station and returns the same day after absence from Headquarters between six and twelve hours, he will be entitled to reimbursement for half a day's daily allowance as applicable to the place visited. In case the absence from Headquarters is for more than 12 hours, reimbursement for full day's daily allowance will be allowed, as applicable to the place visited.
- (iii) In case the absence from Headquarters is for less than 24 hours, but involves an overnight halt, reimbursement for a full day's daily allowance will be allowed, as applicable to the place visited.

### 13.3.9 Daily Allowance for tours of long duration or on deputation at out station on temporary duty at one particular location will be regulated as under :—

		Sanctioning Authority
(a) For the first 30 days :	At normal rates of Daily Allowance	Controlling Officers in Gr. 'G' and above with Finance concurrence.
(b) From 31st to 60 days	50% of normal rates of DA	GM with Finance concurrence.
(c) For the period beyond 60 days	The need for the officer to remain on tour on temporary duty at one particular location will have to be justified	MD with Finance concurrence.



to MD with  
the recommen-  
dation for the  
rate of DA to  
be allowed to  
the officers for  
the period.

- 13.3.10 If during training/probationary period a trainee/probationer drawing a consolidated salary is given working charge of a post and is posted to an outstation, he will be paid an allowance to compensate for the hardship arising out of the need to set up an establishment for a short period of time. Such an allowance will be paid only when the duration of posting is long enough so that the trainee/probationer is not entitled to DA. The quantum of compensatory allowance will be decided by the GM on a case to case basis on its merits. In no case shall the allowance be more than Rs. 150/- p.m.

13.3.11 Rates of reimbursement of conveyance expenses

- (a) Officers going on tour and returning from tour shall be entitled, both at the Head quarters and places of halt, to reimbursement of actual taxi fare between place of duty/residence/guest house and railway station/airport, if Company's transport is not available.

- (b) Officers will be reimbursed conveyance expenses at the following rates while performing journeys at the touring station, provided Company's vehicle is not used.

(i) Officers in Gr 'B' & above — Actuals.

(ii) Officers in Gr 'A' & below — Rs. 10/- per day.

However, under extenuating circumstances, reimbursement of actual charges in excess of the amount prescribed at (ii) above may be allowed by the concerned controlling officer in Gr. 'G' and above for officers working under them.

- (c) For reimbursement of taxi fares, officers must submit full details (date, travelling points and fare paid for every trip) of the journey covered under (a) and (b) above.



### 13.3.12 Mode of Travel

- (a) For Officers in Gr. 'D' and above — Economy air or ACC rail.  
For Officers in Gr. 'C' and below — 1st Class rail/2nd Class AC sleeper
- (b) As far as possible, bookings for travel should be made through the Company.
- (c) Due to exigencies of the business of the Company, controlling officers holding posts of Gr. 'G' and above may permit the officers working under them to travel by air; however, ACC rail travel will not be permitted in any case. If such air travel is undertaken without the approval of the appropriate authority, the travel fare will be regulated as per entitled class limited to 1st class rail.

13.3.13 The cost of telephone calls made, telegrams/telexes/ cables sent on the business of the Company while on tour, will be reimbursed in full on production of documentary evidence, if not sent from an office of the Company.

### 13.3.14 Rules for stay in hotels and reimbursement of expenses :

- (a) Wherever the company has transit flat, officers should first explore the possibility of staying in transit flats. Failing the above mentioned arrangements, suitable hotel accommodation, cost of which should not normally exceed the following ceilings, may be arranged for/by officer in Gr. B and above.

Grade B & C Rs. 175/- per day.

Grade D and above Rs. 250/- per day.

The officer will be reimbursed daily allowance, to which he is normally entitled, less Rs. 10/- per day (the charges for stay in Transit Flat), for expenditure on all meals, snacks etc. portage and tips. The officer should settle all bills in this regard directly with the hotels and



claim reimbursement from the Company the entitled amount.

Officers in Gr. 'B' & above staying in a hotel can also combine the claim of boarding & lodging expenses together which will be reimbursed subject to ceiling of his hotel entitlement plus his daily allowance entitlement less Rs. 10/- per day against production of documents for both boarding & lodging.

- (b) If an officer stays in a hotel costing more than what is laid down above, he must take as far as possible prior permission of the sanctioning authority and in case of an emergency post facto approval is required to be taken. Such permission will be given by MD only in all cases.
- (c) Officers below Gr. 'B' will not be entitled to reimbursement of cost of stay in hotels unless specifically authorised by the GMs. In which case, total daily expenses for hotel charges and meals will be subject to a ceiling of 25% over and above the daily allowance as indicated in 13.3.2 above.
- (d) In booking hotel accommodation, preference must be given to ITDC hotels which can be covered within the specified limit, where available and officers should claim for rebates as applicable for public sector employees. In addition to actual expenses for hotel accommodation, reimbursement will additionally include official telephone calls.

13.3.15 Outstanding expenses incurred for business purposes and paid for/by officers will be reimbursed on receipt of claim form supported by bills/receipts/vouchers wherever applicable. For reimbursement of expenses of air or rail fares incurred against tickets purchased directly by staff, claim forms should be supported by counterfoil jackets for air journeys and/or receipts, cash memos, etc. for rail journeys. In exceptional cases, controlling officers in Grade 'G' and above may accept claims without cash receipts but supported by details of ticket number, date of issue of the ticket, date of journey and train travelled by, to his satisfaction.



13.3.16 Entertainment expenses, if any, incurred in the course of travelling on the work of the Company should be accounted for separately and in the event of such expenses being incurred during stay in hotels, separate bills must be obtained.

#### 13.3.17 Foreign Tours

- (a) All foreign tours undertaken by officers will need prior approval of MD.
- (b) Employees going abroad on work of the Company will be allowed to travel only by economy class. In accordance with the prevailing practice, the MD of the Company will be entitled to travel by first class.
- (c) As and where Air India and/or Indian Airlines services are available, journeys will be preferably undertaken by Air India and/or Indian Airlines.
- (d) Bookings for journeys abroad will be done as far as possible through Balmer Lawrie & Co. Ltd.
- (e) Reimbursement will be at the official rates including for incidentals as sanctioned by Reserve Bank of India from time to time and as applicable for foreign travel on official work.
- (f) Officers in Grade 'D' and above only will qualify for official rate of DA as fixed by Reserve Bank of India admissible to "senior" officers.

In accordance with the current rules, foreign exchange released by Reserve Bank of India is on the basis of per day expenditure. The duration of the foreign tour in terms of the current Reserve Bank of India rules should be counted from the date of arrival in the foreign country to which official tour is undertaken (irrespective of the time of arrival) to the date of departure from the last foreign country of official tour (irrespective of the time of departure), both days inclusive, a part of the day being treated as a full day for the reimbursement of expenditure.

- (g) Any lay-overs given by the airlines enroute are not taken into account by the Reserve Bank of India.



- (h) All expenses payable abroad which include boarding, lodging, tele-communication, local transportation, airport taxes, etc. are to be paid from per day allowance.
- (i) Normal expenditure on entertainment is included in the per day allowance, unless additionally and specifically sanctioned.
- (j) In case officers have to extend their stay abroad beyond the approved period, no additional allowance beyond the amount sanctioned will be allowed as travelling allowance. However, if permission is obtained for extended stay abroad and necessary additional foreign exchange is granted, it can be remitted to the officer concerned if he is still abroad. In case, he has returned to India and had already borrowed the money from any source abroad, it would be at his own risk. Remittance against the additional foreign exchange sanctioned will have to be arranged in accordance with Reserve Bank of India rules.
- (k) In case of curtailment of tour, the foreign exchange on account of curtailed period should be deposited with the concerned bank in foreign currency/travellers cheques.
- (l) Where an officer is officially treated as a guest abroad and all his expenses are met by the host, he shall be entitled to such allowances as are permitted by Reserve Bank of India.
- (m) In case any leave is sanctioned and availed of in conjunction with the foreign tour, the period spent on leave will be deducted from the total stay abroad for the purpose of claiming daily allowance. Period spent as leave abroad will be in accordance with the Reserve Bank of India rules.
- (n) An officer when travelling on foreign tour can have his personal baggage insured on the following terms and conditions :—
  - (i) The officer should insure his baggage and the Company will reimburse him the cost of insurance upto a maximum of 20 Kgs. to the extent indicated in the



printed notice attached to all international air tickets copy of which as per current practice is reproduced below. Cover in excess of these limits must be authorised by the MD.

"Notice of Baggage Liability Limitations".

Liability for loss, delay or damage to baggage for most international journeys, (including domestic portions) is limited to approximately US \$ 9.07 per pound (US \$ 20 per Kg.) for checked baggage and US \$ 400 per person for unchecked baggage unless a higher value is declared in advance and additional charges are paid. Excess valuation may not be declared on certain types of valuable articles. Carrier assumes no liability for fragile or perishable articles. Further information may be obtained from the carrier.

- (ii) That in the event of a loss of baggage, it will be the officer's responsibility to report the loss as required by the laws of the country in which it occurred, as also to the carrier and to claim on the insurance company.
- (iii) The Company will not, in any way, be responsible for taking up an officer's claim either with the carrier or the insurance company nor will it compensate for any items of baggage lost or damaged during the tour.

13.3.18 Classification of cities for the purpose of daily allowance on official tour :

'A' class cities	Bombay, Calcutta, Delhi & Madras
Other than 'A' class cities	All other cities or places.

13.4 Reimbursement of expenses on retirement.

- 13.4.1 Where an officer retires at a location other than his declared home town and on retirement, leaves the station where he was posted, reimbursement of expenses will be allowed on the following basis :—



13.4.2 Officers will be allowed actual rail/air fare for self and family, including dependent parents, the mode and class of travel being the same as allowed when travelling on duty from the place of work to the place where he wants to settle down anywhere in India.

13.4.3 Dependent parents of the officer who are actually residing with the officer may also be reimbursed cost of fare limited to the entitlement of the concerned officer.

13.4.4 A confirmed officer having completed atleast 5 years service will get reimbursement of cost of transportation of personal effects and other benefits, cost of fare for self and family as per rules laid down in 14.2.1 and 14.2.5 of chapter 14 where the officer/member of his family settles down at a place other than the place of last posting. Such concession will be available for a period of six months from the date of retirement.

13.4.5 An officer deciding to settle down at the place of last posting involving change of residence would get the following benefits :

- (a) Settling allowance to the extent of one fourth of month's basic pay plus DA, subject to a minimum of Rs. 375/- and a maximum of Rs. 750/-.
- (b) Transportation expenses for personal effects to the extent of Rs. 350/- for officers in Grade C and below and Rs. 500/- for officers in Grade D and above.

13.5 Daily Allowance/Travelling expenses admissible to officers attending departmental interviews while on leave

13.5.1 When an officer is recalled from leave for a DPC interview, he will be entitled to daily allowance and reimbursement of travelling expenses admissible as on official duty for the journey from the place at which the order of recall reached him to the station of his Headquarters or to any other station at which the Management desires him to appear and thereafter either to the place at which the order of recall reached him



or to his original Headquarters. The journey period as well as the period of required stay at the place of DPC interview will be treated as on duty.

13.5.2 In the case of officers appearing for interview during the period of special casual leave will not be allowed to avail of the balance period later.

13.6 Resettlement concession to the family of an officer dying while in service.

13.6.1 An officer who is confirmed in the services of the Company dies while in service, his bereaved family shall be eligible for reimbursement of expenses on the following basis :—

13.6.2 According to the class entitlement of the officer, widow, dependent parents and dependent children will be allowed actual rail/air fare from the place of posting to home town of the officer or any place in India where the family would like to settle down.

13.6.3 Transportation of personal effects and settling allowance will also be allowed from the place of posting to home town of the officer or anywhere in India where the family would like to settle down as per rules laid down in case of retirement.

13.6.4 The bereaved family should avail of this concession within six months after the death of the officer concerned.

13.6.5 The reimbursement of expenses incurred upto the ceiling will be subject to production of satisfactory evidence of expenditure.



## CHAPTER—14

### TRANSFERS

#### 14.1 Liability for Transfer & General Conditions

- (a) An officer will be liable for service in any part of India or abroad and with any of the Associated Companies of the Bharat Yantra Nigam Ltd.
- (b) Normally transfer of an officer from a function/location should be after an officer has spent between 3 to 5 years in a particular location effective from the date of his taking charge of that particular function/location. However, if continuation of an individual at a location/function is detrimental to the interest of the Organisation in terms of poor productivity/large scale employee demoralisation/unhealthy links with local trade or similar other reasons, transfer of an officer will be decided at the sole discretion of MD.
- (c) Unless so specified on transfer, a confirmed officer will not be required to serve a period of probation in the new job.
- (e) In case of transfer or permanent absorption in the transferred Company, his services in the previous Company shall be counted for the purpose of seniority and terminal benefits.
- (f) On transfer to a new station of posting, an officer will be entitled to reimbursement of expenses as per the scales laid down in Clause 14.2.



14.2 Reimbursement of Expenses on Transfer other than Site Officers.

14.2.1 Officers proceeding on transfer will be allowed actual rail/air fare for self and family including dependent parents who are actually residing with the officer, the mode and class of travel being the same as allowed when travelling on official tour.

14.2.2 Dependent parents of the officer who are actually residing with the officer may also be reimbursed cost of fare limited to First Class Rail Fare only.

14.2.3 If the family travels to a station other than the new station, the officer may draw actual fare limited to fare from old station to the new station of transfer, as per entitlement of the officer.

14.2.4 Family may precede the officer by one month or follow him within 6 months from the date the officer is relieved from duty to take up the job assigned to him at a new location. This limit will also apply for transportation of personal effects including car/motor cycle/scooter/moped. Special sanction of MD has to be obtained for any exception to the above.

14.2.5 In case of travel by road between places connected by rail, actual charges shall be limited to rail fare in entitled class. For journeys between places not connected by rail, the officer is entitled to actual cost by road. If the officer travels in his own car, the reimbursement will be restricted to Rs. 1.50 per Km. only.

14.2.6 The officer will be entitled to one month's salary (Basic Pay plus DA) subject to a minimum of Rs. 1500/- and a maximum of Rs. 3000/- by way of settling allowance.

14.2.7 Officers on transfer from one town/city/station to another town/city/station will be paid an amount equal to 30 days Daily Allowance as per rates applicable to them for the town/



city/station to which they are transferred as *Displacement Allowance*. This allowance will be granted irrespective of officer having accommodation at the new place or not.

14.2.8 Officers will get normal Daily Allowance as on tour between the period of leaving old station and reaching new station, if the journey period exceeds 12 hours.

14.2.9 Officers proceeding on transfer may be granted advance to cover the actual train/conveyance charges, etc. as well as probable DA to the extent of 2 months basic salary. If tickets are purchased by the Company, the amount of advance will be reduced accordingly. Request for such advance should however be made prior to the transfer. This advance amount will be repayable in six equal monthly instalments commencing from the salary for the month following the month in which the advance was drawn.

14.2.10 When an officer is posted to another unit within the same location and such posting has necessitated the officer to change his residence, he will be entitled to settling allowance at 1/4th of salary (Basic Pay plus DA), subject to a minimum of Rs. 375/- and maximum of Rs. 750/-

14.2.11 When officers are posted to another unit within the same location, they will be eligible for reimbursement of actual expenditure incurred, subject to the following monetary limits for carriage of their personal effects :—

Officers in Grade 'D' and above Rs. 500/-

Officers in Grade 'C' and below Rs. 350/-

14.2.12 Reimbursement of Daily Allowance can be made to officers in case they do not find residential accommodation at their new place of work on transfer as detailed below on the merits of each case :—



<i>Period</i>	<i>Rate of Reimbursement</i>	<i>Sanctioning Authority</i>
1st month	Full reimbursement of DA as on tour.	Controlling Officer in Grade 'G' & above.
Beyond 30 days till end of 2nd month.	Half reimbursement of Daily Allowance as on tour.	GMs with Finance concurrence.

Reimbursement of Daily Allowance may also be permitted beyond two months for which GMs may submit detailed justification and specific recommendation on the rate of reimbursement of Daily Allowance to be allowed with Finance concurrence to the Managing Director for consideration.

Such officers can be allowed guest house/transit flat accommodation by the Company, i.e. one room if the officer is accompanied by his wife and only one bed if he is staying alone on payment of normal charges.

Daily Allowance or Displacement Allowance for the first month can be allowed to officers at the new place of work on transfer by controlling officers in Grade 'G' and above with Finance concurrence even if they are provided with guest house/transit flat accommodation for which they will be required to pay the normal room charges. Beyond first month, officers will not be entitled to any Daily Allowance if provided with guest house/transit flat accommodation and will be charged 10% of the basic pay as room charges.

The above reimbursement of Daily Allowance includes cost of transportation between place of stay and place of work in the new station of posting.

If the officer is occupying the Company leased/owned accommodation or is claiming HRA at his old station of posting, period upto which he will be allowed HRA or maintain Company/leased owned house at old station, on valid grounds, will be required to be decided by Managing Director in each case on the basis of justification submitted by GMs with Finance concurrence.



14.2.13 Daily Allowance at the rate applicable during journey while on tour shall be allowed to the officer and an amount equal to such Daily Allowance for the members of the family, if the travel is undertaken by rail, for the duration of the rail travel and subject to conditions laid down in clause 13.3.8 (i) of Chapter 13. This payment will be @ 50% of the normal rate in case of children with half ticket.

14.2.14 Officers who are sanctioned Daily Allowance beyond 30 days on transfer at their new stations of posting will not be entitled to this allowance if they proceed on leave during the period for which Daily Allowance is sanctioned. During the period if they are on tour to other locations they will get Daily Allowance as per rates applicable to the place of visit. However, in such cases spread over of 30 days will be increased by the number of days he is on leave or on tour to other locations.

14.2.15 In case the officer is allowed to claim HRA at his old place or posting or is allowed to retain Company owned/leased accommodation at the old place of posting on payment of 10% of his basic pay and is allowed Daily Allowance for 30 days in the new place of posting, he will not be eligible for additional Daily Allowance if he visits his old place of posting where he is retaining Company leased/owned accommodation or getting HRA.

#### 14.3 Transportation of Personal Effects in case of transfer to other locations

14.3.1 For carriage of personal effects, officers will be allowed actual cost of transportation by goods train, subject to the maximum of one full wagon load (4 wheeler).

14.3.2 For an officer who on his transfer wishes to transport his personal effects by road, Company will arrange and pay for the same limited to one full truck load for officers in Grade C and below and two truck loads for officers in Grade 'D' and above. The capacity of each truck shall not exceed



12.5 tonnes in each case. The charges for this transportation by truck would be paid directly to the transport agents by the Company. To fix up a transport agent quotations should be obtained from the leading transport agents of the area and the job would be placed on the basis of lowest tender.

14.3.3 If, however, an officer transports his personal effects by road, by making his own arrangements, he will be eligible for the actual transportation by road or the equivalent to 60 quintals by a rail wagon (4 wheeler) whichever is less.

14.3.4 If an officer wishes to transport his personal and household effects by the Railway Container Service, he shall be allowed to do so subject to the following conditions :—

- (i) Maximum of two containers for officers in Grade 'C' and below and maximum four containers for officers in Gr. 'D' and above may be used provided the charges by the Railway for the two containers/four containers as the case may be taken together do not exceed the charges for 60/120 quintals by the Container Service.
- (ii) The charges so payable to the Railways for the two containers/four containers as the case may be should not exceed the cost of transportation of household effects by one truck load or two truck loads as the case may be and the concerned department should ensure this aspect before approving the transportation by Railway Container Service.

14.3.5 A lump sum amount upto Rs. 150/- per truck/railway wagon at each end, will also be reimbursed as loading and unloading charges. This will also be admissible in case of transportation of personal effects by Railway Container Service at the rate of Rs. 75/- per container at each end.

14.3.6 Excess baggage to the extent of 50% of the normal allowance allowed by the Railways to each ticket holder shall be permitted provided the travel is undertaken by train. No excess baggage is permitted, if travel is by air.



#### 14.4 Transportation of Car/Motor Cycle/ Scooter/ Moped

14.4.1 An officer on transfer may transport his personal car/motor cycle/scooter/moped by road to the place of his transfer and may claim mileage as under :—

For Motor Car	Rs. 1.50 per Km.
For Motor Cycle/Scooter	Rs. 0.50 per Km.
For Moped	Rs. 0.35 per Km.

Officers who are granted reimbursement of fixed expenses for running and maintaining their own cars on annual mileage basis shall be eligible for additional mileage @ Rs. 1.35 per Km. In such cases, they will not be entitled to rail fare/air fare for their own tickets even if they themselves travel by rail/air and that if any of their family members travels in the Car, such member too will not be allowed Rail/Air fare.

14.4.2 In case of transportation of car/motor cycle/scooter/moped by train or steamer, officers may be allowed the actual cost of transportation.

Officers while transporting their personal cars and other personal effects shall be entitled to reimbursement of actual premium subject to a ceiling of Rs. 500/- for insuring the personal effects as well as car/motor cycle/scooter/moped against breakage in transit and actual octroi charges, if any, paid to the Government/Corporation, subject to production of vouchers.

#### 14.5 Transfer on own request

No travelling allowance and other benefits shall be admissible when transfer is at officer's request.

#### 14.6 Joining Time

Joining time shall be granted to enable an officer to join new post only if a change in Headquarter is involved. An officer will get joining time to the extent of six days (excluding only intervening Sunday) for preparation and additionally one day for every 500 Kms. rail journey or one day for



every 150 Kms. for road journey/river/sea journey or actual time for travel by air limited to a maximum of one day. The period may be curtailed by the Competent Authority in emergent cases.

14.6.2 In case where an officer on his transfer to another location is required to report to the new location immediately without availing of the normal joining time as indicated in 14.6.1 above; due to emergency/exigencies of work and also due to non-availability of accommodation at the new location and as a result of which he was not able to take his family and personal effects along with him to the new location, he may be allowed the full joining time MINUS part of the joining time which he has already availed of and the time already taken by him for his journey between the old place and the new place of posting, when he subsequently brings his family and personal effects. Such joining time whether in one spell or two spells should be availed of within 6 months.

14.6.3 No joining time will be admissible on transfer if the transfer is at the request of the officer concerned.

#### 14.7 Travelling Expenses Advance

Officers proceeding on transfer may be granted advance to cover the actual train/conveyance charges etc. as well as probable daily allowance, which will be adjusted against the final claim when submitted by the officers.

#### 14.8 Definition of Dependent Children and Dependent Parents for admissibility of Reimbursement of Travelling Expenses on Transfer

14.8.1 Family means an officer's wife or husband, as the case may be, children and step children wholly dependent upon the officer. Dependent parents will mean dependent mother and/or father who normally resides with the officer.

NOTE : An adopted child shall be considered to be a legitimate child, if under the personal law of



the officer, adoption is legally recognised as conferring on it the status of a natural child. The term, "children" includes major sons, married daughters and widowed daughters so long as they are residing with and wholly dependent upon the parent officer.

14.8.2 Dependent Children will include the following :

- (a) Dependent sons of officers upto the age of 21 years.
- (b) Dependent sons of officers over 21 years of age in case they are students of recognised professional/ educational institutions and are certified as such, provided they do not have an independent income exceeding Rs. 250/- p.m. from service or self-employment.
- (c) Invalid and wholly dependent sons of officers, in which case, an appropriate medical certificate regarding physical state will be required to be produced.
- (d) Dependent unmarried daughters of any age.



## CHAPTER—15

### PROVIDENT FUND

15.1 Basic terms and conditions in respect of Provident Fund entitlements are as under :

- (a) Officers drawing upto a total salary of Rs. 1,600 p.m. (Basic plus DA) will be members of the Employees' Provident Fund or any fund exempted under the E.P.F. Act.
- (b) Officers drawing a salary (Basic plus DA) of more than Rs. 1,600 p.m. may opt to join the Provident Fund of the Company subject to the approval of the E.P.F. Authorities and the Company. Such option cannot be exercised more than once.
- (c) An officer will normally be allowed to join the Provident Fund of the Company on completion of 12 months. However, the Company may at its discretion allow an officer with shorter service to join the Fund.
- (d) The Provident Fund of the Company is based on a subscription of the members and contribution of the Company, each equivalent to one-twelfth of basic pay. With effect from 1.4.79, however, the subscription of the members and contribution of the Company will be one-twelfth of basic pay plus dearness allowance. Interest is as earned by the Fund.
- (e) Officers joining from other Public Sector Companies/ Govt. Department will however be allowed membership with effect from the date of their joining.
- (f) Both Provident Fund Schemes are subject to Government regulations and/or Trust Rules as prescribed from time to time.



## CHAPTER—17

### 17.1 Grievance Procedure

It has always been the endeavour of the Company to resolve grievances of officers as satisfactorily & speedily as possible.

17.1.1 Officers may take recourse to the following procedure for having their grievance attended to :—

- (i) An officer of the Company having a grievance may report his grievance in writing to his immediate controlling officer giving the facts of the case in complete detail.
- (ii) Immediate controlling officer will acknowledge the receipt of the written advice of the grievance to the officer concerned
- (iii) Facts as given in the grievance report will be examined by the immediate controlling officer and if necessary an interview may be given by him to the officer concerned to clarify any point. Comments on the grievance report, alongwith a copy of it, will be sent by him (through the officer he reports to) to HOD/GM/GM(F) with a copy endorsed to HOD (Personnel). HOD/GM/GM(F) will get the grievances examined in detail and grant an interview to the officer concerned in order to explain to him the point of view of the administration and also mention to him the details of any remedial action taken to settle his grievance. Where any action is required to be taken by HOD (Personnel) and MD the same will be arranged on receipt of the report on the grievance from the controlling authority by HOD (Personnel) and details of the same will be furnished to the HOD/GM/GM(F) concerned who will then arrange to grant an interview to the officer concerned.
- (iv) Normally all grievances should be disposed of within a month, but if for any reason it takes a longer time, the officer reporting a grievance may be kept advised by the HOD/GM/GM(F) with regard to the reasons for the delay in the disposal of his grievances.



- (v) Apart from following the formal grievance procedure, it is felt that since officers of all grades have frequent opportunities available to them to contact their senior officers and even the HOD/GM/GM(F) during the course of their official work, it should be possible for them to apprise their seniors about their grievances and in turn the senior officers should take note of such grievances and get them examined and settled. As far as possible, officers may get their grievances settled by personal contact with their senior officers who should also give such matters their personal and immediate attention and get them settled by discussing the matter with the Competent Authority in each case.

17.1.2 For officers in Grade E and above, their grievances may receive attention at the level of MD and they can meet the Mg. Director through their GM with prior appointment. It may also be advisable for them to discuss their grievances with HOD (Personnel) before meeting the Managing Director.



CHAPTER—18  
MISCELLANEOUS

18.1 Bonus

Bonus is payable in accordance with the provision of the Payment of Bonus Act, 1965, as amended from time to time.

18.2 Telephones

18.2.1 The Company may, at its sole discretion, provide telephones to officers at their residence provided it is considered necessary for the work of the Company and/or for operational reasons and other representational considerations of the job. The cost for such telephones will be borne by the Company, subject to ceilings laid down from time to time.

18.2.2 If, however, the Company is unable to provide a telephone to an officer, in terms of para 18.2.1 the Company may, at its sole discretion, depending upon the needs of the work of the Company and/or for operational reasons and representational considerations of the job, allow reimbursement of cost for the personal telephone of the officer at his residence, subject to ceilings laid down from time to time.

18.3 Insurance

18.3.1 The Company has taken out Group Personal Accident Policy and Group Insurance Policy to provide cover for its officers. No reimbursement on account of privately taken Personal Accident Insurance Policy or Group Insurance Policy cover will be allowed by the Company.



CHAPTER – 8 (AMMENDED)

HOUSING & HOUSE RENT ASSISTANCE

8.1.1 House Rent Assistance payable to an Officer will be determined at the rates applicable to the place of posting irrespective of the place the Officer resides, subject to the condition that the Officer performs his duties from such residence.

(a) 30% of his basic pay, if posted in 'A-1' Cities

15% of his basic pay, if posted in 'A', 'B-1' & B-2' Cities.

7.5% of his basic pay, if posted in 'C' Cities.

5% of basic pay, if posted in 'Unclassified' Cities/Towns

(b) Officers posted at city Offices (i.e. Zonal or Regional Headquarters, Corporate Office, Howrah Works) who are not provided Company leased/owned accommodation, will be eligible for House Rent Allowance (HRA) as per the rates indicated in DPE'S O.M. dated 25/06/1999 as applicable to their place of posting based on clarification of Cities. In case place of posting is in Urban Agglomeration (U.A) within the periphery of the Municipal limits of the qualified City! HRA will be paid at the rate admissible in the qualified City. Where an Officer is provided company leased/owned accommodation on payment of 10% basic pay, such facility will continue to be extended to him/her.

City Compensatory Allowance (CCA) will also be regulated as per DPE's above O.M. dated 25/06/1999.

(c) Officers posted at Project Sites will not be entitled to HRA & CCA, instead they will get free of cost housing facility i.e. Rent free accommodation near project site, for family or bachelor as the case may be and Project Allowance as per prevailing rates.

However, where the Project Site falls within or in the proximity of Cities, the company will either (a) pay them House Rent Allowance at the rate admissible in the qualified City if they arrange their own accommodation. Or (b) Provide them Rent free accommodation in Company's leased/rented/owned accommodation. They will also get Project Allowance as per prevailing rate.

(d) Officers who are transferred from City Offices to Project Sites and under compelling circumstances are to keep their family at the place of their earlier posting or any place of their choice other than Project Sites may opt to avail the following facilities, subject to approval of the competent authority on case-to-case basis depending upon the merit of the case.

(i) Where an Officer has been provided accommodation at Company's leased/owned/hired accommodation at his/her earlier place of posting, such facility will be extended to him/her as per earlier terms (i.e. rent free or 10% deduction of basic pay as the case may be) or (ii) Payment of HRA admissible to his/her place of posting on transfer, irrespective of the place of his/her family residence in both these cases, the Officer will get free bachelor accommodation at project site and is entitled to Project Allowance as per prevailing rate.

The Housing facility or HRA as mentioned in (c) above is admissible to an Officer only when he/she opts to keep his/her family and children away from his/her place of posing. It is not admissible if only dependent parents have to stay back, nor even for children alone when the wife/husband stays with the Officer at the Project Sites.





CIRCULAR

HOUSING FACILITY / HOUSE RENT ALLOWANCE (FOR OFFICERS).

- 1.01 Officers posted at city Offices (i.e. Zonal or Regional Headquarters, Corporate Office, Howrah Works) who are not provided Company leased/owned accommodation, will be eligible for House Rent Allowance (HRA) as per the rates indicated in DPE's O.M. dated 25/06/1999 as applicable to their place of posting based on clarification of Cities. In case place of posting is in Urban Agglomeration (U.A) within the periphery of the Municipal limits of the qualified City, HRA will be paid at the rate admissible in the qualified City. Where an Officer is provided company leased/owned accommodation on payment of 10% basic pay, such facility will continue to be extended to him/her.

City Compensatory Allowance (CCA) will also be regulated as per DPE's above O.M. dated 25/06/1999.

- 1.02 Officers posted at Project Sites will not be entitled to HRA & CCA, instead they will get free of cost housing facility i.e. Rent free accommodation near project site, for family or bachelor as the case may be, and Project Allowance as per prevailing rates.

However, where the Project Site falls within or in the proximity of Cities, the company will either (a) pay them House Rent Allowance at the rate admissible in the qualified City if they arrange their own accommodation. Or (b) Provide them Rent free accommodation in Company's leased/rented/owned accommodation. They will also get Project Allowance as per prevailing rate.

- 2.01 Officers who are transferred from City Offices to Project sites and under compelling circumstances are to keep their family at the place of their earlier posting or any place of their choice other than Project Sites may opt to avail the following facilities, subject to approval of the competent authority on case-to-case basis depending upon the merit of the case.

(i) Where an Officer has been provided accommodation at Company's leased/owned/hired accommodation at his/her earlier place of posting, such facility will be extended to him/her as per earlier terms (i.e. Rent free or 10% deduction of basic pay as the case may be) or (ii) Payment of HRA as admissible to his/her place of posting on transfer, irrespective of the place of his/her family resides. In both these cases, the Officer will get free bachelor accommodation at Project Sites and is entitled to Project Allowance as per prevailing rates.

The Housing facility or HRA as mentioned in 2.01 above is admissible to an Officer only when he/she opts to keep his/her family and children away from his/her place of posting. It is not admissible if only dependent parents have to stay back, nor even for children alone when the wife/husband stays with the Officer at the Project Sites.

The above will take effect from 1<sup>st</sup> August'2000.



(K. GUHA)  
DY. GENERAL MANAGER(PERSONNEL)

C.C : MD

D(PM)

All GMs / DGMs / AGMs

All Sites

Howrah/Kolkata/Mumbai/Chennai/Delhi/Baroda Offices.

PM(P) / IRM(P)

Accounts Dept. Kolkata/Howrah

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BRIDGE & ROOF CO.(INDIA) LTD.  
(A Subsidiary of Bharat Yantra Nigam Ltd.)

A GOVT. OF INDIA ENTERPRISE

M E M O

DATED : 15/10/2001

FROM	DGM(PER)	TO	SHRI NIHARENDU SARKAR/ACCOUNTS DEPT. HOWRAH/SRI SUBRATA BANERJEE/MANAGER(S.A) HOWRAH
Your Ref.		Our Ref.	


SUB: REVISION OF RATES OF REIMBURSEMENT OF <sup>CAR</sup> RUNNING EXPENSES  
FOR ELIGIBLE OFFICERS OF THE COMPANY.

Please refer to our circular dated 12.10.2001, on above subject. Based on calculation with revised rates, annual and monthly entitlement of reimbursement of eligible officers, is worked out as under from 1<sup>st</sup> July 2001.

ANNUAL ENTITLEMENT  
IN FINANCIAL YEAR

MONTHLY REIMBUREMENT LIMIT

	<u>RS.</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
GRADE-E2 & E3 -RS.13,770.00	300.00	1600.00
GRADE-E4 & E5 -RS.16,050.00	400.00	1800.00
GRADE -E6 & - RS.18,330.00 ABOVE	500.00	2000.00

  
(KALLAL GUHA)

Copy to : MD  
D(PM)  
C.V.O.  
ALL GMs  
DGM(CA)  
DGM(IA)  
DGM(MS)

Initials

Signature

12.10.2001

BRIDGE & ROOF CO. (I) LTD.

DCM(PER)/DA/CA/2001

HOWRAH/KOLKATA/DELHI/MUMBAI/  
CHENNAI/BARODA & ALL SITES

REVISION IN RATES OF REIMBURSEMENT OF CAR/MOTOR CYCLE/SCOOTER/MOPED  
RUNNING EXPENSES FOR ELIGIBLE OFFICERS OF THE COMPANY.

Further to circular dated 24.09.1985 on above, the prevailing rate of reimbursement of Car/Motor-Cycle/Scooter/Moped running expenses is revised as under with effect from 01.07.2001, for the eligible officers for use of their Private Cars/Motor Cycles/Scooter/Moped(as applicable) for the business of the Company and other operational/representational needs of the job.

For Officers receiving reimbursement of  
Car Running Expenses on annual mileage basis

- i) Upto initial 4400Km. Per Annum @Rs. 3.00per Km.
- ii) Beyond 4400Km. upto the prescribed ceiling limit @Rs. 2.85per Km.

B. For Officers receiving reimbursement of  
Motor Cycle/ Scooter/Moped Running Expenses

- i) For Scooters/Motor Cycle @Rs. 1.50per Km.
- ii) For Mopeds @Rs. 1.35per Km.

Calculations regarding claim by officers (Grade-wise) as enumerated in earlier circular dated 24.09.1985 will remain unchanged except to the extent of reimbursable amount calculated with revised rates.

for BRIDGE & ROOF CO. (I) LTD.

( K. GUHA )  
DY. GENERAL MANAGER (PERSONNEL)

cc : MD  
cc : D(PM)  
cc : GMS/DCMs/AMs/AGMs/RMs  
cc : Accounts/Howrah

: All bills for reimbursement of car running of expenses to the eligible officers be settled on the above basis.



12.10.2001

BRIDGE & ROOF CO. (I) LTD.

DGM(PER)/DA/CA/2001

HOWRAH/KOLKATA/DELHI/MUMBAI/  
CHENNAI/BARODA & ALL SITES

REVISION IN RATES OF REIMBURSEMENT OF DAILY ALLOWANCE FOR OFFICERS OF THE  
COMPANY ON TOURS.

Further to circular dated 13.01.98 on above, Daily Allowances Rates for Officers during journey are revised as under, with effect from 01.10.2001.

Daily Allowance

SL. NO.	GRADE	IN 'A' CLASS CITIES (RS.)	IN OTHER CITIES (RS.)
1.	MD & DIRECTORS	270.00	210.00
2.	E7	235.00	190.00
3.	E5 & E6	200.00	165.00
4.	E3 & E4	180.00	145.00
5.	E1 & E2	160.00	130.00
6.	S1 & S2	130.00	105.00

Item No. (A) and (C) of earlier circular dated 13.01.98 will remain unaltered.

for BRIDGE & ROOF CO. (I) LTD.

( K. GUHA )  
DY. GENERAL MANAGER (PERSONNEL)

CC : MD  
CC : D(PM)  
CC : GMS/DGMS/AMS/AGMS/RMS  
CC : Accounts/Howrah

: All travel bills be settled on the above basis.

/98/1

DIRECTOR GENERAL CO. (1) LPS  
GO DEPARTMENT/CALCUTTABOMBAY/CALCUTTA/DELHI &  
MUMBAI OFFICE, ALL  
REGIONAL OFFICE &  
APL STATESVISION OF ENTITLEMENT OF RATES OF HOTEL TARIFF & DAILY ALLOWANCES FOR  
VICTIMS ON TOUR OUTSIDE THE PLACE OF POSTING

Further to circular dated 26th July, 1991 on above, the entitlement of Hotel  
tariff per day (Basic Tariff excluding all taxes & Surcharges) and Daily  
allowances are revised as under, with effect from 1st January, 1998.

A) Hotel Tariff (Basic Tariff excluding all taxes & Surcharges):-

SL. NO.	OFFICERS' GRADE	IN 'A' CLASS CITIES (MAXIMUM ADMISSIBLE RATE PER DAY)	IN OTHER PLACES (MAXIMUM ADMISSIBLE RATE PER DAY)	EXISTING
(1)	(2)	(3) (RS.)	(4) (RS.)	(5) (RS.)
1.	E7	1400.00	80% of Col.3	800.00
2.	E5 & E6	1000.00	80% of Col.3	700.00
3.	E4	750.00	80% of Col.3	500.00
4.	E3	750.00	80% of Col.3	350.00
5.	E2	500.00	80% of Col.3	350.00
6.	E1	500.00	80% of Col.3	200.00
7.	S1 & S2	400.00	80% of Col.3	200.00

B) Daily Allowance

SL. NO.	GRADE	IN 'A' CLASS CITIES (RS.)	IN OTHER CITIES (RS.)
(1)	(2)	(3)	(4)
1.	MD & DIRECTORS	180.00	135.00
2.	E7	160.00	125.00
3.	E5 & E6	145.00	115.00
4.	E3 & E4	130.00	105.00
5.	E1 & E2	115.00	95.00
6.	S1 & S2	100.00	80.00

CONTD ... 2



2. C) Clarification

- a) Officers visiting Calcutta, Mumbai, Delhi, Chennai and other places should first explore the possibility of staying in Company's Transit Flats or other transit flat/guest houses of other PSUs. Failing the above mentioned arrangement, suitable accommodation in hotel, cost of which should not exceed the ceilings as mentioned above in Item A, may be arranged for / by the officers.
- b) For the sake of economy and uniformity, the officer staying in a hotel will also be reimbursed Daily Allowance (Item A) for which he is normally entitled, less Rs. 10/- per day (the charges for stay in Transit Flat), for expenditure of all meals, snacks, portage and tips. The officers should settle all bills in this regard directly with the hotels/restaurants etc. and claim reimbursement from the company of the entitled amount.
- c) Officers staying in a hotel can also combine the claim of board and lodging expenses together; which will be reimbursed subject to the ceiling of his hotel entitlement plus his daily allowance entitlement less Rs. 10/- per day against production of documents for both board and lodging.
- d) Officers are required to adhere to these instructions.

Mr. B. K. D. & Co. (I) LTD

(Sd/-)  
General Manager (Personnel)

cc : MD  
cc : D(P.R.)  
cc : CHS/CHS/CHS/CHS/CHS  
cc : Accounts / Howrah : All travel bills should be settled on the above basis.

Date : 15.01.98



# BRIDGE & ROOF CO. (I) LTD.

GM(HRD)/2007/CIR/TEL

08.03.2007

## CIRCULAR

In order to augment the communication facilities for the eligible officers, mobile communication charges, will be reimbursable additionally w.e.f. 01.03.2007.

From 01.03.2007, additional amounts become reimbursable which are meant to maintain additional subscription to one monthly post paid mobile connection as well as to make limited calls for official work;

GRADE	MAXIMUM REIMBURSABLE LIMIT PER MONTH
E5	Rs.375/-
E6	Rs.570/-
E7 & E8	Rs.790/-

For illustration, subscription to Airtel is as under (Detailed rates of Closed User Group & other related facilities are annexed);

GRADE	MONTHLY PLAN CHARGE	CALL CHARGE	TOTAL
E5	Rs.199/-	Rs.176/-	Rs.375/-
E6	Rs.299/-	Rs.271/-	Rs.570/-
E7 & E8	Rs.399/-	Rs.391/-	Rs.790/-

It is implied that revised rates become payable to officers to whom reimbursement of residential connection is granted & simultaneously maintain a mobile connection as well.

While other terms and conditions with regard to telephone bill (landline) reimbursement will continue, the following clarifications are stipulated for reimbursement of monthly subscription for mobile phone connections:

1. Eligible officers for the first instance as also upon subsequent changes, if any, will intimate the following details to Security & Administration Dept. at Howrah office, addressing it to GM(HRD).
  - a) Mobile number & name of the subscriber
  - b) Name of the service provider
  - c) Confirmation to the effect that the said connection is being used for official purpose.
2. Claims towards reimbursement for landline and mobile connection shall have to be submitted separately, to Security & Administration Dept./Howrah in case of bills of Officers posted at Kolkata/Howrah offices and respective Zonal offices in case of other officers as per the existing procedure, who will process the respective bills separately.
3. The aforesaid charges shall be inclusive of the rental as well as call charges, irrespective of the service provider or the type of plan(s) opted by the officer, provided that the same have been in operation in accordance with TRAI guidelines, but excluding the service charges/taxes which shall be reimbursable additionally.

Contd.....2.....



4. Reimbursement will be permissible across all types of networks & systems i.e. GSM, CDMA, WLL-M, FWT etc. as approved by TRAI &/or DOT.
5. Charges for subscribing to value added services like games, downloads, contests, tunes etc., provided by the service providers will not be reimbursed.

This issues with the approval of competent authority.

  
(KALLOL GHOSH)  
GENERAL MANAGER(HRD)

CC : MD

CC : D(F)

D(PM)

CC : GMs

CC : DGMs/AMs

Dy. CVO

CMO

CC : AGMs/RMs

CC : MGR(Security&Administration) – a) To keep updated list of phone numbers of eligible officers.

b) To process, additionally, mobile connection bills of eligible officers of Kolkata/Howrah.

CC : Zonal Accounts

CC : File

As above for their respective zone(s).

Encl : Annexure

No: 2(2)/85-DPE(WC)  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Block No: 14, CTGO Complex, Lodi Road,  
New Delhi, the 3<sup>rd</sup> November, 2004.

OFFICE MEMORANDUM

Subject : Encashment of Leave

The undersigned is directed to refer to Department of Heavy Industry's O.M.No.: 7(1)/2001-PE IV dated 26.10.04 on the subject noted above and to say that in respect of IDA pattern employees, DPE has consistently been taking the view on individual cases that no encashment of sick leave and half pay leave during the service period should be permitted and even at the time of superannuation, encashment of earned leave and sick leave should be restricted to 240 days on full pay.

Sd/-  
(C.O. Ranjan)  
Under Secretary to the Govt. of India  
Telephone : 24360823

Department of Heavy Industry  
(Shri Anurag Srivastava, Desk Officer)  
Udyog Bhavan,  
New Delhi



BRIDGE & ROOF CO (INDIA) LTD.

GM(HRD)/Cir-1/2007

10/03/2007

C I R C U L A R

To : All Officers

Revised Ceiling of accumulation of Earned Leave for Officers

In terms of DPE Guidelines it has been decided as under :

- (1) The maximum accumulation of Privilege Leave has been enhanced from 240 days to 300 days effective from the financial year 2006-07.
- (2) Further, D.P.E's O.M. No. 2(2)/85 - DPE(WC) dated 3<sup>rd</sup> November, 2004 clarification with regard to the limit of total encashment of both PL & Half Pay / Sick leave is reproduced overleaf.

Based on above, both Privilege Leave and Half Pay Leave/Sick Leave, earned by an Officer is in respect of each completed year of service, as per Officers' Manual, encashment of Privilege Leave and Half Pay Leave accrued to the credit of the Officer - both put together should not exceed 300 days at the time of retirement from now-onwards.

- (3) Consequently, with the implementation of the above provision, Clause 9.4 & 9.9 of the Officers' Manual is revised as under with immediate effect :-

(a) Clause 9.4 of the Officers' Manual :

"Privilege Leave admissible to a confirmed officer is at 1/11<sup>th</sup> of the period spent on duty (i.e. 33 days p.a.). Privilege Leave can be accumulated upto maximum of 300 days."

(b) Clause 9.9 of the Officers' Manual (Encashment of Leave)  
Addition as last Para :

"Encashment of Privilege Leave and Half Pay Leave to the credit of Officer put together should not exceed 300 days on full pay basis in case of retirement or separation on attaining 50 years of age and completion of 20 years continuous service."

This issues with the approval of the competent authority.

For BRIDGE & ROOF CO.(INDIA) LTD.,

  
(K. GUPTA)  
GENERAL MANAGER (HRD)

cc: MD

cc: D(F)

cc: D(PM)

See overleaf

BRIDGE & ROOF CO. (I) LTD.

CIRCULAR

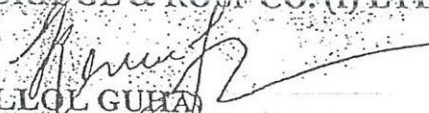
GM(HRD)/CIRL/2007

30/07/2007

To: All Employees

All concerned are hereby informed that the Department of Heavy Industry (Ministry of Heavy Industries & Public Enterprises) vide letter No.7/(12)/2007-PE-IV dated 30<sup>th</sup> July 2007 conveyed the approval of the competent authority for implementation of the roll forward of retirement age from 58 to 60 years in respect Board & below Board level employees of our Company with immediate effect with the condition given in the said letter which is reproduced overleaf.

For BRIDGE & ROOF CO. (I) LTD.

  
(KALLOL GUPTA)  
GENERAL MANAGER(HRD)

CC: CMD/BYNL

CC: MD

CC: D(PM)

CC: D(F)

CC: CVO

CC: ALL GMs

CC: ALL DGMs /AMs

CC: ALL AGMs/RMs

CC: KOLKATA/HOWRAH/DELHI/MUMBAI/CHENNAI/BORODA OFFICE

CC: ALL UNIONS - Amendment of Standing Orders to the effect, for concerned employees is being processed both by Management & Unions as per statute.

CC: ALL SITES



# BRIDGE & ROOF CO. (I) LTD.

GM(HRD)/2007

05/10/2007

## CIRCULAR

### Enhancement of Project Allowance of the Permanent employees of the Company

Pursuant to the approval of the Board of Directors in its 86<sup>th</sup> Board Meeting held on 25<sup>th</sup> September 2007, existing Project Allowance in all operating sites is revised as under w.e.f. 01/10/2007:

Category	Enhanced from (Rs.) (per month)	Enhanced to (Rs.) (per month)
Worker	300	600
Sub-staff	300	600
Staff	400	800
Officer E0 & E1	600	1200
Officer E2 & E3	800	1600
Officer E4 & above	900	1800

  
(K. GUHA)  
GENERAL MANAGER(HRD)

CC MD

CC D(PM)

CC CVO

CC GM

CC DGM

CC AGMs/PMs

CC KOLKATA/HOWRAH/DELHI/MUMBAI/CHENNAI/BORODA OFFICE

CC ALL SITES

BRIDGE & ROOF CO. (I) LTD.  
(A Subsidiary of Bharat Yantra Nigam Ltd.)  
(A Government of India Enterprise)

CIRCULAR

GM(HRD)/65

08.10.2007


SUB : CLASS OF ENTITLEMENT IN CASE OF JOURNEYS PERFORMED ON LTA

Employees so long entitled to avail first class accommodation while performing journeys on LTA have been facing difficulties due to withdrawal of this class from most of the major train routes on the railway system.

It has been decided by the competent authority to allow the concerned employees to avail accommodation in AC - Two Tier while actually performing journeys on LTA in cases where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these classes of accommodation.

This will be implemented with immediate effect.

However, the claims of employees against lump sum encashment of LTA shall continue to be determined on the basis of first class fares, as per applicability.

  
(KAILASH GUHA)  
GENERAL MANAGER (HRD)

CC : MD

CC : D(PM)

CC : CVO

CC : GMs

CC : DGMs

CC : AGMs/RMs

CC : All Sites/Offices - Howrah/Kolkata/Chennai/Delhi/Mumbai/Baroda

CC : Notice Boards

CC : File



BRIDGE & ROOF CO.(INDIA) LTD.  
(A Subsidiary of Bharat Yantra Nigam Ltd.)  
A GOVT. OF INDIA ENTERPRISE

MEMO

DATE : 11/12/2007

FROM	GM(HRD)	TO	SHRI SUBHASIS BISWAS/CHENNAI OFFICE
Your Ref.		Our Ref.	

Sub: Clarification of Proposed Casual Leave.

Reference to your Fax dated 30/11/2007 please note that your proposed 10 days Casual Leave from 16<sup>th</sup> Jan to 25<sup>th</sup> January 2008 can not be granted since 26<sup>th</sup> Jan. (Holiday) and 27<sup>th</sup> Jan. (Sunday) holidays includes your proposed leave by which your total absence comes to 12 days, as per Clause 9.81 of Officers Manual "A) All confirmed officers will get 12 days Casual leave during a financial year. It can be combined with Sundays and other holidays, but not with any other kind of leave. When so combined the total period of absence at any one time will be subject to a maximum of 10 days including intervening Sundays and holidays."

It is interpreted that with combination of Sundays and holidays, absence at one time will be subject to a maximum of 10 days. It is noted that the term is "absence" and not leave. Thus it is construed that Sunday & holidays are not be counted as leave."

Hope it is now clear to you.

  
(K. GUHA)

cc: GM(S)

cc: FILE

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०  
BRIDGE AND ROOF COMPANY (INDIA) LTD.

भारत सरकार का एक उद्यम / A Government of India Enterprise

कोलकाता/Kolkata-700 071.

Dy. Mgr. (HR & ERF)  
For imm. Compl.  
Pl.

22/1/15

Ref: GM (HR)/CIR/2015

Date: 22/01/2015

CIRCULAR

ENCASHMENT OF 'HALF PAY LEAVE'

In terms of DPE guidelines vide OM No. 2(14)/12-DPE (WC)-GL-IV/14 dated 7th February 2014 and OM No. 2 (14)/2012-DPE (WC) dated 17th July 2012 and as approved in the 119th meeting of Board of Directors held on 24th September 2014, it is resolved that for all Employees, no commutation of half pay leave would be permissible for encashment of leave on retirement subject to overall limit of 300 days. The equivalent payable for half pay leave would be equal to leave salary (i.e. the basic salary) as permissible for half pay leave plus DA.

It is also resolved that the nomenclature of sick leave in the Long Term Settlement of Staff, sub-Staff and Workers will henceforth be termed as Half Pay Leave and the credit of such leave at the beginning of the financial year should be doubled. In other words, the credit of half pay leave at the beginning of a financial year should be 30 days at half pay in place of 15(fifteen) days at present and 2(two) days of half pay leave will be deducted for leave of a single day. Accordingly, the accumulation limit of half pay leave for Staff, sub Staff and workers will henceforth be 300 days.

Clause 9.9 of Officers 'Manual (Encashment of Leave) of the additional Para inserted vide circular NO.GM(HRD)/Cirl/2007 dated 10/03/2007, Circular No.DGM(Per)/26/15/85 dated 24th September,1985 (Para 2 & 3) and Clause 10 of the Long Term Settlement dated 10/03/2014 shall be henceforth read as follows:

"The encashment of privilege leave and half pay leave to the credit of the permanent employee put together will be limited to 300 days and for such purpose, commutation of half pay leave shall not be allowed."

All other terms and conditions of encashment of half pay leave will remain unaltered.

This will come into force with immediate effect.

This issues with the approval of the Competent Authority.



(G.BANDYOPADHYAY)  
GENERAL MANAGER (HR)

CC: CMD

CC: D (PM) / D(F)

CC: ALL CGMs, GMs, DGMs & AGMs

CC: ALL UNIONS / EXECUTIVE ASSOCIATION





