



COAL INDIA LIMITED
"COAL BHAWAN"
10 NETAJI SUBHAS ROAD
KOLKATA – 700001

No. CIL/C-5A(PC)/TA-2010/164

Date : 03.10.2012

OFFICE ORDER

Sub : COAL INDIA TRAVELLING ALLOWANCE RULES , 2010

The Board of Directors of CIL in their 289th meeting held on 18.09.2012 has approved amendment in the Rule 9.0, 10.2.1, 10.2.2, 11.3.1, 11.4.1 & 13.2.1 of Coal India Travelling Allowance Rules, 2010. Accordingly the Rule 9.0, 10.2.1, 10.2.2, 11.3.1, 11.4.1 & 13.2.1 shall be now be read as under :

Rule

9.0

Class of Accommodation

The class of rail or steamer accommodation to which an employee is entitled shall be as follows :

Employees	Rail	Sea/River
(b) Executives other than (a) as above and non-executive cadre employees drawing pay of Rs.16560.80 /- & above p.m	1st Class/2 nd class AC 2 tier sleeper	If there be only two classes on the steamer, the higher class and if there be more than two classes, middle or 2 nd class.
(c) Non-executive cadre employees Drawing pay less than Rs.16560.80 /- p.m.	<i>Sleeper Class (non-A.C)</i>	If there be only two classes on the steamer, the lower class, in other cases the lowest class.

10.2.1

When the distance between the two places is more than 32 km. Except where free transport is provided by the Company, an employee not using his own car or motor cycle/scooter/moped or stage carriage may draw journey allowance at the rates shown below :

Non-executives	
Employees drawing pay of Rs.25475.33/- & above per month	Rs.8.00 per km.
Employees drawing pay of Rs. 16560.80 /- & above but less than Rs.25475.33/- p.m	Rs.4.00 per km
Employees drawing pay below Rs. 16560.80 /- p.m.	Rs.2.75 per km

10.2.2

When the distance between the two places is 32 kilometers or less :
The amount reimbursable shall be the actual fare by stage carriage (e.g. a bus) for non-executive cadre employees drawing pay less than **Rs. 23479.55/-** per month and in cases of other non-executive & executive cadre employees including Management Trainees, the actual fare provided that the journey is performed by taxi, auto-rickshaws, deluxe buses, AC buses etc.
Note : Non-executive cadre employees drawing pay **Rs.22149.01/- per month** and above will be entitled to travel by the upper class in a stage carriage where more than one class is provided. They will be entitled to travel by deluxe buses also.

11.3.0

Rate of Daily Allowance:

11.3.1

The rates of daily allowance **for all localities** will be as under :

Pay range (Executive)	Stay in Hotel	Stay in Guest house	Stay in Own arrangement
Upto 24910/-	300/-	450/-	550/-
24911-37070/-	400/-	550/-	700/-
37071-46110/-	500/-	650/-	750/-
46111/& above	550/-	700/-	800/-
(Non-Exec.)			
Upto 16691.02/-	250/-	300/-	350/-
16691.03/- to 18565.08/-	300/-	350/-	400/-
18565.09/-& above	300/-	400/-	500/-

contd..2

11.4.0

For stay in Hotels

11.4.1

The employees will be entitled to actual charges for lodging (bed & breakfast), on production of receipt and subject to the limits as follows :

A. Executive cadre employees :

Grade	Specified localities	Other localities
E1 to E3	3 Star hotel or actual limited to 700/- per day	3 Star hotel or actual limited to 600/- per day
E-4 to E-6	4 Star hotel or actual limited to 950/- per day	4 Star hotel or actual limited to 850/- per day
E-7	4 Star hotel or actual limited to 1100/- per day	4 Star hotel or actual limited to 950/- per day
E-8 & above (below Board level)	Actual for stay in any star hotel upto 5 star rating. But will not be entitled to stay in suite in 5 Star Hotel. Where star hotels are available but stayed in non-star hotel then actual limited to Rs.2500/- per day.	Actual for stay in Star Hotels but will not be entitled to stay in suite in 5 Star Hotel or actual limited to Rs.1500/- per day
Directors/ CMDs	Actual	Actual

Note :

1. In any specified locality where star hotels does not exist then reimbursement will be on actual basis for stay in any non star hotel for all grades of executives i.e. E1 to E9 grade.
2. Considering the non-availability of adequate number of 3 Star and 4 Star Hotels at various places, company may make arrangements with other hotels, at a rate ceiling higher than prescribed in the rules depending on the local conditions and in such cases the officers will get reimbursement on the negotiated rate for stay in such hotels. The, empanelment of such hotels will be done by CIL, Kolkata centrally and be circulated from time to time.

B. Non-executive cadre employees

Pay range	Specified localities	Other localities
Below Rs. 18565.08/-	Rs.400/- or actuals whichever is lower.	Rs.350/- or actuals whichever is lower.
Rs. 18565.08/- & above	Rs.500/- or actuals, whichever is lower.	Rs.450/- or actuals, whichever is lower.

13.2.0

Conveyance of Personal Effects

13.2.1

An employee on transfer is also entitled to reimbursement of actual expenses incurred on transportation of personal effects from the old to new station, limited to the cost of carriage, by goods train, of the personal effects upto the maximum indicated below :

Pay Range :	
(i) In case of executives, drawing pay of Rs. Rs.38620 & above and in case of non-executives, drawing pay of 26140.58/- & above.	Full wagon or two containers by railway container service.
(ii) In case of executives, drawing pay of Rs. 22420/- & above but less than Rs. 38620/- and in case of non-executives, drawing pay of Rs.18921.78/- & above but less than Rs. 26140.58/- .	Full wagon
(iii) Executive cadre employees drawing pay of Rs. 16400/- and above but less than Rs. 22420/- and non-executive cadre employees drawing pay of Rs. 16560.80/- and above but less than Rs. 18921.78/- p.m.	2500 kg.
(iv) Non-executive cadre employees drawing pay of Rs. 16560.80/- or less	1250 Kg.

Accordingly "COAL INDIA TRAVELLING ALLOWANCE RULES , 2010" as modified is published in website www.coalindia.in.

This issues with the approval of Competent Authority.


(M Nazar Ali)
General Manager (P/PC)
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12. GM(Telecom),CIL - with a request to upload the same in CIL website intranet under Circulars / internet under Info –Circulars. The existing COAL INDIA TRAVELLING RULES, 2010 be removed and the rules with the said modification be uploaded in CIL web site. Soft Copies e-mailed.
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