

From

The Chief Executive Officer,
Haryana State Rural Livelihoods Mission,
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Panchkula

To

All the Additional Deputy Commissioner-
cum-District Mission Director,
Haryana State Rural Livelihoods Mission,

Memo No. HSRLM-2014/2922
Panchkula dated 27-10-2014

Subject: Grant of TA/DA to the contractual staff of Haryana State Rural Livelihoods Mission.

Reference: This office instructions issued vide Memo.No.HSRLM-2014/914, dated 21.03.2014 on the subject noted above.

The Executive Committee of the Haryana State Rural Livelihoods Mission in its 3rd Meeting held on 27.08.2014, has approved the Human Resource Development Manual of HSRLM. In order to give effect to the provisions of Travel Policy contained in the Chapter-8, of the Human Resource Development Manual, travel policy is being issued. The objective of this policy is to ensure clear and standard rules in the organization for all the staff that undertake tours for official purposes.

The Travel Policy for the staff of HSRLM as per the approved Human Resource Manual will be as under:-

Definitions:

Place of Posting/ Headquarters / Place of Duty / Duty Station : The station to which the staff has been posted in the course of their employment in HSRLM. In case of an employee deputed for training in India or abroad, Headquarters will mean the place of duty from where s/he proceeded on training, unless the same is changed in respect of an employee sent on long term training or assignment by a specific order. This policy is applicable to all staff under HSRLM, including trainees.

In respect of a trainee, the headquarters shall mean the place of training at which s/he is posted. However, in case s/he is sent for undergoing training for more than 10 days, away from her/his place of posting, the place at which s/he so undergoes training shall be deemed to be her/his headquarters for the period of such training.

- **Official Tour** means travel on duty of an employee from his Headquarters (either within or outside of the HQ) in pursuance of official work.
- **Local Journey** means any official journey performed by an employee in connection with Society's work within the municipal limits of his/her headquarters.
- **Outstation Travel** means any official travel outside the place of posting/ headquarter/ place of duty/ duty station.
- **Daily Allowance (DA)** refers to the allowance payable to an employee on official travel to meet the costs of lodging, meals and other incidentals. This may also be called as per diem allowance.
- **Approving Authority:** A staff who has been designated as per the HR Policy to approve claims, reimbursements, etc. of any staff under the HR Policy.

- **Self-approving Officers** refers to those officers authorized by HSRLM to approve their own travel and related claims. In HSRLM, CEO is designated as self-approving officers.

As pr Annexure 3 of the Human Resource Manual of the Mission the staff categorized for the purpose of TA/DA is as under:-

State Mission Management Unit		
Sl	Designation	Level
1.	CEO	Level I
2.	Project Director	Level I
3.	State Programme Manager (Social Mobilization)	Level I
4.	State Programme Manager (Livelihoods)	Level I
5.	State Programme Manager (Social Development)	Level I
6.	State Programme Manager (Monitoring & Evaluation)	Level I
7.	SPM (ST CB)	Level I
8.	SPM (Procurement)	Level I
9.	Manager (Finance & Accounts)	Level I
10.	SPM (MF)	Level I
11.	Assistant Manager (P)	Level III
12.	Personal Assistant	Level III
13.	Accountant	Level III
14.	Computer Programmer	Level III
15.	Accounts Clerk	Level III
16.	Data Entry Operators	Level III
17.	Peons	Level IV
18.	Chowkidars	Level IV
19.	Part-time Sweeper	NA

District Mission Management Unit		
Sl	Designation	Level
1	District Programme Manager	Level II
2	District Functional Manager (Training and Capacity Building)	Level II
3	District Functional Manager (Monitoring & Evaluation)	Level II
4	District Functional Manager (Microfinance)	Level II
5.	Superintendent	Level III
6	Accountant	Level III
7.	Accounts Clerk	Level III
8.	General Clerk	Level III
9.	Data Entry Operators	Level III
10.	Peon	Level IV
11.	Part time Sweepers	NA

<i>Block Mission Management Unit</i>		
SI	Designation	Level
1	Block Programme Manager	Level II
2	Cluster Coordinator	Level III
3	Community Facilitator	Level III
4	Accountant	Level III
5	Data Entry Operator	Level III
6	Peon	Level IV
7	Sweeper (Part- Time)	NA

Competent Authority to grant Administrative & Financial approval of the journey and grant of TA/DA.

1. Chapter 16 of the Human Resource Manual deals with Delegation of Financial and Administrative Powers.

1	To accord administrative approval and financial sanction on TA Bills and advance for travelling.	Mission Director / CEO	Full Powers
		Head of Office – State	Upto Rs. 25,000 in each case
		ADC-Cum-DMD	Full Powers (within District Jurisdiction)
2	To sanction reimbursement of cancellation charges for rail, air ticket when cancellation is made in the interest of Society or when cancellation is made on account of circumstances beyond the control of the officials	Mission Director / CEO	Full Powers
		Head of Office – State	Upto Rs. 10,000 in each case.
		ADC-Cum-DMD	Upto Rs. 5000 in each case.
3	To accord administrative approval and financial sanction for attending training / seminars / workshops within the State	Mission Director / CEO	Full Powers

2. Administrative Powers:

1	To permit for journey of Officials outside the State in connection with approved training, workshop, field visit, seminar & gathering experiences	Mission Director / CEO	Full Powers
		Head of Office- State	Full powers for level III and IV employees.
2	To permit for journey of Officials within the State in connection with approved training, workshop, field visit, seminar & gathering experiences	Mission Director / CEO	Full Powers
		Head of Office- State	Full powers for level III and IV employees.
3	To accord permission for air travel for experts, resource persons, non-entitled Officers	Mission Director / CEO	Full Powers
		Head of Office- State	Subject to approved policy in absence of CEO

TA/DA Rules

As per clause 8.6 of the Human Resource Manual the contractual staff shall be entitled to TA/DA as under:-

Local Journey

All levels of staff of HSRLM, as mentioned in 8.6 of Human Resource Development Manual, shall be entitled to reimbursement of transportation /costs incurred towards official local journey if no official vehicle is used for the same. Such reimbursements will be available to the staff while on tour within INDIA or in the Municipal boundaries where the office of the claimant is located. The LJA will also be available for journeys undertaken by own vehicle subject to prescribed entitlement norms.

Local Journey for official purposes may commence and end from either the residence of the staff or their place of duty, provided the residence of the staff is within the municipal limits of their place of duty/HQ.

Local Journey Area

Refers to the municipal limits/ geographical boundaries for various administrative units of HSRLM. All official journeys within LJA are to be treated as local journeys and paid as per prescribed Local Journey Allowance.

Local Journey Allowance (LJA)

If an official vehicle is used for undertaking local journeys no LJA would be admissible.

In case official vehicle is not available, LJA shall be payable as per norms below:

Level	Entitlement for Transport Hire
Level I	AC/ Non AC taxi charges of upto 50 kms per day for travel within the city .
Level II	Non AC taxi or auto rickshaw charges @ Rs. 8 or Rs. 6 per km as the case may be limited to Rs. 150 per day for travel within the city.
Level III	Travel charges @ Rs. 6 per km limited to Rs. 100 per day for travel within the city.
Level IV	Travel charges @ Rs. 6 per km limited to Rs. 50 per day for travel within the city.

Use of Personal Vehicles for Local Journeys:

HSRLM Travel Policy authorizes the use of personal vehicle of staff for local journeys and other official travel, subject to the same subservient to the official purpose of HSRLM.

The applicable allowances for LJA for use of personal vehicles as given in 8.7.2 of the Human Resource Development Manual, is given in the table below. Giving the volatility of fuel prices, the CEO with the approval of EC may review and revise the reimbursable amounts under each slab periodically, based on market revisions.

	Reimbursement if four wheeler is used for Local Journey	Reimbursement if two wheeler is used for Local Journey
Rate of Reimbursement	Rs 8 per km	Rs 4 per km

Reimbursement Process and Settlement of Local Journey Allowance Claims

- The employee shall submit the claim in the TA Claim format along with all supporting documents
- Local Journey Claims are to be consolidated and submitted for settlement on a weekly basis, by every Monday for the preceding week.
- The LJA Claim form shall be duly signed and approved by the competent authority before submission to the concerned accounts department.
- CEO shall have the authority to self certify his local journey claims.
- Once the approved LJA Claim form is received by the accounts, it shall reimburse the amount to the concerned employee within seven working days of submission of the LJA Claim.
- There shall be no daily allowance payable in case of local journeys.
- No advance shall be given for local journeys.

Travel Allowance Eligibility and Entitlement: The entitlement for travel allowance for each level to tour beyond local area, is given as under:-

Sl. No	Level	Entitlement for travel			
		Rail	Air	Road	Own Vehicle
1.	Level I	I AC	Economy Class	AC Taxi/ AC Bus including VOLVO	Rs. 10 per Km by own car
2.	Level II	AC II Tier or AC Chair Car	Economy Class if distance of journey is more than 500 kms and the journey cannot be performed by overnight.	AC /Deluxe Bus/Non-AC Taxi	Rs. 8 per Km by own car
3.	Level III	AC III Tier	Economy Class if distance of journey is more than 1000 kms and the journey cannot be performed overnight.	Ordinary/Deluxe Bus.	Rs. 6 per Km for own scooter/motor cycle.
4.	Level IV	Sleeper Class	-	Ordinary Bus	Rs. 6 per Km for own scooter/motor cycle.

- In addition, charges for sleeper accommodation, tatkal charges, super-fast train surcharge, reservation. service / bank transaction charges by railways for booking of tickets as well as service charges levied by airlines for reservations, will be reimbursable as per actual expenditure with supporting documents.

- Agency charges paid to travel agents for booking of tickets are also reimbursable subject to such monetary limits that may be prescribed from time to time by HSRLM and subject to submission of supporting documents.
- In exceptional cases, cancellation charges may be reimbursed, after the approval of the reporting officer where a journey is not undertaken due to unforeseen official or personal reasons.
- Non-availability of reservation in the entitled class is not an acceptable reason for not performing the journey connected with official work. In all such cases, an employee is expected to undertake travel by a lower class if available, or in exceptional circumstances, seek approval of CEO for travel by a higher class.

Conveyance Charges incurred during Outstation Travel

All local conveyance charges for official purposes, during outstation travel shall be reimbursable subject to prescribed entitlements. This would also include conveyance charges for travel to and fro to railway/bus stations or airports from the place of posting or place of residence (within the municipal limits of place of posting).

However, no conveyance charges shall be payable if official vehicle is used for conveyance during outstation travel.

For journeys to and from railway station/bus stand/airports, at Headquarters and tour stations, the reimbursement will be as per the following table:

Level	Entitlement for Conveyance Charges during Outstation Travel
Level I	Actual charges by AC Taxi fare for all types of Vehicle
Level II	Actual charges by Non AC Taxi or three-wheeler
Level III	Actual charges by three-wheeler or any public transport
Level IV	Actual charges by any public transport

In case of travel by pre-paid or metered taxis, reimbursement would be made on submission of bills. However, in cases where an employee is unable to provide such taxi bills for genuine reasons and the charges appear reasonable, the reporting officer shall approve the waiver of such bills, at his /her discretion.

Lodging & Daily/ Subsistence Allowances:

An employee on official tour will be entitled to Lodging and daily allowance intended to cover expenses incurred on lodging, food and other incidentals. The allowances vary for outstation travel outside the state and within the state.

Lodging & Daily/ Subsistence Allowance for Outstation Travel – Outside the State:

Lodging & Daily Allowance for Outstation Travel – Outside the State/ Chandigarh			
Sl. No	Level	Lodging (INR /day) upto	DA (INR /Day)
1	Level I	Rs 4000	Rs 500
2	Level II	Rs 2500	Rs 400
3	Level III	Rs 1500	Rs 250
4	Level IV	Rs 500	Rs 160

Lodging & Daily & Boarding Allowances during Outstation Travel – Within the State:

Lodging and Daily allowances for official travel within the state, for various levels are indicated in the table below:

Lodging & Daily Allowance for Outstation Travel – Within the State			
Sl. No	Level	Lodging (INR /day)	DA (INR /Day)
1	Level I	Rs 1600	Rs 400
2	Level II	Rs 1200	Rs 300
3	Level III	Rs 800	Rs 200
4	Level IV	Rs 400	Rs 140

- The daily allowance will be admissible for the period of absence from Headquarters (on official tour) starting from the time of departure from place of work or residence, as the case may be, and the time of arrival at residence/place of work
- The daily allowance will be admissible for journey periods, all halts on tour and holidays occurring during the period of halt but the same will not be admissible for any period of leave (of any kind) availed while on tour. Similarly, no lodging allowance shall be admissible for periods of leave during official tour. Further, if an employee breaks journey enroute due to personal reasons, he shall not be paid the daily or lodging allowance, for such period (s) of halt.
- For prolonged halts for official purposes, full daily allowance may be given as advance for a period of 10 days and half daily allowance - for a further period of 20 days. These limits relate to stay at any one station only. The CEO may relax these conditions in special circumstances for an additional period up to 60 days.
- No lodging allowance shall be admissible if an employee uses personal accommodation (of family or friends) during outstation travel. However, full DA shall be permissible to such employees, as per their entitlement.

Reckoning of day for the purpose of calculation of D.A:

The period of absence from the headquarters of the employee for purposes of regulating Daily Allowance shall be as indicated below irrespective of the mode of the travel:

- A day should be reckoned to cover 24 hours of absence from the headquarters commencing from the time the employee leaves the headquarters. For every 24 hours of absence from headquarters one daily allowance is admissible.
- For any fraction of 24 hours of tour, rates of Daily Allowance shall be as follows:

Tour of more than 12 hours	1 day Daily allowance
Tour of Six hours to 12 hours	½ day Daily allowance
Tour of less than six hours	No Daily Allowance

Fixed Travel Allowance (FTA):

These allowances are applicable to those staff where field travel is an essential part of their work and where their positions and work demand local journeys, for over twelve to fifteen days in a month.

- The FTA is payable for all official travel within the local journey area.
- The table below indicates the FTA payable to different employees. HSRLM may provide FTA for other categories of staff, as may be required, from time to time with the approval of EC.

Level	Positions	No of travel days expected in a month	FTA payable (Per month)
Level II	BPM	More than 12	Rs 1500
Level III	Cluster Coordinators	More than 15	Rs 1200
Level III	Community Facilitators	More than 15	Rs 800

Reimbursement:

- The FTA would be paid every month along with the salary of the concerned staff. All employees under FTA would maintain a tour diary (in a prescribed format), which would be reviewed and approved by their reporting officer. The tour diary shall be submitted to the concerned accounts department by the 5th of the succeeding month.
- In case of unusually heavy travel an employee may seek augmentation of FTA with reasons and submission of tour diary for special augmentation of FTA. Such special / emergency augmentation shall be provided within 24 hours subject to a maximum of 3 days of request.
- For all officials travelling outside the area of their jurisdiction/ HQ, outstation travel policy would be applicable.
- In case FTA is applicable, staff will not be entitled to get any other reimbursement/allowance against official local travel while discharging his/her field duties.

Guidelines for Outstation Travel:

- All claims are required to be supported with documentary proof except for Daily Allowance.
- Where residential accommodation like lodging and/ or boarding facilities are arranged and paid directly by HSRLM, the employee shall be entitled for 1/4th of his entitled DA while TA can be claimed as per the prescribed TA entitlements.
- In case of stay in Govt. /Semi Govt./PSU guest houses, actual room rent paid will be fully reimbursable subject to the limits specified for Lodging Allowance.
- For all travel away from HQ that involves an overnight halt away from HQ, full Daily Allowance shall be admissible irrespective of whether the absence from HQ is less than a day.

Approval for Outstation Travel

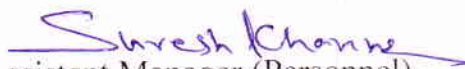
- For all employees of any district, any travel within the District (outside their block/ cluster), approval shall be sought by the concerned DPM.
- For all employees travelling within the state (outside their district), approval shall be sought from PD or the SPM concerned.

- For all employees travelling outside the state, approval shall be sought from the CEO.
- Any journey to attend any training programme/ workshop outside the state, shall be approved by CEO.
- Any employee travelling to attend any international training/ workshop, approval shall do so after approval of President-Executive Committee.

Other General Instructions

- The rates/entitlements for each category of staff mentioned in this letter are as per the provision mentioned in the Human Resource Development Manual of HSRLM approved by Executive Committee in its 3rd meeting.
- These instructions will be applicable from the date of issue of this letter and the claims submitted in respect of journey made on or after the date of issue shall be regulated in terms of these instructions. Any unclaimed TA/DA bills of tours undertaken earlier shall be claimed as per old rates.


This will supersede all the existing provisions/orders/instructions etc. issued prior to the issue of these instructions.


Assistant Manager (Personnel)
for Chief Executive Officer.
Haryana State Rural Livelihoods Mission,
Panchkula

Endst.No.HSRLM-2014/2923

Dated: 27-10-2014

A copy is forwarded to PS/ACS (RD) for kind information of worthy Additional Chief Secretary to Govt. of Haryana, Rural Development & Panchayats Department.


Assistant Manager (Personnel)
for Chief Executive Officer.
Haryana State Rural Livelihoods Mission,
Panchkula