



RAJASTHAN STATE GANGANAGAR SUGAR MILLS LIMITED

1120 OFFICE: 4th FLOOR, SUGAR OFFICE, CHITRA KUMAR SINGH ROAD, JAIPUR-302006

No.RSGSM/HO/A&P/2013/ 12-41-53

8th August, 2013

OFFICE ORDER

In pursuance of Board of Directors decision in its meeting No.459.9 dated 26.07.2013, following amendments are made in TA & DA Rules of the company with immediate effect under Chapter XVII of RSGSM. Service Rules, 2000:-

- (1) The existing charts at Rule No.17.3 & 17.4 are hereby deleted.
- (2) Existing Appendix-I of Chapter XVIII - "Rate of Admissibility of Mileage Allowance" as printed under Rule No.17.17 is hereby replaced by chart marked as A and titled as "Categorization of employees and rate of admissibility of mileage allowance," keeping others "condition" same.
- (3) The existing two charts titled as "Rates of halting allowance (Composite Rate i.e. without Split Rate)" and "Split Rate" (Printed just above Rule No.17.18) are hereby replaced by two charts enclosed with this order, marked as B and C with the title of "Rates of Daily Allowance" and "Daily Allowance for Boarding and lodging" respectively.
- (4) Existing Chart for TA admissible to employees on transfer printed under Rule No.17.18(4) as Appendix-III to Chapter-XVII (TA admissible to employees on transfer) is hereby replaced by a chart, enclosed with this order as marked as D.



General Manager

Raj.State Ganganagar Sugar Mills Ltd.

Copy to:

1. Financial Advisor, RSGSM Ltd., HO, Jaipur
2. General Manager, RSGSM Ltd., Sriganganagar
3. All Dy.General Managers., RSGSM, HO, Jaipur
4. All Sr.Managers, RSGSM Ltd., HO, Jaipur
5. All Managers, RSGSM Ltd., HO, Jaipur
6. Unit Managers, RSGSM Ltd., Jhotwara, Jaipur/Bharatpur/Udaipur/Kota/Ajmer/
Country Liquor Section, Sriganganagar.
7. MF/CF



General Manager

GRAM: GANGASUGAR PHONES: 2740475- DIC, 2470068- GM, 2740541- FA, 2740542

2740841- DGM(Pur.),2741531- CDC, 2741956- Co. Secy., 2741085- DGM (P&S), 2740729

E-mail: rsgsmlimited@yahoo.com FAX : 0141-2740676 PBX : 2740246, 2740040

Power Cell

RAJASTHAN STATE GANGAWAGAR SUGAR MILLS LTD JAIPUR
Categorization of Employees and rate of admissibility of Mileage Allowance

ANNEXURE - A

| S.No. | Category | Company Pay Scale | Road Mileage by own vehicle | |
|-------|----------|---|--|---|
| 1 | A | DIC/Directors and Company Employees drawing basic pay of Rs.37,000/- per month or above. | (i) Journey in a motor car owned by an employee (ii) Journey by a Scooter/motor cycle/moped Etc. by an employee (iii) Journey by any other means of conveyance like Rickshaw, Tonga, Motor Rickshaw etc. | - Rs.4.50 per K.M. - Rs.1.50 per K.M. |
| 2 | B | Company Employees drawing basic pay of Rs.19,000/- or above but below Rs.37,000/- per month | (i) Journey in a motor car owned by an employee (ii) Journey by a Scooter/motor cycle/moped etc. by an employee (iii) Journey by any other means of conveyance like Rickshaw, Tonga, Motor Rickshaw etc. | - Rs.3.00 per K.M. - Rs.4.50 per K.M. - Rs.1.50 per K.M. |
| 3 | C | Company Employees drawing basic pay of Rs.15,000/- or above but below Rs.19,000/- per month | (i) Journey by a Scooter/motor cycle/moped etc. owned by an employee (ii) Journey by a Tonga/Rickshaw, Motor Rickshaw etc. (iii) Journey on cycle or on foot | - Rs.1.50 per K.M. - Rs.3.00 per K.M. - Rs.1.00 per K.M. |
| 4 | D | Company Employees drawing basic pay of Rs.10,000/- or above but below Rs.15,000/- per month | (i) Journey by a Scooter/motor cycle/moped etc. owned by an employee (ii) Journey by a Tonga/Rickshaw, Motor Rickshaw etc. (iii) Journey on cycle or on foot | - Rs.1.50 per K.M. - Rs.3.00 per K.M. - Rs.1.00 per K.M. |
| 5 | E | Company Employees drawing basic pay below Rs.10,000/- per month | (i) Journey by a Scooter/motor cycle/moped etc. owned by an employee (ii) Journey by a Tonga/Rickshaw, Motor Rickshaw etc. (iii) Journey on cycle or on foot | - Rs.1.50 per K.M. - Rs.3.00 per K.M. - Rs.1.00 per K.M. |

Note: (1) The above rates are admissible subject to following conditions :-

- (a) Company employee entitled to travel by Air/ 1st Class/ AC 1st Class/AC 1Ind Class/Sleeping/sitting shall be required to produce evidence of having actually performed the journey in the above classes/ He/ She shall either produce a receipt from the Railway/Airlines or Ticket numbers.
- (b) For Super Deluxe Bus/ AC Bus Tickets will have to be enclosed with the TA Bills.

(2) Road mileage by own vehicle will be permissible on prior approval of DIC only in cases where the place of journey is not connected either by rail or Bus.

RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD JAIPUR

ANNEXURE - B

When a *Company Employee on tour stays in Government/Public Sector Circuit House/Guest House or makes his own arrangements for stay

| 5.No. | Category | Revised Pay Range | For all localities within the State and outside the State except towns included in Column (5) & (6) | For all State Capitals including Jaipur and cities, viz. Nagpur, Kanpur, Allahabad, Pune, Ahmedabad and hill stations outside the State but excluding capital towns included in Column (6) | For Mumbai/Kolkata/Chennai/New Delhi |
|-------|----------|---|---|--|--------------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1 | A | DIC/Directors and Company Employees drawing basic pay of Rs.37,000/- per month or above. | Rs.205/- | Rs.255/- | Rs.390/- |
| 2 | B | Company Employees drawing basic pay of Rs.19,000/- or above but below Rs.37,000/- per month | Rs.180/- | Rs.225/- | Rs.345/- |
| 3. | C | Company Employees drawing basic pay of Rs.15,000/- or above but below Rs.19,000/- per month | Rs.160/- | Rs.195/- | Rs.300/- |
| 4. | D | Company Employees drawing basic pay of Rs.10,000/- or above but below Rs.15,000/- per month | Rs.135/- | Rs.165/- | Rs.255/- |
| 5. | E | Company Employees drawing basic pay below Rs.10,000/- per month | Rs.85/- | Rs.105/- | Rs.160/- |

*Company employee includes all employees working in RSSGM Ltd. Including the employees on deputation.

- Note:**
1. Admissibility of Daily Allowance is subject to the conditions mentioned in the Rules.
 2. Salesman/Casual Labour on Consolidated wages shall be entitled to TA & Halting Allowance as applicable to lowest category

RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD,JAIPUR

ANNEXURE - C

Daily Allowance for Boarding & Lodging

When the Company Employee stays in a hotel or other establishment providing Boarding and/or Lodging on tour at fixed rate provided that such hotel/Institution is registered/has obtained a license from the Competent Authority viz. Nagar Nigam, Sales Tax Authority, Service Tax Authority etc.

| S.No. | Category | Revised Pay Range | (4) | (5) | (6) |
|-------|----------|---|----------|----------|----------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | A | Dir/Directors and Company Employees drawing basic pay of Rs.37,000/- per month or above. | Rs.505/- | Rs.640/- | Rs.975/- |
| 2. | B | Company Employees drawing basic pay of Rs.19,000/- or above but below Rs.37,000/- per month | Rs.340/- | Rs.495/- | Rs.760/- |
| 3. | C | Company Employees drawing basic pay of Rs.15,000/- or above but below Rs.19,000/- per month | Rs.300/- | Rs.375/- | Rs.570/- |
| 4. | D | Company Employees drawing basic pay of Rs.10,000/- or above but below Rs.15,000/- per month | Rs.195/- | Rs.240/- | Rs.370/- |
| 5 | E | Company Employees drawing basic pay below Rs.10,000/- per month | Rs.100/- | Rs.130/- | Rs.190/- |

Contd....

Note: (1) Admissibility of Daily Allowance is subject to the conditions mentioned in the Rules.

- (2) Conditions for Drawing Daily Allowance:
 - (a) The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel/Circuit House/Dak Bungalow/or any other institutions like Young-Men's Christian Association, Cricket Club of India, Youth Hostels etc. which provide for Lodging arrangement at Scheduled tariff and produces vouchers/receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in column 4, 5 and 6 of this Appendix, actual charges paid shall only be admissible.
 - (b) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under column 4, 5 and 6 the actual charges paid shall only be admissible.
- (3) In case accommodation is not available in Rajasthan State Guest House, Chanakyapuri, and at RTDC Hotels New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 6 of this appendix, subject to the conditions mentioned in Note 2 above. The official claiming the Daily Allowance for New Delhi shall record a certificate on the Travelling Allowance claim to the effect that he actually stayed in a Hotel due to non-availability of accommodation in any of the aforesaid State Circuit Houses.
- (4) Actual taxcharges/admissible in addition to Daily Allowance.
- (5) These rates are inclusive of all types of taxes.
- (6) In case accommodation is not available in Rajasthan House, Rajasthan State Guest House, Chanakyapuri, New Delhi & RTDC Hotels officers/Employees can stay in hotel/institution, at prescribed rates after obtaining NAC from the concerned Guest House except officers of Category 'A' who can stay in hotel without obtaining NAC.
- (7) Salesman/Casual Labour on Consolidated wages shall be entitled to TA & Halting Allowance as applicable to lowest category.

RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD JAIPUR

ANNEXURE - D

Travelling Allowance admissible to Company Employees on Transfer

| Category of Company employees | Mileage allowance by rail | Mileage allowance by Road | Road Mileage allowance for journey between places not connected by Rail or regular bus service | Lump sum grant on transfer | Cost of carriage of personal effects by Rail or Road (For one side only) | Remarks | | | |
|--|---|---|--|---|--|---|---|---|--|
| (1) Category 'A', 'B', 'C', 'D' and 'E' | (2) Two fares of the class for which entitled to tour except travel by Air/Rajdhani Express and Shatabdi Express | (3) (One extra fare for each member of the family. However, in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff Regulations of Railways shall be admissible.) | (4) Two bus fares of class for which entitled on tour for journey performed by road | (5) (One extra fare for each member of the family. However, in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff regulations shall be admissible.) | (6) Rs.3.00 Per KM. | (7) For Family Additional mileage allowance at the rate of Rs.3.00 per KM for the members of his family if the number of family is more than three other than the self. | (8) Category 'A' Rs.3,000 Category 'B' Rs.2,500 Category 'C' Rs.2,000 Category 'D' Rs.1,500. Category 'E' Rs.1,000 | (9) Category 'A' Rs.10/- per KM. Category 'B' Rs.10/- per KM. Category 'C' Rs.6/- per KM Category 'D' Rs.4.60 per KM Category 'E' Rs.4.00 per KM. Note: Rate shown in this column to cover transportation of personal effects shall be admissible subject to production of railway receipt on cash receipt issued by Railway or Road Transport Company/Proprietor for actual freight charges. If the actual freight | (10) 1. If an employee transfer undertakes journey by rail/road in a class higher than that to which he is entitled under rules, he shall be entitled to actual rail/road fare of the class actually paid plus one extra rail/road fare of (excluding taxes to which he is entitled on the basis of categorization in two rail/road indicated in column 4. 2. No road allowance for the journey performed by actual residence of employees to station/bus stand. The actual freight charges shall be admissible. 3. An employee |

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charges if the actual freight paid works out to be less than the amount calculated at the rate shown in this column actual freight charges shall not be admissible.

4. undertake for hire/borrowed transfer. If he will get no allowance at indicated in column. It will be mentioned in the made in interest/admin reasons. In a such specific transfer ord transfer shall on request concerned emp Travelling Allow transfer will admissible in such