

**NATIONAL HANDLOOM DEVELOPMENT CORPORATION  
LIMITED**

(A Govt. of India Undertaking, Ministry of Textiles)  
Wegmans Business Park, 4<sup>th</sup> Floor, Tower-1, Sector Knowledge Park-III,  
Surajpur - Kasna Main Road,  
**Greater Noida - 201 306**

No. NHDC/HR/OO/2023/125

Dt.28.11.2023

**OFFICE ORDER**

The Board of Directors in its 178<sup>th</sup> Meeting held on 15.09.2023 have approved amendments in Rule No. 5.2 and 6.2 of NHDC- TA/DA Rules.

The relevant amended NHDC TA/DA Rules are enclosed herewith as Annexure-A. The other Terms & Conditions of the NHDC TA/DA Rules shall remain unchanged.

The above order shall come into force with immediate effect.

This issues with the approval of Competent Authority.

For and on behalf of NHDC Ltd.



(Assistant Manager/HR)

Copy to:-

- i. MD Office.
- ii. GM & Dy.GM(F&A).
- iii. Regional/Branch Offices
- iv. Notie Board.
- v. ERP
- vi. HR
- vii. Company Secretary.
- viii. Office Order file.

**Sub: Revised TA/DA Rules of NHDC-2023.**

The Board of Directors in its 178<sup>th</sup> Meeting held on 15<sup>th</sup> September,2023 has inter-alia approved amendments in Rule No. 5.2 & 6.2 of NHDC, TA/DA Rules in view of present requirements. These Rules shall come into force with effect from 28.11.2023 subject to the following conditions:

**General Conditions:-**

1 It should be ensured that permission to travel is given judiciously and restricted only to absolutely essential official requirements. Travel & daily allowances as admissible under these rules are not to be treated as a source of profit or additional income, as they are in the nature of compensation for expenses incurred on a reasonable basis for the purpose of essential travels undertaken by the employee.

2. Incharge of Regional Offices of NHDC is authorized to approve maximum 03 (three) numbers of tour programme of an employee under his/her region in a month. Beyond this the tour programme of the concerned employee will be approved by Competent Authority in NHDC Corporate Office, Greater Noida. It should , therefore, be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirement.

3. The claims submitted in respect of journey made on or after 28<sup>th</sup> November,2023 may be regulated in accordance with these orders. In respect of journeys performed prior to 28<sup>th</sup> November,2023, the claims may be regulated in accordance with the previous TA/DA Rules of NHDC as amended in July,2013.

2. BoD has approved the amendments in Para 5.2 and 6.2 of Existing NHDC TA/DA Rules as under:-

**ENTITLEMENT OF TRAVEL ON OFFICIAL TOURS WITHIN INDIA:**

**Para 5.2: Nature of Entitlement:**

<b>By Rail/Air/Bus/Taxi:</b>					
SL No.	Category	Pay Scale	Entitled mode and class of travels		
			Rail	Air	Road
1.	Managing Director	180000 - 320000	I class AC(IA)	Business class	Actual AC taxi fare

2.	Executive Director, GM & Dy.GM	120000-280000, 100000 - 260000 & 90000 – 240000	I class AC(IA)	Economy class	Actual AC taxi fare
3.	Chief Manager, Sr. Manager	80000 - 220000 & 70000 - 200000	II AC (2A)	Economy class	Actual AC taxi fare
4.	Manager, Dy. Manager & Assistant Manager	60000 - 180000, 50000 - 160000 & 40000 - 140000	II AC (2A) ( in Rajdhan i- IIIAC/S hatabdi- CC Chair Car)	After special approval by competent authority.	Fare of single seat in taxi when availed limited to Rs.7/- per KM if travelled by own car or the actual fare of other public transport e.g. Auto –rickshaw or actual Bus fare including AC Volvo Buses etc.
5	Sr. Officer & below	27000 - 95000, 22500 – 80000, 20000 – 70000 & 19000 - 66000	III AC (3AC) /AC Chair Car	After special approval by competent authority.	Fare of single seat in taxi when availed limited to Rs.7/- per KM if travelled by own car or the actual fare of other public transport e.g. Auto –rickshaw or actual Bus fare including AC Volvo Buses etc

**Para 6.2 : Accommodation & Daily Allowance:**

SL No.	Category	Pay Scale	Admissible Accommodation charges (excluding applicable taxes)	Daily Allowance food and incidentals (Rs.)
1.	Managing Director	180000 - 320000	Actual rent or room limited to Rs.25000/- in Class-A Cities and Rs. 20000/- for other, whichever is lower	5000/-
2.	Executive Director,	120000-280000,	Actual rent or room limited to Rs.8000/-	3000/-

			whichever is lower	
3.	GM & Dy.GM	100000 - 260000 & 90000 – 240000,	Actual rent or room limited to Rs.7000/- whichever is lower	1500/-
4.	Chief Manager, Sr. Manager	80000 - 220000 & 70000 - 200000	Actual rent or room limited to Rs.4500/- whichever is lower	1050
5	Manager, Dy. Manager & Assistant Manager	60000 - 180000 , 50000 160000 & 40000- 140000	Actual rent or room limited to Rs.3500/- whichever is lower	900
6	Sr. Officer & below	27000 - 95000, 22500 – 80000, 20000 – 70000& 19000 - 66000	Actual rent or room limited to Rs.2500/- whichever is lower	800

Note: If any official while on official tour makes his/her own arrangement of stay at out-station and does not avail of hotel facility, he shall be entitled for lodging allowance @ 20% of the permissible lodging charges.

3. All other terms and conditions will remain the same.

3.1 In case any particular aspect of TA / DA facility has not been covered, the matter will be referred to MD/NHDC along with rule position applicable in GOI rules/other PSUs, for taking a final decision in the matter.

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