

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISES NO: 04, MAR, PLOT NO: AF-III  
ACTION AREA-1A, NEW TOWN, RAJHARHAT  
KOLKATA-700156 (WB)



महारत्न कंपनी

A Maharatna Company

**PERSONNEL DIVISION**  
**POLICY CELL**

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CIN:L23109WB1973GOI028844

(An ISO 9001:2015 & ISO 50001:2011 Certified Company)

Ref : CIL/C5A (PC)/TA DA/ 2272

Date: 01.09.2017

**OFFICE ORDER**

**Sub: Amendment in the CIL Travelling Allowance Rules 2010**

CIL Board in its 345<sup>th</sup> meeting held on 14.08.2017 approved the following amendments to Clause Nos. 11.3.1 and 11.4.1 (A) & (B) of the CIL Travelling Allowance Rules 2010 as below:

**1. Clause 11.3.0: Rate of Daily Allowance**

**Clause 11.3.1:** The rates of Daily Allowance will be as under:

Pay Range	Existing provision			Amended provision	
	Stay in Hotel	Stay in Guest House	Stay in Own arrangement	Specified Localities for stay in Hotel/ Guest House/ Own arrangement	Other localities for stay in Hotel/ Guest House/ Own arrangement
Upto Rs. 24910/-	300/-	450/-	550/-	900/-	700/-
24911 - 37070/-	400/-	550/-	700/-	1100/-	900/-
37071 - 46110/-	500/-	650/-	750/-	1300/-	1050/-
46111/- & above	550/-	700/-	800/-	1400/-	1100/-
<b>(non-Exec)</b>					
Upto 16691.02/-	250/-	300/-	350/-	600/-	500/-
16691.03 to 18565.08/-	300/-	350/-	400/-	700/-	600/-
18565.09/- & above	300/-	400/-	500/-	800/-	650/-

*(Signature)*  
11/9/17

## 2. Clause 11.4.0: For Stay in Hotels

**Clause 11.4.1:** The employees will be entitled to actual charges for lodging (bed & breakfast), on production of receipt and subject to the limits as follows:

### A. Executive Cadre Employees

Gr.	Existing provision		Amended provision	
	Specified Localities	Other localities	Specified Localities	Other localities
E1 to E3	3 Star hotel or actual limited to 700/- per day	3 Star hotel or actual limited to 600/- per day	Actual for stay in any star hotel upto 3 Star rating or actual limited to Rs.1600/- per day.	Actual for stay in any star hotel upto 3 Star rating or actual limited to Rs.1300/- per day.
E4 to E6	4 Star hotel or actual limited to 950/- per day	4 Star hotel or actual limited to 850/- per day	Actual for stay in any star hotel upto 4 Star rating or actual limited to Rs.2300/- per day.	Actual for stay in any star hotel upto 4 Star rating or actual limited to Rs.1900/- per day.
E7	4 Star hotel or actual limited to 1100/- per day	4 Star hotel or actual limited to 950/- per day	Actual for stay in any star hotel upto 4 Star rating or actual limited to Rs.2600/- per day.	Actual for stay in any star hotel upto 4 Star rating or actual limited to Rs.2100/- per day.
E8 & E9	Actual for stay in any star hotel upto 5 Star rating. But will not be entitled to stay in suite in 5 Star hotel. Where star hotels are available but stayed in non-Star hotel then actual limited to Rs.2500/- per day.	Actual for stay in Star hotels but will not be entitled to stay in suite in 5 Star hotel or actual limited to Rs. 1500/- per day.	Actual for stay in any star hotel upto 5 Star rating. But will not be entitled to stay in suite in 5 Star hotel. Where Star hotels are available but stayed in non-Star hotel then actual limited to Rs.5000/- per day.	Actual for stay in Star hotels but will not be entitled to stay in suite in 5 Star hotel or actual limited to Rs. 4000/- per day.
Direct ors/ CMDs	Actuals	Actuals	Actuals	Actuals

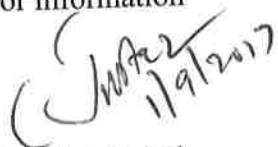
### B. Non-Executive Cadre Employees

Pay Range	Existing provision		Amended provision	
	Specified Localities	Other localities	Specified Localities	Other localities
Below Rs. 18565.08/-	Rs. 400/- or actuals, whichever is lower.	Rs. 350/- or actuals, whichever is lower.	Rs. 1000/- or actuals, whichever is lower.	Rs. 800/- or actuals, whichever is lower.
Rs. 18565.08/- & above.	Rs. 500/- or actuals, whichever is lower.	Rs. 450/- or actuals, whichever is lower.	Rs. 1200/- or actuals, whichever is lower.	Rs. 1000/- or actuals, whichever is lower.

The rest of the provisions under the above clauses shall remain the same.

*(Signature)*  
1/10/2022

The above amendments shall come into force with immediate effect. This is for information and compliance by all concerned.

  
(Charles Juster)

Dy. General Manager (P/PC)

**Distribution:**

1. The CMD, ECL/BCCL/CCL/NCL/SECL/WCL/MCL/ CMPDIL
2. The Director (P&IR)/Director(Finance)/Director (Tech.)/Director(Mkt.), CIL
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4. The Director (P)/ Director(T)/ Director(F), ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL
5. The Director (T/ES), CMPDIL
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7. The General Manager (P-EE), CIL
8. The General Manager (Finance), CIL
9. The General Manager, New Delhi Office
10. The GM/ HoD(IICM)
11. The General Manager, NEC
12. The General Manager (System), CIL – with a request to please upload the same in CIL website for information of all Executives.