

59.	<p>(1) Notwithstanding the fact that the whole time of an employee is at the disposal of the Corporation, the Corporation may grant overtime allowance, not counting as pay, to an employee who is required to work on Sundays or holidays or to put in extra hours on week days in connection with the Corporation's work.</p> <p>(2) The rate at, and the circumstances in, which such allowance may be drawn shall be determined by the Board.</p>	Overtime Allowance.
60.	<p>(1) In an incremental scale the increment shall accrue on the first day of the month in which the employee completes one year of service on each stage of that scale whether service be officiating, probationary or substantive.</p> <p>Provided –</p> <ol style="list-style-type: none"> <li>a) The increment of an employee on leave on 1<sup>st</sup> of the month will be actually drawn from the date of resuming duty on return from leave because during leave the employee gets leave salary only.</li> <li>b) In cases in which there is postponement of increment due to an employee's preceding on leave without pay which is not counted for increment, normal increment will be granted from the 1<sup>st</sup> of the month in which the postponed increment, is worked out under the existing rules and orders, falls but the period during which an employee is on leave without pay will not count for increment unless so authorised by the Managing Director for reasons to be recorded in writing.</li> <li>c) The broken periods of service at the same stage in a time scale count for increment. If an employee has officiated in a pay scale for short periods at different times at the same stage of pay, he will be granted increment from the 1<sup>st</sup> of the month on which it falls due after counting the broken periods equal to one year, provided the employee has also been holding the post from the first of that month to the date on which increment falls due. In case he is not holding the post on the first of the month, the increment will be granted from the date it falls due.</li> </ol> <p>(2) No increment may be withheld except as a disciplinary measure under regulation 41 and each order withholding an increment shall state the period for which it is withheld and whether the postponement</p>	Increments



	<p>shall have the effect of postponing future increments.</p> <p>a) Where a normal increment is withheld for specific period and the period of such penalty expires after first of the month increment will be granted restored from the date the penalty ceases.</p> <p>b) Provided that if in an incremental scale, there is an efficiency bar, an employee shall not draw increments above that bar until he has been certified fit to do so by the Managing Director. On each occasion on which an employee is allowed to pass an efficiency bar which has been previously been enforced against him, he shall be placed in the incremental scale at such stage as the Managing Director may fix provided that such stage shall not be higher than that at which he would draw his pay if the bar had not been enforced against him and provided further that no increment granted of a bar shall have a retrospective effect.</p>	
61.	The Managing Director may for special reasons to be recorded in writing, in exceptional circumstances, and subject to such general or special instructions as may be issued by the Board grant premature increments to an employee provided that the grant of such premature increments to an officer shall require the approval of the Board in each case.	Premature Increments.
62.	On promotion from one grade to another, the substantive pay of an employee shall be initially fixed at the stage in the new scale which is next above his substantive pay in the old scale.	Refixation of pay on promotion.
63.	An employee who is appointed to officiate in a higher grade shall so long as he shall officiate on such a grade draw an officiating pay equal to the difference between the substantive pay in the old scale and the stage in the scale of pay of the post in which he is appointed, which is next above his substantive pay in the old scale, provided that when the promotion is of a temporary nature and the circumstances of the promotion so justify, the Managing Director may fix the pay of an employee at an amount less than that admissible under this regulation.	Officiating pay.
64.	<p>When an employee is transferred from one scale of pay to another on the revision of the scale or otherwise and such transfer does not involve the assumption of duties or responsibilities of greater importance, his initial pay on the new scale shall be fixed:-</p> <p>a) in case his substantive pay on the old scale is lower than the minimum of the scale to which he is transferred at the minimum of the new scale.</p>	Refixation of pay on transfer from one scale of pay to another.



	b) In other cases, at a stage which is equal to his substantive pay in the old scale, or if there is no such stage in the new scale, the stage next below that pay plus personal pay equal to the difference, such personal pay to be drawn until such time as it is absorbed by subsequent increments in the new scale.	
65.	Except as otherwise provided in these regulations the pay and allowances of an employee shall be regulated in accordance with the provision of Appendices I and II.	Application of Appendices I and II.
66.	(1) The terms and conditions under which an honorarium or special increments may be granted to an employee of the Corporation for passing the examination held by an Institute of Bankers shall be determined by the Board.  (2) A concession the grant of which is not covered by these regulations may not be given to any employee except with the sanction of the Board.	Grant of honorarium, special increments, or other concessions.

## CHAPTER VI

### LEAVE AND JOINING TIME

#### SECTION I- GENERAL REGULATIONS RELATING TO LEAVE

67.	Subject to the provisions of these Regulations the following kinds of leave may be granted to an employee:- (a) Casual Leave (b) Ordinary Leave (c) Sick Leave (d) Special Leave (e) Extraordinary Leave (f) Maternity Leave	Kinds of leave.
68.	The power to grant leave shall vest in the Managing Director in the case of officers, and subject to such general or special directions as may be issued by him, in the secretary in the case of other employees and except as provided in these regulations or in any directions issued by the Managing Director, all applications for leave shall be addressed to the authority empowered to grant leave.	Authorities empowered to grant leave.
69.	Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it, and an employee already on leave may be recalled by that authority	Power to refuse leave or recall an employee on leave.



	when it considers this necessary in the interest of the Corporation.	
70.	Leave earned by an employee lapses on the date on which he ceases to be in service	Lapse of leave on cessation of service.
71.	Unless he is permitted to do so by the authority which granted his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.	Earlier return from leave.
72.	(1) The first day of an employee's leave is the working day succeeding that upon which he made over charge. (2) The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.	Commencement and termination of leave.
73.	An employee shall, before proceeding on leave, intimate to the authority granting leave his address while on leave, and shall keep the said authority informed of any change in the address previously furnished.	Obligation to furnish leave address
74.	An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last stationed.	Station to which an employee should report on return.
75.	The Managing Director may require an employee who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate.	When medical certificate of fitness may be demanded.
76.	Leave may not be granted to an employee under suspension or against whom proceedings are pending under chapter IV of these regulations.	Leave not admissible to an employee under suspension.

## SECTION 2 - ORDINARY LEAVE

77.	(1) Applications for ordinary leave required shall ordinarily be submitted atleast one month before the date from which leave is required. (2) Application which do not satisfy the requirements of sub-regulation (1) may be refused without reason being given.	When application should be submitted.
78.	(1) The admissibility of ordinary leave to an employee shall be governed by the decisions of the Punjab Government (as adopted by the Haryana Govt.) in their letter no. 4376/G-II-59/2767 dated the 28 <sup>th</sup> May, 1959 as amended from time to time. (2) Fractions of a day of ordinary leave shall be taken as a full day, if amounting to half a day or more, and shall be ignored if amounting to less than half a day.	Scale on which ordinary leave is earned.
79.	The ordinary leave due to an employee is the period which he has earned diminished by the period of leave actually taken.	Ordinary leave due.



80.	The period of ordinary leave which can be taken at any one time is four months, and no further ordinary leave can be earned by an employee unless, atleast three months before the date on which he shall have earned leave for the maximum period, he has formally applied for leave and the leave has been refused, or has ascertained in writing that leave, if applied for, will not be granted, when such an employee may be permitted to earn leave in excess of the maximum upto the date specified by the authority competent to grant leave.	Limits upto which ordinary leave may be earned or taken.
81.	An employee on ordinary leave shall draw a leave pay equal to his average pay.	Pay during ordinary leave.

### SECTION 3 – CASUAL, SICK, SPECIAL, EXTRAORDINARY AND MATERNITY LEAVE

82.	<p>(1) The admissibility of casual leave to an employee shall be governed by the decisions of the Punjab Government (as adopted by Haryana Govt.) contained in their letter no. 4370/GII-59/2767 dated the 28<sup>th</sup> of May, 1959 as amended from time to time.</p> <p>(2) If the absence of an employee is extended beyond the limits laid in that sub-regulation (1) or if any of the other conditions laid down in that sub-regulation is not fulfilled, the employee shall be treated as on ordinary leave for the entire period of his absence.</p> <p>(3) Notwithstanding anything contained in sub-regulations (1) and (2), the Managing Director, may permit the grant of casual leave without being subject to all or any of the limitations laid down in sub-regulation (1) –</p> <ul style="list-style-type: none"> <li>i) When the absence from duty is necessitated by orders not to attend office in consequence of infectious disease in the family or household of an employee;</li> <li>ii) When the absence is necessitated by reason of an employee who is a member of the auxiliary force, India, Home Guards, A.R.P., or other civil defence organisation or any other official organisation of a similar nature having to attend an annual camp or be on training; or</li> <li>iii) When there are other exceptional circumstances necessitating the grant of casual leave in excess of the prescribed limits;</li> </ul> <p>Provided that the total period of casual leave granted to an employee in any one calendar year shall in no case</p>	Casual Leave.
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	<p>exceed 30 days, and if the grant of casual leave under this sub-regulation shall result in the total period being extended beyond 30 days, any period of absence in excess of 30 days shall be treated subject to the provisions of sub-regulation (2) of Regulation 83 as ordinary, sick, special or extraordinary leave, as the employee concerned may request.</p>	
83.	<p>(1) During the full period of his service an employee may be granted special leave, on private affairs, for a period not exceeding 12 months, and sick leave, on medical certificate, for a period not exceeding eighteen months and the Board may grant additional sick leave, if considered advisable in the Corporation's interest, in special case. Special or sick leave may not be availed if ordinary leave is admissible.</p> <p>(2) In case an employee is absent from duty on account of quarantine, the Corporation may, at the request of the employee concerned, treat such absence upto a maximum period of three months, as ordinary, sick leave or special leave if such leave is otherwise permissible. Special/sick leave under this sub-regulation may be availed even if ordinary leave is admissible.</p>	Sick and special leave, limit upto which may be granted.
84.	<p>Sick and special leave shall be on half average pay, which shall be reduced (unless the Board sanctions otherwise) to one-quarter of average pay after twelve months in the case of sick leave and six months in the case of special leave;</p> <p>Provided that where an employee has served the Corporation for atleast a period of five years, he may if he so requests, be permitted to avail himself of sick leave on average pay upto a maximum period of six months during the full period of his service, such leave on average pay being entered as twice the amount of leave taken in his sick account.</p>	Pay during sick and special leave.
85.	<p>(1) Extraordinary leave may be granted to an employee when no ordinary leave is due to him and when, having regard to his length of service, sick or special leave is not considered justified. Except in exceptional circumstances, the duration of extraordinary leave shall not exceed four months on any one occasion and 12 months during the entire period of an employee's service.</p> <p>(2) An employee may be granted extraordinary leave in combination with, or in continuation of leave of any other kind admissible to the employee, and may commute retrospectively periods of absence without</p>	Extraordinary leave



	<p>leave into extraordinary leave.</p> <p>(3) No pay and allowances are admissible during the period of extraordinary leave, and the period spent on such leave shall not count for increments:</p> <p>Provided that, in cases where the Managing Director is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control, he may direct that the period extraordinary leave may count for increments upto a total period not exceeding two months.</p>	
35	<p>(1) Maternity leave which shall be on full pay may be granted to a female employee of the Corporation for a period not exceeding six months on any one occasion upto two living children.</p> <p>(2) A female employee may be granted leave of any other kind admissible to her in combination with or in continuation of maternity leave, if the request for its grant is supported by sufficient medical certificate.</p>	Maternity leave.

#### SECTION 4-JOINING TIME

87.	<p>(1) Joining time may be granted to an employee to enable him:-</p> <p>(a) to join a new post to which he is appointed while on duty in his old post or</p> <p>(b) to join a new post on return from leave of not more than 4 months' duration or although the duration of leave exceeds four months, the employee has not had sufficient notice of his appointment to the new post.</p> <p>(2) Joining time shall not be granted when no change in the headquarters of an employee is involved.</p>	When may be granted
88.	Pay and allowances to an employee on joining time shall be determined in accordance with Regulation 57.	Pay and allowances during joining time.
89.	Joining time which may be allowed to an employee shall not exceed seven days, exclusive of the number of days spent on travelling.	Period for which admissible.
90.	In calculating joining time admissible to an employee, the day on which he is relieved from his old post shall be excluded but public holidays following the day of his relief shall be included in the joining time.	How calculated.
91.	An employee who does not join his post within the joining time allowed to him shall be deemed to have committed a breach of regulation-33	Overstayal after joining time.



## CHAPTER VII

### MEDICAL FACILITY

92.	An employee/his dependent family members shall be allowed medical facility upto a limit of Rs. 2500/- per financial year for treatment taken from government/private hospitals/dispensaries. Beyond this, the facility shall be available for indoor treatment taken from government hospitals/state government recognised hospitals on the pattern of state government as per instructions of the state government issued from time to time.	Medical facility.
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## CHAPTER-VIII

### FOREIGN SERVICE

93.	The terms and conditions subject to which an employee may be permitted to join the Military service shall be determined by the Board.	Deputation of employee to join military service.
94.	<p>(1) Without prejudice to the provisions of regulation 93 no employee of the Corporation may be deputed to serve under any other employer without the approval of the Board in the case of officers and of the Managing Director in other cases.</p> <p>Provided that no employee may be transferred to foreign service against his will.</p> <p>(2) Where the services of an employee of the corporation are placed at the disposal of a foreign employer, it shall be a condition of the deputation that the foreign employer shall, during the period of such deputation, bear the entire cost of the services of the employee including the following viz. :-</p> <p>a) Pay during joining time;</p> <p>b) travelling allowances payable to the employee to enable him to join his appointment in the Corporation on the termination of his deputation;</p> <p>c) leave earned during the period of deputation;</p> <p>d) the employer's contributions to the employee's account in the Corporation's Provident Fund.</p> <p>In addition, the foreign employer may also be required to make a contribution towards any other superannuation benefits for which the employee might become eligible on his retirement on such scale as may</p>	Deputation of employees to other services.



be fixed by the Managing Director.

## CHAPTER-IX

### MISCELLANEOUS

95.	<p>In addition to a declaration of fidelity and secrecy required to be completed by him; in pursuance of section 40 of the State Financial corporation's Act, 1951, every employee to whom these regulations apply, shall subscribe to a declaration in the following form -</p> <p><b>DECLARATION TO BE BOUND BY THE STAFF REGULATIONS</b></p> <p>Place..... Date.....</p> <p>I hereby declare that I have read and understood the Punjab Financial corporation (Staff) Regulations, 1961, as applicable to Haryana Financial Corporation and I hereby subscribe and agree to be bound by the said regulations.</p> <p>Name in full..... Nature of appointment..... Date of appointment..... Signature..... Witness..... Date.....</p>	<p>Declarations to be signed by the employees.</p>
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## PAY

1. PAY SCALES OF VARIOUS CATEGORIES OF EMPLOYEES OF THE CORPORATION UNDER 6<sup>th</sup> PAY COMMISSION W.E.F. 01.01.2006

Sr. No.	Name of the post	Existing functional pay scale	Revised functional pay structure w.e.f. 01.09.2006		
			Name of pay band	Corresponding pay band	Corresponding grade pay
1.	General Manager	18400-22400	PB-4	37400-67000	10000
2.	Addl.General Manager	13500-17250	PB-3	15600-39100	8000
3.	Dy.General Manager	12000-16500	PB-3	15600-39100	7600
4.	Asstt.General Manager	10000-13900	PB-3	15600-39100	6000
5.	Sr.Manager	8000-13500	PB-2	9300-34800	5400
6.	Manager	6500-10500	PB-2	9300-34800	4200
7.	Private Secretary	6500-10500	PB-2	9300-34800	4200
8.	Programmer	6500-10500	PB-2	9300-34800	4200
9.	Law Officer	6500-10500	PB-2	9300-34800	4200
10.	Personal Assistant	5500-9000	PB-2	9300-34800	3600
11.	Asstt.Manager	5500-9000	PB-2	9300-34800	3600
12.	Legal Assistant	5450-8000	PB-2	9300-34800	3300
13.	Assistant	5000-7850	PB-2	9300-34800	3200
14.	Steno Grade-I	5000-7850	PB-2	9300-34800	3200
15.	Computer Operator	5000-7850	PB-2	9300-34800	3200
16.	Steno Grade-II	4000-6000	PB-1	5200-20200	2400
17.	Clerk	4000-6000	PB-1	5200-20200	2400
18.	Typist	3050-4590	PB-1	5200-20200	1900
19.	Driver	4000-6000	PB-1	5200-20200	2400
20.	Electrician	4000-6000	PB-1	5200-20200	2400
21.	Gestetner Operator	4000-6000	PB-1	5200-20200	2400
22.	Peon/Chowkidar/Sweeper	2550-3200	-IS	4440-7440	1300

## APPENDIX-II

## COMPENSATORY ALLOWANCES

## SECTION I – GENERAL

1.	(1) The following kinds of compensatory allowances shall be granted in accordance with the provisions of this section:- a) Deputations allowance; b) Dearness allowance; c) Travelling allowance; d) Halting Allowance;	Deputation of employee to join military service.
	(2) The grant of a compensatory allowance may not be	



	mentioned in sub-paragraph (1) shall require the specific sanction of the Board in each case.	
2.	The grant of compensatory allowance shall be so regulated that the allowance shall not, on the whole, be a source of profit to the recipient.	Compensatory allowance not to be source of profit.

### SECTION 2 – DEPUTATION ALLOWANCE

3.	<p>(1) An employee who is transferred from one station to another for a temporary period, the duration of which is anticipated to be longer than one month but not longer than three months, may be granted a deputation allowance at the rates provided in this section.</p> <p>(2) Unless specially authorised by the Managing Director, deputation allowance may not be drawn during leave.</p>	When admissible.
4.	<p>(1) The rates at which the deputation allowance may be granted to an employee shall be as follows :-</p> <p>a) officers - Rs. 100 per mensem;</p> <p>b) Employees in Class B – Rs. 50 per mensem</p> <p>c) Employees in Class C – Rs. 7.50 per mensem.</p> <p>(2) An employee in receipt of deputation allowance shall not draw halting allowance.</p>	

### SECTION 3 – DEARNESS ALLOWANCE

5.	<p>(1) The Board may grant dearness allowance to employees subject to such conditions as may be determined by it from time to time.</p> <p>(2) Until the Board otherwise determines, the dearness allowance shall be paid to the employees of the Corporation at the same rates and subject to the same conditions on which such allowance is paid to the employees of the Haryana Government.</p>	Terms of the grant to be determined by the Board.
6.	A dearness allowance may be drawn during leave, not being extraordinary leave, provided that the duration of the leave does not exceed four months. If leave taken exceeds four months, the allowance shall cease after leave for four months has been availed of.	

### SECTION 4 – TRAVELLING ALLOWANCE

7.	<p>In this section :-</p> <p>a) 'fares' shall mean, in cases where there are two rates of fare, one inclusive and the other exclusive of diet, fares without diet, but shall</p>	Definitions
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include the cost actually incurred of reserving accommodation;

- b) "personal belongings" shall include only clothes and such other necessary articles as are required while on tour and not motor cars, motor cycles, carriages or heavy furniture;
- c) "personal property" shall include motor cars, motor cycles, carriages and furniture but an employee on temporary transfer shall be entitled to charge for such items only to such extent as the Managing Director may consider reasonable;
- d) "transfer" shall mean the movement of an employee from the station in which he is employed to another station for a period of not less than one month, either-
- i) to take up the duties of a new post;
  - or
  - ii) in consequence of a change of the headquarters.

8. ENTITLEMENT OF TRAVELLING ALLOWANCE/HALTING ALLOWANCE APPLICABLE FOR THE EMPLOYEES ON TOUR/TRANSFER SHALL BE AS UNDER :-

ENTITLEMENT BY AIR : i) Rs. 16,000/- & above.

ENTITLEMENT TO TRAVEL :  
BY TRAIN/BUS

	<u>Train</u>	<u>Bus</u>
i) Rs.10,500/- & above	A.C. (1st)	A.C.
ii) Rs. 5,500/- to 10,500/-	Ist Class, 2 <sup>nd</sup> A.C Sleeper/A.C.Chair Car	A.C
iii) Upto Rs. 5,500/- )	2 <sup>nd</sup> Class	Delux Bus
iv) Pay Rs. 3,050/- to ) Rs. 5,500/- )		
v) Up to Rs.3050/-	2 <sup>nd</sup> Class	Ordinary Bus



## ENTITLEMENT OF HALTING ALLOWANCE

(Rupees)

Rs.16000 and above	200/-
Rs.10500 and below 16000	160/-
Rs.8000 but below 10500	130/-
Rs.4000 but below 8000	110/-
Below Rs.4000	100/-

## STAY CHARGES

Bombay, Calcutta, Madras,  
Delhi, Simla & other State  
Capitals.

Other places  
outside Haryana

Rs.16,000/- and above	Actual lodging charges in 4 star Hotel	
Rs. 10,500/- to rs. 16,000/-	Actual lodging charges in 3 star Hotel	
Rs. 8,400/- to 10,499/-	Rs.500/--per day	Rs.250/- per day
Rs. 6,500/- to 8,399/-	Rs.350/--per day	Rs.200/- per day
Below Rs. 6500/-	Rs.150/--per day	Rs.100/- per day

## Charges within Haryana

Rs. 10,500/- & above	A.C Rooms in Haryana Tourist Complexes
Rs. 5,450/- but below Rs. 10,500/-	Non A.C. Room in Haryana Tourist Complexes
Below Rs.5,450/-	Rs.40/-

An employee can also stay in Private Hotels subject to restriction of tariff equivalent to tariff applicable in Haryana Tourist Complex of the area as per entitlement.

## LOCAL MILEAGE WITHIN THE STATE

- I) Travelling by Taxi/own Car. @ Rs.6/- per K.M.  
ii) Scooter/Motorcycle @ Rs.3/- per K.M.

Taxi/Scooter charges out  
side the State

Actual expenditure as  
per entitlement.



ENTITLEMENT OF LOCAL CONVEYANCE WITHIN THE STATE OF HARYANA

1. Rs.16000/- & above By Taxi or own Car
2. Rs.10500/- but below Rs.16000/- By Taxi or own Car
3. Rs.8000/- but below Rs. 10500/- By Auto Rickshaw/Scooter
3. Rs. 4000/- but below Rs.8000/- -do-
4. Below 4000/- By Auto Rickshaw/Bus/Rickshaw.

Employees shall be reimbursed actual expenses incurred on Taxi/Auto Rickshaw as per their entitlement for journeys performed outside the state of Haryana.

TRANSFER T.A

- (I) In case of transfer, an employee would be paid daily allowance to himself as well as for each member of his family. Besides this, he would be paid for each member of his family bus/rail fare as the case may be. In case of journey by own car/scooter/M.Cycle/Moped with or without family he will be entitled to claim road mileage for once only subject to the entitlement and for one vehicle only. The definition of family for the purpose of TA/DA includes an employee's dependents also.
- (II) An employee on transfer would be reimbursed the actual cost of transportation charges of his household goods on the under mentioned grades at rates approved by the Union of Transport Companies/ Registered Transporters:-
  - i) Employees drawing basic pay of Rs.16000/- & above p.m. 2-Trucks
  - ii) Employees drawing basic pay of Rs.10500/- but below Rs. 16000/- 2-Trucks
  - iii) Employees drawing basic pay of Rs.8000/- but below Rs. 10500/- p.m. 1-1/2 Trucks
  - iv) Employees drawing basic pay below Rs.4000/- p.m. but less than Rs.8000/- p.m. 1-Truck
  - v) Employees drawing pay below Rs.4000/- p.m. 1/2 Truck



- iii) In case the household goods are transported by any other mode of conveyance, the employee would be paid actual or the charges as per his entitlement, whichever is less.

An employee on transfer will be paid packing/unpacking and loading/unloading charges as per grades given below:-

- |   |     |
|---|-----|
| i) Employees drawing basic pay of Rs.16000/- & above p.m.                         | 400 |
| ii) Employees drawing basic pay of Rs.10500/- but below Rs. 16000/-               | 400 |
| iii) Employees drawing basic pay of Rs.8000/- but below Rs. 10500/- p.m.          | 200 |
| vi) Employees drawing basic pay below Rs.4000/- p.m. but less than Rs.8000/- p.m. | 100 |
| vii) Employees drawing pay below Rs.4000/- p.m                                    | 50  |

NOTE (1) When, for any reason, the family of an employee does not travel with him but within a reasonable time before or after the date of his transfer, an employee may draw the fares and the cost of transporting luggage payable for the family, but the prior sanction of the Managing Director shall be required if the family travels three months before or six months after the date on which the employee commences his journey.

NOTE (2) If the family travels from a place other than that from which an employee is transferred, the employee may draw the actual travelling expenses incurred by the family to join the employee at the new station but the sum-total of such expenses shall not exceed the travelling allowance which would have been admissible to the employee had the employee's family been stationed at the place when the employee was transferred.

NOTE (3) If the family of an employee, in consequence of his transfer travels to a station other than that to which the employee is transferred, the employee may draw travelling expenses for his family but subject to the condition that the amount so drawn shall not exceed the travelling allowance which would have been admissible to the employee had the family proceeded to the station to which the employee was transferred.

NOTE (4) If an employee carries his personal property by passenger instead of by goods train or by a road transport, he may draw the actual expenditure incurred by him on transport not exceeding in each case, the maximum amount admissible to him for the transport of personal property by goods train under this paragraph.

NOTE (5) The pay shown in **APPENDIX-II** in the Staff Regulations pertains to the pay applicable as per the revision in 1996.



9.	An employee who is transferred while on tour and proceeds to the new station without returning to the old, shall draw, unless he is permitted to return to his old station, travelling allowance as per his entitlement.	Employees transferred while on tour.
10.	An employee appointed to a new post while in transit from one station to another is entitled to draw travelling allowance for so much of the journey as he has already accomplished when he received the fresh orders as well as for the journey undertaken from the place at which he received the fresh orders to his new station as on transfer under paragraph 8.	Employees transferred while in transit.
11.	An employee who proceeds on leave while he is under orders of transfer, or who is transferred while on leave is entitled to travelling allowance as on transfer as per his entitlement.	Employees transferred while on leave.
12.	An employee who is summoned to give evidence in a Court of Law in respect of any fact which have come to his knowledge in the discharge of his duties, shall be entitled to travelling allowances under paragraph 9 but in every such case in which an employee draws an allowance from the Corporation under this paragraph any payments made by the court to meet his travelling expenses shall be credited to the corporation.	Employees summoned to give evidence in a Court of Law.
13.	No person is entitled to any travelling allowance from the Corporation for a journey undertaken on retirement, resignation or dismissal from the Corporation's service.	Travelling allowance not admissible on termination of service.
14.	Travelling allowance is admitted on the basis of a journey by the shortest route, that is to say, the route by which an employee can reach his destination in the shortest possible time by the ordinary modes of travelling. Travelling allowance by a route costlier than the shortest may not be admitted eventhough the employee actually travels by that route, but if an employee travels by a route, which is not the shortest but is cheaper than the shortest, his travelling expenses shall be calculated on the route actually used.	Route by which travelling allowance is admissible.
15.	(1) An employee must travel by the class of accommodation for which travelling allowance is admissible to him and if he shall travel in a lower class he shall be entitled to the fare of the accommodation actually used.  (2) An employee may not be paid travelling allowance on the basis of a journey in a higher class unless he is specifically authorised to travel in a higher class by the Managing Director in the interest of the Corporation.	Obligation to travel by the class of accommodation for which travelling allowance is admissible.
16.	Except with the sanction of the Board, no travelling allowance may be paid to a person to join his first	Not admissible to join first



	appointment in the Corporation.	appointment.
17.	An employee who travels on duty in a conveyance owned by him may be reimbursed his travelling expenses as per his entitlement.	Employees using their own conveyance.
18.	(a) An employee provided with conveyance by the Corporation will get only daily allowance as per his entitlement.  (b) When an employee of the Corporation travels in a conveyance not belonging to him between stations connected by rail and does not pay expenses for its use or propulsion, he may be paid travelling allowances as is admissible to him while on tour.	An employee travelling in Corporation's conveyance. An employee travelling in a conveyance not belonging to him.
19.	If the employee travels between places which are connected by rail, by omni-bus or by other means of transport, he shall be reimbursed his travelling expenses on the basis of a journey by rail, provided that if the fares actually paid by him are less than the fares payable for the journey by rail, he shall be entitled to draw only the actual fares paid by him.	Employees travelling by bus, etc.
20.	Where a railway system has two fares, one for journeys by mail and express, and the other ordinary, the travelling allowance shall be calculated on the basis of the ordinary fares unless the employee actually travels by mail or express in which case an increase may be allowed in his bill to the extent of the additional cost of the fares actually incurred by him.	Calculations to be based on ordinary rates.
21.	For any journeys undertaken by an employee for which no provision is made in this section, he shall draw travelling allowance on such scale as may be fixed by the Managing Director having regard to the cost and the modes of transport obtaining in the areas in which the journey is undertaken, and the basis on which reimbursement of travelling expenses is allowed by the State Govt. to its employees in similar circumstances.	Journeys not provided in this section.
22.	An employee who is required to travel on the Corporation's business may draw an advance to meet his travelling expenses.	Advance to meet travelling expenses.

### SECTION 5 - HALTING ALLOWANCE

23.	"Halting Allowance" is a payment made to an employee in addition to other emoluments for any day during which an employee is absent from headquarters on duty and is intended to cover the ordinary daily expenses incurred by him in consequence of such absence.	Definition.
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24.	<p>Halting allowance may be granted –</p> <ul style="list-style-type: none"> <li>a) to an employee engaged on inspection duty;</li> <li>b) to an employee on transfer from one station to another who is detained en route for the period of such detention; and</li> <li>c) to an employee who is temporarily moved from his headquarters under any other circumstances :</li> </ul> <p>Provided that the employee is not in receipt of a deputation allowance.</p>	To whom admissible.
25.	<p>(1) The maximum period for which halting allowance may be drawn shall not exceed 10 days at any one time. Provided that in special circumstances the limit of 10 days may be extended at the discretion of the Managing Director on such conditions as he thinks fit, if he is satisfied –</p> <ul style="list-style-type: none"> <li>i) that prolonged absence from headquarters is necessary in the interest of the corporation ; and</li> <li>ii) the grant of halting allowance for a further period is essential to avoid hardship to the employee.</li> </ul> <p>(2) In any case, in which the limit is extended in pursuance of the provision to sub-paragraph (1), it shall be open to the Managing Director to reduce the rate of allowance to such extent as he may deem appropriate.</p>	Period for which may be granted.
26.	<p>Halting allowance may be drawn for holiday occurring during a tour but no halting allowance shall be admissible during casual leave or other leave unless the leave is necessitated by illness supported by medical certificate.</p>	Halting allowance during leave or holidays.
27.	<p>An employee who is summoned to give evidence in a Court of Law in respect of any facts which have come to his knowledge in the discharge of his duties, shall be entitled to a halting allowance as per his entitlement but in all such cases any subsistence allowance paid by the Court shall be credited to the corporation.</p>	Employees summoned to give evidence in Court.
28.	<p>The Managing Director may authorise the payment of halting allowance at a rate higher than that admissible, where an employee had to halt at a place which is considered to be specially expensive, provided that this discretion shall not be exercised unless on proof being furnished, the Managing Director is satisfied that the grant of halting allowance at a higher rate is essential to avoid hardship to the employee, and provided further that the increase shall not, for any day, exceed 50</p>	Authority to pay halting allowance at a higher rate.



	percent over the rate admissible, shall be increased by 50 percent for any day of halt at hill station, port towns and Delhi and by 33 percent at State Capitals.	
29.	An employee may draw an advance to cover the expenses of his halt upto the amount admissible to him as halting allowance.	Advance to meet halting allowance.

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