

THE UNITED PLANTERS' ASSOCIATION OF SOUTHERN INDIA



RULE BOOK

SERVICE RULES	: Effective From 01-02-1997
LEAVE RULES	: Effective From 01-02-1997
MEDICAL RULES	: Effective From 06-10-1995
TRAVEL RULES	: Effective From 01-10-1996

[As Approved by The Executive Committee]

THE UNITED PLANTERS' ASSOCIATION OF SOUTHERN INDIA
SERVICE RULES EFFECTIVE FROM 1st FEBRUARY 1997

PART I - SERVICE CONDITIONS

1. PRELIMINARY

1.1 Objectives:

The objectives of the Service Rules of the United Planters' Association of Southern India (hereinafter called UPASI) are to formulate service conditions to their employees and in this context:

- a) to define the service conditions of the employees of UPASI, for easy reference, understanding and implementation;
- b) to ensure that the employees of UPASI are provided reasonable benefits, consistent with the policy of the Association; and
- c) to regulate the conduct, discipline and allied matters of the employees of the Association.

1.2 Scope:

- a) These rules shall cover all permanent officers, staff and sub-staff employees of UPASI as also probationers against permanent posts unless otherwise specified to the contrary elsewhere in these rules.
- b) These Rules shall not apply to temporary/part-time employees, trainees, Research Fellows, contractual employees, etc., unless otherwise stipulated by the Competent Authority, and also to the daily - rated workers employed at the Experimental Farm in Cinchona and Glysdale Farm in Coonoor and at other UPASI Centres.

1.3 Definitions:

- a) 'Association' means the United Planters' Association of Southern India (UPASI).

- b) 'Competent Authority' means the Secretary General and Director of Research in the case of all employees, excluding Secretary General and Director, and in the case of Secretary General and Director, the president and the Chairman, Tea Committee, respectively.
- c) 'Employer' means The United Planters' Association of Southern India.
- d) 'Employee' means any person, under the category of Officers, staff and sub-staff employed by the Association.
- e) 'Secretary General' means the Chief Executive Officer of the Association.
- f) 'Director' means the Head of the UPASI Tea Scientific Department.
- g) 'Joint Secretary' means the Joint Secretary at the Secretariat.
- h) 'Permanent Officers, permanent staff and permanent sub-staff' mean employees who have been confirmed in the regular services of the Association.
- i) 'Probationer' means an employee who is provisionally employed to fill a permanent vacancy, but has not completed the original period of probation or the extended period, as the case may be.
- j) 'Year' means the financial year of the Association commencing from the 1st day of April and ending 31st March of the following year.
- k) 'Trustees' means the Trustees of the Association appointed under Bye Law 28(1) of the UPASI Bye Laws.

1.4 Interpretation:

Interpretations given by the Association shall be final and binding.

1.5 Tenure:

These rules shall come into force from 1st February 1997.

1.6 The Association reserves to itself the right to modify and/or withdraw the rules as deemed fit with or without prior notice.

2. Minimum Educational Qualification for Future Direct Recruitment:

- a) Secretariat
 - i. Departmental Heads : Post Graduates
(Senior Officers)
 - ii. Junior Officers : Graduates
(Other than Heads of Departments)
 - iii. Staff : Graduates/Appropriate Technical
Qualifications
 - iv. Sub-staff : S.S.L.C.
- b) Tea Research Institute and Advisory Service:
 - i. Departmental Heads (Senior Officers in Grade II & above) :
Minimum Ph D Degree with Five years' experience and/or
M.Sc./B.Sc. (Ag.) with ten years' experience in
research/extension.
 - ii. Junior Officer (in Grade III) : M.Sc. second class or B.Sc.
(Ag./Hort.) first class.
 - iii. Junior Officer (in Grade IV) : B.Sc. second class in concerned
subject.
 - iv. Staff : Graduate with the appropriate
technical qualifications, wherever necessary.
 - v. Sub-staff : S.S.L.C.

Note: The qualifications could be relaxed in appropriate cases by the Trustees.

3. Working Hours:

- a) Secretariat
 - i. Officers/Staff : 9.30 a.m. to 5.00 p.m.
(Lunch break 1.00 to 2.00 p.m.)
Saturdays : 9.30 a.m. to 1.30 p.m.
 - ii. Attenders : 9.00 a.m. to 5.00 p.m.
(Lunch break 1.00 to 2.00 p.m.)
Saturdays : 9.00 a.m. to 1.30 p.m.
 - iii. Malis/Gardeners : 8.00 a.m. to 5.00 p.m.

- (Lunch break 12 noon to 1.00 p.m.)
- iv. Watchmen : By rotation - 8 hours.
- b) Tea Research Institute and Advisory Services:
- i. Officers/Staff : 8.30 a.m. to 5.00 p.m.
(Lunch break 12.30 to 2.00 p.m.)
- Saturdays : 8.30 a.m. to 1.00 p.m.
- ii. Attenders : 8.00 a.m. to 5.00 p.m.
(Lunch break 12.30 to 2.00 p.m.)
- iii. Malis/Gardeners : 8.00 a.m. to 5.00 p.m.
(Lunch break 12 noon to 1.00 p.m.)
- c) Krishi Vigyan Kendra
- i. Officers/Staff : 9.30 a.m. to 5.00 p.m.
(Lunch break 1.00 to 2.00 p.m.)
- Saturdays : 9.30 a.m. to 1.30 p.m.
- ii. Attenders : 9.00 a.m. to 5.00 p.m.
(Lunch break 1.00 to 2.00 p.m.)
- Saturdays : 9.00 a.m. to 1.30 p.m.

4. Attendance & Punctuality:

All Officers, staff and sub-staff shall be present at their respective place of work punctually as per the timings of work.

5. Transfer:

Officers, staff and sub-staff are liable for transfer to any place in India.

6. Holidays:

National and Festival Holidays - 12 days a year as notified by the Association.

7. Appointment:

7.1 Age:

The age of a person at the time of appointment to the service of the Association shall not be less than 18 years.

- 7.2 Every employee must declare on his first appointment or when the Association requires him to do so, his date of birth according to Christian era and produce confirmatory evidence such as matriculate / school leaving certificate or birth certificate.
- 7.3 Every employee on his appointment must produce proof of past service, if any, elsewhere, for verification and satisfaction by the Competent Authority.
- 7.4 Probation:
- a) All initial appointments shall be on probation for a minimum period of six months.
 - b) During the period of probation an employee shall be liable to be discharged from the service of the Association without notice or without assigning any reason.
 - c) The period of probation may be extended to a maximum of another six months in individual cases by the Competent Authority. In the case of Officers, after the extended probationary period of six months, if necessary, there can be a further extension of six months.

8. Retirement:

1. Officers: On completion of the age of 55 years. Trustees/Executive Committee can, at their discretion, extend the service beyond 55 years.
2. Staff and Sub-staff: On completion of the age of 58 years.

9. Resignation:

In the case of resignation, employee shall tender one month notice or salary in lieu thereof to the Association. However, the Appointing Authority may relax such stipulation. No notice is needed in the case of probationers leaving the service.

10. Duties and Obligations:

- 10.1 Every employee shall carry out the duties which have been assigned to him conscientiously and to the best of his ability and in accordance with specific and general instructions given to him from time to time by the Competent Authority.

- 10.2 An employee is required to commence work at the official starting time and continue working until the closing of the official time unless permission or instruction to cease work earlier has been given by the Competent Authority.
- 10.3 An employee must not engage in any work other than that for which he is employed.
- 10.4 An employee is responsible for and shall take proper care of all equipment, fixtures etc., entrusted to him and shall not take out of the office premises any article or material belonging to the Association unless so authorised in writing by Competent Authority.
- 10.5 An employee shall treat as strictly confidential matters pertaining to the work in which he is engaged during the period of his service within the Association or which may come to his knowledge by virtue of working in the Association.
- 10.6 An employee will not indulge in any acts of misconduct as laid down in clause 11.

11. Misconduct/Punishment:

- 11.1 Acts of misconduct:
Acts and omissions constituting misconducts as listed in the Model Standing Orders under the Tamil Nadu Industrial Employment Standing Order Rules, 1947, shall be treated as misconducts for the purpose of these Rules.
- 11.2 Punishment will be as under, depending on the seriousness of the misconduct:
- i. Warning.
 - ii. Suspension for a period not exceeding 30 days.,
 - iii. Stoppage of increment.
 - iv. Dismissal.
- 11.3 In all fairness, the employee will be given full opportunity to explain and defend his case. An employee may be suspended pending enquiry if his act of misconduct is detrimental to the interests of the Association. The final punishment will be awarded by the Appointing Authority after due process of enquiry.

12. Leave Rules:

Leave will be admissible to the employees as per the Leave Rules of the Association (ANNEXURE I).

13. Medical Rules:

Medical benefit will be applicable to the employees as per Medical Rules of the Association (ANNEXURE II)

14. Travel Rules:

An employee shall be eligible to claim travel expenses for official travel undertaken as per the Travel Rules of the Association (ANNEXURE III).

15. Social Security:

15.1 Provident Fund:

The Association is covered by the Employees' Provident Funds Act/Scheme, 1952, under which the Association's contribution is 10 per cent of the salary, or such other rate as may be prescribed under the Act/Scheme from time to time, with an equal amount of contribution by the employee. The employees will be entitled to the benefits of the Provident Fund in accordance with the exempted P.F. Rules framed under the Act/Scheme.

15.2 Gratuity Scheme:

Payment of gratuity to all employees will be governed by the provisions of the payment of Gratuity Act, 1972.

15.3 Pension Scheme:

All Officers in Grade III and above who have completed 15 or more years of service with the Association and have completed 50 years of age will be entitled to the benefit of monthly pension as per the UPASI Officers Pension Scheme, 1980, as amended from time to time.

PART II – LEAVE CONDITIONS

A) Title:

These Leave Rules shall be called the UPASI LEAVE RULES.

B) Application:

These Leave Rules shall apply to all permanent employees of UPASI.

1. Types of Leave:

a) Casual Leave:

7 days with salary during the financial year 1st April to 31st March
Casual leave shall not be taken for more than three days at a time.
Casual leave cannot be combined with Privilege leave. Casual leave can be taken for half-a-day. Casual leave availed on Saturdays will be treated as half-a-day leave. Sundays and intervening holidays shall not be counted as leave days if these are in between two days of casual leave.

Casual leave cannot be carried-forward and any such leave not availed during the year shall lapse at the end of the year.

b) Privilege/Annual Leave:

Officers/Staff - 31 days in a year with full salary.

Sub-staff - 21 days in a year with full salary.

2. To the extent possible, all applications for privilege leave should be submitted at least a week in advance to the date of proceeding on leave, to the sanctioning authority.
3. Sundays and holidays falling within the period of annual leave shall be counted as part of the leave.

4. A) Privilege/Annual leave could be encashed, subject to a maximum of 15 days in a year, provided the employee has a minimum of 15 days' leave to his credit (in the case of sub-staff 10 days) after encashment.

[In the case of staff/sub-staff, this Rule will come into effect from 1st April 1997 and in the case of Officers with effect from 1st April 1998.]

B) If an employee so desires, the privilege/annual leave not utilised or encashed earlier, can be accumulated upto a maximum of 180 days and encashed at the time of retirement.

C) For encashment purposes, under clause (a) or (b) as the case may be, the current rate of basic pay, personal pay and D.A. will be taken into account.

5. The Sanctioning authority for all types of leave is as follows:

A) Secretariat

Secretary General	: President
Joint Secretary and Financial Controller	: Secretary General
All other employees	: Financial Controller
Resident Executive, New Delhi	: Secretary General

B) Tea Research Institute/Advisory Centres

Director	: Chairman, Tea Committee
Joint Director, HoDs & Advisory Officers	: Director
Officers/Staff in a particular Department	: HOD of that Department
Sanctioning Authority	
All staff/sub-staff other than specifically mentioned under Director and HODs	: Commercial Manager
Employees at Advisory Centres	: Respective A.O.

C) Krishi Vigyan Kendra

Principal and Chief Training Organiser	: Secretary General
All other employees	: P.C.T.O.

6. In order to avail annual leave T.A., an employee has to take a minimum number of 10 days' leave. Exception from this stipulation can be given only by the Executive Committee.
7. Annual leave shall not be permitted to be availed of on more than four times in a year. Minimum annual leave that shall be availed at a time will be three days. Exception from this Rule can be given only by the Sanctioning Authority. However, the restrictions of minimum three days and four times a year will not be applicable in respect of annual leave, if any, availed by an employee for the purpose of accompanying his spouse/ dependent children while undergoing outstation medical treatment.
8. If an employee after proceeding on leave desires an extension thereof, he shall send a requisition in writing to the Competent Authority well in advance for a reply to reach him before the date on which he would have to start back to resume his duties.
9. Probationers will be eligible for privilege/annual leave during the period of probation, but the leave accrued will be credited only on confirmation to be availed thereafter.
10. In the absence of privilege/annual leave to his/her credit, if an employee absents for a reasonable cause to the satisfaction, and with the prior permission of the Sanctioning Authority, such absence will be treated as 'leave without pay', provided an employee should not avail such leave on more than two occasions in a year and the days of absence at a time should not exceed five days.
11. Privilege/annual leave shall be credited on 1st April every year in respect of the service rendered by an employee during the preceding year.
12. Medical Leave:
24 days in a year and can be availed on the basis the recommendation from the Medical Officer, referred to in the Rules relating to Medical Benefits. This leave can be accumulated upto 90 days and any leave availed on medical grounds beyond the above period will be debited to the privilege/annual leave account of the employee.

PART III – RULES RELATING TO MATERNITY BENEFITS

1. Every married female employee would be entitled to maternity leave/benefits in accordance with the provisions of the Maternity Benefit Act, 1961, as amended from time to time.
2. Every married female employee having a minimum service of one year, shall be entitled to maternity leave with salary for the period of her actual absence on account of maternity, subject to a maximum of 84 days.
3. Every application for maternity leave shall be submitted by the concerned female employee along with a medical certificate from the Medical Officer referred to in the Rules relating to Medical Benefits.
4. In case of miscarriage/abortions including induced abortions, leave may be granted for a period not exceeding six weeks. In such cases, the application should be supported by a medical certificate from the Medical Officer.
5. A female employee suffering from illness arising out of pregnancy, delivery, premature birth of a child or miscarriage shall, on production of a medical certificate from the Medical Officer, be entitled to leave with salary for a maximum period of 30 days in addition to leave entitlement under Rule 2 or 4 above, as the case may be.

PART IV – RULES ON HOUSING FACILITY

1. Employees shall be eligible for free-furnished accommodation, subject to availability. Allotment of accommodation shall be on the basis of seniority. However, in the exigencies of service, the Competent Authority can give out-of-turn allotment. In the case of those who are not provided with accommodation, they are eligible for HRA at 15 per cent of basic pay + D.A. per month.
2. An employee in the category of staff/sub-staff occupying accommodation shall be eligible for the following free units of electricity consumption. Excess consumption over the free units will be charged to the employee.

Grade	Free units of electricity per month
Staff	50
Sub-staff	30

3. In the case of an employee in the category of staff/ sub-staff who has not been provided with free accommodation by the Association, in addition to the HRA, he/she shall be paid al' electricity allowance at the following rates:

Staff	50	with effect from 1 st April 1997
Sub-staff	30	

4. On cessation of employment for any reason whatsoever, or employee shall handover the vacant possession of the accommodation to the Association within a period of one month from the date of cessation of employment. Occupation beyond one month, subject to a maximum of another period of two months, shall be only with the express permission of the Competent Authority.

PART V – RULES ON SUPERANNUATION BENEFITS

I. PROVIDENT FUND

1. All employees are covered by the Exempted Rules of UPAS1Staff Provident Fund, framed and amended from time to time under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, under which the employees are eligible to the following benefits:
 - a) Provident Fund.
 - b) Monthly Pension (on retirement, on death while in service and on certain other contingencies).
 - c) Deposit-linked Insurance (a lump sum payment on death of an employee while a contributor to the Provident Fund).
2. Under the Provident Fund rules, the contribution shall be at the rate of 10 per cent of the salary (i.e., basic + D.A. in the case of staff and sub-staff and salary, excluding allowances, in the case of officers), both by the employee and the Association.
3. Withdrawal from the Fund, final settlement, etc. will be as per the provisions of the UPASI Provident Fund Rules.

II. GRATUITY

1. All employees will be eligible for gratuity on the termination of employment due to retirement or superannuation or resignation or death or disablement arising from accident, disease, etc., as per the provisions of the Payment of Gratuity Act, 1972, as amended from time to time.
2. To become eligible for gratuity, an employee has to put in not less than 5 years of continuous service with the Association. However, the 5 years of continuous service shall not be necessary if the termination of employment is due to death or disablement of the employee concerned.
3. Continuous service shall be deemed to mean uninterrupted service including service which may be interrupted on account of sickness, accident, leave, absence from duty without leave (unless an order has been passed by the Competent Authority treating such absence as break in

service), lay-off, strike or a lockout or cessation of work not due to any fault of the employee.

4. To an eligible employee, gratuity payable for every completed year of continuous service or part thereof in excess of six months shall be calculated on the following basis:

$$\frac{\text{Last drawn monthly salary}}{26} \times 15 \times \text{No. of years of continuous service or part thereof in excess of six months}$$

subject to a maximum gratuity of Rs. One lakh or as may be prescribed from time to time under the Payment of Gratuity Act, 1972.

(Salary for the above purpose means basic + DA in the case of staff and sub-staff and salary, excluding allowances, in the case of officers, i.e., basic + Personal pay only).

5. The gratuity payable to an employee shall be forfeit if his services have been terminated for any act, wilful omission or negligence causing any damage or loss to, or destruction of, property belonging to the employer, to the extent of the damage or loss caused and shall be wholly or partially forfeited if the services are terminated for riotous or disorderly conduct or any other act of violence or for any act which constitute an offence involving moral turpitude, provided that such offence is committed in the course of employment.
6. Every employee, in his own interest, should make a nomination in the prescribed Form regarding his/her gratuity in the event of his/her death. The nomination may be made in favour of one or more members of his family. Renomination may also be made as and when required in the prescribed Form.
7. In the absence of an effective nomination, the amount shall be paid to his/her legal heirs or such person(s) being the members of the family of the deceased as may appear to the Competent Authority, upon such evidence and such indemnity as the Competent Authority may think fit, to be entitled thereto.

III. PENSION (Applicable to Officers in Grade III and above)

1. Pension is payable at the normal age of retirement of 55 years or the extended period of service after 55 years, as the case may be.
2. To be eligible for pension an Officer has to put in 15 or more years of service and has to complete 50 years of age.
3. The Pension will be calculated at $1/60^{\text{th}}$ of the Pensionable salary (average gross salary received during three years preceding the date of leaving service) for each year of service, subject to maximum service of 30 years, and the Pension payable shall not exceed Rs.2,500/- per month.
4. Pension, as calculated above, is payable for a 15-year period from the date of retirement.
5. While calculating the eligible service of 15 years as well as for calculating the Pensionable service, in the case of an officer appointed to a senior position after his attaining 40 years of age, for his past experience that is proved to the satisfaction of the Trustees, a credit service at the rate of one year for every three years of continuous service with the previous employer/is shall be given. (This will have no application to future recruitment of Officers, i.e., those recruited on or after 1st February 1997).
6. Provision for Pension on early retirement (i.e., on completion 50 years of age and, subject to eligibility conditions, but before the normal age of retirement on completion of 55 years of age), in which case the Pension will be discounted by half-a-per cent for each month by which the actual age of retirement falls short of the normal age of retirement.
7. The Pension payable to an Officer will be forfeited in the event of his dismissal from service for fraud, dishonesty or such other misconduct or who resigns to avoid dismissal on any of these grounds.

PART VI – REVISED RULES ON MEDICAL FACILITIES

(As approved by the Executive Committee at the meeting held on 6th October 1995)

1. These Rules shall come into force with effect from 6th October 1995 and supersedes all other previous Rules on Medical Facilities.
2. All employees are eligible for free medical treatment for self, spouse and dependent children upto 25 years of age, as recommended by the Association's Medical Officer.
3. If any consultation with a specialist Medical Officer is required, the same has to be on the basis of the recommendation of the Medical Officer.
4. The Association's liability to provide medical treatment, excluding hospitalisation, surgery, etc., in respect of an employee, including his/her spouse and dependent children, is restricted to the following amounts per annum.

Category of Employees	Ceiling on Medical Expenditure Per Annum
Sub-staff	Rs. 2,000
Staff	Rs. 3,000
Officers - Grade IV & III	Rs. 4,500
Grade II & above	Rs. 7,000

The eligibility limits will expire by 31st March of the financial year and any balance cannot be carried forward to next year.

5. While away from station, if an employee incurs medical expenses for himself, spouse or dependent children, he/she shall be eligible for reimbursement of such expenses, supported by medical bills and/or certificate from a qualified medical practitioner and duly endorsed by the Medical Officer. However, such reimbursement shall be within the ceiling prescribed under Rule 4.
6. In respect of dental treatment, an employee shall not be eligible for the reimbursement of the cost of dentures; similarly, in respect of eye

treatment, reimbursement of the cost of the spectacles shall not be permitted.

An employee shall not be eligible for reimbursement of the cost of tonics or medicines of a food value.

7. An employee can obtain reimbursement of actual expenses connected with maternity, subject to a maximum of two children, on production of proper bills, receipts or cash memos, duly recommended by the Medical Officer. However, such reimbursement should be within the ceiling prescribed under Rule 4.
8. If an employee so desires, he can avail Ayurvedic or Homeopathic treatment for any ailment and claim reimbursement within the ceiling prescribed under Rule 4.
9. For treatment within the local station, not involving hospitalisation, the Association will meet only consultation fee, cost medicines, expenses on pathological tests etc., within the ceiling prescribed under Rule 4 and will not meet any transport expenses.

Out-station treatment, hospitalisation, surgery etc.

10. In the event of serious illness of an employee / spouse/dependent child, involving hospitalisation, out - station treatment, surgery etc. the same shall be on the basis of the recommendation of the Medical Officer and with the prior approval of the Trustees. However, in the case of an emergency, if so, recommended by the Medical Officer, the approval shall be from the Competent Authority.
11. For any outstation referred to in Rule 10, the Association's liability in respect of such treatment shall be limited to a maximum of following amounts once in a block of three years:

Category of Employees	Maximum Liability Towards Medical Treatment Once in a Block of Three Years
Sub-staff	Rs. 6,000
Staff	Rs. 9,000

Officers - Grade IV & III	Rs. 15,000
Grade II & above	Rs. 21,000

Whatever expenditure over and above the prescribed limit will have to be borne by the employee himself.

The current block period for the above purpose shall be April 1995 to March 1998 and the next block period shall be April 1998 to 2001 and so on. If there is any unutilised amount at the end of any block period, the same will lapse and shall not be carried forward to the next block.

If an employee joins the Association's service after the commencement of a block period, he shall be eligible for the amount as prescribed above reduced pro-rata.

12. In the event of travel out-station for treatment either for the employee or for the spouse or for the dependent children, the patient and the person accompanying the patient, if so, recommended by the Medical Officer, shall be eligible for the following travelling expense and detention allowance for the duration of the treatment.

Category of Employees	Mileage rate payable per km. both for the patient and the accompanying person	Detention Allowance per day payable both for the patient and the accompanying person
Sub-staff	23 P./km	Rs. 75/day
Staff	35 P./km	Rs. 100/day
Officers - Grade IV	40 P./km	Rs. 200/day
- Grade III	45 P./km	Rs. 200/day
- Grade II & above	Own car Rs. 1.75/km (single rate)	Rs. 300/day

Notes:

1. Wherever office vehicle is provided, no mileage rate will be permissible.
2. Officers on Grade II and above using own car can claim only single mileage rate and not separately for the patient and accompanying person.
3. Whether a person should accompany the patient or not should be on the basis of the recommendation of the Medical Officer. If the person accompanying the patient happens to be the employee himself, he is not on official tour and he has to avail leave for this purpose.
4. If the hospital bills contain the stay expenses of the patient and/or the accompanying person also no separate detention allowance payable in respect of the patient and/or the accompanying person a-, the case may be.
5. Detention Allowance is for a full day and no night halt is involved, 50% of the allowance only is payable.

Explanation:

1. 'Competent Authority' referred to in the above Rules is the Secretary General or the Director of Research, as the case may be.
2. The 'Medical Officer' referred to in the above Rules is, in the case of Secretariat, Advisory Centre (Nilgiris) and KVK, the Medical Officer so engaged by the Association in Coonoor and, in the case of TRI, Advisory Centres at Gudalur, Munnar/ Meppadi and Balehonnur, Sub-station at Vandiperiyar, R&D Centre at Kottayam and Resident Executive, Delhi, the Medical Officer so engaged or consulted.

PART VII – REVISED TRAVEL RULES

As approved by the Trustees / Executive Committee at meetings held on 24th May 1995 and as amended by the Trustees / Executive Committee at meetings held on 1st August 1996.

I. INTRODUCTION

- i) The revised Travel Rules take effect from 1st October 1996 (i.e., for official travel undertaken on or after 1st October 1996) and supersede all the previous Rules and will be in force until further revision.
- ii) Travel allowance is payable to employees who go on official tour to meet their food, room charges and any other allow-able incidental expenditure. Travel allowance is reimbursement of actual expenses and not a perquisite.
- iii) Travel allowance comprises the following:
 1. Daily Allowance (comprising Food-Allowance & Room Allowance)
 2. Conveyance Allowance
 3. Miscellaneous
- iv) For the purpose of travel allowance, the employees are classified into various categories as under:

CATEGORY	GRADE
I	Secretary General/Director
II	DD/JD/JS/FC
III	Grade I/HOD/II
IV	III/IV
V	Selection Grade
VI	UDC/LDC
VII	Drivers/Sub-Staff

II. TRAVEL RULES

1. All employees before proceeding on official tour should provide the tour plan incorporating all details called for therein along with a reasonable estimate of the advance required. This should be approved by the Competent Authority and submitted to the Accounts - Department/person handling accounts for scrutiny.
2. The Accounts Department/person handling accounts will check the employee's staff control account for any balance amount due and issue a cash voucher for the amount required. No advance will be provided before adjusting any previous balance.
3. The cash voucher should be submitted to the cashier and the advance taken.
4. All expenses shall be met by the individual out of the tour advance and no bills or payments should be directed to the Association for payment. Any such bills will be debited to the individual staff control account and payment to such bills will be made only after verification of the expense statement by the Accounts Department.
5. On completion of the tour, the employee should remit the unspent balance amount to the cashier and get an endorsement from the cashier on the travelling expense voucher. The travel expense voucher with supporting bills shall be submitted to the Accounts Department within 3 working days from the completion of the tour or before commencement of next tour, whichever is earlier for verification and the Accounts Department shall send the same to the Competent Authority for approval.
6. If any discrepancies are noticed at a later stage, the relevant amount will be debited or credit in the employees' staff control account and will be intimated to the concerned person.

III. COMPETENT AUTHORITY

For the purpose of these Rules, Competent Authority shall mean the Secretary General or the Director, TRI, as the case may be.

IV. DAILY ALLOWANCE

1. Daily Allowance comprises:
 - a. Food Allowance
 - b. Room allowance(As prescribed in the Annexure.)
2. When the stay in a particular city exceeds 15 days, the prescribed allowance will not apply and the Competent Authority, at its discretion, will fix a special allowance. When such stay is involved, the allowance will be fixed by the Competent Authority prior to the trip undertaken based on a request to the Competent Authority by the department head.
3. For the purpose of these Rules, the duration between departure from, and arrival to, station involving 24 hours will constitute a full day.
4. Daily Allowance is not payable for leave availed while on tour.
5. Daily Allowance reimbursement has to be claimed only through the travel expense voucher. Claims of the allowance in any other form will be disallowed.

V. FOOD ALLOWANCE

1. The prescribed rates of food allowance will be based on the timings and duration of travel/stay involved and the prescribed rates will also be applicable when the employee is in transit to cover his food expenses.
2. Where the travel is within a plantation district involving a minimum duration of 5 hours, all employees will be eligible for a specified food allowance as in the Annexure. This can be claimed through an expense voucher with the approval of the department head.

VI. ROOM ALLOWANCE

1. Room allowance is only a reimbursement for lodging and does not cover any other expenditure whatsoever including food, etc.
2. Room allowance shall be claimed only with the support of bills and any amount in excess of the prescribed limit will be disallowed.
3. Claims made without supporting bills will be passed only for 25% of the prescribed room allowance, except in the case of employees under

Categories VI and VII in whose case the rates are prescribed in the Annexure.

4. Room allowance is admissible only when actual overnight stay is involved. When travel is completed on the same day, irrespective of the distance covered, room allowance is not allowed, subject to clause 5 below.
5. In case no overnight stay is involved but the stay exceeds 8 hours in a city/place, room allowance will be considered only with supporting bills and subject to the approval of the Competent Authority.
6. Where stay is involved in two places within a period of one day, room allowance will be considered only with supporting bills and is subject to the approval of the Competent Authority.
7. For the purpose of claiming the Room Allowance, the classification of cities/places will be as follows:

Class A Cities	Class B Cities	Class C Cities/Places
Delhi	Coimbatore	Other cities/places
Bombay	Trivandrum	
Calcutta	Guwahati	
Madras	Shillong	
Bangalore	Darjeeling	
Hyderabad	Srinagar	
	Chandigarh	
	Kochi	

VII. ROOM/FOOD ALLOWANCES

Notwithstanding the rates of room allowance and food allowance prescribed separately in the Annexure, so long as the employee, when he actually stays in a hotel/rented accommodation, does not exceed the prescribed limits of room allowance and food allowance together, such claims will be permissible. In other words, if an employee exceeds the prescribed room allowance in a given case but together with the prescribed food allowance, he does not exceed the limit or vice versa, his claim is maintainable.

VIII. CONVEYANCE ALLOWANCE

1. Conveyance consists of:
 - i. Outstation - local travel
 - ii. Within station - local travel
 - iii. Long distance travel

Note: Wherever official vehicle is provided for travel, the employee is not eligible to claim conveyance allowance.

2. Outstation - Local travel
 - i. The prescribed mode of local conveyance is given in the Annexure,
 - ii. Whenever circumstances necessitate the use of a higher mode of conveyance, this may be allowed at the discretion of the Competent Authority. Such expenditure shall be clearly indicated with a reasonable and justifiable explanation.
 - iii. Full details for conveyance expenses shall be furnished in the travel expenses voucher with the particulars called for therein, for each individual trip.
 - iv. Taxis should not be engaged on a full day basis. However, if due to unavoidable reasons, a taxi is engaged for a full day, a printed bill with the signature of the driver and the vehicle number shall be submitted along with the travel expense voucher. In other cases, where taxi is used, the taxi number should be mentioned along with a printed or handwritten bill/receipt signed by the taxi driver.
 - v. Conveyance expenses which are disproportionately high or which cannot be justified will be disallowed.
3. Within station - Local travel
 - i. The prescribed mode of travel is given in the Annexure.

- ii. Employees under Category IV or higher, having the own car/two-wheeler, may use their vehicle for official purposes, in which case they will be entitled be reimbursed at the rate as given below:

Cars : Rs.3.50/k.m.

Two-wheeler : Rs.1.45/k.m.

However, the above rates shall not have application for use of the personal vehicles in commuting between the residence and office.

4. Long distance Travel

- i. The prescribed mode of conveyance is given in the Annexure.
- ii. Travel by air, though prescribed as an alternative, should be restricted to the barest necessity and should not be availed unless fully justified.
- iii. Claims will not be entertained for travel by a class or mode higher than the prescribed one without the prior approval of the Competent Authority.
- iv. In the case of air travel, the air ticket shall be attached to the travel expense voucher. In case the ticket has been purchased through a travel agent, the printed bill of the travel agent shall also be attached.
- v. Bills from travel agents directly on the Association, unless enclosed, will be debited to the individual staff control account and payment to such bills will be made only after verification of the expense statement by the Accounts Department.

IX. DRIVERS

- i) Whenever a driver is engaged within station beyond the normal working hours, he will be eligible for Rs. 10/ - per each hour so engaged. However, for engaging one hour prior to the commencement of the normal working hours and one hour after

the close of the normal working hours, this payment will not be made.

- ii) Whenever a driver is engaged within station on a Sunday or on a holiday, he will be eligible for the following payments:

For work upto and inclusive of 3 hours: Rs.20/-

For work above 3 hours and upto and inclusive of 6 hours:
Rs.30/-

For work beyond 6 hours irrespective of the duration: Rs 50/-

X. MISCELLANEOUS

1. Entertainment

- a) Entertainment is not permitted without the approval/ratification of the Competent Authority.
- b) Bills must be annexed to the expense voucher for reimbursement of entertainment expenditure. If such expenditure is incurred during a tour, then the expense voucher should be submitted along with the travel expense voucher.

2. Telephone, Telex, Telegram or Postage

- a) Claims for reimbursement of telephone charges shall be made in the travel expense voucher supported by bills/receipts.
- b) For reimbursement of telegram, telex and postage, the following details should be furnished:
 - i) Name of the party to whom the message was sent
 - ii) Purpose

Copies of such messages must be annexed to the travel expense voucher. The claim for such expense shall be made in the travel expense voucher supported by bills/receipts.

3. Porterage, freight, incidental expenses, etc.

Porterage / freight charges, incidental expenses, etc. should be claimed in the travel expense voucher and the purpose and necessity for incurring such expenditure shall be clearly indicated.

(Encl.: Annexures)