Office Order

The RajCOMP Info Services Limited (Travelling Allowance) Rules, 2016” are hereby notified to be followed in pursuance to the approval accorded by Finance Department, GoR vide its ID No. 131600209 dated 03.06.2016 and by the Board of Directors of the Company in its 24th Meeting held on 25.10.2016 vide item no. 24.04.

These shall be applicable with immediate effect.

(Aakash Tomar)
General Manager

Copy to:
1. Sr. P.S. to CMD, RISL.
2. P.A. to Director (Technical), RISL.
3. P.A. to Director (Finance), RISL.
4. P.A. to General Manager (Admin), RISL.
5. Accounts Section, RISL.
6. Website Cell (with a request yo upload these Rules on the website of RISL)
7. Guard file

General Manager
18.11.2016
RajCOMP Info Services Limited
(Travelling Allowance) Rules

2016

RajCOMP Info Services Limited, Yojana Bhawan, Tilak Marg, Jaipur
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RULES

1. General

1.1 Short Title & Commencement:

These rules may be called the RajCOMP Info Services Limited (Travelling Allowance) Rules, 2016 and shall come into force with effect from the date of issuance of orders by the competent authority.

1.2 Application:

1. These rules shall be applicable to all employees appointed in the Company.

2. Employees who are on deputation with RajCOMP Info Services Limited from Government of Rajasthan, or from Government of India, or from other State Government or from Public Sector Undertaking/ Autonomous Body/ Institution/ Statutory Board or Company or Society or Corporation/ University/ Local Body or any other foreign Body, etc wholly or substantially controlled by the Government, shall be governed under the terms and conditions of deputation.

3. Employees from any Department of Government of Rajasthan who are on secondment job for specific project in the company either full-time, part-time or on job share basis.

4. These rules shall not be applicable to:

(i) Employees are not whole time employee of the Company;

(ii) Employees appointed on contract basis;

(iii) Employees appointed on work charged, or paid from contingencies, casual and part-time basis, except where these rules are specifically made applicable to them.

1.3 Amendments:

The Board of Directors reserves to themselves the right to relax, amend, alter, interpret, vary, modify, rescind or add to these rules or any supplementary rules in connection with these rules without previous notice of intention to do so and the right to give effect thereto from any date which it may deem fit; provided that if a rule or order, which affect any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to
such employee(s). The decision of the Board of Directors shall be binding on the employee(s).

1.4 APPLICATION OF RAJASTHAN TRAVELLING ALLOWANCE RULES

On any subject pertaining to matters relating to Travelling Allowance, if there is no specific provision in these rules, that subject will be dealt with as per relevant provisions of Rajasthan Travelling Allowance Rules of the State Government.

1.5 REMOVAL OF DOUBTS:

If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Board of Directors of the RajCOMP Info Services Limited whose decision thereon shall be final.

1.6 REPEAL AND SAVING:

All existing rules and orders in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed.

Provided that:

Any action taken in pursuance of such existing rules and orders shall be deemed to have been taken under the provisions of these rules.

2. DEFINITIONS

In these rules unless the context otherwise requires:

1. Board:

means the Board of Directors of the RajCOMP Info Services Limited, Jaipur.

2. Competent Authority:

in relation to exercise of any power means the Board of Directors of RajCOMP Info Services Limited, Jaipur or any other authority to which the power is delegated by the Board of Directors under these rules.

3. Company:

means the RajCOMP Info Services Limited.
4. **Employee:**

   means a person appointed to a post in the RajCOMP Info Services Limited, Jaipur.

5. **Director, Director (Technical)/ (Finance)/General Manager (Administration):**

   means the Director, Director (Technical), Director (Finance) and General Manager (Administration) as appointed in the RajCOMP Info Services Limited.

6. **Managing Director:**

   means Managing Director of the Company appointed in accordance with Articles of Association of the RajCOMP Info Services Limited.

**Note:**

i) Words and phrases not defined above will have the same meaning as given to them in Rajasthan Travelling Allowance Rules, 1971 as may be amended from time to time. In case of doubt, these will have the same meaning as given to them from time to time by the Managing Director of the RajCOMP Info Services Limited.

ii) Words imparting singular number also include the plural number and vice-versa.

iii) Words imparting the masculine gender also include feminine gender.

3. **Competent Authority**

   3.1. **Authorities Competent to Authorize Journeys on Tour:**

   a) The Chairman will be authorized for journey for self and for the staff working under him/her;

   b) The Managing Director will be authorized for journey for self and for the officers and the staff working in the RISL.

   c) The Director (Technical), Director (Finance), General Manager (Administration) will be authorized for journeys for the staff working under him/her.
d) Any other officer who may be delegated such powers by the Managing Director, from time to time.

3.2. AUTHORITIES TO SANCTION JOURNEYS BY SPECIAL MEANS:

a) The Managing Director may authorize an employee to undertake journey by special means of conveyance, including journey by Air; the cost of which exceeds travelling expenses, which would otherwise be admissible to him.

b) Employees claiming the actual cost of transport for such journeys will however, furnish a copy of the authorization of the Managing Director along with claim of Travelling Allowance.

4. CATEGORIZATION OF EMPLOYEES

Employees based either on Designation or on Basic Pay, which includes pay in Running Pay Band plus Grade Pay, shall be categorized in the following six categories:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Categories</th>
<th>Employees based on Designation or Basic Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>'A'</td>
<td>Rs. 37,000/- p.m. and above</td>
</tr>
<tr>
<td>2.</td>
<td>'B'</td>
<td>Rs. 19,000/- p.m. and above but below Rs. 37000/-</td>
</tr>
<tr>
<td>3.</td>
<td>'C'</td>
<td>Rs. 15,000/- and above but below Rs. 19000/-</td>
</tr>
<tr>
<td>4.</td>
<td>'D'</td>
<td>Rs. 10,000/- and above but below Rs. 15000/-</td>
</tr>
<tr>
<td>5.</td>
<td>'E'</td>
<td>Below Rs. 10,000/-</td>
</tr>
</tbody>
</table>

5. Travel Entitlements

a) Provisions of Rajasthan Travelling Allowance Rules, 1971 shall be applicable mutatis mutandis.

b) However, employees will be entitled to the following:

5.1. DAILY ALLOWANCE:

a) When on tour, stays in Govt./Public Sector Circuit House/Guest House or makes his own arrangements for stay, shall be
entitled to rates as applicable under the provisions of Rajasthan Travelling Allowance Rules, 1971.

b) When he stays, while on tour, in a hotel or other establishment providing Lodging at the type of accommodation approved in these rules provided that such hotel/institution is registered/has obtained a license from the Competent Authority viz Nagar Nigam, Sales Tax Authority, Service Tax Authority, etc as under:

a) **Within Rajasthan**

Charges equivalent to rates fixed by the State Government from time to time, for Circuit Houses in Rajasthan, under Non-Government category: 'अ' for (i) Single Tray, (ii) Breakfast (iii) Lunch (Veg)/(iv) Dinner (Veg.).

b) **Outside Rajasthan**

Charges equivalent to rates fixed by the State Government from time to time, for Rajasthan House, New Delhi under Non-Government category 'ब' for (i) Single Tray, (ii) Breakfast (iii) Lunch (Veg)/(iv) Dinner (Veg.).

5.2. **LODGING CHARGES:**

These charges shall be reimbursed to an employee while on tour on production of voucher when he stays in a hotel/institution or other establishment providing Lodging and boarding provided that such establishment is registered/has obtained a license from the Competent Authority viz Nagar Nigam, Sales Tax Authority, Service Tax Authority, etc as given hereunder:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Categories</th>
<th>Lodging Charges in establishment which is registered/has obtained a license from the Competent Authority viz Nagar Nigam, Sales Tax Authority, Service Tax Authority, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>'अ'</td>
<td>1. <strong>Within State</strong> Actual Lodging charges on single occupancy basis for stay in Rajasthan Paryatan Vikas Nigam Hotels/Rajasthan State Hotels</td>
</tr>
</tbody>
</table>
Corporation Hotels/Tourist Bungalows'/Govt. Circuit Houses OR at the tariff equivalent to the tariff of any Hotel of Rajasthan State Hotels Corporation on single occupancy basis for the stay in Hotels other than Hotels of Rajasthan State Hotels Corporation.

ii. Out of State
Actual Lodging charges on single occupancy basis for stay in ITDC Hotels not above four star Hotel OR at the tariff equivalent to the tariffs of any ITDC Hotels, not above 4 Star Hotels, on single occupancy basis for the stay in Hotels other than ITDC Hotels.

2. ‘B’

i. Within State
Actual Lodging charges on single occupancy basis for stay in Rajasthan Paryatan Vikas Nigam Hotels/Rajasthan State Hotels Corporation Hotels/Tourist Bungalows'/Govt. Circuit Houses OR at the tariff equivalent to the tariff of any Hotel of Rajasthan State Hotels Corporation on single occupancy basis for the stay in Hotels other than Hotels of Rajasthan State Hotels Corporation.

ii. Out of State
Actual Lodging charges on single occupancy basis for stay in ITDC Hotels not above 3 star Hotel OR at the tariff equivalent to the tariffs of any ITDC Hotel, not above 3 Star Hotel, on single occupancy basis for the stay in Hotel other than ITDC Hotels.

3. ‘C’

i. Within State
Actual Lodging charges on single occupancy basis for stay in Rajasthan Paryatan Vikas Nigam Hotels/Tourist Bungalows/Govt. Circuit Houses OR at the tariff equivalent to the tariffs of any Hotels of Rajasthan Paryatan Vikas Nigam on single occupancy basis for the stay in the Hotel other than the Hotel owned by Rajasthan Paryatan Vikas Nigam.

ii. Out of State
Actual Lodging charges on single occupancy basis for stay in ITDC Hotels not above 2 Star Hotel OR at the tariff equivalent to the tariffs of any ITDC Hotels, not above 2 Star Hotels.
4. 'D' & 'E'

   Hotel, on single occupancy basis for the stay in Hotel other than ITDC Hotels.

   i. Within State

   Actual Lodging charges on single occupancy basis for stay in Dormitory or equivalent in Rajasthan Paryatan Vikas Nigam Hotels/ Tourist Bungalows/GOvt. Circuit Houses, OR at the tariff equivalent to the tariffs of Dormitory in any Hotels of Rajasthan Paryatan Vikas Nigam on single occupancy basis for the stay in the Hotel other than the Hotel owned by Rajasthan Paryatan Vikas Nigam.

   ii. Out of State

   Actual Lodging charges on single occupancy basis for stay in Ashok Yatri Niwas or equivalent in Tourist Bungalows/GOvt. Circuit Houses, OR at the tariff equivalent to the tariffs of Ashok Yatri Niwas in any Hotel on single occupancy basis for the stay in the Hotel other than the Ashok Yatri Niwas.

6. TRAVELLING ALLOWANCES TO PERSONS OTHER THAN EMPLOYEES

   Experts or Specialists called from outside for attending meeting of the Selection/Promotion Committees be allowed T.A. & D.A. by shortest and cheapest route, as admissible in the case of Category 'A', or as per their entitlement in parent organization.

7. POWERS OF MANAGING DIRECTOR

   The Managing Director of the company shall be authorized under these rules to issue such guidelines or orders to regulate payment to the employees and shall have power:
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Nature of Power</th>
<th>Extent of Powers Delegated to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Managing Director</td>
</tr>
<tr>
<td>1.</td>
<td>To grant TA on joining duty on initial appointment and to candidates called for interview/tests.</td>
<td>Full Powers</td>
</tr>
<tr>
<td>2.</td>
<td>To accord approval of tour within India and to grant Traveling Allowance, as per entitlement, for joining duty or for attending Training Program or deputed at any other place for any other purpose in discharge of official duties.</td>
<td>Full Powers</td>
</tr>
<tr>
<td>4.</td>
<td>To allow an employee to travel on duty,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) by Air or in a class higher than the class to which he is entitled;</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>b) by mode beyond his entitlement;</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>c) by any other route when alternative routes are available; and</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>d) to decide the point of termination/ commencement of journey.</td>
<td>Full Powers</td>
</tr>
<tr>
<td>5.</td>
<td>To sanction grant of Travelling Allowance advance to employees.</td>
<td>Full Powers</td>
</tr>
<tr>
<td>6.</td>
<td>To grant full DA in excess of</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Nature of Power</td>
<td>Extent of Powers Delegated to</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>limit of halts at a place prescribed under the rules.</td>
<td>Managing Director:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director (Tech) /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director (Finance)/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Manager (Administration)</td>
</tr>
<tr>
<td>7.</td>
<td>To decide the category, for the purpose of grant of Travelling Allowance, to</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>which any person, called for evidence in connection with departmental enquiry</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>or for the purpose of execution of a project, or for any other purpose.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>To sanction reimbursement of Conveyance charges:</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>1. as per his entitlement; and</td>
<td>1. Full Powers</td>
</tr>
<tr>
<td></td>
<td>2. Beyond his entitlement.</td>
<td>2. NIL</td>
</tr>
<tr>
<td>9.</td>
<td>To declare category of person re-employed, hired as Consultant or engaged on</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>contract basis for admissibility of Travelling expenses.</td>
<td>Nil</td>
</tr>
<tr>
<td>10.</td>
<td>To approve acceptance of time barred Travelling Allowance claims for payment if</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>there are sufficient reasons to show as to why the claim was not preferred in</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>time.</td>
<td></td>
</tr>
</tbody>
</table>