

**NATIONAL FERTILIZERS LIMITED**  
**(Corporate Office : Personnel Department.**

**Circular No. PA0711 102**

No.NFL/Pers/1(68)/

September 22, 2005

**Subject : Review of NFL TA/DA Rules - Revision in Travelling Allowance for local travel/outstation duty.**

The existing mileage rates for use of own conveyance by employees for local travel duty have been reviewed and it has been decided as under :-

a) The revised rates for use of own car/scooter for local/outstation journey would be as under :

Car	:	Rs.5.00 per km.
Scooter/Motor Cycle	:	Rs.2.65 per km.

b) For local travel, employees at the level of Dy. Manager (E-3) and above will be entitled to LTE for own car; while employees at the level of Asstt. Manager (E-2) and below will be entitled to LTE for own Scooter/Motor Cycle. However, no reimbursement will be admissible up to the journeys within the radius of 10 kms. of place of posting.

c) **For working days**, if local journey is beyond the radius of 10 kms. of place of posting, employees will be entitled to draw @ Rs.4.25/- per km. in respect of own car and Rs.2.25/- per km. in respect of own Scooter/Motor cycle.

d) **For holidays/weekly off**, employees will be allowed to draw **revised mileage rate i.e. Rs.5.00 per km. in respect of own Car and Rs.2.65 per km. in respect of own Scooter/Motor cycle**, with the specific approval of Competent Authority, not below the level of CGM/GM(I/c).

e) The revised mileage rates would also be applicable for outstation journeys on Tour by own car/scooter, as per above entitlement, subject to prior approval/sanction of Competent Authority, not below the level of Unit Head/CGM/GM(I/c).

2. It has also been decided to enhance the per diem rate for **local travel on out station official duty** from existing Rs.150/- , 100/- and 50/- to Rs.200/-, Rs.135/- and Rs.70/- in respect of "A", "B" and "C" class cities, with maximum ceiling for 7 days as Rs.600/-, Rs.400/- and Rs.210/-. Reimbursement @ extra 33% for local travel in respect of Mumbai shall continue to be allowed on revised rates.

The above changes in TA/DA rules will come into force with immediate effect.

**( H.R. VARMA )**  
**GENERAL MANAGER (HR) I/C**

**Circulation :**

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|----|------------------|------------------------------------|
| 1. | Manager to C&MD  | For kind information of C&MD       |
| 2  | ES to Dir.(Mktg) | For kind information of Dir.(Mktg) |

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|-----|---------------------------|----|---|--|
| 3   | SPS to Dir. (Fin.)        |    | For kind information of Dir (Fin)                                   |  |
| 4.  | Secy. to CVO              |    | For kind information of CVO   |  |
| 5.  | ED (Projects & Materials) |    |   |  |
| 6.  | ED (Tech)                 |    |   |  |
| 7.  | CGM (F&A)                 |    |   |  |
| 8.  | All HODs C.O./CMO -       | at | For bringing it to the notice of all employees under their control. |  |
| 9   | DGM (MS)                  |    | for the purpose of website  |  |
| 10. | President, NFEU/NFOA -    |    | CO/CMO  |  |
| 11. | NOTICE BOARDS/VANI        |    |   |  |
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|  |  |  |  | 4. Zonal Manager, NFL, Bhopal / Chandigarh / Lucknow |