

## TRAVELLING EXPENSES

### 3.1 REIMBURSEMENT OF CONVEYANCE EXPENSES

- With effect from 01.01.2010 petrol entitlement has been made applicable to all JMGS I Officers (including POs & TOs) irrespective of their length of service or position.
- It has been decided to do away with the provisions of reimbursement of petrol expenses on account of owning mopeds. Accordingly, there will be only two categories of users: Four Wheelers and Two Wheelers. Moped owners can claim reimbursement of petrol as applicable to two wheelers.

#### A. Officers who maintain vehicle and claim reimbursement on production of money receipt/declaration basis(w.e.f.01.06.15)(CDO/P&HRD-PM/21/2015-16, dt.17.06.15

CATEGORY	AREA I (population of 12 lacs & above)	AREA II (population of 1 lac & above)	OTHERS
	Petrol in Lts	Petrol in Lts	Petrol in Lts
A. Officers owning cars			
i) SMGS V	115	105	95
ii) SMGS IV	110	100	90
iii) MMGS III	100	90	80
iv) MMGS II	85	80	75
v) JMGS I	65	60	55
B. Officers owning two wheelers	55	50	45

#### B. Monetary ceilings on reimbursement of expenses to those officers who maintain vehicles and claim expenses on certificate basis (w.e.f.01.06.2015)

(CDO/P&HRD-PM/21/2015-16 dt.17.06.2015)

CATEGORY	AREA I (population of 12 lacs & above) Rs. (p.m)	AREA II (population of 1 lac & above) Rs. (p.m)	OTHERS Rs. (p.m)
A. Car Owners			
SMGS V	2880	2580	2290
SMGS IV	2830	2530	2240
MMGS III	2780	2480	2190
MMGS II	2230	2140	1830
JMGS I	1530	1370	1220
B. Two Wheeler Owners. All categories of staff irrespective of grade	1530	1370	1220

#### C. Officers not maintaining vehicles and using public transport and claiming Reimbursement on certificate basis(W.E.F.01.06.15)

(CDO/P&HRD-PM/21/2015-16 dt,17.06.2015)

Category of officers	Rs. p.m.
SMGS V	2000
SMGS IV	1950
MMGS III	1570
MMGS II	1520
JMGS I	1140

- It has been now permitted to claim the reimbursement of conveyance expenses on declaration basis w.e.f. October 2008. Reimbursement is made on the basis of the rate prevailing on the last day of the month and the same will be ascertained by the establishment paying the bill.
- Option regarding reimbursement on receipt/certificate basis may be exercised only once. However, option can be changed on change in type of vehicle, residence or place of posting.
- Accumulation of permissible quota of petrol up to the end of each calendar quarter is permitted. Where an officer proceeds on long leave, i.e. 14 days or more, it will not be permissible to carry over the unavailed quota in respect of such period of leave.
- All journeys for official purposes made within a radius of 10 Kms. are covered in the consolidated bill. However, for journeys beyond 10 Kms, no deduction need be made for first 10 Kms.
- In case of diesel-run cars, the cost of prescribed quantity of diesel instead of petrol will be reimbursed.
- The cost of high-octane fuel/ Power/ Xtra premium may also be reimbursed to the officers on actual consumption basis. Exotic brands with higher prices will not be permissible.
- Joining time cannot be treated as on duty for the purpose of reimbursement of conveyance expenses.

### 3.2 **REIMBURSEMENT OF TRAVELLING EXPENSES- USING OWN VEHICLES FOR OFFICIAL DUTIES.**

(CDO/P&HRD-PM/89/2011-12 dt.03.01.2012)

Type of vehicle	Engine capacity	Rate per Km. (Rs.)
Four wheeler	1000 CC or more	9.00
Four wheeler	Less than 1000 CC	7.00
Motor Cycle/Scooter		4.50
Mopeds		3.00

- The same rates are applicable where consequent on transfer, the vehicle is driven by road and in case of travel by own car on LFC subject to the stipulated ceiling. Prior approval of the authority not below the rank of DGM is to be obtained for travelling by hired taxi/own vehicle.

### 3.2a. Conveyance allowance to Physically handicapped employees:

In terms of circulars CDO/P&HRD/IR/113/2008-09 dated 18.03.2009 and CDO:IR:CIR:75 dated 26.02.2002, blind & orthopedically handicapped employees of the Bank may be paid conveyance allowance @5% of the revised basic pay drawn by them from time to time subject to a maximum of Rs. 400/- p.m. In case of officers, the allowance is in addition to reimbursement of conveyance charges. The eligible employees who are provided with the Bank's vehicle for travel between office and residence will not be eligible for conveyance allowance.

The facility of payment of such conveyance allowance may be extended to deaf & dumb employees of public sector banks with immediate effect, subject to the condition that the recommendation of the Head of ENT Department of a Government Civil Hospital is received by the Bank. (CDO/P&HRD-IR/27/2014-15 dated 02.08.14).

### 3.3 **LODGING EXPENSES** (CDO/P&HRD-PM/97/2011-12 dt. 08.02.2012)

#### **METRO CENTRES**

Scale	Hotel	w.e.f. 1.2.12	w.e.f. 1.2.13	w.e.f. 1.2.14	w.e.f. 1.02.15	On or after 1.02.16
TEGSS I&II	4*	12000	12600	13200	13900	14600
TEGS VI&VII	4*	9000	9500	10000	10500	11000
SMGS IV&V	3*	6000	6300	6600	6900	7200
MMGS II&III	2*Non AC	3200	3400	3600	3800	4000
JMGS	1*Non AC	2200	2300	2400	2500	2600

#### **MAJOR "A" CENTRES**

Scale	Hotel	w.e.f. 1.2.12	w.e.f. 1.2.13	w.e.f. 1.2.14	w.e.f. 1.2.15	On or after 1.2.16
TEGSS I&II	4*	11000	11600	12200	12800	13400
TEGS VI&VII	4*	8000	8400	8800	9200	9700
SMGS IV&V	3*	5500	5800	6100	6400	6700
MMGS II&III	2*Non AC	2900	3000	3200	3400	3600
JMGS	1*Non AC	2000	2100	2200	2300	2400

#### **AREA I CENTRES**

Scale	Hotel	w.e.f. 1.2.12	w.e.f. 1.2.13	w.e.f. 1.2.14	w.e.f. 1.2.15	On or after 1.2.16
TEGSS I&II	4*	6000	6300	6600	6900	7200
TEGS VI&VII	4*	5000	5300	5600	5900	6200
SMGS IV&V	3*	3000	3200	3400	3600	3800
MMGS II&III	2*Non AC	2200	2300	2400	2500	2600
JMGS	1*Non AC	1500	1600	1700	1800	1900

## **OTHER CENTRES**

<b>Scale</b>	<b>Hotel</b>	<b>w.e.f. 1.2.12</b>	<b>w.e.f. 1.2.13</b>	<b>w.e.f. 1.2.14</b>	<b>w.e.f. 1.2.15</b>	<b>On or after 1.2.16</b>
TEGSS I&II	4*	5000	5300	5600	5900	6200
TEGS VI&VII	4*	4000	4200	4400	4600	4800
SMGS IV&V	3*	2500	2600	2700	2800	2900
MMGS II&III	2*Non AC	1600	1700	1800	1900	2000
JMGS	1*Non AC	1200	1300	1400	1500	1600

- Officers in Top Executive Grade Scales VI and above, who are unable to stay in eligible hotels in metro centres within the permissible room tariff, may be reimbursed actual lodging expenses for staying in other hotels not exceeding 125% of the room tariff of their entitled class at these centres.
- The above rates are the maximum ceiling upto which the officer may be permitted to stay in a hotel, but the Circles will be advised to arrange for tie-up with the star category non ITDC hotels and fetch maximum discount possible. The officer will be reimbursed upto the maximum rates mentioned above as per his entitlement or the card rates of the hotel whichever is lower.
- For the purpose of reimbursement of room tariffs to officers while on outstation duty, all state capitals (other than State Capitals falling in Metro category) may be treated as Major 'A' class cities.
- All officers are advised to stay in Bank's guest house to the extent possible.

### **3.4 MODE OF TRAVEL AND EXPENSES ON TRAVEL**

Effective from 02.06.2005, the following provisions shall apply wherever an officer is required to travel on duty

- An officer in Junior Management Grade is entitled to travel by 1<sup>st</sup> class or AC 2-tier sleeper by train. He may, however, travel by air (economy class) if so permitted by the competent authority, having regard to the exigencies of business or public interest.
- An officer in Middle Management Grade is entitled to travel by 1<sup>st</sup> class or AC 2-tier sleeper by train. He may, however, travel by air (economy class) if the distance to be travelled is more than 1000 kms. He may, however, travel by air (economy class) even for a shorter distance if so permitted by the competent authority, having regard to the exigencies of business or public interest.
- An officer in Senior Management or Top Executive Grade (upto TEGS-VII) is entitled to travel by AC 1<sup>st</sup> class by train or by air (economy class).
- An officer in Senior Management or Top Executive Grade may travel by car between places not connected by air or rail provided that the distance does not exceed 500 km. However, when a major part of the distance between the two places can be covered by air or rail only the rest of the distance should be normally be covered by car.
- Any other officer may be authorised by the competent authority, having regard to the exigencies of business to travel by his own vehicle or by taxi or by the Bank's vehicle.

Note: Entitlement by steamer-Delux cabin

- The remaining provisions as in Sub-regulations (2) & (3) of Regulation 41 of Officers Service Regulations remain unchanged.

*(CDO/P&HRD-IR/17/2005-06 dt.07.07.2005)*

- Chief General Managers (i.e. officers of Top Executive Special Scale – I may be permitted to travel by air for official purposes by Executive Class w.e.f. 07.09.2011.  
*(CDO/P&HRD-PM/63/2011-12 dt.10.09.2011)*

**Corporate Deal:** Bank has entered into a corporate deal with Indian Airlines assigned code ‘**B-028**’, Jet Airways Ltd – ‘**SBI**’ AND Kingfisher Airlines Ltd – ‘**SB1001**’. Officers eligible to travel by air should ensure that the air tickets purchased bear the above codes.

**Air Insurance:** Bank will reimburse premia as per following ceiling on air insurance cover bought by officers while travelling by air for official purposes:

Officers in TEGSS I&II	Rs.15.00 lacs
Officers in TEGS VI & VII	Rs.12.50 lacs
Officers in SMGS IV & V	Rs.10.00 lacs
Officers in MMGS II & III	Rs.7.50 lacs
Officers in JMGS I	Rs.5.00 lacs

Bank has arranged personal accident insurance of all officers in TEGS VI and above and all Mobile Inspecting Officers and has obtained Group Insurance Policies. Therefore, separate individual policies for journeys by Air by these officers are not necessary.

**3.4a. JOURNEY ON DUTY ENTAILING DETOUR:** CDO/P&HRD-PM/72/2013–14, dt. 18.02.2014  
It has been decided, with the approval of appropriate authority, travelling on circuitous route on official duty by the official shall be stopped henceforth.

- a. Where direct flights to the designated centre are not available and /or the available flight timings are at odd hours, circuitous travel may be permitted by the competent authority, depending upon the merits of the case, so as to avoid loss of executive time and resources of the Bank. In such cases of travel by circuitous route on official duty, the deviation may be permitted by an official not below the rank of TEGS-VI.
- b. These instructions will not be applicable to the officials/staff posted in I&MA department on mobile duty who have been specifically exempted for the purpose.
- c. The above instructions shall come into force **with immediate effect**.

**NOTE:** Reimbursement of Travel Expenses Bills of officers/workmen staff for Deputation/Travel on Official Duty has been made through HRMS w.e.f.01.05.2016. The detailed user manuals for applicant and approver are available on HRMS portal(CDO/P&HRD-PM/5/2016-17 dated 18.04.2016).