

TRANSFER BENEFITS

1.0 Outstation Transfer

1.1 Settling Allowance:

Settling Allowance is admissible to the extent of one month's salary (Basic Pay +SP+ DA + NPA wherever applicable) in case of officers. For non-officers, it is equal to one month's BP+DA.

1.2 Displacement Allowance:

An amount equal to Daily Allowance at the rate admissible while on tour to the station to which an employee is under transfer, is payable for a period of 30 days.

If the officer & family move to the transferred station within 60 days of the date of transfer order Displacement Allowance at enhanced rate equivalent to 60 days DA is payable. If there is a delay beyond 60 days due to exigencies, Director is authorized to approve Displacement Allowance at the enhanced rate.

The case where movement of family/house-hold effects is delayed beyond the prescribed period due to non-availability of earmarked accommodation, may be considered under official exigencies for approval of Functional Director.

The enhanced Displacement Allowance is also admissible on fulfillment of laid down conditions to workmen on transfer to an outstation.

1.3 Traveling Allowance

TA is admissible on transfer from one station to another as per entitlement on tour for self and dependent family members. However, if an officer who is not entitled to travel by Air, performs journey by Air between two stations connected by Rajdhani Express while on transfer, his TA may be restricted to fares by Rajdhani Express.

1.4 Transit Allowance:

Daily Allowance at the entitled rate and an amount equal to such Daily Allowance for the entitled members of the family is admissible if the travel is undertaken by rail, for the duration of rail travel only. The payment is @ 50% of the normal rate in case of children with half ticket.

One day DA is admissible for every **300** Kms. of rail distance by shortest route when travel is undertaken by road on transfer.

1.5 Salary Advance:

	Amount	Recoverable in
Officers	3 Months BP+DA+NPA	12 Instalments
Non Officers	3 Months BP+DA	10 Instalments

1.6 Transportation of Personal Effects:

Officers	Entitlement
Grade A,B & C	1 truck* not exceeding 12.5 ton capacity/2 railway containers/1 railway wagon (4 wheeler) load
Grade D & above	2 trucks* not exceeding 12.5 ton capacity each/ 4 railway containers / 1 railway wagon (4 wheeler) load.
Non-Officers	Entitlement (Permissible weight of household effects by goods train) **
BP of Rs.6585 & above / Rs.6615 & above (Mktg./IBP)	5000 kg.
BP of Rs.6070 to Rs.6584 / Rs.6070 to Rs.6614 (Mktg./IBP)	4000 kg.
BP of less than Rs.6070 / Rs.6070 (Mktg./IBP)	3000 kg.

* Officers may at their option avail closed-truck facility, if available, for movement of household effects.

** May avail the facility of truck instead of rail subject to ceiling of charges for carriage of house-hold effects by good train to the extent of above weight limits.

1.7 Packing and Loading / Unloading charges

Officers:

The Packing charges and Loading / Unloading charges have been clubbed together under one head, namely "Packing and Loading / Unloading charges", which would be admissible as under:-

Grade	Packing and Loading / Unloading charges (in Rs.)
Gr. A, B & C	13000
Gr. D, E & F	16000
Gr. G & above	19000

Non-Officers:

Ref, PI, AOD, R&D/ Mktg. & IBP	Packing and Loading / Unloading charges (in Rs.)
Grades I, II, III/ I, II	5000
Grades IV & V / III, IV, V	6000
Grades VI,VII,VIII/VI	7000

1.8 Insurance Charges for Household Effects:

Actual insurance premium paid is admissible on production of vouchers from the Insurance Company in the case of officers and non-officers.

1.9 Excess Baggage Charges:

In case of travel by train, excess baggage to the extent of 50% of the normal entitlement is permitted to be carried at the Corporation's expenses.

1.10 Transportation of own conveyance:

Officers, and workmen drawing BP of Rs.6375 & above (Refineries, PL and R&D) / BP of Rs.6415 & above (Marketing Division), may transport own conveyance by passenger train or goods train.

In case an officer transports the vehicle by truck, the cost is limited to charges for transportation by rail wagon/ passenger train. Where conveyance is transported by road by an officer, TA as per entitlement shall be admissible to the officer/family members provided the journey is actually performed by a mode other than the car.

1.11 Octroi Charges:

Actual octroi charges paid by an employee on personal effects and vehicle (wherever applicable) are reimbursed on production of money receipts.

1.12 Reimbursement of Re-registration expenses, road tax and State Entry Tax:

Reimbursement of actual expenses incurred by an employee on Re-registration of his/her car/scooter/motor cycle/moped at the new place of posting is permissible subject to production of receipts in respect of one vehicle only for which he/she has been claiming reimbursement of maintenance expenses.

Reimbursement of actual expenses incurred on payment of lump-sum road tax is permissible, provided the employee has paid one time road tax at the earlier place of posting and State entry tax, if any, at the new place of posting on productions of receipts.

1.13 Reimbursement of expenses - Admission for school-going children:

Reimbursement of expenses incurred towards school admission of children is permissible in respect of transferred officers upto Rs.7000/- per child for maximum of two dependent children (in the case of those joining on or after 1.7.88, it is two oldest surviving children) upto 18 years of age on self-certification basis on transfer to Metro/'A' class cities and Rs.5000 per child in case of other cities. In the case of workmen, reimbursement is limited to Rs.1200 per child.

This facility is admissible only to employees who take their family to the new place of posting and secure admission for child/children in schools other than those subsidized by the company.

2.0 Joining Time in case of outstation transfer:

For preparation plus journey time, Joining time shall be admissible as under irrespective of distance involved:-

For journey by Air -	7 days
For journey by Rail / Road -	8 days
For journey partly by Rail/Road/Air -	8 days

For calculation of joining time, the intervening festival holidays are included but Sundays are excluded. Sundays are, however, included for purpose of calculating the maximum period of 30 days.

2.1 Joining Time in Two Spells:

Joining Time in two spells is permissible to an employee within a period of 6 months or upto the period of retention of residential accommodation permitted by the Corporation at the previous place of posting of the employee.

3.0 Preparatory Trip

An officer who is transferred to an outstation may proceed to the transferred location on single status basis.

- Travel expenses for movement on single status basis during preparatory trip is reimbursable in order to enable the officer arrange for accommodation, admission of children in schools etc. at the new place of posting.
- Reimbursement is restricted to fare for such travel as per entitlement including daily allowance in transit.
- Further, an officer, under transfer on promotion, may also join at the new place during preparatory trip and in such case; he will be entitled to TA and transit DA as per new entitlement for the return trip. However, for the journey with his family members to the new place of posting, the travel entitlement is restricted to the pre-promoted scale of the officer
- Above facility is subject to officer shifting his family to the new place of posting at a later date.

This benefit is admissible only to officers.

4.0 Local transfer:

In case of local transfer *involving change of residence*, the following facilities are admissible to employees:

Facilities	Officers	Non Officers
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Transfer Settling Allowance	¼ of 30 days pay(Basic Pay+ DA+NPA wherever applicable)	-
Transportation expenses for Personal effects	<p>Option-1: Rs.3000/- to officers in Gr. A,B & C and Rs.4000/- to officers in Gr. D & above.(revised w.e.f 1.10.05)</p> <p>Option-2: A lumpsum amount of Rs.1500 as loading & unloading charges along with transportation of house-hold effects to be arranged by Company.</p>	<p>Rs.1350 (to those drawing BP of Rs.6070 and above <i>in Ref/PL/AOD/R&D and Rs.6845 and above in Mktg. Divn.</i>)</p> <p>Rs.1200 <i>in other cases.</i></p>
