

Policy Number: 34 B	Policy Title: Policy on Official Travel (Marketing Field Employees)
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1. Purpose

The purpose of this policy is to provide guidelines to employees who travel on company business.

2. Scope

The policy is applicable to marketing field employees.

3. Process Owners

All travels shall be with the prior approval of the concerned Reporting Officer. Finance Department is responsible for releasing claims in accordance with the prevailing TA/DA structure.

4. Policy & Procedure

4.1 Domestic Travel

- Travel beyond 30 KMs (One way) from central point of HQ (main bus stand or main railway station) is considered as Ex-station. Ex-stations KMs shall be calculated after deducting 30 KMs from the total distance travelled.
- Ex-Stations and Out Stations are as per the standard tour program (STP) and Standard Fare Chart (SFC) approved by the ZIC/Sales Manager.
- All TA bills will be cleared online through IILFast, except the one with supportive.
- Air Travel is applicable for RIC and above for Northeastern States and Srinagar with prior approval from Functional Head.
- Employees must submit the tour plan to the concerned reporting officer through "IIL-Fast/ other Reporting Platform" by the 25th of the month for the successive month.
- Train ticket under "Premium Tatkal" or any such schemes only with prior approval of Functional Head.
- Metro cities shall mean New Delhi & NCR (Ghaziabad, Gurgaon, Noida & Faridabad), Kolkata, Chennai, Mumbai, Hyderabad and Bangalore.
- In addition to the proposed TA DA Structure MO/RIC/ZIC/SM based in Metro cities are eligible for Metro pass amounting to Rs.1000/- (MO); Rs.1200/- (RIC) and Rs.1500/- (ZIC/SM) per month.
- Cancelling or postponing of tour is allowed only in case of exigency, with the prior approval of the concerned Reporting Officer.
- Trainees are eligible to claim Marketing Officers Allowances.

5. Eligibility Limits

- Exhibit -1 sets out designation wise eligibility for domestic travel.

6. Eligibility Criteria

6.1 Domestic Travel

• Lodging & Conveyance

Employee shall claim as per designation and eligibility as mentioned above.

Airport / Railway Station transfers will not form part of the daily conveyance allowance limits set for field work. These claims should be supported with bills / details.

• Boarding (Cash Allowance)

Daily eligible boarding / cash allowance will be admissible for each day of outstation field work including time spent on the journey as follows:

➤ 0 – 3 hours	: Nil
➤ Between 3 to 6 hours	: 25%
➤ Between 6 to 12 hours	: 50%
➤ 12 hours and above	: 100%

If Company / Sponsor provides breakfast/ lunch/ dinner, the boarding/ cash allowance is to be reduced as follows:

- 15% for breakfast;
- 30% for lunch
- 30% for dinner

When company provides lodging and full boarding, 25% of boarding / cash allowance is admissible.

In the case of grade change, new allowance structure if applicable, will be from the date of first travel after the grade change. Allowance arrears should not be claimed.

All employees shall submit the travel claims within in IIL fast/ other Approved Reporting Platform by 3rd of every month and subsequently the hard copy of TA Bill along with supporting original bills should reach to HO by 7th of every month.

This policy will come into force with immediate effect.

Exhibit-3

List of A class Cities (Not State Capitals)		
Sl No	City	State
1	Amritsar	Punjab
2	Jalandhar	Punjab
3	Ludhiana	Punjab
4	Jodhpur	Rajasthan
5	Udaipur	Rajasthan
6	Agra	Uttar Pradesh
7	Varanasi	Uttar Pradesh
8	Allahabad	Uttar Pradesh
9	Dibrugarh	Assam
10	Jamshedpur	Jharkhand
11	Nagpur	Maharashtra
12	Pune	Maharashtra
13	Indore	Madhya Pradesh
14	Jabalpur	Madhya Pradesh
15	Vadodara	Gujarat
16	Visakhapatnam	Andhra Pradesh
17	Mysore	Karnataka
18	Mangalore	Karnataka
19	Coimbatore	Tamil Nadu
20	Cochin	Kerala

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE STRUCTURE FOR MARKETING FIELD STAFF (2024)

TYPE	CATEGORY	Designation									
		MO (Calyx)/Gen	Revised	MO (Corolla)	Revised	RIC	Revised	ZIC	Revised	SM	Revised
Allowances	Head Quarter-Metro Cities, State Capitals & A Class City * (Daily Allowances)	200	250	225	300	250	350	300	400	350	450
	Head Quarter-Other than Metro Cities, State Capitals & A Class City (Daily Allowances)	160	200	180	225	225	300	250	325	300	375
	Ex- Stations (Local Conveyance and Boarding)	225	300	250	325	325	400	400	500	425	550
	Out Station (For Boarding and Lodging)	500	800	500	800	0	0	0	0	0	0
	Out Station -State Capitals(For Boarding and Lodging)	800	1200	900	1200	0	0	0	0	0	0
	Out Station Allowances (For Boarding without Bills)	0	0	0	0	600	750	700	900	700	900
	In-Transit Allowances- Non Field Working day(Travel beyond 12 hrs)	225	300	225	300	325	400	400	575	450	575
Accommodation at Outstation with Bills per day	Lodging (Metro Cities, State Capitals & A Class City**)	0	0	0	0	1500	2000	2500	3000	3000	3750
	Lodging (Others Locations)	0	0	0	0	1300	1700	2000	2500	2400	3000
	In Lieu of Lodging (Flat Claim)	0	0	0	0	300	400	500	625	600	750
Conveyance	Conveyance (In Out Station)	200	250	250	300	275	350	350	500	375	500
	Per KM Fare (Ex Station)- Two Wheeler	3.50	4	3.50	4	3.50	4	3.50	4.50	3.50	4.50
Outstation Travel (Train & AIR*)	Out Station Travel (Train & Air*)	III AC	III AC	III AC	III AC	III AC/AIR*	III AC/AIR*	III/II AC/AIR*	II AC/AIR*	III/II AC/AIR*	II AC/AIR*
Communication and Miscellaneous Allowances	Telephone/Internet/Courier/Photocopy Consolidated Monthly (Without Bill)	650	800	650	800	0	0	0	0	0	0
	Telephone, Internet,Photocopy, Postal & Courier -with bills subject to maximum of	0	0	0	0	1200	1500	1500	2000	1500	2000

* As per attached sheet containing 20 A Class cities (Exhibit-3)

REQUESTED NOTES:

- Travel beyond 30 KMs (One Way) from HQ is considered as Ex-station. Ex-Station KMs shall be calculated after deducting 30KMs from the total KMs travelled.
- Ex-Stations and Out Stations are as per the standard tour program (STP) and Standard Fare Chart (SFC) approved by the Zonal Head / SM.
- All TA bills will be cleared online through IILFast, except the one with supportives.
- Air travels are applicable for RIC and above for North Eastern States and Srinagar with prior approval of Functional Head.
- Train ticket under "Premium Tatkal" or any such scheme only with prior approval of Functional Head.
- Metro cities shall mean New Delhi & NCR(Ghaziabad, Gurgaon,Noida & Faridabad), Kolkata, Chennai, Mumbai, Hyderabad and Bangalore.
- Trainees shall be eligible for the allowances of Marketing officers.
- When company provides accommodation and full boarding, 25% of daily cash allowance will be paid.
- All CAHM/Coop/Compliance/Institutions team will get RIC allowance structure. For Manager and above ZIC structure applies
- In addition to the proposed TA DA Structure MO/RIC/ZIC/SM based in Metro cities are eligible for Metro pass (Rs.1000 (MO) ; Rs.1200 (RIC) and Rs 1500 (ZIC/SM) per month
- All transfer grants as per the HO allowance structure