

(V) The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharge of its functions.

(c) .T.A.Rules

**National Institute of Agricultural Marketing
Kota Road, Bambala, Sanganer
Jaipur**

Office Order

With the approval of the competent Authority, NIAM Travelling Allowance Rules as in annexure are hereby issued. These rules shall come into force with effect from 01.08.1997 and shall be applicable to all the employees of NIAM.

(R.P.Meena)

Director (A&A)

Distribution:

1. PS to DG
2. PA to Director
3. All Officers of NIAM
4. Office Order File

ANNEXURE.

NIAM TRAVELLING ALLOWANCE RULES

1. SHORT TITLE: NIAM Travelling Allowance RULES.

2. APPLICATION: The Rules are applicable to employees of NIAM for journeys performed on temporary duty to outstations,

3. COMMENCEMENT: These Rules shall come into force from 01.08.97.

4. AUTHORITY \ COMPETENT TO SANCTION TOUR: Director General shall be the controlling authority to sanction tours for Officers drawing basic pay Rs. 2000/- and above and for other employees Director (A&A). Director General and Director (A&A) will be their own controlling officers/authority.

5. CLASSIFICATION: For the purpose of Travelling Allowance, employees are classified into. the following, groups based on their scale of pay:

<u>GROUP</u>	<u>SCALE OF PAY</u>
'A'	Pay Scale of Rs. 5900-6700 and above
'B'	Pay Scale of Rs. 2000-3500 and above
'C'	Pay Scale below Rs. 2000-3500

6. ENTITLEMENT ON TOUR:

6.1 An employee will be entitled to travel by air/train, etc. as applicable to employees of the corresponding category/pay scale in the Govt. of India. However, all the Head of Divisions shall be entitled to travel by air,

6.2 Travel higher than entitled class may be permitted with the prior approval of the controlling authority.

DAILY ALLOWANCE:

Daily Allowance (D.A.) at the rates shown in Annexure-I shall be admissible to the employees of the NIAM.

7.1 Group A & B employees may hire taxi on per day basis or point to point basis.

7.2 Group C employees may use auto rickshaw, but where auto rickshaws are not available, they are entitled to use taxi on point to point basis.

7.3 Conveyance charges for to and fro journeys to Railway station/Airports will be admissible on actual basis on production of receipts.

7.4 For first 15 days of stay in the same place of duty.

D.A. is admissible at full rates.

7.5 For journey beyond 15 days, D.A. is admissible at half the rate. D.A. may however, be allowed at full rates with the approval of Director General.

7.6 D.A. will be calculated from the time of departure from the place of duty upto the time of return to that place. If there is delay in departure/arrival time beyond two hours after the scheduled time such actual time shall be counted.

7.7 For fraction of the day, D.A./boarding charges shall be:

-Less than 12 hours	50% of the rate
-Above 12 hours,	100%

ANNEXURE

GROUP	LODGING/HOTELS	<u>ORDINARY RATE OF DAILY ALLOWANCE</u>		
		A	B	C
'A'	Actual Hotel charges for lodging only	250	150	150
'B'	Limited to single occupancy room in 3 star Hotel. Preference will be given to accommodation in ITDC/State Tourist Complexes Subject to availability.	150	125	100
'C'	Upto Rs. 250/- per day.	100	75	75

NOTE

1. ORDINARY D.A. -When lodging expenses are claimed from NIAM ordinary D.A. will be payable without production of receipt.

2. For intra-city local road journeys at outstation on tour actual expenditure will be admissible subject to a maximum of Rs. 250/- for Delhi/ Bombay/Calcutta/Madras for other 'A' class cities Rs. 215/-, for 'B' class cities Rs. 125/- per day and Rs. 100/- per day for other cities respectively.

3. Rate of road mileage @ Rs. 5.50 per K.M. will be admissible in case the tour journey has been allowed by the Controlling Authority to be performed by own vehicle.

4. Where free boarding and lodging is provided, 25% ordinary rate of D.A. will be payable.