



Ref. No. PERS/RULES/2022/301

DATE:-12.02.2022

(CIRCULAR No. 05/2022)

Sub:- Revised SAIL Travelling Allowance Rules-2021.

- 1.0 The SAIL Travelling Allowance (TA) Rules have been revised by SAIL-CO w.e.f. 17.12.2021.
- 2.0 The revised rules are effective from 17.12.2021 and the cases in transition will be dealt as under:-
 - a. The cases of separation/superannuation, which have taken place prior to 17.12.2021, will be payable as per the rates applicable under the pre-revised rules irrespective of the actual date of journey. Accordingly, the cases of separation/superannuation taking place on or after 17.12.2021 only will be reimbursed as per the revised TA Rules.
 - b. In all cases of transfer/tours, where the actual journey has taken place on or after 17.12.2021, the rates applicable as per the revised TA Rules shall be payable.
- 3.0 Detailed revised SAIL Travelling Allowance Rules-2021 is annexed.

This issues with the approval of Competent Authority.


12/02/22

Richa Kunal
Sr.Manager(Pers-Rules) & CGM I/c (Personnel)'s Sectt

Distribution:- Standard

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SAIL TRAVELLING ALLOWANCE (TA) RULES-2021

1.0 SHORT TITLE:

1.1 These Rules shall be called SAIL Travelling Allowance Rules-2021.

2.0 OBJECTIVE:

2.1 To specify Company's rules and procedures pertaining to official travel within the Country.

3.0 SCOPE & COVERAGE:

3.1 These Rules shall cover all the employees of the Company except Temporary/Casual/Badli/Contract workers/Apprentices engaged under the Apprentices Act, 1961.

3.2 These Rules shall also cover (i) persons engaged on "Contract for Service" basis as per the terms of engagement (ii) candidates travelling for first appointment in the Company (iii) trainees, subject to exclusions specified under these rules.

4.0 DEFINITIONS:

S. No.	Term	Definition
4.1	Tour	Journey under taken for official work related to or on behalf of the Company, out of the existing headquarters where the employee is posted. a) Each Unit of SAIL will define the Geographical/Municipal limits of the "Headquarters" beyond which Travelling Allowance (TA)/Daily Allowance (DA) will be payable. b) Tour Period (duration of the tour): A tour shall be deemed to have commenced from the scheduled time of departure of the mode of transport from the existing Headquarters station and shall be deemed to have ended at the actual time of arrival of transport at the Headquarters station.
4.2	Competent Authority	An officer of SAIL in E-8 or above grade or one who has been delegated with such powers.
4.3	Director	Means serving Functional Director on the Board of the Company, Chief Executive Officer and shall include CVO for the purpose of these rules; subject to specific terms & conditions of deputation.
4.4	Transfer	Movement of an employee from the existing Headquarters (place of posting) to new Headquarters (place of posting).



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4.5	Specified Locations	Delhi, Mumbai, Kolkata, Chennai, Hyderabad, Ahmedabad, Bangalore, Pune, Kanpur, Nagpur, Lucknow, and Jaipur shall be treated as specified locations for the purpose of these Rules and may be amended from time to time with the approval of Director (Personnel); depending upon organizational requirements.
4.6	Family	<p>a) Only one spouse, residing with the employee, irrespective of his/her employment status.</p> <p>b) Legitimate children, legally adopted children and step-children. This would include the following:-</p> <p>➤ Major Son(s)/Daughter(s); dependent and normally residing with the employee. Wife & children of major son will not be covered under family for the purpose of these rules. Married Daughter(s) only in case if she is Divorced/Widowed/Legally Separated from husband; dependent & residing with the employee.</p> <p>c) Parents/Step-parents- dependent and normally residing with the employee.</p> <p>d) Minor brother(s); below the age of 18 years, dependent and normally residing with the employee.</p> <p>e) Unmarried/Widowed sister(s) - dependent and normally residing with the employee.</p> <p>Note: For Trainees, Family shall mean and include spouse and children only.</p>
4.7	Pay	Means basic pay together with deputation pay, personal pay, special pay and non-practicing pay. In the case of re-employed pensioners, pension plus pensionary equivalent, shall be treated as pay.
4.8	Dependent	<p>For the purpose of these rules, Dependent will mean a family member whose individual income from all sources does not exceed Rs. 9,000/- per month.</p> <p>Scholarship/Stipend received by any family member of the employee will not be treated as income for the purpose of deciding dependency on the employee.</p>

Note: For the purpose of these Rules, the Cut-off date for determining the dependency of a family member in terms of Age/Employment/Individual Income shall be the actual date of commencement of journey from Headquarter, irrespective of the date of sanction/approval.

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5.0 APPLICABILITY OF TRAVELING ALLOWANCE (TA):

- (i) Tour, Transfer, Recall from Leave
- (ii) Appearing for Departmental Examination/Selection Test or Interview conducted by the Company and to join duty on first appointment.
- (iii) Participation in Training Programmes/Seminars/Conferences/Workshops/Events/Exhibitions as a nominated participant/faculty.
- (iv) Participating in Sports/Cultural events to represent the Company.
- (v) Attending interview called by PESB for posts in SAIL/other organizations; subject to enabling provisions of policy for *“Forwarding of Applications for Outside Employment”*.
- (vi) Appearance in Court as Jury, Assessor, Witness, etc. in connection with work of the Company/State.
- (vii) Appearance as prosecution witness on behalf of the State or as Accused where prosecution arises from acts committed/purported to be committed in bonafide execution of duties.
- (viii) Appearance as Inquiry Officer/Presenting Officer/Witness/Accused/Co-worker/Assisting Officer in Departmental/Vigilance enquiry.
- (ix) Receiving State/National/International Award (within India); subject to approval of the Competent Authority.
- (x) Medical Examination/Treatment in referral cases.
- (xi) Superannuation/Retirement, including Voluntary Retirement.
- (xii) Journey of family in the event of death of employee.
- (xiii) Discharge/Termination on medical grounds.
- (xiv) Resignation after attaining the age of 57 years and above.

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6.0 GRADE-WISE ENTITLEMENT FOR TRAVELLING ALLOWANCE:

Sl. No.	Grade	Mode of Travel			
		Rail	Waterways	Air	Road Mileage (Rs./Km)
1.	S-1 to S-2 (less than 5 years of service)	3AC	Middle class	Not entitled	4.00
2.	upto S-9 (excluding category (1) above)	2AC/CC	Highest class	Not entitled	5.00
3.	S-10/S-11	2AC/CC	Highest class	Not entitled	9.00
4.	E-0 to E-2	2AC/CC	Highest class	Not entitled	10.50
5.	E-3	2 AC/CC	Highest class	Economy or equivalent	10.50
6.	E-4/E-5	1 AC/EC	Highest class	Economy or equivalent	12.00
7.	E-6/E-7	1AC/EC	Highest class	Economy or equivalent	14.00
8.	E-8/E-9	1AC/EC	Highest class	Premium Economy /Economy or equivalent	14.00
9.	Chairman/Director	1 AC/EC	Highest class	Executive Class	Actual

- a) Employees may travel in any category of train including Rajdhani/Shatabadi, etc. as per their entitled class except in luxury trains such as Palace on Wheels, Maharaja Express, and Golden Chariot etc.
- b) Road mileage admissible will be as per the above rates or actual, whichever is lesser.
- c) Executives in E-1 and E-2 grades will be entitled to undertake official tour/travel (excluding LTC/Medical examination/treatment) by air in economy or equivalent class in case the one-way distance of touring station from the originating station is more than 500Km. Further, all executives (E-1/E-2) traveling to/from J&K region/North-East region will be entitled to air travel by economy or equivalent class, irrespective of the distance involved.

6.1 Employees would also be entitled for the following:

- a) Actual fare for journey for official work performed during tour period.
- b) Road mileage in case of use of own vehicle for official work on tour; with the prior approval of Competent Authority.
- c) Reservation charges inclusive of all the charges levied by IRCTC or any other authorized public/private websites/agencies in total fare for booking/e-booking; commission charges to authorized agents and all other surcharges/*Tatkal* charges levied for purchase of Air/Train Tickets.

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- d) All charges levied in case the journey is cancelled/re-scheduled/rebooked, if necessitated due to official reasons & approved by the Competent Authority.
- 6.2 Executives in E-7 and above grade, on tour, may perform the journey by any mode at their discretion. However, the Competent Authority, not below E-9 grade may consider and approve travel of other employees in E-6 & below grades by a mode/class higher or other than the entitled mode/class on case-to-case basis; purely on grounds of convenience, economy, time saving or exigencies of official work.
- 6.3 An employee may travel by other than shortest route, if approved by the Competent Authority.
- 6.4 In case of journey by train, air or waterways, PNR/Ticket number will be required to be indicated.

7.0 DAILY ALLOWANCE (DA):

- 7.1 An employee shall be entitled for DA if journeys are undertaken for official purposes such as:
- Tour; Transfer; Recall from leave.
 - Appearing for Departmental Examination/ Selection Test or Interview conducted by the Company.
 - Participation in Training programmes/Seminars/Conferences/Workshops/Events/ Exhibitions as a nominated participant/faculty.
 - Participating in Sports/Cultural events to represent the Company.
 - Attending interview called by PESB for posts in SAIL/other organizations; subject to enabling provisions of policy for “*Forwarding of Applications for Outside Employment*”.
 - Appearance in Court as Jury, Assessor, Witness, etc. in connection with work of the Company/State.
 - Appearance as prosecution witness on behalf of the State or as Accused where prosecution arises from acts committed/purported to be committed in bonafide execution of duties.
 - Appearance as Inquiry Officer/Presenting Officer/Witness/Accused/Co-worker/Assisting Officer in Departmental/Vigilance enquiry.
 - Receiving State/National/International Award (within India); subject to approval of the Competent Authority.

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7.2 Grade-wise Entitlement for Lodging charges/DA (Food & Incidental):

A. Lodging Charges in case of stay at Hotel/Guest House

(Rupees per day)

Grade	Specified Locations	Other Locations
S-1 to S-6	Rs.1200/- or actuals whichever is lower	Rs.1000/- or actuals whichever is lower
S-7 & above	Rs.1600/- or actuals whichever is lower	Rs.1400/- or actuals whichever is lower
E-0 to E-3	3 Star Hotel or actuals limited to Rs.2500/-	3 Star Hotel or actuals limited to Rs.2100/-
E-4 to E-6	4 Star Hotel or actuals limited to Rs.3500/-	4 Star Hotel or actuals limited to Rs.3000/-
E-7 & E-8	4 Star Hotel or actuals limited to Rs.4500/-	4 Star Hotel or actuals limited to Rs.3500/-
E-9 & above	Actuals	Actuals

Note: In case of tie-up hotels, grade-wise entitlements as per terms of empanelment will be applicable irrespective of star-ranking of hotel.

B. Daily Allowance

(Rupees per day)


Grade	DA (F&I) in case of stay in Hotels/Guest House (All locations)	DA in case of OWN arrangement of Stay* (All locations)
S-1 to S-6	450/-	650/-
S-7 to S-11	500/-	700/-
E-0 to E-3	600/-	900/-
E-4 to E-6	750/-	1100/-
E-7/E-8	900/-	1300/-
E-9	1000/-	1500/-
Chairman/ Director	1100/-	1600/-

**On self-certification basis*

C. Other conditions

1. Preference for stay will be in the following order :
 - a) Company Guest House.
 - b) Tie-up arrangement with Hotels/Guest House.

Only in case of non-availability of both the above options, the executive will be allowed to stay in other hotels at the touring destination, as per his/her entitlement.

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2. Actual lodging charges shall be payable in case the employee stays in Company's guest house or at a hotel of entitled or lower star ranking or hotels approved by Govt. or tie-up hotels.
3. DA for own arrangement shall be admissible in cases where an employee does not stay in Hotel or Guest House during tour.
4. The ceiling on lodging (hotel) rates would exclude the levies, taxes etc.
5. Where the bills do not separately indicate the rates for boarding and lodging, 50% of charges shall be reimbursed towards lodging, subject to the ceiling prescribed. In no case, the reimbursement shall exceed the actual expenses incurred towards lodging and reimbursement of DA (F&I) shall be limited to the entitlement.
6. Proposals for tie-up arrangements shall be handled centrally by CMO and shall be applicable to all Plants/Units of SAIL. All Plants/Units shall assist CMO in such tie-up arrangements. For Plant/Ranchi/Non-CMO location, recommendations may be forwarded to CMO after due approval from Director/CE for its inclusion in the list of empanelled hotels to be maintained by CMO. The list shall be updated periodically. Tie-up arrangement may be allowed to be made with higher starred hotels/non-star hotels (*beyond monetary limits*) to overcome the shortage of accommodation. Tie-up arrangement of hotels notified by CMO shall be admissible for employees of all other Plants/Units.
7. If the employee stays in a higher starred hotel other than entitlement or in a hotel other than those specified; the lodging charges would be limited to monetary limits prescribed as per the entitlement.
8. In case an employee stays in star hotel of higher entitlement or incurs more expenditure on lodging than entitled, respective Director/Chief Executive may approve relaxation for individual cases based on merit and circumstances of each case.
9. Executives on tour to the location where he/she has been allowed to retain Company accommodation/HRA facility under "*Rules for Retention of Facilities on Transfer*" will not be eligible to avail facility of Hotel/Guest House/Transit House accommodation at the touring destination. However, DA will be payable at the rate of 50% of amount payable in case of own-arrangement.
10. Lodging charges, if paid for more number of days than for which DA is admissible on account of the check-in and check-out timings, the same would be payable on production of bills.
11. During tour, if an employee has to pay for hotel/guest house accommodation for the same day at two stations, hotel bills for stay in both the hotels/guest house would be payable.
12. Full DA (F&I) will be admissible for a halt for up to 14 days at one stretch. However, full DA (F&I) in case of a halt beyond 14 days will be payable only with the approval of concerned Director/CE.
13. Employee may avail single occupancy in double room, as per his/her entitlement.

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7.3 Regulation of DA depending upon Tour Period:

Tour Period*	DA (F & I)/ DA(Own-Arrangement)
Less than 6 hours	Nil
6 to 12 hours	Half DA
12 to 24 hours	Full DA
More than 24 hours	Full DA for each 24 hour duration plus half DA upto additional 12 hours.

*including holidays during Tour but excluding leave period, if any

Note: For attending any Residential Programme including at MTI, Ranchi, Half DA (Food & Incidental) shall be payable.

8.0 **TRANSFER BENEFITS:**

All regular employee(s) on transfer except trainees or those on mutual transfer or transfer on request (*unless otherwise provided under these rules*) shall be entitled to the following benefits:

Sl. No.	Benefit	Admissibility	Provisions								
1.	Travel Expenses for Self & family	<ul style="list-style-type: none"> Actuals by entitled class of travel. 3 Road Mileages, if by own car (<i>including transportation of car</i>); subject to approval of Competent Authority for travel by own car. 	Reimbursement based on proof of travel								
2.	Additional Tickets	<ul style="list-style-type: none"> Two Tickets for self. 	Reimbursement based on proof of travel								
3.	Transportation of Personal effects/ house-hold goods	<p>By Train:</p> <table border="1"> <tr> <td>E-7 & above:</td> <td>Upto 6000 Kg by goods or passenger train/One Full 8 wheeler wagon/Two Railway Containers</td> </tr> <tr> <td>E-0 to E-6:</td> <td>Upto 6000 Kg by goods or passenger train/One Full 8 wheeler wagon/One Railway Container</td> </tr> <tr> <td>S-4 & above:</td> <td>Upto 4000 Kg by goods or passenger train</td> </tr> <tr> <td>upto S-3:</td> <td>Upto 2000 Kg by goods or passenger train</td> </tr> </table>	E-7 & above:	Upto 6000 Kg by goods or passenger train/One Full 8 wheeler wagon/Two Railway Containers	E-0 to E-6:	Upto 6000 Kg by goods or passenger train/One Full 8 wheeler wagon/One Railway Container	S-4 & above:	Upto 4000 Kg by goods or passenger train	upto S-3:	Upto 2000 Kg by goods or passenger train	Reimbursement on production of documentary proof/receipts
E-7 & above:	Upto 6000 Kg by goods or passenger train/One Full 8 wheeler wagon/Two Railway Containers										
E-0 to E-6:	Upto 6000 Kg by goods or passenger train/One Full 8 wheeler wagon/One Railway Container										
S-4 & above:	Upto 4000 Kg by goods or passenger train										
upto S-3:	Upto 2000 Kg by goods or passenger train										



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		By Road/Air*:		*If by air, limited to one truck/ container by road as per the entitlement.
		Grade	Type	
		E-7 & above	1 full truck/ container	
		E-0 to E-6	1 full truck/ container <i>(of capacity upto 1500 cu. ft.)</i>	
		S-1 to S-11	1 full truck/ container <i>(of capacity upto 1000 cu. ft.)</i>	
4.	Transportation of one entitled vehicle (Four-wheeler/ Two-wheeler)	By Train: Actual cost of packing and freight By Road/Air/Own propulsion: Equivalent to passenger train freight charges; <i>provided the employee & family has not travelled by own propulsion.</i>		Reimbursement on production of documentary proof/receipts
5.	Packing charges for personal effects/house-hold goods	All Non-exec	Rs.10,000/-	Reimbursement based on self-certification
		E-0 to E-6	Rs.14,000/-	
		E-7 to E-9	Rs.18,000/-	
		Chairman/Directors	Actuals	
6.	Transfer Grant	Equivalent to One Month's Basic Pay and Dearness Allowance, as on the date of release; provided company accommodation / HRA facility, if any, is surrendered.		Based on application
7.	Reimbursements	Applicable Taxes, Insurance charges, Commission charges to bonafide agents for purchase of Air/Train Tickets.		Reimbursement on production of documentary proof/receipts
8.	Joining Time	<ul style="list-style-type: none">• Six (6) clear working days, if full personal effects are shifted to new place within one year. Three (3) working days in all other cases.• One working day for transfer within same station.		Un-availed joining time at the time of reporting in new Headquarters shall be credited to a Special Leave account; to be availed within one year.
9.	Journey Time	<ul style="list-style-type: none">• One day for every 400 km distance or part thereof in excess of 200km• Limited to day of travel in case of travel by Air.		

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10.	Transit Accommodation	<ul style="list-style-type: none"> • Guest House (GH)/Transit House (TH) • If GH/TH is not available, Hotel as per entitlement for maximum five (5) days. 	Lodging charges & reimbursement of DA (F&I) for maximum five (5) days is payable (including both previous & current location)
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8.1 Employees on transfer on request will also be allowed to stay in GH/TH for a period of five (5) days on payment of normal charges, as applicable in case of official tour/organisational transfer, depending upon availability. However, facility of stay in hotel shall not be available to them under any circumstances.

8.2 In case retention of Company Accommodation/HRA facility has been allowed, then the transfer benefits will be regulated as per the provisions of the “Rules for Retention of Facilities on Transfer”.

8.3 Movement of Trainees:

- a) Trainees required to move from one Plant/Unit to another during the course of the training, will be eligible for single traveling fare for self only as per entitlement in their selected grade.
- b) Trainees, if posted to another location/HQ on completion of six (6) months, shall be entitled for “Transfer Benefits” as per their selected grade once they actually shift their establishment.
- c) Departmental candidates, selected as Trainees and moving from one Plant/ Unit to another will be entitled for “Transfer Benefits”, as per their selected grade, once they actually shift their establishment.

8.4 Where both husband and wife are employees of the Company and are posted at same location; the transfer benefits will be governed as under:

Sl. No.	Situation	Admissibility
1.	Both are transferred to different location at the same time	Both eligible for Transfer benefits as per entitlement.
2.	Both are transferred to same location within a span of six months. ¹	Only one of them will be eligible for Transfer benefits as per entitlement and other will be entitled to travel expenses for self as per his/her entitlement and Rs. 10,000/- as a consolidated amount.
3.	Both are transferred to same location after a gap of more than six months. ¹	Each will be eligible for Transfer benefits as per his/her entitlement.

¹Dates of release will be the crucial date for determination of period of six months.

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9.0 MEDICAL EXAMINATION/TREATMENT IN REFERRAL CASES:

Applicability of Travelling Allowance (TA) in referral cases for Medical Examination/Treatment to employee, dependent, accompanying Attendant/ Escort (if any) and for transportation of dead body shall be as per following provisions:-

Sl. No.	Type	Admissibility	Provisions
1.	Medical Examination/ Indoor/Initial/ OPD Treatment (<i>in referral cases</i>). <ul style="list-style-type: none"> • Self/Dependent(s) as per Rules. 	<p><u>For Patient:</u></p> <ul style="list-style-type: none"> • TA and Lodging Charges as per entitlement of the employee. • Actual fare for local journey at HQ and at place of Referral Hospital as per entitlement of the employee. <p><u>For Attendant (if advised by HoM):</u></p> <ul style="list-style-type: none"> • TA as per employee's entitlement. • Lodging with the patient on double occupancy/twin sharing basis. • However, if the patient is admitted to ICU, lodging at Company's Guest House may be allowed to attendant. In case, Guest House is not available then Rs. 1,500/- per day, for the period, the patient is in ICU, may be allowed towards lodging charges. 	<ul style="list-style-type: none"> • For each referral, local expenses will be payable for only one trip (to & fro). • However, in case of OPD Treatment on referral, local expenses will be payable for each visit to the Hospital. • Initial/OPD Treatment must be with specific approval of Head of Medical of HQ and on production of bills.
2.	Transportation of Dead Body from Referral Hospital to HQ/Home Town/Family Residence.	<ul style="list-style-type: none"> • Expenditure on shifting of the body of deceased employee to HQ/Home Town/Family Residence on actuals. • Embalming expenses, on actuals, if applicable. • One Escort. • Rail/Road/Air fare depending on distance and convenience. 	<ul style="list-style-type: none"> • Reimbursement; subject to documentary proof/receipts.

9.1 Travelling Allowance (Journey Fare only) will be allowed in respect of the Attendant/Escort for accompanying a SAIL employee with benchmark disabilities during travel while on tour/training wherein it is certified jointly by the Head of Department of the employee and Head of Medical of the Plant/Unit that such a person compulsorily requires assistance of another person for travel. Mode and class of the Attendant/Escort will be same as per the entitlement of employee.

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10.0 COURT, DEPARTMENTAL OR VIGILANCE ENQUIRY:

Admissibility of TA & DA in following cases, where an employee/ex-employee is required to appear before Court of law/CVC/CBI, or in Departmental or Vigilance Inquiry shall be as given below:-

Sl. No.	Type	Admissibility	Provisions
1.	Appearance of employee in Departmental/Vigilance Inquiry as an accused or otherwise.	TA & DA as per entitlement.	No TA & DA is payable if held at outstation on request of the employee.
2.	Employee under suspension	TA & DA as per entitlement	-
3.	Appearance in Court of Law by an employee as accused where prosecution arises from acts committed/purported to have been committed during bonafide execution of duties.	TA & DA as per entitlement	With specific approval at the discretion of Director/CE.
4.	Appearance in Court of Law/ Departmental/Vigilance Inquiry by ex-employee as accused where prosecution arises from acts committed/ purported to have been committed during bonafide execution of duties.	Reimbursement of TA & DA as per entitlement at the time of separation from Company.	With specific approval at the discretion of Director/CE.
5.	Appearance of ex-employee in Court of Law / Departmental/Vigilance Inquiry / or before CVC/CBI as Prosecution Witness.	Reimbursement of TA & DA as per entitlement at the time of separation from Company	Provided no payment has been made by the concerned agency. Declaration to this effect to be furnished along with Claim-bill.

- a) Any amount received from the Court for attendance or boarding and lodging, etc., shall be refunded to the Company if any TA/DA or advance has been claimed from the Company.
- b) In case other Organizations/CPSEs need SAIL employees as Prosecution Witness on their behalf, they may be requested to pay TA & DA as per entitlement of the employee as per provisions of the SAIL TA Rules.

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11.0 ADVANCE FOR TRAVELLING ON TOUR/TRANSFER ETC.

Sl. No	Type	Admissibility	Provisions
1.	Employees proceeding on journey on tour or transfer	<ul style="list-style-type: none"> Grant of advance to meet traveling and other expenses in full. Maximum two months in advance from date of outward journey. Bill to be submitted within one month of completion of journey. 	<ul style="list-style-type: none"> With approval of Competent Authority Advance to be recovered if there is delay in submission of bill
2.	Transfer Advance	<ul style="list-style-type: none"> Salary advance of One month Basic Pay and Dearness Allowance. The amount is interest free and recoverable in 12 EMIs. 	<ul style="list-style-type: none"> Recovery to start from the month following advance payment

12.0 TRAVEL FOR FIRST APPOINTMENT IN THE COMPANY:

Sl. No.	Type	Admissibility	Provisions
1.	Fare payable to outstation candidates for first appointment for Executive Post in the Company.	As per entitlement in the corresponding Executive post/grade	Proof of travel to be submitted along with the claim.
2.	Fare payable to outstation candidates for first appointment for Non-executive post in the Company.	Sleeper Class	Proof of travel to be submitted along with the claim.
3.	Travel by Road (including for interview) between two points not connected by Train-route.	Reimbursement of actual expenses or as per entitlement of road mileage, whichever is lesser	Proof of travel to be submitted along with the claim.

13.0 FINAL SETTLEMENT ON CESSATION OF EMPLOYMENT:

13.1 In case of cessation of employment on grounds of Superannuation, Retirement including Voluntary Retirement, Discharge/Termination on medical grounds, Death of employee, or Resignation after attaining the age of 57 years & above, following final settlement benefits will be applicable:-

Sl. No.	Type	Admissibility	Provisions
1.	Travelling Allowance	TA to employee and/or his/her family: To declared Hometown <i>Or</i> any other place in India.	Reimbursement on production of documentary proof of travel.



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2.	Transportation of Personal effects/ household goods	By Train:		Reimbursement on production of documentary proof/receipts	
		E-7 & above:	Upto 6000 Kg by goods or passenger train/One Full 8 wheeler wagon/ Two Railway Containers		
		E-0 to E-6:	Upto 6000 Kg by goods or passenger train/One Full 8 wheeler wagon/ One Railway Container		
		S-4 & above:	Upto 4000 Kg by goods or passenger train		
		upto S-3:	Upto 2000 Kg by goods or passenger train		
		By Road/Air:			Reimbursement on production of documentary proof/receipts [#]
		Grade	From Specified locations*	From Other Locations*	
		E-7 & above	Rs. 50/- per Km	Rs. 45/- per Km	
		E-0 to E-6	Rs. 45/- per Km	Rs. 40/- per Km	
		Non executives	Rs. 40/- per Km	Rs. 35/- per Km	
* Based upon originating station.			<i>[#][If the employee settles in any nearby town/locality or even otherwise, he/she may opt for lump-sum reimbursement of Rs. 12,000/- (in case of non-executive) & Rs. 16,000/- (in case of executive) on self-certification basis.]</i>		
3.	Packing charges for personal effects/household goods	All Non-executives	Rs.10,000/-	Reimbursement on self-certification basis.	
		E-0 to E-6	Rs.14,000/-		
		E-7 to E-9	Rs.18,000/-		
		Chairman/Directors	Actuals		
4.	Transportation of one entitled vehicle	By Train: Actual cost of packing and freight.		Reimbursement on production of documentary proof/receipts	
		By Truck/Own propulsion: Equivalent to passenger train freight charges			

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- 13.2 In case an employee superannuates/separates from new place of posting while availing retention of Company accommodation/HRA facility at previous place of posting, he/she may claim final settlement benefits either from the current place of posting or from the previous place of posting, subject to fulfillment of other terms & conditions. However, an employee surrendering the retained Company Accommodation/HRA Facility within six months prior to superannuation/ separation will not be entitled to avail Transfer Benefits (except journey fare for self).
- 13.3 Cases where dependent of the separated/deceased employee has been provided employment in Company on compassionate grounds and he/she is staying in Company accommodation/drawing HRA, no Terminal TA benefits shall be payable.
- 13.4 Address/particulars furnished for claiming benefits under SAIL TA Rules must match with those provided for the purpose of other retirement benefits viz. SAIL Mediclaim Scheme, SAIL Pension Scheme, etc.
- 13.5 Further, at least for a period of one year from the date of TA settlement on cessation of employment with SAIL, all Post-Retirement Medical Benefits viz. SAIL Mediclaim Scheme, Medical facility at Plant/Unit, SAIL Pension Scheme shall be available only as per last declared address (if other than declared home town) for the purpose of TA settlement.
- 13.6 Journey should commence within six (6) months from the date of separation from the services of the Company or within such extended time as may be approved by respective Director/CE or an Authority delegated with such powers. In case of superannuation, transfer of personal effects & vehicle, packing charges and journey by entitled family members will be permitted upto six months in advance from the date of superannuation.
- 13.7 Final bills to be submitted within three (3) months from the date of the journey or within such extended time but not later than six (6) months as may be approved by the HoP (not below E-8 grade) or Head of Plant/Unit.

However, where an employee is granted extension for stay in Company owned/licensed quarter after cessation of employment, the above timeline for submission of bills will start from the date of surrender of the said quarter.

14.0 RULE MAKING POWER:

Chairman may from time to time

- (i) Amend the monetary limits for lodging for stay in hotels which do not have a star rating, specified in the para 7.2 depending on changes in lodging rates of hotels.
- (ii) Make rules regulating the transportation of personal effects.
- (iii) Make relaxation in individual cases; and notify further detailed rules.

15.0 TENURE:

- 15.1 These rules shall come into force w.e.f. 17th December, 2021 and shall supersede all the rules and regulations, orders, instructions, issued earlier in this regard.
- 15.2 The Company reserves the right to modify, cancel or amend any of these rules without prior notice.