

**Revised TA & DA POLICY****OBJECTIVE:**

- This will be applicable from 1<sup>st</sup> June 2015

**ELIGIBILITY:**

Applicability: This policy is applicable to all employees in all functions – only for official travel.

**Revised Outside Jaipur Travel Conveyance Policy****TA/DA RULES (Table 1)**

EMPLOYEE'S DETAILS	TRAVELLING ALLOWENCE	HOTEL	LOCAL CONVEYANCE	D.A.
MANAGING DIRECTOR	ACTUAL	ACTUAL	ACTUAL	1200/- (24 HRS)
MANAGEMENT TEAM MEMBERS	AIR : ECONOMEY AIR FARE TRAIN : II nd A/c BUS : A/C	ACTUAL WITH SUPPORTING (MAX 3000/- PER DAY PER PERSON)	ACTUAL	1000/- (24 HRS)
PROGRAM CO-ORDINATION TEAM MEMBERS	AIR : ECONOMEY AIR FARE TRAIN : II nd A/c BUS : A/C	ACTUAL WITH SUPPORTING (MAX 2500/- PER DAY PER PERSON)	ACTUAL	800/- (24 HRS)
MEMBER BUSINESS DEVELOPMENT STAFF/TECHNICAL DEVELOPMENT STAFF	AIR : ECONOMEY AIR FARE TRAIN : III rd A/c BUS : A/C	ACTUAL WITH SUPPORTING (MAX 2000/- PER DAY PER PERSON including Tax)	ACTUAL	800/- (24 HRS)
OTHER REGULAR STAFF	TRAIN : III rd A/c BUS : A/C	ACTUAL WITH SUPPORTING (MAX 1500/- PER DAY PER PERSON including Tax)	ACTUAL	700/- (24 HRS)

*Signature* *Signature* *Signature*