



DAKSHIN HARYANA BIJLI VITRAN NIGAM
REGD OFFICE: VIDYUT SADAN, VIDYUT NAGAR, HISAR
CIN No. U99999HR1999SGC034165

Office order No. 457 /FA(HQ)/F&B-549

Dated: 11/10/2018

The Admissibility of Travelling Allowance, Daily Allowance & Travelling Entitlement were revised by the State Govt. (Finance Deptt.) vide Notification No. 5/27/98-1 FR dated 31/12/2010 which was adopted and circulated in DHBVN vide office order No.268/CGM/F&B/Fin-337 dated 21.01.2011.

Now the State Govt. (Finance Deptt.) vide Notification No. 5/27/98-1 FR (FD) dated 20/06/2018 has revised the existing structure of admissibility of travelling allowance, daily allowance, travelling entitlement etc. The gradation and admissibility for Govt./DHBVN employees on the analogy of the State Govt. order dated 20/06/2018 as adopted in DHBVN, is appended as Annexure-1.

These instructions/orders shall be applicable to the employees of DHBVN in accordance with the stipulation included in the attached Annexure-1 replacing the existing structure to the said extent. Other terms and conditions shall remain unchanged. These instructions/orders shall be effective from 01/05/2018.

This issues with the approval of WTDs, DHBVN, Hisar.

R. G. S. 11/10/2018
Financial Advisor (HQ),
DHBVN, Hisar

Endst. No. Ch- /FA(HQ)/F&B-549

Dated: 11/10/2018

A copy of the above along with Annexure-1 is forwarded to the following for information and necessary action:-

1. All CEs in DHBVN.
2. The CTO, DHBVN, Hisar.
3. All SEs in DHBVN.
4. Chief Auditor/CAO/FA (MM)/FA (P&D), DHBVN, Hisar.
5. All XEN's in DHBVN.
6. All AEE/AE's OP in DHBVN.
7. Chief Communication Officer, DHBVN, Hisar.
8. DHBVN Notice Board.

R. G. S. 11/10/2018
Sr. Accounts Officer/F&B,
DHBVN, Hisar.

CC to:

1. Sr. P.S. to Chairman-cum-Managing Director, DHBVN, Hisar for the kind information of the CMD.
2. SPS to Director, Projects & Director/Operations, DHBVN, Hisar for kind information of Directors.
3. Company Secretary, DHBVN, Hisar.
4. P.A. to Chief Financial Officer, DHBVN, Hisar.
5. The SE (IT), DHBVN, Hisar for uploading the circular on Nigam web site please.



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ANNEXURE-1.

Appended to DHBVN office order No.457/ FA(HQ)/F&B-549 dated 11/10/2018

'A'	<u>Gradation of Govt./DHBVN Employees.</u>
Grading for the purpose of TA/DA	
Grade	Description
Grade-I	1. For Government/DHBVN Employees on whom the DHBVN (Revised Pay) Rules-2016 applies: Government/DHBVN Employees drawing their pay in Level 15 & above of DHBVN (Revised Pay) Rules, 2016. 2. For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in level 15 and above.
Grade-II	1. For Government/DHBVN Employees on whom the DHBVN (Revised Pay) Rules-2016 applies: Government/DHBVN Employees drawing their pay in Level 14 of DHBVN (Revised Pay) Rules, 2016. 2. For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in level 14.
Grade-III	1. For Government/DHBVN Employees on whom the DHBVN (Revised Pay) Rules-2016 applies: Government/DHBVN Employees drawing their pay in Level 8 to Level 13 of DHBVN (Revised Pay) Rules, 2016. 2. For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in level 10 to 13.
Grade-IV	For Government/DHBVN Employees on whom the DHBVN (Revised Pay) Rules-2016 applies: Government/DHBVN Employees drawing their pay in Level 5 to Level 7 of DHBVN (Revised Pay) Rules, 2016.
Grade-V	For Government/DHBVN Employees on whom the DHBVN (Revised Pay) Rules-2016 applies: Government/DHBVN Employees drawing their pay in Level 4 and below of DHBVN (Revised Pay) Rules, 2016.

'B'	Admissibility to Travel within & outside India; when Journey is undertaken by Air	
Entitlement of Travel by Air		
Sr. No.	Grade/Description of category of Govt./Nigam employee	Description of Entitlement
1	Govt. 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	1. Govt. employees drawing their pay in Level-16 & 17 of their respective AIS revised Pay Rules 2. Govt./DHBVN Employees on whom the DHBVN (Revised Pay) Rules-2016 applies; Govt./DHBVN Employees drawing their pay in level 16 of DHBVN (Revised Pay) Rules 2016.	(i) Business Class when travelling within India (ii) Business Class when travelling abroad
3	1. Govt./DHBVN employees drawing their pay in Level-15 of DHBVN (Revised Pay) Rules-2016. 2. Govt. employees drawing their	(i) Economy Class when travelling within India (ii) Premium Economy Class when travelling abroad



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	pay in Level-15 of their respective AIS revised Pay Rules	
4	Govt./DHBVN employees falling in Grade-II	(i) Economy Class when travelling within India (ii) Economy Class when travelling abroad
5	Govt./DHBVN employees falling in Grade-III	(i) Economy Class when travelling within India subject to following conditions (a) Govt./DHBVN employees being head of Deptt. may travel as such without any restriction (b) DHBVN Employees other than HoD may travel as such after obtaining prior approval of MD, DHBVN only in cases where distance of journey exceeds 500 KMs (ii) Economy Class when travelling abroad
6	Govt./DHBVN Employees falling in Grade-IV	'Economy Class' when travelling abroad
7	Govt./DHBVN Employees falling in Grade-V	'Economy Class' when travelling abroad.
'C'	Admissibility to Travel within India: when journey is undertaken by Train:	
Entitlement of Travel by Train		
Sr. No.	Grade/Description of category of Govt./DHBVN employee	Description of Entitlement
1	Govt./DHBVN Employees falling in Grade-I	A.C. First Class/Executive Class
2	Govt./DHBVN Employees falling in Grade-II	A.C. First Class/Executive Class
3	Govt./DHBVN Employees falling in Grade-III	A.C. II Tier/A.C. Chair Car
4	Govt./DHBVN Employees falling in Grade-IV	A.C. III Tier/Non A.C. Chair Car
5	Govt./DHBVN Employees falling in Grade-V	Second Class Sleeper/Second Class
Note:-	Within India, "Train" shall include 'Shatabdi, Suvidha, Rajdhani, Duranto, Premium, Premium Tatkal' and both: 'ordinary' / 'Tatkal' booking.	
'D'	Admissibility to Travel within and outside India : when journey is undertaken by Sea/River Steamer:	
Entitlement of Travel by Sea/River Steamer		
Sr. No.	Grade/Description of category of employee	Description of entitlement
1	Govt./DHBVN Employees falling in Grade-I	Highest available class
2	Govt./DHBVN Employees falling in Grade-II	Highest available class
3	Govt./DHBVN Employees falling in Grade-III	i) If the vessel has facility to travel in single class - in the

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		<p>available class.</p> <p>ii) If the vessel has facility 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 facility to travel in 4 classes - in the third highest available class.</p>
4	Govt./DHBVN 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 facility 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 facility to travel in 4 classes - in the third highest available class.</p>
5	Govt./DHBVN Employees falling in Grade-V	Lowest available class in the Vessel.
'E'	Admissibility to Travel within and outside India : when journey is undertaken by Bus:-	
Entitlement of Travel by Bus		
Sr. No.	Grade/Description of category of Govt./DHBVN employee	Description of entitlement
1.	Govt./DHBVN Employees falling in Grade-I	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus.
2.	Govt./DHBVN Employees falling in Grade-II	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus.
3.	Govt./DHBVN Employees falling in Grade-III	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus.
4.	Govt./DHBVN Employees falling in Grade-IV	Non Air Conditioned Delux Bus.
5.	Govt./DHBVN Employees falling in Grade-V	Non Air Conditioned Ordinary Bus.



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'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:-			
Entitlement of Travel by Taxi/Own Car/Auto Rickshaw/Scooter			
Sr. No.	Grade/Description of category of Govt./ DHBVN employee	Description of entitlement	Rate of Mileage entitlement for the purpose of journey
1.	Govt./DHBVN Employees falling in Grade-I	Own Car or Air Conditioned Taxi	Rs.16/- per K.M.s of journey actually performed.
2.	Govt./DHBVN Employees falling in Grade-II	Own Car or Air Conditioned Taxi	Rs.16/- per K.M.s of journey actually performed.
3.	Govt./DHBVN Employees falling in Grade-III	Own Car or Air Conditioned Taxi	Rs.16/- per K.M.s of journey actually performed.
4.	Govt./DHBVN Employees falling in Grade-IV	Own Scooter or Auto Rickshaw	Rs.9/- per K.M.s of journey actually performed.
5.	Govt./DHBVN Employees falling in Grade-V	Own Scooter or Auto Rickshaw	Rs.9/- per K.M.s of journey actually performed.
'G' Admissibility to undertake local journey while on tour and entitled rate to draw mileage allowance for such journey:-			
Entitlement to undertake local journey			
Sr. No.	Grade/Description of category of Govt./ DHBVN employee.	Description of entitlement when local journey is performed within Haryana and Chandigarh	Description of entitlement when local journey is performed outside Haryana and Chandigarh
1.	Govt./DHBVN 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. of actual journey performed or actual expenses, whichever is less	At the rate of Rs.16/- per K.M. of the actual journey performed or actual expenses, whichever is less



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2.	Govt./DHBVN 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. of actual journey performed or actual expenses, whichever is less	At the rate of Rs.16/- per K.M. of the actual journey performed or actual expenses, whichever is less
3.	Govt./DHBVN 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. of actual journey performed or actual expenses, whichever is less	At the rate of Rs.16/- per K.M. of the actual journey performed or actual expenses, whichever is less
4.	Govt./DHBVN 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. of actual journey performed or actual expenses, whichever is less	At the rate of Rs.9/- per K.M. of the actual journey performed or actual expenses, whichever is less
5.	Govt./DHBVN 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. of actual journey performed or actual expenses, whichever is less	At the rate of Rs.9/- per K.M. of the actual journey performed or actual expenses, whichever is less
Note:-1	The self-verified original receipt of payment made towards the performance 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:-		



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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 between 6 and 12 hours	50%
3	If absence from headquarters on official tour is between 12 and 24 hours	100%
Note:-	The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.	
'H'	Admissibility to claim reimbursement when during the course on tour the Government/Nigam employee stays overnight in commercially run Hotel out of the Haryana.	
Entitlement of reimbursement of Hotel Room Rent		
Sr. No.	Grade/Description of category of Govt./DHBVN employee	Description/ceiling of entitlement to claim reimbursement
1.	Govt./DHBVN Employees falling in Grade-I	Actual expenses made subject to a ceiling of Rs.7,500/- per day.
2.	Govt./DHBVN Employees falling in Grade-II	Actual expenses made subject to a ceiling of Rs.4,500/- per day.
3.	Govt./DHBVN Employees falling in Grade-III	Actual expenses made subject to a ceiling of Rs.3,000/- per day.
4.	Govt./DHBVN Employees falling in Grade-IV	Actual expenses made subject to a ceiling of Rs.1,500/- per day.
5.	Govt./DHBVN Employees falling in Grade-V	Actual expenses 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 purpose 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	The reimbursement shall be admissible when the Government 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.	
Note:-4	DHBVN has already revised the Hotel Room Rent for Grade-I & II amounting to Rs.7500/- & Rs.4500/- per day with the approval of BoDs vide memo No.Ch-29/FA/HQ/F&B-549 dated 29.12.2017.	
Note:-5	DHBVN employees who stay overnight at Chandigarh (UT) and Panchkula in commercially run Hotels during the course of official tour, the re-imbusement of Hotel Room Rent on actual expenses basis subject to a ceiling of Rs. 5000/- per day for Grade-I, Rs. 4000/- per day for Grade-II and that mentioned in column no. 3 for Grade-III, IV and V shall be admissible.	



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Note-6	The employees claiming re-imbusement of Hotel Room rent in all cases, shall certify that the payment has been made by Debit/Credit card, Net banking or any other electronic mode of payment.		
'I'	Admissibility to draw full Daily Allowance (DA) when on Tour within India		
Entitlement to draw full Daily Allowance when on tour within India			
Sr. No.	Grade/Description of category of Govt./ DHBVN employee.	Description of entitlement when on tour within Haryana and Chandigarh.	Description of entitlement when on Tour outside Haryana and Chandigarh
1.	Govt./DHBVN Employees falling in Grade-I	Rs.700/- per day	Rs.800/- per day
2.	Govt./DHBVN Employees falling in Grade-II	Rs.600/- per day	Rs.700/- per day
3.	Govt./DHBVN Employees falling in Grade-III	Rs.500/- per day	Rs.600/- per day
4.	Govt./DHBVN Employees falling in Grade-IV	Rs.400/- per day	Rs.500/- per day
5.	Govt./DHBVN Employees falling in Grade-V	Rs.300/- per day	Rs.400/- per day
Note:-1	The entitlement to drawn 'actual Daily Allowances' 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 lump-sum 'full amount' mentioned in column 3 and 4 above.	
1.	If absence from headquarters on official tour is less than 6 hours	30% of lump sum amount	
2.	If absence from headquarters on official tour is between 6 and 12 hours	50% of lump sum amount	
3.	If absence from headquarters on official tour is between 12 and 24 hours	100% of lump sum amount	
Note:-1	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	



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Sr. No.	Grade/Description of category of Govt./ DHBVN employee.	Shortest point to point distance between the two destinations i.e. the destination from where transferred and destination to which transferred							1,001 K.M.s and above
		Upto 20 K.M.s	21 to 100 K.M.s	101 to 200 K.M.s	201 to 300 K.M.s	301 to 500 K.M.s	501 to 1,000 K.M.s		
1.	Govt./DHBVN Employees 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./DHBVN Employees 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./DHBVN Employees 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./DHBVN Employees 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./DHBVN Employees 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'	
Note: -1	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 'lump sum 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 & 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 Government/Nigam Employee concerned. Further, if the Government/Nigam 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 1.1.2019 .								
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 Government/Nigam Employee has been ordered to be transferred to a different station, the admissibility to Composite Transfer Grant shall be between two stations where 'moving the household goods' has actually and finally taken place.								