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EXTRAORDINARY

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PART II—Section 3—Sub-section (i)

प्रकाशिक से प्रकाशित
PUBLISHED BY AUTHORITY

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भारत सरकार
Government of India

माहिर चंणालय
(इंट्रोडक्शन प्रतिवाद)

नई दिल्ली, 26 जून, 1984

मूलभुस्त

या वन्दनी 225(त)—संसद, अथा उपरोक्त (विधेय) अधिनियम, 1974 (1974-प. 47) की धारा 31 द्वारा प्रस्तुत बालिकाओं के मार्ग संदर्भ) द्वारा विचारित फिर विनियम हुई है, वर्तमान—

1. एक दृष्टि ब्रह्म में प्रस्ताव: (1) दृष्टि विलाय द्वारा बालिका विनियम और संबंधी कार्यालयों (मार्ग संदर्भ) विचार, 1984 है।
(2) यह दृष्टि ब्रह्म में संबंधी के मार्ग संदर्भ को प्रभावित है।

2. परमाणु: दृष्टि विलाय, तथा विदि नियम विनियम विचार लेखित मार्ग है—

(1) "मार्ग" के तर विदि विलाय चाहे विचारित है;
(2) "बालिका" दृष्टि विलाय के मार्ग संदर्भ विनियम है;
(3) विदि विलाय के मार्ग संदर्भ "बालिका" के तर विदि विलाय चाहे विचारित है निषेद दृष्टि विनियम द्वारा उसके मार्ग संदर्भ मार्ग संदर्भ के विनियम प्रभावित की गई है।

(4) "बालिका" दृष्टि विलाय की प्रविनत्वित के लिए विनियम द्वारा विचारित है, विनियम विदि दृष्टि विलाय के विनियम संबंधी विनियम द्वारा विचारित नियम मार्ग संदर्भ विनियम विचारित है;

(5) "दृष्टि" के दृष्टि विनियम द्वारा विचारित है जो मार्ग संदर्भ को प्रभावित विचारित है;

(6) "बालिका" के दृष्टि दृष्टि विनियम द्वारा विचारित है जो मार्ग संदर्भ को प्रभावित विचारित है;

(7) "बालिका" दृष्टि दृष्टि विनियम द्वारा विचारित है जो मार्ग संदर्भ को प्रभावित विचारित है;

(8) "बालिका" दृष्टि दृष्टि विनियम द्वारा विचारित है जो मार्ग संदर्भ को प्रभावित विचारित है;

(9) "बालिका" के दृष्टि दृष्टि विनियम द्वारा विचारित है;

(10) "बालिका" के दृष्टि दृष्टि विनियम द्वारा विचारित है;
3. निर्देश भींतरी, (1) स्त्राव भींतरी भा-कौई अभींतरी जिसके द्वारा यह भींतरी निर्देशकता की गई है यह गोपालक भाषा डिश के भींतरी डिश (भा-कौई अभींतरी) के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी ।

2. केवल इसलिए निर्देश भींतरी डिश का भींतरी डिश करें।

3. इससे संबंधित भींतरी डिश का भींतरी डिश करें।

4. स्त्राव भा-कौई अभींतरी जिसके द्वारा यह भींतरी निर्देशकता की गई है यह गोपालक भाषा डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी ।

5. गोपालक भा-कौई अभींतरी जिसके द्वारा यह भींतरी निर्देशकता की गई है यह गोपालक भाषा डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी डिश के भींतरी ।
(4) शुद्धिन देने वाले का वर्ग निम्न हैं---

<table>
<thead>
<tr>
<th>कस्बा</th>
<th>कार्यालय/संस्थान</th>
<th>शहर/विला</th>
<th>वाणिज्य</th>
<th>वाणिज्य</th>
<th>ग्राम पंचायत</th>
<th>ग्राम नगर</th>
<th>ग्राम-ग्राम-ग्राम</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>खसेरी ग्राम पंचायत (पशुपति)</td>
<td>8500</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम नगर पंचायत</td>
<td>ग्राम-ग्राम-ग्राम</td>
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<tr>
<td>(ii)</td>
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<td>वाणिज्य</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>12000 वाणिज्य</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>25000 वाणिज्य</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
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<td></td>
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<tr>
<td>(v)</td>
<td>75000 वाणिज्य</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(5) वित्तीय वर्ग का प्रदर्शन---

<table>
<thead>
<tr>
<th>वर्ग</th>
<th>प्रतिनिधित्व</th>
<th>वाणिज्य</th>
<th>वाणिज्य</th>
<th>ग्राम-ग्राम-ग्राम</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
</tbody>
</table>

(6) दूध के दृष्टिगत ग्राम-ग्राम-ग्राम के प्रदर्शन---

<table>
<thead>
<tr>
<th>ग्राम-ग्राम-ग्राम</th>
<th>वाणिज्य</th>
<th>वाणिज्य</th>
<th>ग्राम-ग्राम-ग्राम</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
</tr>
<tr>
<td>(ii)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
</tr>
<tr>
<td>(iii)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
</tr>
<tr>
<td>(iv)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
</tr>
<tr>
<td>(v)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
</tr>
</tbody>
</table>

(7) इस वर्ग का प्रदर्शन---

<table>
<thead>
<tr>
<th>वर्ग</th>
<th>प्रतिनिधित्व</th>
<th>वाणिज्य</th>
<th>वाणिज्य</th>
<th>ग्राम-ग्राम-ग्राम</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>वाणिज्य</td>
<td>वाणिज्य</td>
<td>ग्राम-ग्राम-ग्राम</td>
<td></td>
</tr>
</tbody>
</table>
13. स्वास्थ्यपत्र पर लिखना पाया:
(1) फिरो विनायक के नाम सुधरने पर विशिष्ट स्वास्थ्यपत्र का चारण के लिए देखें स्वास्थ्य पत्र के नाम पर मृत्यु के बाद की स्वास्थ्यपत्र की अवधारणा से बचाना।
(2) इसी कारण के कारण स्वास्थ्यपत्र के परिणामस्वरूप परिवर्तन में सभी विवाहित नहीं होना है, यदि सामने में दोनों 
भागों भरा जाए।
(3) सिद्धि के दृष्टिकोण के अनुसार स्वास्थ्यपत्र को परिवर्तन में देखें स्वास्थ्यपत्र की अवधारणा से बचाना।
(4) आवश्यक होने पर, जब स्वास्थ्यपत्र का परिवर्तन किया जाता है तब स्वास्थ्यपत्र को स्वास्थ्यपत्र के नाम पर मृत्यु की अवधारणा से बचाना।

14. (1) स्वास्थ्यपत्र अनुसार:

<table>
<thead>
<tr>
<th>नाम</th>
<th>देखकर देखा</th>
<th>स्वास्थ्यपत्र के नाम पर चारण</th>
</tr>
</thead>
<tbody>
<tr>
<td>पहली श्रेणी</td>
<td>(1) 2250 बॉय इलेक्ट्रोल श्रेणी</td>
<td>500 रु.</td>
</tr>
<tr>
<td>(ii) 1000 बॉय 2240 श्रेणी</td>
<td>400 रु.</td>
<td></td>
</tr>
<tr>
<td>दूसरी श्रेणी</td>
<td>600 रु. इलेक्ट्रोल श्रेणी</td>
<td>300 रु.</td>
</tr>
<tr>
<td>शीर्ष श्रेणी</td>
<td>330 रु. एलेक्ट्रोल श्रेणी</td>
<td>200 रु.</td>
</tr>
<tr>
<td>चौथी श्रेणी</td>
<td>330 रु. प्रस्तुता</td>
<td>100 रु.</td>
</tr>
</tbody>
</table>

(2) स्वास्थ्यपत्र अनुसार नया वायु आने वाला रोगी के लिए स्वास्थ्यपत्र के अनुसार स्वास्थ्यपत्र का परिवर्तन करना है।

(3) कहिं और कहिं स्थानीय पत्र के लिए विशेष आदेश होते हैं।

(4) आयुक्त, नाम के कारण, यदि स्वास्थ्यपत्र का परिवर्तन किया जाता है तब स्वास्थ्यपत्र का परिवर्तन करना है।

(5) स्वास्थ्यपत्र पर गाड़ी की शुल्क के लिए फिरो बाण का नाम लिखना होगा।

(6) स्वास्थ्यपत्र पर गाड़ी की शुल्क के लिए मामला स्वास्थ्यपत्र का परिवर्तन करना होगा।

15. यूथ के लिए जो गाड़ी या मोटरसाइकिल हो, जिनमें फिरो प्रदेश के लिए विशेष आदेश होते हैं, जहाँ फिरो के लिए स्वास्थ्यपत्र का परिवर्तन करना होगा।
24. भिन्नभिन्न कहारों के संगीत का तत्त्व कहानी एवं तत्त्व समायोग के परम्परा के निर्माण के लिए भारत संघ के लिए ग्राहक जन्मदिन 1979 तक हो गई।

25. दूसरी जानि सिर्फ़:
किसी कविता की पहले लेख के मायने को देख देख एक पर यह देख देख फूल किसी विशेष तारक दर्शाएँ होते हैं और भी प्रस्ताव कि उसके संगीत तारक दर्शाएँ हैं उसके द्वारा यह देख देख फूल किसी विशेष तारक दर्शाएँ होते हैं।

26. (1) प्रथम भाग के लिए हमारे होने के लिए मानवीय अवधारणा की बोली बोली करते हैं।

27. यदि ध्वनि जानि लेख पृथक् के लिए यह देख देख फूल किसी विशेष तारक दर्शाएँ होते हैं तो उन्हें हमारे होने के लिए हमारे होने के लिए मानवीय अवधारणा की बोली बोली करते हैं।

28. (1) यदि ध्वनि जानि लेख के लिए हमारे होने के लिए मानवीय अवधारणा की बोली बोली होती है, तो उन्हें हमारे होने के लिए हमारे होने के लिए मानवीय अवधारणा की बोली बोली करते हैं।
MINISTRY OF ENERGY
(Department of Petroleum)

NOTIFICATION

New Delhi, the 26th June, 1984

G.S.R. 473 (E) — In exercise of the powers conferred by section 31 of the Oil Industry Development Act, 1974 (No. 47 of 1974) the Central Government hereby makes the following rules, namely:—

1. Short title and commencement: — (1) These rules may be called the Oil Industry Development Board Employees' (Travelling Allowance) Rules, 1984.

(2) These shall come into force from the date of their publication in the Official Gazette.

2. Definitions: — In these rules, unless the context otherwise requires—

(1) “Board” means the Oil Industry Development Board;

(2) “Chairman” means the Chairman of the Board;

(3) “Competent authority” in relation to the exercise of any power, means the Chairman or an authority to which the power of the competent authority is delegated by or under these rules;

(4) “Daily allowance” means a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence;

(5) “Day” means a calendar day beginning and ending at midnight;

(6) “Employee” means any person appointed to any post or office in connection with the affairs of the Board;

(7) “Headquarters” means the normal place of duty of the employee (as may be fixed by the Board) and covers an area within the radius of 8 kilometres from the normal place of duty;

(8) “Family” means an employee's wife or husband, as the case may be, residing with an employee and legitimate children and step children residing with and wholly dependent upon the employee and includes parents, sisters minor brothers residing with and wholly dependent upon the employee;

(9) “Secretary” means the Secretary to the Board;

3. Controlling Officer: — (1) The Competent Authority or any other officer to whom this power is delegated by it shall declare what authority shall
be the Controlling Officer. For travelling allowance, the zoro, of each employee or class of employees. The Competent Authority may, if it thinks fit, declare that any particular employee shall be his own Controlling Officer.

(2) All journeys shall be authorized by the Controlling Officer.

(3) Except where expressly permitted by a competent authority, a Controlling Officer may not delegate to a subordinate his duty of counter signatures.

4. Admissibility of Travelling Allowance:
(1) Travelling allowance shall be admissible only for journeys in connection with bona fide work of the Board.

(2) No bill for travelling allowance shall be paid unless it is signed or countersigned by the Controlling Officer of the employee who presents it.

(3) The right of an employee to travelling allowance is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it became due.

(4) A claim for travelling allowance shall be considered as falling due for payment on the date succeeding the date of completion of journey to which the claim relates.

5. Grading of employees:
(1) For the purpose of calculating travelling allowance, the employees shall be classified into the following grades:

(a) The first grade will include those in receipt of pay of Rs. 1000/- or more per month.

(b) The second grade will include those in receipt of pay of Rs. 650/- or more but less than Rs. 1000 per month.

(c) The third grade will include those in receipt of pay of Rs. 350/- or more but less than Rs. 650 per month.

(d) The fourth grade will include those in receipt of pay of less than Rs. 350 per month.

(2) Any employee in transit from one post to another rank in the grade to which the lower of the two posts would entitle him.

(3) An employee paid out of contingencies when sent on tour, shall be treated at par with an employee in the fourth grade.

(4) For transfer, the term 'family' shall also include parents, sisters, minor brothers, adopted children, major sons/daughters as well as married and widowed daughters so long as they are residing with and are wholly dependent upon the employee.

6. Travelling allowance on tour:
(1) The following allowances are admissible when an employee is on tour:

(a) Mileage Allowance: This may be granted to an employee to cover actual expenses incurred for the journey by air/rail/road/steamer.

(b) Daily allowance:

(c) Expense allowance: This is intended to cover expenses on telegrams, telephone calls, phonograms, etc. incurred solely in the interest of the Board while on outstation duty.

7. Journeys by rail/steamer:
(1) The class of rail/steamer accommodation to which an employee is entitled shall be:

<table>
<thead>
<tr>
<th>Category/Pay Range</th>
<th>Rail</th>
<th>Steamer</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Grade</td>
<td>(a) Members of the Board (including Chairman) and the members of the Committee of the Board</td>
<td>ACC first First Class</td>
</tr>
<tr>
<td></td>
<td>(b) Rs. 2250 and above</td>
<td>ACC first First Class</td>
</tr>
<tr>
<td></td>
<td>(c) Rs. 1500 to Rs. 2249</td>
<td>1st Class First Class</td>
</tr>
<tr>
<td></td>
<td>(d) Rs. 1000 to Rs. 1499</td>
<td>2nd Class 1st Class</td>
</tr>
<tr>
<td>Second Grade</td>
<td>(e) Rs. 650 to Rs. 990</td>
<td>ACC first ACC first</td>
</tr>
<tr>
<td>Third Grade</td>
<td>(f) Rs. 900 to Rs. 1249</td>
<td>Second Class 'A' Cabin</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>(g) Rs. 1250 to Rs. 1599</td>
<td>First Class First Class</td>
</tr>
</tbody>
</table>

(2) While on tour an employee shall be paid a single fare of the class of accommodation to which he is entitled by the shortest route, provided that if he travels in a lower class, he will be entitled to the actual fare of the class by which he travels.

(3) In the case of a journey, when a particular class of accommodation to which an employee is entitled, is not available, he shall travel by the next lower class of accommodation. The competent authority may, for special reasons which should be recorded,
declare any employee or class of employees to be entitled to accommodation of a higher class than that prescribed for his grade.

(5) The cancellation charges paid to railways/airlines etc. may be reimbursed with the approval of the Controlling Officer, provided the journey is cancelled solely due to official reasons or reasons beyond the control of the employee.

(6) An employee who is deputed to accompany foreign delegations/very important persons shall be allowed by the Chairman, if necessary, to travel along with the members in a higher class of accommodation than that to which he is normally entitled.

(7) A journey is held to begin from and terminate at residence in the case of transfer and from the place of duty point/heads quarters in the case of tour.

(8) In addition to actual fare, Members (including Chairman) and officers of First Grade travelling on Board's business shall be entitled to charge actual taxi expenses, and other employees to actual three wheeler scooter expenses from the duty point from which the journey starts and from the point of their arrival at destination to the hotel or any other place of temporary residence and vice-versa.

8. Journey by Road:— (1) For journeys by road the employees may draw mileage allowance as admissible to Central Government Employees of equivalent status.

(2) For journeys by road between places connected by rail, the road mileage will be restricted to rail fare of the entitled class.

9. For journeys by Air:— (1) Travel by air is permissible on tour or on transfer —

(a) in the case of Members of the Board or of Committees of the Board.

(b) in the case of an officer of the Board who is in receipt of actual pay of Rs. 1800/- and above at his discretion.

(c) in the case of an officer to whom clause (b) does not apply, whenever the competent authority certifies that air travel is urgent and necessary in the Board's interest.

(2) An employee authorised to travel by air on tour is entitled to mileage allowance equal to one standard air fare for the journey and in addition draws daily allowance: for the entire absence from headquarters starting with the departure from headquarters and ending with the arrival at headquarters.

10. Rate of Daily Allowance:— (1) Daily allowance for the entire absence from headquarters will be regulated as follows. Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than 24 hours, the daily allowance will be admissible at the following rates:—

(a) if the absence does not exceed 6 hours

(b) if absence exceeds 6 hours but does not exceed 12 hours

(c) if absence exceeds 12 hours

(2) In case the period of absence from headquarters falls on two calendar days, it is reckoned as two days and daily allowance is calculated for each as above. Similarly, daily allowance for day of departure from and arrival at headquarters will also be regulated accordingly.

(3) No daily allowance will be admissible for the period of leave-including casual/earned leave available during while on tour.

(4) The rates of daily allowance admissible will be as under:—

<table>
<thead>
<tr>
<th>Category of employee</th>
<th>In Metropolis A</th>
<th>At other places A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>Boarding</td>
<td>Lodging</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>In Metropolis</th>
<th>At other places</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Rs. 85</td>
<td>Actual 75</td>
</tr>
<tr>
<td></td>
<td>(Actuals)</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Rs. 1800 and above</td>
<td>3-star hotel</td>
</tr>
<tr>
<td></td>
<td>Rs. 60</td>
<td>70 50</td>
</tr>
<tr>
<td></td>
<td>(Actuals)</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Rs. 1250 to Rs. 1729</td>
<td>Rs. 100</td>
</tr>
<tr>
<td></td>
<td>Rs. 50</td>
<td>60 40</td>
</tr>
<tr>
<td>(iv)</td>
<td>Rs. 750 to Rs. 1249</td>
<td>Rs. 70</td>
</tr>
<tr>
<td></td>
<td>Rs. 40</td>
<td>50 50</td>
</tr>
<tr>
<td>(v)</td>
<td>Below Rs. 750</td>
<td>Rs. 35 40 25</td>
</tr>
</tbody>
</table>

Provided that in the case of any journey performed by an official of the Central Government or an employee of a Corporation owned or controlled by the Central Government, in connection with attending the meetings of the Board or of any Committee or to attend to any other business of the Board, the travelling and daily allowances admissible to him shall be payable by the Board at the rates admissible to him under the rules of the Government or the Corporation under which he is for the time being employed.
(5) Notwithstanding anything contained in sub-rules (1) to (4), the Chairman or any other member of the Board who is also a member of Parliament or of the Legislature of a State, shall not be entitled to any remuneration other than compensatory allowance as defined in clause (a) of section 2 of the Parliament (Prevention of Disqualification) Act, 1959, or as the case may be other than the allowances, if any, which a member of the Legislature of the state may under any Law for the time being in force in the state relating to the prevention of disqualification for membership of the State Legislature, receive without incurring such disqualification.

(6) If a Member of the Board or an employee of the Board is treated as guest of the Board or Government or any other organisation, the daily allowance shall be regulated in the manner indicated below:

(a) Where lodging is provided free 3/4th of daily allowance.
(b) Where boarding is provided free, 1/2 of daily allowance.
(c) Where both boarding and lodging are provided free, 1/4th of daily allowance.

(7) Where the hotel bills specify only consolidated amount towards lodging and breakfast charges 10% of such consolidated amount would be deducted towards breakfast charges.

11. Expense Allowance:— Miscellaneous expenses of the following nature incurred while on tour by an employee will be reimbursable with the special sanction of the Controlling Officer on production of the requisite details/vouchers/certificates.

(a) Telephone charges (Local/Trunk) with details.
(b) Telegram/phonogram charges.

12. Employees travelling within eight Kilometres of headquarters may with the permission of the competent authority, draw the actual cost of hiring conveyance.

13. T.A. on transfer:— (1) A transfer at the employee's own request will not be treated as transfer in the interest of the Board unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

(2) Where no change of residence is involved consequent on the transfer of an employee no travelling allowance is admissible in such cases.

(3) A member of an employee's family who follows him/her within six months from the date of his/her transfer or precedes him/her by not more than one month may be treated as accompanying him/her. The same time limit will apply for transfer of personal effects.

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(4) If the family of an employee travels to a station other than the new station or to the new station from a station other than the old station the employee shall be entitled to draw actual fare limited to the fare from the old station to the new station of transfer.

14. Transfer Grant—

<table>
<thead>
<tr>
<th>Grade</th>
<th>Pay Range</th>
<th>Amount of Transfer Grant, Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Grade</td>
<td>(1) 2250 and above</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>(2) 1000 to 2249</td>
<td>400</td>
</tr>
<tr>
<td>Second Grade</td>
<td>650 to 999</td>
<td>500</td>
</tr>
<tr>
<td>Third Grade</td>
<td>330 to 649</td>
<td>200</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>Less than Rs. 330</td>
<td>150</td>
</tr>
</tbody>
</table>

(1) Transfer Incidentals:— In addition to the fare for himself and members for journey by rail/steamer/air as the case may be and actual bus fare for himself and members of family in the case of journey by road an employee may draw on daily allowance for himself and each member of family for every completed day occupied in the journey from residence reckoned from midnight to midnight.

For the period less than 24 hours on any day the daily allowance will be admissible as follows:—

<table>
<thead>
<tr>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 6 hours</td>
<td>Nil</td>
</tr>
<tr>
<td>Exceeding 6 hours but not exceeding 12 hours</td>
<td>75% of the normal rate</td>
</tr>
<tr>
<td>Exceeding 12 hours</td>
<td>Full</td>
</tr>
</tbody>
</table>

The children below 12 years will be allowed daily allowance at half the rates for adult.

(2) If the journey is undertaken by road between places connected by rail the actual cost of road journey limited to rail fares for entitled class shall be admissible.

NOTE:— For the purpose of this rule, family also includes employee's parents, sisters, and minor brother who are wholly dependent on and residing with him.

(3) Carriage of personal effects:— For the transportation of personal effect an employee may draw actual cost of carriage of personal belongings up to the following maxima:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale of entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Four Wheeler or 6000 Kgs. by goods train (Q.T.S.)</td>
</tr>
<tr>
<td>Second</td>
<td>3000 Kgs by goods train (Q.T.S.)</td>
</tr>
<tr>
<td>Third</td>
<td>1500 Kgs by goods train (Q.T.S.)</td>
</tr>
<tr>
<td>Fourth</td>
<td>1000 Kgs. by goods train (Q.T.S.)</td>
</tr>
</tbody>
</table>

NOTE (1) If an employee carries his personal effects by passenger train or by road or by any other...
mode of transportation he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train under Quick Transit Service.

NOTE (2) Subject to the prescribed limit of weight, an employee may draw the actual cost of transporting personal effects to his new station from a place other than his old station or from his old station to a place other than his new station, provided that the total amount drawn including the cost of transporting these personal effects shall not exceed that admissible had the prescribed maximum luggage been transported by goods train from the old to the new station direct.

(4) Employees are also entitled to convey at the Board's expense the vehicles owned by them as under:

- Grade I & II: One motor car/motorcycle/Scooter
- Grade III: One motorcycle/Scooter
- Grade IV: One Bicycle.

Actual transportation charges limited for freight charged by passenger train will be reimbursed.

(5) A claim for reimbursement of travelling allowance on transfer shall be supported by the money receipts showing the actual weight and the amount paid for the transportation of personal effects separately by rail, road, etc.

(6) For carriage of luggage from residence to railway station and vice-versa on transfer transportation charges subject to a maximum of Rs. 100 each both at the old and new station will be allowed to grades of employees other than grade-IV to whom Rs. 50/- each at the old and the new station will be allowed.

15. T.A. for proceeding or returning from leave:
When an employee is compulsorily recalled to duty before the expiry of leave and the leave is thereby curtailed by not less than 30 days, he is entitled to draw travelling allowance as for a journey on tour from the place at which the order of recall reaches him to the station of his headquarters.

16. Journey to give evidence and to attend court as a juror:
In such cases an employee shall be entitled to T.A. as on tour if the amount paid by the court is credited to the Board.

17. Journey during suspension:
In such cases an employee who is required to undertake journey to another station shall be entitled to T.A. as on tour from the permitted place of residence to place of enquiry. However, no T.A. will be admissible if the place of enquiry is changed at the employee's own request.

18. T.A. on retirement:
On retirement an employee is entitled to T.A. as on transfer for himself and members of his family for journey to his home town or to the place where he intends to settle after retirement except that journey by air is not permitted.

19. T.A. to the family of an employee who dies while in service:
The Chairman may grant to the family of an employee who dies while in service travelling allowance for journey on retirement.

This concession shall, however, not be available in following cases:

(a) Employees who die while on leave preparatory to retirement and who have already drawn T.A.

(b) Retired employees who have been reemployed.

20. T.A. for attending Seminars/Conferences etc.
As a general practice when an employee is permitted by the Chairman to attend meetings, seminars and conferences in the interest of the Board, he will be entitled to T.A. as on tour.

21. Journeys to obtain medical treatment:
(a) An employee or any member of his family will be entitled to travel by rail, road or air according to the exigency of each case and the actual cost of travel limited to fare of the entitled class will be reimbursed for the patient as well as for attendant/escort.

(2) Reimbursement of Ambulance charges:
An employee will be entitled to reimbursement of charges paid for ambulance used for his conveyance or conveyance of members of his family if it is certified to be necessary by the attending Medical Officer.

22. T.A. Advance:
The competent authority may sanction an advance to an employee proceeding on tour or transfer. The advance shall normally be restricted to 90% of the estimated expenditure on tour or entitlement of an employee on transfer.

23. The provisions in these rules will supersede the corresponding provision, if any, in this regard in Oil Industry (Development) Rules, 1975.

24. Claims not covered by these rules will be decided in consultation with the Central Government.

25. Leave Travel Concession:
The leave travel concession shall be admissible to an employee and his family once in each block of two years for visiting his home-town and the entire cost of the fare from headquarters to his home-town and vice-versa, irrespective of the distance involved shall be met.
26. (1) Each employee, in order to become entitled to travel concession, shall make a declaration of his 'home town' to the Board.

(2) New entrants in service shall make declaration of their 'home town' within 3 months of joining service.

(3) The 'Home-town' for this purpose shall be the place as will be declared by an employee duly supported by reasons such as ownership of immovable property permanently resided in by near relatives for example parents, brother and the place where he would normally reside but for his absence due to service with the Board.

(4) The declaration of 'Home-Town' once made shall ordinarily be treated as final, but in exceptional circumstances, the Chairman may authorize a change in such declaration provided that such change shall not be made more than once during the service of the employee.

27. An employee will be entitled to avail of this concession for visiting his home town only once in each block of two years and for visiting any place in India other than his home-town only once in each block of four years regardless of whether or not his family also avails of this concession. Provided, however, an employee who has a family as defined in these Rules, living away from his place of work may, instead of having the concession for his family as well as for himself once in a block of two years, avail of the concession for himself alone once every year for visiting his home-town.

28. (1) The leave travel concession shall be admissible to an employee during leave of any kind, including casual leave; irrespective of the amount of leave.

(2) This concession for 'home-town' would also be admissible to an employee and his family during leave preparatory to retirement, refused leave and terminal leave, provided that this concession has not been availed of during particular block in which these periods of leave fall and provided also that the journey commenced within the period of leave.

(3) This concession shall not be admissible to an employee who proceeds on leave and then resigns his post without returning to duty.

29. This concession shall be admissible to:

(a) all employees of the Board who have completed one year's continuous service in the Board;

(b) officers on deputation or on foreign service in the Board provided, however the terms and conditions of deputation do not otherwise prescribe; and

(c) reemployed officers who have completed one year's continuous service in the Board.

30. (1) The class of Railway accommodation shall be determined with reference to the entitlement of the employee under these rules, except that journey by air or First class ACC by rail is not allowed.

(2) If for some reason the employee and/or his family travel in a higher class, the concession shall be restricted to the fare of the authorized class only.

(3) If the journey is performed by a class lower than the authorized class, the concession shall be limited to lower class fare actually paid.

(4) All the employees will be entitled to reimbursement of reservation charges for seats/sleeper berths, in addition to the fare of their entitled class.

(5) The employees of the Board may travel by Mail or Express train, at their discretion.

31. (1) The concession shall be limited to the fare by the shortest route calculated on a through ticket basis.

(2) The employee before availing of the concession shall declare where he intends to go.

(3) If the journey or part thereof is made by road, the assistance shall be to the extent of the Railway fare by the authorized class or on the basis of the actual expenses incurred by an employee, whichever is less. Provided that the journey is performed by an employee by his own car the Board's assistance will be limited to what would have been admissible had the journey been performed by rail by the authorized class. In such cases no scrutiny of the actual expenses incurred for the journey by car will be made.

32. (1) The members of an employee's family need not accompany the employee or even travel in the same calendar year in which the employee travels. The members of the family will get assistance independently, whether the employee proceeds on regular leave or not.

(2) Family may travel in one group and or in different groups provided the different group complete the return journey within six months from the date of their respective outward journeys.
(3) Concession for one block can be carried forward to the first year of the next block.

(4) Employees are entitled to get advance for the journeys. The amount of such advances shall not exceed 90% of the T.A. admissible for the journeys.

33. (1) All employees shall submit their claims for charges soon after the completion of the journey.

(2) Full details regarding Ticket Nos., money receipts etc., shall be submitted in proof of having performed the journeys.

[F. No. 7/983-Fin II]

R. VASUDEVAN, Jr. Secy.