



OIL AND NATURAL GAS CORPORATION LIMITED
Office of Chief-ER

Corporate Policy Section
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TRAVELLING ALLOWANCE REGULATIONS

1. SHORT TITLE AND COMMENCEMENT

These regulations may be called the 'Oil and Natural Gas Corporation Limited Travelling Allowance Regulations'.

2. APPLICABILITY

- 2.1 These regulations shall apply to all employees of the Company on pay scales prescribed by the Company except those on deputation with the Company in whose case the terms of deputation agreed to between the Company and the lending organisation shall apply.
- 2.2 These regulations shall also apply with such amendments as may be specified to Executive Trainees, to candidates called for interview, as also to any other person performing Company's work.

3. DEFINITIONS

In these regulations, unless the context otherwise requires:

- a. **"Company"** means, the Oil Natural Gas Corporation Limited incorporated under the Companies Act 1956.
- b. **"Day"** means, the calendar day beginning and ending at mid-night.
- c. **"Daily Allowance"** means, allowance granted for each day of absence from Headquarters on duty. It is intended to cover the ordinary daily charges incurred by an employee in consequence of his absence from Headquarters.
- d. **"Employee"** means, a person who is employed in the Company in a regular scale of pay and includes any such person, whose services are temporarily placed at the disposal of State Government or the Central Government or any Government Industrial Undertaking.
Employees belong either to:
- i. Officer category or Executives
- ii. Unionized category of staff or non-executives

- e. **"Family"** means, an employee's wife or husband (not more than one wife is included in family) as the case may be, legitimate children including step children and legally adopted children, if residing with and wholly dependent upon the employee. It shall also include parents, if residing with and wholly dependent upon the employee. Provided that for the purpose of transfer TA "family" will also include step mother, unmarried/widowed sister and minor brothers permanently residing with and wholly dependent upon the employee.

Provided further that a family member will be deemed to be wholly dependent upon the employee if his/her (dependent member's) income from all sources does not exceed Rs. 4500/- per month.(Issued vide office order no. ONGC/ER/CP/MED/010, dated, 26th September, 2007)

Provided further that scholarships/stipends received by the children of an employee will not be treated as income.

SCOPE OF FAMILY

The term children includes minor/major/married/unmarried/ son or daughter as the case may be subject to the following conditions:-

Married daughter can be included in family only in cases where she has been divorced, abandoned or separated from husband.

Widowed sister is included in family provided father is either not alive or he is himself dependent and normally resides with the employee.

Further, family will have the same meaning and scope as defined under LFA scheme.

- f. **"Headquarters"** means, the normal place of duty of an employee or such other place as prescribed by the Company or any other authority empowered by the Company in this behalf.
- g. **"Pay"** means, basic pay, deputation pay, personal pay, special pay and non-practicing allowance or any other emoluments specially classified as pay by the Company.
- h. **"Travelling Allowance"** means, an allowance which the employees of the Company would draw in connection with the expenses incurred on journeys undertaken on Company's work.
Travelling Allowance includes,
- a. Travel Expenses as prescribed under these rules and
 - b. Daily Allowance
- i. **"Transfer"** means, the movement of an employee from the

headquarters station at which he is employed to another such station to which his former headquarters has been changed or where he is ordered to take up a post.

- j. **"Tour"** means, an absence on duty of an employee from headquarters with proper sanction.
- k. **"Travel expenses"** means, the actual cost of transporting the employee with personal luggage and conveyance and includes charges for packing insurance, loading and unloading as also statutory levies imposed upon such luggage and conveyance during transit.

4. TRAVELLING EXPENSES ON TOUR

- 4.1. Eligibility for Travel Expenses
- 4.2. Entitlement to Travel Expenses
 - 4.2.1 Travel by Rail/Air
 - 4.2.2 Travel by Road
- 4.3 Actual cost of Hiring Conveyance
 - 4.3.1 For Employees other than in Quality Assurance (Inspection)
 - 4.3.2 For Employees in Quality Assurance (Inspection):

4.1 Eligibility for Travel Expenses

An employee will be eligible for travel expenses if journeys are undertaken for following purposes:

Official work away from headquarters.

Appearing in departmental examination/test and/or interview conducted by the Company for its employees.

Compulsory recall from earned leave, when the leave is curtailed by not less than one month.

Participation in sports/cultural event representing the Company upto limits prescribed in sports policy.

Participation in training programmes, seminars, workshops and conference as nominated participant/ faculty member.

Appearing in court as jury, assessor witness (only for Company's work) in departmental enquiry.

Appearing as prosecution witness on behalf of the state.

Appearing as accused/co-worker/assisting officer in Departmental/Vigilance enquiry.

Transfer.

Medical examination and/or treatment on the advice of the

Authorised Medical Officer.

Superannuation/ retirement, journey of family in the event of death of employee/ discharge/ termination on medical grounds.

Such senior officers (GM & above), if they have to remain away from their HQs on duty on the day of their superannuation will be allowed to return to their respective HQs on the following date. This dispensation is granted for the purpose of adjustment of their return journey as an official tour, and not for any other purposes.

Appearing for interview for recruitment by the Company.

Journey to join duty on first appointment in the Company for candidates for posts at E-4 and above level.

NOTE: In cases where other public sector undertakings need the employee as prosecution witness on their behalf such undertakings shall be requested to pay TA/DA as per entitlement under these rules.

4.2 ENTITLEMENT TO TRAVEL EXPENSES

When journey is undertaken in the interest of the Company's work, travelling expenses shall be regulated as under:-

4.2.1 AIR/RAIL TRAVEL:

AIR TRAVEL:

Executives (w.e.f. 01.01.2010)	
E-3 and above	E-3 and above eligible to travel by air irrespective of distance involved

However, Executive Committee in its 417th meeting held on 2nd and 3rd July, 2012 decided that w.e.f. 15.08.2012, E-2 level executives shall also be entitled to travel by air for all official tours, training etc. provided the distance involved is more than 500 kms. (**Issued vide Office Order no. 11(19)/09/CP, dated, 15th August, 2012**)

The issue regarding extension of air travel facility to all executives of E-1 and above level on official tour, training etc. was considered by Executive Committee in its 451st meeting held on 7th July, 2014 at New Delhi.

Executive Committee accorded approval to extend air travel facility to all executives of E-1 and above level for their official duty (On / Off, transfer, tour, training etc.) as well as for undertaking medical treatments, etc. irrespective of the distance of travel. The facility would also be extended to dependent family members in the case of travel on account of transfer of

executive. The facility will be applicable from 21.08.2014.
(Issued Vide Office Order (33/2014) No. 11 (19)/14-CP dated 21.08.2014)

Rail Travel

E-5 and above level executives (w.e.f. 01.01.2010)	Ist A.C.
E-0 to E-4 level executives (w.e.f. 01.01.2010)	First Class/A.C 2Tier
Non executives drawing Basic Pay of Rs. 12000 and above (w.e.f. 29.09.2010):	First Class/A.C 2Tier
Non executives drawing Basic Pay Below Rs. 12000(w.e.f. 29.09.2010):	3 AC Rail

Note:

Employees entitled to travel by first class rail can also travel in AC II Tier including Rajadhani Express.

a. In case of journey by Air/Rail, where a particular class or accommodation by which employee is entitled to travel is not available in a train, he should travel by the next lower accommodation. In case he travels by higher class than what he is entitled, his claim should be restricted to the Rail/ Airfare of the entitled class.

b. The Company may grant general permission to any employee or class of the employees to travel by Air as a matter of routine in connection with specified journeys/sectors.

c. An employee should travel by the shortest route i.e. the route by which the traveller can most speedily reach his destination. He may travel by any other duly approved route or if there are two or more short routes, then by the cheapest of such routes. When there are alternative routes without much difference in time and cost, mileage may be calculated on the route actually used, even though it is slightly more.

d. Telegram expenses/ including bed roll charges on journeys on duty will also be reimbursed to employee concerned.

e. All employees will be entitled to reimbursement of reservation charges for seat/ sleeper berth in addition to the fare of their entitled class in case of actual journey.

f. Where official journey is cancelled in the interest of Company's work, cancellation and reservation charges shall be reimbursed. In similar circumstances these charges in respect of members of the family will also be reimbursed.

g. Executive Directors may travel by air by executive class on official tour/LFA within and outside the country. However, other executives eligible to travel by Air shall be entitled to travel by Economy Class on official tours/LFA within and outside the country.

h. Keeping in view the large amount of saving on the check fare tickets and in order to reduce the expenditure of ONGC on account of air travel of its executives, it has been decided that :-

i) Henceforth all air tickets should be booked by check fare only. However, employees working on 14 days On/Off shift pattern in Offshore areas of Mumbai and KG Offshore may not be forced to travel by check fare tickets and instead they may be allowed to travel by air by economy/'Y' class for operating on On/Off shift pattern.

ii) If tickets are not to be booked by check fare, controlling officer will have to give the reasons and circumstances thereof and will countersign in the requisition form.

iii) The individual shall mention the date and timing of travel which is to be certified by the controlling officer.

iv) Ticket shall be booked by the most economical fare available as per the timing mentioned in the requisition form.

v) Due care must be taken while booking air tickets under the new concept so that booked tickets are utilized to the maximum extent to avoid cancellation charges. In case of cancellation, the cancellation charges, if any shall be reimbursed.

4.2.1.A. EXECUTIVES INSTRUCTION ON SHORTEST ROUTE:

All travels including air travel, must be carried out by the shortest possible route, as policy.

In case of air travel by an employee, by route other than the shortest possible route, case must be put up for approval of C&MD, with specific justification endorsed by the concerned Director. For other modes of travel, such approval may be granted by concerned Directors.

Up-gradation of entitled class of travel / hotel accommodation can be authorised only by C&MD on the basis of specific justification endorsed by the

concerned Director. (Issued vide office order no. 17(49)/03/EP, dated, 11.11.03)

These instructions shall be strictly adhered to without any deviation.

Air travel in Agartala - Kolkata sector has been recognised as shortest route for all grades of employees including for purposes of Leave Fare Assistance.

The road route between Dehra Dun and Saharanpur shall be treated as the shortest route both for Travelling Allowance and for Leave Fare Assistance. However, in case where the journey is performed by rail, the payment of Travelling Allowance/ Leave Fare Assistance would be regulated on the basis of actual rail fare.

The rail route between Mumbai and Delhi/ Dehradun via Baroda shall be treated as shortest route for employees travelling on tour/ transfer and Leave Fare Assistance.

The rail route between Assam and Western India including North Western India i.e. Rajasthan, Haryana, Punjab, J&K and Western U.P. via Delhi shall be treated as shortest route for employees travelling on tour/transfer and Leave Fare Assistance.

The rail route via Farrakka-Mughalsarai shall be treated as the shortest route for employees travelling on tour/transfer and Leave Fare Assistance from Assam to Delhi and vice-versa.

The rail route via Delhi/New Delhi from Assam to Dehra Dun and vice-versa will be treated as shortest route for purpose of transfer, as on transfer, employees have sufficient time at their disposal.

The rail route of "Sarvodaya Express via Baroda shall be treated as the shortest route for the employees travelling on tour/ transfer and on Leave Fare Assistance.

4.2.1.B. Executive Instructions regarding AIR TRAVEL IN SPECIAL CIRCUMSTANCES:

i. Air travel between North Eastern States & Kolkata:

Employees of the Company who are entitled to travel by First Class rail accommodation, may travel by air while performing journeys on tour between all the airports in Assam, Tripura, Nagaland and Kolkata.

ii. Air Travel in North Eastern States:

Employees of the Company who are entitled to travel by First class rail accommodation may travel by air in all the North

Eastern States (Assam, Nagaland, Meghalaya, Mizoram, Manipur, Arunachal and Tripura) while performing journeys on tour / transfer between any two stations in the North Eastern states, subject to the condition that direct flights are available between the two stations.

4.2.2 TRAVEL BY ROAD:

4.2.2.(a) Journey by road in departmental vehicle:

No Travelling Expense but only Daily Allowance is admissible as under these Regulations.

(b) Journey by road between places not connected by rail:

The rate of Road Travel Allowance in other than Company's transport shall be as under:

₹ 16,000/- & above	a) Actual fare by public bus or ₹ 3.00 paise per km. for journey by Motor Cycle/Scooter or ₹ 1.50 per km. by Moped or b) ₹ 6.00/- per km. for journey by own car limited to rail fare by entitled class + CPP charges in case distance exceeds 150 km. Actual payment @ ₹ 6.00/- per km. for journeys upto 150 km. and no CPP charges are payable.
Below ₹ 16,000	Actual fare by public bus or ₹ 3.00 per km. for journey by Motor Cycle/Scooter or ₹ 1.50 per km. for journey by Moped; Not eligible: for travel by full taxi/own car.

However as per OO NO. 17(49)/11/CP Dated 22/02/2012 the road mileage charges on tour are:

Category	Revised Rate(per running KM)
Full Taxi/Own Car	Rs. 10/-
Scooter/Motor Cycle	Rs. 5/-

EC in its **483rd** meeting held on 19th , 20th & 28th April, 2016 at New Delhi revised the road mileage charges on tour as under:

Category	Revised Rate (per running km)
Full Taxi/Own Car	Rs. 14 /-
Scooter/Motor Cycle	Rs. 7 /-

(**Note:** These road mileage charges shall be applicable in cases of tour commencing after 24.05.2016 and shall be valid for a period of three years).

(Issued vide OO (22/2016) NO. 17(49)/11/CP Dated 24.05.2016)

(c) Journey by road between places connected by rail:

i. In hired vehicle:

The reimbursement of charges shall be at actuals, limited to rail fare of the entitled class.

ii. In own conveyance:

The reimbursement of charges shall be at rate specified in Para 4.2.2. (b) limited to the rail fare of the entitled class, including charges payable for journey from Residence to Railway Station and vice- versa as the case may be.

Provided an authority of the level of E-7 & above, may in public interest for reasons to be recorded in writing, allow full rate.

Note:

- a.** Where two or more employees travel in a conveyance belonging to one of them, the owner may draw Travelling Allowance as if he travelled alone and the other employee may draw Daily Allowance as admissible, even if he meets some portion of the cost of propulsion of the conveyance.
- b.** For travel to a station, upto a distance of 150 km. or less one way, the officers would be entitled to road mileage @ ₹ 10.00 for actual distance travelled in their own cars from the point of commencement of journey to the point of destination by the shortest route without any restriction of RAIL FARE of entitled class
- c.** Employees retaining official accommodation at a place other than the place of posting beyond permissible period will not be entitled to draw Daily Allowance when on tour to that station. It is once again enjoined upon concerned that these

instructions may be followed strictly. In addition, such employees will not be provided any hold/transit accommodation while on tour to such a place.

Amendment: In cases where any employee goes on tour to a place where official accommodation is retained with permission of competent authority / HRA being drawn for that station for keeping family, payment of DA is to be restricted to **25%** of the admissible rate for that station. No hotel accommodation would be provided in such cases.

(Issued vide office order No. 17 (49)/11/CP dated 24.05.2016)

d. Travelling charges from residence/duty point to Railway Station/Bus stand/Airport etc. & vice-versa (CPP charges):

An employee while on tour, who undertakes journey from a Bus Stand / Taxi Stand / Railway Station / Air port to place of duty or residence / temporary residence from where tour commences or from a place of duty or residence/ temporary residence where tour terminates to Bus Stand or Taxi Stand or Railway Station / Airport, shall be paid actual fare paid by him for such journey, by the entitled mode of travel as given here under :

LEVEL & PAY OF EMPLOYEE ENTITLEMENT

a.	Employee in receipt of pay ₹ 16000- p.m. & above.	Taxi, Auto rickshaw or Public Transport.
b.	Employee in receipt of pay below ₹ 16000- p.m.	Auto rickshaw or Public Transport.

Note:

- i. No payment under this provision shall be made to a person who is provided free transport for this purpose.
- ii. At places where such charges have been fixed, the payment shall be made equivalent to actual charges or such fixed charges whichever is less.
- iii. Destination from / to which journey has been performed must be indicated.
- iv. Mode of journey i.e. Taxi, Auto rickshaw etc. should be

indicated.

- v. The standard rates for public transport during normal hours where vehicle is not shared with others are given at Annexure ONGC-CPP-III.

e. Local conveyance charges at place of tour:

Conveyance charges for journeys for official work (other than from place of embarkation/ disembarkation to temporary residence) at a place of halt may be reimbursed as under subject to the employee certifying that the Company's transport was not used and the actual expenses were not less than the amount claimed:

Category	Rate per day for A& B Class cities	Rate per day for Other places
(i) Executives	200/-	150/-
(ii) S-Level	130/-	100/-
(iii) Others	60/-	50/-

However, the revised local conveyance charges on tour as per OO NO. 17(49)/11/CP dated 22/02/2012 are as under:

Category	Revised Rate(Rs. Per day) for all cities
Executives up to E-6 level	400
<u>Non Executives:-</u> S Level(expected to avail shared taxi)	300
Other than S Level(Auto rikshaw or equivalent)	200

However, Executive Committee in its 417th meeting held on 2nd and 3rd July, 2012 decided to enhance the rate of Local Conveyance Charges for 'S' level employees from ₹ 300 to ₹ 400 per day w.e.f. 15.08.2012. (**Issued vide Office Order no. 17(49)/11/CP, dated, 15th August, 2012**)

EC in its 483rd meeting held on 19th, 20th & 28th April, 2016 at New Delhi revised the local conveyance charges on tour as under:

Category	Revised Rate (Rs. Per day) for all cities
Executives up to E-6 level	600

Non- executives- S level (expected to avail shared taxi)	600
Other than S level (Auto rickshaw or equivalent)	300

The above rates shall be applicable in cases of tour commencing after 24.05.2016 and shall be valid for a period of three years.

(Issued vide office order (22/2016) No. 17 (49)/11/CP dated 24.05.2016)

4.3. ACTUAL COST OF HIRING CONVEYANCE UNDER CERTAIN SPECIFIC CONDITIONS

4.3.1 For Employees other than in Quality Assurance (Inspection)

The Company, may by general or special order permit any employee or class of employees to draw the actual cost of hiring a conveyance on a journey for which no Travelling Allowance is admissible:-

a. For officers:

The taxi hire or other conveyance hire charges actually paid may be reimbursed to an officer who performs journey in the Company's interest within a radius of 8 Kilometres from his / her headquarters in a taxi or other conveyance when the Company's conveyance is not used and where Conveyance Maintenance

Reimbursement Expenditure (CMRE) is not being claimed, subject to the following conditions:

- a. The place visited on official duty is not less than one km. by the shortest route from the office of the officer concerned.
- b. If more than one officer is required to proceed to a particular place on official duty, they should share the taxi or other conveyance as far as possible.

b. For unionized category of employees:

Conveyance hire charges may be reimbursed to an employee who

- a. is detailed on duty to a place at some distance from his office, if the employee is not entitled to draw Travelling Allowance and is not availing Conveyance Maintenance Reimbursement Expenditure (CMRE) or
- b. is summoned to office outside in the ordinary hours of duty by

special order.

- c. However, the use of taxi by an employee is permissible only when the Controlling Officer is satisfied that it is necessary for such an employee to hire a taxi in the interest of Company's service.

Note:

- i. The total amount of taxi hired or other conveyance hired are reimbursed to an employee on the basis mentioned above in any one month shall not exceed the maximum of Rs.150/-
- ii. The hiring taxi or other conveyance hire charges should not be reimbursed in respect of a journey, if the employee concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey. However, where such an employee has been recalled from his residence to perform overtime work, Company may allow conveyance charges as per rules in force from time to time.

4.3.2 For Employees in Quality Assurance (Inspection)

The Quality Assurance personnel posted at different work centres shall be entitled to reimbursement of actual taxi charges beyond To and Fro journey of 16 kms (both way) in case the distance involved is more than 8 kms from work place for visiting the premises of various suppliers for conducting inspection of the material in the interest of the Company subject to ceiling fixed for travel by own car which is at present Rs. 10/- per k.m. This will be admissible only in case of local travel i.e. when the QAD personnel are not treated on tour. No other monetary benefits will be provided

The Sanctioning Authority, shall exercise due check on the expenditure incurred so that the facility is not misused.

5. TRAVELLING ALLOWANCE - SPECIAL CIRCUMSTANCES

5.1 Recall from leave:

- i. An employee who is compulsorily recalled from leave and his leave is thereby curtailed by not less than one month shall be entitled to draw TA as for journey on tour from the place at which the order of recall

reaches him to the Headquarters or station where he is asked to join.

- ii. In case where the leave is curtailed by less than one month, TA on tour, may be allowed at the discretion of the officer not below the level of HR-I (not below the rank of E7 level).

5.2 On first appointment

No Travelling Allowance shall be admissible for joining on first appointment except as mentioned below.

- i. Joining ONGC at E4 & above level: Shall be granted TTA as given to an employee of equivalent status while on Transfer excluding transfer grant from the place of last posting under the previous employer provided he has not drawn any allowance on this account from previous employer.
- ii. Joining ONGC at E1 to E3 level: Benefits as available to E4 & above level, as given above on the merits of each case with the approval of Director (HR) and Director(Finance).
- iii. Company's employee selected for appointment to direct post in the Company shall be entitled to Travelling Allowance as on transfer.

5.3 Interview by Departmental Promotion Committee and/or Examination for Employees:

The employee shall be eligible for travelling expenses as on tour.

5.4 Journey to appear as Accused/Assisting Officer in a Departmental/Vigilance Enquiry:

Employees shall be treated as on tour.

5.5 During suspension or to give evidence in disciplinary proceedings:

5.5.1 Suspension:

An employee of the Company under suspension, who is required to perform journey to attend the departmental enquiry (other than police enquiry) may

be allowed Travelling Allowance as for a journey on tour from his Headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. Travelling Allowance in such cases shall be regulated by the grade to which he belonged, prior to his suspension. No Travelling Allowance will, however, be admissible if the enquiry is held at an out-station, at his own request.

5.5.2 Disciplinary Proceedings:

For journeys undertaken to out-station to peruse official records for the preparation of the defence in connection with the disciplinary proceedings instituted against the employee, the employee shall be entitled to TA as for a journey on tour without any allowance for halts. In case the employee involved in the disciplinary proceedings is fully exonerated, the allowance for halt shall be payable to him. For this purpose supplementary TA bill can be preferred.

The defence assistant who has been permitted to assist the delinquent, in the disciplinary proceedings shall, however, be entitled to TA on tour and also the allowances for halt, as admissible for journeys on tour.

5.6 To give evidence in a Court of Law.

5.6.1 In case of attending court in which Company is a party or where Company's interest is involved or attending Departmental enquiry:

In a criminal case, a case before a court martial, a civil case to which Company is a party or a departmental enquiry held by a properly constituted authority provided that the facts as to which the employee is to give evidence have come to his knowledge in the discharge of his official duties, he may draw Travelling Allowance as for a journey on tour, attaching to his bill a certificate of attendance given by the court or other authority which summoned him.

When he draws such Travelling Allowance, he may not accept any payment of his expenses from the court or authority. Any fees, which may be deposited in the court towards travelling and subsistence

allowance of the witness by the other party, at whose instance he was summoned by the court or any amount actually received by him from the court for the aforesaid purpose shall be paid to the Company.

If the court in which he gives evidence is situated within eight kilometres of the Headquarters of the employee, no Travelling Allowance is admissible for the journey. However, he may, if not in receipt of Conveyance Maintenance Reimbursement Expenditure, accept such payment of actual travelling expenses as the court may make.

An employee of the Company summoned to give evidence while on leave is entitled to Travelling Allowance under these Regulations from and to the place at which he is summoned, as if he was on duty.

5.6.2 In case of attending court in which Company is not a party:

The admissibility of Travelling Allowance to an employee who is required to attend the court in response to summons received from the court in a case, to which the Company is not a party shall be regulated as under:

In case where the Company directs any employee to appear at the court, TA as for journey on tour may be allowed. However, the amount of expenses, if any payable/paid to the individual concerned by the court shall be deposited by him with the Company.

Where the summons are directly received by the employee, the travelling expenses etc. shall be paid by the court as admissible to him. In order to enable the court to assess the amount admissible to him, the employees shall carry to the court a certificate duly signed by the Controlling Officer of the employee showing the rate of Travelling Allowance and Daily Allowance admissible to him. If the employees himself is the Controlling Officer, the certificate will be signed by him as such.

Where an employee of the Company is summoned by the court to give evidence of facts which came to his knowledge in the discharge of his official duties during the course of his previous employment, the payment of expenses to the

employee concerned in such a case shall not be made by the Company.

5.7 Grant of Travelling Allowance and reimbursement of Legal Expenses (Advocate Fees) to an employee in connection with the case instituted against him in the Court of Law for their official acts.

5.7.1 Grant of Travelling Allowance to employees who undertake journey during suspension for appearing in a Court of Law, as an accused:

- i. Such employees will be allowed travelling allowance from their Hqrs. to the place of judicial proceedings by the shortest route **only on conclusion of the case and in the event the employee is honorably acquitted by the Court.**
- ii. Daily Allowance will be admissible for the period of halt, at the place of judicial proceedings subject to production of proof of halt, along with the TA claim. Daily Allowance will, however, not be paid for the journey period.
- iii. The travelling allowance and daily allowance in such cases will be regulated in accordance with the level/pay being held/drawn immediately before suspension.
- iv. No advance against expenses on account of travelling allowance and daily allowance will be admissible in connection with such journeys.
- v. The employee should submit his travelling allowance claim upon his acquittal by the Court of Law. The claim should be accompanied by a copy of the Court's Judgement acquitting the employee, summons received by the employee, proof of travel (Ticket/PNR No. in case of journey by rail/bus or air ticket in case of journey by air, as per entitlement).
- vi. No other facility will, however, be admissible to such

employees.

- vii. The competent authority to allow the travelling allowance claim will be as under :-
- a) Employees of Board level - C&MD
 - b) Employees of E-7/8/9 level - Director concerned
 - c) Employees up to E-6 level -Officer of concerned Estt. not below E-7
- viii. Pending claims/cases shall also be regulated by the above dispensation

5.7.2 Reimbursement of Legal Expenses (Advocate Fees) to an employee in connection with the case instituted against him in the Court of Law for his official acts:

If such proceedings/case concludes in favour of the employee, ONGC may, if it is satisfied from the facts and circumstances of the case that the employee was subjected to the strain of proceedings without proper justification, reimburse the whole or any reasonable proportion of the expenses incurred by the employee for his defence. However, reasonability of reimbursement of whole or any proportion of legal expenses shall be determined on the merit and nature of each case in consultation with concerned Legal Department only on final conclusion of the case. Further, in case of engagement of any senior Counsel, prior approval of the Competent Authority i.e. HR-I level executive, in consultation with concerned Legal Department should be obtained by the employee. This dispensation shall be applicable to both serving as well as retired employees of ONGC. Pending claims/cases shall also be regulated by the above dispensation.

5.8 Travelling Allowance to a person who is not an employee of the Company:

Travelling Allowance to a person who is not in the service of the Company and who is required to attend any meeting of the Corporation or of a Board, Conference/ Committee or Departmental Enquiry convened under proper authority, may be granted for the journey calculated under the TA rules as for a journey of a Company employee on tour and the grade of such a person may be determined, with due regard to his position in life.

Further, he can be granted the actual travelling, hotel and carriage expenses incurred by him instead of Travelling Allowance as provided above as a special case, if it is considered that the Travelling Allowance would be inadequate. Such cases shall be referred to the Director (HR) for decision in consultation with Director (Finance) or his designated officer.

5.9 Grant of travelling allowance to retired employees for attending departmental enquiry

Retired employee may attend departmental enquiry after giving advance intimation to the Incharge of Retired Employees Cell (not below E-4 level, in case there being no E-4 level, then to the controlling officer of Incharge of Retired Employees Cell) about the nature, date(s)/duration and venue of enquiry. Consequently, requirement of obtaining prior permission of the competent authority for attending departmental enquiry is done away with, so that ex-employee may attend all such departmental enquiries conveniently.

5.10 Journey to obtain medical attendance/treatment:

Travelling Allowance shall be admissible to:-

- i. An employee of the Company on recommendation of Authorized Medical Officer, when necessary facilities for medical treatment are not available at his/her place of posting.
- ii. Any member of his family entitled to medical facilities under Medical Attendance and Treatment Rules of the Company.
- iii. Attendant/ Escort required accompanying the patient, if certified by the Company's Authorised Medical Officer that it is unsafe for the patient to travel

unattended for the purpose of medical examination/ treatment or for fetching the patient during return journey thereof if necessary.

Note:

In case of children upto 5 (five) years, mother may be allowed to accompany the patient, if essentiality is certified by Authorised Medical Officer.

- iv. An employee as also any member of his/her family as well as an escort when authorised shall be entitled to TA as per entitlement.

Note:

In emergencies, where in the opinion of the Authorised Medical Officer travel otherwise than by Air would endanger the life of the patient or involve risk of serious aggravation of his/her illness, journey by air may be considered on merits of each case for each way separately.

- v. No Daily Allowance shall be admissible during journey or period of medical treatment.
- vi. When the journey is within city/municipal area and distance travelled is more than 8 km. each way, employee and member of his/her family will be entitled to reimbursement of conveyance charges only as given hereunder provided it is certified by the Authorised Medical Officer in writing that it was necessary for the employee or member of his/her family to travel by a conveyance.

The reimbursement in above situation shall be restricted to actual conveyance charges limited to Road Travel allowance at tour rates given in regulation 4.2.2(b)

- vii. Travelling charges from residence to Railway Station/Airport etc. & vice-versa for obtaining medical treatment:

Reimbursement of actual taxi/auto rickshaw charges in respect of journey undertaken to obtain medical attendance and treatment by the employee or his family members may be allowed in terms of regulation 4.2.2 (d) of these regulations.

viii. Reimbursement of ambulance charges:

Employees will be entitled to reimbursement of reasonable charges paid for ambulance belonging to Government, local bodies or any social service organisation etc. used for their conveyance or the conveyance of members of families on the written advice of the Authorised Medical Officer that the patient's travelling by any other means of conveyance would definitely endanger the life of the patient or grossly aggravate the condition of his/her health.

NOTE:

Wherever any special travel concessions are available in rail/air travel as granted in case of TB/Cancer patients, the same should be availed of invariably.

5.11 Journeys for Training programmes, Seminars & Conferences:

- i. Employees attending training programme, seminar, workshops and conferences as nominated participant/faculty member shall be treated as on tour.
- ii. Executives will also be entitled to entertainment allowance for the duration of external in-house training programmes (i.e. excluding in-house Company training programme) seminar/conferences (exceeding three days) at the rate of ₹ 100/- per week limited to a maximum of ₹ 500/- per programme.

5.12 Participation in sports events representing Company:

Employees participating in sports events representing the Company will be entitled to Travelling Allowance under these rules.

NOTE:

Any amount/gift received from an outside source during the sports event shall be deposited with the Company as required under the CDA rules.

5.13 Outside candidate appearing in Test and/or interviews.

- i. E2 & above level: Single first class to & fro rail fare (inclusive of sleeper charges/ reservation charges if paid) by shortest route or actual fare paid whichever is less.

- ii. Others: Single second class to & fro rail fare (inclusive of sleeper charges / reservation charges if paid) by shortest route for actual fare paid whichever is less.

6. DAILY ALLOWANCE

6.1. An employee shall be eligible for Daily Allowance during halts on official tour and also under such other circumstances as may be specified under these and other rules of the Company.

6.2 Entitlement of Daily Allowance shall be as provided in Annexure-II.

6.3 When on tour, Daily Allowance will be regulated as under:

- i. The Daily Allowance shall be paid for the stay. Total absence from Headquarters (including the journey time) on duty at an outstation and shall be calculated on the basis of each day and in case of broken period of a day, Daily Allowance shall be regulated as under:
 - a) absence not exceeding 6 hours Nil
 - b) absence exceeding 6 hours but not exceeding 12 hours 70% of Daily Allowance
 - c) absence exceeding 12 hours Full Daily Allowance.
- ii. In case the absence from headquarters falls on two days it shall be reckoned as two separate days and Daily Allowance shall be calculated for each broken period as specified above and Daily Allowance for days of departures from and arrival at headquarters shall be regulated accordingly.
- iii. Not more than one Daily Allowance shall be payable for one day.
- iv. For journey the entire absence will be reckoned with reference to actual departure / arrival time. For the journey by air, the entire absence from Hqrs. will be reckoned with reference to schedule reporting/arrival time from/at the airport. If the plane is late by more than 15 minutes, actual arrival/departure will be taken into account.
- v. For the purpose of calculating Daily Allowance for journey period/stay at ordinary place and 'A' & 'B' class cities, Daily

Allowance will be calculated separately. The period so arrived at shall be deducted from the total DA will be payable at ordinary rates.

- vi No Travelling Allowance will be admissible for journeys made during leave or while proceeding or returning from leave other than casual leave. The competent authority i.e. HR -I may relax this condition for reasons to be recorded in writing.
- vii The classification of the cities for purpose of DA shall be the same as notified by the Government of India from time to time unless otherwise modified by Company. Classification of Cities are given in Annexure-I
- viii DA during prolonged halts:

First 30 Days	Full DA
31 – 180 Days	Half DA
180 above	NIL

Provided that Company may grant, general or individual exemption from operation of the restriction on such conditions as it thinks fit.

Note:

- a. The authority to sanction tour shall also have powers to sanction full Daily Allowance beyond 30 days.
 - b. The period of leave (including casual leave) shall be included in computing the days of halt at one place.
 - c. A halt shall be treated as continuous unless it is terminated by return to headquarters or by an absence on duty from the halting place (which exceeds 8 km.) for period involving not less than 3 consecutive nights.
- ix. Forced halts:

One Daily Allowance will be allowed for forced halt at a place where such halt is made for reasons beyond the control of the officers/ officials on tour and to be recorded in writing by him and further subject to the Controlling Officer satisfying himself about the unavoidable circumstances of such forced halt. In such cases lodging charges will also be admissible as per entitlement.

- x. Stay in camp during holidays:
Daily Allowance may be drawn during a halt on tour on Sundays and Holidays occurring during the tour, provided the employee is actually and not merely constructively in camp, but shall not be drawn during leave of any kind and on availing Restricted Holiday.

Note:

- i. When the employee is on tour and is provided with free boarding and lodging by Government or any other public sector undertaking he will draw only $\frac{1}{4}$ th DA for that day. If he is provided with only free board he will draw $\frac{1}{2}$ DA for that day. If he is provided with only free lodging he will draw $\frac{3}{4}$ th DA for that day.
- ii. Daily Allowance will be reduced by $\frac{1}{4}$ th for each breakfast (including bed tea/coffee) lunch or dinner taken in the Hotel of stay.
- iii. Lodging includes bed tea/coffee in hotel tariff.
- iv. Lodging expenditure will be admissible, subject to the limit mentioned in the above table (Annexure-II) and subject to production of receipt from a hotel, charging at scheduled tariff.
- v. Accommodation in Metropolitan cities and where Company's office exists will normally be booked by Company in that city for the entitled officer. Where such Office does not exist and in ordinary place the Officer may make his own arrangement and claim the reimbursement on production of vouchers. Expenditure incurred by him on account of meals taken in Hotel of stay will also be reimbursed on production of money receipt, subject to required deduction of $\frac{1}{4}$ th DA for each meal taken.
- vi. Wherever the payment is made for stay in hotel by the officer concerned such claims should be accompanied by a certificate in the following terms and the vouchers in support of them in the hotel/establishment should be annexed to the TA claim. Certified that I stayed from to at(Name of hotel/establishment) which provides boarding/lodging at scheduled tariff" and incurred expenditure as claimed above".
- vii In the event of revision of pay scales the entitlements of

Daily Allowance/ hotel tariff will continue to be the same as on pre-revised scales (i.e. pay stages would be revised accordingly)

- viii. Paying Guest charges in lieu of boarding/lodging in hotel are payable to employees, below board level, when they make their own arrangement of stay while on tour, it shall be payable in addition to Daily Allowance and with reference to the period of halt at outstation. Paying Guest Charges are given in Annexure-II. Payment of Paying Guest Charges for different spells of stay at the touring station shall be regulated as under:

S. No	Duration of Stay	Paying Guest charges admissible
1	Where the stay is under own arrangement at touring place does not exceed six hours.	Nil
2	For stay under own arrangement at touring place exceeding six hours but not exceeding twelve hours.	50% of admissible Guest Charges.
3	For stay under own arrangement at touring place exceeding twelve hours.	Full Paying Guest Charges.

- ix. The Field Party personnel irrespective of the place of their tour will be entitled to draw Daily Allowance at the rate admissible for ordinary places as for own arrangements.
- x. Free board shall be deemed to include the provision of all the principal meals throughout the period of stay of the employee concerned at the outstation, at the public expense and casual hospitality, such as an occasional meal as an invited guest or free lunch on or tea during working hours shall not be treated as "free board" for the purpose of grant of Daily Allowance.
- xi Free boarding and lodging facility at company's cost

may be provided to such employees of Mumbai who are attending their duties on drilling rigs deployed in East coast and are stranded at base during transit on account of non availability of connecting flight due to which entire journey from family station at Mumbai to Vizag cannot be completed in one day.

7. TRAVELLING ALLOWANCE ON TRANSFER (TTA)

7.1 TRAVEL EXPENSES AND MILEAGE ALLOWANCE

i. TRANSFER ON OWN INTEREST

If an employee is transferred on own interest from one place to other, he is not entitled to get TA, TTA, Truck charges, joining time etc.

ii. TRANSFER ON COMPANY'S INTEREST

An employee on transfer in Company's interest shall be entitled to reimbursement of mileage allowance as follows:

a. Actual fare by rail or steamer or air or bus/taxi payable and actually paid for self and family limited to fare payable by entitled class/mode/route as on tour for the employee.

b. Reimbursement of actual expenses on taxi/auto rickshaw from residence to Railway station/ Airport etc./ at the old place of posting and from the Railway station/Airport etc. to residence at the new place of posting.

c. An employee travelling in his own conveyance will be paid as follows:

i) Places not connected by Rail/Air:
The employee may draw single mileage allowance at the rate applicable. In case two or more family member travel with employee, the entitlement shall be as under:

For two additional family member one additional road mileage

For more than two additional members two additional road mileage of family

ii) Places connected by rail:
Actuals or ₹ 10.00/- ₹ 5.00* per as the case may

be or fare of the entitled class in respect of self and family members travelling whichever is less.

*OO NO. 17(49)/11/CP Dated 22/02/2012

NOTE 1:

A member of an employee family, who follows him/her within 6 months from the date of his/her transfer or precedes him/her by not more than one month, may be treated as accompanying him/her. The same limit will apply for transfer of personal effects. Children of an employee who are studying in educational institutions and who are not actually residing with him/her at the time of his/her transfer to a new station but later come to spend vacation with him/her at the new station may be treated as members of his/her family for the purpose of Transfer Travelling Allowance and allowed the usual Travelling Allowance provided other conditions for grant of Travelling Allowance are fulfilled. The above limits may be extended by the competent authority in individual cases with special circumstances.

NOTE 2:

If the family of an employee travels to a station other than the new station from a station other than the old station, the employee shall be entitled to draw actual fares limited to the fare from the old station to the new station of transfer.

7.2 Transportation of Personal effects

On transfer, an employee will be entitled for transportation of his/her personal effects by goods train, steamer or other craft, on production of money receipt subject to the maximum weight shown below:

PAY RANGE	BY RAIL (GOODS TRAIN)
₹ 20000 and above	6000 kgs.(full four wheeler wagon by goods train/full truck)
₹ 16000-19999	3000 kgs.
Below ₹ 16000	1500 kgs.

Note:

- a. If personal effects are carried by rail other than goods train:

The employee may draw actual cost, but not exceeding the amount which would have been admissible had the employee taken the maximum admissible quantity of personal effects by goods train.

- b. If personal effects are carried by truck:

An employee drawing basic pay of ₹ 20000 and above and above per month on transfer from one place to another may draw actual limited to full truck admissible on transportation of maximum entitled weight by goods train and additional amount of not more than 25% thereof.

- c. If personal effects are carried by road between places connected by road only; the following charges are payable:

PAY RANGE	PLACES CONNECTED BY ROAD ONLY/ LOCAL CHARGES (Rate per Km.)	
	A/B CLASS CITIES	OTHER CITIES
₹ 20000 and above	₹ 15/-	₹ 9/-
₹ 16000-19999	₹ 7.50/-	₹ 4.50/-
Below ₹ 16000	₹ 3.80/-	₹ 2.30/-

NOTE:

The allowance at higher rates will be admissible only for carriage of personal effects from one place to another within the limits of A/B class places.

- d. If personal effects are carried by Air Subject to maximum number of kilograms permitted an employee may draw actual expenses limited to the freight charges for actual quantity of goods so transported by passenger train, (upto the limit of the amount that would have been admissible had he taken the permissible maximum number of kgs by goods train) Road or steamer as the case may be under the normal rules.
- e. Subject to the prescribed limits of weight an employee may draw the actual cost of transportation of personal effects to his new station from a place other than his old station, (purchased en-route or left on the occasion of previous transfer) or from his old station provided that the total amount drawn including the cost of transportation of these personal effects shall not exceed that admissible under note (b) of sub. Regulation 7.2 above.
- f. An employee in receipt of pay of ₹ 20000 and above per month engaging a full four wheeler wagon in goods train shall be reimbursed the actual cost charged by the

railways, irrespective of weight carried.

7.3 Transportation of Personal Conveyance

When the employee is entitled to transport his motor car or other conveyance, as the case may be, on transfer, reimbursement of charges shall be regulated as under:

- a. Employees may transport their conveyance by passenger train or goods train at their option. When transported by goods train, the cost of packing and transporting the packed vehicle to and from the goods shed may also be drawn provided that the total amount of transportation so drawn shall not exceed the freight charges for transporting the vehicle by passenger train.
- b. In case the employee transports his conveyance under its own propulsion between places connected by rail, he shall not be entitled to separate fare for himself and may draw an allowance of ₹ 10.00/- /₹ 5.00 per km. as the case may be for conveyance. The family members, if they travel otherwise than in the conveyance being transported under own propulsion shall be entitled to reimbursement of appropriate travel expenses under these rules. In case the two places are not connected by rail and an employee travels with family members in own car he shall only be entitled to the rates as given in Para 7.1 (c)(i) above.

EXCEPTION:

For transportation of conveyance separate truck will be admissible to employees drawing pay of Rs. 8000 and above p.m (revised to ₹ 20000 and above p.m.) and reimbursement shall be at rates fixed by Region/Corporate Admn. in consultation with attached finance or at actuals whichever is less. This is applicable to transfer orders issued after 1.1.2008. However, employees who have already settled their bills shall be entitled to claim additional transfer grant only through supplementary claim.

7.4 OTHER CHARGES

7.4.1 PACKING CHARGES

On transfer, packing charges will be admissible as per limits decided by the Company from time to time. Present limit is ₹ 7500 for executives upto E5 level and ₹ 10,000 for executives of E6 level and above. Revised to ₹ 11000 for A/W level, ₹ 16000 for S level & E-0 to E-3, ₹ 21000

for E-4/E-5/E-6 level & ₹ 25000 for E-7 and above, w.e.f. 29th December, 2011. (Issued vide Office Order no. 17(49)/11/CP, dated, 29th December, 2011)

7.4.2 LOADING-UNLOADING CHARGES

Employees on transfer who are authorised for carrying their personal effects to new station may be paid on certification basis loading and unloading charges upto a maximum of ₹ 1250 at each end. W.e.f. 29th December, 2011, Loading and unloading charges are inclusive of Packing charges. (Issued vide Office Order no. 17(49)/11/CP, dated, 29th December, 2011)

7.4.3 INSURANCE CHARGES

Employees on transfer who are authorised to carry their luggage by rail or road or air may be reimbursed upto a maximum of ₹ 2750/- or the actual insurance premium whichever is less, towards risk of personal goods with maximum value of ₹ 2.5 Lacs during transit.

However, the revised rates are A/W Level: 5000/-; S Level & E0 to E3: 7000/-; E4/E5/E6: 8500/-; E7 & above: 10000/- **(Office Order No. 17(49)/11/CP dated 29/12/2011)**

Reference is invited to O.O.(83/2011) No.17(49)/11/CP dated 29.12.2011, according to which employees on transfer are entitled to reimbursement of insurance charges for luggage in transit excluding car, subject to maximum ceilings prescribed therein or actual amount spent, whichever be less.

2. Instances have come to notice wherein employees on transfer have insured their luggage through the transporter itself rather than from an authorized insurance company.

3. It is hereby clarified that insurance cover for luggage in transit on transfer should invariably be taken from an authorized insurance company approved by the concerned government authority.

(Issued vide Office Order (08/2014) No. 17(49)/14/CP dated 10.03.2014)

7.5 TRANSFER GRANT

An employee on transfer in the Company's interest will be entitled to transfer grant to cover the cost of setting up his/her establishment equal to the amount of two months Pay plus Dearness Allowance. Employees, who moved on transfer on or after 1.1.2008 irrespective of date of issue of transfer orders, shall be eligible for payment of enhanced transfer grant (two months Pay+DA).

Executives who moved on transfer on or after 1.1.2007 shall be paid transfer grant based on revised basic pay.

7.6 TRANSPORTATION OF PERSONAL EFFECTS/CONVEYANCE FOR EMPLOYEES MOVING AS BACHELOR TO/FROM ER/ TRIPURA ASSET AND OTHER WORK CENTRES

7.6.1 Personal Effects:

Reimbursement of charges for transportation of personal effects and conveyance to employees who move on transfer as forced bachelor/bachelor and avail/had been availing bachelor accommodation facility in ER/Tripura Asset is regulated as below:

- i. Such employees will be allowed reimbursement of actual cost of transporting the personal effects restricted to the charges of transportation by the passenger train from old station to new place of posting subject to a maximum weight of:-

i.	Employees in receipt of pay of ₹.20000 and above	400 Kgs.
ii.	Employees in receipt of pay from ₹ 16000-19999	200 Kgs.
iii.	Employees in receipt of pay below ₹ 16000	100 kgs.

- ii. The personal effects can be transported by any mode of transportation but the reimbursement of expenses shall be limited to the charges for transporting the above specified weight by passenger train, subject to production of supporting vouchers/receipts.
- iii. Reimbursement towards packing charges, loading & unloading charges and insurance charges for

transporting the personal effects within limits specified above shall be limited to the 25% of the maximum entitlement, subject to production of supporting vouchers/receipts, wherever required under the existing instructions.

7.6.2 Transportation of vehicle

- 2.1 Forced bachelor/bachelor executive will be entitled to hire one truck for transportation of car on transfer to and from ER/Tripura Asset provided the vehicle was being maintained and CMRE being drawn for the same at the old station of posting.
 - 2.1.1 Charges for reimbursement of personal effects given in Para 7.6. (ii) above shall not be separately admissible to such executive who claim reimbursement of full truck charges for transportation of car as mentioned above. However, he will be reimbursed packing charges, loading and unloading charges and insurance charges to the extent of 40% of maximum entitlement, subject to production of supporting vouchers/receipts, wherever required under the existing instructions.
- 2.2 Transportation charges by the passenger train/goods train shall be reimbursed for transportation of Motor cycle/scooter/cycle to an employee entitled for the same on transfer to and from ER/Tripura Asset provided the vehicle was being maintained and CMRE being drawn for the same at the old place of posting.
- 2.3 The facility of 90% CMRE shall not be admissible in case an employee claims reimbursement of expenses for transportation of vehicle to ER/Tripura Asset.
3. All transferees to ER/Tripura Asset opting to stay there without their families shall not be entitled to Special Dislocation Allowance.
- 4 Employees moving on transfer as forced bachelor/bachelor and avail/had been availing bachelor accommodation facility at any work centre other than those in ER/Tripura Asset shall also be eligible for reimbursement of expenses for transportation of personal effects as per Para 7.6.(ii) above. In addition, charges for transportation of Motor Car by EVK Wagon, Motor Cycle/Scooter/Cycle by passenger/goods train shall also be reimbursed to the employees as per their entitlement provided they were actually maintaining the vehicle and drawing CMRE for the

same at the old place of posting.

5. The above dispensation shall not be applicable in case the employee does not/did not avail bachelor accommodation and related facilities at the new/old place of posting.
6. Expenses namely re-registration charges, NOC charges, one time road tax and entry tax incurred in respect of personal conveyance may be reimbursed to the employees moving on transfer in company interest subject to the following:

The expenditure on re-registration, one time road tax, entry tax and NOC will be reimbursed as per actual, only in respect of one vehicle against which CMRE is being claimed on production of receipt of concerned state transport authority.

If one time road tax is paid at the new place of posting, the same will be reimbursed provided the individual had paid the one time road tax during any of his previous posting (not necessarily immediate previous posting).

The concerned employee will have to submit an undertaking to this effect that he has not availed the refund of road tax for the remaining period from the state transport authority at previous place of posting. If he gets any refund on this account in future, the same will be deposited to ONGC.

The above mentioned reimbursement shall be admissible from Annual Transfer-2006.

7. MISCELLANEOUS:

a. If both husband and wife are employees of the Company, working at the same station/Headquarters and are transferred within 6 months from same old station to one and the same new station, only one of them will be entitled to transfer benefit. The official claiming TTA will have to furnish the following certificate along with TA bill.

"Certified that my wife/ husband who is employed under Company/State/Central Government deptt./ Undertaking and who has been transferred from to

..... within six months of my transfer has not claimed TTA and will not claim any TTA from his or her organisation in consequences of his/her transfer”.

However, in case both (husband and wife) are maintaining separate personal cars at old station with due permission and both require cars at new station, they may be reimbursed transportation charges of personal cars as per existing terms and conditions. Such charges, may, however be included in the TTA claims by the head of the family.

For the purpose of these orders, transfer within six months will be either preceding or succeeding the transfer of the employee concerned.

7.7 TTA for family members and shifting of household goods in respect of employees working on 14/28 days On/Off duty pattern consequent upon their posting to base office

Employees working on 14/28 days On/Off duty pattern consequent upon their posting to base office, in the interest of the Corporation, may be allowed TTA for family members and shifting of household goods, subject to the following conditions:

- a. Employees did not shift family and claim TTA at the time of transfer/fresh joining.
- b. Claim to be submitted within 6 months of posting to base office.
- c. Claim for self may be submitted after joining new place of posting. Claim for family and household goods to be submitted later on. No advance to be drawn for family/household goods at the time of transfer.

However, TTA for family members and shifting of house hold goods in respect of employees working in base office, consequent upon their posting on 14/28 days On/Off duty pattern will not be allowed.

7.8 SPECIAL DISLOCATION ALLOWANCE

An allowance equivalent to one month’s Basic Pay shall be payable for the dislocation caused to the employees, only in cases of transfer to North Eastern States. Provided the employee stays in North Eastern States continuously for at least 3 years and employee joins with family.

7.9 REIMBURSEMENT OF HOTEL EXPENSES FOR FIRST 15 DAYS:

7.9.1 When an employee joins a new place of posting alone i.e. without being accompanied by his family, is entitled to:

- a. Guest house accommodation for 15 days; or
- b. If Guest house accommodation is not available, stay in hotel (lodging & boarding) for 15 days; or
- c. On own arrangement, 15 days single DA is allowed in lieu of hotel accommodation.

7.9.2 If the employee is accompanied by his family, he is entitled to

- a) Facility of food in the hotel of stay or in lieu of food; employee may be paid one DA for each member of family upto 15 days. Employee shall have to choose only one option for the whole family unit for the entire period of stay and not both in parts. For stay in the hotel, an employee shall be entitled for maximum two rooms for the entire family. However, ceiling on food bills for each member of the family shall be restricted to equivalent amount of two DA for each day of stay which will be reckoned for the entire period of the permitted stay in hotel. This is applicable to transfer orders issued after 1.1.2008.
- b) Further, employees who stay in Guest House or make their own arrangement of stay in new place of transfer may be paid one DA for each member of family for 15 days. This is applicable to transfer orders issued after 1.1.2008. However, employees who have already settled their bills shall be entitled to claim additional transfer grant only through supplementary claim. Also, transferee is entitled to draw reimbursement of Hotel accommodation for a maximum period not exceeding 15 days can be reckoned and calculated both at the old station of posting, immediately prior to his transfer and would include the stay at new place of posting, but the limit would remain to be 15 days. (O.M. No. 9(53)/83-Estt. Dated 9.6.87).

NOTE:

Employees on transfer shall within 15 days of receipt of their transfer order apply formally for residential accommodation at the new place of posting through their Controlling Officers, who shall arrange to send necessary information to the

respective Estate Authorities at the new place of posting to enable them take advance action in the matter of allotment of residential accommodation as also hotel accommodation with a view to minimise expenditure on this account.

7.10 DAILY ALLOWANCE ON TRANSFER

An employee on transfer shall be entitled to DA as per rules and at the rates admissible for ordinary places for himself and for each member of his family, for the joining period from residence (at old station) to residence (at new station). In case employee performs journey in own conveyance DA shall be paid for the maximum duration as in case of by Rail travel performed by shortest route.

NOTE: For children below 12 years, DA at half the rates for adults will be allowed.

7.11 JOINING TIME:

An employee transferred in Company's interest (excluding temporary transfer for a period of 180 days or less) shall be granted 8 days joining time inclusive of intervening Sundays/Holidays plus journey period as under:-

RAIL TRAVEL:

One day for each 500 km. or part thereof.

AIR TRAVEL:

Actual time taken for performance of journey. A part of day shall be treated as one day.

MOTOR VEHICLE:

One day for each 150 km or part thereof.

OCEAN STEAMER:

One day for each 350 km. or fractional portion thereof.

- a. The joining time shall commence from the date of relinquishing of charge of the old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.
- b. Joining time can be combined with leave, other than casual leave, if circumstances so warrant, but spell of leave should always precede the joining time.
- c. Where the transfer is within same station and involves change of residence, joining time of not more than one day shall be allowed.
- d. Where due to exigencies of Corporation's work an employee could not be granted joining time in full or where the employee does not avail the admissible joining time, he may avail the remaining period of joining time in one spell within six months from the date of joining the new place of posting with prior approval of controlling officer. Intervening Saturdays, Sundays and closed holidays will not be ignored. Such employees shall submit only one TTA claim for self and family members at the new place of posting
- e. Joining time is to be calculated by the shortest route.

8. Benefits/Concessions in case of Superannuation/Death and Premature/Voluntary/Compulsory Retirement

8.1 IN CASE OF SUPERANNUATION/PREATURE RETIREMENT

The employee will be eligible to all the benefits as admissible on transfer from the last station of his duty to home town or any place where he wants to finally settle down.

8.1.1 IN CASE OF VOLUNTARY RETIREMENT

a. In case of an employee retiring under the Company's Voluntary Retirement Scheme, if he/she has completed at least 20 years service and attained the age of 50 years, he/she will be entitled to transfer TA for performing journey with members of family and transportation of house hold goods on the same rates and basis as admissible on superannuation.

b. In case the employee retiring under the Voluntary Retirement Scheme does not fulfil the criteria of 20 years service and 50 years age, he/she will only be reimbursed the cost of travel by the entitled class to the place where he/she settles down.

8.2 IN CASE OF DEATH WHILE IN SERVICE

8.2.1 In case an employee dies while in service of the Company, the members of his family shall be paid Travelling Allowance as on transfer based on entitlement of the deceased employee to

proceed to their "Home-Town" or the place where they want to settle. The amount payable as above will be paid to the widow/widower or any other member of his family who is a major and of sound mind and decision of the Company as regard to whom payment shall be made will be final.

- 8.2.2 If the death of the employee, who is living alone, occurs at the place of posting and the burial/cremation is to be done at that place itself, all expenses on the burial/cremation will be borne by the Company and this amount shall not be deducted from his CSSS benefit. In such cases, two close relatives/ family members of the deceased employee shall be allowed to visit that place, be paid rail fare of the class to which the employee was entitled. They shall also be provided transit/hotel accommodation, free lodging and boarding for their stay at that place.
- 8.2.3 In case the body is to be transported to the home-town/ place of residence of the family, the transportation charges for carrying the dead body shall be borne by the Company.
- 8.2.4 In case of death while in service, no adjustment bill for the amount paid (under Para 8.2.2 above) shall be insisted and amount shall be charged to the final head of accounts after obtaining an undertaking from the payee that the journey will be performed to the declared destination in the class of accommodation for which the fare is claimed.

8.3 IN CASE OF COMPULSORY RETIREMENT/DISMISSAL/ REMOVAL FROM SERVICE:

An employee who has been compulsorily retired/dismissed/removed from service as a measure of punishment shall not be entitled to any Travelling Allowance on ceasing to be in service of the Company.

8.4 GENERAL GUIDELINE FOR RETIRED EMPLOYEES

- 8.4.1 The Transfer Travelling Allowance on retirement (including death in service) will be admissible by the shortest route.

The concession shall be availed of by an eligible employee within one year of the date of retirement.

In case of an employee who intends to reside permanently outside India, the concession will be admissible upto the railway station nearest to the port of embarkation and restricted to entitlement by rail/road for himself and members of his family and upto the port of dispatch for his personnel effects.

The claim of officers who were self-controlling will require to be countersigned by next higher authority.

Before reimbursing Travelling Allowance under these orders, the countersigning authority should satisfy as far as possible that claimant and members of his family actually performed the journey to the place by the class for which claim was preferred.

Advance against Transfer TA may be sanctioned in case of retired employees (including Premature & Voluntary retirement) on production of a surety from an employee who has put in 5 years service in the Company and is of equal or higher status than that of the ex-employee to whom advance is to be paid.

The ex-employee shall render an account of advance within one month of completing journey in all cases, except in cases of death while in service. If the account is not rendered within 3 months of completing journey, it shall be recovered from the surety.

An advance drawn should be utilised within a month from the date of drawl else penal interest shall be payable as determined by the Company from time to time.

9. SCHEME FOR LUMP-SUM TTA ON SUPERANNUATION/RETIREMENT

- 9.1 Employees eligible for TTA on retirement under the TA Rules shall have the option to avail either the existing facility or the lump sum TTA.
- 9.2 The salient features of the scheme are as under:
- i. The superannuating/retiring employee shall be eligible to draw 70% of the amount admissible from time to time on following accounts.
 - a. Journey fare in the respect of the employees and his dependent family members by the entitled class of travel from the last place of posting to the Home Town or the place of final settlement including CPP charges at both ends.

However, as per OO No. 17(49)/12-LS-TTA/CP dated 26/06/2012, 70% of full economy class air fare towards journey fare under Lump Sum TTA Scheme for employees entitled to travel by air by economy class, is to be paid based on the full economy class air fare charged by Air India on the date of superannuation/retirement. In sectors where flights of Air India are not available, least of the economy class air fare charged by

private airlines on the date of superannuation/retirement is to be taken into consideration.

- b. Charges for transportation of luggage including conveyance as per entitlement of the employee.
- c. Daily Allowance for journey period.
- d. Loading and unloading charges.
- e. Packing Charges
- f. Insurance Charges.

In addition, Transfer grant shall be admissible in full.

- ii. Option to either avail the Travelling Allowance Facility on Retirement as admissible under the existing TA Regulations or the lump sum TTA, once exercised shall be irrevocable.
- iii. The above facility shall be subject to the condition that the post retirement medical facility to the employee and the spouse shall be admissible only at the place for which this facility of 70% TTA is availed for atleast a period of three years from the date of superannuation/retirement.

However, the aforesaid provisions have been reviewed by Executive Committee in its 471st meeting held on 22nd & 28th July, 2015 at New Delhi, wherein following was approved :-

“Eligible employees and their dependents on superannuation / voluntary retirement and eligible dependents of deceased employees will be permitted to avail medical facility at the place of their choice, without any linkage to the place for which TTA / lump-sum TTA has been availed, after completion of one year period of settlement of TTA / availing of lump sum TTA.”

The above dispensation shall be applicable from the date of issue of this office order.

(Issued vide office order (49/2015) No. ONGC/ER/CP/MED/009 dated 02.09.2015)

- iv. The employee availing the lump sum TTA shall give an undertaking for utilisation of the amount for the purpose for which it is drawn. No other receipts/vouchers etc. will need to be submitted. Tax liability, if any, arising out of availment of the lump sum TTA facility on retirement shall have to be borne by the employee concerned. Undertaking is reproduced below:

UNDERTAKING

I hereby opt for availing the lump-sum TTA facility and undertake that I shall utilise the amount of TTA on retirement for the purpose for which it has been drawn and any tax liability arising out of availment of lumpsum TTA facility shall be borne by me.

Signature :

Name :

Id No. :

10. GRANT OF ADVANCE ON TOUR/TRANSFER

- 10.1** The advance may be sanctioned by the Controlling Officer. The advance shall not exceed the actual fare of the entitled class, plus 80% of Daily Allowance and other charges admissible on tour/transfer under these rules.
- 10.2** No advance for hotel charges will be admissible except in cases where there is no official arrangement for stay.
- 10.3** A second advance shall not ordinarily be sanctioned until an account has been given against the first advance.
- 10.4** In all cases, where advance has been drawn the TA bill should be submitted within 15 days of completion of journey and excess amount refunded.

11. GENERAL

- 11.1** The TA claim once submitted cannot be supplemented.
- 11.2** The right of an employee to Travelling Allowance, including Daily Allowance, will be forfeited or deemed to have been relinquished if the claim is not preferred within one year from the date it becomes due:
- 11.3** The Company may however entertain a claim after the expiry of the said period of twelve months, if it is satisfied that the claimant was prevented by sufficient cause from preferring the claim in time.

12. INTERPRETATION

In case of any doubt regarding interpretation of any of the provisions of these rules, the matter shall be referred to Chief Employee Relations, who shall decide the same in consultation with Corporate Finance.

13. POWER TO RELAX

Power to relax any of the provisions under these Regulations shall vest in the Chairman and Managing Director, who shall exercise such powers in consultation with Director (HR) and Director (Finance) of the Company.

14. POWER TO AMEND

The Company may amend, modify or add to these rules, from time to time and all such amendments, modifications or additions shall take effect from the date stated therein.



(S K Tomar)
DGM (HR)-CP

ANNEXURE –I

ONGC: TA-CC-I

CLASSIFICATION OF CITIES FOR DA PURPOSE

The following classification of places is for the regulation of payment of Daily Allowance on tour to the employees of ONGC. 'B'

class cities will cover both 'B-1' and 'B-2" class cities for the purpose of drawal of Daily Allowance.

A'-1		'Brihan Mumbai, Chennai, Kolkata, New Delhi (including Faridabad, Ghaziabad, Noida & Gurgaon), Bangalore, Hyderabad
CLASS	CITIES	
'A'		Ahmedabad, Jaipur, Surat, Kanpur, Lucknow, Pune,
CLASS	CITIES	Nagpur,
'B-1'		Vijayawada, Vishakhapatnam, Patna, Vadodara, Rajkot,
CLASS	CITIES	Faridabad, Jamshedpur, Dhanbad, Kochi, Jabalpur, Bhopal, Indore, Nashik, Amritsar, Ludhiana, Coimbatore, Madurai, Meerut, Agra, Allahabad, Varanasi, Asansol
'B-2'		Warangal, Guntur, Moradabad, Ghaziabad, Aligarh,
CLASS	CITIES	Gorakhpur, Bareilly, Ranchi, Guwahati, Durg-Bhillai, Nagar, Raipur, Srinagar, Jammu, Belgaum, Mangalore, Mysore, Gwalior, Aurangabad, Amrawati, Bhiwandi, Solapur, Kolhapur, Cuttack, Bhubaneshwar, Pondicherry, Hubli-Dharwad, Chandigarh, Jalandhar, Bikaner, Kota, Jodhpur, Kozhikode, Thiruvananthapuram, Salem, Tiruppur, Tiruchirapalli, Dehradun,

*Cities which are not figured above are to be treated as 'C' class city.

ANNEXURE –II
ONGC: DA-II

DAILY ALLOWANCE ON TOUR OFFICE ORDER (22/2016) Dated
24/05/2016

Level/ Category	Daily Allowance (In ₹)			Paying Guest Charges (In ₹)			DA for Field Party (In ₹)
	A1 Cities	A&B Cities	Other	A1 Cities	A&B Cities	Other	
Board level Executives	2500	2200	1450	Not Admissible			-
E-9/E8	2200	1900	1350	3650	3200	2200	-
E-7/E-6	2000	1750	1200	3450	3000	2000	1750
E-5/E-4	1750	1450	1050	2900	2650	1700	1450
E-3/E-2/E-1	1450	1350	950	2500	2200	1400	1350
E-0	1200	1050	700	2000	1750	1100	1050
Non Executives: Employees drawing basic pay of ₹ 17000 & above(OO No. 17(49)/11/CP Dated 26/06/2012	1200	1050	700	2000	1750	1100	1050
Employees drawing basic pay below ₹ 17000(OO No. 17(49)/11/CP Dated 26/06/2012	1050	900	600	1600	1400	900	900

Note:

-Classification of cities for payment of DA/Paying Guest Charges would be regulated as per Office Order (64/2007) dated 21.8.2007 and Office Order (15/2011) dated 3rd March, 2011 respectively.
-The above revised rates shall be applicable in cases of **tour commencing after 24.05.2016** and shall be valid for a period of three years.
-Payment of paying guest charges shall be restricted to fifteen (15) days in a single tour.
-Further, in cases where any employee goes on tour to a place where official accommodation is retained with permission of competent authority / HRA being drawn for that station for keeping family, payment of DA is to be restricted to 25% of the admissible rate for that station. No hotel accommodation would be provided in such cases.

(Issued vide office order (22/2016) No. 17 (49) / 11/CP dated 24.05.2016)

Existing provisions regarding appropriate deductions from the DA payable towards meals taken in the hotel and appropriate deductions towards guest house charges and meals taken thereof shall remain unchanged.

Daily Allowance will be reduced by 1/4th for each breakfast, lunch or dinner taken in the Hotel of stay.

Further, the rates of hotel charges at places where ONGC empanelled hotels do not exist are as under:

Level	Revised ceiling for hotel room tariff (Rs./day) (excluding taxes) at places where ONGC empanelled hotels do not exist		
	A1	A & B class cities	Other locations
Director	Own choice (as per actual)	Own choice (as per actual)	Own choice (as per actual)
E-9/E-8	11600	10150	8700
E-7/E-6	10150	8700	7250
E-5/E-4	6550	5800	4650
E-3/E-2 /E-1	4650	3950	3350
E-0	2900	2500	2050
Non-Executives			
Basic Pay of Rs. 17,000/- and above	2900	2500	2050
Basic Pay below Rs. 17,000/-	1900	1600	1450

(Taxes will be reimbursed subject to actual)

The above revised rates shall be applicable in cases of tour commencing after the issue of this office order and shall be valid for a period of three years.

(Issued vide office order (22/2016) No. 17 (49)/11/CP dated 24.05.2016)

**Annexure-II
ONGC: TA:IV**

OIL AND NATURAL GAS CORPORATION LIMITED

Form No:ADV-TAA

TA ADVANCE
(TOUR/TRAINING/MEDICAL
TRAVEL)

Id.No. _____
Section _____

Name: _____ Designation _____
_____ Basic Pay: Rs. _____
_____ PP. Rs. _____ DA
Rs. _____ purpose of journey.

1. JOURNEY DETAILS:

DEPARTURE		ARRIVAL		MODE	Tickets to be Arranged by office (Yes/No)
Place	Date	Place	Date		

2. ADVANCE (IF REQUIRED)

2.1 Fare

2.2 D.A.

Place from	Place to	Amount (Rs.)	City	Days	Rate	Amount (Rs.)
			A&B			
			class			
			Others			
			80% of			
			Total =			
2.3 HOTEL STAY (Applicable for places where ONGC arrangements does not exist)						
			City	Days	Rate	Amount(Rs)
			A&B			
			class			
			Others			
TOTAL FARE Rs.			TOTAL HOTEL Rs..			

3. TOTAL TA ADVANCE (2.1+2.2+2.3) = Rs. _____

- I undertake to submit the bill within the stipulated period as per rules.
 - I confirm that all my earlier advances have been settled.
 - I have completed three years service, hence no surety bond is enclosed.
- Encl: Tour programme/Training Order/Medical Travel Permission

Date: _____ (Signature of Employee)

Advance sanctioned for Rs. _____ (Rupees only)

Date: (Signature & Stamp of Controlling Officer)

(FOR USE BY FINANCE & ACCOUNTS)

Passed for payment of Rs. _____ (Rupees
_____ only) towards TA Advance.

Date: (Signature & Stamp of Finance & Accounts Officer)

Annexure-II
ONGC: TA: V

OIL AND NATURAL GAS CORPORATION LIMITED

HEAD	TYPE	A&B CLASS CITY		ORDINARY CITY TOTAL		
		Rate Amount	Days	Rate (Rs.)	Days	Amount
DA Claim	Journey					
	Hotel (a) with meals					
	(b) without meals					
	Guest House					
	Own arrangement					
STAY	* Hotel					
	* Guest House					
	* Own arrangement					
LOCAL CONVEYANCE						
ANY OTHER ADMISSIBLE						
						TOTAL =
(-) DA SURRENDERED						
						TOTAL =
						Other Claims Rs.
TOTAL CLAIM (1+2)						Rs. _____
3. DEDUCTIONS:						
PARENT PROJECT						Rs. _____
1. ADVANCE DRAWN						
OTHER PROJECT (Specify)						Rs. _____
2. TICKET AMOUNT (if, arranged by Office)						Rs. _____
3. ANY OTHER						Rs. _____
TOTAL DEDUCTIONS						Rs. _____

4. NET CLAIM/REFUND Rs. _____ (Rupees
_____ only) Certified that:

- The claim is for the actual expenditure incurred.
- No claim has been made for conveyance/meals/lodging/arranged by ONGC or any other office.
- No official accommodation, HRA, is being claimed by me for the stations for which full DA is being claimed.

- I was actually in camp on Sunday and Holidays and did not avail CL on the days for which DA is being claimed.

Encl: 1) Approved tour Programme/diary or other relevant approval as the case may be and Air ticket.

ii. Copy of Hotel Bill (in case of Hotel stay)

Date: _____ (Signature _____ of Employee)

The bill is passed for the payment/recovery of Rs. _____ (Rupees _____ only) subject to pre-audit.

Date: _____ (Signature & Stamp of Controlling Officer)

(FOR USE BY FINANCE & ACCOUNTS)

CREDIT Rs. _____ DEBIT Rs. _____ NET AMOUNT
Rs. _____ Passed for payment/recovery of NET AMOUNT of Rs. _____
_____ (Rupees _____ only)

Date: _____ (Signature and stamp of Finance & Account O

**Annexure-II
ONGC: TA: VI**

T.T.A
(ADVANCE & ADJUSTMENT)

Id.No. _____
Section _____
Bill No. _____

Name: _____ Designation _____
_____ Basic Pay: Rs. _____
_____ PP. Rs. _____ DA
Rs. _____ purpose of journey. (Enclose copy of Transfer
order & Relieving Order)

1. JOURNEY DETAILS

DEPARTURE	ARRIVALS	MODE	Tickets arranged by office	Ticket/PNR No (Yes/No).	No. of Days DA

2. DETAILS OF PERSONS FOR WHOM CLAIM IS BEING MADE:

NAME	AGE	RELATIONSHIP	RESIDING AT

3. FARE & CPP DETAILS: SS = Senior Citizen A = Adult M = Minor
FROM TO MODE/
CLASS FARE AMOUNT
(Rate x No. of Tkts) TOTAL
AMOUNT

STN	DATE	TIME	STN	DATE	TIME	(SS)	(A)	(M)	(Rs.)

TOTAL FARE & CPP Rs.: _____

**Annexure-II
ONGC: TA: VI**

T.T.A
(ADVANCE & ADJUSTMENT)

Id.No. _____
Section _____
Bill No. _____

Name: _____ Designation _____

Basic Pay: Rs. _____ PP. Rs. _____ DA Rs. _____

purpose of journey. (Enclose copy of Transfer order & Relieving Order)

1. JOURNEY DETAILS

DEPARTURE	ARRIVALS	MODE	Tickets arranged by office	Ticket/PNR No (Yes/No).	No.of Days DA

2. DETAILS OF PERSONS FOR WHOM CLAIM IS BEING MADE:

NAME	AGE	RELATIONSHIP	RESIDING AT

3. FARE & CPP DETAILS: SS = Senior Citizen A = Adult M = Minor

FROM TO MODE/
CLASS FARE AMOUNT
(Rate x No. of Tkts) TOTAL
AMOUNT

STN	DATE	TIME	STN	DATE	TIME	(SS)	(A)	(M)	(Rs.)

TOTAL FARE & CPP Rs.:

4. DA & STAY CHARGES

HEAD	TYPE	A&B CLASS CITY
Rate x Days x No. of Persons		ORDINARY CITY
Rate x Days x No. of Persons		Amount
Rs.		

DA @ i. Journey

ii. Own Arrangement stay

STAY @

Hotel (with no meals Guest House)

ANY OTHER ADMISSIBLE

TOTAL DA & STAY Rs.

N.B. @ Not admissible in case of

advance.

5. TTA ADVANCE */ADJUSTMENT: (Please enclose all original receipts/vouchers in case of TTA adjustment)

- | | | |
|----|--|-----------|
| 1. | FARE, DA&LODGING CHARGES (Details as worked out above) | Rs. _____ |
| 2. | LOADING/UNLOADING CHARGES | Rs. _____ |
| 3. | INSURANCE CHARGES | Rs. _____ |
| 4. | PACKING CHARGES | Rs. _____ |
| 5. | TRANSPORTATION CHARGES | Rs. _____ |
| | i. RAIL (Wagon charges) | Rs. _____ |
| | ii. ROAD (No. of Trucks _____ x Rate _____) | Rs. _____ |
| 6. | OCTROL PAID | Rs. _____ |
| | 1. TRANSFER GRANT | Rs. _____ |
| | 2. DISLOCATION ALLOWANCE (Wherever applicable) | Rs. _____ |
| | 3. ANY OTHER ADMISSIBLE (please specify) | Rs. _____ |
| | TOTAL (ADVANCE/ADJUSTMENT) | Rs. _____ |
| | * For Advance only admissible percentage as per rules is allowed | |
| 6. | INCASE OF TTA ADJUSTMENT | |
| | 1. TOTAL ADVANCE DRAWN | Rs. _____ |
| | 2. ANY OTHER | Rs. _____ |
| | 3. TICKET AMOUNT (if arranged by ONGC) | Rs. _____ |
| | TOTAL (DEDUCTIONS) | Rs. _____ |
| 7. | NET CLAIM/REFUND (Rupees _____ only) | |

Certified that: -

Annexure-II
ONGC: TA: VI

- The claim is made for the actual expenditure incurred.
 - The claims have been made as per existing TTA rules
- Encl: I) Copy of Transfer order & Relieving order.
ii) All vouchers and receipts.

Certified for payment /deduction from salary, subject to admissibility and pre-audit.

Date: (Signature & Stamp of Controlling Officer)
Date: (Signature of Employee)

CLAIM VERIFIED AND PASSED

Date: (Signature & Stamp of Estt. Officer)

(FOR USE BY FINANCE & ACCOUNTS)

CREDIT Rs. _____ DEBIT Rs. _____ NET
AMOUNT Rs. _____ Passed for payment/recovery of Net
Amount of Rs. _____ (Rupees
only)

Date: (Signature & Stamp of Finance & Accounts Officer)