

## **2. Pay & Allowances**

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## 2.1 PAY SCALES

Executive Pay scales								
Scale Title	Indicative Designation	Pre-revised pay scale		Pay Band	Revised pay scales			
		Pay scale	Min. basic pay on joining		Pay scale	Minimum basic pay on joining	Grade pay	Minimum basic pay plus grade pay on joining
E-1	AFO / APO / AE(C/E/M) (Env)	7750-14500	Rs.8550	PB - 4	16650-39100	16650	5800	<b>22450</b>
E-2	F.O./P.O.	7750-14500	Rs.8550			18190	5800	<b>23990</b>
E-3	Sr.F.O/ Sr.P.O.	7750-14500	Rs.8550			19880	5800	<b>25680</b>
E-4	Dy. Manager	7750-14500	Rs.8550			21730	5800	<b>27530</b>
E-5	Manager	12500-19100	Rs.12500			24740	8500	<b>33240</b>
E-6	Sr. Manager	12500-19100	Rs.12500			27030	8500	<b>35530</b>
E-7	Dy.General Manager	15800-21100	Rs.15800			PB - 5	41300-67000	41300
E-7A	Addl.General Manager	15800-21100	Rs.15800	41300	9600			<b>50900</b>
E-8	General Manager	18600-23100	Rs.18600	45140	10500			<b>55640</b>
E-9	Executive Director	18600-23100	Rs.18600	45140	10500			<b>55640</b>

Supervisory Pay scales						
Level	Indicative Designation	Pay-Scale	Grade Pay	Minimum Pay on joining	Basic	Fitment Table
S1	JE / JO(R&R) / JO(ENV) / (Geology)	10900-34800	4350	<b>16450</b>		Fitment Table-13
S2	S1+3 yrs.+	10900-34800	4550	<b>17110</b>		Fitment Table-14
S3	S1+6 yrs +	10900-34800	4650	<b>17890</b>		Fitment Table-15
S4	Head Draughts Man	10900-34800	4650	<b>17890</b>		Fitment Table-15

• **Basic Pay means Pay + Grade Pay**

Workmen Pay scales							
Scale Title	Pre-revised pay scale		Pay Band	Revised pay scales			
	Pay scale	Minimum basic pay on joining		Pay scale	Minimum basic pay on joining	Grade pay	Minimum basic pay plus grade pay on joining
W-1	2720-4775	Rs.2720	PB-1	5100-10680	5100	1550	<b>6650</b>
W-2	2930-5300	Rs.3260		6070	1700	<b>7770</b>	
W-3	3370-6100	Rs.3370	PB-2	6400-20200	6400	2200	<b>8600</b>
W-4	3480-6500	Rs.3610			6720	2300	<b>9020</b>
W-5	4300-7500	Rs.4600			8560	2800	<b>11360</b>
W-6	4600-7250	Rs.4775			8890	3050	<b>11940</b>
W-7	4950-8275	Rs.4950			9210	3400	<b>12610</b>
W-8	5125-8275	Rs.5125			9540	3400	<b>12940</b>
W-9	5300-9100	Rs.5300	PB-3	10900-34800	10900	3550	<b>14450</b>
W-10	5500-9400	Rs.5500			10900	3550	<b>14450</b>
W-11	5900-10000	Rs.5900			11570	4000	<b>15570</b>

**\* All allowances are on pre-revised scales & subject to review as per decision of the Board of Directors.**

## **2.2 HOUSE RENT ALLOWANCE**

The rates of HRA as per classification of cities shall be as under:-

Shimla and Sub-Urban Area of Shimla	10% of the pay
Projects, District Headquarters and others areas within H.P.	7.5% of the pay

- a) No arrears of HRA shall be paid.
- b) The above definition of pay and percentage is subject to review after release of new pay-scales.

## **2.3 REIMBURSEMENT TOWARDS COST OF NEWS PAPERS/ MAGAZINES**

<b>Grade</b>	<b>Item details</b>	<b>Rates (per month)</b>
MD	5 newspapers + 3 magazines	-
Director – Board Level	3 newspapers + 2 magazines	Total upto Rs. 500/- per month
E8 and above	3 newspapers + 1 magazines	Total upto Rs. 400/- per month
E5-E7A	2 newspapers	Total upto Rs. 250/- per month
E0-E4	1 newspaper	Total upto Rs. 150/- per month

The re-imbusement to the above mentioned categories on account of Cost of Newspapers/ Magazines shall be allowed only on production of bills.

However, the Supervisory and Workmen Category will get Newspapers/Magazines allowance without production of bills as follows: -

<b>Grade</b>	<b>Rates (per month)</b>
W-8-W-11/Supervisors	Rs. 100/- per month
W-1-W-7	Rs. 80/- per month

## 2.4 REIMBURSEMENT ON ACCOUNT OF DRESS CODE

All Employees of the Corporation who are on the rolls of the Corporation whether on contract or regular will be entitled for Rs. 7,500/- per annum for purchasing, stitching and maintenance of Dress Code. The reimbursement will be made only on the production of bill/ cash memo of the dress articles up-to a ceiling of Rs. 7, 500/- per annum (Seven thousand, five hundred only).

### **For Male Employees**

- a. Dark Grey Pant (Cotton/ Woolen)
- b. Light Grey Shirt (Full/ Half Sleeves)
- c. Plain Socks (Grey/White)
- d. Leather Shoes (Black)
- e. Coat (Blue Blazer)

### **For Female Employees**

- a. Salwaar Kamiz with Chunni/ Sari (Firozi).
- b. Leather Shoes (Black)
- c. Plain Socks (Grey/White)
- d. Coat (Blue Blazer)

**Medical staff** will observe Dress Code as notified by the State Govt. for Hospitals from time to time.

## 2.5 MONTHLY REIMBURSEMENT OF CONVEYANCE EXPENDITURE

Category of employee	Type of Vehicle & reimbursement limit Rs. P.M.		
	Car	Motor cycle/ scooter	Moped
E1 to E3	800.00	600.00	Nil
E4 & E5	900.00	700.00	Nil
E6 & Above	1000.00	Nil	Nil
S1 to S 4	700.00	600.00	Nil
W1 to W11	Nil	350.00	-
W1 to W6	Nil	200.00	200.00

1. The above conveyance shall be allowed only to those employees who have vehicle in their own name and do not have any attached corporation's vehicle &
2. The vehicle should be duly registered in the name of the officer/official.

## 2.6 SPECIAL PROJECT SITE ALLOWANCE

<b>Kashang Intake (Pangi Kandi) in Kalpa Tehsil, Lambar, Lippa, Asrang, Thangi, Moorang, Kunu and Charang in Moorang Tehsil</b>	SPSA shall be paid @ 50% of the <b><u>monthly basic salary (Pay + Grade Pay) plus DA divided by 30</u></b> (revised pay) to determine the daily rate, which will be paid on the basis of number of days spent.
Other areas of Integrated Kashang HEP and Shongtong-Karchham HEP not mentioned above.	SPSA shall be paid @ 30% of the <b><u>monthly basic salary (Pay + Grade Pay) plus DA divided by 30</u></b> (revised pay) to determine the daily rate, which will be paid on the basis of number of days spent.

## 2.7 POLICY FOR OFFICIAL PHONES AT RESIDENCES & MOBILE PHONES

<b>Category of Executives</b>	<b>Fixed Bi-monthly Residential Telephone Amount (Rs.)</b>	<b>Mobile Phone Amount (Rs.)</b>
E0	-	400
E1	800	May be used for land line or cell phone or both.
E2	800	
E3	800	
E4	800	400
E5	800	400
E6	1400	600
E7	1400	600
E8	2200	800
E9	2200	800
Board Level Executives	2800	1000

<b>Category of Supervisors</b>	<b>Fixed Bi-monthly Residential Telephone Amount (Rs.)</b>	<b>Mobile Phone Amount (Rs.)</b>
S1 to S4	-	400 Bimonthly for mobile

Other than the above,

<b>Category</b>	<b>Fixed Bi-monthly Residential Telephone Amount (Rs.)</b>	<b>Mobile Phone Amount (Rs.)</b>
Patwari's/ Kanungo's	-	400 Bimonthly for mobile
PA's	-	400 Bimonthly for mobile

## 2.8 TRAVELING AND DAILY ALLOWANCE RULES

### 1. Scope:

The HPPCL Travelling and Daily allowance Rules be applicable to all regular full time employees of the company including stipendiary Trainees (unless specified otherwise) other than Apprentice under Apprentices Act, 1961, deputationists, if deputation terms specifies, persons appointed on contract basis unless otherwise specified, candidates called for interview/test and other persons to whom the appointing authority extends these rules.

These Rules will also be applicable to HPSEB employees on secondment/deputation and to daily waged employees in the event of performing official journeys on outstation tours, training and transfers. In addition, the HPSEB employees on deputation/secondment shall also be paid Transfer T.A. under these Rules in the event of their repatriation to their parent organization.

### 2. Definitions:

In these rules, unless the context otherwise requires:

- 2.1 “**Corporation**” means the Himachal Pradesh Power Corporation Limited including the projects/offices under its management.
- 2.2 “**Controlling Officer**” means the officer empowered to approve and/or countersign the Travelling allowance claim (including advance) in respect of employees working under him, in accordance with the powers delegated from time to time for specified purposes under these rules.
- 2.3 “**Day**” means a calendar day beginning and ending at midnight. This is for general reckoning only.
  - 2.3.1 For the purpose of calculating Daily Allowance, ‘Day’ is to be taken as a period of 24 hours beginning from the actual time of departure from the Headquarters or residence, as the case may be, in respect of any particular journey.

- 2.4 **“Family”** means an employee’s spouse residing with the employee and legitimate children (including step children and legally adopted children) residing with and wholly dependent upon him. In case of transfer, the term family would also include parents, unmarried/widowed sisters and minor (i.e. below 21 years of age) brothers provided that the concerned member is residing with and wholly dependent upon the employee.
- 2.4.1 However, till such time the Company’s special facility of retention of family at a place other than the place of posting of the employees is in existence, the condition of ‘residing with the employees’ will not be essential for such employees as are allowed to retain their family under the provisions of such special facility.
- 2.4.2 Only one wife is included in the term “*family*” for the purpose of these rules.
- 2.4.3 Legitimate children do not include adopted children except those legally adopted.
- 2.4.4 Step children include the children of the spouse from a previous marriage, where the same was dissolved due to legal divorce or death of the other party to such marriage.
- 2.4.5 The criterion for judging the dependency or otherwise of a family member of an employee will be the monthly income of the concerned family member. A family member will be deemed to be dependent upon the employee if his/her income from all sources is not more than Rs. 2500/- p.m. In case of parents, the income of both father and mother jointly will be taken into account for this purpose.
- 2.4.6 Where both husband and wife are employed in the Company, the dependent parents of either of the spouses may be treated, at their option, as parents for the purpose of these rules.
- 2.5 **“Headquarters”** means the normal place of duty of an employee. In case of an employee deputed for Training in India or abroad, the Headquarters will mean the place of duty from where he proceeded on Training, unless the same is changed in respect of an employee sent on long-term training or assignment by a specific order of the Head of the Division.



- 2.5.1 In respect of an apprentice/a trainee, the Headquarters shall mean the place of training at which he is posted for undergoing long duration (more than 30 days) apprenticeship/training.
- 2.6 “**Head of Division**” means the concerned Functional Director/Executive Director/General Manager or any other Executive to whom the power is delegated for the purpose of these rules.
- 2.7 “**Management**” means the Board of Directors and if authorized by the Board, the Chairman/Managing Director/Director of the Company for the purpose of these rules.
- 2.8 “**Official Tour**” means absence on duty of an employee from his Headquarter.
- 2.9 “**Pay**” means basic pay only.
- 2.9.1 In case of re-employed pensioner, pension and pension equivalent of retirement benefits will also be considered as pay provided and to the extent the same has been taken into consideration for fixation of his basic pay. In such a case, if the sum of his pay plus pension exceeds the pay of the post, if it is on a fixed rate of pay or the maximum pay of the post, if it is on a time scale of pay, such excess shall be ignored.
- 2.9.2 For muster roll, daily rated, casual, badly or substitute employees, pay means the amount arrived at by multiplying their daily rate of wages by 26 (twenty six) or 30 (thirty), as the case may be, depending upon the manner of calculation of their daily wage-rates.
- 2.10 “**Cities**” means Kolkata, Delhi, Mumbai, Chennai and Bangalore or as per Govt. notification from time to time.
- 2.11 “**Shortest Route**” means the route which is shortest in terms of distance.
- 2.11.1 The route by which the destination can be reached most speedily by rail/air as per entitlement, even if longer will be deemed to be the shortest route for the purpose of these rules. In respect of a road journey, it means the route, which is shortest, in point of time by entitled mode of travel.

2.11.2 Keeping in view the locations of various destinations, availability of various means of transport and other relevant factors, the Chairman/Managing Director/Director (Personnel) may declare from time to time specific routes, which though not shortest, will be deemed to be shortest routes for the purposes of all or any of the journeys mentioned in these rules.

2.12 “**Transfer**” means the movement of an employee from one HQ station at which he is posted to another station to which his former Headquarters have been changed or where he is ordered to take up the post.

2.12.1 Notwithstanding the above definition of transfer, the movements of an apprentice/a trainee, engaged under the Company’s own training scheme, during the period of training as well as that for joining his duties at the place of posting in consequence of final appraisal and placement etc. shall not be treated as transfer.

### 3. Gradation

For the purpose of these rules, the gradation of regular employees including employees on deputation/secondment shall be as under:

Grade	Basic Pay
I	Rs 15000/- and above
II	Rs. 10000/- and above but less than 15000/-
III	Rs. 6000/- and above less than 10000/-
IV	Rs. 5000/- and above but less than 6000/-
V	Rs. 4000/- and above but less than 5000/-
VI	Below Rs. 4000/-

The above gradation is subject to change as may be revised by the State Govt. from time to time.

3.1 The gradation will be determined by Basic Salary as per the Govt. orders. Where Basic is not clear as in the case of contract employees, the gradation will be as follows:-

Level	Grade
E7 and above	I
E3 to E6	II
E0 to E2	III
S1 to S4	III
W8 to W11	IV
W4 to W7	V
W1 to W3	VI

In case of any discrepancies in the Scales of contract employees between different grades, the Managing Director is authorized to redefine the grades.

#### 4. Travel Entitlement

##### 4.1 By Rail/Air Transport Entitlement:

The reimbursement of fares for journeys performed between the headquarter station and tour station by the employees of various levels by different means of transport shall be as per the following entitlement, subject to actual.

Grade	Travel Entitlement	
	<i>By Rail</i>	<i>By Air</i>
I	1 <sup>st</sup> Class AC/ Shatabdi Executive Class	At discretion
II	Shatabdi AC Chair Car/ AC 2 Tier Sleeper/ 1 <sup>st</sup> Class	On the condition that the distance is more than 500 Kms and journey cannot be performed overnight by rail or journey is to be performed within HP or HP to Delhi/ Chandigarh or Delhi/Chandigarh to HP. Aforesaid condition of 500 Kms distance is not applicable to Grade II of Employments for air journeys within HP or HP to Delhi/Chandigarh or Chandigarh to HP.
III & IV	1 <sup>st</sup> Class/ AC Chair Car/ AC 3 Tier	
V & VI	2 <sup>nd</sup> Class Sleeper	

- a) Where an official journey by train is cancelled in public interest cancellation and reservation charges shall be re-imbursed to the employee of the Corporation directly by the Dept/Office concerned in the similar circumstances these charges in respect of member of family of the employee also be re-imbursed.
- b) Reservation charges/Surcharges levied by railways in respect of all classes of railways in respect of all classes of rail accommodation will be re-imbursed to the employee treating these charges as a part of the fare. The telegram expenses charged by the railways in connection with the reservation of accommodation in trains, for onward and or return journeys, by the employee travelling on duty will also be re-imbursed to the employee concerned. Service charges levied by the recognized travel agent by the zonal railways for getting railway reservation shall also be re-imbursed.

#### 4.2 By Road/Public Transport Entitlement:

<b>Grade</b>	<b>Entitlement</b>
I & II	AC Bus
III & IV	Deluxe Bus
V & VI	Ordinary Bus

#### **Entitlement by Road Transport:**

<b>Grade</b>	<b>Entitlement</b>
I & II	By taking a single seat in Public transport or by Motor Cycle/Scooter/full taxi/own Car. Only the employee with the basic pay of Rs. 18400/- per month and above shall be entitled to use their own car/full taxi on official tour.
III & IV	By taking a single seat in public transport or Motor Cycle/Scooter. They will not be entitled/eligible to travel by engaging full taxi/on car.

#### **Road Mileage:**

The rates of road mileage shall be as under:

a)	<b>Own Car</b>	
	Journey within Himachal Pradesh	Rs. 6/- per Km
	Journey outside Himachal Pradesh	Rs. 6/- per Km
b)	Full Taxi within Himachal Pradesh	Rs. 6/- per Km
c)	Scooter/Motor Cycle	Rs. 2/- per Km

These rates of Mileage allowance prescribed for travelling by own car will apply in cases where the employee of the Corporation would themselves drive their own vehicle and do not ask for the services of the staff car for Deptt. Vehicle Drive to drive the private car. If however, a corporation employee at his own official avails the services of the Govt. driver to drive his own car, the rate of mileage allowance payable will be 50 paise per Km less. Such facility of staff car driver for the particular journey to those officers who are otherwise entitled to a staff car and staff car and staff car driver for the particular journey.

## 5. Local Transportation Allowance:

For local journeys performed at tour stations at Delhi, Mumbai, Kolkata, Chennai and Bangalore, entitlement of fixed meeting local transportation costs while on tour/training in respect of employees who neither use staff car/corporation vehicle for their official work shall be as under:

### Local Transportation Allowance:

#### i) In respect of officers on tour:

Level	Entitlement
E-7 & above	Hired Taxi
Supervisory level to E-6 level	Bus or metro fare as per actual on the basis of ticket or self certification or auto on actual on self certification
Workers	Bus or metro fare as per actual on the basis of ticket or self certification. Auto fare may be allowed in exceptional circumstances by General Manager /Executive Director (Personnel)

#### ii) Additional Provision for officers/officials working in Liaison Office-cum-transit camp:

Level	Entitlement
Liaison Officer	Auto fare on actual to be certified by the officer or bus fare or metro fare as per ticket or self-certification. If own transport i.e. car or 2 wheeler is used, then car restricted to auto fare and 2 wheeler restricted to Rs. 3/- per Km.
For Attendant or Workmen level	Bus or metro fare as per actual on the basis of the ticket or self certification. Auto fare may be allowed in exceptional circumstances by General Manager /Executive Director (Personnel)

## 6. Terminal Transportation Charges:

- 6.1 Terminal Transportation Charges shall be admissible at the rates specified in Para 4.2 from Head Quarters as well as all tour stations, other than those specified in Para 6.3 below. These shall cover expenditure incurred on journey performed from residence to place of embarkation at H.Q and place of disembarkation to place of stay or duty in the tour station as also similar return journeys.

- 6.2 For tour stations specified in Para 6.3, travel transport charges shall be admissible at the following rates:-

**Terminal Transportation Charges (for officers on Tour only):**

Level	Entitlement
E-7 & above	Hired Taxi
Supervisory level to E-6 level	Bus or metro fare as per actual on the basis of ticket or self certification or auto on actual on self certification
Workers	Bus or metro fare as per actual on the basis of ticket or self certification. Auto fare may be allowed in exceptional circumstances by General Manager /ED(Personnel)

- 6.3 The specified tour stations mentioned in Para 6.2 are as under: -

Sr. No.	State	Stations
1.	Andhra Pradesh	Hyderabad Urban Agglomeration
2.	Bihar	Patna Urban Agglomeration, Dhanbad Urban Agglomeration, Jamshedpur Urban Agglomeration
3.	Delhi	Delhi Urban Agglomeration
4.	Gujarat	Ahemdabad Urban Agglomeration, Surat Urban Agglomeration, Vadodra Urban Agglomeration
5.	Karnataka	Bangalore Urban Agglomeration
6.	Kerala	Trivandrum, Cochin
7.	Madhya Pradesh	Gwalior Urban Agglomeration, Indore City Urban Agglomeration, Jabalpur Urban Agglomeration
8.	Maharashtra	Bombay, Nagpur Urban Agglomeration, Poona Urban Agglomeration and Sholapur
9.	Punjab	Amritsar City Urban Agglomeration, Ludhiana City Urban Agglomeration
10.	Rajasthan	Jaipur Urban Agglomeration
11.	Tamil Nadu	Madras Urban Agglomeration, Coimbatore Urban Agglomeration, Madurai Urban Agglomeration, Chirapalli Urban Agglomeration, Salem Urban Agglomeration
12.	Uttar Pradesh	Kanpur City Urban Agglomeration, Lucknow City Urban Agglomeration, Agra Urban Agglomeration, Allahabad City Urban Agglomeration, Varanasi City Urban Agglomeration
13.	West Bengal	Calcutta Urban Agglomeration

## 7. Daily Allowances:

The rates of daily allowance shall be as under:

### A. Rates of daily allowance within Himachal Pradesh

Grade	Ordinary Hill Tracts (Rs.)	Special Hill Tracts (Rs.)	Expensive & Remote Locality (Rs.)
I	120	150	180
II	96	120	165
III	84	105	150
IV	72	90	128
V	60	75	105
VI	48	60	90

No enhancement over and above these rates is allowed.

For regulating the payment of daily allowance, the existing classification of areas the Himachal Pradesh into three groups shall remain to operation as under:-

#### a) Expensive and remote Localities:

- 1) Lahaul & Spiti;
- 2) Kinnaur Districts;
- 3) Bharmour Sub-Division and Pangli Sub-Division of Chamba District;
- 4) Pargana of Pandrabbis, Outer Seraj and Malana Panchayat areas of Kullu District;
- 5) Chhuhar Valley of Jogindernagar, Tehsil of Mandi District;
- 6) Mangal Panchayat area of Solan;
- 7) Dodra Kwar area of Rohroo Tehsil, Parganas of Chaubis;
- 8) Naubis, Barabis, Pandrabis and Atharbis, Sarahan and Gram Panchayat of Munish, Darkali and Kashapat of Rampur Tehsil of Shimla District; and
- 9) Chota Bhangal and Bara Bhangal area of Palampur, Sub-division of Kangra district.

**b) Special Hill Tracts:**

- 1) Janjheli Block of Chachiot Teshil of Mandi district;
- 2) Chopal tehsil of Shimla District;
- 3) Trans-Giri Tract of Sirmour district;
- 4) Churah tehsil and Salooni Tehsil, Kunr Panchayat and Belej Paragana of Chamba tehsil of Chamba district; and
- 5) Manali Ujhi area, Parvati and Lagg valley and Banjar Block of Kullu District.

**c) Ordinary Hill Tracts:**

All other remaining areas which are not covered by the above groups.

**B. Rates of daily allowance outside Himachal Pradesh (per day)**

<b>Grade</b>	<b>Delhi/Chennai/Mumbai/Kolkata/Bangalore (Rs.)</b>	<b>Other Places (Rs.)</b>
I	180	144
II	144	120
III	126	108
IV	108	96
V	90	84
VI	72	60

For the time spent in Journey, the rates of daily allowances will be admissible as under:

<b>Grade</b>	<b>Rates (Rs.)</b>
I	120
II	96
III	84
IV	72
V	60
VI	48



## 8. Re-imbursement of Hotel Rent:

The maximum rates of re-imbursement of hotel rent to the State Government employees who stay in hotels and tourist bungalow run on commercial lines while on duty outside the state, on production of receipt, shall be as under:

Grade	Delhi/Chennai/Mumbai/Kolkata/Bangalore (Rs.)	Other places outside H.P. (Rs.)
I	1200	900
II	900	720
III	800	540
IV	480	400
V	400	300
VI	240	180

*“ The employees when they do not succeed in securing accommodation in Rest houses, etc. while on tour to Shimla and have to stay in Hotels and Tourist Bungalows run on commercial lines shall be reimbursed actual hotel rent up-to the maximum limit as prescribed in **para no. 8**, for ‘**Other places outside H.P.**’. For such reimbursement the employees concerned shall have to produce receipt.”*

- 1) Employees who claim re-imbursement of actual hotel rent shall also be entitled to daily allowances equivalent to  $\frac{3}{4}$  of daily allowance entitlements in addition to re-imbursement of actual rent.

Under following circumstances the hotel entitlement may vary from H.P. Govt. notified rates:

- 1) When any personnel are nominated for a seminar/training, the accommodation/hotels are specified by the organizer of the Seminar/training.
- 2) When any personnel is sent on study tour/education tour/exposure visit and guest house or other accommodation within Govt. notified rates are not available.

This will be allowed only with permission of MD in exception case and the upper limits will be:

<b>Category</b>	<b>HPPCL Proposed (Rs. Per day)</b>
E7 and above upto Board Level	As approved by Managing Director on case to case basis.
E3 to E6	1500
E0 to E2	1200
S1 to S4	600
W1 to W11	450

### 9. Carriage of Personal Effects:

The maximum entitlement of officers of different grades for carriage of personnel effects on transfer shall be as follows:

<b>Category</b>	<b>Personal Effects that can be carried (Kg)</b>
I & II	5000
III & IV	3000
V	1500
VI	1000

- 1) For the carriage of personal effects by railway employees shall be re-imbursed connected by road only will be at the following uniform rates:

<b>Special Hill Tracts/Expensive and remote Localities within the state: Rs. (Per Km)</b>	<b>Other Places (Per Km)</b>
16.50	10.50
9.00	5.25
4.50	3.00
3.75	2.25

- 2) For carriage of personal effects partly by rail partly by road transports, the employees shall be re-imbursed actual expenses for carriage of personal effects by goods train and the allowances for carriage of personal effects by road transport at the rate stated above (2).

- 3) For such places which are neither connected by air nor by road the rates for carriage of personal effects on horses, mules or porters shall be notified by the deputy commissioner.

#### 10. Transfer Grant:

The entitlements for transfer grant shall be as under:-

Grade	Rate (Rs.)
I	1500
II	1200
III	900
IV	600
V	450
VI	300

#### 11. Transportation of Conveyance on Transfer:

- 1) The entitlement for transportation of conveyance on transfer shall be as under:-

Pay range	Entitlement (Scale)
6500/- and above less than Rs. 6500/-	1 motor car or 1 motor cycle/scooter 1 motor cycle/ 1 moped/ a bicycle

- 2) Rates for transportation of conveyance on transfer shall be as under:-  
a) When the conveyance is sent under its own propulsion:

Between places connected by rail	Between places not connected by rail
Prescribed rates limited to expenditure on transportation by passenger train.	Actual expenses limited to prescribed rates.

- b) When the conveyance is sent loaded on a truck:

Between places connected by rail	Between places not connected by rail
Actual expenses limited to prescribed rates of expenditure on transportation by passenger train, whichever is less	Actual expenses limited to prescribed rates.

Prescribed rates mean the rates notified by the State Transport Department/Corporation.

- 3) On our Entitlement/Rates for such places which are neither connected by rail nor by road:-

I	4 mules/horses
II	3 mules/horses
III	2 mules/horses
IV	1 mules/horses

3 porters in lieu of each mule/horse are admissible due to a reason being unfit for transportation by mules/horses provides it is certified that porters were utilized exclusively for carrying personal effects and equipments.

- 4) For journeys which are performed on foot the rates of luggage allowance shall be as under:-

<b>Grade</b>	<b>Ordinary Hill Tracts (Rs/Km)</b>	<b>Special Hill Tracts (Rs/Km)</b>	<b>Expensive &amp; Remote Locality (Rs/Km)</b>
I, II, III	1.0	1.50	2.50
IV, V, VI	0.80	1.00	2.00

The other definitions/rules not covered above will be as per provisions contained in the supplementary rules as adopted by the H.P. Government.

The above rates are subject to revision in accordance with the H.P. Government rates.

## **2.9 GUIDELINES RELATING TO DAILY ALLOWANCE DURING FOREIGN VISIT**

1. Guidelines/ rules of the Govt. of India shall be followed with respect to Daily Allowance (Per diem) during foreign visits.
  2. Only, use of Hotels empanelled by concerned Indian Embassies/High Commissions on actual basis shall be allowed. (or rates as made applicable by them.
  3. If hotels arrangements are made by ADB and visits are funded by ADB, then ADB norms be followed except for Per diem which will still be paid as per Govt. of India rates.
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