Travelling Allowance (OSR 42)
Travelling allowance is payable to Officers on transfer, deputation, to attend training, any other official duties/outside the branch/office etc.

On transfer an officer is entitled to the following

i) TA from the present place of work to the new place of posting for self and family as per eligible class of travel.

ii) Freight charges for transporting his/her baggage and other household articles by goods train.

iii) Fixed allowance for packing

iv) Joining time

v) Halting allowance

vi) Mid-academic year transfer allowance - If the officer is transferred in the middle of the academic year (after opening of schools/college for their wards).
## I. Travelling Allowance:

<table>
<thead>
<tr>
<th>GRADE OF OFFICER</th>
<th>ELIGIBLE CLASS OF TRAVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMG I</td>
<td>1st class or II A/C sleeper by train. He/she may, however, travel by air (economy class) if so permitted by the Competent Authority, having regard to the exigencies of business or public interest.</td>
</tr>
<tr>
<td>MMG II &amp; MMG III</td>
<td>1st class or II A/C sleeper by train or by air (economy class) if the distance to be travelled is more than 1000 kms. He/she may, however, travel by air (economy class) even for a shorter distance if so permitted by the Competent Authority having regard to the exigencies of business or public interest.</td>
</tr>
<tr>
<td>Scale IV and above</td>
<td>A/C 1st class by train or by air (economy class).</td>
</tr>
<tr>
<td>Entitlement by Steamer</td>
<td>Delux Cabin</td>
</tr>
</tbody>
</table>

**Note:** An officer in Senior Management or Top Executive Grade may travel by car between places not connected by air or rail provided that the distance does not exceed 500 kms. However, when a major part of the distance between the two places can be covered by air or rail, only the rest of the distance should normally be covered by car.

Any other officer may be authorised by the Competent Authority having regard to the exigencies of business, to travel by his own vehicle or by taxi or by the Bank’s vehicle.

**Outstation travel by own vehicle :**

1. Prior permission from Competent Authority (RO/CO) is necessary
2. Shortest route from the place of work to the new place of posting / duty / training.
3. Suitable proof should be submitted as on date of use of own vehicle and our bank relies on petrol bills enroute / toll tax receipts etc.
4. Reimbursement is as follows:

a) 4 wheelers engine capacity 1000cc or More Rs.9.00 per km
b) 4 wheelers less than 1000cc Rs.7.00 per km
c) Motorcycles / scooters Rs.4.50 per km
d) Mopeds Rs.3.00 per km

Travel by Tourist Taxi:
1. Prior permission from Regional Office is necessary
2. Reimbursement is restricted to actual charges incurred by taxi or eligible class fare from place of work to the place of posting whichever is less.
3. Copy of the RC book, taxi permit, trip sheet, stamped receipt detailing hire charges, rate charged per km., driver batta etc.

FAMILY:
Family for the purpose of transfer means and includes the employee’s spouse, wholly dependent Unmarried children (including step children & legally adapted children), dependant parents, wholly dependant Physically challenged brother / sister with 40% or more disability, widowed daughters and dependant divorced / separated daughters, sisters including unmarried / divorced / abandoned or separated from husband / widowed sisters as also parents wholly dependant on the employee.

DEPENDANT/S : Dependant/s shall mean, such member of family having monthly income not exceeding Rs.10,000/- per month. If income of one of the parents exceed Rs.10,000/- per month OR the aggregate income of both parents exceed Rs.10,000/- per month, then both parents SHALL NOT BE CONSIDERED AS WHOLLY DEPENDANT ON THE MEMBER.

II. Freight charges :

Baggage if transported by train :
Officer on transfer will be reimbursed expenses incurred for the transporting of household articles by goods train. The reimbursement is as follows:

<table>
<thead>
<tr>
<th>Basic pay</th>
<th>Where he has family</th>
<th>Where he has no family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto Rs.31,705/-</td>
<td>3000 Kg.</td>
<td>1500 Kg.</td>
</tr>
<tr>
<td>Above Rs.31,705/-</td>
<td>6000 Kg.(full wagon)</td>
<td>2500 Kg.</td>
</tr>
</tbody>
</table>
GOODS TRAIN TARIFF :

With effect from 01.04.2011, the following rates are applicable for transporting household goods of an Officer on transfer from one place to another.

<table>
<thead>
<tr>
<th>Upto 1000 kms.</th>
<th>Beyond 1000 kms.</th>
<th>Upto 300 kms.</th>
<th>Hilly terrains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.2.80 per tonne per kilometre</td>
<td>Rs.2.00 per tonne per kilometre</td>
<td>Officers transferred to shorter distance upto 300 kms, the reimbursement may be permitted upto the amount chargeable for 300 kms. i.e. 300 x weight x Rs.2.80</td>
<td>Officers transferred into and out of hilly terrains may be reimbursed two times the applicable rate for the distance covered in hilly terrain and the balance distance at normal rates.</td>
</tr>
</tbody>
</table>

FULL VAGON FACILITY :

If an officer eligible for full wagon facility (i.e. Above Rs.31705/- basic pay), he can avail container service facility by Railways as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Container service eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMG-I, MMG II &amp; MMG IIIOFFICERS</td>
<td>ONE CONTAINER CHARGES</td>
</tr>
<tr>
<td>SENIOR MANAGEMENT/ TOP MANAGEMENT</td>
<td>TWO CONTAINER CHARGES</td>
</tr>
</tbody>
</table>

Baggage if transported by road (lorry):

i. If the baggage is transported by road between places connected by rail, the reimbursement is restricted to actual freight charges by road or maximum eligible charges by rail whichever is less.

ii. If there is no railway station or railway out agency at the old or new place of posting, the officer will be paid actual cost of transporting the baggage by road upto nearest railway station or railway out agency.

iii. If both the places do not have railway station or out agency, the officer will be paid actual cost of transporting the baggage by road upto the stipulated weight by an approved transport operator.
iv. Transporting of car, scooter, motor-cycle or any other vehicle:

<table>
<thead>
<tr>
<th>MODE OF TRANSPORT</th>
<th>ELIGIBILITY FOR REIMBURSEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Transported by TRAIN</td>
<td>Motor Car : as per coaching tariff, No.24 Table I Part IV for Motor.</td>
</tr>
<tr>
<td></td>
<td>2 Wheeler : rate charged by rail authorities as per RR issued.</td>
</tr>
<tr>
<td>(b) Transported by LORRY</td>
<td>Actual lorry charges or coach tariff charges by the railway, whichever is less.</td>
</tr>
<tr>
<td>(c) Driven by Road</td>
<td>As applicable for ‘Travel by own vehicle’. Prior permission from RO is a Must.</td>
</tr>
</tbody>
</table>

III. Fixed Transfer Allowance for packing on declaration basis:

An officer on transfer is eligible to draw a lump sum amount for packing, local transportation, insuring the baggage etc. as under: (w.e.f. 1.6.2015)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LUMPSUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Management and Senior Management(Scale IV &amp; above)</td>
<td>Rs.20,000/-</td>
</tr>
<tr>
<td>JMG-I, MMG-II &amp; MMG III</td>
<td>Rs.15,000/-</td>
</tr>
</tbody>
</table>

a) Transfer allowance is paid on declaration basis.

b) This amount can be claimed even if the member is not shifting his family to the new place of posting.

c) On transfer the member should shift himself to the new place of posting.

IV. Joining Time:

An officer shall be eligible for joining time on one occasion not exceeding 7 days exclusive of the number of days spent on travel to enable him to join at new place of posting. Please refer “Chapter 12” on Leave for further details.

15 DAYS HALTING ALLOWANCE (on Transfer)

As per regulation 42(4) of IOB Officers’ Service Regulations, officers are eligible for payment of
Halting Allowance for a maximum period of 15 days at the new place of posting, if no residential accommodation is made available to them on their reporting.

With effect from 1.4.1989 all officers including promotee officers on their transfer are eligible for 15 days Halting Allowance at the eligible rates applicable to the new place of posting subject to the following conditions.

1. The officer should be eligible for quarters at the new place of posting.
2. Officers who are allotted with quarters on their reporting, but do not occupy the same for any reason are not eligible for halting allowance.
3. This allowance is payable only for a maximum period of 15 days or till the officer is provided with Bank quarters / fix leased accommodation as quarters whichever is earlier.
4. Officers who are transferred at their request before completion of a term are not eligible for this Halting Allowance.

**NO BOARDING EXPENSES WILL BE PAID**

6. Officers who are eligible for Bank quarters but have no intention of fixing up quarters at the transferred place of posting are not eligible for Halting Allowance.

7. Officers transferred at the middle of the academic year and permitted to retain quarters at the earlier place of posting till the end of the academic year are also eligible for 15 days Halting Allowance at the new place of posting subject to the above conditions.

**THREE WAY FARE ON TRANSFER**

The officer must apply to the present Regional Office for sanction of Three way fare facility before relief.

**Eligibility conditions:**

1. The distance between present place of posting and transferred branch/office should be 400 kms and above.
2. If quarters are made available to the eligible officers at the place of posting on or before their reporting at the new place of posting they are not eligible for Three Way Fare.
3. If the officers take their family in the first instance itself, then they will not be eligible for three way fare.
4. The facility should be availed within 3 months from the date of reporting at the transferred branch. Extension of period of availment at the request of the officer will be
decided by the sanctioning authority (RO) on merits of each case. In any case it will not be extended beyond 6 months.

5. Officers transferred at their request before completion of a term are not entitled to TA/HA and Three way fare.

6. Other attendant benefits like joining time, journey period will be allowed only once.

7. The eligible class of travel for JMG I to MMG III officers will be as follows:
   a. One first class train fare for self from present place of work to transferred place, when he/she goes to the transferred place for the first time. Where there is no first class coach in the train the member will be permitted to travel by AC Two Tier Sleeper.
   b. One second class train fare for self from transferred place to present place of work.
   c. One 2nd AC class fare for self and family when the officer takes the family to the transferred place.

V. Mid academic year transfer allowance (MAYTA) : (IOB OSR. 23(iv)

MAYTA is payable

1. When the officer is transferred in the middle of academic year

2. Academic year is from June to April. Wherever sufficient proof regarding academic year beyond this period is available, they can take up with RO for sanction for the extended period.

3. Eligible only when children studying in school/college are left behind at the earlier place of work.

4. MAYTA is payable from the date of reporting of the officer at the new place till the end of that academic year.

5. Those officers whose children studying in kindergarten class are not eligible for MAYTA.

6. If both husband and wife are working in our Bank as officers and both of them are transferred, only one will be eligible to claim MAYTA.

Amount eligible: Rs.1100/ per month, per officer irrespective of the number of children studying at the earlier place of posting. (w.e.f. 1.6.2015).

P.S. : Respective Regional Offices are sanctioning authorities for all the above allowances.