

TRAVELLING EXPENSES

➤ Mode of Travel

Cadre of Officers	Railway	Airway
JMG	AC 1 st Class including Premium trains.	In case of exigencies if permitted by competent authority
MMG	AC 1 st Class including Premium trains.	Economy class provided the distance to travel is more than 500 KM
SMG & TEG (up to TEGS VII)	AC 1 st Class including Premium trains.	Economy class.
Premium Trains: Rajdhani / Shatabdi / Tejas / Vande Bharat / Amrit Bharat etc.		
Competent Authority for allowing travel by air, by won car, taxi or Banks car when on duty		
Officers working in Zone	Zonal Manager	
Officers working in at Head office	Deputy General Manager	

➤ Reimbursement of Travelling expenses to officers using their own vehicle (Ref HOBC 116/326 dated 27.03.2023)

Type of Vehicle	Rate of reimbursement per K.M.
Four-Wheeler – Engine capacity of 1000 cc or more	₹ 11.00
Four-Wheeler – Engine capacity of less than 1000 cc.	₹ 09.00
Motor cycle and scooter	₹ 06.00
Mopeds	₹ 04.00
- Reimbursement of travelling expense is admissible to officers who undertake travel in their own vehicle, while on official duty beyond radius of 8 Km from their office/Branch. - Reimbursement of travelling expenses is admissible where the vehicle owned by a transferee officer is drive by road for its transportation from the previous place of posting to the new place of posting	

➤ Halting Allowance

Grade/Scales of officers	Metro(₹)	Major 'A' Class cities (₹)	Area I (₹)	Other Places(₹)
Officers in Scale VI & above	4050	2925	2475	2150
Officers in Scale IV & V	3375	2925	2475	2150
Officers in Scale I/II/III	2925	2475	2150	1800
Note: - The total period of absence is less than eight hours but more than four hours, Halting Allowance at half the above rates shall be payable. - For the purpose of computing Halting Allowance “per diem” shall mean each period of twenty four hours or any subsequent part thereof, reckoned from the reporting time for departure in the case of air travel and the scheduled time of departure in other cases, to the actual time of arrival and where the total period of absence is less than twenty four hours, “per diem” shall mean a period of not less than eight hours. - If lodging and boarding is provided by the bank: 1/4th Halting Allowances as out of pocket expenses.				

➤ **Transfer Travelling Allowance:** (Regulation 42 (2) of BOIOSR)

An officer will be reimbursed his expenses for transporting his baggage by goods train (Ref: HOBC 116/315 dated 27.03.2023).

Considering the fact that the shipments are happening only through Lorry the following limits may be permitted for officers on transfer from one place to another:

Basic Pay range (₹)	Officer with Family	Officer with No Family
₹ 36000-48170	3000 Kgs/3 tonne	1500 Kgs/ 1.5 tonne
₹ 48171 and above	12000 Kgs/ 12tonne	2500 Kgs/ 2.5 tonne

Shifting of Personal effects between two places by IBA approved Lorry Transport Operator, reimbursement of expenses as per following rates

Distance in Kms	Revised rate in ₹ per tonne per Km.
Upto 1000 Kms.	₹ 5.90
Beyond 1000 kms	₹ 4.25

➤ **Compensation on Transfer: Regulation 42 (2) of BOIOSR**

Grade/Scales of officers	Amount (₹)
Officers in Scale I, II, & III	40,000
Officers in Scale IV & above	50,000

- An officer on transfer will be eligible to draw lumpsum amount towards expenses connected with Packing, Local transportation, insuring baggage, etc. as above, along with either 15 days lodging & boarding charges or 15 days Halting Allowance.
- An officer shall be eligible for joining time on of 7 days, exclusive of the number of days spent on travel within a reasonable period not exceeding 6 months.

➤ **Lodging Expenses/Room Tariff.**

(Ref HOBC 119/033 dated 16.04.2025)

Grade of Officers	Eligibility stay in ITDC Hotels	Max. Room Tariff Permissible		
		Major 'A' Class Cities	Area-I and State of Goa	Other Places
		(₹)	(₹)	(₹)
Top Executive Grade/ Scales VII & VIII	4* Hotel	8500.00	5500.00	4500.00
Top Executive Grade/ Scales VI	4* Hotel	8000.00	5000.00	4000.00
Senior Management Grade/ Scales IV & V	3* Hotel	5200.00	4200.00	3200.00
Middle Management Grade/ Scales II & III	2* Hotel (Non-AC)	3600.00	3000.00	2400.00
Junior Management Grade/ Scale I	1* Hotel (Non-AC)	3200.00	2700.00	2200.00
Major A Class Cities (Places with population 45 Lakhs and more as per 2011 Census)	Mumbai, Kolkata, Delhi, Chennai, Ahmedabad, Bengaluru, Hyderabad, Surat and Pune			
Area-I (Centres having population 12 Lakhs and above as per 2011 Census)	Agra, Asansol, Bhopal, Coimbatore, Faridabad, Ghaziabad, Indore, Jabalpur, Jaipur, Jamshedpur, Kannur, Kanpur, Kochi, Kozhikode, Lucknow, Ludhiana, Madurai, Malappuram, Meerut, Nagpur, Nashik, Patna, Prayagraj (Allahabad), Rajkot, Srinagar, Thiruvananthapuram, Thrissur, Vadodara, Varanasi, Vasai-Virar City, Vijayawada and Visakhapatnam.			

➤ **Provision of Out of Pocket Expenses: (Ref 117/228 dated 20.12.2023)**

Trainee	Residential Training Programme	Non-Residential Training Programme
Local Trainee	Equivalent to 1/4 th of the applicable Halting Allowances	₹ 200 per day for Mumbai & Delhi(Noida) ₹ 150 per day for other centres.
Up Country Trainee	Equivalent to 1/4 th of the applicable Halting Allowances	- Trainees will be eligible for regular halting allowance as per relevant provision of BOIOSR,1979 - No reimbursement will be admissible towards local to & fro travel between place of stay and training centre and no out of pocket expenses will be payable

➤ **Inconvenience allowance (Ref 102/136 dated 03/11/2008)**

Office/Working Hours Commencing or getting over	Travelling Expenses Reimbursable amount ₹
Between 7 & 8 A.M. (or) between 8 & 9 P.M.	₹ 90 per working day
Before 7 A.M. (or) after 9.30 P.M.	₹ 150 per working day.

➤ **Mid-Academic Year Transfer Allowance**

If an officer is transferred from one place to another in the mid of an academic year and if he has one or more children studying in school or college, in the former place, he shall be eligible for mid academic transfer allowance of ₹ 2500 per month till the date when the children join the officer or up to the end of the academic year, whichever is earlier, provided that the children study and reside with the officer at the place posting.