

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No.FIN-OFFAO-CRT-MONT-V1-19

Date: 29.04.2019

CIRCULAR No. 1 /2019-20

As per the guidelines issued by the Ministry of Shipping, austerity measures are to be ensured while exercising official tour by Air.

2.1 In order to ensure the same, it is hereby informed all officials who propose to undertake official tour, should invariably submit Tour approval in the prescribed format (Available in Website) prior to commencement of tour and seek approval of Dy. CPT/CPT for tour. Tour bill shall be restricted to entitled class.

2.2 Further, the officers who are working on contract basis on consolidated pay should invariably submit Tour approval in the prescribed format (Available in Website) prior to commencement of tour through Finance Department.

3.0 The Travel entitlements eligible for Officers are indicated below

:(I)Travel and Local Conveyance entitlements:

Sl. No.	Pay range	Travel entitlements	Local conveyance
1.	Chairman and Dy.Chairman	J Class By Air/ACI CL By Train	Can engage vehicle on day basis
2.	Officers in receipt of pay of Rs.25500 and above (Basic pay+NPA) (i) HODs (ii) <u>Other than HODs</u> (a) For journey performed by Auto/Scooter (b) For Journey performed By Own car/Taxi	Y Class By Air/ ACI CL By Train Y Class By Air/ ACI CL By Train	Can engage vehicle on day basis Rs.8/- per km Rs.16/- per km
3.	Officers in receipt of pay of Rs.16,400 but below Rs.25,500/- (a) For journey performed by Auto/Scooter (b) For journey performed by Own car/Taxi	ACII Tier By train	Rs.8/- per km Rs.16/- per Km

J class: Business class

Y class: Economy class

(II) Daily Allowance:

Sl.No.	Pay Range	Daily Allowance
1.	Chairman&*Dy.chairman	Rs.500/- per day
2.	Rs.34750/- & Above	Rs.300/- per day
3.	Rs.20600/- to Rs.34749/-	Rs.200/- per day
4.	Rs.16400/- to Rs.20599/-	Rs.150/- per day

(III) Reimbursement of Hotel Accommodation/Guest House :

Sl.No.	Pay Range	Daily Allowance
1.	Chairman&*Dy.chairman	Reimbursement for Hotel accommodation / guest house upto Rs.5000 per day.
2.	Rs.34750/- & Above	Reimbursement for Hotel accommodation / guest house upto Rs.3000 per day.
3.	Rs.20600/- to Rs.34749/-	Reimbursement for Hotel accommodation / guest house upto Rs.1500 per day.
4.	Rs.16400/- to Rs.20599/-	Reimbursement for Hotel accommodation / guest house upto Rs.500 per day.

4.0 Further to state that if the officers who were not eligible to travel by Air but proposed specifically to travel by Air for approval of the competent authority, the return journey have to be performed by their entitled class.

5.0 With regard to travelling of officials (who were recruited) on contract basis the claim will be settled as per the above comparing the total salary of the officers working on regular basis.

This issues with the approval of the competent authority.


29/4/19
Financial Adviser and
Chief Accounts Officer

To

All Heads of Department

Copy to:

PA to CPT

PA to Dy.CPT
