

**NATIONAL BANK  
FOR AGRICULTURE AND RURAL DEVELOPMENT  
TRAVELLING ALLOWANCE RULES, 1983  
(Amendments upto March 2006)**

1. Title

The rules framed hereunder shall be called National Bank for Agriculture and Rural Development Travelling Allowance Rules, 1983.

2. Commencement

These rules shall come into force with effect from 4 March 1983.

3. Applicability

These rules shall apply to all whole-time employees of the National Bank for Agriculture and Rural Development in respect of their journeys in India, unless otherwise provided by the terms of contract, agreement or letter of appointment.

4. Power to interpret the Rules

The power to interpret the rules vests with the Managing Director, who is hereby empowered to issue such instructions as may be necessary to give effect to the provisions of these Rules, in case, doubt arises regarding the interpretation of these Rules, the decision of the National Bank shall be final and binding on the employee.

**PART I - TOUR**

5. Sanction of tour

Subject to such general or specific instruments that may be issued by the Managing Director, a tour can be undertaken by an employee only after prior sanction in writing has been obtained from the authority competent to sanction such tour.

Notes : -

Format of Tour Programme is given in Appendix - I

- a) It is the responsibility of all the employees to chalk out travel plan as per their eligibility and guidelines issued by HO from time to time.
- b) Approval of the travel plan by the Competent Authority cannot be construed as a permission not to adhere to the TA Rules/Guidelines.
- c) The office is free to settle such bills on notional basis and recover the excess amount, if any unless the Competent Authority specially approves the deviation, if any, which should be clearly brought out in the Tour Programme by the concerned officers.

## 6. Entitled Class of Travel

The employees on official tour shall be entitled to the following class of travel.

- (i) Officers drawing a pay above Rs.15425/- per month - AC I Class by train or by air or highest class by steamer
- (ii) All other officers in Group 'A'- II Class AC by train or by air or I Class by steamer.
- (iii) Employees in Group 'B'- I Class by train or I Class by steamer
- (iv) Employees in Group 'C'- II Class by train or lowest class by steamer.

Note : - In the absence of Ist Class on any rail route, the entitled class will be AC II Class Sleeper. Officers will be eligible to undertake journey by air on official tour and transfer irrespective of the pay and the distance involved

## 7. Travel by Train

7(1) The train fares will be admissible for travel by mail or express trains (other than Rajdhani Express or such other trains where the fares are inclusive of diet charges) by the entitled class. In addition, the employee will be reimbursed reservation and sleeper charges, if any, actually incurred by him.

7(2) Offices may enter into arrangement with accredited travel agents and they may be paid service charges not exceeding Rs.30/- for reservation of tickets and Rs.15/- for cancellation of tickets. In case such arrangement cannot be made or the services provided by the travel agents are not satisfactory, officers/members of Group 'B' and 'C' staff may be allowed to arrange for booking of tickets on their own. They may be reimbursed a sum of Rs.15/- towards incidental expenses for reservation/cancellation of tickets without insisting on any documentary evidence. Officers/employees will not abstain from work during office hours for the purpose of reservation/cancellation of tickets.

7(3) Conveyance expenses may be reimbursed to the employees/ officers where ticket is booked by them personally for official tours. Where group booking is involved i.e. Inspection /DOM studies etc., only one member of the team will be allowed such reimbursement. However, they will not be eligible for reimbursement of incidental charges.

7(4) Reimbursement of 'Tatkal' charges levied by Railways is allowed in case the tour has to be undertaken at a short notice by officers, as per the assessment of the Officer-in-Charge, i.e., whether tour/transfer was at short notice without giving adequate time for normal reservations.

## 8. Travel by Superfast Train

The supplementary charges levied for travel by the untitled class by superfast trains will be reimbursed, in addition to train fare, if actually incurred by the employee.

## 9. Travel by Steamer

For travel by steamer, the fares without diet charges will be admissible where the steamer company has two separate fares, one inclusive of direct charges and another exclusive of diet charges.

## 10. Travel by Air

10(1) For travel by air, the fare will be admissible by the economy class.

10(2) Officers eligible to travel by air are required to undertake journey by National Carriers, i.e. Air India/Indian Airlines. However, in cases of non-availability of tickets/flight by direct route with Indian Airlines or emergent situation necessitating immediate journey, officers may be allowed to undertake journey by private airlines, provided the fare charged by them in the entitled class is not higher than that charged by the Indian Airlines.

10(3) If on any particular sector or on the day of the tour, the Indian Airlines flights are not available, the competent authority may, at his discretion, allow the eligible officers to travel by Private Airlines even if the fare charged by them is higher than that charged by the Indian Airlines.

10(4) While adhering to the above policy of air travel by Indian Airlines/ Alliance Air flights, if the Competent Authority feels that on account of travel by Indian Airlines an officer would be put to undue inconvenience, in such an event, the officer may be permitted to travel by other airlines.

10(5) In case of non-availability of any direct flight, the decision to allow air journey by circuitous route or direct train journey may be left to the Competent Authority who will be sanctioning the tour programme subject to the following general stipulations.

10(5)(a) If the time taken for air journey is more than train journey, air travel should not be allowed.

10(5)(b) Air travel by circuitous route may be allowed only if the halt at the intermediate station enroute is not more than 6 hours.

10(5)(c) If there is no direct train or if the additional Halting Allowance involved in case of train journey is more than a day over air journey by circuitous route, air journey may be allowed irrespective of halt involved enroute.

10(6) Under special and emergent circumstances, exceptions could be made with the prior sanction of Officer-in-charge/ Departmental Head who should record specific reasons for allowing deviation from the guidelines. In respect of Officer-in-charge they may indicate the reasons for deviating from the normal rule while submitting their tour programme for approval of the Competent Authority.

## 11. Travel by shortest route

11(1) An employee on tour on transfer should undertake the journey by the shortest route, that is, the route by which he can reach his destination in the shortest possible time by train or steamer, as the case may be. If he travels by other cheaper or longer route, he will be paid the actual expenditure incurred or fare by the entitled class by the shortest route, whichever is less.

11(2) In case the employee travels by a lower class than his entitlement and by a longer route, he will be paid the fare by the actual class or travel by the shortest route only.

11(3) When the tours are performed by a circuitous route, the relative bills may be settled as under : -

- a)(i) Fare by the entitled class for the distance actually travelled by that class if that distance is less than the distance by the shortest route to /from the place of tours, plus
- a)(ii) Fare for the class actually travelled for the remaining portion of the distance by the shortest route to /from the place of tour.

OR

- b) Fare by the entitled class for the distance by the shortest route if the employee has actually travelled that distance or more in that or a higher class.

#### 12. Travel by lower or higher class

12(1) Every employee is ordinarily required to travel by the class or accommodation admissible to him. He may, if necessary, travel by a class lower than that to which he is entitled but he shall be paid fare of the accommodation actually used.

12(2) An employee on official tour, who is not entitled to air travel, may, if he so desires, undertake the journey by air or by a higher class of rail accommodation than his entitlement, but unless such journey is considered necessary in the interest of the National Bank, he will be paid the fares to which he would have been entitled class by train or steamer.

12(3) If an employee in Group 'B', while on tour, is required to perform journey by rail in a class lower than the entitled class, he shall be entitled for compensation for travel by lower class, which is equal to the difference in fares between the entitled class and the class by which he has actually travelled. Further, while calculating the tax liability of the employee for a particular financial year, the amount paid (the difference in fares between entitled class and the class by which the employee travelled), will be added to the total annual income. The format of declaration to be given by the employee in this regard is given in Appendix - III(a).

#### 13. Concessional fares

Where concessional return fares, whether ordinary, week-end or seasonal, are allowed by Railways, Steam-ship Companies or Airways Companies, an employee travelling on official tour will, whenever possible, avail himself of the concessional fares and in the event of his doing so, he shall be entitled to claim from the National Bank the actual cost of fares paid by him and not the cost of single fares normally payable.

#### 14. Travel by Car Jeep or other conveyance owned or hired by National Bank

14(1) An employee, who travels by a car, jeep or other conveyance owned or hired by the National Bank shall not be entitled to claim any fares for the distance covered by such mode of transport.

14(2) Use of Bank's car/hiring of taxis/cars for senior officers on official visits may be allowed as under :

14(2)(a) Senior Officers (Grade 'D' & above) from HO and other ROs

(i) Local visits at the RO head quarters -

Taxi/car can be engaged if the Bank's car is either not available or is not cost effective considering the expenditure involved including the overtime allowance required to be paid to the drivers.

(ii) Visits to nearby district places/interior places -

Taxi/car can be engaged for such visits if the public conveyance is either not convenient or is not cost and time effective.

14(2)(b) Senior Officers from the concerned Regional Office

(i) Local visits at the RO headquarters -

(a) Grade 'D' officers (in ROs headed by Grade 'E' or 'F' officer) should not engage full time taxi. They may either use their own vehicles and claim auto/taxi fare on notional basis or engage auto/taxi (depending upon availability) only for point to point visit as per existing rules.

(b) Grade 'E' /'F' officers having their own car are required to use the same for which they are eligible to claim conveyance allowance, maintenance charges and driver's salary.

(ii) Visit to nearby district places/interior areas -

Senior Officers in the Regional Office (Grade 'D' and above), with the specific prior approval of the Officer-in-Charge, may hire taxis/cars for official work if they have to visit places outside Regional Office headquarters, nearby districts as also interior places/areas, provided it is cost and time effective as also convenient vis-a-vis commuting by public conveyance.

14(3) Officers in Grade D (with PP), E and F, who maintain their own vehicle and avail of the facility of reimbursement of petrol, driver's salary and maintenance charges, are not eligible for use of Bank's car for local official visits. In case Bank's car is used by them for local official visits, the Regional Office may recover charges from such officers on the basis of local taxi rates (per kilometer) approved by the R.T.O. for hiring taxis.

15. Travel by Rajdhani Express

An employee travelling by Rajdhani Express train will be paid the actual fare (including distance charges) or fare by the entitled class by the normal train (Mail/ Express), whichever is less. the employee will, however, be allowed to claim halting allowance at full rate for the entire journey period.

Note : General Managers and Officers above that rank are permitted to travel by air-conditional First Class by Rajdhani Express and claim full fare by that train provided that only 25% of the halting allowance shall be admissible to them during journey period for every block of 24 hours and 12 or more hours of the balance period of journey.

## 16. Travel in own Car

16(1) If an officer on tour, travels by his own car for a distance of less than 100 kms, he may be paid actual charges on the basis of petrol receipts subject to the ceiling limit of rail fare as per his/her entitlement, for the distance by road (by direct route) or actual charges incurred, whichever is less (AC first class, for officers drawing pay above Rs. 15425/- and AC II tier, for officers drawing pay of Rs.15425/- and below).

16(2) For the purpose of working out actual charges, the average mileage of the car may be reckoned as 10 kms per litre. If an officer on tour, travels by his own car for more than 100 kms, the same mileage, i.e. 10 kms per litre may also be reckoned for the purpose and the bills settled on the basis of the petrol bills submitted or rail fare as per eligibility, whichever is less.

16(2) While using own car, an officer is not eligible for reimbursement of expenses towards mobil oil or lubricants etc./repairs/driver charges etc., in addition to petrol charges as indicated above, as the officers otherwise are eligible to claim maintenance charges, etc.

16(3) The use of own car is permissible even in case the place of visit is connected by rail/road/air.

16(4) Expenses towards toll tax paid by the officers performing journey by own car while on tour may be reimbursed against submission of receipts.

16(5) DDMs are permitted to hire a taxi/jeep and/or use their own car for visits outside the headquarters. For using their own car, the DDMs will be eligible for reimbursement @ Rs. 5.00 per km and the reimbursement will be allowed without insisting on petrol bills. Irrespective of whether DDMs are using taxi/jeep and/or own car, the number of days of visit outside the headquarters (but within the district) may be restricted to a maximum of 120 days in a year with an average monthly ceiling of 8 to 10 days, as is considered necessary. The unutilised number of tour days within the ceiling in a month could be carried forward and for tagged districts, and annual ceiling has been extended to a maximum of 150 days. Depending upon the circumstances, the RO-in-Charge may exercise due discretion to permit the DDM to deviate from the ceiling.

## 17. Travel by friend's/relative's car

No employee on tour may travel by his friend's or relative's car and in case he does so, he shall not be entitled to any payment even if he has incurred some expenses towards cost of travel/ petrol charges.

## 18. Travel by Taxi

18(1) Travel by taxi with prior approval of the office :

In case, it is absolutely essential for officers to travel by taxi due to office exigencies, importance/urgency of the tour and in exceptional/genuine cases, officer may be permitted to travel by ordinary taxi with prior approval of the Competent Authority. In such cases, actual expenditure incurred may be reimbursed. However, such permission should be granted solely on need-based consideration and should not be approved as a matter of routine. If officers are travelling in groups, they should invariably share the taxi to minimise the expenditure.

## 18(2) Travel by taxi in other cases :

In case officers desire to hire taxis to suit their own convenience or because of non-availability of public transport, their claims may be restricted upto the ceiling limit of fare by rail as per their entitlement, for the distance by road (by direct route) or actual charges, whichever is less (AC first class, for officers drawing pay above Rs. 15425/- and AC II tier, for officers drawing pay of Rs.15425/- and below). Officers travelling in groups should invariably share the taxi to minimise expenditure and in case, railway fare for one person is insufficient to cover the taxi fare, the claim may be settled taking into consideration joint entitlement limit of officers travelling in the same taxi. If officers travel by taxi on sharing basis and fare is paid on per seat basis, the claim may be settled as per the entitlement of each officer's eligibility.

## 19. Travel by bus

An employee, who undertakes a journey by bus between places not connected by rail/ steamer link will be reimbursed the actual bus charges incurred by him provided the journey is undertaken by a bus run by the State or a State Corporation or by a registered transport contractor/ company. The employees in Group 'C' will, however, be reimbursed bus fare by the lowest class in such cases.

## 20. Mazdoor Hire Charges

20(1) An employee on tour will be paid mazdoor hire charges for the luggage carried by him upto a reasonable extent, at the residence of the employee and also at airport/ railway station where transshipment is involved.

20(2) Where tours are limited to a single day (not involving overnight stay), the officers are normally not expected to carry heavy luggage, necessitating engagement of a coolie/ mazdoor. As such, the claims towards Mazdoor hire charges in such cases may be reimbursed at the discretion of the Competent Authority after exercising due care. However, this facility should not be extended wherever Halting Allowance at full rate is not payable.

20(3) The limits for reimbursement of actual mazdoor hire charges to the officers on tour/training are Rs.7/- at residence and Rs.11/- at railway station/transshipment point/ air-port (irrespective of the number of the packages carried). The lump sum amount payable to the officers, at their option, as "Incidental Charges" covering mazdoor hire, etc. without insisting on furnishing the break-up of the expenditure is Rs.70/-.

20(4) The limits for reimbursement of actual mazdoor hire charges to the Group 'B' and Group 'C' employees are Rs.10/- at residence and Rs.15/- at railway station/transshipment point/ airport (irrespective of the number of the packages carried).

## 21. Conveyance Charges

An employee on tour will be paid conveyance charges for his journeys between his residence and railway station / steamer port / airport and also for his journeys at temporary headquarters as prescribed in Part III of these Rules.

## 22. Commencement of journey

An employee on tour is required to leave the headquarters, which would in the ordinary course take him sufficiently in time to undertake the official work at the place of visit. Where this entails undue hardship, the Officer empowered to sanction the tour may permit the employee to travel by an earlier train.

### 23. Commencement of return journey

On completion of the work at the temporary headquarters, the employee is required to leave the place of work by the earliest available train. However in case where :

- (i) the next available train is scheduled to leave the place of work within 2 hours of commencement of work, or
- (ii) the scheduled time of departure of the next available train is at odd hours i.e. between 11:30 p.m. and 5:00 a.m., or
- (iii) the journey involves a change over in the night at odd hours i.e. between 11:30 p.m. and 5:00 a.m. and the following morning the official has to resume duty, the concerned employee may be allowed to return to headquarters by a more convenient train.

### 24. Employees availing of leave on completion of tour

24(1) If an employee on tour to an outstation proceeds on ordinary leave on completion of his work there and returns to his headquarters thereafter, he will not be entitled to any travelling and halting allowance in respect of his return journey. Normally, an employee may proceed on leave only from his headquarters as he cannot be permitted to hand over charge of his appointment except at his headquarters. However, in cases where an employee, after completion of his duty at the outstation, absents himself from duty for a short period e.g. on medical grounds or other similar grounds and it becomes necessary to treat such period of absence as ordinary / sick leave, there being one casual leave to his credit, he may be allowed travelling and halting allowances for his return journey on the usual basis provided satisfactory evidence is produced by him to show that he returned to his headquarter direct from the place of tour.

24(2) In case an employee is forced to proceed on ordinary / sick leave from the place of tour due to extraordinary reasons such as his own illness or sudden serious illness of a close relative his claim for travelling and halting allowances in respect of the return journey to headquarters will be admitted at the discretion of the Head Office of the National Bank.

Note : An employee on tour who proceeds on ordinary leave from the place of tour on private grounds, will not be on duty as from the close of business on the date of his relief. Accordingly, halting allowance and other travelling allowance dues will cease in his case from the time of relief.

### 25. Employee returning to headquarter before completion to tour

Where an employee is compelled to leave the temporary headquarters i.e. the place of tour in the midst of his official duty there, on grounds of his own illness and a registered medical practitioner of that place certifies that the employee's return to headquarters is necessary in the interest of his health, or in the exceptional circumstances beyond the control of the employee, the National Bank may admit his claim for travelling and halting allowance for his return journey.

26. Employees summoned to give evidence in a Court of Law

26(1) An employee who is summoned to give evidence in a court of Law at an outstation in respect of any facts, which have come to his knowledge in the discharge of his official duties shall be entitled to travelling and halting allowances from the National Bank. In that event if the employee draws the allowances from the National Bank any payments received by the employee from the court to meet his travelling expenses shall be remitted by him to the National Bank.

26(2) Where an employee is summoned to give evidence in a Court of Law

- (a) On behalf of the State, he will be treated as on duty for the period actually required to complete his evidence to be supported by necessary certificate from the Court, and to and fro journey period, but he will not be entitled to any travelling or halting allowances from the National Bank. He will be allowed to retain all allowances he may receive from the Court;
- (b) In his private capacity, to give evidence in a private suit or as a witness for the defence, he should avail himself of leave for the purpose. He will be allowed to retain all allowances he may receive from the Court.

27. Resumption of duty at headquarters on return from tour

27(1) An employee, arriving at headquarters on return from tour on any working day (except Saturday) before the prescribed time for commencement of Office, shall attend the Office after lunch on that day and if the time of his arrival at the headquarters falls after the commencement of the Office, he need not resume duty on that day.

27(2) An employee arriving at headquarters on return from tour on a Saturday need not resume duty that day irrespective of the time of his arrival at the headquarters.

Halting Allowance

28. When payable

Halting Allowance is payable to an employee who is required to be away from Headquarters over night and may be granted :

- i. to an employee (other than the one posted to, and/or stationed at district headquarters on a long term basis for surveys/ field studies liaison work etc.) engaged on inspection of the offices of National Bank;
- ii. to an employee, who is treated as on duty when he attends as a representative of a recognised union of the employees of the National bank for conciliation or other meeting with the management;
- iii. to an employee engaged in connection with any other purpose treated as on duty;
- iv. to an employee on transfer or tour from one headquarters to another headquarters, who is obtained enroute, for the period of detentions;
- v. to an employee, who is temporarily moved from his headquarters under any other circumstances;
- vi. to an employee in Groups 'A' transferred to a station where residential quarters

are provided by the National Bank, during the period of taking over charge if the quarters are not made available to him;

vii. to an employee in Groups 'A' and 'B' transferred to a station where residential quarters are provided by the National Bank, for such period after he has taken over charge, as may be specifically authorised in this behalf, if the quarters are not made available to him.

## 29. Scale of Halting allowance

For the grant of halting allowance, all places in the country are grouped into two categories viz. Area I (Annexure A) and Area II (Annexure B).

The halting allowances shall be paid at the following rates :

### 29(1) Employees in Group 'A'

29(1)(a) All officers, irrespective of pay may be paid halting allowance at uniform per diem rate as indicated below:

Mumbai / New Delhi / Chennai / Kolkata	-	Rs.800/-
Other Centres	-	Rs.600/-

29(1)(b) The above normal rates are applicable when (i) an officer makes his own arrangement for lodging and boarding, including for stay in visiting officers' flat or (ii) he avails of boarding facility in the same hotel or lodging house where he stays, by production of detailed day-to-day vouchers.

29(1)(c) In cases where officers are provided with free lodging at the place of halt or do not avail of the boarding facility in same hotel or lodging house where they stay, they may be paid 75% of halting allowance (rounded off to nearest Rs.5/-)

29(1)(d) When an officer makes arrangements for his/her lodging and boarding in a hotel, he/she will be entitled to payment of actual lodging charges as under :

Category of officers	Metro Centres*	Non-Metro Major Centres@	Other Centres
Grade 'F'	Rs.4,500	Rs.4,000	Rs.2,500
Grade 'E'/'D'	Rs.4,000	Rs.3,500	Rs.2,000
Grade 'C'	Rs.3,000	Rs.2,500	Rs.1,500
Grade 'B'/'A'	Rs.2,500	Rs.2,000	Rs.1,250

\* Mumbai, New Delhi, Kolkata, Chennai

@ Ahmedabad, Kanpur, Nagpur, Pune and Capitals of all States and Union Territories

29(1)(e) The prescribed eligible lodging charges are maximum in nature and even if a suite is within the eligible tariff range, the officers have to hire single rooms only.

29(1)(f) Luxury tax/surcharge/service charges when levied by hotels, etc. are reimbursable over and above the ceilings prescribed towards lodging charges.

29(1)(g) Expenditure Tax and/or any other tax related to the room-tariff, charged by the hotels in compliance with the laws of Central /State/ Local Government authorities may also be treated similar to luxury tax/surcharge and claims settled accordingly.

Notes : -

a) Ordinarily, all establishments which are included in the category of 'Hotels in India' (not Restaurants), with or without the word 'hotel' as part of their names, in the publication titled "Hotel and Restaurant Guide-India" periodically brought out by the Federation of Hotel and Restaurant association of India, New Delhi will be treated as

'hotels' for the purpose of reimbursement of hotel expenses under the Bank's Scheme.

b) In respect of other establishments which include the word 'hotel' in their names but are not included in the aforesaid publication as 'hotels', reimbursement may continue to be made as before as long as the office is satisfied that they could be treated as a hotel, having regard to the standard of amenities provided, reasonableness of the rates charged, formats of bills/vouchers/receipts issued by them etc. In case of doubt, necessary enquiries may be made with the appropriate local authorities about their registration as 'hotels'.

c) Regional Offices/Sub Offices should identify good hotels in important centres of the State, and negotiate the rates of various types of rooms looking to the grade/eligibility of the officer. Once such arrangements are worked out, the officers may be requested to stay in the identified hotels, as far as possible, while on tour to those cities/towns/ districts where such arrangements are in position.

29(1)(h) When an officer makes arrangements for his/her lodging in a private lodging and boarding house, he/she will be entitled to payment of actual lodging charges as under :

Area	Rate per day
I	Rs.300/-
II	Rs.250/-

29(1)(i) Claims towards stay in Government Guest Houses/ Circuit Houses/ Inspection Bungalows, Lodging and Boarding Houses run by the State Tourism Development Corporations may be settled by offices within the overall limits prescribed towards stay in hotels, provided Officer-in-Charge is satisfied that the standard of amenities/facilities provided therein broadly conform to the usual facilities available in hotels.

29(2) Employees in Group 'B'

The rates of halting allowance payable to employees in Group 'B' will be as under :

Normal Rate	-	Rs.350/- per diem
Enhanced rate	-	Rs.380/- per diem

29(3) Employees in Group 'C'

The rates of halting allowance payable to employees in Group 'C' will be as under :

Normal Rate	-	Rs.150/- per diem
Enhanced rate	-	Rs.270/- per diem
Trade Union Representatives	-	Rs.380/- per diem.

### 30. Sliding scale of halting allowance

The maximum period of halt at a place of visit, for which an employee may draw halting allowance, shall not ordinarily exceed 90 days in all at one time. Where, however, the period of halt exceeds 90 days, the halting allowance shall be paid to him on a sliding scale at the following rates :

For the first 90 days - At full rate per diem  
Beyond 90 days - At 1/2 of the full rate admissible per diem

Notwithstanding what is stated above, an employee on inspection duty of the Officers of National Bank shall draw halting allowances at full rate irrespective of the duration of his stay at a particular place.

### 31. Reduced scale of halting allowance

An officer who, while on tour in connection with the National Bank's work, is treated as a guest at the place of visit or while he is undergoing training in any college established by the National Bank or in any other college/ institution -

or

any other employee who, while on tour in connection with the National Bank's work or while undergoing residential training in any college established by the National Bank or in any other college/institution, is provided with free lodging and/or boarding at the ex-pense of the National Bank/ College/Institution :

he shall, during the period of his stay at the place of such tour or training, regardless of its duration, be paid halting allowance as under :

Where free lodging and boarding are provided at the expenses of the National Bank/ College/Institution - At 1/4 of the full rate admissible at the place of tour or training

Where only boarding or only lodging is allowed free at the expense of the National Bank/College/Institution - At 1/2 of the full rate admissible at the place of tour or training

Notes :

a) For the above, purpose, an employee deputed for training in an institution or a college situated in his headquarters will be treated as having been deputed outside head-quarters and will be eligible to draw halting allowance as specified above.

b) An employee who proceeds on tour or training outside headquarters will draw halting allowance at the admissible rate for the journey period from the headquarters to place of tour or training and back.

### 32.Computation of tour period

32(1) For payment of halting allowance, a day shall mean each period of 24 hours or part thereof to be reckoned from the scheduled time of departure of train/ steamer/ aeroplane by which the employee leaves the headquarters till the time of arrival of the train/steamer aeroplane by which he returns to his headquarter. For other modes of travelling, in the absence of scheduled timing, actual timings will be taken for this purpose.

32(2) When the employee travels from one headquarters (temporary or permanent) to another and halting allowance is payable at different rates at the two places, the employee will be paid halting allowance applicable at the former or latter place, whichever is higher for the journey period between those two places.

32(3) The periods of halt, including the periods of journey for which halting allowance is payable at the reduced rate, will first be aggregated and round number of days, for which the reduced rate is to be paid, determined by taking the odd fraction of a day as one day if it is 12 hours or more and ignoring it if otherwise; the remaining period of the absence from permanent headquarters will be taken as qualifying for payment of halting allowance at the normal rate in such manner that the number of days for which halting allowance is paid does not exceed the total number of days of absence form the perma-nent headquarters

### 33. Halting allowance during

public holidays and leave

Halting Allowance may be drawn for the public holidays occurring during a tour. No halting allowance is admissible during (i) leave availed of during a tour, except when necessitated by the employee's own illness, is availed of and medical certificate in support thereof is produced or (ii) any other type of leave necessitated by employees own illness of serious nature or serious injury resulting in hospitalisation.

34. Employees summoned to give evidence in a Court of Law

34(1) An employee, who is summoned to give evidence in a Court of law in respect of any facts which have come to his knowledge in the discharge of his duties, shall be entitled to halting allowance admissible to him under these rules, but in all such cases any subsistence allowance paid by the Court to the employee shall be remitted to the National Bank.

34(2) No halting allowance is admissible to an employee who is required to give evidence in a Court of Law on behalf of the State or in his private capacity. He may, however, be allowed to retain the allowance he may receive from the Court.

*34(A). Employees deputed for election duty*

Employees deputed for election duty should be paid HA/TA etc. as per the rates decided by the concerned Election Authorities and on receipt of the amount from them. Further, the employees are not entitled to any compensatory off for performing election duty on any Sunday or holiday.

35. Out of pocket expenses

35(1) Out of the pocket expenses are payable to an employee, in addition to other emoluments when he proceeds from his place of work on official duty to a place at a point 8 kms or beyond thereof, but does not stay overnight at that place.

35(2)(a) Out of pocket expenses shall be paid to the employees at half the rate of daily halting allowance applicable to the headquarters of the employee.

35(2)(b) In cases where out of pocket expenses become payable for a period exceeding 90 days, they shall be paid on a sliding scale as under :

First 90 days - At full rate of out of pocket expenses

Beyond 90 days - At 1/2 of the full rate of out of pocket expenses.

35(3) In order to be eligible for out-of-pocket expenses, an employee should have been absent from his place of work for a duration not less than two hours including the period between 12.00 Noon and 2.00 PM, in connection with :

(a) inspection duty;

(b) deputation to a non-residential training programme, where no meals are provided by the Bank/ the concerned institution;

(c) official visits, other than daily/routine visits to other institutions;

(Note : No out-of-pocket expenses will be payable for visits to offices/ departments of the National Bank located in different premises at the same centre)

and; should certify that the incurred expenses on meals, etc.

This will be in addition to the actual railway/bus or other fares incurred for journey to and from the place of work plus incidental conveyance charges, wherever admissible.

35(4) When an employee is directed to go to the place of visit directly from his residence and is not required to attend office on that day, he will be eligible for out-of-pocket expenses, only if the place of visit is at a point 8 kms or beyond thereof from his residence as well as from the office;

He will, however, not be eligible for out-of-pocket expenses if the place of visit is at a distance less than 8 kms. either from his residence or from the office.

35(5) When an employee is required to perform duty for a prolonged period outside his place of work, out-of-pocket expenses will be payable only for the days when he performs such duty, but not for any intervening Sundays or holidays, or for any days on which the employee is on any kind of leave.

35(6) Where an employee's duty at a place outside the regular place of work extends beyond one day and the employee prefers for personal convenience to return to the headquarters for the night on the first and/or subsequent days of such duty, he will be eligible for out-of-pocket expenses subject to the following conditions :

(a) The aggregate of the actual railway/bus or other fares incurred for the onward and inward journeys to and from the place of duty and incidental conveyance charges, together with the out-of-pocket expenses should not exceed the full daily halting allowance that would be admissible had the employee made the place of duty his temporary headquarters.

Note : Where the employee's duty outside his place of work is limited to a single day, he will be entitled to payment of out-of-pocket expenses at the rate applicable to the place visited, in addition to reimbursement of the journey fares and conveyance charges as admissible under the rules. In such cases, if the employee returns to headquarters at or after 12.00 midnight he may be paid the full halting allowance instead of out-of-pocket expenses.

35(7) Out-of-pocket expenses will be payable for inspection/ verification etc. duty or for non-residential training programme irrespective of the period involved. In all other cases, where out-of-pocket expenses become payable for a period exceeding 90 days, they shall be paid on a sliding scale as per the provisions of Rule 35(2)(b), as amended.

35(8) Deputation of employees to attend to the official work away from normal place of work should be avoided as far as possible during 12.00 Noon to 2.00 PM to minimise claims for out-of-pocket expenses. Whenever, the claim for out-of-pocket expenses is submitted, the Manager-in-charge of the Section/Division should indicate specifically the need for deputation of the employee during that period.

Note : The duration of the total period of duty shall be reckoned from the first day on which the assignment commenced upto the day on which it is completed (including any temporary break in between on account of Sundays / holidays, leave or any other ground whatsoever).

The claim of out-of-pocket expenses should be submitted in the format prescribed (Appendix - IX)

## PART II - TRANSFER

### 36. Eligibility

When an employee is transferred by the National Bank from the centre to another on a long term basis he will be reimbursed travel expenses in respect of himself and his family members and the cost of shifting personal property and personal belongings to the new place as per the scale prescribed in these rules.

For this purpose, the family of an employee means his spouse and children ordinarily residing with and wholly dependent on the employee, as well as dependent parents staying with the employee or in the same city or suburbs. Further, "dependent parents" shall mean parents either having no income or a monthly recurring income not exceeding Rs.5000/-.

### 37. Fares for Self and Family

37(1) An employee on transfer shall be paid one air/ rail/ steamer fare by the entitled class or accommodation by the shortest route (*from his headquarters to the place of transfer*) for himself and for each member of his family.

37(2) The employee may claim the fare on himself either at the time of his transfer to the new headquarters or with the prior permission of the Competent Authority claim the fare for himself at a later date when his family is shifted to the new headquarters.

37(3) An officer shall also be allowed additional fare for himself by the entitled class both for outward as well as return journey from/to centre of his posting provided such journey is undertaken specifically for shifting the family and/or household effects to the new centre.

37(4) In case of transferred officer-couple, additional fare may be paid to both of them if they travel separately, even if they are transferred simultaneously to the same centre.

37(5) In case the officer does not shift his family to (his place of posting in) the NER, he will be entitled to claim to and fro fare in respect of his family members between the place where his family is stationed and his place of posting in NER subject to the production of tickets, etc. This facility will be available only once during the tenure of the officer in NER. For posting in other centres the above facility is not available.

37(6) Officer posted as District Development Manager from the Regional Office and proceeding alone to the District Development Office will be eligible for normal transfer benefits like freight, transport charges, etc. as admissible to an unmarried officer. However, such an officer proceeding along and claiming the above transfer benefit will not be entitled for the benefit for the second time, if he decides to shift his family at a later date. In case, he intends to shift his family at a later date, he should advise the Bank to this effect at the time of his relieving/posting as District Development Manager and should obtain the required prior permission for availing the transfer benefits at a later date.

### 38. Entitled class for travel on transfer

The following is the class of accommodation to which an employee on transfer is entitled :

- (i) Officers drawing a pay above Rs.15425/- per month - AC I Class by train or

economy class by air or highest class by steamer

(ii) All other officers in Group 'A'- II Class AC by train or economy class by air or I Class by steamer.

(iii) Employees in Group 'B'- I Class by train or I Class by steamer

(iv) Employees in Group 'C'- II Class by train or lowest class by steamer.

Note : -

a) In the absence of 1st Class on any rail route, the entitled class will be AC II Class Sleeper.

b) Officers will be eligible to undertake journey by air on transfer irrespective of the pay and the distance involved.

c) As prescribed under Rule 11 of NABARD TA Rules, 1983, an employee on transfer, should undertake the journey by the shortest route. When the journey is performed by a circuitous route, the relative bills may be settled as per provisions under Rule 11 of NABARD TA Rules, 1983. Similarly, in case an employee travels by lower class than his entitlement and by a longer route, he will be paid the fare by the actual class of travel by the shortest route only, as per provisions under Rule 11 of NABARD TA Rules, 1983.

### 39. Fares for servants

In addition to fares for self and family members, an employee will be paid Second Class fares by train or lowest class fares by steamer for servants, if any, taken by him as under :

Employees in Group 'A' - For a maximum of two servants

Employees in Group 'B' - For one servant

### 40. Entitled grade for travelling expenses on transfer

An employee on transfer shall draw travelling expenses with reference to the grade of appointment to which he is transferred to the new centre of posting.

### 41. Limitation of period of travel

41(1) An employee will be eligible to draw the fares for his family members and cost of transporting the personal property, provided they perform the journey either

(i) alongwith the employee on his transfer or

(ii) within the two months before the date of his transfer but after the transfer order is issued, or

(iii) within 6 months after the date of his transfer from the old centre.

41(2) Extension of time for shifting family and household goods would be allowed due to non-availability of residential accommodation at the new centre or education of children or any other circumstances considered extenuating by the Bank. The delegation would be as under :

Sr. Competent

To grant extension to/

- No Authority for the period (from the date of transfer)
- a) CGM/RO(I/C) All officers in RO upto Grade 'E' for extension upto 2 years
- b) CGM(GAD) i) All officers in HO upto Grade 'E' for extension upto 2 years  
 ii) All officers in HO/RO upto Grade 'E' for extension beyond 2 years  
 iii) All officers In Charges in Grade 'E' for extension upto 2 years and beyond
- c) ED(GAD) i) All CGMs, in RO and HO for extension upto 2 years and beyond  
 ii) Shifting more than two months prior to date of transfer (Relief)

It is, however, emphasised that the above powers should be exercised with discretion after duly satisfying about the genuineness of each case.

#### 42. Travel by Rajdhani Express

Where an employee and/or his family members travel by "Rajdhani Express" train on his transfer, he will be paid the actual train fare incurred or the fare by the entitled class by the shortest route by normal express/ mail train between the old and new Headquarters, whichever is less.

#### 43. Travel in own Car

If an Officer, on transfer, or any of his family members travels in his own car he may be reimbursed the actual expenditure incurred by him on such travel, subject to the condition that the total amount of such reimbursement shall not exceed the first class fares by rail for the distance between the old and new headquarters by the shortest route, subject to production of receipts for the expenditure incurred for petrol, oil and servicing charges incurred on the way.

#### 44. Mazdoor hire charges

##### 44(1) Employees in Group 'A'

An *officer* on transfer will be paid mazdoor hire charges at the rates payable to *officers* on tour on a reasonable number of packages within the free allowance permitted by Railways/Airlines for the luggage accompanying him and his family members on their journey.

##### 44(2) Employees in Group 'B' & 'C'

Mazdoor charges and conveyance charges both taken together may be paid to the maximum of Rs.100/-.

#### 45. Conveyance charges

##### 45(1) Employees in Group 'A'

45(1)(a) An officer proceeding on transfer is eligible for reimbursement of conveyance charges for himself as also for his family from his residence to the Airport/Railway station and from Airport/Railway station to residence at the new centre to the extent of the taxi hire rates approved by the Regional Transport Authority on the basis of certificate/declaration submitted by him in this regard.

45(1)(b) whenever officers avail of the facility of Pre-paid Taxi System while on Transfer, either from the Airport/ Railway Station or from their residences, the claims towards the same may be admitted up to the scheduled rates of charges under such system, provided documentary evidence in the form of proper receipt is produced in support of the same.

44(2) Employees in Group 'B' & 'C'

Same as at para 44(2)

46. Incidental expenses

An employee on transfer shall be paid incidental expenses at the scale prescribed as under for meeting the expenditure of miscellaneous nature :

46(1) Employees in Group 'A'

46(1)(a) A transferee officer may be reimbursed an amount not exceeding equivalent of 2 months' basic pay to enable him to meet the incidental expenses such as breakage/ repair of household articles, which have suffered damage during transit, re-registration of vehicles, children's school admissions, etc., on declaration by him as per proforma(Appendix - VI(a)), provided he moves over to the centre of transfer with his family within 12 months from the date of transfer or any further period permitted by the Bank. If the officer moves over to the new centre alone leaving the family behind, the amount payable will be restricted to the equivalent of one month's basic pay. This facility is in lieu of the "extra fare" .

46(1)(b) For arriving at the maximum amount that may be reimbursed towards miscellaneous expenses, the pay as defined under Rule 3(j) of NABARD (Staff) Rules, 1982, as on the date of reporting to the new centre is to be taken as the basis. Further, special pay, stagnation increment and CAIIB Allowance may be included in the basic pay for the purpose of reimbursement of incidental expenses. Transfer bills once settled will not be reopened in the event of refixation/revision of pay during the intervening period.

46(1)(c) For NER posting, normal basic pay of an officer and not the higher basic pay which is given as incentive shall be taken into account for computation of two months basic pay. Further, in case of NER posting, if the officer moves alone to the NER leaving behind his family at his previous centre of posting, he will be reimbursed one month's basic pay only.

46(1)(d) In case of transferred officer-couple, the reimbursement of miscellaneous expenses is to be restricted to either of the spouse in case both are transferred to the same centre.

46(1)(e) In case spouse of the officer continue to stay at the old centre on account of employment or other reasons and joins the officer at the new centre temporarily and returns to the old centre then officer is not eligible for claiming the transfer expenses in respect of his spouse.

46(2) Employees in Group 'B' & 'C'

An employee in Group 'B' or 'C' on transfer shall be paid incidental expenses at the scale prescribed as under for meeting the expenditure of miscellaneous nature.

Group 'B' staff                      Rs.275/-

Group 'C' staff                        Rs.125/-

#### 47. Freight on personal property

##### 47(1) Employees in Group 'A'

47(1)(a) For transportation of household goods, actual freight charges incurred upto a maximum of 60 quintals are reimbursable irrespective of the grades or marital status of the officer. In case officer has not shifted his family to the new centre on his transfer, then he is eligible for 30 quintals.

47(1)(b) Officers proceeding to/reporting back from North Eastern Region on transfer, alone (without family) under NER incentive scheme, will be eligible for transportation charges upto a maximum of only 30 quintals.

47(1)(c) Officers who avail SRA facility may be allowed to transfer household goods upto a maximum of 15 quintals. If an officer vacates SRA and shift to regular flat within a period of 1 year, he may be allowed to shift the balance quantity of household goods provided shifting is done during the first year itself.

47(1)(d) Direct Recruit officers, on initial appointment, will be eligible for reimbursement of actual cost of transportation of personal property/household goods up to a maximum of 15 quintals either from NBSC Lucknow or from the place of their residence to the place of long term posting.

47(1)(e) In case a transferee officer transports his personal property by lorry or any other mode of transport, he is eligible for reimbursement of expenditure incurred by him in this regard upto 60 or 30 quintals of weight, as the case may be, on actual terms not exceeding the rates for a particular destination charged by well known transport companies (i.e., Transport Corporation of India, Patel Roadways, etc.) having all-India operations.

##### 47(2) Employees in Group 'B' & 'C'

	Group 'B'	Group 'C'
Married employees and unmarried employees with dependent parent/s	11.25 quintals	3.75 quintals
Unmarried employees without dependent parent/s	7.50 quintals	2.00 quintals

#### 48. Freight Charges

##### 48(1) Employees in Group 'A'

##### 48(1)(a) Transportation by Railways

48(1)(a)(i) In case, goods upto 60 Quintals (30 quintals in case of officers transferred/repatriated under North East Region Incentive Scheme) are actually transported by railways, then the tariff charged by the railways duly supported by money receipts issued by them may be admitted in full.

48(1)(a)(ii) For the above purpose, the freight rates mentioned under class 230 of the Goods Tariff No.42 of Part II may be adopted.

##### 48(1)(b) Transportation by Roadways

48(1)(b)(i) There is no ceiling on reimbursement of transportation charges on actual terms provided the personal household effects are transported through a well known transport company and weight of such household effects does not exceed the permissible maximum limit of 60 or 30 quintals, as the case may be. A well known transport company may be deemed a company that has all-India operations. In case

where the house-hold effects have not been transported through a well known transport operator, the bill may be settled within the ceiling of the rates charged by well known transport operators. Such rates may be ascertained from the record of past bills settled recently or enquiries with local transport operators/transport operators' association. In case of doubt regarding the quantum of amount claimed for reimbursement/ reputation of the operator, the CGM/ OIC may exercise their discretion and take the decision. In view of this no indicative list of rates or list of well known operators is considered necessary. Furthermore, in exceptional cases, where the weight of household effects is not indicated in the transport bill, but the quantum of goods is stated in other terms like "full truck load", the amount claimed as per the bill may be settled on the strength of declaration by the officer concerned, subject to usual conditions.

48(1)(b)(ii) A consignment note/receipt should be enclosed with the transfer bill by the officer concerned and no other documents are to be insisted upon for settlement of such bills.

48(1)(b)(iii) If the officer transports less than 60 or 30 quintals of household effects, as the case may be, then the amount to be reimbursed should be restricted on a proportionate basis based on the rates for 60 or 30 quintals charged by well known road transport companies having All India operations.

#### 48(2) Employees in Groups 'B' & 'C'

Freight charges incurred for transport of personal property will be reimbursed at the rate applicable to the goods train, at the rates mentioned under class 230 of the Goods Tariff No.42 of Part II.

#### 49. Packing and Crating charges

The National Bank shall pay actual cost of packing and crating personal property, subject to the following ceiling rates, on the actual weights carried not exceeding the weight limits fixed under these Rules :

Sr. Centres	Charges per quintal (Rs.)
(i) Bombay, Madras, New Delhi and Calcutta	50.00
(ii) Other centres	40.00

#### 50. Unpacking charges

An employee shall be paid actual unpacking charges, subject to the following limits, on the actual weights carried not exceeding the weight limits fixed under these Rules :

Sr. Centres	Charges per quintal (Rs.)
(i) Bombay, Madras, New Delhi and Calcutta	2.25
(ii) Other centres	1.50

#### 51. Transport and Cartage charges

An employee shall be paid actual transport and cartage charges for transporting his personal property at both centres, subject to the following limits, on the actual weight carried not exceeding the weight limits prescribed under these Rules :

Sr. Centres	Rate per quintal (Rs.)		
	Minimum Charges	Upto 15 Kms.	Beyond 15 Kms.
(i) Mumbai/Chennai/ New Delhi/Kolkata	9.00	11.00	60.00
(ii) Other centres	7.00	8.00	45.00

#### 52. Clearing, forwarding and collection charges

The actual expenditure payable to an employee for clearing, forwarding and collecting the goods shall be subject to the maximum of Rs.25.00 each at the booking/forwarding centre and at receiving centres.

#### 52(A). Insurance charges

52(A)(1) The limit upto which household goods may be insured is Rs.2,50,000/-. Officers may be reimbursed the expenses under the lumpsum payment facility without production of documentary evidence/receipts as specified in clause 52(B).

52(A)(2) The officers who transport their household goods through the railway container facility may be reimbursed the actual insurance premium paid by them upto the value of Rs.2,50,000/- on production of documentary evidence/receipts.

Note : Officers may also avail reimbursement of expenses in connection with packing/crating, unpacking charges, transport and cartage charges, clearing, forwarding and collection charges & insurance cost under the lumpsum payment facility without production of documentary evidence/receipts as specified in clause 52(B) hereunder.

#### 52(B). Lumpsum payment for 5 items

52(B)(1) Officers are eligible for payment of lumpsum amount of Rs. 8000/- on account of the following on declaration basis, i.e., without production of documentary evidence :

- (i) Packing and crating charges
- (ii) Unpacking charges
- (iii) Transport and Cartage charges
- (iv) Clearing, forwarding and collection charges
- (v) Insurance premium on goods upto the value of Rs. 2.50 lakhs

52(B)(2) In case any officer prefers to claim the expenditure in respect of the above items on production of receipts/vouchers, etc., the same may be settled on the basis of existing norms/rules in force. As regards transportation of personal effects by courier service, the claims towards (i) packing/crating and unpacking & (ii) loading and unloading, etc. charges may be settled at Rs.925/- and Rs. 375/- respectively without production of documentary evidence.

52(B)(3) To be eligible for the lumpsum payment towards the 5 items specified in the preceding sub-paragraph, the officer should have invariably claimed freight charges, duly supported by consignment notes/receipts issued by the transport agency as evidence for having transported the household effects by truck.

52(B)(4) If the officer transports less than 60 / 30 quintals of household effects, as the case may be, then the lump sum amount towards packing, unpacking, cartage, clearing, forwarding, insurance etc., charges may also be reimbursed on proportionate basis.

52(B)(5) Officers proceeding to/reporting back from North Eastern Region on transfer, alone (without family) under NER incentive scheme, will be eligible for transportation charges upto a maximum of only 30 quintals. The lumpsum payment on declaration basis, will also be on proportionate basis subject to a maximum of Rs.4000/-.

52(B)(6) Eventhough the distinction between married and unmarried officer towards reimbursement of transportation charges on transfer has been removed, officers proceeding alone will continue to be eligible for reimbursement of transportation charges upto the maximum weight of 30 quintals. Accordingly, such of the officers (i.e. those proceeding alone including the DDMs proceeding alone) will be eligible for reimbursement of packing/crating, unpacking, etc. charges on declaration basis proportionately subject to a maximum of Rs.4000/-.

### 53. Octroi duty

Octroi duty, if any, levied by any Municipal Authority on the personal effects brought in by the employee on transfer either with him or separately, may be reimbursed in full on production of relative receipts subject to the conditions that freight on the relative goods is admissible and the total weight of the personal effects is within the limits admissible to him. If the total weight of personal effects is more than the admissible limit or freight on certain items of goods is inadmissible, proportionate amount of octroi duty paid may be reimbursed.

### 54. Family members travel from a place other than old headquarters to new headquarters

Where the family members of the employee are stationed at a place other than the old headquarters of the employee for purposes of education of children or medical treatment of any family member and they proceed from that place direct to the new headquarters, the employee will be reimbursed the actual travelling and transport charges incurred by the family for their travel from that place to new headquarters of the employee but such expenses together with the expenses incurred by the employee in respect of own travel shall not exceed the maximum travelling and transfer expenses admissible to the employee had his family been stationed at the place of work.

### 55. Family members travel from old headquarters to a place other than new headquarters

If the family members of the employee, in consequence of his transfer, travel from his old headquarters to a place other than his new headquarters for purpose of education of children or medical treatment of any family member, he may be reimbursed the actual travelling expenses incurred by his family for their travel to that place but such expenses together with the expenses incurred by the employee in respect of his travel shall not exceed the maximum travelling allowance admissible to the employee had his family proceeded to the new headquarters of the employee.

### 56. Transport of motor car

56(1) All officers irrespective of the pay drawn by them, are eligible for reimbursement of the cost of transporting car on transfer to the new centre either by rail/road or by own power driven on actual basis by the shortest route or the amount applicable for transportation of car by rail, prescribed in column titled "Single or two motor cars/ Single or two motor tractors without plough on wheels attached loaded in a bogie vehicle" of

Table I of coaching tariff No. 24, Part IV containing rates tables for coaching traffic published by Indian Railways Conference Association and made effective from 1 April 2000, whichever is less.

56(2) If the car is driven by road from the old headquarters of the employee to his new headquarters, the Officer will be reimbursed the actual expenditure incurred towards the following items, subject to the maximum admissible to him as indicated under clause 56(1) above :

- (i) Cost of petrol and oil,
- (ii) Servicing charges incurred on the eve of journey or on the way or immediately on reaching the new centre,
- (iii) Driver's charges if the services of driver are actually utilised for the purpose, and
- (iv) Second class railway fare for driver's return journey, if performed.

56(3) If the officer does not make any claim towards service charges incurred on the way, his claim towards service charges incurred on the eve of the journey (i.e. at the previous headquarters) may, hereafter, be reimbursed, alongwith other items mentioned above within the ceiling amount applicable for transportation of car by Passenger Train. If the servicing charges are not incurred on the eve of the journey or on the way and if the same are incurred immediately on reaching the new place of posting, the claims for payment of such charges may also be allowed provided such claims are within the ceiling amount as stated in para 56(2) above.

56(3) In case an officer owns two vehicles and he wishes to transport both the vehicles, while cost of transportation of one vehicle may be reimbursed as above, the cost of transporting the other vehicle may be reimbursed only as part of the ceiling amount admissible for transportation of household effects.

56(4) When an officer on transfer transports his scooter/motor cycle separately (not as a part of other household effects) he is eligible for reimbursement of transport charges to the extent of two quintals at parcel(Railway) rate.

56(4) If the Officer or any of his family members travel in the Officer's own car and a claim is made under rule 43, reimbursement of expenditure for transport of car will not be separately entertained.

#### 57. Transport of personal property by different modes of transport

If an employee transports his personal effects :

- (a) by passenger, mail or express trains; or
- (b) by availing of "Container Service" of Indian Railways; or
- (c) by availing of truck service of registered transport companies,

he may be reimbursed the actual charges paid subject to the maximum amount admissible to him for transport of maximum prescribed weight of personal property towards (i) freight, (ii) packing and crating charges, (iii) unpacking charges, (iv) transport and cartage charges at both ends, (v) clearing, forwarding and collection charges, etc. with reference to the weight of personal property actually carried by any of the modes enumerated above.

#### 58. Employees transferred while on tour

An employee, who is transferred while on tour and proceeds to the new station without returning to the old, shall unless permitted to return to his old station, draw;

- (i) travelling allowance as on tour for his journey upto the new station, and
- (ii) all concessions available to employees on transfer except the fare for himself which shall be claimed by him along with his tour bill.

#### 59. Employees transferred while on leave

An employee -

- (a) who proceeds on leave while he is under orders of transfer, or
- (b) who is transferred while on leave,

is entitled to travelling allowance under these Rules provided that in the case of an employee who avails himself of leave travel concession before proceeding on leave, the fares admissible for self and family, with the exception of the incidental expenses on transfer for self and his family return to his old station before proceeding to the new station.

#### 60. Temporary transfer

An employee who is transferred from one headquarters to another for a short period not exceeding 6 months will be treated as on tour and he will be eligible to draw travelling and halting expenses admissible to him under the Rules. If an employee, on his transfer, is required to visit a place outside his temporary headquarter on official tour, the days of his absence outside the temporary headquarters and total period of his stay at temporary headquarters shall be treated as a continuous one for payment of halting allowance on sliding basis. During such period of official tour outside temporary headquarters an employee will continue to draw halting allowance at the admissible rate at the temporary headquarters in addition to halting allowance admissible to him for a period of stay outside temporary headquarters provided he certifies that he had retained his residential accommodation at temporary headquarters during the relevant tour period.

##### *60(A). Grant of Joining Time/Journey Period on Transfer*

60(A)(1) The joining time or the special casual leave in lieu of joining time of 10 days can be availed of in two spells if so desired.

60(A)(2) Where an officer on transfer from one centre to another does not avail of the joining time or his joining time has been curtailed due to exigencies of National Bank's service, he may be allowed to avail of the Special Casual Leave to the extent of unavailed joining time subject to a maximum of 10 days, after the date of reporting at new centre but before the completion of a period of 6 months or such other extended periods as may be agreed to by the Bank for submitting supplementary travelling allowance bill in respect of his family and personal effects provided he has advised the office to this effect before proceeding on transfer. Sundays/holidays prefixed to Special Casual Leave in lieu of joining time shall be excluded but Sundays/ Holidays intervening such Special Casual Leave shall be reckoned as Special Casual Leave.

60(A)(3) An officer on transfer is eligible for minimum journey period to proceed on transfer to new centre. In case the officer wishes to avail of Special Casual Leave in lieu

of joining time at a later date, the journey period will commence immediately from the next day of his relief from the office irrespective of that day being Sunday/ holiday.

*60(B) Grant of Education Allowance on Transfer*

In terms of Appendix II para III (H) of NABARD (Staff) Rules, 1982, a transferee officer is eligible for grant of educational allowance at the rate prescribed by Head Office from time to time, subject to the following conditions :

- i) The officer consequent on his transfer to another centre, should have left behind at the old centre or sent to some place other than the centre, to which he is transferred, at least one school/college going child.
- ii) No educational allowance is admissible to an officer, if at the time of his transfer to a new centre, his child is already studying at a place other than the centre from which he has been transferred.
- iii) The allowance is payable for the period not exceeding two years from the date the officer reports for duty at the new centre or upto the duration of the course of study, whichever is earlier.
- iv) An officer who is on transfer to the North Eastern Region shall draw educational allowance at the prescribed rates for the entire duration of his stay from the date of his reporting at the office in the North Eastern Region irrespective of the academic year of the institution in which his child is studying.
- v) When an officer's child is left behind at the old centre or sent to some other place as a consequence of his transfer, joins the officer at the new centre on a date earlier than that specified in paragraph (i) and (iv) above, the payment of the allowance will cease from such earlier date. However, if the child joins the officer at the new centre for any short period during the vacation, etc., and returns to the same centre for continuing academic course, the educational allowance will continue to be payable to the officer.

## MISCELLANEOUS

### 61. Journeys for purposes other than tours and transfers

Travelling Allowance for journeys for attending departmental examination or for appearing before a Promotion Committee may, subject to such general or special instructions as may be issued in this behalf, be allowed to an employee as if such employee is on tour.

### 62. Travelling allowance not admissible to joint first appointment

No travelling allowance shall be paid to a person to join his first appointment in the National Bank except with the specific sanction of the Chairman.

### 63. Travelling allowance not admissible on termination of service

Except as provided in the NABARD (Leave and Retirement Travel Concession) Scheme, 1982, no employee whose services are terminated from the National Bank's services shall be entitled for travelling expenses under these Rules unless the Chairman otherwise directs in any particular case in special circumstances to be recorded in writing.

64. Payment of travelling allowance at higher rates or for journey not provided under the Rules

64(1) For any journeys undertaken by an employee for which no provision has been made in these rules, he shall draw travelling allowance on such scale as may be determined by Chairman.

64(2) The Chairman may also authorise the payment of travelling allowance at rates higher than those provided under these Rules when the circumstances are such that, but for the exercise of his discretion, the employee will be out of pocket. The reasons for which travelling allowance is sanctioned at a higher rate under this paragraph shall in each case be recorded in writing.

65. Advance for TA on tour/transfer

65(1) An employee, who is required to go on tour in connection with the National Bank's work may draw an advance to meet his travelling and halting expenses on making an application in prescribed form (Appendix - II).

65(2) An employee transferred from one centre to another will be permitted to draw an advance, to meet travelling expenses for himself and his family members and for transport of his personal property on making an application in the prescribed form (Appendix - V).

66. Submission of Tour Travelling Allowance bill

The employee should submit his tour travelling allowance bill in the prescribed form (Appendix - III for all employees other than DDMs and Appendix - IV for DDMs) at the earliest but not later than seven days from the date of his reporting for duty at the headquarters on return from tour together with a declaration or such other evidence as may be specified by the National Bank in support of the amount of expenditure incurred, as claimed in the relative bill.

67. Submission of Transfer Travelling Allowance Bill

The employee should submit his transfer travelling allowance bill in the prescribed form (Appendix - VI) within 6 months from the date of transfer or within three months from the date of actual shifting of family and household effects whichever is earlier, as the case may be. The employee shall furnish alongwith the bill a declaration and such other evidence as may be specified by the National Bank in support of the employee and/ or the employee's family having actually undertaken the journey and for the transport of personal effects and incurred the expenditure as claimed in relative bill.

68. Failure to refund the advance /  
unspent balance of advance / submit the bills

68(1) In the case of failure of an employee to submit the bill within the stipulated period or to refund to the National Bank, the unspent portion of advance drawn by him or the entire advance drawn by him in case the journey is postponed/abandoned, the advance or the excess amount of advance drawn, as the case may be, by such employee shall be recovered from him in one or more instalments not exceeding three from his salary or any other dues payable to him by the National Bank.

68(2) In case where employees have availed of advance and thereafter sought extension of time to shift family and household belongings, they should immediately refund the advance in one lumpsum. In case of default, by the employee, no further advance shall be granted and his case for extension of time should not be considered. Fresh advance may be drawn by them, when they actually shift the family and household belongings. In such cases, the bills should be submitted within one month of the date of actual shifting of the family and household effects.

68(3) In the event of recurring lapse of delay or habitual default, disciplinary action may also be contemplated/initiated.

68(4) Delay in submission of bills/refund of advance may be viewed seriously and no condonation may ordinarily be granted and the amount should be recovered. However, in case the Officer-In-Charge is satisfied with the reasons for the delay, he may condone the delay giving the reasons therefor.

#### 69. Submission of a false claim in the tour or transfer travelling allowance bill

In case an employee prefers any false claim or furnishes a false certificate in his tour or transfer travelling allowance bill, he shall render himself liable for disciplinary action under Rule 47 of NABARD Staff Rules, 1982.

#### 70. Halting Allowance on transfer

70(1) Employees in Groups 'A', 'B' & 'C' proceeding on transfer on a long-term basis who do not acquire residential accommodation at the new headquarters will be paid halting allowance at the rate admissible to them on tour to the new centre for a maximum period of 60 days reckoned from the time of arrival of the employee on the previous day, i.e., a day prior to the date of reporting at the new centre provided the total period of admissibility of the allowance remains unchanged. Further HA will cease to be paid to the officer from the day next to the date of allotment of accommodation.

70(2) In case the Employee himself acquires or the National Bank allots him a residential accommodation within 60 days referred above, he shall cease to draw halting allowance with effect from the date on which the accommodation becomes available to him. If he declines to accept any accommodation allotted by the National Bank, he shall cease to draw halting allowance forthwith.

70(3) In case an employee drawing halting allowance on transfer is required to leave his new headquarters on official tour before completion of 60 days, the period of such tour will be excluded in computation of the eligibility period of 60 days for payment of halting allowance on transfer.

70(4) The transfer should have been effected at the instance of the National Bank and not at the request of the employee.

70(5) In case an employee does not have any accommodation owned or rented by him at the new headquarters (including a flat/ house acquired with the Reserve Bank/ National Bank's assistance) or he has his own accommodation but the same has been leased to the National Bank who is not in a position to release it to the employee, he

will be eligible for halting allowance on transfer.

70(6) If, however, there is a house at the new headquarters which is the property of the joint Hindu family, of which he is a member, he will not be eligible for halting allowance on transfer.

70(7) The halting allowance on transfer is payable to the employee subject to the condition that he should have applied for allotment of National Bank's quarters/leased flat prior to the date of his reporting for duty at the new headquarters.

70(8) The halting allowance is payable for any category of leave availed of by the employee within the period of 60 days from the date of his reporting for duty at the new headquarters, provided he is present at the new headquarters during the leave period.

70(9) Officers on transfer are eligible to stay in Hotel whenever accommodation (including Visiting Officers Flat) is not available in the reporting centre. In such cases, pending allotment of accommodation, officers are entitled to claim Halting Allowance on reimbursement basis or at normal rates for a maximum period of sixty days, subject to the conditions stated above. Where officer's spouse/family members accompany him and share a room with him in the hotel, the officer concerned may be reimbursed the lodging charges, in full, as per the ceiling applicable in his case.

70(10) Officers transferred from one office of the National Bank to another office for the purpose of posting in a district as District development Managers will be entitled for Halting Allowance for 60 days or till the date of opening of the District Development Offices whichever is earlier. This includes the briefing/familiarisation period. In case the opening of District Development Office takes beyond 60 days, from the date the DDM designate reports on transfer at the Regional Office, he will be treated as attached to the Regional Office and will be treated on duty/tour for his visits to the districts and will be entitled for TA/HA as per rules.

70(11) The question of payment of Halting Allowance for 60 days on transfer to District Development Office does not arise in case of an officer already working in the concerned Regional Office and is identified as a DDM for a district in the same state. Till the opening of the District Development Office, the period of visits of the identified officers to the districts will be treated as on tour.

70(12) In case both the husband and wife who are employed in the Bank, are transferred from one and the same old centre to the same new centre, Halting Allowance on transfer will be payable to only one of them.

70(13) Halting Allowance on transfer may be paid to the officers for initial period of 60 days in the normal manner. In case no accommodation could be allotted to the officers during the initial period of 60 days, the officer may be paid as Halting Allowance an amount equivalent to their entitlement of monthly lease rental for a further period of two months or upto the date of allotment of regular accommodation or single room/transit accommodation, etc, whichever is earlier. While the officer will be eligible for receipt of HRA, no recovery of the same may be made when they are paid HA equivalent to the lease rental entitlement. OICs may be very cautious and sanction HA beyond first two months only after ensuring that the officer has made concerted efforts to find a lease flat.

70(14) The position about allotment of the Bank's quarters / lease flats should be made known to the officer concerned on the date of his reporting itself.

70(15) During the period of 60 days, a transferee officer's eligibility to claim hotel charges will cease on allotment of a single room. Halting Allowance will however continue to be paid until allotment of transit/regular accommodation.

70(16) In case an officer before or on reporting to new centre, declares that he would not require family accommodation and if he is provided a single room/sharing accommodation, he would be ineligible to draw Halting Allowance from the date of offer of such accommodation.

70(17) The officer on transfer to new centre will be allowed to a) retain the leased flat occupied by them before transfer or b) shift to a leased flat in case they are staying in Bank's quarters on genuine grounds on long term basis. However, in such cases, the officers will neither be eligible for allotment of any Bank's accommodation (including lease flats) nor for payment of any Halting Allowance (at the new centre). They will also not be eligible for reimbursement of fares towards shifting their family members. However, they will be eligible for fares for self and payment of incidental expenses as per rules. They will also be eligible for reimbursement of freight charges for shifting the household goods, up to half of the maximum permissible weight (i.e., 30 quintals as at present) and proportionate amount towards charges for packing/crating etc. Further, in case the family is shifting within one year from the date of transfer and the flat at the old centre is surrendered, fares for the family members and balance freight and other charges will also be reimbursed as per rules. The guidelines and conditions of such retention are indicated in Appendix - X:

70(18) In case an officer who is drawing HA on transfer, is required to work beyond the office hours or on Sundays/holidays, he will be eligible for reimbursement of conveyance charges only and not for tea, lunch, etc. charges in connection with such late sitting/ early attendance.

#### 71. Advance for Halting Allowance on transfer

An advance towards halting allowance on transfer will be paid by the National Bank at the new headquarters, on the employee's making an application in the prescribed form (Appendix - VII) on his reporting for duty at that place.

#### 72. Submission of claim for Halting Allowance on transfer

An Officer should prefer his claim for his halting allowance on transfer in the prescribed form (Appendix - VIII) within 15 days after he ceases to become eligible therefor.

## PART III - Conveyance Charges

#### 73. General

73(1) The actual conveyance charges incurred by an employee in the performance of his official duties will be reimbursed to him by the National Bank subject to limits specified in these rules.

73(2) When a small taxi or auto-rickshaw is hired, its charges will be reimbursed to the employee at the rate approved by the Regional Transport Officer or other officer designated for the purpose by the State Government concerned.

73(3) In places where auto-rickshaws are freely available, employees should normally avail of them even though they may be eligible to hire small/ baby taxi and

claim fares thereof.

73(4) In cases where the employees travel in groups of two or more, they should normally endeavour to share the same conveyance.

73(5) Where an employee who is entitled to travel by a small taxi, travels in his own car, he will be permitted to claim conveyance charges at the scheduled small taxi hire rate.

73(6) Where an employee who is entitled to travel in a small taxi/auto-rickshaw, travels in his own motor cycle or scooter, he will be paid conveyance charges at half of the scheduled rate per kilometre for travel by small taxi or at scheduled rate for travel by auto-rickshaw, whichever is less.

73(7) Where an employee travels in a conveyance owned or hired by the National Bank, he shall not be eligible to claim any conveyance charges from the National Bank.

73(8) While making claims on account of conveyance charges the employee should state clearly the distance involved, the mode of transport utilised, expenses incurred, the number of luggages etc. carried.

73(9) No employee shall claim payment in excess of the actual expenditure incurred by him/her.

#### 74. Journeys related to tours and transfers

74(1) Employees in Groups 'A' & 'B' will be entitled to claim actual small taxi hire charges plus luggage charges for their journeys -

- (a) From their residence to Rail Station/Steamer Port/Bus Stand/Airport and vice versa;
- (b) From such station to the place of work or place of residence at the temporary headquarters and vice-versa;
- (c) Between one Railway Station/ Steamer Port/ Bus residence at any place enroute, such trip being necessitated by enforced halt at the place for a duration of six hours or more.

Whenever officers avail of the facility of Pre-paid Taxi System while on Tour or Transfer, either from the Airport/Railway Station or from their residences, the claims towards the same may be admitted up to the scheduled rates of charges under such system, provided documentary evidence in the form of proper receipt is produced in support of the same.

74(2) employees in Group 'C' will be entitled to claim the actual conveyance charges or auto-rickshaw hire (or similar other mode of conveyance) or at half the rate of small taxi hire, whichever is less plus luggage charges for their journeys specified under sub-rule (1). For travel by auto-rickshaw, if a minimum fare is payable for a trip, then the minimum fare will be reimbursed by the National Bank irrespective of the rate per kilometre payable otherwise.

74(3) In cases where an employee does not make use of a direct transport from / to his residence to /from the Rail Station/ Steamer Port/ Bus Stand, Airport but covers the distance by availing himself of local transport and suburban train services, he will

be reimbursed the actual expenditure (including the mazdoor charges incurred at intermediary places) subject to the maximum amount that would have been payable had he undertaken a direct journey by entitled mode of conveyance.

74(4) Employees returning from tours by train shall alight at the Railway Station nearest to their residence where the train has a scheduled halt and will be reimbursed conveyance charges to his residence accordingly even though the journey ticket may be valid for journey upto the terminal station.

#### 75. At temporary headquarters on tours

75(1) Employees on tour will be reimbursed conveyance charges for their journeys from their residence at the temporary headquarters to their place of work and back as indicated below :

Officers : Actual charges for hiring a small taxi or auto-rickshaw or other modes of transport upto a distance of 15 kms. each way per diem.

Group B staff : Expenses for the actual distance covered at the rate of Rs.5/- per km. or part thereof subject to a maximum of Rs.100/- per diem.

Group C staff : Expenses for the actual distance covered at the rate of Rs.5/- per km. or part thereof subject to a maximum of Rs.80/- per diem.

Trade Union Representatives : Expenses for the actual distance covered at the rate of Rs.5/- per km. or part thereof subject to a maximum of Rs.100/- per diem.

75(2) Where an employee on tour is required to proceed from one place of work to another within the temporary headquarters, he will be reimbursed actual journey expenses by the entitled mode of conveyance.

75(3) Where an employee on tour makes his temporary headquarters at one place to suit his personal convenience and visits other places in the same vicinity but outside the municipal limits of the temporary headquarters, for attending to official duties at such places, reimbursement of conveyance charges for such journeys shall be made as indicated under sub-rule (1) above. However, where such visits are made as part of the work at temporary headquarters (e.g. to visits to cooperative societies incidental to inspection of central cooperative banks) such visits will be treated as separate laps of tour and actual to and fro journey fares will be reimbursed to him.

#### 76. For journey on official duties at headquarters

76(1) Employees required to attend to duties at headquarters in an area other than that in which they normally work will be reimbursed conveyance charges as specified below :

(A) For journeys performed between the office and the place of duty

Officers : Actual small taxi hire or auto-rickshaw charges (where the latter service is more freely available).

Other employees : Expenses for actual distance covered at the rate of Rs.4/- per km. or part thereof, subject to a maximum of Rs.80/- per diem.

Notes :

1. Employees assigned duty at headquarters at a place other than their normal place of work will be reimbursed conveyance charges on the above basis only when they are required to attend the office before proceeding to the place of duty or on completion of day's work are required to return to place of duty.

2. Employees other than officers will be reimbursed actual small taxi or auto-rickshaw hire charges incurred by them when they are required by the National Bank to carry valuable documents or heavy luggages in a small taxi or auto-rickshaw as the case may be.

3. Employees attending "non-residential" training programmes at the headquarters will only be eligible for grant of out-of-pocket expenses. However, in case the participants are provided with meals by the Bank/ concerned training institutes, the employees will be eligible for only conveyance charges as per rules.

4. Officers in Grade 'D'(PP)/'E' /'F' who maintain a car and avail the facility of reimbursement of petrol expenses, Driver's salary and maintenance charges, will not be eligible for reimbursement of local conveyance charges, at the headquarters, for local trips for official purposes (including for early coming/late sitting or for attending office on Sundays and Holidays). In case, however, they have not been claiming reimbursement of the salary of their personal Driver, they may be reimbursed conveyance expenses for local trips for official purpose beyond 8 kms.

(B)When an employee prefers to proceed from the place of duty direct to his residence or vice versa and/or it is of advantage to the National Bank that he should do so, then in such cases -

a. (i) If the place of duty falls on the normal route between the employee's residence and the office, he will not be eligible for reimbursement of conveyance charges;

a.(ii) Where the place of duty is not so situated but is accessible from a rail/ road link on route, he will be eligible for reimbursement of conveyance charges incurred for the distance between the rail/ road link and the place of duty;

a.(iii) In cases where the place of duty does not fall under (i) or (ii) above, he will be eligible for reimbursement of conveyance charges for the distance between the residence and the place of duty or the distance between the office and place of duty, whichever is less.

b.For the distance covered under (a) (ii) and (iii) above, the reimbursement of conveyance charges will be limited to :

Officers : Actual small taxi hire or auto-rickshaw charges (where it is freely available).

Other employees : Expenses for actual distance covered at the rate of Rs.4/-per km. or part thereof, subject to a maximum of Rs.80/- per diem.

#### 76(2) Journeys on Sundays and holidays

When Officers are required to attend office or attend to official duties at any other place at headquarters, on Sundays or other holidays, they shall be reimbursed actual small taxi or auto-rickshaw (or other similar mode of conveyance) hire charges subject to the maximum fare payable for a distance of 10 kms. each way.

### 76(3) Journeys at odd hours

When an officer is required to attend or leave the office at least 3 hours before/ after the normal working hours prescribed for a full working day he may be reimbursed actual expenses on travelling from/to his residence on hiring a small taxi upto a maximum distance of 20 kms.