

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

(ABSTRACT)

Allowances - Travelling Allowance - Classification of Grades of employees for the purpose of drawal of Travelling Allowance - Rates of Daily Allowances, Terminal Charges, Incidental Charges, Mileage Allowance, Enhancement of Lumpsum Grant for Travelling Allowance and Fixed Travelling Allowance - Revision - Orders - Issued.

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**(SECRETARIAT BRANCH)**

**(PER) FB TANGEDCO PROCEEDINGS No.18 (SB) DATED 19.05.2018.**

Vaigasi – 5,  
Vilambi Varudam  
Thiruvalluvar Aandu-2049

**READ:**

- i) (Per) B.P. (FB) No.23 (SB) dated 15.07.2010.
- ii) G.O.Ms.No.307, Finance (Pay Cell) Department, dated 13.10.2017.
- iii) (Per) FB TANGEDCO Proceedings No.9 (SB) dated 02.03.2018.
- iv) (Per) FB TANGEDCO Proceedings No.10 (SB) dated 02.03.2018.

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**PROCEEDINGS**

Consequent on the revision of Scales of Pay and Allowances to the employees of the Board with effect from 01.12.2015 ordered in the B.Ps third and fourth read above classification of employees into various grades for the purpose of allowing Travelling Allowance requires revision. While considering the above, the question of revision of the rates of Daily Allowance, Boarding and Lodging Charges, Lumpsum grant payable under Transfer Travelling Allowance, Fixed Travelling Allowance, Mileage Allowance and Leave Travel Concession will have to be considered taking into account the orders issued by the Government in Government Order second read above and also the Pay Structures of the employees of the Board.

2. After careful consideration, the Corporation passes the following orders:-

**I (a) Classification of Board Employees under the revised pay Structure for the purpose of Travelling Allowance and Daily Allowance:**

<b>GRADES</b>	<b>CLASSIFICATION OF EMPLOYEES</b>
Grade – I (a)	Chairman cum Managing Director, Members, ADGP/Vigilance, Secretary/ TANGEDCO and employees drawing pay in the pay level 6 and above in the pay matrix in respect of Officers.

::2::

Grade – I (b)	Employees drawing pay in the pay level 5 in the pay matrix in respect of Officers.
Grade – II	Employees drawing pay in the pay level 1 and above in the pay matrix but below pay level 5 in respect of Officers and employees drawing pay in the pay level 9 in the pay matrix in respect of Workmen.
Grade-III	Employees drawing pay in the pay level 4 and above in the pay matrix but below 9 in the pay matrix in respect of Workmen.
Grade – IV	Employees drawing pay in the pay level 1 and above in the pay matrix but below 4 in the pay matrix in respect of Workmen.

**I (b) ENTITLEMENT OF BOARD EMPLOYEES TO TRAVEL BY AIR OR RAIL ON OFFICIAL DUTY:-**

<b>GRADES</b>	<b>ELIGIBILITY</b>
<b>GRADE – I (a)</b>  Chairman cum Managing Director, Members, ADGP/Vigilance, Secretary/TANGEDCO and employees drawing pay in the pay level 6 and above in the pay matrix in respect of Officers.	Air or, Air – Conditioned First Class by Rail irrespective of whether the journey is within or outside the state.  <b>Note:-</b> The Chairman, Members, ADGP/Vigilance, Secretary, Chief Engineers and the Chief Financial Controllers may be allowed to travel by Executive Class.
<b>GRADE – I (b)</b>  Employees drawing pay in the pay level 5 in the pay matrix in respect of Officers.	i) Air Journey outside the state. ii) First Class or Air-conditioned second class by rail for journey within or outside the state.

::3::

<b>GRADE – II</b> Employees drawing pay in the pay level 1 and above in the pay matrix but below pay level 5 in respect of Officers and employees drawing pay in the pay level 9 in the pay matrix in respect of Workmen.	First Class by Rail <b>Note:</b> Wherever First Class is not available, travel in AC Third Class may be allowed on Official Tour or Level Travel Concession. In case of journey to New Delhi where I Class is not available, travel in II Class AC Sleeper be allowed.
<b>GRADE – III &amp; IV</b> Employees drawing pay in pay below pay level 9 in the pay matrix in respect of Workmen.	Second Class by Rail.

3. If the Travelling Allowance in terms of the revised entitlements now prescribed result in reduction of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc. the same shall not be lowered. Instead, they will continue to be governed by the earlier orders until they become eligible, in the normal course, for the higher entitlements in the revised pay.

**II (a) REVISED RATES OF DAILY ALLOWANCE:-**

Grades	Revised pay level	Daily Allowance	
		In Chennai	In other places
I	Chairman cum Managing Director, Members, ADGP/Vigilance, Secretary/TANGEDCO and employees drawing pay in the pay level 6 and above in the pay matrix in respect of Officers.	Rs.800/-	Rs.400/-
II	Employees drawing pay in the pay level 5 in the pay matrix in respect of Officers.	Rs.600/-	Rs.300/-

::4::

III	Employees drawing pay in the pay level 1 and above in the pay matrix but below pay level 5 in respect of Officers and employees drawing pay in the pay level 9 in the pay matrix in respect of Workmen.	Rs.400/-	Rs.200/-
IV	Employees drawing pay in pay below pay level 9 in the pay matrix in respect of Workmen.	Rs.320/-	Rs.160/-

**II (b) REVISED RATES OF BOARDING AND LODGING CHARGES:-**

**i) For stay in New Delhi and all other State Headquarters other than Chennai.**

Sl. No	Category of Officers	New Delhi and All other State Headquarters other than Chennai			Chennai			Other Places within and outside the State including Union Territories		
		Stay in Hotel		Stay in Guest House/ Private (Boarding & Lodging)	Stay in Hotel		Stay in Guest House/ Private (Boarding & Lodging)	Stay in Hotel		Stay in Guest House/ Private (Boarding & Lodging)
		Lodging	Boarding		Lodging	Boarding		Lodging	Boarding	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1.	Grade-I (a)	4500*	1000	1000	4500*	900	900	4500*	600	600
2.	Grade-I (b)	3000^	800	800	1800#	800	800	800	400	400
3.	Grade-II	2250	600	600	1050	600	600	600	300	300
4.	Grade-III	1150	400	400	750	400	400	450	200	200
5.	Grade-IV	900	320	320	600	320	320	320	160	160

\* Reimbursement of upto Three Star Hotel Subject to maximum of Rs.4500.

^ Reimbursement of upto Two Star Hotel Subject to maximum of Rs.3000.

# Reimbursement of upto Two Star Hotel Subject to maximum of Rs.1800.

4. In case of stay at New Delhi, Officers should prefer to stay in Tamil Nadu House/Tamil Nadu Electricity Board Guest House. In case of non-availability of accommodation in Tamil Nadu House/Tamil Nadu Electricity

Board Guest House, they shall be permitted to stay outside and the bills may be settled on production of non-availability certificate from Tamil Nadu House/Tamil Nadu Electricity Board Guest House.

**III. REVISED MILEAGE ALLOWANCE:-**

Sl. No	GRADES	Mileage Allowance for journeys performed by	
		Car (Per Km)	Motor Cycle/ Scooter/Moped (Per Km)
1.	<b>GRADE-I</b> Employees drawing pay in the pay level 6 and above in the pay matrix in respect of Officers.	Rs.12/-	Rs.6/-
2.	<b>GRADE-II</b> Employees drawing pay in the pay level 5 in the pay matrix in respect of Officers.	Rs.12/-	Rs.6/-
3.	<b>GRADE-III</b> Employees drawing pay in the pay level 1 and above in the pay matrix but below pay level 5 in respect of Officers and employees drawing pay in the pay level 9 in the pay matrix in respect of Workmen.	--	Rs.6/-
4.	<b>GRADE-IV</b> Employees drawing pay in pay below pay level 9 in the pay matrix in respect of Workmen.	--	Rs.6/-

**Flat Charges**

**IV. (Terminal Charges)**

The Terminal Charges paid for the journey between residence, place of halt or work and Railway Station or Bus Terminal or Air Port shall be as detailed below:-

S.No	GRADES	Flat Charges (Terminal Charges)	
		In Chennai	In other places
1.	<b>GRADE-I</b> Employees drawing pay in the pay level 6 and above in the pay matrix in respect of Officers.	Rs.20/-	Rs.20/-

2.	<b>GRADE-II</b> Employees drawing pay in the pay level 5 in the pay matrix in respect of Officers.	Rs.20/-	Rs.20/-
3.	<b>GRADE-III</b> Employees drawing pay in the pay level 1 and above in the pay matrix but below pay level 5 in respect of Officers and employees drawing pay in the pay level 9 in the pay matrix in respect of Workmen.	Rs.20/-	Rs.20/-
4.	<b>GRADE-IV</b> Employees drawing pay in pay below pay level 9 in the pay matrix in respect of Workmen.	Rs.20/-	Rs.20/-

**(V) (a) LUMPSUM ALLOWANCE:-**

The lumpsum allowance payable under Transfer Travelling Allowance for packing/loading and unloading/unpacking shall be as shown below:-

S.No	GRADES	Transfer between Station at a distance	
		Beyond 8 Kms but below 60 Kms	Beyond 60 Kms
1.	<b>GRADE-I</b> Employees drawing pay in the pay level 6 and above in the pay matrix in respect of Officers.	Rs.1800/-	Rs.3600/-
2.	<b>GRADE-II</b> Employees drawing pay in the pay level 5 in the pay matrix in respect of Officers.	Rs.1350/-	Rs.2850/-

3.	<b>GRADE-III</b> Employees drawing pay in the pay level 1 and above in the pay matrix but below pay level 5 in respect of Officers and employees drawing pay in the pay level 9 in the pay matrix in respect of Workmen.	Rs.900/-	Rs.1950/-
4.	<b>GRADE-IV</b> Employees drawing pay in pay below pay level 9 in the pay matrix in respect of Workmen.	Rs.450/-	Rs.1050/-

**V (b) TRANSPORTATION OF PERSONAL EFFECTS:-**

There shall be no change in the maximum limits of personal effects permissible for claim of transportation charges by transfer by rail at railways' risk, lorry and the maximum limits shall continue as follows:

S.No	Grades	By Goods Train, Lorry etc.,	By Passenger Train from out of col (3)
1.	<b>GRADE-I</b> Employees drawing pay in the pay level 6 and above in the pay matrix in respect of Officers.	4500 kg	200 kg
2.	<b>GRADE-II</b> Employees drawing pay in the pay level 5 in the pay matrix in respect of Officers.	2000 kg	75 kg
3.	<b>GRADE-III</b> Employees drawing pay in the pay level 1 and above in the pay matrix but below pay level 5 in respect of Officers and employees drawing pay in the pay level 9 in the pay matrix in respect of Workmen.	1000 kg	40 kg

4.	<b>GRADE-IV</b> Employees drawing pay in pay below pay level 9 in the pay matrix in respect of Workmen.	1000 kg	40 kg
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5. The claim should be restricted to what would have been admissible had the personnel effects been transported by passenger and goods trains upto the maximum limits allowed under each.

**VI. FIXED TRAVELLING ALLOWANCES:-**

The existing quantum of Fixed Travelling Allowance shall be enhanced by 100% wherever it has not been enhanced after the last pay revision subject to rounding off to next 50. However, the quantum of Fixed Travelling Allowance allowed to employees on percentage of basic pay shall be reduced to 50%.

**VII. LEAVE TRAVEL CONCESSION:-**

The existing entitlements shall continue in the revised pay structure without any change.

The terms and conditions governing the sanction of the above allowances shall remain unchanged.

6. The above orders shall take effect from the date of issue of these Board's Proceedings.

7. Necessary amendments to Tamil Nadu Electricity Board Employees' Travelling Allowance Regulations will be issued separately.

8. The receipt of these Board's Proceedings shall be acknowledged.

**(BY ORDER OF THE BOARD)**

**VIKRAM KAPUR,  
CHAIRMAN CUM MANAGING DIRECTOR.**

**To**

All Chief Engineers.  
All Chief Financial Controllers/TANGEDCO & TANTRANSCO.  
The Chief Internal Audit Officer/Audit Branch.  
All Superintending Engineers.  
The Residential Audit Officer/Chennai-2.

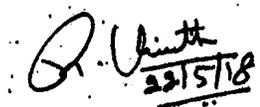
**Copy to:**

The Chairman-cum-Managing Director's Table.  
The Managing Director/TANTRANSCO.

::9::

All Directors/TANGEDCO & TANTRANSCO.  
The Secretary/TANGEDCO/Chennai-2.  
The Legal Adviser/TANGEDCO/Chennai-2.  
The Executive Assistant to Chairman-cum-Managing Director's Office.  
All Officers in Secretariat Branch/TANGEDCO/Chennai-2.  
All Assistant Personal Officers/Administrative Branch, Chennai-2.  
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SECTION OFFICER.