



HARYANA POWER GENERATION CORPORATION LIMITED  
Regd. Office: Urja Bhawan, C-7, Sector- 6, PANCHKULA  
(ISO: 9001, ISO: 14001 and OHSAS:18001 Certified Company)  
Corporate Identity Number: U45207HR1997SGC033517  
Website: [www.hpgcl.org.in](http://www.hpgcl.org.in) E-mail: [bb.gupta@hpgcl.org.in](mailto:bb.gupta@hpgcl.org.in)  
Tel. No. 0172-5022421 Fax No. 0172- 5022412

To

1. All Chief Engineer's in HPGCL.
2. Controller of Accounts, HPGCL
3. Company Secretary, HPGCL, Panchkula
4. Legal Remembrancer, HPU's, Shakti Bhawan, Panchkula
5. Chief Accounts Officer, HPGCL, Panchkula.
6. All FA & CAO's in HPGCL.
7. Secretary, BBMB, Sector-19, Chandigarh
8. All Dy. Secretary's / Under Secretary's in HPGCL.
9. All Sr. Accounts Officer's and Accounts Officer's in HPGCL

Memo. No. 1655/CFO/HPGCL/FIN-51

Dated: 18.09.2018

**Subject: Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement.**

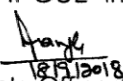
The admissibility of Travelling Allowance, Daily allowance, Travelling Entitlement were revised by the State Government, Finance Department vide office memo. No. 5/27/98-1FR dated 31.12.2010 which was adopted and circulated in HPGCL vide letter memo. No. 1020/US/Gen/Loose dated 18.01.2011

Now, the State Government, Finance Department vide order No. 5/27/98-1FR (FD) dated 20.06.2018 has revised the existing structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement etc. The gradation & admissibility for Government/HPGCL employees on the analogy of State Government order dated 20.06.2018 is appended as **Annexure-A**. These instructions/orders shall be applicable to the employees of HPGCL in accordance with the stipulations included in the annexure replacing the existing structure to the said extent. Other terms and conditions shall remain unchanged.

These instructions /orders shall be effective from the date of issue of order for adoption of the same by the Wholetime Directors of HPGCL.

This issues with the approval of Whole Time Directors, HPGCL in its 45<sup>th</sup> meeting held on 16.08.2018.

DA/As above

  
Accounts Officer/Finance,  
for Chief Financial Officer,  
HPGCL, Panchkula

CC :

1. Sr. PS to Chairman, HPGCL, Panchkula.
2. OSD to Managing Director, HPGCL, Panchkula.
3. Sr. PS to M.D., HPGCL, Panchkula.
4. Sr. PS to Director/Technical & Generation, HPGCL, Panchkula.
5. Xen/IT, HPGCL, Panchkula with the request to upload the same on HPGCL web.site. pl.
6. PA to Chief Financial Officer, HPGCL, Panchkula.

XEN/ : IT, HPGCL  
Diary.....190  
Date : 20/9/18

21/9  
- 05/17



**HARYANA POWER GENERATION CORPORATION LIMITED**  
**Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA**  
**Corporate Identity Number: U45207HR1997SGC033517**  
**Website: www.hpgcl.org.in E-mail: bb.gupta@hpgcl.org.in**

(to the HPGCL letter memo. No. 1655./CFO/HPGCL/Fin-51 dated .../8.09.2018..)

## (Annexure-A)

Grading of Government/HPGCL employees		
Sr. No.	Grade	Description
1	Grade-I	i) For Govt./HPGCL employees on whom the HPGCL (Revised Pay) Rules, 2016 applies: Government/HPGCL employees drawing their pay in Level 15 and above of HPGCL (Revised Pay) Rules, 2016. ii) For Government employees on whom their respective AIS revised Pay Rules applies: Government Employees drawing their pay in the Level 15 and above.
2	Grade-II	i) For Govt./HPGCL employees on whom the HPGCL (Revised Pay) Rules, 2016 applies: Government/HPGCL employees drawing their pay in Level 14 of HPGCL (Revised Pay) Rules, 2016. ii) For Government employees on whom their respective AIS revised Pay Rules applies: Government Employees drawing their pay in the Level 14.
3	Grade-III	i) For Govt./HPGCL employees on whom the HPGCL (Revised Pay) Rules, 2016 applies: Government/HPGCL employees drawing their pay in Level 8 to 13 of HPGCL (Revised Pay) Rules, 2016. ii) For Government employees on whom their respective AIS revised Pay Rules applies: Government Employees drawing their pay in the Level 10 to 13.
4	Grade-IV	For Govt./HPGCL employees on whom the HPGCL (Revised Pay) Rules, 2016 applies: Government/HPGCL employees drawing their pay in Level 5 to 7 of HPGCL (Revised Pay) Rules, 2016.
5	Grade-V	For Govt./HPGCL employees on whom the HPGCL (Revised Pay) Rules, 2016 applies: Government/HPGCL employees drawing their pay in Level 4 and below of HPGCL (Revised Pay) Rules, 2016.

Admissibility to Travel within and outside India: when journey is undertaken by Air		
Entitlement of travel by Air		
Sr. No.	Grade/Description of category of Government/HPGCL Employee	Description of entitlement
1.	Government employees drawing their pay in Level 18 of their respective AIS revised Pay Rules.	(i) 'Business Class' when travelling within India. (ii) 'First Class' when travelling abroad.
2.	i) Government Employees drawing their pay in the Level 16 & 17 of their respective AIS revised Pay Rules. ii) Govt. /HPGCL Employees on whom the HPGCL (revised Pay) Rules, 2016 applies: Government /HPGCL Employees drawing their pay in the Level 16 of HPGCL (Revised Pay) Rules, 2016	(i) 'Business Class' when travelling within India. (ii) 'Business Class' when travelling abroad.
3.	i) Govt. /HPGCL Employees drawing their pay in the Level 15 of HPGCL (Revised Pay) Rules, 2016 ii) Govt. Employees drawing their pay in the Level 15 of their respective AIS revised Pay Rules	(i) 'Economy Class' when travelling within India. (ii) 'Premium Economy Class' when travelling abroad.
4.	Govt. /HVPNL Employees falling in Grade-II	i) 'Economy Class' when travelling within India. ii) 'Economy Class' when travelling abroad
5	Govt. Employees /HPGCL falling in Grade-III	(i) 'Economy Class' when travelling within India subject to following

		<p>conditions:</p> <p>(a) Government/HPGCL Employees being 'Head of Department' may travel as such without any restriction.</p> <p>(b) Government/HPGCL Employees other than 'Head of Department' may travel as such, after obtaining the prior approval of the Managing Director, HPGCL only in cases where the distance of journey exceeds 500 K.Ms.</p> <p>ii) 'Economy Class' when travelling abroad.</p>
6	Govt./ HPGCL Employees falling in Grade-IV	'Economy Class' when travelling abroad
7	Govt./HPGCL Employees falling in Grade-V	'Economy Class' when travelling abroad

<b>'C'</b>	<b>Admissibility to Travel within India : when journey is undertaken by Train:</b>	
<b>Entitlement of Travel by Train</b>		
<b>Sr. No</b>	<b>Grade/Description of category of Govt./ HPGCL Employee</b>	<b>Description of entitlement</b>
1.	Govt./ HPGCL Employees falling in Grade-I	A.C First Class/ Executive Class.
2.	Govt./HPGCL Employees falling in Grade-II	A.C First Class/ Executive Class.
3.	Govt./HPGCL Employees falling in Grade-III	A.C. II Tier/ A.C. Chair Car
4.	Govt./HPGCL Employees falling in Grade-IV	A.C. III Tier/ Non A.C. Chair Car
5.	Govt./HPGCL Employees falling in Grade-V	Second Class Sleeper/ Second Class
<p><b>Note:-</b> Within India, "Train" shall include 'Shatabdi, Suvidha, Rajdhani, Duranto, Premium, Premium Tatkal' and both 'ordinary'/'Tatkal' booking.</p>		

<b>'D'</b>	<b>Admissibility to Travel within and outside India : when journey is undertaken by Sea/ River Steamer:</b>	
<b>Entitlement of Travel by Sea/River Steamer</b>		
<b>Sr. No</b>	<b>Grade/Description of category of Govt./HPGCL Employee</b>	<b>Description of entitlement</b>
1.	Govt./HPGCL Employees falling in Grade- I	Highest available Class
2.	Govt./HPGCL Employees falling in Grade- II	Highest available Class
3.	Govt./HPGCL Employees falling in Grade- III	<p>(i) If the vessel has facility to travel in single class-in the available class.</p> <p>(ii) If the vessel has facilities to travel in 2 classes –in the lowest available class.</p> <p>(iii) If the vessel has facilities to travel in 3 classes- in the second highest available class.</p> <p>(iv) If the vessel has facilities to travel in 4 classes- in the third highest available class.</p>
4.	Govt./HPGCL Employees falling in Grade-IV	<p>(i) If the vessel has facility to travel in single class-in the available class.</p> <p>(ii) If the vessel has facilities to travel in 2 classes-in the lowest available class.</p> <p>(iii) If the vessel has facility to travel in 3 classes-in the second highest available class.</p> <p>(iv) If the vessel has facilities to travel in 4 classes – in the third highest available class.</p>
5.	Govt./HPGCL Employees falling in Grade-V	Lowest available class in the vessel.

<b>'E' Admissibility to Travel within and outside India : when journey is undertaken by Bus:</b>		
<b>Entitlement of Travel by Bus</b>		
<b>Sr. No</b>	<b>Grade/Description of category of Govt./ HPGCL Employee</b>	<b>Description of entitlement</b>
1.	Govt./HPGCL Employees falling in Grade-I	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus.
2.	Govt./HPGCL Employees falling in Grade-II	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus.
3.	Govt./HPGCL Employees falling in Grade-III	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus.
4.	Govt./HPGCL Employees falling in Grade-IV	Non Air Conditioned Deluxe Bus
5.	Govt./HPGCL Employees falling in Grade-V	Non Air Conditioned Ordinary Bus

<b>'F' Admissibility to Travel within India: when journey is undertaken by Taxi/Own Car/ Auto Rickshaw/ Scooter and entitled rate to draw mileage allowance for such journey.</b>			
<b>Entitlement of Travel by Taxi/Own Car/ Auto Rickshaw/ Scooter</b>			
<b>Sr. No</b>	<b>Grade/Description of category of Govt./ HPGCL Employee</b>	<b>Description of entitlement</b>	<b>Rate of Mileage entitlement for the purpose of Journey</b>
1.	Govt./HPGCL Employees falling in Grade-I	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
2.	Govt./HPGCL Employees falling in Grade-II	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
3.	Govt./HPGCL Employees falling in Grade-III	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
4.	Govt./HPGCL Employees falling in Grade-IV	Own Scooter or Auto Rickshaw	Rs. 9/- per K.M.s of journey actually performed
5.	Govt./HPGCL Employees falling in Grade-V	Own Scooter or Auto Rickshaw	Rs. 9/- per K.M.s of journey actually performed

<b>'G' Admissibility to undertake local journey while on tour and entitled rate to draw mileage allowance for such journey.</b>			
<b>Entitlement to undertake local journey</b>			
<b>Sr. No.</b>	<b>Grade/Description of category of Govt./ HPGCL Employee</b>	<b>Description of entitlement when local journey is performed within Haryana and Chandigarh</b>	<b>Description of entitlement when local journey is performed outside Haryana and Chandigarh.</b>
1.	Govt./ HPGCL Employees falling in Grade-I	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
2.	Govt./HPGCL Employees falling in Grade-II	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
3.	Govt./HPGCL Employees falling in Grade-III	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
4.	Govt./HPGCL Employees falling in Grade-IV	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 9/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
5.	Govt./HPGCL Employees falling in Grade-V	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 9/- per K.M.s of the actual journey performed or actual expenses, whichever is less.

**Note 1:** The self verified original receipt of payment made towards the perform of journey and payment made must be produced and appended with the claim of Travel Allowance.

**Note 2:** When the absence from headquarters on tour is less than 12 hours, then the entitlement to claim reimbursement against performing local journey as mentioned under column 3 the above table shall be admissible as under :-

Sr. No	Length of Absence	Actual entitlement to claim 'reimbursement for local journey' as percentage to the entitlement mentioned in column 3 pertaining to the maximum entitlement in terms of distance.
1.	If absence from headquarters on official tour is less than 6 hours.	30%
2.	If absence from headquarters on official tour is less than 6 and 12 hours.	50%
3.	If absence from headquarters on official tour is less than 12 hours and 24 hours.	100%

**Note:** The absence from headquarters will be reckoned from midnight to midnight and will be calculated on per-day basis.

**'H'** Admissibility to claim reimbursement when during the course on tour the Government Employee stays overnight in commercially run Hotel out of the Haryana / Chandigarh.

**Entitlement of reimbursement of Hotel Room Rent**

Sr. No.	Grade/Description of category of HPGCL Employees	Description / ceiling of entitlement to claim reimbursement
1.	Govt./ HPGCL Employees falling in Grade-I	Actual expensed made subject to a ceiling of Rs. 5,000/- per day
2.	Govt./ HPGCL Employees falling in Grade-II	Actual expensed made subject to a ceiling of Rs. 4,000/- per day
3.	Govt./ HPGCL Employees falling in Grade-III	Actual expensed made subject to a ceiling of Rs. 3,000/- per day
4.	Govt./ HPGCL Employees falling in Grade-IV	Actual expensed made subject to a ceiling of Rs. 1,500/- per day
5.	Govt./ HPGCL Employees falling in Grade-V	Actual expensed made subject to a ceiling of Rs. 500/- per day

**Note 1:** In all such cases where reimbursement of 'stay in Hotel' is claimed, the 50% of the admissible Daily Allowance shall deemed to be 'the full Daily Allowance' for the purposed of this order.

**Note 2:** The self verified original receipt of payment made towards the rent of Hotel Room must be produced and appended with the claim of Travel Allowance.

**Note 3:** This reimbursement shall be admissible when the Govt./HPGCL Employee stays in a hotel for overnight. Every night stayed in the Hotel shall be reckoned as one day for the purpose of entitlement in column 3 of the above table.

**'I'** Admissibility to draw full Daily Allowance (DA) when on tour within India

**Entitlement to draw full Daily Allowance (DA) when on tour within India**

Sr. No.	Grade / Description of category of Govt./ HPGCL Employee	Description of entitlement when on Tour within Haryana and Chandigarh	Description of entitlement when on Tour outside Haryana and Chandigarh
1.	Govt./HPGCL Employees falling in Grade-I	Rs. 700/- per day	Rs. 800/- per day
2.	Govt./HPGCL Employees falling in Grade-II	Rs. 600/- per day	Rs. 700/- per day
3.	Govt./HPGCL Employees falling in Grade-III	Rs. 500/- per day	Rs. 600/- per day
4.	Govt./HPGCL Employees falling in Grade-IV	Rs.400/- per day	Rs. 500/- per day
5.	Govt./HPGCL Employees falling in Grade-V	Rs. 300/- per day	Rs. 400/- per day

**Note 1:** The entitlement to draw 'actual Daily Allowance' vary from situation to situation, depending up on whether stay arrangement was subsidized/ concessional/ claimed separately or not or, as the case may be, where food arrangements were made free of cost or not, etc. In all such situation (s), the 'actual entitlement' shall be reduced to a percentage of 'full entitlement' For such reduction representing actual entitlement, relevant instructions/ provisions contained respective Rules need to be followed.

**Note 2:** For the absence from headquarters on tour, irrespective of mode of journey, the rate at which Daily allowance as a percentage of 'Full Daily Allowance' shall be admissible as given below:

Sr. No.	Length of Absence	Actual entitlement to draw 'full Daily Allowance' as percentage to the lumpsum 'full amount' mentioned in column 3 and 4 above.
1	If absence from headquarters on official tour is less than 6 hours	30% of lumpsum amount
2.	If absence from headquarters on official tour is between 6 and 12 hours	50% of lumpsum amount
3.	If absence from headquarters on official tour is between 12 hours and 24 hours	100% of lumpsum amount

**Note:** The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

**'J'** Admissibility to draw Composite Transfer Grant on transfer from one destination to other within India.

Entitlement to draw composite Transfer Grant on transfer within India								
Sr. No.	Grade/ Description of category of Govt./HPGCL Employee	Shortest point to point distance between the two destinations i.e. the destination from where transferred and destination to which transferred						
		Up to 20 K.Ms	21 to 100 K.Ms	101 to 200 K.Ms	201 to 300 K.Ms	301 to 500 K.Ms	501 to 1,000 KMs	1,001 K.Ms and above
1.	Govt./ HPGCL Employee in falling in Grade-I	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-	Rs. 48,000/- plus 'X'	Rs. 60,000/- Plus 'X'
2.	Govt./ HPGCL Employee in falling in Grade-II	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-	Rs. 48,000/- plus 'X'	Rs. 60,000/- Plus 'X'
3.	Govt./ HPGCL Employee in falling in Grade-III	Rs. 7,500/-	Rs. 15,000/-	Rs. 22,500/-	Rs. 30,000/-	Rs. 36,000/-	Rs. 36,000/- plus 'X'	Rs. 45,000/- Plus 'X'
4.	Govt./HPGCL Employee in falling in Grade-IV	Rs. 5,000/-	Rs. 10,000/-	Rs. 15,000/-	Rs. 20,000/-	Rs. 24,000/-	Rs. 24,000/- plus 'X'	Rs. 30,000/- Plus 'X'
5.	Govt./HPGCL Employee in falling in Grade-V	Rs. 2,500/-	Rs. 5,000/-	Rs. 7,500/-	Rs. 10,000/-	Rs. 12,000/-	Rs. 12,000/- plus 'X'	Rs. 15,000/- Plus 'X'

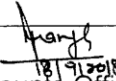
**Note1:** Save when the context requires it to be otherwise in terms of this Order, admissibility and entitlement 'to draw Composite Transfer Grant on transfer from one destination to other within India' here represents a 'lumpsum amount' to be claimed in lieu of expenses incurred in moving everything on transfer, including the household goods, conveyance, members of family, etc, and also includes the displacement compensation.

**Note 2:** The expression 'X' mentioned in column 8 to 9 in the above table represents the actual cost incurred in transporting the actually transported eligible members of the family from the destination of previous posting to the destination of place of posting on transfer. For this purpose, the entitlement of the 'transported eligible members' would be deemed to be the expense incurred in performing actual journey subject to the maximum ceiling of the entitlement to travel admissible to the HPGCL Employee concerned. Further, if the HPGCL Employee concerned is entitled to travel in 'own car' or "Taxi' while conducting tour, the respective admissible mileage may be claimed for transporting the entire family as a unit as amount 'X'.

**Note 3:** The admissible entitlement, subject to all other conditioned governing it, shall be increased by 5% every year, with first such increase taking place after this Order comes in force on 01.01.2019.

**Note 4:** The Composite Transfer Grant shall be admissible only when the transfer is made in public interest.

**Note 5:** In the event before moving in terms of Note 1 from one destination to other, the HPGCL Employee has been ordered to be transferred to a different station, the admissibility to the Composite Transfer Grant shall be between two stations where 'moving the household goods' has actually and finally taken place.

  
 Accounts Officer/Finance,  
 for Controller Finance,  
 HPGCL, Panchkula.