




TA – DA POLICY

Force Motors Limited

Jayahind Industries Pvt Ltd

Version 2 | 11.08.2023

	 11/8/23
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Reviewed BY	Approved by:
Executive Director (Opns)	MD

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Definition:

TA – DA Policy is the specific guidelines identified for the company employees (Field & HO) for their official domestic travelling.

Objective:

- To provide necessary guidelines for domestic travelling.
- To provide guidelines for reimbursement of travel bills.

Scope:

- The scheme is applicable for all Employees, including Temporary/Trainees.



A) Mode of Travel

1) Air Travel

Sr No	Particulars	Details
1.	Approval	Subject to Chairman / MD Approval
2.	Eligibility	Sr. Manager & above
3.	Proposed	Employees to travel by Low cost Airline only
4.	Eligibility with Railway Fare	<ul style="list-style-type: none">Company employees who are eligible for rail travel irrespective of his/her designation can travel through low cost air line. Where the air fare is equal to the Train Fare + 20% on Normal Railway Fare / (General Kota tickets). <p>In such cases Management Approval is not required.</p> <ul style="list-style-type: none">The concerned employee has to submit the ticket with boarding pass along with his TA DA bills.Screen shot of respective trains proposed for travelling from origin to destination for the date of journey can be shown as proof in regards with comparison of Train fare with Air fare.
5	Air Ticket Booking	<ul style="list-style-type: none">For any air travel approval, hard copy of Air Travel Requisition, as per Annexure "A" attached, duly signed by Functional Head indicating purpose of visit, justification for air travel etc., also confirmed by Travel Desk indicating approx. cost of air travel is to be submitted to Ms. Smitha (Email ID: svinod@forcemotors.com) at least 48 hours in advance so as to put up to management and obtain the approval.For Airport Transfers – Traffic Department will activate OLA Dashboard so that the concerned member can book the car with respect to the Airport drop / Pickup from the Airport.For members from VP and above, the traffic department will follow the regular practice.
6	Contact Details	<ul style="list-style-type: none">Mail ID : traveldesk@forcemotors.comContact No : 020 – 27476381 / Ext - 4441/4240

1.1) Air Travel for J & K, Kolkata & North East State for Field staff.

Sr No	Category	With Ticket
		Inter City
1	Drivers/ Cleaners/ Bargain able	ST / II Class Rail
2	DET, Grade S1 to S3	Luxury Bus / 3 tier AC
3	GET, MT, S4 to S5	Low Cost Airways
4	S6 to M1	Low Cost Airways
5	M2 to M4	Low Cost Airways
6	Dy. D.M / Div. Manager / AGM/Dy.GM (M5, M6)	Low Cost Airways
7	GM & Above but below VP M7	Low Cost Airways
8	VP & Above	Low Cost Airways

Process:

Sr. No	Particulars	Details
1	Frequency of Travel	Twice every month
2	For Location	<ul style="list-style-type: none"> Srinagar, Leh & Kargil from Delhi & Chandigarh, Jammu to Leh can be by Air. Kolkata to Port Blair For North East state travel from Kolkata, Guwahati & Patna is permitted.
3	For more than two trips, then it will be by prior approval of Chairman or MD only.	
4	All other rules & regulations remain unchanged.	

2) Train Travel

Sr No	Particulars	Details									
1	Special Train	<ul style="list-style-type: none"> In case of Travel through Premium Tatkal, Suvidha Express & any other special train, Train fare upto 20% rise on Normal Railway Fare / General Kota ticket will be approved by Functional Head. If Train fare exceed more than 20% rise with Normal Railway Fare / General Kota ticket in such case Chairman/Managing director approval will be required. Special Train Eligibility - Tejas, Rajdhani, Durunto, Vandhe Bharat etc. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Sr.No</th> <th>Grade of Employee</th> <th>Class of Train Travel</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>M1 – M6</td> <td>Chair car / 2 AC</td> </tr> <tr> <td>2</td> <td>M7 & Above</td> <td>Executive Class/ 1 AC</td> </tr> </tbody> </table>	Sr.No	Grade of Employee	Class of Train Travel	1	M1 – M6	Chair car / 2 AC	2	M7 & Above	Executive Class/ 1 AC
Sr.No	Grade of Employee	Class of Train Travel									
1	M1 – M6	Chair car / 2 AC									
2	M7 & Above	Executive Class/ 1 AC									
2	Travel Duration	<ul style="list-style-type: none"> If the travel duration is less than 6 hours, then employee should travel in morning itself. (Return journey should be at evening or night) If travel duration is beyond 6 hours than journey should start in evening/night. 									

3) Use of Personal Vehicle (Only for Field Employees)

3.1. Personal 4 wheeler vehicle policy for M1 & Above for intercity travel (for local conveyance separate allowance is provided as per class (F).

Sr No	Particular	Policy for Outstation Travel (For Eligible Employees only)
1	Usage of Vehicle	Maximum 25 days, within operational Business Area and with maximum limit of 3000 Kms. per month.
2	Re – imbursement Rate	Rs. 10/km for Diesel Vehicle Rs. 10/km for Petrol Vehicles Rs. 10/km for CNG/LPG Vehicles / EV Vehicles Rate will be reviewed by management on time to time
3	Toll Tax	At Actual on production of paid receipts, along with monthly claims.
5	Company is not be responsible for and shall not reimburse any charges for vehicle Repairs, Vehicle maintenance, RTO Compliance , Accident Claims , Driver Charges etc	

Procedure:

1. When an employee intends to use personal vehicle for official work, he has to submit the copy of vehicle registration to HO & Internal Audit.
2. The Monthly Claims is to be submitted as per the enclosed format, with Fuel Filling Bills (Travel destination) & Toll receipts, if any.
3. The filled form & bills/ receipts to be sent to HO (Officer - Bill passing) for verification.
4. Officer - Bill passing verifies, validate, and certify the claims. He will get authorized division Head's approval on the claim form.
5. Employees who do not use personal car they will be eligible for local conveyance as per monthly allowance policy.
6. Claim will be processed & paid in line with the above policy.
7. Screen shot for closing KM at the end of the month to be attached along with the personal vehicle claim
8. In case, in spite of entitlement, employee sharing colleagues car during field tour visit, (Intra city), then only one employee is entitled to claim the fuel allowance .Local conveyance allowance will not be applicable.

4) Local Conveyance for official work Employees in Pune/Pithampur/Chakan/Chennai Plant

(Including Sales, Service, Marketing, Spare Parts, Govt. Sales, Logistics – HO staff) – Excluding field employees

This facility should be utilized for local Travel only. For intercity either Vehicle from Traffic Pool should be availed or travel should as per the TA – DA Policy.

Procedure:

1. Concerned executives will submit requisition slip to traffic department for arranging company vehicle/ Third Party Agency (Ola, Uber, etc) well in advance.
2. Traffic department will intimate the concerned executive about the availability / non availability of company vehicle.
3. In case of unavailability of the company vehicle / Third Party Agency (Ola, Uber, etc) then the concern executive will obtain the permission from the department head. The format attached for use of personal vehicle for official use as per the below rates.

Sr No	Type of Vehicle	Petrol Per Km / Rs.	Diesel Per Km / Rs.	CNG/LPG / EV Per Km/ Rs.	Eligibility
1	Two Wheeler	Rs.5.00	NA	Rs.5.00	Grade S1 to S6 & Trainees
2	Four Wheeler	Rs. 10.00	Rs. 10.00	Rs. 10.00	Grade M1 & Above

4. It will be preferred to use reasonable Public Transport (City Buses, Share Auto, Metered Auto, Ola Auto etc.) if above options is not available.
5. For the local Auto, travelled distance is considered & reimbursements are being done as per the meter rate for Auto in Pune.
6. The executive will submit the statement of travelling expenses to Traffic department along with the approval from the dept. head on monthly basis, for verification forwarding to Audit dept.
7. After necessary verification passing Audit department will forward the reimbursement claim to Account department.
8. Account will make the reimbursement along with the salary on monthly basis.
9. KM is considered as per Google maps (Shortest Route)
10. For HO & Plant employees Ola, Uber, or any Metered Taxi can be used for local conveyance wherever it is available in the cities.
11. Employees are advised to utilize most economic and reasonable facility for Local Conveyance – Shared Auto /Metered Auto /Auto with bills (If Ola /Uber taxi used then Proper Invoice to be attached for Mini & Micro category). Auto Fare will be reimbursed as per city tariff rate.

12. **TA/DA for Field Staff:** Travelling within the Municipal Area, twin cities (Delhi/New Delhi, Hyderabad/Secundrabad, etc.) or within 30 Kms radius from base location (HQ) - TA/DA will not be applicable.

B) Hotel Booking

1. All employees should settle their Hotel bill by paying through their personal Debit / Credit Cards and submit the bill accordingly for claiming from Company. In the absence of proper bill, the claim will be settled as per the norms fixed for Stay without bills.
2. In case of sharing hotel accommodation, only one employee is eligible to claim for the accommodation expenses and should provide other employee details (Name, T No & Grade).
3. In case of Online booking (OYO, Make My Trip, Yatra etc.), employee has to submit the Hotel invoice /Bill along with Payment proof and also third party invoice (OYO, Make My Trip, Yatra, etc.)
4. Overstaying if any— Hotel staying for few hours beyond check out time should be avoided.
5. Stay is permitted for the distance more than 60Km from their respective HQ locations.

C) Guest House Stay

1. If HO/Field staff employees stay at Guest House (Pune / Pithampur plant). If he/she has to visit to vendor / Dealer during his stay at guest house, his lunch expenses will be settled at proportionate rates.

D) Food Expense:

1. **Food expenses:** These expenses are to be claimed based on a period of 24 hours from the starting point to ending point.

In case of period of less than 24 hours eligibility for food expenses will be determined as under:

Sr No	Hours	% Food Expense
1	For less than 4 hours	Nil
2	For more than 4 but less than 12 hours	75% (Same Day Return journey)
3	For more than 12 hours	100%
4	Fixed food expenses are admissible for both stay with bill and stay without bills	

2. Lunch Expenses: For HO employees for duty outside

Sr No	Grade	With Bills	Without Bills
1	S1 to S6	Rs. 250	Rs. 150
2	M1 to M5	Rs.300	Rs. 250
3	M6 & above	Rs. 450	Rs.300

E) Below table specifies the category, Travelling, Stay & Food expenses in detail:

FML TA / DA Rules Effective from 1st September 2023

(Amount in INR)

Sr. No.	Category	Stay Expenses						Food Expenses			Travelling	
		Stay With Bills (Excluding Taxes)			Stay Without Bills			Without Bills			With Ticket	Without Ticket
		A	B	C	A	B	C	A	B	C	Inter City	Intra City
1	Drivers / Cleaners & Bargain able	2000	1500	1500	500	500	500	600	500	400	ST / II Class Rail	City bus / Local / Auto
2	DET, S1 to S3	2500	2000	1500	500	500	500	750	650	550	Luxury Bus / 3 tier AC / Share Taxi / Metro	City bus / Auto
3	GET, MT, S4 to S6	3500	3000	2000	700	600	500	900	800	700	Luxury Bus / 3 tier AC / 2 AC / Share Taxi Metro	City bus / Auto
4	Asst Manager to Sr. Manager M1 – M4	4500	3750	3000	900	750	600	1000	900	800	Luxury Bus / 2 tier AC / Share Taxi/Metro	Auto / Taxi
5	Dy.D. M. to DGM (M5-M6)	5000	4000	3500	1000	800	700	1200	1100	1000	Luxury Bus / 2 tier AC / Share Taxi/Metro / 1 AC	Auto / Taxi
6	GM & Above but below VP (M7)	7500	5500	4500	1500	1200	1000	1600	1400	1200	*Air Economy / 1 AC / Taxi/Metro	Taxi / Auto
7	VP & Above	11000	9000	7000	2000	1800	1500	2000	1800	1500	*Air Economy / 1 AC / Taxi/Metro	Taxi / Auto

VP & Above : Booking by Admin only.

Share Taxi is Used for maximum 4 person (excluding driver) reimbursement is done accordingly at point to point basis.

F) Monthly Allowances for Field Sales, Service, Govt. Sales and Spare Parts Personnel for FML

(Amount in INR.)

S. No.	Particulars / Grade	S1 – S3	S4-S6	M1 – M4	M5 & above
1	Stationary/Xerox/ Postage & Internet Allowance (Bills are not required)	500	700	1000	1000
2	Communication cost (including Mobile & Data Card Usage) Post Paid bills required	1000	1000	1500	1500
3	Tea Allowance	300	300	Nil	Nil
4	Entertainment expenses	Nil	Nil	3000	5000

Local Conveyance:

Grade	Tour (Per day)	HQ (Per day)	Maximum Limit
TSM (S1 to S3)	400	300	10000
TSM (S4 & S6)	500	300	12000
BM, Sr.BM (M1 to M4)	700	400	15000
RM, RSM & ZM (M5 & above)	800	400	15000

Notes:

1. Communication limit is combined for Mobile + Data Card
2. Entertainment expenses are applicable only for designated employee's i.e. ASM, RSM, RM, ZM, BM, BDM & vertical head & above at HO for outstation duty only.

G) Submission of TA – DA Bills:

- a. The submission of TA/DA bills is to be done within 60 days for Field employees and 30 days for HO employees from the completion of their journey date. No consideration of any late submission of bills beyond the stipulated timeline is allowed.
- b. In any unavoidable circumstances, if there is delay in submission of bills, the same can be considered post approval from MD or Chairman Sir.
- c. Employees need to furnish detail date wise visit report for each and every TA-DA Claims along with the signature of HOD.
- d. As per income tax rule, cash expenditure above Rs.10,000/- made to single party is not allowed.
- e. Once the bills are received from the Field employees, it is processed in Audit department through Officer Bill Passing, please find below the contact details.

Sr No	Particulars	Details
1	Email ID	rbhalgat@forcemotors.com
2	Board line No	020 - 27476381/82 /Ext No - 4587

The 75% payment is made as an advance against the bills which is released immediately & remaining 25 % are released on claim to claim basis.

H) Classification of Cities:

The traveling cities within India have been classified in A, B & C Categories. The detail table is as below:

City Class	Name of the Cities		
<i>"A" Class Cities</i>	Agra	Jodhpur	Noida
	Ahmedabad	Kathmandu	Portblair
	Coimbatore	Kullu	Secundarabad
	Chandigarh	Leh	Shimla
	Cochin	Manali	Silliguri
	Dehradun	Mysore	Srinagar
	Delhi	Pune	Surat
	Faridabad	Panjim	Trivandrum
	Gandhidham	Jammu	Varanasi
	Gurgaon	Rajkot	Vadodara
	Kolhapur	Thane	All State Capital's
	Udaipur	Ranchi	
<i>"B" Class Cities</i>	Ajmer	Bhilai	Gaziabad
	Prayagraj	Bilaspur(CG)	Gwalior
	Ajmer	Calicut	Haldwani
	Alleppy	Cuttack	Hubli
	Amritsar	Dimapur	Indore
	Aurangabad	Ludhiana	Solapur
	Bareilly	Madurai	Sambhalpur
	Belgaum	Mahabaleshwar	Tirupati
	Jabalpur	Mangalore	Trichy
	Jalandhar	Nagpur	Udhampur
	Jamshedpur	Nasik	Vaynad
	Kangra	Patiala	Vizag
	Kanpur	Puri	
	Karnal	Rohtak	
		Roukela	
<i>"C" Class Cities</i>	All other cities.		

I) Policy Change:

The scheme is subject to be modified/changes/discontinued as per the guidelines provided by the Management Team.

FML TA – DA policy is Effective from 1st September 2023.

This policy is superseded with all earlier policies / approvals.