



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)



The Jute Corporation of India Limited

(A Government of India Enterprise)

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor

कोलकाता / Kolkata – 700 087

सी.आई.एन./C.I.N.: U17232WB1971GOI027958

Ref. No. JCI/HO/Pers./Cir./2022-23/Nov-1

Date: 21.11.2022

CIRCULAR

In continuation of earlier Circular of even number dated 28th November, 2019 (copy enclosed), the Management of JCI is pleased to announce that, all incumbents who have joined the Corporation through proper channel from other Govt. organizations/Dept./CPSEs/Autonomous Bodies etc. on or after 1st July, 2017 shall be in receipt of Transfer Travelling Allowances from their last place of posting.

This issue with the approval of the Competent Authority.


(Sandipa Sen Dutta)
Sr. Manager(HR)

Distribution-

- 1) MD's Secretariat – For information to MD please.
- 2) D(F)'s Secretariat – For information to D(F) please.
- 3) GM(O/M)
- 4) Chief Managers
- 5) Sr. Managers
- 6) Managers
- 7) Dy. Managers
- 8) Asst. Managers.
- 9) All ROs / RLDs.
- 10) Notice Board/Guard File/Website



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Ref. No. JCI/HO/Pers/Cir/C.G./19-20/Nov-4

Date : 28-Nov-2019

CIRCULAR

Consequent upon revision of scales of Pay as per 7th CPC & 3rd PRC, Transfer Travelling Allowance are regularized as follows w.e.f 01st July 2017:-

1. T.A. on Transfer-Includes 3 components: - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects.

(i) Travel Entitlements:

(a) Travel entitlements as prescribed for TA/DA Office Order ref. no. JCI/Estt/TA(R)/44/2017-18 dt. 01-Apr-17, will be applicable in case of journeys on transfer.

(ii) Composite Transfer and packing Grant (CTG):

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay

(b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.

(c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

(iii) Transportation of Personal Effects (Rail/Road)

Level	By Train/Steamer	By Road
E4 and Above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
S5 to E3	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
S4	3000 kg	Rs. 25/- per km
S1 to S3	1500 kg	Rs. 15 per km

The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the employees

Transportation of personal effects by road is as per kilometre basis only. The classification of cities/towns for the purpose of transportation of personal effects is done away with.

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2. T.A. Entitlement of Retiring Employees

TA on Retirement includes 3 components: - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects

(i) Travel Entitlements

(a) Travel entitlements as prescribed for TA/DA Office Order ref. no. JCI/Estt/TA(R)/44/2017-18 dt. 01-Apr-17, will be applicable in case of journeys on transfer.

(ii) Composite Transfer Grant (CTG)

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, employees who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) Transportation of Personal Effects (Rail/Road)

Level	By Train/Steamer	By Road
E4 and Above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
S5 to E3	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
S4	3000 kg	Rs. 25/- per km
S1 to S3	1500 kg	Rs. 15 per km

3. Instructions regarding submission of Supplementary claim, based on REVISED ENTITLEMENT BETWEEN 01-July-17 to issuing of order date

The Order regarding revised TA on transfer and retirement took effect from 01-July-17. Employees/ex-employees who had been transferred or retired between 01-July-17 and the date of issue of these revised orders and whose claims have been settled with reference to their earlier entitlements will be permitted to submit supplementary claims based on their revised entitlement and draw the arrears on this account.

Other aspects of this policy not covered under the afore mentioned rules & regulations of the Corporation shall be governed as per the guidelines issued by Govt. of India from time to time.

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4. Employees will be entitlement to Composite Grant on Transfer/Retirement, subject to the following conditions:-

- Composite Transfer Grant will not be admissible if, there is no change of residence of the employee, as a result of transfer.
- Composite Transfer Grant will not be admissible in case of a temporary transfer.
- Composite Transfer Grant will not be admissible if, the transfer has been ordered at the request of an employee.
- Proof of journey/change of residence will however be required in the cases where the employee has claimed for composite grant and transportation of personal effect.

List of Documents in Case of Change in Residence	
In Case of Transfer	In Case of Retirement
Rent Receipt and/or	• Residence proof of last place of posting (Rent receipt/Rent agreement/ Ownership copy in case of purchased property).
Rent Agreement Copy	• Permanent address proof where the incumbent finally settled.
Last Place & New place residence proof	

This issues with the approval of Competent Authority.

Sandipa Sen Dutta
28.11.19

Sandipa Sen Dutta
Manager-HR



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Ref.No. JCI/Estt/TA(R)/44/2017-18

Date 17.04.2017

OFFICE ORDER

The Board of Directors at its 242nd meeting held on 28.03.2017 at New Delhi has approved the revision of TA/DA policy of the Corporation, replacing the earlier policy issued vide office order of even number dated 03.02.1999. The revised rates of TA/DA as approved by the Board of Directors in the said revised policy will be effective from 1st April, 2017. Aspects, if any, of the old policy will prevail if the same is not addressed in the revised policy.

However, keeping in view the aspect of cost control, all tour approving authorities to ensure necessary monitoring of the tours and aspects related thereto.

Further the revised rates of TA/DA as noted below will be applicable both for CDA and IDA employees:

(A) AMENOMENT IN RATE OF TA/DA ON TOUR FOR OUTSTATIONS:

ROOM RENT

Designation/Grade	'X' City	Others
CMD / Director	Actuals	Actuals
E-5 to E-7	5000/-	3000/-
E-3 to E-4	3500/-	2000/-
Eo- to E-2	1800/-	1200/-
S-1 to S-5	1400/-	1000/-

DAILY ALLOWANCE

Designation/Grade	'X' City	Others
CMD / Director	Actuals / 1100/-	Actuals / 1000/-
E-5 to E-7	800/-	640/-
E-3 to E-4	700/-	560/-
Eo- to E-2	600/-	480/-
S-1 to S-5	400/-	350/-

(B) ENTITLEMENT OF CLASS FOR JOURNEY BY RAIL, ROAD, AIR, WATER ON TOUR/ LTC

CATEGORY	AIR	RAIL	ROAD	WATER
a) CMD & Director	Ex. Class	AC 1st	Actual Taxi fare	Deluxe Class
b) E5 – E7	Eco. Class	AC 1st	Actual fare for Taxi and Auto limited to Rs.16/- & Rs. 8/- per km.	Deluxe Class
c) E3 – E4	Eco. Class	AC II	Actual fare for Taxi and Auto limited to Rs. 16/- & Rs.8/- per km.	Deluxe Class
d) E0 – E2	Not Admissible	AC-II	Actual fare for Taxi and Auto limited to Rs. 16/- & Rs.8/- per km.	Deluxe Class upto AO, AMM & AFM level
e) S5	Not Admissible	AC-II	Actual fare for Taxi and Auto limited to Rs.16/- & Rs.8/- per km.	Deluxe Class upto AO, AMM & AFM level
f) S1 – S4	Not Admissible	AC-III	Actual fare for Taxi and Auto limited to Rs.16/- & Rs.8/- per km.	i) 1 st /A Cabin from DPC(M), PS to CMD to OM/Acctt; ii) 2 nd /B Cabin from SA to PCM

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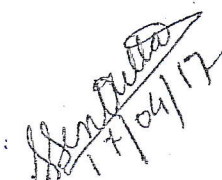
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(C) DAILY ALLOWANCE FOR LOCAL TOUR BEYOND 8 KMS.

CATEGORY	RATE
CMD / Director	Actual
E-5 to E-7	Rs.900/-
E-1 to E-4	Rs.820/-
E-0 & S-4 to S-5	Rs.670/-
S-1 to S-3	Rs.415/-

The Daily Allowance for outstation, and local tour beyond 8 kms. may be limited to the following rates:

Less than 3 hours	...	NIL
Above 3 hours but less than 6 hours	...	50%
Above 6 hours but less than 8 hours	...	70%
Above 8 hours	...	100%


(Sandipa Sen Dutta)
Personnel Manager

For distribution to:-

1. CMD
2. PA to D(F) – For information to D(F)
3. DGM
4. C(P&A)
5. Company Secretary
6. Sr.Mgr.(Finance)
7. BDM/MMs/FMs
8. DFM/DMMs/DAM/DPM
9. AFMs/AMMs/AOs
10. All RM(I/C)s
11. Bills/Accounts/Int.Audit/IR/Pers./Admn./Vig./Mktg./Computer Cell/Hindi Cell/Sonali-Kolkata.
12. Guard file/Notice Board at HO & ROs.

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