

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



No. A. 60011/55/2011-PP

17th January, 2012

Regional Executive Director
Northern /Western/Eastern/Southern/North East Region

Executive Director,
RCDU /FIU, SAP, New Delhi

Airport Director
Kolkata/Chennai Airport

Director
Indian Aviation Academy
New Delhi

Principal
CATC,Allahabad

General Manager,
CRSD & E&M Workshop
New Delhi

Corporate HRM Circular No. 03/2012

Subject: TA/DA rates and other related issues – revision - reg.

1. Consequent to revision of pay scales in the organization, AAI has revised a number of entitlements of its employees. In continuation to that process, the entitlement of tariffs for hotel accommodation, daily allowance, composite daily allowance and other related charges / claims are revised as under:-

a) **BOARDING & LODGING :**

Category	The lodging charges as per the locality which will be limited to the percentage of charges for a single room rent of the Hotel Ashok, New Delhi (Rack Rates) (The special locality has been split into Metro & State Capitals)			Split rate of Daily Allowance for food and incidentals where lodging charges are claimed separately.		Composite Daily Allowance rates (Boarding & Lodging) in lieu of rate provided in (Column (2) to (6))	
	Metro	State Capitals	Other Stations (Newly Introduced)	Metro/State Capitals	Other Stations	Metro/State Capitals	Other Stations
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Executives drawing basic pay of Rs.47490 and above	100%	80%	75%	Rs.750	Rs.500	Rs.1250	Rs.1000
Executives drawing pay of Rs.37090 to Rs.47489	75%	65%	52%	Rs.750	Rs.500	Rs. 1250	Rs. 1000
Executives drawing pay of Rs.32440 to Rs.37089	40%	35%	30%	Rs.500	Rs.400	Rs. 1000	Rs. 800
Other Executives	30%	25%	22%	Rs.500	Rs.400	Rs. 1000	Rs. 800
All Non-Executives	20%	15%	12%	Rs.400	Rs.300	Rs. 625	Rs. 500

Note:

- Where the State Capital is also a Metro city, the rate applicable will be that of the Metro city
- Any fraction of the rupee will be rounded off to next Rs.100/- for the purpose of entitlement of Rooms.
- The entitlement of TA/DA will be based on the Basic Pay as on 1st April of the year i.e. after increment.

Contd./-2

b) JOURNEY BY RAIL:

The employee shall be entitled to reimbursement of rail fare (including Tax on rail fare levied, if any) by the shortest route by the class of accommodation as given below:

Board Level Officers and Executives drawing pay of Rs.42860/- and above.	AC 1 st Class.
Other Executives	AC 2 Tier Class
All Non-Executives belonging to group 'B' or 'C'.	AC 3 Tier Sleeper/AC Chair Car
All other Non-Executives	Second Sleeper

Note: The employee may be reimbursed cancellation charges where the journey had to be cancelled for reasons other than personal or beyond his control.

c) TRAVEL BY AIR:

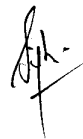
- i) The Chairman, Members and Executive Directors of Airports Authority of India are entitled to travel by air by Executive Class.
- ii) The Executives in receipt of pay of Rs.33600/- and above, may at their discretion travel by air (Economy Class) on tour or transfer or training
- iii) The Executives in receipt of pay of Rs.29100/- and above but below Rs.33600/- may travel by air (Economy Class) on tour only, if the distance involved is more than 500 Kms. and the journey cannot be performed overnight by direct train or coach service.
- iv) Travel by private airlines shall be allowed with lowest economy class fare.

d) TRAVEL BY ROAD (LOCAL JOURNEY):

For travel by road in other than Authority's transport, employees shall be entitled to the reimbursement of the conveyance charges at the following rates:-

Group "A" and "B"	Actual Taxi fare or reimbursement of road mileage will be allowed @Rs16/-per k.m. when the journey is performed by own car.
Group "C"	For journey by Auto rickshaw Motor Cycle or Scooter or Moped the reimbursement of road mileage shall be @Rs.10/- per km. or cost of single seat in a Taxi whichever is lower.
Group "D"	Actual Fare by ordinary public bus/ Local train etc.

The conveyance charges for undertaking local journey in a week shall be restricted to a maximum of Rs.1000/- per week.



In case where journeys are undertaken while on tour or transfer by the employees in their own cars or scooters or motor cycles subject to specific approval of the mode of travel by the competent authority, the reimbursement will be allowed at the rates of Rs.16/- per km. for car and Rs. 10/- per km for scooter or motor cycle limited to 1.5 times of the entitled class of rail fare for points connected by rail. This shall be further subject to maximum distance of 500 kms. in case of car and 150 kms. in the case of scooter or motor cycle.

The admissibility of daily allowance at a place outside the Headquarters of any employee for a continuous halt upto 30 days or more during tour or temporary transfer or training shall be as follows:-

- (i) First 90 days : Full daily allowance
(ii) Beyond 91 days and upto 180 days : 3/4th daily allowance

Note : If the duration of tour is effectively for 5 days or more, an allowance of Rs.700/- per week shall be paid to the touring official for each completed week to meet the incidental expenditure on laundry etc .

e) TRANSFER TOUR:

An employee, who is on transfer, shall be treated on tour for the first 30 days of his joining on posting at new station to enable him to move immediately and tie-up arrangements at new station for moving his family/dependents. Employee shall have entitlement to Daily Allowance at new station for continuous stay with maximum period of 30 days of his joining at new station of posting. This is applicable to all employees on actual basis irrespective of their marital status. However, employee shall not be entitled for hotel facility / hotel charges.

f) TRANSFER GRANT:

An employee on transfer shall be entitled to draw lump-sum transfer grant equal to one month's basic pay plus DA. The drawal of transfer grant is subject to condition that the employee will join at the new station immediately and in case he or she fails to join at the new station of posting or he is not relieved from the present station, he or she is liable to refund the advance drawn within 30 days with specific reason, failing which, penal interest @ 18% shall be recovered without prejudice to initiate action under ECDA Regulations.

Packing Allowance being given hitherto is renamed as baggage handling and incidental charges and the existing rates are revised as under:-

Basic Pay	Baggage handling and incidental charges
Executives drawing pay of Rs.43200/- and above	Rs. 7000
All employees drawing pay of Rs.16400/- and above but below Rs. 43200/-	Rs. 3500
All other employees drawing pay below Rs. 16400/-	Rs. 2000

The payment of above allowance will be admissible, provided:

- (i) Transfer involves dislocation of residence from one station to another
(ii) The allowance is not admissible when an employee is permitted to retain authority accommodation for the family at the previous station. This will, however, be allowed at the time of actual shifting of the family to the new station as approved by the Competent Authority. The above allowance is not linked with the transportation of personal effects.



g) TRANSPORTATION OF PERSONAL EFFECTS:

An employee shall be entitled to draw the actual cost of transportation by train or other means of transport for carriage of personal effects upto the maximum limit, namely:-

Categories of Executives	Personal effects that can be carried
Executive in receipt of pay of Rs.37070/- and above	Full four wheeler wagon or 12000 Kg by goods train or one Double container
All other Executives	Full four wheeler wagon or 6000 Kg by goods train or one Single Container
All Non-Executives in group 'B' or 'C'.	1500 Kg by goods train
Employees in Group "D"	1000 Kg by goods train

Octroi duty on household effect and conveyance etc, if any, paid by the employees on transfer will be reimbursed subject to the production of receipts vouchers etc.

h) WHEN THE CONVEYANCE SENT UNDER ITS OWN PROPULSION:

When a conveyance is sent under its own propulsion, reimbursement will be at the rates Rs. 10/- per km for Car and Rs.6/- per Km for Scooter/ Motor Cycle etc. as the case may be. For transportation between places connected by rail, reimbursement will be limited to the distance by road. The employee and family members will not be entitled to the fare if they travel in the conveyance.

i) T.A. TO THE FAMILY OF A DECEASED EMPLOYEE:

The family of an employee who dies in service may travel from the last Hqrs. of the employee to the Home Town, or to any other selected place of residence where the family wishes to settle down. The journey should be completed within one year after the death

2. All other conditions laid down in the TA/DA Regulations notified on 4th July, 2003, as amended from time to time shall remain unchanged.

3. The above changes shall come into effect from the date of issue of this order. The tour bills in respect of the tours undertaken prior to the date of issue of this order shall be settled as per the then existing provisions contained in TA/DA Regulations, 2003.

This issue with the approval of the Competent Authority.



[K.K. Jha]
Member (HR)

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