



# टीएचडीसी इंडिया लिमिटेड THDC INDIA LIMITED

(अनुसूची-‘क’ मिनरी रत्न पीएसयू)  
(Schedule - A Mini Ratna PSU)

CIN : U45203UR1988GOI009822



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

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No. THDCIL/RKSH/CHR/Policy/101/612

30 December 2024

## CORPORATE HR CIRCULAR NO. 34 /2024

### Sub:- Amendments under THDCIL Travelling and Daily Allowance Rules

It has been decided to revise the existing provisions as well as introduction of certain new provisions under THDCIL TA/DA Rules as per **Annexure-I**. Other terms and conditions of TA/DA Rules remain unchanged.

The revised TA Rules shall come into force with effect from 01.10.2024. TA claims already settled, shall not be reopened. However, pending claims, if any, will be regulated as per the revised provisions.

This issues with the approval of Competent Authority.

*A.L. Sahtosh Kumar*  
30/12/2024  
(A.L. Sahtosh Kumar)  
Dy. General Manager (HR)

- Hindi Version follows
- Distribution: As per Standard list



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Corporate Office : GANGA BHAWAN, PRAGATIPURAM, BYPASS ROAD, RISHIKESH - 249201  
पंजीकृत कार्यालय : भागीरथी भवन (टॉप टेरिस), भागीरथीपुरम, टिहरी गढ़वाल-249124  
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("हिन्दी को राजभाषा बनाना. भाषा का पञ्च नदी अमित नेपासिमान नर गणतन्त्र")

## Annexure-I

Travel Entitlement			
Clause	Existing Rates	Class of Travel	Revised Rates
3.3 By Road	Designation/Grade	Class of Travel	Class of Travel
	Executives in the grade of Sr. Manager(E6) and above	Actual Taxi Fare/hired vehicle fare or Charges by other availing means	No Change
	Executives in the grade of E0 to E5 (including ETs)	Actual fare(Taxi/Hired Vehicle/Charges by other availing means) limited to <b>Rs.12.00 Per Km.</b>	Actual fare(Taxi/Hired Vehicle/Charges by other availing means) limited to <b>Rs.13.00 Per Km.</b>
3.6 By Own Vehicle	All Employees in Supervisory & Workmen cadre	Actual fare(Taxi/Hired Vehicle/Charges by other availing means) limited to <b>Rs.10.00 Per Km.</b>	Actual fare(Taxi/Hired Vehicle/Charges by other availing means) limited to <b>Rs.11.00 Per Km.</b>
	Designation/Grade	Rate of Reimbursement	Rate of Reimbursement
	Employees in grade of E-6 & above	Rs.15.00 per km, if travelled by own Car; or Rs.6.00 per km, if travelled by own Scooter/ Motor-cycle	Rs.16.00 per km, if travelled by own Car; or Rs.7.00 per km, if travelled by own Scooter/ Motor-cycle
3.6 By Own Vehicle	Officers in the grade of E0 to E5 (including ETs)	Rs.12.00 per km, if travelled by own Car; or Rs.5.00 per km, if travelled by own Scooter/ Motor-cycle	Rs.13.00 per km, if travelled by own Car; or Rs.6.00 per km, if travelled by own Scooter/ Motor-cycle
	All Employees in Supervisory & Workmen cadre	Rs.10.00 per km, if travelled by own Car; or Rs.4.00 per km, if travelled by own Scooter/ Motor-cycle	Rs.11.00 per km, if travelled by own Car; or Rs.5.00 per km, if travelled by own Scooter/ Motor-cycle
	For journeys undertaken by road at outstation excluding journey from railway station/Airport to temporary residence at outstation and back, conveyance charges as per scale indicated in Rule 4.2 will be reimbursed, subject to a limit given below at any one station at any one time		
Clause 4.1	Designation/Grade	Rate	Revised Rates
	E8-E9	Rs. 1500 per day	Rs. 1550 per day
	E6-E7	Rs. 1300 per day	Rs. 1340 per day
	E4-E5	Rs. 1100 per day	Rs. 1140 per day
	E0-E3 (including ETs)	Rs. 900 per day	Rs. 930 per day
E0-E1/Supervisors/Workmen	Rs. 500 per day	Rs. 520 per day	

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## 4.0 CONVEYANCE CHARGES

Existing Rates		Revised Rates	
<b>Clause 4.2: The charges for Local journey.</b>	Executives in the grade of E-6 and above	Actual Taxi/hired vehicle Fare or by other availing means	Actual Taxi/hired vehicle Fare or by other availing means
		By Own Car Rs. 15.00 per KM	By Own Car <b>Rs. 16.00 per KM</b>
		By Own Motorcycle/Scooter Rs. 6.00 per KM	By Own Motorcycle/Scooter <b>Rs. 7.00 per KM</b>
	Executives in the grade of E-2 and above upto & including E-5 grade (including ETs)	Actual Fare (Taxi/Hired Vehicle/own car or Charges by other availing means) Limited to Rs. 12.00 per KM	Actual Fare (Taxi/Hired Vehicle/own car or Charges by other availing means) Limited to <b>Rs. 13.00 per KM</b>
		By Own Motorcycle/Scooter Rs. 5.00 per KM	By Own Motorcycle/Scooter <b>Rs. 6.00 per KM</b>
		Actual Fare (Taxi/Hired Vehicle/own car or Charges by other availing means) Limited to Rs. 10.00 per KM	Actual Fare (Taxi/Hired Vehicle/own car or Charges by other availing means) Limited to <b>Rs. 11.00 per KM</b>
<b>Clause 4.3</b>	Executives in the grade of E-0 & E1 /Supervisors and Workmen (including Diploma/Artisan trainees)	By Own Motorcycle/Scooter Rs. 4.00 per KM	By Own Motorcycle/Scooter <b>Rs. 5.00 per KM</b>
		<b>Refreshment in local journey in connection with the Company's work to places beyond the radius of 8 kms from his/her Office/place of work.</b>	
		<b>Pay Scale/pay range (₹)</b>	<b>Existing Rate of reimbursement (₹)</b>
	All Executives	400	420
	All Supervisors	300	310
	All Workmen	200	210



DAILY ALLOWANCE (For Board Level Executives)		
Existing Rates	Revised Rates	
<b>Particulars</b>	<b>Daily Allowance for Food &amp; Incidentals (per day)</b>	<b>Daily Allowance for Food &amp; Incidentals (per day)</b>
	For X, Y, Z class cities	For X, Y, Z class cities
Stay in Hotel		
i. Where the boarding and lodging charges are claimed at actual	Actual + Rs. 900/- *	Actual + Rs. 930/- *
ii. Where the lodging only is claimed at actual	Rs. 1,650/- (DA)	Rs. 1,700/- (DA)
Stay in Guest House of THDCIL or any other PSU or Government etc.		
i. Where the lodging only is claimed at actual	Rs.1100/-	Rs.1140/-
ii. Where the lodging & Boarding are provide free of cost	1/4 <sup>th</sup> Composite DA	No Change
iii. Where boarding only is provided free of cost	1/4 <sup>th</sup> DA	No Change
Composite DA	Rs.2000/-	Rs.2060/-
* towards Incidentals		* towards Incidentals

*AKKumar*

**Annexure-I**

Clause 5(c):		Rates of Daily Allowance Rates for all other categories of employees (Annexure-I)										
Sl. No.	Category of Employees (Existing)	Category of Employees (Revised)	Lodging Charges subject to maximum of (Rs./day)									
			Principal Cities		Other Principal Cities		Ordinary/ Unclassified Cities		Daily Allowance for Food & Incidentals (Rs./day)		Composite D.A. rates in lieu of (Rs./day)	
		3.		4.		5.		6		7		
		(Existing) "X"	Revised	(Existing) "Y"	Revised	(Existing) "Z"	Revised	(Existing)	Revised	(Existing)	Revised	
1.	Executive Director (E-09)	Executive Director (E-09)	16,800	17,310	13,200	13,600	8,800	9,070	1,380	1,430	2000	2060
2.	GM/ AGM (E-08)*	GM/ AGM (E-08)*	11,750	12,110	9,200	9,480	6,160	6,350	1,250	1,290	1900	1960
3.	DGM/Sr. Manager (E-7 to E-06)	DGM/Sr. Manager (E-7 to E-06)	6,700	6,910	5,250	5,410	3,520	3,630	1,130	1,170	1800	1860
4.	Manager / Dy. Manager (E-05 to E-04)	Manager / Dy. Manager (E-05 to E-04)	5,000	5,150	3,950	4,070	2,640	2,720	1,000	1,030	1600	1650
5.	Asst. Manager/Engineer / Officer/Sr.Asst Engineer/ Asst Officer/ Asst Engineer ETs	Asst. Manager/Engineer / Officer/Sr.Asst Officer/Sr.Asst Engineer/ Asst Officer/ Asst Engineer (E-0 to E-3) including ETs	3,750	3,870	2,950	3,040	1,980	2,040	880	930	1500	1550
6.	Supervisor	W8/S1 & above	2000	2,580	1600	2,060	1055	1,650	500	500	900	1030
7.	Employees below Supervisory grades & Sup. Trainees	W4-W7	1500	2,060	1200	1,650	790	1,450	420	420	800	930
8.	NA	W3 & Below incld. Non-Executive Trainee/Diploma Trainee.	1500	1,550	1200	1,240	790	1,030	420	420	800	830

*V.S. Kumar*

Annexure-I

Clause	Existing	Revised																
14	<p>i) Cost of transportation of the conveyance (One four-wheeler/or two wheeler) by road through carrier/truck shall be reimbursed, provided the same is necessary for the performance of duties, subject to maximum of Rs. 20 per km for four-wheeler and Rs. 12 per Km for two-wheeler on production of receipts of actual expenditure. The above rate includes hire charges, driver's charges. Toll tax(es), etc. In case, where Comprehensive Insurance Cover is not available for vehicle, the Transit Insurance shall be reimbursed extra as per actuals, on submission of proof.</p> <p>An employee may also transport his conveyance on its own power by road in respect of executive reimbursement shall be restricted for one four-wheeler at the rates specified in the table through the shortest route+ Actual toll tax(es) + Driver Charges @ Rs. 1800/- for each 500km of transport of conveyance or part thereof on submission of receipt(s) to that effect. In respect of other employees, reimbursement shall be restricted to the rates specified in the table through shortest route + actual toll tax(es) against production of receipt.</p> <table border="0" data-bbox="909 1003 1037 2045"> <tr> <td>GRADE</td> <td>RATE PER KM</td> </tr> <tr> <td>E6 &amp; Above</td> <td>Four wheeler 15.00</td> </tr> <tr> <td>E0 to E5</td> <td>12.00</td> </tr> <tr> <td>Supervisors/Workmen</td> <td>10.00</td> </tr> </table>	GRADE	RATE PER KM	E6 & Above	Four wheeler 15.00	E0 to E5	12.00	Supervisors/Workmen	10.00	<p>i) Cost of transportation of the conveyance (One four-wheeler/or two wheeler) by road through carrier/truck shall be reimbursed, provided the same is necessary for the performance of duties, subject to maximum of <b>Rs. 21 per km</b> for four-wheeler and <b>Rs. 13 per Km</b> for two-wheeler on production of receipts of actual expenditure. The above rate includes hire charges, driver's charges. Toll tax(es), etc. In case, where Comprehensive Insurance Cover is not available for vehicle, the Transit Insurance shall be reimbursed extra as per actuals, on submission of proof.</p> <p>An employee may also transport his conveyance on its own power by road in respect of executive reimbursement shall be restricted for one four-wheeler at the rates specified in the table through the shortest route+ Actual toll tax(es) + Driver Charges @ <b>Rs. 1854/-</b> for each 500km of transport of conveyance or part thereof on submission of receipt(s) to that effect. In respect of other employees, reimbursement shall be restricted to the rates specified in the table through shortest route + actual toll tax(es) against production of receipt.</p> <table border="0" data-bbox="909 1003 1037 2045"> <tr> <td>GRADE</td> <td>RATE PER KM</td> </tr> <tr> <td>E6 &amp; Above</td> <td>Four wheeler <b>16.00</b></td> </tr> <tr> <td>E0 to E5</td> <td><b>13.00</b></td> </tr> <tr> <td>Supervisors/Workmen</td> <td><b>11.00</b></td> </tr> </table>	GRADE	RATE PER KM	E6 & Above	Four wheeler <b>16.00</b>	E0 to E5	<b>13.00</b>	Supervisors/Workmen	<b>11.00</b>
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*AS/Kumar*

**Annexure-I**

Clause	Existing	Introduced
3.7	New Clause	<p><b>Travelling Allowance in respect of Attendant/Escort for accompanying an Employee with Disabilities or travel during Tour/Training</b></p> <p>i. THDCIL will allow Travelling Allowance (Journey Fare only) in respect of the Attendant/Escort for accompanying an employee with disabilities during travel while on tour/training. Mode and class of the Attendant/Escort will be same as per the eligibility of employee.</p> <p>ii. The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those employees with Disabilities, wherein, it is certified jointly by the HOP or HOD at CO/Units of the employee and Authorized Medical Attendant (AMA) heading the Medical Services of the Projects/Units, that such a person compulsorily requires assistance of another person for travel. In the absence of Authorized Medical Attendant (AMA) at particular Projects/Units, AMA heading the Medical Services of the CO will issue the necessary certification.</p> <p>iii. Travelling Allowance (Journey Fare only) for the Attendant/Escort would be admissible to the employee with disabilities while on tour/training. However, the authority deputing such employee on tour/training has to record in writing that tour/training is considered necessary for the discharge of duties and responsibilities assigned, or, as the case may be, such training is mandatory training for career progression of the employee with disabilities.</p> <p>iv. No Dearness allowance would be admissible to the Attendant/Escort of the employee with Disabilities. Travelling allowance (Journey Fare only) would be admissible to the Attendant/Escort at the same rate as the employee with disabilities is entitled to under the extant Travelling Allowance Rules. However, in case of travel by any of the modes of conveyance by road, as prescribed under the Travelling Allowance rules, no separate travelling allowance would be admissible to the employee with disabilities, in respect of Attendant/Escort, except where the travel is by public conveyance. Difference if any on account of travel in higher class/mode in respect of attendant/escort, will be borne by the employee concerned.</p> <p>v. When the accommodation is hired for lodging of the employee as well as his attendant/escort, the actual accommodation charges as per entitlement of the employee may be reimbursed to him in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. However, it would be obligatory on part of employee concerned to submit the hotel bills(s)/invoice(s) clearly indicating the name of the attendant/escort who have shared the accommodation with him/her. Accordingly, accommodation charges shall be allowed only for the employee and not separately for the escort.</p> <p>vi. No claim of travelling Allowance to the Attendant/Escort of the employee with Disabilities would be admissible for training at Headquarter station (Ref. Ministry of Finance, Department of Expenditure OM no. 19030/3/2013-E.IV dated 17.02.2015)</p>

*V/S K. Suman*

**Annexure-I**

<b>Clause</b>	<b>Existing</b>	<b>Introduced</b>
<b>5 (d)</b>	<b>New Clause</b>	An employee on tour (for official purposes including tour, transfer or training) or his/her eligible/dependent family members on transfer, are travelling to state capital cities viz., Gangtok, Port Blair, Daman, Panaji, Shimla, Kavaratti classified as Z-Cities, the Lodging charges for Z cities at column 5 of rule 5(c) shall be regulated with the Lodging Charges for Y cities at Column 4 of rule 5(c) or actual Lodging charges, whichever is less.

**Payment of TA/DA in respect to Employees deployed for performing Election Duty**

<b>Clause</b>	<b>Existing</b>	<b>Introduced</b>
<b>Clarifications</b>	<b>New Provision</b>	The TA/DA in respect of the employees who have performed Election Duty shall be paid as per the entitlement of employee concerned in line with the THDCIL Travelling and Daily Allowance Rules.

*As per*