



H.P. POWER TRANSMISSION CORPORATION LIMITED

(A State Government Undertaking)

Barowalia House, Khalini Shimla-171002

Phones: 0177-2626283 & 2628284 Telefax: 0177-2626284

ALLOTMENT OF RESIDENTIAL ACCOMMODATION RULES

1. Short title, commencement and application:

- 1.1. These rules may be called Allotment of Residential Accommodation Rules of HPPTCL, 2010.
- 1.2. These shall apply to the whole of Himachal Pradesh Power Transmission Corporation Limited i.e. HPPTCL Corporate Office and the Divisions/Offices under its management.
- 1.3. These rules shall come into force from the date of their approval from the Board of Directors of HPPTCL.

2. Definition:

In these Rules, unless the context otherwise requires:-

- 2.1. "Allotment" means the grant of permission to occupy a residence in accordance with the provisions of these rules as may be in force from time to time.
- 2.2. "Corporation" means the Himachal Pradesh Power Transmission Corporation Limited, including the Divisions/Offices under its management.
- 2.3. "Employee" means a person appointed against a regular post and includes probationers and deputationists, but excludes Trainees, Apprentices, Temporary, Casual, Muster Roll and Work charged employees.
- 2.4. "Family" means the wife or husband, as the case may be, parents, children, step children, legally adopted children, wards taken under the Wards Act, brothers or sisters as ordinarily may reside with and are dependant on the employee.
- 2.5. "Local employee" means an employee who has got his residence within a radius of 8 kms. from the concerned division or the office of posting, which is owned either by himself and/or by his dependant family members. If any employee who was a land oustee and/or his family member has been given plot/plots of land or built in residence or any other facility for purpose of rehabilitation by the Company, then he will also be deemed as a local employee for the purpose of these rules.
- 2.6. "Management" means the Managing Director of HPPTCL, Corporate Office or any person duly authorized by him in case of corporate office and General Manager/Head of the concerned Division of HPPTCL in case of division for the purpose of these rules.
- 2.7. "Standard Rent" means rent of any accommodation fixed as such under the orders of the management from time to time separately for the employees and other agencies/individuals.
- 2.8. "Subletting" means allowing the use of an allotted accommodation in full or in part, by another person, with or without payment of rent by such other person.
- 2.9. "Residential accommodation" means accommodation allotted as regular residence of an employee and/or his family members and does not include guest house/transit camp/ field hostel accommodation.

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- 2.10. "Bachelor/Shared Accommodation", means accommodation allotted for regular residence of an employee consisting of one room, kitchen and toilet. It does not include guest house/transit camp/field hostel accommodation.

3. Eligibility for Allotment of Accommodation:

The accommodation covered under these Rules is accommodation for residential purposes owned by HPPTCL anywhere at the Division site or Corporate Office or any other location. This will also cover accommodation hired by HPPTCL due to shortage of own accommodation and further given to the employees for residential purposes. These Rules will not cover accommodation hired under residential lease Rules which is specific to an employee.

- 3.1. All employees will be eligible for allotment of residential accommodation in the township provided that if an employee is under suspension pending enquiry, he will not be eligible for allotment of any accommodation during the period of suspension.
- 3.2. If husband and wife are both employees of the Company and working at the same place, only one of them whosoever gets first allotment will be eligible for allotment.
- 3.3. If one of the spouses is employed by another Government/Semi-Government Organization/Autonomous Bodies or Public Sector Undertaking and has been allotted residential accommodation from his/her employer in the same place, he/she shall not be eligible for allotment of accommodation by the Company.
- 3.4. If father or mother and unmarried son and/or daughter are both employed by the Company and are working at the same station, then only one of them will be eligible for allotment.
- 3.5. Normally bachelors will be allotted shared accommodation.
- 3.6. An employee who is permitted to the retention of his family accommodation in a place other than the place of positing as per separate rules will be allotted bachelor/shared accommodation only subject to the terms and conditions in force from time to time.

4. Preference for Allotment of residential accommodation to officers/officials:

- 4.1. Preference for House allotment will be given to the following employees:

First preference for house allotment shall be given to those executives working in shifts in various Divisions of HPPTCL.

Second preference for house allotment shall be given to those executives working at site in the Divisions and therefore have to work at odd hours.

Third preference for house allotment shall be for the remaining categories including those working in office

Similiarly, the preference of bachelor/shared accommodation shall also be made in the Division site shall be on above basis.

5. Classification of Residential Accommodation:

- 5.1. Save as otherwise provided by these rules/officers/officials will be eligible for allotment of a residence of the Type shown in the table below:-

Type of Residential Accommodation	Category of officer/official or monthly basic pay drawn by the officer/official
I	Less than Rs. 3120/-
II	Less than Rs. 5800/- but not less than Rs. 3120/-
III	Less than Rs. 10025/- but not less than Rs. 5800/-
IV	Less than Rs. 14300/- but not less than Rs. 10025/-
V	Less than Rs. 18400/- but not less than Rs. 14300/-
VI	Rs. 18400/- and above

6. Allotment of Residential Accommodation:

- 6.1. An officer who seeks an allotment of residence and for the continuance of accommodation which has been allotted to him shall apply in that behalf to the Director (Project) /DGM (Personnel) in case of corporate office or any person duly authorized by him or Head of Divisions in the form as may be prescribed by HPPTCL from time to time.
- 6.2. The seniority list for each category of accommodation will be drawn on 1st January of each allotment year shall be updated quarterly. The applications received up to 15th of the month preceding the month when the seniority lists are to be drawn up will be valid till the next list is out.
- 6.3. An officer/official who becomes eligible for higher type of accommodation may apply for the same within fourteen days from the date of such eligibility.
- 6.4. A residence falling vacant will be allotted by the Director (Project)/ DGM (Personnel) or any person authorized by him for the employees of the corporate office and the Head of Divisions of HPPTCL respectively.
- 6.5. The management of HPPTCL reserves the right to withdraw accommodation from allottees at its discretion by giving 2 months notice.
- 6.6. A Committee headed by Director (Projects) with one member each from P & A & Finance wing of HPPTCL will constitute House Allotment Committee & one of the member will also act as Estate Officer of House Allotment Committee.
- 6.7. The allotment of residential accommodation shall be till the posting of person in HPPTCL for bonafide use and further permissible retention as under:

S.No.	Events	Permissible period for Retention of Quarters
1.	Resignation, dismissal or termination of service	2 months
2.	Retirement/expiry of contract of appointment (Subject to the condition that employee is not re-employed.)	4 months
3.	Death of the allottee	6 months
4.	Transfer to place outside station unless permitted to retain the family under separate rules	2 months
5.	Leave on medical grounds	Full period of leave

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6.	Leave on proceeding on training	Full period
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- 6.8. The House Allotment Committee may allot accommodation out of turn to categories for given preference as mentioned in Rule 7 or may reserve some accommodation for them.
- 6.9. Provision for free bachelor accommodation is only for field functionaries working at division site to facilitate their working at odd hours. This will be given to office staff only if surplus accommodation is available.

7. Ad hoc allotment on out of turn basis:

Notwithstanding the provisions of Rule 6, ad hoc Allotment on out of turn basis may be made by the House Allotment Committee to an Officer/official on the following grounds:

- 7.1. On the following type of illness:-
- i. Physically handicapped employees in the following cases:
 - a) The Blind i.e. those who suffer from either of following conditions:
 - Total absence of sight.
 - Visual Acuity not exceeding 6/60 or 20/200 (Snell) in the better eye with
 - Correcting lenses.
 - Impression of the field of the vision subtending an angle of 20 degrees or worse.
 - b) The Deaf- Those in whom the sense of hearing non functional for ordinary purpose of life. They do not hear; understand sounds at all even amplified speech. The cases include in that category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
 - c) The orthopedically handicapped, that is, those who as a result of their orthopedic deformity find it very difficult to move freely; or
 - ii. Heart ailment for self only (heart ailments having symptoms of Grade III and IV which includes serious disabilities like Angina Grade-III and IV or congested cardial failure Grade III and IV or Malignant Hypertension with symptoms of Grade III and IV); or
 - iii. Tuberculosis (Pulmonary tuberculosis in active phase with risk to other) and cancer, of self, spouse and dependent children.
- 7.2. In the event of death or retirement of an employee, to the wife/husband or son or unmarried daughter, provided that the retired or deceased employee was in occupation of accommodation at the time of retirement or death. Such allotment shall not be made in a category higher than a category to which the ward of the deceased or retired employee is entitled.
- 7.3. In the event of transfer, deputation on Foreign Service sponsored by the Government and study leave of more than one year of an allottee, to the spouse of such employee according to his/her entitlement in case the spouse is in Government service and posted at the same station.
- 7.4. In the event of officer occupying an earmarked house and is transferred to another post at the same station or to another station.

- 7.5. An officer/official who after completing of their tenure in the Districts of Lahaul and Spiti, Kinnaur and Pangi Tehsil of Chamba District are transferred.
- 7.6. Personal staff i.e. one out of the Personal Assistant/Private Secretaries etc. of the Ministers.
- 7.7. Whose exigencies of services so warrant.
- 7.8. Notwithstanding anything contained in Sub-rules 1 to 7, an officer/official who owns a house either in his own name or in the name of any member of his family at or near the station of his/her posting, shall not be eligible for ad hoc allotment on out of turn basis.

8. Sharing of accommodation:

- 8.1. No officer/official shall share the residence allotted to him including any of the out houses, garages and stables appurtenant thereto unless authorized to do so by HPPTCL.
- 8.2. Any sharing of accommodation with close relatives shall not be treated subletting/sharing. The following relations will be treated as close relations viz. father, mother, brothers, sisters, grand father, grand mother, grand sons, granddaughter, uncles, aunts, first cousins, nephews, nieces directly related by blood to allottees, father-in-law, mother-in-law, sister-in-law, son-in-law, daughter-in-law and any other relationship established by legal adoption.

9. Non-acceptance of allotment or failure to occupy the allotted residence after acceptance:

- 9.1. If an officer/official fails to accept the allotment of residence of the type to which he is entitled within five days or fails to take the possession of that residence after allotment within eight days from the date of receipt of the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of allotment letter.
- 9.2. If an officer/official occupying a residence of type lower than the one to which he is eligible is allotted a residence of the type for which he is eligible under these rules, he may, on refusal of the said allotment or offer of allotment be permitted to continue in the previously allotted residence on the following conditions, namely,:
 - a) That such an officer/official shall not be eligible for another allotment for a period of one year from the date of allotment letter for the higher type of accommodation;
 - b) While retaining the existing residence he shall be charged the same licence fee which he would have had to pay under F.R.45-A in respect of the residence so allotted or offered or the licence fee payable in respect of the residence already in his occupation, whichever is higher for a period /he she has been debarred for the allotment for a period of one year for which he has been debarred for higher type of accommodation.
- 9.3. a) An officer/official may at any time surrender an allotment by giving intimation so as to reach the Estate Officer at least 10 days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the date on which the letter is received by the Estate Officer or the date specified in the letter whichever is later. If he fails to Give due notice, he shall be responsible for payment of licence fee for ten days or

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the number of days by which the notice given by him falls short of ten days: ***Provided that*** the Director (Personnel) or his nominee/GM (Design)/HOP may accept the notice for a shorter period.

- b) An officer/official who surrenders the residence under clause a) of sub-rule 3. shall not be considered again for allotment of accommodation at the same station for a period of one year from the date of such surrender.
 - i. When an officer/official in occupation of a lower type of residence than his Entitlement is allotted a residence of the type of which he/she entitled.
 - ii. When an officer/official on his re-employment is found to be entitled to a lower type of accommodation.
 - iii. When an officer/official is given change of residence to another in the same Type.
 - iv. When the residence in occupation of an officer/official is required for a public purpose, repairs or for demolition.
 - v. When the allotment of the residence in occupation is cancelled /deemed to be cancelled under the provisions of the allotment rules.
 - vi. When the son/daughter etc. of retiring/deceased allot tee gets alternative Accommodations.

10. Power to cancel allotment:

- 10.1. If any officer/official to whom a residence has been allotted sublets the residence or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purpose other than that for which it is meant or tampers with the electric or water connections or commits any other breach of rules or of the terms and conditions of the allotment or uses the residence or premises for any purposes, which the HPPTCL considers to be improper or conducts himself in a manner which in the opinion of the HPPTCL is prejudicial to the maintenance of harmonious relations with his neighbors or has to securing allotment, the HPPTCL may without prejudice to any other disciplinary action that may be taken against him cancel the allotment of the residence.

Explanation: In this Rule, the expression 'officer/official' include unless the context otherwise require, a member of his family and any other person claiming through the officer/official.

- 10.2. If the officer/official has failed to notify the information to the authorities concerned as under the management of HPPTCL.
- 10.3. If any officer/official sublets a residence allotted to him or any portion thereof in contravention of these rule, he may without prejudice to any other action that may be taken against him ,be charged damages.
- 10.4. Where action to cancel the allotment is taken on account of subletting of the premises by the allottee, a period of 7 days shall be allowed to the allottee or any other person residing with him therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of 7 days from the date of order for cancellation of the allotment, whichever is earlier.
- 10.5. Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbours, the officer at the discretion of the HPPTCL may be allotted another residence ,in the same type at any other place.

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11. Interpretation of rules:

- 11.1. If any question arises as to interpretation of these rules, the decision of the Management of HPPTCL shall be final.

12. Delegation of Powers or functions:

- 12.1. The Managing Director may delegate any or all the powers conferred upon it except the power to make or amend the rules, by the rules to any officer under its control, subject to the conditions as it may deem fit to impose.
- 12.2. The Managing Director may further delegate all or any of the power exercisable by him to the various Officers of HPPTCL in Corporate Office as well as Divisions.

13. Amendment of Rules:

- 13.1. The Corporation reserves the right to amend, add, alter, vary, delete or modify all or any provisions of these rules at any time without giving any notice or assigning any reason thereof. HPPTCL may, for reasons to be recorded in writing, relax all or any of the provisions of these rules in the public interest or in cases of extreme compassion.



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NO.HPPTCL/BOD/Policy Circular/2010-VII

DT: 1-06-2010

Circular No.11

Subject: TA/DA Rules for HPPTCL Employees.

The Board of Directors in its 7th meeting held on 21st of May, 2010 vide agenda item No.7.11 approved the TA/DA Rules for H.P. Power Transmission Corporation Limited employees. A copy of these Rules is annexed herewith as Annexure 'A'.

MANAGER (PERS & ADMN.)

NO.HPPTCL/BOD/Policy Circular/2010-VII-1037-52

Dt: 1-06-2010

Copy for information to:-

- (1) PS to Managing Director, HPPTCL Shimla-171002 for favour of information of MD.
- (2) PS to Director (P&C) HPPTCL Shimla-2 for favour of information of Director (P&C).
- (3) PA to Director (Project) HPPTCL Shimla-2 for favour of information of Director (Project).
- (4) The General Manager (Projects/Plg. & Contract), HPPTCL Shimla-2.
- (5) DGM (Contract) HPPTCL Shimla-2.
- (6) DGM (Projects) HPPTCL Shimla-2.
- (7) All the Sr.Managers working in HPPTCL Shimla & its Divisions located at Bhabanagar, Paonta Sahib, Sarabai & Chamba respectively.
- (8) The Sr.Accounts Officer, HPPTCL Shimla-2 for information & n.a.
- (9) The AAE (Estate) HPPTCL Shimla-2.
- (10) G/File.

[Signature]
MANAGER (PERS & ADMN.)



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TRAVELING AND DAILY ALLOWANCE RULES

1. Scope:

The HPPTCL 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 Transmission 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 pervious 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 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.

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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	
	By Rail	By Air
I	1 st Class AC/ Shatabdi Executive Class	At discretion

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II	Shatabdi AC Chair Car/ AC 2 Tier Sleeper/ 1 st 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 st Class/ AC Chair Car/ AC 3 Tier	
V & VI	2 nd 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.

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By Road/Public Transport Entitlement:

Grade	Entitlement
I & II	AC Bus
III & IV	Delux Bus
V & VI	Ordinary Bus

Entitlement by Road Transport:

Grade	Entitlement
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)	Own Car	
	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 shall be available to those officers who are otherwise entitled to a 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:

Grade	Rate per day (Rs.)
I	Hire taxi as per rates approved by Director(P)/MD
II & III	150
IV to VI	75

6. Terminal Transportation Charges:

Terminal transportation charges shall be eligible at the rates specified below from HQ as well as all tour stations to cover expenditure incurred on journey performed from residence to place of embarkation at HQ, and place of dis-embarkation to place of stay or duty point in the tour station as also similar return journeys.

Grade	Fixed Amount (Rs.)
I	Hire taxi as per rates approved by Director(P)/MD
II & III	150
IV to VI	75

The employees of the Corporation who do not take staff car to Delhi while on tour and are entitled to travel by air or are permitted to travel by air shall be re-imbursed taxi charges from Airport to the place of duty/stay at Delhi on the basis of actual or Rs. 225/- whichever is less. However, those who will avail of this benefit will not be entitled to the terminal transportation charges as described above.

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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)

Grade	Delhi/Chennai/Mumbai/Kolkata/Bangalore (Rs.)	Other Places (Rs.)
I	180	144
II	144	120
II	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:

Grade	Rates (Rs.)
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

- 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:

- 2) When any personnel are nominated for a seminar/training, the accommodation/hotels are specified by the organizer of the Seminar/training.
- 3) 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:

Category	HPPTCL Proposed (Rs. Per day)
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:

Category	Personal Effects that can be carried (Kg)
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:

Special Hill Tracts/Expensive and remote Localities within the state: Rs. (Per Km)	Other Places (Per Km)
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 (1).
- 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
II	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:-

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Grade	Ordinary Hill Tracts (Rs/Km)	Special Hill Tracts (Rs/Km)	Expensive & Remote Locality (Rs/Km)
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.