

# Policy: TA/DA Claims & Eligibility

PL No. – 34

Issued On – 18/12/2020

Revised On – 01/10/2022

Applicability – All Employees on Company Roll

Total Number of Pages – 8



## GENERAL RULES:

1. Always spend within eligibility limits, expenses on Company account shall be done to the minimum possible without affecting the work.
2. Arrivals and departures at destination stations should be so arranged that the actual duration of a trip is kept to the bare minimum needed for company's business. Trips to nearby places should be completed within the same day, avoiding overnight stay. Those traveling by Air should commence their tours by taking morning flights instead of the previous evening to avoid overnight Hotel costs.
3. Employees are not supposed to take along their family members or friends on any Business trip and if they do so, they will not get claims for them and the family member/relatives.
4. Claims for expenses should be made only when expenses are actually incurred which means that do not claim because you have a limit, if you have not spent money.
5. All journeys must be performed by direct, convenient and shortest available route. Employees eligible for air travel may travel by rail/road between locations, which are connected by convenient overnight public transport to make it cost effective.
6. Expenses on alcoholic beverages, cigarettes, gym, massage etc. are not reimbursable by the Company.
7. While incurring any expenses as a group of employees, the senior most member in the group may pay for all and claim reimbursement through the normal process. However the names of other members should be entered on the voucher/ receipt for record and such other members should not make separate claims for the same expenses.
8. When more than 1 person is travelling, Hotel rooms are to be used on twin sharing basis. However in that case only one employee shall claim the Hotel Charges.
9. All bookings for transportation, hotel etc. should normally be made through the Company wherever such arrangement exists. Touring members are required to make their own arrangement if any alteration, cancellation or rerouting is required after

office hours.

- a. Claims should be made only for the expenses actually incurred (with supportive documents) but not the full eligible amount if the expenses occurred were less.
  - b. As representatives of the Company, members on tour should conduct themselves with dignity, decency and decorum projecting good image of the Company.
  - c. More than 3 members traveling together in the same vehicle/ aircraft should be avoided. Similarly late night and early morning travel by road should also be avoided for safety reasons.
  - d. It is expected and should be that the every employee before embarking on any journey or travel should be clear of the travel policy and its limitation.
  - e. No employee at any level shall approve his own expenses claim, for payment by the Company. The approval shall be as per the policy of approval system.
10. Travel on Company business shall be on the basis of a tour program approved by the employee's Manager/HOD, who should be informed of the tour well in advance. Travel which is part of routine Inspection as per the Inspection policy is already in the approved category. However the staff has to plan his/her travel in a way that it shall not be impacting his routine work at his base location.
11. If necessary the travel amount can be given advance but that will be determined on case to case basis by the HOD & Accounts Head mutually for that staff. In case of HODs, it will be determined by Accounts Head.
12. When travel is undertaken in a lower class/mode than that permissible, due to non-availability of eligible mode or for any other exigency, only the fares actually paid should be claimed, but not the fares of the class/mode of travel to which the employee is eligible.
13. While booking by Air, try booking in as much advance as possible to get the best ticket rates.
14. Post booking if an employee fails to show up, the total damage of that money shall be borne by the employee only.
15. When two or more employees avail a vehicle together for their journey, the claim should be submitted only by the member who actually paid the fare and not by both.
16. Travel from home to primary reporting location and those living in NCR; BHL & Civil Lines offices are not to be claimed under TA.
17. Sales staff will get D.A. for daily local city travel, D.A. here is not Dearness Allowance but Daily Allowance for Daily Local Travel.
18. D.A. must be supported by daily travel proofs. Staff will get D.A. for the days they are travel and work in the field and not by





the number of total working days in a month.

19. Any claim will only be approved and disbursed if applied in the new TA/D.A. form.
20. Expenses incurred on account of official communications by way of photocopying, postage, faxes etc. will be reimbursed at actuals based on official receipts/bills. However these expenses should be kept to the bare minimum as required by business necessity.
21. Unless in unavoidable circumstances long distance calls from multi star hotels and usage of their business centres for faxing, copying etc. should be avoided.
22. Any variation or if found any staff was claiming falsely will be treated as per Penalty Policy and if need be Legal Action Policy.
23. If any HOD suspects any staff or feels that the limits should be reduced for any particular staff, then they have full authority.  
They can reduce the limits for any particular staff, however in such case, they must inform HR and Accounts Department as well.

**General instructions related to claim submission & approval:-**

1. Employees should settle the hotel bills etc. themselves and obtain a copy of the bill and other receipts to be attached to their Travelling Expenses claim.
2. All vouchers, bills, receipts etc. attached to the claim in support of the expenses being claimed should be initialled by the employee making the claim.
3. HODs should exercise due care while checking and passing the expenses statement so as to ensure that all expenses incurred are need based, reasonable and within the specified limits. They shall also examine the correctness of expenses claimed with reference to the period of journey.
4. Accounts department is also responsible for further scrutinizing the claims, and is authorized to disallow any amounts which are not in line with these rules, while informing the Manager / Functional Head / Managing Director as the case may be.
5. Where the amount of advance taken exceeds the expenses reported, the surplus cash must be deposited with the Company immediately. All advances will be issued on imprest form only.
6. If a bill/ voucher/ receipt/ expense etc. pertains to expenses incurred by more than one employee (as in case of sharing a hotel room, taxi/auto etc.) the names of all such employees should be written on the same and on the claim form.
7. In case of travel by air, the air ticket jacket/ Boarding pass should be attached to the claim form and in case of rail travel, the Ticket Number should be entered in the claim form and a photocopy of the ticket should be enclosed.



## **CLAIM PROCEDURE FOR STAFF:-**

1. Staff members fill the TA/DA Form section 1A & 1B. After that send/submit the form to section 2A- Accounts Department.
2. Accounts Department check the form to see if the amounts are within policy, genuine & with proper attached bills if any.
  - 2a. If the accounts person is not satisfied then he writes what's missing in the remark and send the form back to that employee.
  - 2b. If the accounts person is satisfied then he send the form to Section 2B (applicable in case of junior staff filling the form) or Section 2C (applicable in case of HODs filling the form).
3. Approving Authority will see the form and if found something wrong with it then will return the form to the employee. If not, will do approvals and send it to Accounts Department for payments.
4. On this step Accounts Department will check previous approval and if all OK, will disburse the money to employee.
5. When doing all steps check the appropriate boxes as applicable in the relevant section of the form.

### **Special Note:-**

- 1- This Policy is applicable when read and applied in full with the TA/DA rules. Just following the eligibility limits may cause disapproval of the claim on the basis of TA/DA rules.
- 2- The Limits are set by the Designation/Final Grade Marking and the Category of Different Cities, which are attached in the next pages.

Written By  
Head – HR



Approved By  
Management

*Ok Approved*

*Ok Approved*



## FINAL GRADE MARKINGS

Created On : 10 Sep 2020

Updated on : 30 Nov 2020

DECISION LEVEL	Band	Grade	Corporate Designation (Nature of work - Corporate, Code - C)	Final Band Marking	Operation Designation (Nature of work - Operation, Code - O)	Final Band Marking	Business Designation (Nature of work - Business, Code - B)	Final Band Marking	Salary Band
Top Management (Unclassified )	F	2	CXO/CEO/COO/CFO/MD	UCF2		UOF2		UBF2	65000- 50000+
		1	VP/JMD	UCF1	VP/JMD	UOF1	Business Head/JMD/VP	UBF1	
Senior Management	E	2	GM	CE2	GM	OE2	NSM /GM	BE2	50000-300000
		1	DGM	CE1	DGM	OE1	Sr. Zonal Sales Manager	BE1	
Middle Management ( HODs /Sr. Managers/ Sr. Specialists )	D	2	AGM / Sr. Manager	CD2	AGM / Sr. Manager	OD2	Zonal Sales Manager	BD2	30000-150000
		1	Manager	CD1	Manager	OD1	Sr. Sales Manager/TBH	BD1	
Junior Management (Managers/ Section Heads/ Specialists)	C	2	Dy. Manager	CC2	Dy. Manager	OC3	Area Sales Manager / BDM	BC2	18000-45000
		1	Asst. Manager	CC1	Asst. Manager	OC2	TSM	BC1	
Frontline Executives	B	2	Executive/Sr. Executive	CB2	Engineer	OB2	Area Growth Manager / BDE	BB2	12000-30000
		1	Officer /Junior Executive	CB1	Supervisor / Officer	OB1	Officer / Executive	BB1	
Associate Staff/Support Personnel	A	2	Driver /Office Associate	CA2	Sr. Operator / Operator/associate	OA2	SR/Merchandiser/ Promoter	BA2	10000-25000
		1		CA1	Helper	OA1		BA1	

### Note-

- The Final Grade Marking will Consist Nature of Work Code, Band and Grade. Same will be the Sequence. For example in Final grade marking CA1, C is for the Nature of Job Code, A is for Band and 1 is for Grade.
- In the case of Top Management there will be one more prefix letter "U" for unclassified added at the beginning of the Final Grade Marking.
- Any staff being hired will be given position from this list only and accordingly his Final Grade Marking will be applicable.
- The Position & Final Grade Marking will be assigned by the senior of that person in consultation with HR Head.
- Every Grade Marking and Band Marking comes with an area of responsibility and decisive authority.
- With due course of time, based on the performance & experience any employee can scale up their Final Grade Marking.
- Salary Range are indicative only, no grade guarantees any particular Salary.



## Cities Categorized for TA

States	Category of City			States	Category of City		
	A	B	C		A	B	C
ANDHRA PRADESH	Vishakhapatnam	Guntur	All Others	MADHYAPRADESH	Indore	Gwalior	All Others
		Vijayawada			Bhopal	Jabalpur	
		Warangal			Greater Mumbai	Amravati	All Others
		Vizag			Pune	Aurangabad	
ASSAM		Guwahati	All Others	MAHARASHTRA	Mumbai	Kolhapur	
BIHAR		Patna	All Others			Nashik	
CHATTISGARH		Raipur	All Others			PCMC	
DELHI	Delhi	NCR (Except Gurgaon)				Nagpur	
GOA	Goa			ORRISA	Bhubaneshwar		All Others
GUJARAT	Ahmedabad	Bhavnagar	All Others			Cuttack	
	Surat	Jamnagar		PUNJAB & CHANDIGARH	Chandigarh	Jalandhar	All Others
	Vadodara	Rajkot			Amritsar	Ludhiana	
	Gandhidham					Patiala	
HARYANA	Gurgaon	Faridabad, Karnal	All Others		Jaipur	Ajmer	All Others
HIMACHAL PRADESH	Shimla	All Others		RAJASTHAN			
JAMMU & KASHMIR	Srinagar					Bikaner	
	Jammu					Jodhpur	
						Kota	
JHARKHAND		Dhanbad	All Others	TAMILNADU	Chennai	Coimbatore	All Others
		Durg-Bhilainagar				Madurai	
		Jamshedpur				Salem	
		Ranchi					
KARNATAKA	Bangalore	Belgaum	All Others	TELANGANA	Hyderabad	All Others	
		Dharwar - Hubli		TRIPURA			
		Mangalore			Agartala		
		Mysore					
KERALA	Triruvanath Puram	Kozikode	All Others	UTTARAKHAND	Dehradun	All Others	
		Trivandrum					
		Kochi					





## Cities Categorized for TA

States	Category of City			States	Category of City		
	A	B	C		A	B	C
UTTARPRADESH	Lucknow	Agra	All Others	UTTARPRADESH		Kannur	
	Kanpur	Aligarh				Meerut	
		Allahabad				Muradabad	
		Bareilly				Varanasi	
		Ghaziabad				Jhansi	
		Noida			WESTBENGAL	Kolkata	Asansol
		Gorakhpur				Siliguri	

### TA Limits for Staff ( This applies to all staff for All Units )

Grade Of the Staff			Allowed Travel Mode & Class					Hotel & Food Allowance By Category of City					Own Boarding & Food Arrangement (At relative/friend's place)
			Air	Rail	Road	Own Conveyance		Category A City Limits		Cat B. City Limits	Cat C. City Limits	Cat. B & C City Limits	
Business	Operations	Corporate				Vehicle Allowed	Per Km Cost	Hotel Limits	Food Limits				Hotel Limits
UBF1 & 2	UOF1 & 2	UCF1 & 2	Any Class	Any Class	Any Type	Car	Actual	Actual	Actual	Actual	Actual	Actual	<b>40% of the approved cost of that city for Hotel Only. No Food Cost at all to be added.</b>
BE2	OE2	CE2	Economy	2nd AC	AC Taxi	Car	9	2500	500	2000	1800	400	
BE1	OE1	CE1	Economy	2nd AC	AC Taxi	Car	9	2500	500	1800	1500	400	
BD2	OD2	CD2	<b>No Flights Authorised without HOD/ Mgmt Approval</b>	3rd AC	Taxi /AC Bus	Car	9	2000	400	1200	1000	300	
BD1	OD1	CD1			Taxi /AC Bus	Car	9	1800	400	1000	800	300	
BC2	OC3	CC2			AC Bus	Car	9	1500	300	1000	800	300	
BC1	OC2	CC1			AC Bus	Car	9	1300	300	800	650	300	
BB2	OB2	CB2			AC Bus	Bike	3.5	900	300	700	500	300	
BB1	OB1	CB1			Bus	Bike	3.5	800	300	600	500	300	
BA2	OA2	CA2	Sleeper	Bus	Bike	3.5	800	300	600	500	300		
BA1	OA1	CA1		Bus	Bike	3.5	800	300	600	500	300		

*ok Approved*

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<b>(D.A) Daily Allowance Limits for Domestic Sales Staff ( Only applicable for Domestic Sales Team )</b>		
<b>Final Grade Marking</b>	<b>Daily Allowance For Local Territory</b>	<b>Mob &amp; Internet Exp.</b>
UBF1 & 2	Actual	As per the policy of mobile reimbursement.
BE2	800	
BE1	800	
BD2	600	
BD1	350	
BC2	350	
BC1	350	
BB2	350	
BB1	350	
BA2	350	
BA1	350	

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