



INDIAN DRUGS & PHARMACEUTICALS LTD

Corporate Office: Gurugram

11005(5)/2012-IDPL - 125
Date: - 2nd November, 2022

Sub: - IDPL's Traveling Allowance & Daily Allowance and Local Conveyance Charges Rule – reg.

The Board of Director of IDPL in its 307th meeting held on 30th September 2022 have approved the revision of IDPL Travelling & Daily Allowance and Local Conveyance Charges Rule which will supersede the existing TA & DA Rule 2008 and instructions issued there under from time to time. These Rules come in force w.e.f. 1st October, 2022. A copy of IDPL Travelling & Daily Allowance and Local Conveyance Charges Rule, 2022 is enclosed herewith for your information and necessary action.

This issues with the approval of Competent Authority as per minutes of 307th Board meeting of IDPL held on 30th September, 2022 @ 10:00 AM.


(Manohar Vasudev)
Personnel Manager

To,

1. CFO, Corporate Office, Gurugram
2. General Manger/GM i/c
Gurugram Plant/Rishikesh Plant/Hyderabad plant/IDPL(TN)/BDOCL, Muzaffarpur/ODCL
Bhubaneswar.
3. Dy. General Manager (Marketing), Corp. Office, Gurugram.
4. Regional Sales Office/Divisional Office
(Lucknow, Kolkata, Mumbai, Hyderabad & Delhi)

Copy to: -

1. PS to CMD.
2. Finance Division, Corp. Office, Gurugram.
3. Executive Gr-II (Admin) to upload in the Company's website.
4. Office Copy.
5. Guard File.

Approved by the Board in 307th Board Meeting & initialed by the Chairman

Revised TA/DA and Local Conveyance Rules

1. APPLICABILITY

- 1.1. These Rules will be called "IDPL TRAVELLING AND DAILY ALLOWANCE RULES, 2022.
- 1.2. These rules shall apply to all employees of the Company including those under contract/Consultant (Part-Time/Full time).
- 1.3. The Chairman and Managing Director (CMD) reserves the right to modify, cancel or amend all or any of these rules or any supplementary rules/amendments thereto issued in connection with these rules without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date.
- 1.4. The TA/DA rules as approved and applicable for all employees of IDPL shall also be applicable to all employees of IDPL Tamil Nadu, BDOCL & ODCL. However, the same are to be ratified by the respective companies' Board.
- 1.5. In case of doubt or dispute, in regard to the interpretation of these rules and / or the supplementary rules and / or amendments issued thereto, the decision of the CMD shall be final.

2. DEFINITIONS: -

Unless there is anything repugnant in the subject or context, the following terms in these rules and/or supplementary rules and/or amendments issued thereto are/will be used in the sense herein explained.

2.1 "EMPLOYEE" means any person appointed to any service or post in connection with the affairs of the Company. Anybody taken by Company on Contract/ Trainees/ Apprentices for the purpose of these rules would be considered as an employee.

2.2 "FAMILY" means the employee's wife (one only) or husband, legitimate children, step children and not more than one legally adopted child wholly dependent on the employee. Besides for Transfer TA Family would include parents, sisters, widowed sisters and minor brothers residing with and wholly dependent upon the employee.

2.3 "DEPENDENT" means any family member whose income from all sources, including pension (inclusive of pension equivalent of DCRG but excluding Dearness Relief) / family pension, does not exceed Rs. 5000/- per month may be deemed to be wholly dependent upon the employee. Children getting stipend, scholarship etc. in excess of Rs. 5000/- p.m. are not considered as dependents.

2.4 "Controlling Officer" means CMD/Director/Chief Vigilance Officer/CFO/General Manager and other officers to whom such power has been or specifically delegated by the CMD shall act as Controlling Officer for the employees working under them. Before signing the T.A. bill, the Controlling Officer shall scrutinize the necessity, frequency and duration of the journey and halts for which the travelling allowance has been claimed.

2.5 HEADQUARTERS means the normal place of duty of an employee as may be fixed by the Company from time to time and covers an area within the radius of 10 km from the normal place of duty.

2.6 SHORTEST ROUTE for the purpose of these rules means the route which is normally used by passengers between two stations at a particular time.

2.7 Pay means the amount drawn monthly by an employee as- "Consolidated monthly remuneration made to the contractual employees" except any allowance viz. Motivational pay.

3. Journey on Tour

3.1 Journey on tour shall be deemed to commence from and end at the residence of the touring official at the Headquarters or at any other station.

3.2 Return tickets should be purchased, whenever possible, to perform the return journey.

3.3 Travelling Allowance is admissible for journeys on tour by rail / air / or road to the extent indicated below:

A: Entitlement By Air: - The entitlement by air shall be as indicated below: -

Sl. No.	DESIGNATION	ENTITLEMENT BY AIR
1.	CMD	Business/ Economy Class
2.	Dir./CVO	Economy Class/Premium Economy
3.	CFO/GMs	Economy Class/ Premium Economy
4.	DGM/Manager	Economy Class

Note: -In emergent cases, any non-entitled officer may be allowed to perform journey by air (economy class) with the prior approval of the CMD.

B: Entitlement by Rail: - Entitlement for journeys by rail shall be as specified as under: -

S. No.	DESIGNATION	Shatabdi Express	Rajdhani Express	Other Trains
(i)	CMD	Executive Class	A.C. First Class	A.C. First Class
(ii)	Dir./CVO	Executive Class	A.C. First Class	A.C. First Class
(iii)	CFO/GM	Executive Class	A.C. First Class	A.C. First Class
(iv)	Sr.DGM/DGM/Sr. Mgr./Sr.DM/DM/ Mgr.or equivalent./Consul	A.C. Chair Car	A.C. 2 Tier	A.C. 2 Tier

	tant/ Part-time Consultant			
(v)	Dy. Mgr./ Sr. RM/ RM or equivalent	A.C. Chair Car	A.C. 2 Tier	A.C. 2 Tier
(vi)	Sr.Exe/Exe./ Mktg. Exec. or equivalent	A.C. Chair Car	A.C. 3 Tier	A.C. 3 Tier
(vii)	Supervisors or equivalent	A.C. Chair Car	A.C. 3 Tier	A.C. 3 Tier
(viii)	Below Supervisor	---	---	Sleeper Class

Note: When an employee is compelled by circumstances to travel, by a higher class than to his entitled class by a longer route, he should take prior approval of the CMD / Directors / CVO / CFO / GM.

Admissibility of T.A.

- a) Single fare by the shortest route of the class of accommodation appropriate to the status of the employee as indicated above including the charges incurred for reservation or sleeper charges/ other accommodation/Tatkal charges, Internet charges. If however, an employee travels in a lower class, the actual fare of the lower class and reservation charges and sleeper charges or other accommodation charges including Tatkal/Internet charges actually incurred would be allowed.
- b) Daily allowance.
- c) Ticket Nos./PNR Nos. should be furnished in all T.A. bills for journeys performed by rail on tour.

Note: The production of luggage receipt/ticket number/taxi number, etc. can be waived off on exceptional circumstances of each case with the approval of Chairman and Managing Director.

C: Entitlement By Road: The entitlement for journeys by road shall be as indicated as under;

Sl. No.	DESIGNATION	CLASS ACCOMMODATION
1.	CMD/ Dir./CVO	If CMD travels by his/her own car on official tour for out station, he/she shall be entitled for reimbursement at the rate of Rs. 12/- per km. In case he/she travels by a Taxi, actual fare will be reimbursable.
2.	CFO/GM	For travel by their own car on official tour for out station, he/she shall be entitled for reimbursement at the rate of Rs. 12/- per km or actual taxi fare would be reimbursable.
3.	Sr. DGM/ DGM	For travel by their own car on official tour for out station, he/she shall be entitled for reimbursement at the rate of Rs. 12/- per km or actual taxi fare would be reimbursable.
4.	Sr. Mgr./ Sr. Div. Mgr. Mgr. or equivalent.	For travel by their own car on official tour for out station, he/she shall be entitled for reimbursement at the rate of Rs. 12/- per km or actual taxi fare would be reimbursable.
5.	Mgr./Div.Mgr./Dy.Mgr. RM/RM or Consultant/Part-time C	Actual fare of taxi subject to maximum of Railway fare as per entitlement would be reimbursable on production of vouchers/ receipt.
6.	Sr. Exec./ Exec./ M.E. c	AC Bus/ Deluxe Bus
7.	Supervisors or equivalent	AC Bus/ Deluxe Bus
8.	Below Supervisor	Semi-deluxe / Ordinary Bus

Note:-

- (i) The above provisions shall not be applicable for Marketing Cadre personnel.
- (ii) Production of bus tickets shall be mandatory for reimbursement of bus fare for journeys performed by A.C Bus/Deluxe Bus/Semi Deluxe Bus.

D : Local Conveyance on tour

- i) For journeys from Airports/ Railways Stations/Bus Stations to Residence/Guest Houses/Offices at Headquarter as well as at station on tour and vice-versa.

The Officials will be eligible for reimbursement of actual conveyance expenses incurred by them for journeys from Airports/Railways Stations to Residence/Temporary Residence/Guest Houses/Offices at Headquarters as well as at station on tour and vice-versa.

Employees of the level of Senior Executives/ Executives/Marketing Executives and above would be entitled to actual expenses for travel by taxi. The employees of the level of Supervisor and below Supervisor would be entitled to actual expenses for travel by auto rickshaw.

ii) Local travelling expenses while on tour (at the touring station).

The officials, while on tour may be allowed reimbursement of actual conveyance charges (per day) on the production of receipt/voucher subject to ceilings given as under;

S.No.	Designation	Metropolitan & A-1 Cities	Other Cities
1.	CMD	Actual expenses	Actual expenses
2.	Dir./CVO	Actual expenses	Actual expenses
3.	CFO/GM	Actual expenses	Actual expenses
4.	Sr. DGM /DGM	Actual expenses	Actual expenses
5.	Sr. Mgr. / Sr. DM / Mgr. /DM/ Consultant/Part-time Consultant	Actual expenses	Actual expenses
6.	Dy. Mgr./ Sr. RM /RM or equivalent	up to Rs.600/-	Rs. 480/-
7.	Sr.Exe./Exe./ Mktg. Exec. or equivalent	Rs. 500/-	up to Rs. 400/-
8.	Supervisors or equivalent	up to Rs. 250/-	up to Rs. 200/-
9.	Below Supervisor	up to Rs. 200/-	up to Rs. 160/-

3.4 **NO OVERTIME TO DRIVERS ON TOUR:** - In case drivers are sent on tour, no overtime allowance would be paid to them in addition to travelling expenses as per Rules.

4. Daily Allowance

4.1 A Day for the purpose of payment of daily allowance on tour means 00.00 Hours to 24.00 Hours or part thereof. The entitlement of D.A would be as under: -

- | | | |
|-------|--|------------------------|
| (i) | For period exceeding 12 Hours | Full D.A |
| (ii) | For period exceeding 06 Hours but not exceeding 12 hours | 70% of full D.A |
| (iii) | For period Exceeding 03 Hours but not exceeding 06 Hours | 30% of full D.A |

4.2 Where an employee on tour stays in a hotel at the touring station, he is required to produce hotel bill. He will be reimbursed the actual lodging charges as per hotel receipt, subject to the upper ceiling limit laid down for such charges, as per Table A and B.

Table A:- Daily Allowance

S.No.	Designation	When Hotel is provided by the Company		When Hotel Accommodation is not provided by the Company / makes his own arrangement	
		METROPOLITAN & State Capital	OTHER CITIES	METROPOLITAN & State Capital	OTHER CITIES
1.	CMD	Rs. 1000/-	Rs. 800/-	Rs.1200/-	Rs. 960/-
2.	Dir./CVO	Rs. 900/-	Rs.720/-	Rs. 1000/-	Rs. 800/-
3.	CFO/GM	Rs. 900/-	Rs.720/-	Rs. 1000/-	Rs.800/-

4.	Sr. DGM / DGM or equivalent.	Rs. 850/-	Rs.680/-	Rs. 950/-	Rs.760/-
5.	Sr. Manager / Manager or equivalent. /Consultant/Part-time Consultant	Rs. 800/-	Rs.640/-	Rs. 900/-	Rs.720/-
6.	Regional Mgr./Dy. Manager	Rs.600/-	Rs.480/-	Rs. 750/-	Rs. 600/-
7.	Sr. Exe./Exe/ Mktg. Exec. or equivalent	Rs. 500/-	Rs. 400/-	Rs. 650/-	Rs.520/-
8.	Supervisors or equivalent	Rs. 350/-	Rs. 280/-	Rs. 550/-	Rs. 440/-
9.	Below Supervisor	Rs. 300/-	Rs. 240/-	Rs. 450/-	Rs. 360/-

Table B :- Accommodation Charges

S.No.	Designation	METROPOLITAN & State Capital	OTHER CITIES
1.	CMD	Actual	Actual
2.	Dir./CVO	Rs. 10,000/- + Taxes	Rs. 8000/- + Taxes
3.	CFO/GM	Rs. 8,000/- + Taxes	Rs. 6400/- + Taxes
4.	Sr. DGM / DGM or equivalent.	Rs. 7,500/- + Taxes	Rs. 6000/- + Taxes
5.	Sr.Mgr./ Manager or equivalent/Consultant/Part-time Consultant	Rs. 6,500/- + Taxes	Rs. 5200/- + Taxes
6.	Sr. Regional Mgr. /Dy. Manager or equivalent.	Rs. 4,500/- + Taxes	Rs. 3600/- + Taxes
7.	Regional Mgr/ Sr. Exe./Exe/ Mktg. Exec. or equivalent	Rs. 3,500/- + Taxes	Rs. 2800/- + Taxes
8.	Supervisors or equivalent	Rs. 2000/- + Taxes	Rs. 1600/- + Taxes
9.	Below Supervisor	Rs. 900/- + Taxes	Rs. 720/- + Taxes

4.3 Where an employee on tour makes his own outside arrangement for stay, no receipt or no non- accommodation certificate from the Guest house is required to be produced. However, unless otherwise recorded by an employee on the T.A. claim bill, Daily Allowance will be admissible to a touring official as per Table A and B.

Note:- DA will be calculated on the basis of departure from the residence and arrival at residence.

4.4 The employees should be allowed D.A. in accordance with the T.A. Rules for enforced halts occurring enroute on tour journeys necessitated by break down of communications, due to blockade of roads on account of floods, rains, heavy snow fall, etc.

4.5 No D.A. for Sundays and holiday(s) will be payable unless the employee is actually and not merely constructively in camp. No D.A. for any kind of leave and restricted holidays availed of while on tour.

4.6 CMD/Functional Directors/GMs may grant D.A to such employees at the following sliding scales when their stay is beyond 30 days while on tour.

(i) Where employee(s) stay is beyond 30 days while on tour, he would be allowed full daily allowance as per rules for a period upto 60th day.

(ii) Where the stay exceeds 60th day, half daily allowance would be allowed for the period from 61th day to 90th day.

(iii) Where the stay exceeds 90 days it should be treated as a temporary transfer. The facilities available as on transfer may be extended in case it involves change in residence and the concerned employee moves his family to such station.

4.7 In case free boarding (food) only is provided, the D.A will be entitled for reimbursement of the expenses to meet lodging charges as per hotel receipts/bills subject to the ceiling fixed for hotel accommodation in the table given above with reference to the locality visited. However, in case he makes his own arrangements for stay, the DA entitlement will be @ 50% of the amount payable to him as per table given above with reference to locality visited.

4.8 When free lodging only is provided: - In such cases the employee shall be entitled to claim Daily Allowance as per table above with reference to the locality visited.

4.9 When an employee, while on tour is provided free boarding and lodging or he is treated as Guest of the Company or of the Government or any other Organisation, the daily allowance admissible will be granted 25% of the rates applicable in the case when hotel accommodation is not provided by the Company/ when employee makes his own arrangements for boarding and lodging as given in Table "A" above with reference to the locality visited.

4.10 In case TA advance is taken, the settlement claim shall be submitted within 15 days from the date of return from tour failing which the employee will be liable to pay interest + penal interest on the unused amount from the date of drawl of the advance till the date of return.

4.11 **Travelling allowance advance:** An advance on tour may be restricted to actual fare to and fro and 90% of estimated daily allowance, local conveyance plus hotel accommodation.

5. **T. A. Rules applicable on Transfer:-** The entitlement of transfer travelling allowance for journeys by air/rail/road will be as on tour.

6. **TA/DA provisions for specific purpose:** Ex-employees (Regular/Contractual) of IDPL, Subsidiaries and JV Company may claim full reimbursement of To and Fro journey fare by AIR/Rail/Bus, TA/DA, Lodging & Boarding and local conveyance as per last designation served. The provision shall be applicable in case of the following: -

- i) Called as witness to depose for any inquiry/investigation ordered by IDPL, Controlling Ministry and Government Authority at any location.
- ii) Called to depose before any audit authority for purpose of query/investigation.
- iii) Called for any other matter when authorised by a Court of Law.

- iv) Called for any official matter when authorised by Competent Authority of IDPL at any location.

CONVEYANCE CHARGES

Reimbursement of local Conveyance Charges

(A) Entitlement of type of local conveyance, monthly monetary ceiling within Headquarters: -

S.No.	Category of S	Entitlement	Conveyance charges admis		Monthly each case
			day in each case for journe HQ.	For local within a rad Km.	
i.	GM and Above	By Taxi	Actual Rs.12/- per KM of journey performed by own vehicle.	Actual Rs.12/- per KM of journey performed by own vehicle.	Actual
ii.	DGM, Consultant, Sr. Manager, Manager	By Taxi	Actual Rs.12/- per KM in case of journey performed by own vehicle.	Actual Rs.12/- per KM in case of journey performed by own vehicle.	Actual
iii.	Dy. Manager, Sr. Executive, Executive and equivalent.	By Taxi/ Auto	Not exceeding Rs. 300/- Rs.12/- per KM in case of journey performed by own vehicle.	Not exceeding Rs. 500/- Rs.12/- per KM in case of journey performed by own vehicle.	Rs. 3500/-

iv.	Supervisor and below supervisor.	By Auto	Not exceeding Rs. 200/-	Not exceeding Rs. 350/-	Rs. 2000/-
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Note 1: - It may be noted that above norms are for reimbursement of local conveyance charges for journeys within headquarter. Officers and staff who are claiming reimbursement of conveyance charges while on outstation tour will not be entitled to local conveyance reimbursement.

Note 2: - Journey performed from Gurugram to Delhi NCR and vice-versa will be treated as journey performed at headquarter. Similarly journeys between Virbhadra and Rishikesh and vice-versa will be treated as journey performed at Headquarter.

Note 3: - At places where autos do not ply, the employees will travel in taxi as an exception only with permission of HOD as a special case.

(B) Guidelines for processing the local reimbursement of local conveyance charges: -

- i) For hiring of Taxi/ Auto prior approval of the Higher Authority i.e. HOD (not below the rank of Manager) may be obtained.
- ii) Employees below rank of General Manager shall hire full day taxi with the prior approval of CMD.
- iii) Purpose of journey may be mentioned clearly. Ambiguous terminology like office work will not be acceptable.
- iv) Officer using taxi/auto should mention distance traveled between places. Taxi/auto bill may also be produced in case of hire through online taxi/auto service i.e. Ola/Uber/ others etc.
- v) While submitting conveyance reimbursement claims the date wise details of claim of that particular month be furnished to ensure that claim is within prescribed ceiling.
- vi) If, due to any special reason prescribed ceiling are being exceeded in a particular month the proposal will be put up to CMD for approval alongwith date-wise details of journey performed and full justifications for exceeding the ceiling.
- vii) Admin Section shall maintain a register of conveyance charges reimbursed to each employee during the month.

These instructions will be applicable to all employees in the Corporate Office, all
Plants and office staff of all Regional Sales Offices

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