

SOP for Travelling Allowance

(A) Tour Log Sheet

- (i) Prior to proceeding on tour, Tour Log Sheet should be approved by the Competent Authority. Tour Log Sheet shall contain :

- Purpose of the tour
- Place of visit
- Duration of tour
- Budget (Projects fund / NICS Internal fund)
- Whether Advance is required
- Mode of travel (Air, Rail, Road, Sea)
- Leave if any, during the tour
- Forwarding Officer shall recommend the necessity of tour and prior approval of the MD, NICS shall be obtained before undertaking an official tour.

(B) Booking of travel tickets

- On receipt of tour approval, air tickets are booked by NICS Travel Desk as per entitlement of the officers.
- Relaxation for travel in senior class (Air or Rail) by non-entitled officials is permission with the prior concurrence of FA, NICS and approval of the MD, NICS with full justification.
- As per Government instructions, tickets for official tour are to be booked before 72 Hrs. of the start of the journey.
- In case of urgency, prior approval of the MD, NICS shall be required with full justification.
- Officers are requested to avoid unnecessary cancellation. Cancellations made less than 24 hours before intended travel, will require the submission of self-declared justification by the employee.
- Air ticket shall be required to be booked from the following agencies :
 - M/s Balmer & Lawrie
 - M/s IRCTC
 - M/s Ashoka Travels
- Train tickets or Road travel shall be arranged by the employee himself and reimbursement shall be claimed.

अशोक मिश्रा / Ashok Mishra
कंपनी सचिव / Company Secretary
नेशनल इन्फोमेटिक्स सेंटर सर्विसिज़ इन्कोर्पोरेटेड
National Informatics Centre Services Incorporated
ए-300, टावर ए, तीसरी मंजिल, वर्ल्ड ट्रेड सेंटर, नोरोजी नगर, नई दिल्ली-110029
A-300, Tower A, 3rd Floor, World Centre, Noreoji Nagar, New Delhi-110029

(C) Entitlements

(i) Daily Allowance

Pay Level in Pay Matrix	Entitlement
14 and above	Reimbursement for hotel accommodation / guest house of up to ₹9,375 per day. Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city. Reimbursement of food bills not exceeding ₹1,500 per day.
12 and 13	Reimbursement for hotel accommodation / guest house of up to ₹5,625 per day. Reimbursement of AC taxi charges of up to 50 km per day for travel within the city. Reimbursement of food bills not exceeding ₹1,250 per day.
9 to 11	Reimbursement for hotel accommodation / guest house of up to ₹2,813 per day. Reimbursement of non-AC taxi charges of up to ₹423 per day for travel within the city. Reimbursement of food bills not exceeding ₹1,125 per day.
6 to 8	Reimbursement for hotel accommodation / guest house of up to ₹938 per day. Reimbursement of non-AC taxi charges of up to ₹281 per day for travel within the city. Reimbursement of food bills not exceeding ₹1,000 per day.
5 & below	Reimbursement for hotel accommodation / guest house of up to ₹563 per day. Reimbursement of non-AC taxi charges of up to ₹141 per day for travel within the city. Reimbursement of food bills not exceeding ₹625 per day.

(ii) Reimbursement of Hotel charges

- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25% whenever DA increases by 50%.

(iii) Reimbursement of Taxes/GST

- Hotel accommodation/ guest house rates is exclusive of all Taxes/GST. Taxes will be reimbursed over and above the entitlement, calculated on the actual charges paid within the entitlement.

7

अशोक मिश्रा / Ashok Mishra
कंपनी सचिव / Company Secretary
नेशनल इन्फोमेटिक्स सेंटर सर्विसिज़ इन्कोर्पोरेटेड
National Informatics Centre Services Incorporated
ए-300, टावर ए, तीसरी मंजिल, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029
A-300, Tower A, 3rd Floor, World Centre, Nauroji Nagar, New Delhi-110029

(iv) **Timing Restriction**

Length of absence	Amount Payable
If absence from headquarter is <6 hours	30% of Lumpsum amount
If absence from headquarter is between 6-12 hours	70% of Lumpsum amount
If absence from headquarter is >12 hours	100% of Lumpsum amount

(v) **Reimbursement of Travelling Charges**

- Similar to reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for Levels 11 and below will further rise by 25% whenever DA increases by 50%. For journeys on foot, an allowance of ₹15 per kilometre travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(vi) **Reimbursement of Food charges**

There will be no separate reimbursement of food bills. Instead, the lumpsum amount payable will be as per Table- C (i) above and, depending on the length of absence from headquarters, would be regulated as per Table-C (iv) above. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways as present (with suitable enhancement of rates), i.e. Lumpsum amount payable. The lumpsum amount will increase by 25% whenever DA increase by 50%.

(vii) **For enforced halts en route treated as duty, due to breakdown of communication caused by flood, rain etc., DA is admissible.**

- In the cases of journeys on tour, temporary transfer and training, the period of enforced halt en route shall be included in the entire absence from headquarters for purpose of grant of daily allowance. The daily allowance will, however, be admissible at the rate prescribed for ordinary localities for the entire period spent in journey including the period of enforced halt.
- The above concessions will not be automatically admissible in all cases of enforced halt as a matter of course but will have to be specifically sanctioned in each case, deserving grant of these benefits.

(viii) **DA is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew etc.**

The period of absence at tour station due to disturbances and imposition of curfew regularized by grant of Special Casual Leave can be compared with enforced halt for which daily allowance is admissible.

(ix) **NO DA for Sunday and Holiday unless the employee is actually and not merely constructively on camp. No DA for leave and restricted holidays availed while on tour.**

7
अशोक मिश्रा / Ashok Mishra
कंपनी सचिव / Company Secretary
नेशनल इन्फोमेटिक्स सेंटर सर्विसिज़ इन्कोर्पोरेटेड
National Informatics Centre Services Incorporated
ए-300, टावर ए, तीसरी मंजिल, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029
A-300, Tower A, 3rd Floor, World Centre, Nauroji Nagar, New Delhi-110029

(x) **Entitlements for Journeys on Tour or Training**

Travel Entitlement within the Country:

Pay Level in Pay Matrix	Travel Entitlement
14 and above	Business/ Club Class by air or AC-I by train
12 and 13-A	Economy Class by air or AC-I by train
6 to 11	Economy Class by air or AC-II by train
5 and above	First Class/ AC-III/ AC Chair car by train

(xi) **Time limit for submission of claims for TA**

- As per Government instructions, time limit for submission of claims for TA on Tour/ Training is sixty days, succeeding the date of completion of the journey,

(D) **Submission of TA/DA bill**

Bills must be submitted within 60 days on completion of tour. In case 90% advance is drawn, the settlement bills must be submitted within 30 days of completion of tour. Following documents must be submitted with the TA claim submitted for settlement:

- Approved Tour Log Sheet.
- Duly certified Tickets and Boarding Passes
- Duly Certified Hotel Bills
- Duly Certified Taxi Receipts

(i) **TA Bill settlement procedure** (For regular officers on deputation from NIC)

- TA settlement Bill will be submitted in NICS Admn Division.
- Bill will be examined in Admin Division as per above instructions and will be submitted to HOD(Admn) for approval. HOD(Admn) will be the Competent Authority.
- After approval by HOD(Admn), the bill will be submitted in Accounts Division for release of payments.

(ii) **TA Bill settlement procedure** (For projects)

- TA settlement Bill will be submitted to respective NICS Project Manager.
- Bill will be examined as per above instructions by respective Project Manager Team and submit to TA/DA Section for verification.
- TA/DA Section shall verify the TA claim and shall return to respective Project Manager for approval.
- Respective Project Manager will be the Competent Authority for approval of the TA claim in projects.

7

अशोक मिश्रा / Ashok Mishra
कंपनी सचिव / Company Secretary
नेशनल इन्फोर्मेटिक्स सेंटर सर्विसिज़ इन्कॉर्पोरेटेड
National Informatics Centre Services Incorporated
ए-300, टावर ए, तीसरी मंजिल, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029
A-300, Tower A, 3rd Floor, World Centre, Nauroji Nagar, New Delhi-110029

(e) Respective Project Manager will send the bill to Accounts Division for release of payments.

Henceforth, the TA Claim Bill will never be submitted to MD, NICSI. However, in cases where settlement of bills is delayed the above limit, the bill be first submitted in Admin Division in NICSI with full justification (in case of NICSI officers) and Admin Division will take approval from the MD, NICSI for condonation of delay.

With respect to delayed TA Claim Bills for projects, respective Project Manager will take the approval from the MD, NICSI with full justification for condonation of delay.

अशोक मिश्रा / Ashok Mishra
कंपनी सचिव / Company Secretary
नेशनल इन्फोमेटिक्स सेंटर सर्विसिज़ इन्कोर्पोरेटेड
National Informatics Centre Services Incorporated
ए-300, टावर ए, तीसरी मंजिल, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029
A-300, Tower A, 3rd Floor, World Centre, Nauroji Nagar, New Delhi-110029