

F. No. 1/7/2016 - Mgmt.

3rd July 2018

OFFICE MEMORANDUM

Sub : Travel Rules for NCSCM - Reg.

A Travel Rules of NCSCM underwent a revision for entitlement of Employees / Project Staff / Consultants with respect to the Official tours / travel.

2. NCSCM travel rules were formulated at the beginning stage of NCSCM formation. Since then lot of changes had happened, in view of which a change in the travel rules for NCSCM was also felt.

3. In continuation to the above, a revised version of Travel Rules of NCSCM dated 5th March 2018 had been approved.

4. The above rules shall come into force from 12th June 2018 and shall remain until further orders.


DIRECTOR 3/7/2018

Encl :

Copy of the Travel Rules dated 5th March 2018

Copy to :

1. All Employees, Project Staff, Consultants of NCSCM
2. IT Section - To upload in the intranet



Travel Rules

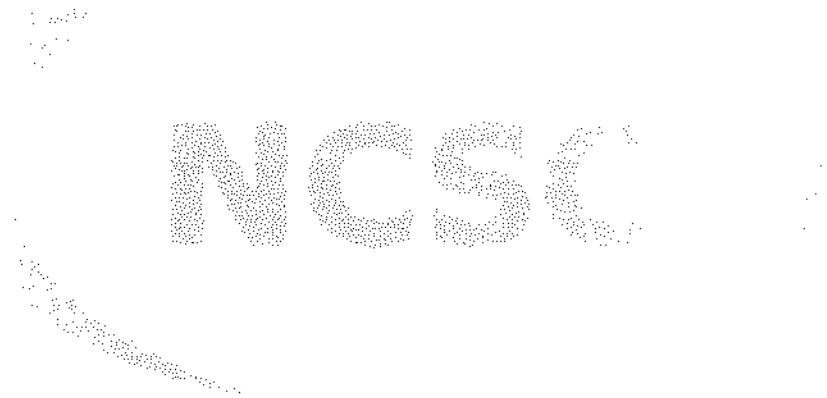


**National Centre for Sustainable Coastal Management
Ministry of Environment, Forest & Climate Change
Govt. of India**

(5th March 2018)

Table of Contents

1	Background	3
2	Objectives & Applicability	4
3	Definition.....	5
4	General Rules.....	6
5	Daily Allowance (DA).....	9
6	Incidental Expenses	10
7	Travel Allowance (TA).....	10
8	Local Travel.....	11
9	Domestic Travel.....	12
10	International Travel.....	15



1 Background

- 1.1 National Centre for Sustainable Coastal Management (henceforth referred as NCSCM) was established as a Society under the Tamil Nadu Societies Registration Act, 1975 and operating as a National Centre under Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India for achieving its objectives as described in the Memorandum of Association (MoA) and the related bye-laws.
- 1.2 Para 3 of the Administrative Procedures (Annexure-3 to the MoA and related bye-laws of NCSCM) spells out the Travel Procedures and Travel Rules related to the employees of NCSCM.
- 1.3 Para 3(F) of the above said Administrative Procedures states that Deputy Director and Head of Administration/HR Unit of NCSCM shall prepare a detailed HR Manual which will include all specific travel rules. These rules will be approved by the GC as part of the HR Manual.
- 1.4 Para 3(G) of the above said Administrative Procedures defines certain rules to be observed in NCSCM, until travel rules are final and approved by the GC. Pending adoption of HR Manual as specified in para 1.3 above, these rules are in force from 23.02.2011 (date of registration of NCSCM as a Society).
- 1.5 Travel entitlement for the project staff engaged in the inhouse projects of NCSCM is not defined. Pending adoption of HR Manual, the entitlement for the related travels are approved by the Director NCSCM, normally on the bottom level defined in Table A3-1, which forms part of para 3(G)(e) of the Administrative Procedures specified in para 1.2 above.
- 1.6 TA/DA entitlements for consultants in NCSCM, was approved on 24.01.2014, in line with the guidelines of the Planning Commission, Government of India.
- 1.7 Enterprise Development Committee (EDC) in its 7th meeting held on 18.05.2016 recommended to take Anna University students under fellowship or intership. Manager (Admin/HR) on 07.06.2016 recommended to extend the above mentioned programs to the consortium partners also. However no entitlement for related travel is formulated.
- 1.8 Travel entitlement for the project staff engaged in the revenue generation projects of NCSCM was formulated by the Enterprise Development Committee (EDC) in its 8th meeting held on 24.05.2016 and 25.05.2016 and approved by the Director NCSCM, pending adoption of HR Manual.
- 1.9 Para 3(G)(b) of the Administrative Procedures of NCSCM states that normally the SICOM rates of reimbursement may be applied. Wherever, there is no

specific rule or rate specified for SICOM itself, the reimbursement may follow the equivalent rules of MoEF&CC. Society of Integrated Coastal Management (SICOM) had revised its travel fare, in the 16th meeting of its Governing Council held on 30.08.2016.

1.10 Director NCSCM constituted a committee on 22.04.2017, under the Chairmanship of Dr. B. R. Subramanian, Former Director, ICMAM-PD, Ministry of Earth Science, Government of India and Senior Scientific Consultant NCSCM with the following Terms of Reference (TOR)

- i) to evaluate the various entitlements available in NCSCM, as stated in para 1.2 to 1.8 above
- ii) to formulate entitlement for the unrepresented positions/ levels/ kind of staff in NCSCM
- iii) to evaluate the current entitlement and suggest any revision, as the current entitlements were fixed in the year 2011.
- iv) to evaluate the travel rules/ procedure and suggest appropriate rule for NCSCM

1.11 The committee after evaluating the various standards as stated in para 1.2 to 1.9 above and the Government of India rules/ procedures, had suggested the travel rules as specified in para 2 to 10 below. The suggested entitlements are in line with the travel fare revised by SICOM on 30.08.2016.

2 Objectives & Applicability

- 2.1 To describe the travel rules of NCSCM with entitlement and procedures relating to the travel of employee, project staff, outsourced staff, consultant, research fellow and intern of NCSCM.
- 2.2 These travel rules shall be a part of the HR Manual of NCSCM and shall supercede all rules/ entitlements relating to travel that are existing in NCSCM from the date of implementation of these rules.
- 2.3 Wherever in these rules the term "employee" appears, it means to include employee on contract, project staff, consultant, research fellow and intern of NCSCM, unless otherwise specifically mentioned.
- 2.4 The entitlement for consultant provisioned in this travel rules, shall apply either in full or part, unless otherwise specifically stated elsewhere.
- 2.5 If there is no specific rule or entitlement specified, for a specific category/ level of person in NCSCM, then the equivalent rules in the Government of India shall apply.

3 Definition

- 3.1 Director NCSCM (henceforth referred as The Director), shall mean the Director of the NCSCM or Director of NCSCM or NCSCM Director, as described in para 7 of the Memorandum of Association (MoA) and Bye-law 12 of NCSCM.
- 3.2 Contract Employee (otherwise specified as employee on contract), shall mean the Scientific and Non-Scientific staff of NCSCM who are managed based on the bye-law 23 of NCSCM.
- 3.3 Project Staff shall mean the Scientific and Non-Scientific staff of NCSCM who are managed based on the requirements of a specific project.
- 3.4 Outsourced Staff shall mean the Scientific and Non-Scientific staff of NCSCM who are deployed at the control/ premises of NCSCM based on the provisions of the contract between the outsourcing agency/ vendor and NCSCM.
- 3.5 Consultants shall mean the Scientific and Non-Scientific personnel who are performing a certain task, based on the provisions of their contract with NCSCM and shall include Senior Consultants
- 3.6 Expert(s) shall mean external Scientific and Non-Scientific personnel who participate in meeting, conference, training, etc., which are organized by NCSCM.
- 3.7 Research fellow shall mean the Scientific and Non-Scientific personnel who are performing task in NCSCM in connection to his/ her research related work, either in full or part.
- 3.8 Intern shall mean the Scientific and Non-Scientific personnel who are performing a task in NCSCM in connection to his/ her Master degree work, either in full or part.
- 3.9 Travel, for the purpose of these rules, means movement of an employee outside the duty point/ residence at headquarter to a distant station and back, for an official purpose with the approval of a Competent Authority.
- 3.10 Travel for official purpose shall be deemed not to include travel solely in accordance with the provisions of staff benefit policies, such as leave, etc and not to include normal commute between residence and head quarter.
- 3.11 Duty point, for the purpose of these rules, means the premises under the control of NCSCM where the employee is normally working. It shall also include the premise which is under the control of any other organisation/

institution where NCSCM employee(s) are posted/ deputed/ transferred on permanent/ long term basis (normally 180 days or more).

- 3.12 Headquarter, for the purpose of these rules, means any city, town, village or any other remote site, within which the duty point is located.
- 3.13 Distant station, for the purpose of these rules, means a premises outside the headquarter of the employee. Such premises shall be under the control of either NCSCM or any other organisation/ institution where NCSCM employee(s) is posted/ deputed on a short term basis (normally less than 180 days) or any other location which is not under the control of NCSCM. For local travel the distant station and headquarter shall remain the same.
- 3.14 Local travel means journeys performed on duty on any day beyond 8 kms from the duty point at headquarters and within the limits of sub-urban or other municipalities, Notified Areas, or Cantonments, contiguous to the Municipality/ Corporation of the Town/ City in which the duty point is located. Journeys performed within the limits of UA within which the employee's headquarter is located will also be treated as 'local travel'.
- 3.15 Domestic travel means journeys performed within the geographical territory of India but outside the territory specified for local travel.
- 3.16 International travel means journeys performed outside the geographical territory of India.
- 3.17 Tier 1 City includes and means the city declared, as Tier 1, by the Government of India, from time to time, for the purpose of House Rent Allowance (HRA) calculation.

4 General Rules

- 4.1 Throughout these rules, the term "travel" and "tour" may be used interchangeably and they construe the same meaning.
- 4.2 NCSCM will provide reimbursement of admissible expenses incurred while on travel, and such reimbursement shall not constitute a source of profit to any individual or to NCSCM.
- 4.3 All employees are eligible for travel under normal circumstances for official purposes and shall be admissible for Travel Allowance (TA), Daily Allowance (DA) and Incidental Expense, as per his/ her entitlement.
- 4.4 Normally, NCSCM rates of reimbursement and travel rules shall apply. Wherever, there is no specific rule or rate specified for NCSCM, the comparable rule or rate of the Government of India, shall apply.

- 4.5 The entitlements are based on the level of the post actually held by the employee and not the post he/ she is officiating for.
- 4.6 With regard to officials from Government of India/ State/ Union Territory or PSU/ Autonomous/ Body/ Statutory organisation funded by the Government of India/ State/ Union Territory, the TA/DA and other allowance claims, shall be as per the respective organisational norms.
- 4.7 Economy instructions of the Department of Expenditure, Ministry of Finance, Government of India, shall apply, as announced from time to time. Such instructions which are applicable for the autonomous institutions shall supersede the relevant part of this travel rules, during the specific duration.
- 4.8 NCSCM vehicles, including hired vehicles, will be used as a pooled resource to the maximum extent possible.
- 4.9 TA and DA shall be admissible to cover the travel related expenses from duty point/ residence at headquarters to duty point/ place of accommodation at the distance station and vice versa, as per entitlement.
- 4.10 In case an employee obtains an approval from the Competent Authority, prior to the travel, for a leave falling during the travel, then he/ she shall be admissible for the expenses incurred for travel, from headquarter to the distant station and back. However, he/ she shall not be admissible for DA, Incidental expenses and charges for travel within the city, for the period of such leave.
- 4.11 In case an employee absents himself/ herself from duty during the travel, either in full or part, then he/ she shall not be admissible for any expenses incurred for travel. However, the Competent Authority may decide to allow the expenses to be admitted either in full or part, subject to para 4.9 mentioned above.
- 4.12 In case of Saturday, Sunday and/or Holiday(s) including Restricted Holidays, occurring during the travel period, and the employee is not performing official duty at the distant location during those days, then para 4.9 mentioned above shall apply. However, this rule shall be exempted for stay which are enforced and stay which was continued considering economy.
- 4.13 In the case of duty/ program organized by any other organization for their official purpose and is in no way connected to NCSCM's official duty, then the employee shall not be admissible for TA, DA, Incidental expenses and charges for travel within the city.
- 4.14 Level of employment for contract employees, for the purpose of these rules, shall be based on their level of pay.

4.15 Level of employment for project staff, outsourced staff and intern, for the purpose of these rule are given below.

- i) Level A shall include project staff and outsourced staff designated as/or equivalent to
 - a) Project Scientist I, II and III
 - b) Administrative Associate III and IV
 - c) Finance Associate III and IV
 - d) Procurement Associate III and IV
 - e) Technical Engineer III and IV
 - f) Maintenance Engineer III and IV

- ii) Level B shall include project staff and outsourced staff designated as/or equivalent to
 - a) Project Associate I, II and III, Research Assistant, Project Fellow
 - b) Young Professional I, II, III, IV and V
 - c) Administrative Associate I and II, Administrative Assistant IV and V
 - d) Finance Associate I and II, Finance Assistant IV and V
 - e) Procurement Associate I and II, Procurement Assistant IV and V
 - f) Technical Engineer I and II, Technical Assistant IV and V
 - g) Maintenance Engineer I and II, Maintenance Assistant IV and V

- iii) Level C shall include project staff, outsourced staff and intern designated as/or equivalent to
 - a) Administrative Assistant I, II and III
 - b) Finance Assistant I, II and III
 - c) Procurement Assistant I, II and III
 - d) Technical Assistant I, II and III
 - e) Maintenance Assistant I, II and III
 - f) Technical Assistant, Project Assistant, Field Assistant, Laboratory Assistant. It shall also include any person who is performing the role of a technician, irrespective his/ her designation.
 - g) Driver, Office Assistant, Multitasking Staff
 - h) Housekeeping Staff, Security Staff

4.16 Travel could be classified under the following three categories:

- i) Local travel
- ii) Domestic travel
- iii) International travel

5 Daily Allowance (DA)

- 5.1 DA means and includes expenditure against boarding and lodging incurred by an employee during travel.
- 5.2 DA for boarding is provided to cover the boarding expenses, including food, refreshment, snacks, etc., that may be incurred by an employee during travel and is a fixed amount computed as per the permissible rate and entitlement. Production of bill/ invoice is not mandated for the purpose of boarding claim.
- 5.3 DA for lodging is provided to cover the lodging or accommodation expenses that may be incurred by an employee during travel, as per entitlement, subject to production of bill/ invoice.
- 5.4 Rate of DA calculation:
- i) The percentage of DA admissible for boarding, on the entitlement, is calculated based on the travel duration incurred and the number of meals provided by the organizer/ sponsor/ supplied as part of travel during the particular calendar day (from midnight to midnight), as per the table given below.

Travel duration per day	No meal provided per day	One meal provided per day	Two meals provided per day	Three meals provided per day
Less than 3 hrs	Nil	Nil	Nil	Nil
Equal to and more than 3 hrs, but less than 6 hrs	50%	Nil	Nil	Nil
Equal to and more than 6 hrs, but less than 12 hrs	70%	50%	Nil	Nil
Equal to and more than 12 hrs	100%	75%	50%	Nil

- ii) The percentage of DA for boarding and lodging, admissible on the entitlement is calculated based on the number of days on tour (including the days of travel), as per the table given below.

Duration of Tour / Training	Admissible DA
1 - 180 days	100%
181 days & above	Nil

- iii) If an employee returns from a tour and starts another tour on the same day, then the DA for boarding, shall be calculated based on the admissible limit per day, by combining the travel duration of both the tours, for that particular day.
- iv) Two or more employees may join to have a common accommodation, subject to the maximum ceiling of their combined entitlement.
- v) The admissible DA expenses for lodging shall exclude taxes, duties and levies.
- vi) Internet/ e-ticketing charges or any other charges incurred while booking, either directly through the website of the lodging/ accommodation provider or through the authorised agent(s) of NCSCM, shall be admissible over and above the DA expenses for lodging. Charges incurred for using a third party website or agent(s) not authorised by NCSCM, shall not be admissible.

6 Incidental Expenses

- 6.1 Incidental expenses are aimed to compensate sundry expenses incurred during travel like laundry, wayside expenses, etc.
- 6.2 Incidental expenses shall be fixed and permissible at the rate of Rs.250/- per calendar day, where travel duration is equal to or more than 3 hours in a calendar day, unless otherwise specified elsewhere. Production of bill/ invoice is not mandated for the purpose of Incidental expense claim.
- 6.3 Incidental expense shall not be permissible, if an employee claims DA for boarding on a particular calendar day. Option of choosing either to claim Incidental expense or DA for boarding shall be decided by the employee.

7 Travel Allowance (TA) *Manual Calculation*

- 7.1 TA is provided to cover the travel expenses from duty point/ residence at headquarters to duty point at the distance station and vice versa, subject to production of proper receipt and or proof of travel, as applicable.

7.2 TA comprises the following;

- i) Expenses incurred, for travel by rail/ road/ air/ sea from head quarter to distant station and vice versa, as per the relevant entitlement.
- ii) Expenses incurred, for travel from the residence/ duty point at headquarter to the nearest Railway Station/ Bus Station/ Airport/ Seaport, whichever applicable as per travel plan and vice versa, as per the entitlement for travel within city.
- iii) Expenses incurred, for travel from the duty/ accommodation point at distant station to the nearest Railway Station/ Bus Station/ Airport/ Seaport, whichever applicable as per travel plan and vice versa, as per the entitlement for travel within city.
- iv) Expenses incurred, for travel from accommodation point at distant station to the duty point at distant station and vice versa, as per the entitlement for travel within city.
- v) Expenses incurred, for travel within the distant station from duty/ accommodation point at distant station and vice versa for official purpose(s), as per the entitlement for travel within city.

7.3 In the case of travel, where the conveyance is provided free of cost or the expenses is borne by the organizer or sponsor, either in full or part, then the employee shall not be admissible proportionately, for the relevant part of the TA entitlement.

7.4 Employee may perform the journey in a single or multiple mode of travel depending upon the need and optimal utilisation of time and economy.

7.5 All employees are allowed to travel below their entitled class of travel.

7.6 Reservation charges, Tatkal charges, Internet / e-ticketing charges, Service Tax, Education Cess and other similar charges/ levies, shall be admissible.

7.7 Cancellation charges shall be admissible for journeys cancelled in public interest, subject to the approval of the Competent Authority.

8 Local Travel

8.1 Entitlement for TA:

- i) Travel using Staff Car/ Office Vehicle/ Vehicle hired by office: TA is not admissible.

- ii) Travel using Public Transport (including Auto): TA shall be admissible at the rate of the actual expense incurred by the shortest route, subject to production of bill/ invoice.
- iii) Travel using Taxi: TA shall be admissible as per the entitlement for Charges for Travel within head quarter/ distant station, applicable for domestic travel, subject to production of bill/ invoice.
- iv) Travel using Private/ Own Vehicle: TA shall be admissible at the rate mentioned below, for travel by the shortest route.
 - Rs.15/- per km for travel using four wheeler
 - Rs.10/- per km for travel using two wheeler

8.2 Entitlement for DA:

- i) Employee on local travel shall be entitled for half the DA for boarding, admissible for domestic travel. However, he/ she shall not be entitled for DA for Lodging.
- ii) Rate at which the DA for boarding is calculated for domestic travel shall remain the same for local travel as well.

8.3 Entitlement for Incidental Expenses: Employee on local travel shall not be entitled for incidental expenses.

9 Domestic Travel

9.1 Entitlement for DA, admissible per day (in Rs.), are given below

- i) for contract employee:

Designation/ Level of Employment	Daily Allowance (DA)		
	Accommodation Boarding	Lodging	
		Tier 1 City	Others
Director NCSCM	3,000	Actuals	
Level 13 and above (except Director NCSCM)	2,000	8,500	7,000
Level 10 to 12	1,500	7,000	5,000
Level 6 to 9	1,000	2,500	1,500
Level 1 to 5	750	1,500	1,000

ii) for project staff, outsourced staff, research fellow and intern:

Level of Employment	Daily Allowance (DA)		
	Boarding	Lodging	
		Tier 1 City	Others
Level A	1,000	2,500	1,500
Level B	750	1,500	1,000
Level C	500	1,000	500

iii) for consultant and expert:

Level	Daily Allowance (DA)		
	Boarding	Lodging	
		Tier 1 City	Others
Senior Consultant & Expert	1,500	7,000	5,000
Consultant	1,000	5,000	3,000

iv) Senior Consultant/ Consultant/ Expert, who was an ex-employee of the Government of India/ State/ Union Territory or PSU/ Autonomous/ Body/ Statutory organisation funded by the Government of India/ State/ Union Territory, shall be entitled for TA and DA equivalent to the contract employee of NCSCM, based on the level of the last position held by him/ her in the respective organisation.

9.2 Entitlements for TA admissible per day (Rs.) are given below

i) for contract employee:

Designation/ Level of Employment	Travel outside the head quarter/ distant station				Travel within head quarter/ distant station
	Air	Rail	Road	Sea/ River	
Director NCSCM	Business Class	AC I Class	Bus/ AC Taxi/ Own Car	Highest class	AC Taxi

Level 13 and above (except Director NCSCM)	Economy Class	AC 1 Class	Bus/ AC Taxi	Highest class	AC Taxi
Level 10 to 12	Economy Class	AC 2 Tier	Bus/ AC Taxi	Highest class	AC Taxi
Level 6 to 9	Economy Class#	AC 3 Tier	Bus	Class above the lower class	AC Taxi
Level 1 to 5	Economy Class#	AC 3 Tier	Bus	Class above the lower class	AC Taxi

ii) for project staff, outsourced staff, research fellow and intern:

Designation/ Level of Employment	Travel outside the head quarter/ distant station				Travel within head quarter/ distant station
	Air	Rail	Road	Sea/ River	
Level A	Economy Class#	AC 3 Tier	Bus	Class above the lower class	AC Taxi
Level B	Economy Class#	AC 3 Tier	Bus	Class above the lower class	AC Taxi
Level C	Economy Class#	AC 3 Tier	Bus	Class above the lower class	AC Taxi

iii) for consultant and expert:

Designation/ Level	Travel outside the head quarter/ distant station				Travel within head quarter/ distant station
	Air	Rail	Road	Sea/ River	
Senior Consultant & Expert	Economy Class	AC 2 Tier	Bus	Highest class	AC Taxi
Consultant	Economy Class#	AC 3 Tier	Bus	Class above the lower class	AC Taxi

- iv) # Contract staff at Level 1 to 9, Project staff at Level A to C and Consultant shall be permitted to travel by Air, only if the distance between the two stations is more than 500 kms.
- v) For travel by Bus, the maximum admissible fair shall be equivalent to the entitlement for rail applicable between the two stations.
- vi) Charges for Travel within head quarter/ distant station: Actual expense incurred shall be admissible subject to production of bill/ invoice.
- vii) Travel using own Car: TA shall be admissible at the rate of Rs.25/- per km, for travel by the shortest route. It shall also include travel by other four wheeler.

10 International Travel

10.1 Any international travel by an employee, in connection with the Integrated Coastal Zone Management (ICZM) project, shall be in accordance with the annual programme prepared by the MC and approved by the GC.

- i) Entitlement for Travel Allowance, Daily Allowance, Incidental Expenses and other reimbursable, for the above travel, shall be determined as per rules/ rates prescribed by the Government of India (Ministry of External Affairs) for comparable Central Government Employees from time to time.

10.2 Any other international travel by an employee, in connection with any other duly approved research projects and associated activities being undertaken by NCSCM which are funded by other agencies shall be undertaken in

accordance with the purposes, approval process, terms and conditions, etc., set out in the Sanction Order for such project.

- i) Entitlement for Travel Allowance, Daily Allowance, Incidental Expenses and other reimbursable, for the above travel, shall be as per the Sanction Order.

10.3 In case, the Sanction Order does not set out the approval process, terms and conditions, entitlement, etc., such travel shall be undertaken with the approval of the Competent Authority of the funding agency, based on a recommendation by the Chairperson of the GC.

10.4 In all the above cases relating to international travel, relevant approval from the Ministry of Environment, Forest and Climate Change (MoEF&CC), other Ministries/ Departments of the Government of India and Society of Integrated Coastal Management (SICOM) needs to be obtained.

