



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Department of Employee Relations

Corporate Policy Section

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No. 17(49)/18-TA Automation/CP

Date: 18.02.2019

### OFFICE ORDER (11/2019)

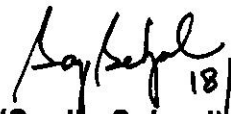
#### Sub: Modifications in ONGC Travelling Allowance (TA) Regulations.

In order to effect automation and rationalization of Travelling Allowance processes, the Competent Authority has approved following modifications in the ONGC Travelling Allowance Regulations :-

Existing Provisions of ONGC TA Regulations	Modified Provisions of ONGC TA Regulations						
<p><b>4.2.1.A.</b> All travels including air travel, must be carried out by the shortest possible route, as policy.</p> <p>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&amp;MD, with specific justification endorsed by the concerned Director. For other modes of travel, such approval may be granted by concerned Directors.</p>	<p><b>4.2.1.A.</b> All travels including air travel, must be carried out by the shortest possible route, as policy.</p> <p>However, L-1 executive may authorize travel in an individual case, by a route other than the shortest or the cheapest, with reasons to be recorded.</p>						
<p><b>4.2.2.(b) Journey by road between places not connected by rail:</b> The rate of Road Travel Allowance in other than Company's transport shall be as under :-</p> <table border="1"><tr><td>Rs.16000 above</td><td>&amp;</td><td>a) Actual fare by public bus or Rs.7.00 per km. by Motor Cycle / Scooter or Rs. 1.50 per km. by moped.</td></tr><tr><td></td><td></td><td>b) Rs.14.00 per km. by own car limited to rail fare by entitled class + CPP charges in case distance exceeds 150 Km. Actual</td></tr></table>	Rs.16000 above	&	a) Actual fare by public bus or Rs.7.00 per km. by Motor Cycle / Scooter or Rs. 1.50 per km. by moped.			b) Rs.14.00 per km. by own car limited to rail fare by entitled class + CPP charges in case distance exceeds 150 Km. Actual	<p>Regulation 4.2.2 (b) and 4.2.2.(c) have been clubbed together as under :-</p> <p><b>4.2.2.(b) Journey by road :</b></p> <p>The rate of Road Travel Allowance in other than Company's transport shall be as under :-</p> <p><b><u>E-1 &amp; above</u></b></p> <p>a) Actual fare by public bus or Rs.7.00 per km. by Motor Cycle / Scooter.</p> <p>b) Rs.14.00 per km. by own car in case of journeys up to a distance of 300 Km. and no CPP charges are payable.</p> <p>c) For the distance beyond 300 Kms., the road journey by owned car or full taxi may not be allowed or claim restricted to 300 Km or the officer may use company vehicle.</p>
Rs.16000 above	&	a) Actual fare by public bus or Rs.7.00 per km. by Motor Cycle / Scooter or Rs. 1.50 per km. by moped.					
		b) Rs.14.00 per km. by own car limited to rail fare by entitled class + CPP charges in case distance exceeds 150 Km. Actual					

	payment @ Rs.14.00 per km. for journeys up to 150 Km. and no CPP charges are payable.	<p>However, for stations other than ONGC work centres, road journey by full taxi beyond 300 Km. may be allowed to E7 and above and with approval of E7 and above level officers to lower level officers subject to submission of bills at actuals with restriction of Rs.14/- per Km.</p> <p>d) Taxi bills to be uploaded for full taxi claims.</p> <p><b>Below E-1</b> For employees below E1, the journey by road may be allowed up to 300 Km. by own arrangement with a limit of Rs.7/- per Km. CPP not allowed in full taxi/own car/own arrangement at both ends.</p>
Below Rs.16000	Actual fare by public bus or Rs.7.00 per km. for journey by Motor Cycle / Scooter and Rs. 1.50 per km. for journey by moped. <b>Not eligible for travel by full taxi/own car.</b>	
<p><b>4.2.2.(c) Journey by road between places connected by rail:</b></p> <p><b>I. In hired vehicle:</b> The reimbursement of charges shall be at actuals, limited to rail fare of the entitled class.</p> <p><b>II. In own conveyance:</b> 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 &amp; above, may in public interest for reasons to be recorded in writing, allow full rate.</p>		

2. It has also been decided that in order to avoid higher fare at the last moment, employees should create trip in Travel Management node of Wevice in time after the decision for tour is conveyed and book tickets immediately after trip approval. Further, for change in trip, immediate action should be taken by employees for cancellation / re-routing of tickets to avoid higher charges at the last moment.

  
 (Sanjiv Sehgal) 18/11/19  
 GGM (HR)-Head, ER