

कोल इण्डिया लिमिटेड
(भारत सरकार का उपक्रम)
COAL INDIA LIMITED
(A Govt. of India Enterprise)
कोल भवन "COAL BHAWAN"
Premise No. 04, MAR, Plot No. AF-III
Action Area-1A, Newtown, Rajarhat
KOLKATA-700156 (WB)



एक महारत्न कंपनी
A Maharatna Company

POLICY CELL
CIN: L23109WB1973GOI028844
E-Mail: policycell.cil@coalindia.in
Tel: 033-7110 4271
Website: www.coalindia.in

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

Ref No: CIL/C5A (PC)/CIL TA Rules/2024/1286

Date: 18.11.2024

Office Memorandum

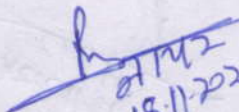
Subject: Revision of CIL TA Rules, 2010

The Board of Directors, in its 471st meeting held on 25.10.2024 (vide ITEM No. 471:4(L)), approved the revision of CIL TA Rules, 2010. The key amendments in the revision of CIL TA Rules, 2010 are as follows:

Amendments in Coal India Travelling Allowance Rules 2010		
Cl. No.	Existing Provision	Amendments
2.0	Savings Clause The Company reserves the right to modify, cancel or amend all or any of these rules or any supplementary rules or a part of a rule or supplementary rule issued in connection with these rules without previous notice of its intention.	Savings Clause <ul style="list-style-type: none">The CIL Board reserves the right to modify, cancel or amend all or any of these rules or any supplementary rules or a part of a rule or supplementary rule issued in connection with these rules without previous notice of its intention.The Chairman, CIL will have the authority to make minor alterations/modifications in the CIL TA Rules to facilitate operational issues.The provisions of the rule may be revisited after every 03 years.
8.1	Normally all journeys on duty should be performed by rail or steamer, and by road where the places are not connected by rail or steamer. Journeys on duty between places connected by rail or steamer may, however, be performed by road by non-executive cadre employees below A-1 Grade with the specific approval of the competent authority. All Executive cadre employees and non-executive cadre employees of A-1 Grade may perform journeys on duty by road at their discretion.	Normally all journeys on duty should be performed by rail or steamer, and by road where the places are not connected by rail or steamer. Journeys on duty between places connected by rail or steamer may, however, be performed by road with the specific prior approval of the competent authority (GM/HoD/Area GMs etc.)


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9.0	<p>Class of Accommodation</p> <p>The class of rail or steamer accommodation to which an employee is entitled shall be as follows:</p> <table border="1"> <thead> <tr> <th data-bbox="311 380 614 459">Employees</th> <th data-bbox="614 380 742 459">Rail</th> <th data-bbox="742 380 949 459">Sea/ River</th> </tr> </thead> <tbody> <tr> <td data-bbox="311 459 614 571">(a) Executives in E-5 grade class & above</td> <td data-bbox="614 459 742 571">AC 1st class</td> <td data-bbox="742 459 949 571">Highest</td> </tr> <tr> <td data-bbox="311 571 614 1041">(b) Executives other than (a) as above and non-executive cadre employees drawing pay of Rs. 27712.84 /- & above p.m.</td> <td data-bbox="614 571 742 1041">1st Class/ 2nd Class AC 2 tier sleeper</td> <td data-bbox="742 571 949 1041">If there be only two classes on the steamer, the higher class and if there be more than two classes, middle or 2nd class.</td> </tr> <tr> <td data-bbox="311 1041 614 1422">(c) Non-executives cadre employees drawing pay less than Rs. 27712.84 /- p.m.</td> <td data-bbox="614 1041 742 1422">Sleeper class AC 3 tier</td> <td data-bbox="742 1041 949 1422">If there be only two classes on the steamer, the lower class, in other cases the lowest class.</td> </tr> </tbody> </table>	Employees	Rail	Sea/ River	(a) Executives in E-5 grade class & above	AC 1 st class	Highest	(b) Executives other than (a) as above and non-executive cadre employees drawing pay of Rs. 27712.84 /- & above p.m.	1 st Class/ 2 nd Class AC 2 tier sleeper	If there be only two classes on the steamer, the higher class and if there be more than two classes, middle or 2nd class.	(c) Non-executives cadre employees drawing pay less than Rs. 27712.84 /- p.m.	Sleeper class AC 3 tier	If there be only two classes on the steamer, the lower class, in other cases the lowest class.	<p>Class of Accommodation</p> <p>The class of rail or steamer accommodation to which an employee is entitled shall be as follows:</p> <table border="1"> <thead> <tr> <th data-bbox="949 380 1252 459">Employees</th> <th data-bbox="1252 380 1380 459">Rail</th> <th data-bbox="1380 380 1556 459">Sea/ River</th> </tr> </thead> <tbody> <tr> <td data-bbox="949 459 1252 571">(a) Executives in E-5 grade class & above</td> <td data-bbox="1252 459 1380 571">AC 1st class</td> <td data-bbox="1380 459 1556 571">Highest</td> </tr> <tr> <td data-bbox="949 571 1252 1220">(b) Executives other than (a) as above and non-executive cadre employees of grades- Excavation A & Spl, MR Grade B, A & A-1, Clerical Spl, DR Category III to Category VI. Excavation E, D, C & B; MR, Grade H to Grade C (H, G, F, E, D, C), Clerical (III, II & I)</td> <td data-bbox="1252 571 1380 1220">1st Class/ 2nd Class AC 2 tier sleeper</td> <td data-bbox="1380 571 1556 1220">If there be only two classes on the steamer, the higher class and if there be more than two classes, middle or 2nd class.</td> </tr> <tr> <td data-bbox="949 1220 1252 1601">(c) Non-executives cadre employees of grades Cat.-I & Cat.-II</td> <td data-bbox="1252 1220 1380 1601">Sleeper class AC 3 tier</td> <td data-bbox="1380 1220 1556 1601">If there be only two classes on the steamer, the lower class, in other cases the lowest class.</td> </tr> </tbody> </table>	Employees	Rail	Sea/ River	(a) Executives in E-5 grade class & above	AC 1 st class	Highest	(b) Executives other than (a) as above and non-executive cadre employees of grades- Excavation A & Spl, MR Grade B, A & A-1, Clerical Spl, DR Category III to Category VI. Excavation E, D, C & B; MR, Grade H to Grade C (H, G, F, E, D, C), Clerical (III, II & I)	1 st Class/ 2 nd Class AC 2 tier sleeper	If there be only two classes on the steamer, the higher class and if there be more than two classes, middle or 2nd class.	(c) Non-executives cadre employees of grades Cat.-I & Cat.-II	Sleeper class AC 3 tier	If there be only two classes on the steamer, the lower class, in other cases the lowest class.
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10.1.1	<p>By Rail or Steamer: Single fare by the shortest route of the class of accommodation to which the employee is entitled plus the charges incurred for reservation of accommodation including sleeping ticketing charges and travel agent's charges. If, however, he travels in a lower class, the actual fare of the lower class and reservation charges as above.</p>	<p>By Rail or Steamer: Single fare by the shortest route of the class of accommodation to which the employee is entitled plus the charges incurred for reservation of accommodation including sleeping ticketing charges and travel agent's charges (on submission of vouchers). If, however, he travels in a lower class, the</p>																								


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		actual fare of the lower class and reservation charges as above.
10.1.1 (d)	E-ticketing charges and Agency charges paid to travel agent for booking of ticket subject to the monetary limit as may be prescribed from time to time shall also be reimbursable on production of vouchers. The current monetary limit for reimbursement of agency charges for booking of rail ticket shall be Rs.20/- per ticket for each journey.	Deleted.
10.1.2	<p>By Road: When an officer uses:</p> <p>(i) Own car he will be entitled to highest journey allowance under clause 10.2</p> <p>(ii) Own Motor Cycle/Scooter/Moped he will be entitled to lowest journey allowance under clause 10.2.1.</p> <p>(iii) A taxi- where approved, he will be entitled to actual fare subject to the limit of journey allowance rate of (i) above.</p> <p>Note: An employee traveling by road in a stage carriage (e.g. a bus) will be paid the fare for a single seat there on and not the journey allowance.</p>	<p>By Road: When an officer uses:</p> <p>i. Own car he will be entitled to the highest journey allowance under clause 10.2</p> <p>Note: Toll Tax is to be paid extra on submission of the receipts on a vehicle basis.</p> <p>ii. Own Motor Cycle/Scooter/two wheeler he will be entitled to the lowest journey allowance under clause 10.2.1.</p> <p>iii. A taxi- where approved, he will be entitled to actual fare (inclusive of toll-tax) subject to the limit of journey allowance rate of (i) above.</p> <p>Note: An employee traveling by road in a stage carriage (e.g. a bus) will be paid the fare for a single seat there on and not the journey allowance.</p>
10.2.1	<p>When the distance between the two places is more than 32km:</p> <p>Except where free transport is provided by the Company, an employee not using his own car or motor cycle/scooter/moped or stage carriage may draw journey allowance at the rates shown below:</p> <p>Non-executives</p> <p>Employees drawing pay of ₹ 42630.42/- & above per month - ₹ 8.00/km</p> <p>Employees drawing pay of ₹ 27712.84/- & above but less than ₹ 42630.42/- p.m. - ₹ 4.00 /km.</p> <p>Employees drawing pay below ₹ 27712.84/- p.m. - ₹ 2.75 p/km</p>	<p>When the distance between the two places is more than 32km:</p> <p>Except conditions stipulated under clause 12.0 or where free transport is provided by the Company, an employee not using his own car or motor cycle/scooter/two wheeler or stage carriage may draw journey allowance at the rates shown below:</p> <p>Non-executives</p> <p>Excavation A & Spl, MR Grade B, A & A-1, Clerical Spl - ₹15 /km</p> <p>DR Category III to Category VI, Excavation E, D, C & B; MR, Grade H to Grade C (H, G, F, E, D, C), Clerical (III, II & I)- ₹ 7 /km.</p>

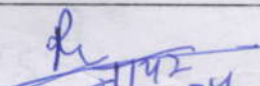
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	<p>Executives Executives in E1 to E3 grade/Trainee - ₹ 8.00/km Executives in E4 grade & above- ₹ 12.00 /km</p> <p>Note: It is clarified that where the two places are connected by rail, the reimbursement of actual would be limited to what the employee would have drawn, as per entitlement had he traveled by train.</p>	<p>Cat. - I & Cat.-II - ₹ 5.00 /km</p> <p>Executives Executives in E1 to E3 grade/Trainee - ₹ 15.00/km Executives in E4 to E6 grade- Rs. 18.00 /km Executives in E7 grade & above- ₹ 22.00 /km</p> <p>When two locations are connected by rail, travel between them may preferably be performed by train. However, in urgent cases, travel by road may be permitted with the specific prior approval of the competent authority, such as the General Manager/HoD , or Area General Managers (Area GMs).</p>
10.2.2	<p>When the distance between the two places is 32 km or less:</p> <p>The amount reimbursable shall be the actual fare by stage carriage (e.g. a bus) for non-executive cadre employees drawing pay less than ₹39290.68/- per month and in cases of other non- executive & executive cadre employees including Management Trainees, the actual fare provided that the journey is performed by taxi, auto-rickshaws, deluxe buses, AC buses etc.</p> <p>Note: Non-executive cadre employees drawing pay ₹37064.15/- per month and above will be entitled to travel by the upper class in a stage carriage where more than one class is provided. They will be entitled to travel by deluxe buses also.</p>	<p>When the distance between the two places is 32 km or less:</p> <p>The amount reimbursable shall be the actual fare by stage carriage (e.g. a bus) for non-executive cadre employees of Cat- I & Cat-II. In cases of other non-executives & executive cadre employees including Management Trainees, the actual fare shall be reimbursed provided that the journey is performed by taxi, auto-rickshaws, deluxe buses, AC buses.</p> <p>Note: Excavation A & Spl, MR Grade B, A & A-1, Clerical Spl, DR Category III to Category VI; Excavation E, D, C & B; MR, Grade H to Grade C (H, G, F, E, D, C), Clerical (III, II & I) will be entitled to travel by the upper class in a stage carriage where more than one class is provided. They will be entitled to travel by deluxe buses also.</p>
10.2.3	<p>Company vehicles (light vehicle only) used for private journey of the employees or his family will be charged at Rs. 8/- per kilometer or as notified by CIL/subsidiary companies from time to time with the approval of Director (P&IR) and/or Chairman, CIL for CIL and of respective CMD for subsidiary companies.</p>	<p>Company vehicles (light vehicle only) used for private journey of the employees or his family will be charged at Rs. 15/Km. or as notified/ revised by CIL/subsidiary companies from time to time with the approval of Director (P&IR) and/or Chairman, CIL for CIL and of respective CMD for subsidiary companies.</p>

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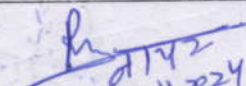
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11.2.0 Note (ii)	The rate of daily allowance during entire tour period including journey period will be same as the rate applicable for stay in hotel/guest house or stay in own arrangement as the case may be. However, in case of stay in guest house/hotel where boarding and lodging is provided free, then concerned employee will be eligible for 1/3rd of D.A. which will be for the period of stay at temporary headquarter and in such case the D.A. for journey period will be payable at full rate as applicable.	The daily allowance (D.A.) for an employee during a tour, including the journey period, will be consistent with the rate applicable for either hotel/guest house stays or personal arrangements, as applicable. However, if the employee stays in a guest house or hotel where both boarding and lodging are provided free of charge, the D.A. will be governed by the provisions of Clause 11.2.3. In such cases, the D.A. will apply only for the duration of the stay at the temporary headquarters, while the D.A. for the journey period will be payable at the full applicable rate.																																										
11.2.3	<p>When an employee is treated as a guest of the company or of Govt. or any other organization the daily allowance shall be granted at the following rates.</p> <p>(i) When Board is provided free – 75% of DA</p> <p>(ii) When lodging is provided free- 75% of DA.</p> <p>(iii) When Board and lodging are provided free- 1/3rd of DA.</p>	When an employee is treated as a guest by the company, government, or any other organization, and both boarding and lodging are provided with all expenses paid directly by that entity, the employee shall be granted 50% of the daily allowance (DA).																																										
11.3.0	<p>Rate of Daily Allowance The rates of daily allowance will be as under:</p> <table border="1" data-bbox="359 1254 933 2027"> <thead> <tr> <th>Pay Range</th> <th>Specified Localities for stay in Hotel/Guest House/Own arrangement</th> <th>Other localities for stay in Hotel/ Guest House/Own arrangement</th> </tr> </thead> <tbody> <tr> <td>Upto ₹62880/-</td> <td>900/-</td> <td>700/-</td> </tr> <tr> <td>62881-93580/-</td> <td>1100/-</td> <td>900/-</td> </tr> <tr> <td>93581-116400/-</td> <td>1300/-</td> <td>1050/-</td> </tr> <tr> <td>116401/- & above</td> <td>1400/-</td> <td>1100/-</td> </tr> <tr> <td>(Non-Exec.)</td> <td></td> <td></td> </tr> <tr> <td>Upto ₹27930.75/-</td> <td>600/-</td> <td>500/-</td> </tr> <tr> <td>27930.76/- to 31066.80/-</td> <td>700/-</td> <td>600/-</td> </tr> </tbody> </table>	Pay Range	Specified Localities for stay in Hotel/Guest House/Own arrangement	Other localities for stay in Hotel/ Guest House/Own arrangement	Upto ₹62880/-	900/-	700/-	62881-93580/-	1100/-	900/-	93581-116400/-	1300/-	1050/-	116401/- & above	1400/-	1100/-	(Non-Exec.)			Upto ₹27930.75/-	600/-	500/-	27930.76/- to 31066.80/-	700/-	600/-	<p>Rate of Daily Allowance The rates of daily allowance will be as under:</p> <table border="1" data-bbox="997 1276 1572 2027"> <thead> <tr> <th>Pay Range</th> <th>Specified Localities for stay in Hotel/Guest House/Own arrangement</th> <th>Other localities for stay in Hotel/ Guest House/Own arrangement</th> </tr> </thead> <tbody> <tr> <td>Board Level Executives</td> <td>4000/- or actuals Note: For amounts exceeding the specified limit, receipts/bills are required.</td> <td>3400/- or actuals Note: For amounts exceeding the specified limit, receipts/bills are required.</td> </tr> <tr> <td>E-9</td> <td>3700/-</td> <td>3200/-</td> </tr> <tr> <td>E-8</td> <td>3500/-</td> <td>3000/-</td> </tr> <tr> <td>E-7 /E-6/E-5</td> <td>3100/-</td> <td>2500/-</td> </tr> <tr> <td>E-4/E-3/E-2</td> <td>2300/-</td> <td>1800/-</td> </tr> </tbody> </table>	Pay Range	Specified Localities for stay in Hotel/Guest House/Own arrangement	Other localities for stay in Hotel/ Guest House/Own arrangement	Board Level Executives	4000/- or actuals Note: For amounts exceeding the specified limit, receipts/bills are required.	3400/- or actuals Note: For amounts exceeding the specified limit, receipts/bills are required.	E-9	3700/-	3200/-	E-8	3500/-	3000/-	E-7 /E-6/E-5	3100/-	2500/-	E-4/E-3/E-2	2300/-	1800/-
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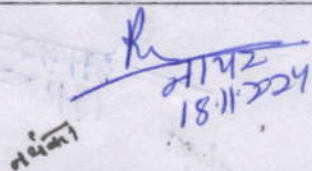

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	31066.81/- to above	800/-	650/-	E-1 (Non-Exec.)	1700/-	1400/-
				Excavation A & Spl, MR Grade B,A & A-1, Clerical spl.	1500/-	1200/-
				DR Category III to Category VI. Excavation E, D, C & B; MR, Grade H to Grade C (H, G, F, E, D, C), Clerical (III, II & I)	1300/-	1100/-
				Cat.-I & Cat.-II	1100/-	900/-
11.4.1 (A)	For Stay in Hotels: The employees will be entitled to actual charges for lodging (bed & breakfast), on production of receipt and subject to the limits as follows:			For Stay in Hotels: The employees will be entitled to actual charges for lodging (bed & breakfast), on production of receipt and subject to the limits as follows:		
	A. Executive cadre employees:			A. Executive cadre employees:		
	Grade	Specified localities	Other localities	Grade	Specified localities	Other localities
	E-1 to E-3	Actual for stay in any star hotel upto 3 Star rating or actual limited to ₹1600/- per day	Actual for stay in any star hotel upto 3 Star rating or actual limited to ₹1300/- per day	E-1	Actual for stay in any star hotel upto 3 Star rating or actual limited to ₹4500/- per day	Actual for stay in any star hotel upto 3 Star rating or actual limited to ₹3600/- per day
	E-4 to E-6	Actual for stay in any star hotel upto 4 Star rating or actual limited to ₹2300/- per day	Actual for stay in any star hotel upto 4 Star rating or actual limited to ₹1900/- per day	E-2/E-3/E-4	Actual for stay in any star hotel upto 4 Star rating or actual limited to ₹ 5200/- per day	Actual for stay in any star hotel upto 4 Star rating or actual limited to ₹ 4200/- per day
	E-7	Actual for stay in any star	Actual for stay in any star hotel			

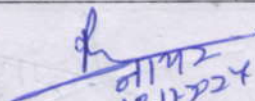

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	hotel upto 4 Star rating or actual limited to ₹2600/- per day	upto 4 Star rating or actual limited to ₹2100/- per day	E-5/E-6/E-7	Actual for stay in any star hotel upto 4 Star rating or actual limited to ₹ 6400/- per day	Actual for stay in any star hotel upto 4 Star rating or actual limited to ₹ 5100/- per day
E-8 & E9	Actual for stay in any star hotel upto 5 star rating. But will not be entitled to stay insuite in 5 Star Hotel. Where star hotels are available but stayed in non-star hotel then actual limited to ₹5000/- per day.	Actual for stay in Star Hotels but will not be entitled to stay in suite in 5 Star Hotel or actual limited to ₹ 4000/- per day	E-8	Actual for stay in any star hotel upto 5 star rating. But will not be entitled to stay in suite in 5 Star Hotel. Where star hotels are available but stayed in non-star hotel then actual limited to ₹ 7100/- per day.	Actual for stay in Star Hotels but will not be entitled to stay in suite in 5 Star Hotel or actual limited to ₹ 5700/- per day
Directors/ CMDs	Actuals	Actuals	E-9	Actual for stay in any star hotel upto 5 star rating. But will not be entitled to stay in suite in 5 Star Hotel. Where star hotels are available but stayed in non-star hotel then actual limited to ₹ 7500/- per day.	Actual for stay in Star Hotels but will not be entitled to stay in suite in 5 Star Hotel or actual limited to ₹ 6000/- per day
Note: 1. In any specified localities where star hotels does not exist then reimbursement will be on actual basis for stay in any non- star hotels for all grades of executives i.e. E1 to E9 grade. 2. Considering the non-availability of adequate no. of 3 star and 4 star hotels at various places company may make arrangements with other hotels, at a rate ceiling higher then prescribed in the rules depending on the local conditions and in such cases the officer will get reimbursement on the negotiated rate for stay in such hotels. The empanelment of such hotels will be done by CIL centrally and be circulated from time to time.			Directors/ CMDs	Actuals	Actuals
Note: Hotel Room tariff (Rs./day) shall be excluding Taxes. <ul style="list-style-type: none"> In any specified localities where star hotels or empaneled hotels does not 					

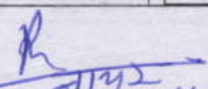


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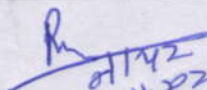
		<p>exist then reimbursement will be on actual basis for stay in any non- star hotels for all grades of executives i.e. E1 to E9 grade subject to the ceiling limit given above.</p> <ul style="list-style-type: none"> Considering the non-availability of adequate no. of 3 star and 4 star hotels at various places company may make arrangements with other hotels, at a rate ceiling higher then prescribed in the rules depending on the local conditions and in such cases the officer will get reimbursement on the negotiated rate for stay in such hotels. The empanelment of such hotels will be done by CIL centrally and be circulated from time to time. 																					
11.4.1 (B)	<p>Non-executive cadre employees:</p> <table border="1"> <thead> <tr> <th>Pay Range</th> <th>Specified locations</th> <th>Other locations</th> </tr> </thead> <tbody> <tr> <td>Below ₹ 31066.80 /-</td> <td>₹ 1000 /- or actuals whichever is lower</td> <td>₹ 800 /- or actuals whichever is lower</td> </tr> <tr> <td>₹ 31066.80 /- & above</td> <td>₹ 1200 /- or actuals whichever is lower</td> <td>₹ 1000 /- or actuals whichever is lower</td> </tr> </tbody> </table>	Pay Range	Specified locations	Other locations	Below ₹ 31066.80 /-	₹ 1000 /- or actuals whichever is lower	₹ 800 /- or actuals whichever is lower	₹ 31066.80 /- & above	₹ 1200 /- or actuals whichever is lower	₹ 1000 /- or actuals whichever is lower	<p>Non-executive cadre employees:</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Specified locations</th> <th>Other locations</th> </tr> </thead> <tbody> <tr> <td>Cat.-I & Cat.-II</td> <td>₹ 2000 /- or actuals whichever is lower</td> <td>₹ 1600 /- or actuals whichever is lower</td> </tr> <tr> <td>DR Category III to Category VI. Excavation E, D, C & B; MR, Grade H to Grade C (H, G, F, E, D, C), Clerical (III, II & I)</td> <td>₹ 2500 /- or actuals whichever is lower</td> <td>₹ 2000 /- or actuals whichever is lower</td> </tr> <tr> <td>Excavation A & Spl, MR Grade B, A & A-1, Clerical Spl.,</td> <td>₹ 3000 /- or actuals whichever is lower</td> <td>₹ 2400 /- or actuals whichever is lower</td> </tr> </tbody> </table>	Grade	Specified locations	Other locations	Cat.-I & Cat.-II	₹ 2000 /- or actuals whichever is lower	₹ 1600 /- or actuals whichever is lower	DR Category III to Category VI. Excavation E, D, C & B; MR, Grade H to Grade C (H, G, F, E, D, C), Clerical (III, II & I)	₹ 2500 /- or actuals whichever is lower	₹ 2000 /- or actuals whichever is lower	Excavation A & Spl, MR Grade B, A & A-1, Clerical Spl.,	₹ 3000 /- or actuals whichever is lower	₹ 2400 /- or actuals whichever is lower
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11.4.2	<p>For the purpose of above rule the following places shall be treated as specified localities. Asansol/ All State Capitals/ Bhadravati/ Bhilai/ Bilaspur/ Bokaro Steel City/ Burnpur/</p>	<p>For the purpose of above rule the following places shall be treated as specified localities.</p>																					


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	<p>Delhi/New Delhi/ Dhanbad/ Durgapur/ Howrah Municipality/ Jamshedpur/ Margherita/ Nagpur/ Ranchi/ Rourkela/ Sanctoria/ Singrauli/ Sambalpur.</p> <p>Note: All Capitals of Union Territories will be treated as Specified localities at par with State Capitals.</p>	<p>All Capitals of Union Territories and cities/towns having population of over 5 lakhs will be treated as Specified localities</p> <p>Other than the above, below Towns/Cities which are important Towns/Cities in the Command Areas of the Company or are frequently visited by the employees of the company for Official Work.</p> <p>Asansol/ Chandrapur/ Bhilai/ Bilaspur/ Bokaro Steel City/ Burnpur/ Delhi/ New Delhi/ Dhanbad/ Durgapur/ Howrah Municipality/ Jamshedpur/ Margherita/ Nagpur/ Ranchi/ Rourkela/ Angul/ Gorakhpur/ Sindri/ Barauni/ Sanctoria/ Singrauli/ Sambalpur, Mugalsarai, Saldol.</p>										
12.0	<p>Reimbursement of Taxi and Other Transport Expenses</p> <p>(i) The reimbursement of hire charges for taxis would be allowed for road journeys from residence to bus stop railway station or the air-port, as the case may be, and from bus stop, railway station or the air-port to residence or temporary head quarters as the case may be at the rate specified in Rule 10.2.1/10.2.2.</p> <p>(ii) An employee entitled to travel by taxi would also be entitled to use Company's transport for official journeys from the place of temporary residence and back subject to availability of Company's transport.</p>	<p>Reimbursement of Taxi and Other Transport Expenses</p> <p>i. The reimbursement of hire charges for taxis would be allowed for road journeys from residence to bus stop railway station or the air-port, as the case may be, and from bus stop, railway station or the air-port to residence or temporary headquarters as the case may be at the actual rates (irrespective of total distance) on submission of original bills/invoice.</p> <p>ii. An employee entitled to travel by taxi would also be entitled to use Company's transport for official journeys from the place of temporary residence and back subject to availability of Company's transport.</p>										
13.2.1	<p>Conveyance of Personal Effects</p> <p>An employee on transfer is also entitled to reimbursement of actual expenses incurred on transportation of personal effects from the old to new station, limited to the cost of carriage, by goods train, of the personal effects upto the maximum indicated below:</p> <table border="1" data-bbox="347 1899 951 2016"> <tr> <td>Pay Range</td> <td></td> </tr> <tr> <td>(i) In case of executives, drawing</td> <td>Full wagon or two</td> </tr> </table>	Pay Range		(i) In case of executives, drawing	Full wagon or two	<p>Conveyance of Personal Effects</p> <p>An employee on transfer is also entitled to reimbursement of actual expenses incurred on transportation of personal effects from the old to new station, limited to the cost of carriage, by goods train, of the personal effects upto the maximum indicated below:</p> <table border="1" data-bbox="994 1881 1573 2027"> <tr> <td>Pay Range</td> <td></td> </tr> <tr> <td>Executives</td> <td></td> </tr> <tr> <td>For Board Level</td> <td>As per Actuals</td> </tr> </table>	Pay Range		Executives		For Board Level	As per Actuals
Pay Range												
(i) In case of executives, drawing	Full wagon or two											
Pay Range												
Executives												
For Board Level	As per Actuals											


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	pay of ₹97490/- & above and in case of non-executives, drawing pay of ₹43743.65/- & above.	containers by railway container service.	E9/E8 grade	Full wagon or two containers in railway container service.
	(ii) In case of executives, drawing pay of ₹56600/- & above but less than ₹97490/- and in case of non-executives, drawing pay of ₹31663.71/- & above but less than ₹43743.65/-.	Full wagon	E7 grade & below	Full wagon.
	(ii) Executive cadre employees drawing pay of ₹40000/- and above but less than ₹56600/- and non-executive cadre employees Drawing pay of ₹ 27712.84/- and above but less than ₹31663.71/-	2500 kg.	Non Executives	
	(iv) Non-executive cadre employees drawing pay of below ₹ 27712.84/-.	1250 Kg.	Excavation A & Spl, MR Grade B, A & A-1, Clerical Spl.	Full wagon.
			DR Category III to Category VI.	Full wagon.
			Excavation E, D, C & B; MR, Grade H to Grade C (H, G, F, E, D, C), Clerical (III, II & I)	
			Cat.-I & Cat.-II	9,000 kgs
13.2.3	In addition, actual cost of packing, loading and unloading of the household effects will be reimbursable subject to a maximum of Half month's pay.		In addition, actual cost of packaging, insurance charges, and loading and unloading of the household effects will be reimbursable subject to a maximum of Half month's pay.	
13.3.1	An employee on transfer from one station to another station unless otherwise stated in the transfer order shall be eligible to receive: Transfer Grant- Equivalent to 1/3 rd of one month's pay (Basic plus deputation/personal /dearness/special pay) irrespective of whether such transfer involves shifting of establishment. Settling-in-allowance- Equivalent to 2/3 rd of one month's pay (Basic plus deputation/personal /dearness/special pay) provided the transfer involves shifting of establishment by a distance of more than		An employee on transfer from one station to another station unless otherwise stated in the transfer order shall be eligible to receive transfer grant and settling allowance to meet the unforeseen incidental transfer related expenses. Transfer Grant- No change. Settling-in-allowance- Equivalent to one month's pay (Basic plus deputation/personal /dearness/special pay) provided the transfer involves shifting of establishment by a distance of more than 32	


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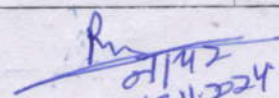
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	<p>32Kms. Note: (i) In cases where both husband and wife are company's employees posted at same place/nearby places and maintaining one establishment, if one is transferred to another station, such employee would be eligible for transfer grant equivalent to 1/3rd of one month's pay. Further, after shifting of establishment, any one of them shall be eligible for settling-in allowance.</p> <p>(ii) In case of employees who have been provided with company's accommodation, shifting of establishment means shifting of household belongings to the new place of posting/residence after vacating the old accommodation provided by the company.</p> <p>(iii) For the purpose of transfer TA including settling in allowance and transfer grant, the pay on the date of release of the transferee from the old station is to be taken into account.</p>	<p>Kms. Note: (i) & (ii) No change. (iii) As actual shifting of establishment mostly takes place after joining in the new place of posting, all the allowances payable on transfer (such as Transfer grant, Settling allowance) will be as per the pay at the new station on the date of shifting.</p>
15.0	<p>Admissibility of TA/DA to retired employees for attending Court Cases</p> <p>The retired employees who are to attend court cases on account of prosecutions instituted against them, by certain statutory bodies/institutions, in respect of matters of which they are statutorily responsible in the day to day discharge of their official duties shall be eligible for payment of TA/DA at the scale and rates to which they were entitled, as per the provisions of the TA Rules, at the time of their retirement, subject to the approval of the CMD concerned of the Company.</p>	<p>Admissibility of TA/DA to retired employees for attending Court Cases</p> <p>The retired employees who are to attend court cases on account of prosecutions instituted against them or as management witness, by certain statutory bodies/institutions, in respect of matters of which they are statutorily responsible in the day to day discharge of their official duties shall be eligible for payment of same class of TA/DA (including accommodation charges, if required) to which they were entitled at the time of their retirement. Such TA/DA will be paid at the present corresponding rates of such class of TA and DA. The concerned employees can claim their TA and DA on self-certification basis as per the proforma attached as Annexure- G</p>

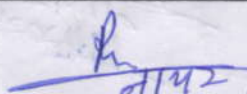
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16.0	<p>Admissibility of TA/DA to retired employees against whom departmental proceedings were instituted while they were in service such proceedings are continuing after the retirement</p> <p>Traveling allowance will be allowed to such employees as on tour by the shortest route for the journey in connection with the enquiry from his 'home town' or from the place where he has settled after his retirement to the place of enquiry and back. If at the time of receipt of summons, the retired employee is at a place different from his homes town or place of residence, the traveling allowance should be restricted to the shorter of the two journeys between that place to the place of enquiry and home town or place of residence to the place of enquiry.</p> <p>TA shall be regulated in accordance with the pay of the post held by the retired employees immediately prior to his retirement.</p> <p>No advance of TA should be paid in connection with such journeys.</p> <p>No DA will be admissible for such journeys and halts.</p>	<p>Admissibility of TA/DA to retired employees against whom departmental proceedings were instituted while they were in service such proceedings are continuing after the retirement.</p> <p>Traveling allowance will be allowed to such employees as on tour by the shortest route for the journey in connection with the enquiry from his 'home town' or from the place where he has settled after his retirement to the place of enquiry and back. If at the time of receipt of summons, the retired employee is at a place different from his homes town or place of residence, the traveling allowance should be restricted to the shorter of the two journeys between that place to the place of enquiry and home town or place of residence to the place of enquiry.</p> <p>TA/DA (including accommodation, if required) shall be regulated in accordance with the pay of the post held by the retired employees immediately prior to his retirement. Such TA/DA will be paid at the present corresponding rates of such class of TA and DA. The concerned employees can claim their TA and DA on self-certification basis as per the proforma attached as Annexure- G1</p>
17	<p>Grant of TA to the family members of executives in the event of their death while in service.</p> <p>In the event of death of an executive while in service, TA shall be admissible to the family members of the said executive from the last headquarters of the executive to his home town or to the place where the family members intend to settle down in India on the following conditions:</p>	<p>Grant of TA to the family members of executives in the event of their death while in service.</p> <p>In the event of death of an executive while in service, TA shall be admissible to the family members of the said executive from the last headquarters of the executive to his home town or to the place where the family members intend to settle down in India on the following conditions:</p>

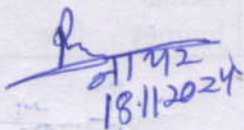

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	<p>a) Train fare: Actual fare of the class of accommodation to which the deceased employee was himself entitled for each member of the family, but not exceeding the fare for AC 2-tier class Railway accommodation or the fare of the class of accommodation actually travelled, whichever is less.</p> <p>b) Transportation of Personal Effects: Actual expenses incurred on transporting the personal effects as in Rule 13.2. The TA should be availed of by the family members within six months of the death of the employee. The TA will be admissible by the shortest route, from the last headquarters of the employee to his home town in India as declared in his service book/service record to the new place of settlement of the family members, whichever is less.</p>	<p>a) Train fare: Actual fare of the class of accommodation to which the deceased employee was himself entitled for each member of the family, but not exceeding the fare for AC 2-tier class Railway accommodation or the fare of the class of accommodation actually travelled, whichever is less.</p> <p>b) Transportation of Personal Effects: Actual expenses incurred on transporting the personal effects as in Rule 13.2. The TA should be availed of by the family members within six months of the death of the employee. The TA will be admissible by the shortest route, from the last headquarters of the employee to his home town in India as declared in his service book/service record or to the new place of settlement of the family members, whichever is less.</p> <p>c) Reimbursement of Ambulance/Taxi fare for transportation of corpse:</p> <p>Reimbursement of Ambulance/Taxi fare (as per applicable rates) for transportation of corpse of Employee/Spouse from place of posting to Hometown place or place where family members intends to settle down (by shortest route) is allowed. However, proof of transport and death certificate is required to be produced.</p>		
18.0	<p>Admissibility of TA/DA when an employee is sponsored for training/seminar/conference etc. by the Company</p> <p>When an employee is sponsored for training/seminar/conference etc. by the Company for a period of not more than 120 days, he will be entitled to TA and DA as below:</p> <table border="1" data-bbox="336 1921 975 2004"> <tr> <td data-bbox="336 1921 655 2004">(a) Traveling Expenses</td> <td data-bbox="655 1921 975 2004">Actual journey fare</td> </tr> </table>	(a) Traveling Expenses	Actual journey fare	<p>Admissibility of TA/DA when an employee is sponsored for training/seminar/conference etc. by the Company</p> <p>When an employee is sponsored for training/seminar/conference etc. by the Company for a period of not more than 120 days, he will be entitled to TA and DA as below:</p>
(a) Traveling Expenses	Actual journey fare			


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		limited to entitled class.	(a) Traveling Expenses	Actual Journey fare limited to entitled class.
	(b) Daily Allowance (i) First 60 days - (ii) Beyond 60 days and upto 120 days.	Full Daily Allowance Half of the full Daily Allowance	(b) Daily Allowance (i) First 60 days - (ii) Beyond 60 days and upto 120 days.	Full Daily Allowance Half of the full Daily Allowance
	In case of the residential training where boarding and lodging expenses are not payable by the participant, he will be entitled to 1/3 rd of full or half daily allowance, as the case may be.		In case of the residential training where boarding and lodging expenses are not payable by the participant, he will be entitled to 1/2 of full or half daily allowance, as the case may be.	
	<p>NOTE: In case an employee, sponsored for training/seminar/conferences etc., not entitled to travel by air as per clause 8.2 but travels by air, instead of Rail, the TA claim will be admissible to the extent of entitled class total fare of Rajdhani/Satabdi Express provided the place is connected by such train and for places which are not connected by the Rajdhani/Satabdi Express, to the extent of entitled class total Railway fare of Mail/Express train.</p>		<p>NOTE: In case an employee, sponsored for training/seminar/conferences etc., not entitled to travel by air as per clause 8.2 but travels by air, instead of Rail, the TA claim will be admissible to the extent of entitled class total fare of Rajdhani/Satabdi Express provided the place is connected by such train and for places which are not connected by the Rajdhani/Satabdi Express, to the extent of entitled class total Railway fare of Mail/Express train.</p>	
19.0	<p>Admissibility of TA/DA to a retired employee for attending departmental enquiry.</p> <p>The retired employee who is called to attend departmental enquiry as a witness in respect of matters which had come to his knowledge in the discharge of his official duties shall be eligible for payment of TA/DA at the scale and rates to which he was entitled to as per the provisions of the TA Rules at the time of his retirement subject to the approval of the Functional Director concerned of the Company. Traveling Allowance will be allowed preferably by train, if available, by the shortest route from his home town or from the place where he has settled after retirement to the place of enquiry and back.</p>		<p>Admissibility of TA/DA to a retired employee for attending departmental enquiry.</p> <p>The retired employee who is called to attend departmental enquiry as a witness in respect of matters which had come to his knowledge in the discharge of his official duties shall be eligible for payment of TA/DA (including accommodation charges, if required) at the scale and rates to which he was entitled to as per the provisions of the TA Rules at the time of his retirement. Such TA/DA will be paid at the present corresponding rates of such class of TA and DA. The concerned employees can claim their TA and DA on self-certification basis as per the proforma attached as Annexure- G2</p>	


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20.0	<p>Admissibility of TA/DA to a retired employee called to attend investigations conducted by CBI/Police authorities</p> <p>The retired employee who is called to attend investigations conducted by C.B.I./Police authorities in respect of matters which had come to his knowledge in the discharge of his official duties shall be eligible for payment of TA/DA at the scale and rates to which he was entitled to as per the provisions of the TA rules at the time of his retirement, provided he is called for the same by the Management.</p> <p>Travelling allowance will be allowed preferably by train, if available, by the shortest route from his home town or from the place where he had settled after retirement to the place of investigations and back.</p> <p>Clarification: Including appearing before court as a prosecution witness, in case where the prosecution authority is CBI/DGMS/Police.</p>	<p>Admissibility of TA/DA to a retired employee called to attend investigations conducted by CBI/Police authorities</p> <p>The retired employee who is called to attend investigations conducted by C.B.I./Police authorities in respect of matters which had come to his knowledge in the discharge of his official duties shall be eligible for payment of TA/DA (including accommodation charges, if required) at the scale and rates to which he was entitled to as per the provisions of the TA rules at the time of his retirement, provided he is called for the same by the Management.</p> <p>Such TA/DA will be paid at the present corresponding rates of such class of TA and DA. The concerned employees can claim their TA and DA on self-certification basis as per the proforma attached as Annexure- G3</p> <p>Clarification: Including appearing before court as a prosecution witness, in case where the prosecution authority is CBI/DGMS/Police.</p>
21.0	<p>Admissibility of TA/DA to ex-officers appointed as Enquiry Officer or Presenting Officer/Management Representative:</p> <p>Travelling Allowance will be allowed to such executives as on tour by the shortest route for the journeys in connection with the enquiry from their home town or from the place where they have settled after their retirement to the place of enquiry and back. Payment of TA and DA shall be regulated in accordance with the pay of the post held by the ex-officer immediately prior to retirement.</p>	<p>Admissibility of TA/DA to ex-officers appointed as Enquiry Officer or Presenting Officer/Management Representative:</p> <p>Traveling Allowance will be allowed as per the entitlement class at the time of retirement by the shortest route for the journeys in connection with the enquiry from their home town or from the place where they have settled after their retirement to the place of enquiry and back.</p> <p>Payment of TA and DA (including accommodation charges, if required) shall be regulated in accordance with the pay of the post held by the ex-officer immediately prior to retirement.</p> <p>Such TA/DA will be paid at the present corresponding rates of such class of TA and DA. The concerned employees can claim their TA and DA on a self-certification basis as per the proforma attached as Annexure- G4</p>


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22.1

Admissibility of transfer/ joining benefits in case of Board level appointments

Board level executives including CVOs in CIL & its Subsidiaries shall be eligible for Transfer/Joining Benefits in line with that of benefits in case of normal transfer within the Company as detailed in **Annexure A** in the following instances of appointment:

1. Upon appointment from Central Government/other CPSEs to CIL on immediate absorption basis.
2. Upon deputation or on lien from Central Government/other CPSEs to CIL.

(5) Conveyance of Personal effects-

© In addition, actual cost of packing, loading and unloading of the household effects to be reimbursed subject to maximum of half-months' pay.

(6) Other Benefits:

Unless otherwise stated in the appointment order of the Board level executives including CVOs, executive shall also be eligible for the following:

- a) Transfer Grant- 1/3rd of one month's pay (Basic plus deputation/ personal/ dearness & special pay) irrespective of whether such transfer involves shifting of establishment.
- b) Settling-in-allowance- 2/3rd of one month's pay (Basic plus deputation/ personal/ dearness & special pay) provided the transfer involves shifting of establishment by a distance of more than 32 kms.

Note: For the purpose of Transfer TA including Transfer Grant and Settling-in allowance, the pay on the date of release of the transferee from old station is to be taken into account.

Admissibility of transfer/ joining benefits in case of Board level appointments

Board level executives including CVOs in CIL & its Subsidiaries shall be eligible for Transfer/Joining Benefits in line with that of benefits in case of normal transfer within the Company as detailed in **Annexure A** in the following instances of appointment:

1. Upon appointment from Central Government/other CPSEs to CIL on immediate absorption basis.
2. Upon deputation or on lien from Central Government/other CPSEs to CIL.

(5) Conveyance of Personal effects-

© In addition, actual cost of packing, **insurance charges**, loading and unloading of the household effects to be reimbursed subject to maximum of half-months' pay.

(6) Other Benefits:

Unless otherwise stated in the appointment order of the Board level executives including CVOs, executive shall also be eligible to receive **transfer grant and settling allowance to meet the unforeseen incidental transfer related expenses.**

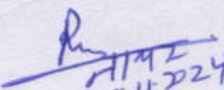
Transfer Grant- No change.

Settling-in-allowance- Equivalent to one month's pay (Basic plus deputation/personal /dearness/special pay) provided the transfer involves shifting of establishment by a distance of more than 32 Kms.:

Note: As actual shifting of establishment mostly takes place after joining in the new place of posting, all the allowances payable on transfer (such as Transfer grant, Settling

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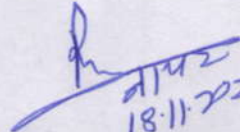
		allowance) will be as per the pay at the new station (on the date of shifting).
24	New Provision	<p>ALLOWANCE FOR ATTENDING PESB INTERVIEWS</p> <p>Employees will be eligible for TA/DA as per the provisions of this rule for attending PESB interviews.</p>
25	New Provision	<p>New Provision - Lateral Recruitment/Selection</p> <p>T.A. FOR JOINING NEW POSTS / INTERVIEWS</p> <p>A. Travelling Allowance and Relocation incidentals (appointees from Govt. Sector):</p> <p>Newly recruited employees/appointees (except trainees) from Government (Central / State / Quasi) / PSU including its Joint ventures will be eligible for the following as per entitlement in the recruited post in CIL.</p> <ol style="list-style-type: none"> 1) Travelling Charges for self and family members 2) Transfer grant 3) Settling allowance 4) Transfer of personal effects including conveyance as per entitlement. 5) Packing charges 6) Insurance charges. <p>(B) Travelling Allowance and Relocation incidentals (appointees from the Private Sector)</p> <p>Newly recruited employees/appointees (except trainees) from other than the categories mentioned above will be eligible for the following as per entitlement in the recruited post in CIL</p> <ol style="list-style-type: none"> 1) Travelling Charges for self and family members 2) Transfer of personal effects including conveyance as per entitlement 3) Packing charges 4) Insurance charges. <p>Guidelines / Conditions for sanction of</p>


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		<p>Travelling Allowance and Relocation incidentals (A&B)</p> <p>1) TA for the family is not payable if the family does not join the appointee within a period of 6 months from the date of joining in the appointed post.</p> <p>2) The new entrant should shift his / her personal effects within six months from the date of joining.</p> <p>3) In case the employee happens to resign from the services of the Company within one year from the date of joining in the appointed post, the entire cost of transportation along with the cost of packing charges has to be remitted back to the Company.</p> <p>As actual shifting of establishment mostly takes place after joining in the new place of posting, all the allowances payable on transfer (such as Transfer grant, Settling allowance) will be as per the pay at the new station (on the date of shifting).</p>
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This issues with the approval of the competent authority. The above amendments will be applicable with prospective effect i.e. for the journey undertaken on or after the date of issue of this order.

This is for information and compliance by all concerned.


 18.11.2024
 (Rajesh V. Nair)

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General Manager (P/PC), CIL

Distribution list :

- i. D(T)/ D(M)/ D (P&IR)/ D(F), CIL
- ii. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
- iii. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
- iv. D(T/CRD), CMPDIL
- v. ED (Co-ordination), CIL
- vi. GM, NEC
- vii. GM/HoD (Personnel/EE/IR/Finance) CIL/BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
- viii. TS to D(P)/D(F), CIL/BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
- ix. HoD, CIL New Delhi Office
- x. Mgr.(P/PC), CIL - for updation in HR Manual

(For attending Court Cases)

1. Name of the Retired Employee:

2. Employee ID (at the time of service):

3. Designation (at the time of retirement):

4. Place of Last Posting:

5. Case related to which company/ Subsidiary: _____

6. Place of residence after retirement: _____

7. Details of Court Case:

- Case Title: _____
- Court Name and Location: _____
- Date(s) of Attendance: _____
- Purpose of Attendance: _____
(Select one)
 - Management Witness
 - On account of prosecution instituted against me

8. Travel Details:

- Mode of Travel: _____
- Class of Travel (as per entitlement at the time of retirement): _____
- Journey Details: _____

From	To	Date	Mode	Fare Amount

9. Accommodation Details (if applicable):

Place	Dates of Stay	Hotel Name	Amount (₹)

[Signature]
 01/11/24
 18-11-2024

10. Daily Allowance Details:

Date	Place	DA Amount (₹)

11. Bank Account Details for Reimbursement:

- Bank Name: _____
- Branch: _____
- Account Number: _____
- IFSC Code: _____

Documents Attached:

- Original travel tickets and invoices/bills (including Boarding Pass in case of Air Travel)
- Accommodation invoices/bills (if applicable).
- Proof of Summon and Proof of Attendance.
- Any other supporting documents.

Declaration:

I, _____ (Name of the retired employee), hereby certify that:

1. The above details are true to the best of my knowledge and belief.
2. The travel and accommodation expenses claimed are strictly in line with my entitlement at the time of retirement. I have attached all the original receipts and proof for the claim as given above.
3. The expenses incurred were solely for attending the court case as detailed above on behalf of the organization.

I understand that any false declaration may result in the recovery of the claimed amount and necessary action as per the rules.

Signature of the Retired Employee

Date: _____

For Office Use Only:

Passing Authority:

R
01942
15/11/2024

(For Travel in Connection with Departmental Proceedings Post-Retirement)

1. Name of the Retired Employee:

2. Employee ID (at the time of service):

3. Designation (at the time of retirement):

4. Place of Last Posting:

5. Place of Residence After Retirement/Coming from:

6. Details of Departmental Proceedings:

- Case Title/Reference: _____
- Authority Conducting the Enquiry: _____
- Place of Enquiry: _____
- Date(s) of Attendance: _____

7. Travel Details:

- Mode of Travel: _____
- Class of Travel (as per entitlement at the time of retirement):

- Journey Details:

From	To	Date	Mode	Fare Amount (₹)

8. (Note: Travel allowance is restricted to the shorter of the two journeys between the actual place of travel and home town/place of residence to the place of enquiry.)

9. Accommodation Details (if applicable):

Place	Dates of Stay	Hotel Name	Amount (₹)

R. ATK
18-11-2024

10. Daily Allowance Details:

Date	Place	DA Amount (₹)

11. Bank Account Details for Reimbursement:

- Bank Name: _____
- Branch: _____
- Account Number: _____
- IFSC Code: _____

Documents Attached:

- Original travel tickets and invoices/bills (Boarding Pass in case of Air Travel)
- Accommodation invoices/bills (if applicable).
- Any other supporting documents.
- Proof of Summon
- Proof of Attendance.

Declaration:

I, _____ (Name of the retired employee), hereby certify that:

1. The above details are true to the best of my knowledge and belief.
2. The travel and accommodation expenses claimed are strictly in line with my entitlement at the time of retirement and comply with the applicable rules for attending departmental proceedings. I have attached all the original receipts/bills and proof for the claim as given above.
3. The expenses incurred were solely for attending the departmental enquiry as detailed above.

I understand that any false declaration may result in the recovery of the claimed amount and necessary action as per the rules.

Signature of the Retired Employee

Date: _____

For Office Use Only:

Passing Authority:

[Handwritten Signature]
01/12/2018
18/11/2024

(For Attending Departmental Enquiry as a Witness)

1. Name of the Retired Employee:

2. Employee ID (at the time of service):

3. Designation (at the time of retirement):

4. Place of Last Posting:

5. Place of Residence After Retirement/Coming from:

6. Details of Departmental Enquiry:

- Enquiry Case Title/Reference: _____
- Authority Conducting the Enquiry: _____
- Place of Enquiry: _____
- Date(s) of Attendance: _____

7. Travel Details:

- Mode of Travel: _____
- Class of Travel (as per entitlement at the time of retirement): _____
- Journey Details: _____

From	To	Date	Mode	Fare Amount (₹)

8. Accommodation Details (if applicable):

Place	Dates of Stay	Hotel Name	Amount (₹)

9. Daily Allowance Details:

Date	Place	DA Amount (₹)

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 18.11.2024

10. Bank Account Details for Reimbursement:

- **Bank Name:** _____
- **Branch:** _____
- **Account Number:** _____
- **IFSC Code:** _____

Documents Attached:

- Original travel tickets and invoices/bills. (Boarding Pass also to be attached in case of air travel)
- Accommodation invoices/bills (if applicable).
- Any other supporting documents.
- Proof of summon.
- Proof of attendance.

Declaration:

I, _____ (Name of the retired employee), hereby certify that:

1. The above details are true to the best of my knowledge and belief.
2. The travel and accommodation expenses claimed are strictly in line with my entitlement at the time of retirement and comply with the applicable rules for attending departmental enquiries. I have attached all the original receipts/bills and proof for the claim as given above.
3. The expenses incurred were solely for attending the departmental enquiry as detailed above.

I understand that any false declaration may result in recovery of the claimed amount and necessary action as per rules.

Signature of the Retired Employee

Date: _____

For Office Use Only:

Passing Officer: _____

[Handwritten Signature]
15.11.2024.

(For Attending Investigations or Court as Prosecution Witness in Cases Involving CBI/Police Authorities)

1. Name of the Retired Employee:

2. Employee ID (at the time of service):

3. Designation (at the time of retirement):

4. Place of Last Posting:

5. Place of Residence After Retirement/Coming from:

6. Case of which company/subsidiary _____

7. Details of Investigation/Case:

o Authority Conducting Investigation/Court:

- CBI
- Police

o Case Reference/Title: _____

o Date(s) of Attendance: _____

o Purpose of Attendance:

(Select one)

- Investigation
- Prosecution Witness in Court

8. Details of Travel:

o Mode of Travel: _____

o Class of Travel (as per entitlement at the time of retirement): _____

o Journey Details:

From	To	Date	Mode	Fare Amount (₹)	Invoice/Bill Number

[Handwritten Signature]
18.11.2024

9. Details of Accommodation (if applicable):

Place	Dates of Stay	Hotel Name	Amount (₹)	Invoice/Bill Number
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10. Details of Daily Allowance:

Date	Place	DA Amount (₹)
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11. Bank Account Details for Reimbursement:

- Bank Name: _____
- Branch: _____
- Account Number: _____
- IFSC Code: _____

Documents Attached:

- Original travel tickets and invoices/bills. Boarding Pass to be submitted in case of Air Travel.
- Accommodation invoices/bills (if applicable).
- Any other supporting documents.
- Proof of Summon
- Proof of attendance.

Declaration:

I, _____ (Name of the retired employee), hereby certify that:

1. The above details are true to the best of my knowledge and belief.
2. The travel and accommodation expenses claimed are in accordance with my entitlement at the time of retirement and comply with the applicable rules for attending investigations or appearing as a prosecution witness.
3. All original bills/invoices submitted are genuine and relate solely to the travel and stay incurred for this purpose.

I understand that any false declaration may result in recovery of the claimed amount and necessary action as per rules.

Signature of the Retired Employee

Date: _____

For Office Use Only:

Passing Officer: _____

[Handwritten Signature]
18.11.24

(For Acting as Enquiry Officer/Presenting Officer/Management Representative)

1. Name of the Ex-Officer:

2. Employee ID (at the time of service):

3. Designation (at the time of retirement):

4. Place of Last Posting:

5. Place of Residence After Retirement/Coming from:

6. Details of Enquiry:

o Role in Enquiry:

• Enquiry Officer• Presenting Officer

o Case Title/Reference: _____

o Authority Conducting the Enquiry: _____

o Place of Enquiry: _____

o Date(s) of Attendance: _____

7. Travel Details:

o Mode of Travel: _____

o Class of Travel (as per entitlement at the time of retirement):

o Journey Details: _____

From	To	Date	Mode	Fare Amount (₹)	Invoice/Bill Number

8. Accommodation Details (if applicable):

Place	Dates of Stay	Hotel Name	Amount (₹)	Invoice/Bill Number

9. Daily Allowance Details:

Date	Place	DA Amount (₹)

[Signature]
 18-11-24

10. Bank Account Details for Reimbursement:

- **Bank Name:** _____
 - **Branch:** _____
 - **Account Number:** _____
 - **IFSC Code:** _____
-

Documents Attached:

1. Original travel tickets and invoices/bills. Boarding Pass in case of Air Travel.
 2. Accommodation invoices/bills (if applicable).
 3. Any other supporting documents.
-

Declaration:

I, _____ (Name of the ex-officer), hereby certify that:

1. The above details are true to the best of my knowledge and belief.
2. The travel and accommodation expenses claimed are strictly in line with my entitlement at the time of retirement and comply with the applicable rules for acting as Enquiry Officer/Presenting Officer/Management Representative.
3. All original bills/invoices submitted are genuine and relate solely to the travel and stay incurred for this purpose.

I understand that any false declaration may result in recovery of the claimed amount and necessary action as per the rules.

Signature of the Ex-Officer

Date: _____

For Office Use Only:

Passing Officer:

[Handwritten Signature]
24/11
18.11.2024

Section - C**Recommendation for foreign exchange and purchase of ticket for travel abroad**

The following expenses in respect of Sri _____ (designation) _____ is recommended as advance for training/ study tour/ visit to (country) _____ from _____ to _____

A(i)	Air ticket from.....to.....	Rs.	
(ii)	Miscellaneous expenses (such as airport tax, visa fee etc.)	Rs.	
	Total (A)	Rs.	
B(i)	Registration fee/ course fee	Rs.	=US\$
(ii)	Expenditure towards hotel/ transport/ office telephone/ contingency	Rs.	=US\$
(iii)	Daily allowance for.....days	Rs.	=US\$
	Total (B)	Rs.	=US\$
	Grand total (A+B)	Rs.	=US\$

A copy of the brochure and itinerary, based on which per diem allowance has been calculated and confirmation on acceptance, in case of nomination, are enclosed. CGM/GM (Finance) may kindly obtain sanction and release foreign exchange and provide budget for expenditure.

Signature
CGM/GM/ (Administration)
Coal India Limited, Calcutta.

Date: _____

Sanction for foreign exchange and purchase of ticket for travel abroad

The advance of Rs.....and US\$..... would be required to be sanctioned in respect of.....Shri _____ (designation).....for attending.....in (country).....from.....to..... as per office order no.....dated, the break-up is given below:

A(i)	Air ticket from.....to.....	Rs.	
(ii)	Miscellaneous expenses (such as airport tax, visa fee etc.)	Rs.	
	Total (A)	Rs.	
B(i)	Registration fee/ course fee	Rs.	=US\$
(ii)	Expenditure towards hotel/ transport/ office telephone/ contingency	Rs.	=US\$
(iii)	Daily allowance for... days	Rs.	=US\$
	Total (B)	Rs.	=US\$
	Grand total (A+B)	Rs.	=US\$

A. The amount of Rupees..... and US\$.....may, therefore, kindly be approved for travel abroad of Sri.....with reference to office order no.....datedA copy of Chairman's approval is enclosed.

Signature
CGM (finance) / GM (Finance)
Coal India Limited
Kolkata.

Date: _____

Approved as recommended at para "C" of section by CGM/ GM (Finance), CIL

Signature
ED/HoD (Finance)
Coal India Limited

[Handwritten Signature]
18.11.21.