

**The extract of Wage Revision settlement in respect of TA/DA applicable are furnished below:**

**CLASS III & IV**

**(A) Entitlement for travel on tour-Group C and D employees**

Sl. No.	Pay Range	# Normal Trains	Rajdhani express	Shatabdi express
1	Below Rs.11,000/-	Second Sleeper	AC Chair Car*	-
2	Rs.11,000/- and above but below Rs.19,800/-	1 <sup>st</sup> Class/IIAC 3tier sleeper/AC Chair Car*	AC Chair Car**	-
3	Rs.19,800/- and above	II AC 2tier sleeper/1 <sup>st</sup> Class /AC 3 tier	II AC 2 tier sleeper	AC Chair Car

(#) Normal trains means trains other than Rajdhani & Shatabdi Express.

(\*) Those who are entitled to travel by First Class/II nd AC 3 tier sleeper/AC Chair car may at their discretion, travel by AC 2 tier sleeper, when any of the trains connecting the origins and destinations concerned by the direct shortest route do not provide these three classes of accommodation.

(\*\*) AC 3 tier sleeper in trains in which AC Chair Car is not provided.

The revised travel entitlements are subject to following.

- (i) In case of places of connected by rail, travel by AC bus for all those entitled to travel by AC II tier by train and by Deluxe/Ordinary bus for others is allowed.
- (ii) In case of road travel between places connected by rail, travel by any means of public transport, including Air is allowed provided the total fare doesn't exceed the train fare by the entitled class.
- (iii) All employees are allowed to travel below their entitled class of travel.

**(B) ENTITLEMENT FOR JOURNEY BY SEA OR BY RIVER STEAMER**

Pay Range	Travel Entitlement
Employees on pay of Rs.19800/- and above	If there be two classes only on the steamer, the lower class
Employees on pay of Rs.11000/- and above but less than Rs.19800/-	If there be two classes only on the steamere, the lower class
Employees on pay below Rs.11000/-	The lowest class

**(C) MILEAGE ALLOWANCE FOR JOURNEY BY ROAD (SR 46)**

Pay Range	Travel Entitlement
Employees on pay of Rs.19800/- and above	Actual fare by any type of public bus including Air Conditioned bus Or at the rate of Rs.16/km for journeys by Taxi or Rs.8/km for journeys by auto rickshaw/ own scooter/ motorcycle /mopd etc.,
Employees on pay below Rs.19800/-	Actual fare by ordinary bus only Or at the rate of Rs.8/km for journeys by auto richshow/ own scooter/ motorcycle/ moped etc.,

**(D) DAILY ALLOWANCE ON TOUR**

Pay Range	Daily Allowance
Employees on pay of Rs.11000/- and above	Reimbursement for Hotel accommodation of upto Rs.500/- per day, reimbursement of travel charges of upto Rs.100/- per day for travel within the city and reimbursement of food bills not exceeding Rs.150/- day.
Employees on pay of below Rs.11,000/-	Reimbursement for hotel accommodation of upto Rs.300/- per day, reimbursement of travel charges of upto Rs.50/- per day for travel within the city and reimbursement of food bills not exceeding Rs.100/ day.

## Class I & II Officers

### **7. TRAVELLING ALLOWANCE ON TOUR**

The entitlements to travel for Offices of the major Port Trusts will be as indicated below:

#### By Air/Rail

<u>Pay Range</u>	<u>Travel Entitlements</u>
Chairman and Dy.Chairman	I Class by Air*/ACI CL. By train
Officers in receipt of pay of Rs.25500 and above (Basic pay+NPA)	YCI by Air/ACI Cl. By train
Officers in receipt of pay of Rs.16400 but below Rs.25500	AC II tier by train.

Mileage points earned by air travel should not be used for private purpose.

#### By Road

Places connected by rail – Fare limited to train fare by entitled class.

#### Not connected by rail -

Taxi/own car/any bus including AC bus

#### Rates for Road Mileage

The road mileage may be calculated at the following rates:-

- (i) For journey performed by own car / taxi - Rs.16.00 per km
- (ii) For journey performed by Auto Rickshaw/ Scooters - Rs. 8.00 per km

## Daily Allowance

Pay Range	Daily Allowance
Chairman and Dy. Chairman	Reimbursement for Hotel accommodation / guest house upto Rs.5000 per day, reimbursement of AC taxi fare upto 50 kms per diem for travel within the city and reimbursement of food bills not exceeding Rs.500 per day.
Rs.34750 & above	Reimbursement for Hotel accommodation / guest house upto Rs.3000 per day, reimbursement of non AC tax fare upto 50 kms per diem for travel, within the city and reimbursement of food bills not exceeding 300 per day.
Rs.20600 to Rs.34749	Reimbursement for Hotel accommodation / guest house upto Rs.1500 per day, reimbursement of non AC taxi fare upto Rs.150 per diem for travel within the city and reimbursement of food bills not exceeding Rs.200 per day.
Rs.16400 to Rs.20599	Reimbursement for Hotel accommodation / guest house upto Rs.500 per day, reimbursement of non AC taxi fare upto Rs./100 per diem for travel within the city and reimbursement of food bills not exceeding Rs.150 per day.

**TUTICORIN PORT TRUST**

**ANNEXURE-'A'**

**EXPENDITURE INCURRED ON ACCOUNT OF LOCAL JOURNEY PERFORMED DURING TOUR**

<b>Sl. No.</b>	<b>Date</b>	<b>From</b>	<b>To</b>	<b>Distance in KM</b>	<b>Mode of conveyance</b>	<b>Fare paid Rs.</b>	<b>Purpose</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**ANNEXURE-'B'**

**EXPENDITURE INCURRED ON ACCOUNT OF FOOD BILLS DURING TOUR**

This is to certify that I \_\_\_\_\_ (Name of the Official) was on Official tour at \_\_\_\_\_(place of touring station) from \_\_\_\_\_(commencement date of journey) to \_\_\_\_\_(concluding date of journey) ( Total \_\_\_\_\_ days) and incurred expenditure on account of my food bills amounting to Rs. \_\_\_\_\_@ of Rs. \_\_\_\_\_ per day).

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

Employees Number \_\_\_\_\_

Date \_\_\_\_\_