

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Establishment Section, Head Office)
Hauz Khas, New Delhi

No. NIFT/HO/E.II/7th CPC/2016

9th August, 2017

Office Memorandum

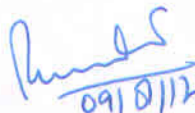
Sub: Implementation of 7th Central Pay Commission (CPC) regarding revision of HRA and other allowances.

Ref: Department of Expenditure's Resolution dated 07.07.2017 & 13.07.2017.

The Competent Authority has been pleased to approve the admissibility of House Rent Allowance, Transport Allowance and other Allowance such as Travelling Allowance/ Daily Allowance, TA on Transfer, TA for retiring employees etc.as per Annexure-I attached, in terms of Ministry of Finance, Department of Expenditure's OMs dated 07.07.2017 & 13.07.2017.

The Family Planning Allowance for adoption of small family norms stands discontinued w.e.f. 1st July, 2017 in accordance with the directives contained in the Ministry of Finance, Department of Expenditure's OM No.12(4)/2016-E.III.A dated 7th July, 2017.

This issues with the approval of DG, NIFT.


09/08/17
(Simesh Verma)
Registrar

To

1. All Campus Directors
2. All HODs, NIFT Head Office
3. Director (F&A), NIFT Head Office
4. Director-IT, NIFT Head Office – for uploading on NIFT website
5. Guard file

(i) **Grant of HRA:**

- The slab of HRA is as below:

S.No.	Classification of cities/ towns	Rent of HRA as per 6 th Pay Commission	Rent of HRA as per 7 th Pay Commission
1	X	30%	24%
2	Y	20%	16%
3	Z	10%	8%

As per 7th CPC

- The rates of HRA will not be less than Rs. 5400/-, 3600/- & 1800/- at X, Y and Z class cities respectively.
- The rates of HRA will be revised to 27%, 18% and 9% for X, Y & Z class cities respectively when Dearness Allowance (DA) crosses 25% and further revised to 30%, 20% & 10% when DA crosses 50%.

Transport Allowance:

- As per O.M dated 07.07.2017, **Transport Allowance** shall be admissible at the following rates:

Employees drawing pay in Pay level	Rates of Transport Allowance per month	
	Employees posted in the cities as per Annexure	Employees posted at all Other Places
9 and above	Rs. 7200+ DA thereon	Rs. 3600+ DA thereon
3 to 8	Rs. 3600+DA thereon	Rs. 1800+DA thereon
1 and 2	Rs. 1350+ DA thereon	Rs. 900+ DA thereon

(ii) **Family Planning Allowance:**

- As per O.M dated 07.07.2017 regarding **Family Planning Allowance** for adoption of small family norms shall stand discontinued w.e.f 1st July 2017.
- This may discontinued in accordance with the Ministry of Finance directive in this regard

(iii) **Travelling Allowance/ Daily Allowance on Tour etc. Rules**

- The provisions as contained in Ministry of Finance vide O.M No.19030/1/2017-E3-IV dated 13.07.2017 to be effective from 01.07.2017 are under various heads i.e. Travel Entitlements within country, Entitlement for journey by sea or by river steamer, Mileage Allowance for Journey by Road, Daily Allowance on Tour, TA on Transfer, TA Entitlement of Retiring Employees etc. which are enumerated as under:

A(i) Travel Entitlements within the Country:

Pay level in pay matrix	GOI Rule Notification on 13/7/17 travel Entitlement
Level 14 & above	Business Club/Class by Air or AC-I by train
Pay level in pay matrix	GOI Rule Notification on 13/7/17 travel Entitlement
Level 12 & 13	Economy Class by air or AC –I by train
Level 9- 11	Economy Class by Air or AC –II by train
6to 8	Economy class by Air or AC II by train
5 and below	First Class/AC –III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel premium trains/premium tatkal trains/suvidha trains, the reimburse to premium tatkal charges for booking of tickets and the reimbursement of dynamic/flexi fare in shatabadi/rajdhani/doranto trains while on official tour/ training. Reimbursement of tatkal seva charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in premium trains/premium tatkal trains/suvidha/ shatabadi/rajdhani/doranto trains will be as under:

Pay Level in pay matrix	Travel Entitlement in premium trains/premium tatkal trains/suvidha/ shatabadi/rajdhani/doranto trains
12 and above	Executive/AC 1 st Class(in case of premium trains/premium tatkal trains/suvidha/ shatabadi/rajdhani/doranto trains) as per available highest class
6 to 11	AC 2 nd Class/Chair Car(In Shatabadi Trains)
5 and below	AC 3 rd Class/ Chair Car

(iii) The revised travel entitlements are subject to following:

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II tier and above by train and by Deluxe/ Ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- All mileage points earned by Govt. employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usages of these mileage points for purpose of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by Govt., should accrue to the Govt.
- In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

B Entitlement for journeys by sea or by river steamer:

(i) For places other than A&N Group of Islands and Lakshadweep Group of Islands:

Pay Level in pay matrix	Travel Entitlement
9 and above	Highest Class
6 to 8	Lower Class if there be two classes only on the steamers
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class.
3 and below	Lowest Class

(ii) For travel between the main land and the A&N Group of Islands and Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Ltd.:

Pay Level in pay matrix	Travel Entitlement
9 and above	Deluxe Class
6 to 8	First/'A' Cabin Class
4 and 5	Second/'B' Cabin Class
3 and below	Bunk Class

C. **Mileage Allowance for journeys by road:**

(i) At places where specific rates have been prescribed:

Pay Level in pay matrix	Entitlements
14 and above	Actual fare by any type of public bus including AC bus or at prescribed rate of AC taxi when the journey is actually performed by AC taxi or at prescribed rate for auto rickshaw for journeys by auto rickshaw, on car, scooter, motor cycle, moped etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus or at prescribed rate for auto rickshaw for journeys by auto rickshaw, on car, scooter, motor cycle, moped etc.
3 and below	Actual fare by ordinary public bus only or at prescribed rate for auto rickshaw for journeys by auto rickshaw, on car, scooter, motor cycle, moped etc.

(ii) At places where no specific rates have been prescribed either by the directorate of transport of the concerned state or of the neighboring state:

For journeys performed on own car/ taxi	Rs.24/- per kilometer
For journeys performed by auto rickshaw own scooter etc.	Rs.12/- per kilometer

At places where no specific rates have been prescribed, the rates per kilometer will further rise by 25% whenever the DA increases by 50%.

D(i) Daily Allowances on Tour:

Pay level in pay matrix	Entitlement
Level 14 & above	Reimbursement for hotel accommodation/guest house of upto Rs. 7,500/- per day. Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding Rs. 1200/- per day.
Level 12 & 13	Reimbursement for hotel accommodation/guest house of upto Rs. 4,500/- per day. Reimbursement of AC taxi charges of up to 50 km per day for travel within the city. Reimbursement of food bills not exceeding Rs. 1000/- per day.
Pay level in pay matrix	Entitlement
Level 9- 11	Reimbursement for hotel accommodation/guest house of upto Rs. 2,250/- per day. Reimbursement of non-AC taxi charges of up to Rs. 338/- per day for travel within the city. Reimbursement of food bills not exceeding Rs. 900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of upto Rs. 750/- per day. Reimbursement of non-AC taxi charges of up to Rs. 225/- per day for travel within the city. Reimbursement of food bills not exceeding Rs. 800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of upto Rs. 450/- per day. Reimbursement of non-AC taxi charges of up to Rs. 113/- per day for travel within the city. Reimbursement of food bills not exceeding Rs. 500/- per day.

(ii) **Reimbursement of Hotel charges:** For level 8 and below, amount of claim(up to the ceiling) may be paid without production of voucher against self certified claim only. The self certified claim should clear indicate the period of stay, name of dwelling etc. Additionally, for stay in class-X cities, the ceiling for all employees upto the level 8 would be Rs.1000/- per day, but it will only be in the form of reimbursement

upon production of relevant voucher. The ceiling of reimbursement charges will further rise by 25% whenever DA increases by 50%.

(iii) **Reimbursement of Travelling Charges:** Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number etc. The ceiling of reimbursement charges will further rise by 25% whenever DA increases by 50%. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. The ceiling of reimbursement charges will further rise by 25% whenever DA increases by 50%.

(iv) **Reimbursement of food charges:** There will be no separate reimbursement of food bills. Instead, the lumpsum amount payable as per table E-I and depending on the length of absence from headquarters, would be regulated as per table (v) below. Since, the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian railways at present (with suitable enhancement of rates) i.e. lumpsum amount payable. The lumpsum amount will rise by 25% whenever DA increases by 50%.

(v) **Timing restrictions:**

Length of absence	Amount payable
If absence from headquarter is < 6 hours	30% of lumpsum amount
If absence from headquarter is between 6 to 12 hours	70% of lumpsum amount
If absence from headquarter is more than 12 hours	100% of lumpsum amount

Absence from headquarter will be reckoned from mid-night to mid-night and will be calculated on a per day basis.

(vi) In case of stay/ journey on Government ships, boats etc. or journey to remote places on foold/mute etc for scientific/data collection purposes in organization life FSI, Survey of India, GSI etc, day allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the head of Department/controlling officer.

3. **T.A. on Transfer:** T.A. on Transfer includes 4 components: (i) Travel Entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (III) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of convenience.

(i) **Travel Entitlements:**

- (a) Travel entitlements as prescribed for tour in para 2 above, except for international travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in SR-114 will however continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of annexure to M/o Finance OM F.No.10/2/98-IC& F.No.19030/2/97-EIV dt. 17th April, 1998, shall continue to be applicable.

(ii) **Composite Transfer & Packing Grant(CTG):**

- (a) The Composite Transfer Grant shall be paid @ 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 20kms from each other. However, for transfer to and from the Islands territories of Andaman, Nicobar and Lakshadweep, CTG shall be paid @ 100% of last month's basic pay. Further, NPA and MSP shall be included as part of basic pay while determining entitlement for CTG.
- (b) In case of transfer to station which are at a distance of less than 20kms 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 case where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, 50% 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 transfer are ordered within 60 days. The existing provisions shall be continue to be applicable in case of transfers after a period of 6 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:**

Level	By Train / Steamer	By Road
12 and above	5000 Kg. by goods train/ 4 wheeler wagon / 1 double container	Rs.50/- per km
6 to 11	6000 Kg. by goods train/ 4 wheeler wagon / 1 single container	Rs.50/- per km
5	3000 Kg.	Rs.25/- per km
4 and below	1500 Kg.	Rs.15/- per km

The rates will further rise by 25% whenever DA increases by 50%. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed in 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 Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

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

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R.116 will, however, continue to be applicable.

4. **T.A. Entitlement of Retiring Employees:** TA on Retirement includes 4 components:- (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will however, continue to be applicable.

(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 stations(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. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. 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, Government servants 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.
- i) Transportation of Personal Effect:- Same as para 3(iii) above
- ii) Transportation of Conveyance: Same as Para 3 (iv) above

The general conditions of admissibility of TA on Retirement as prescribed in R.R.147 will, however, continue to be applicable.
