



**MANGALORE REFINERY AND PETROCHEMICALS LIMITED**  
**MANGALORE – HR DEPARTMENT**

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MRPL/HR/TB/2016

Date: 28/01/2016

**CIRCULAR**

**Subject: Transfer Benefits**

The policy on Transfer Benefits is being amended with effect from 01.01.2016 as below. This circular will supersede all previous circulars on the subject.

**I TRANSFER BENEFITS (MANAGEMENT EMPLOYEES):**

**1. PREPARATORY TRIP:**

- a. Employee on transfer will be permitted to visit the new place of posting as per his travel entitlement to enable him to get acquainted with new place of posting for arranging accommodation, admission of school, etc. on single status basis and back to his old place of posting.
- b. The above benefits would be subject to the employee shifting his family to the new place of posting at a later date. An employee undertaking the preparatory trip would be required to travel as per his entitlement in the pre-promoted scale. However, if the employee has joined in the meantime at the new place of posting and has decided to fetch his family to join him, then for such return trip, he would be permitted TA as per his new entitlement.
- c. Employee will be paid DA only for the actual period of transit and no other arrangement will be made by office except his travel as per entitlement. The employee has to make his own arrangement for stay and no reimbursement to this effect will be allowed. The period of absence will be treated as leave.

**2. JOINING TIME:**

- a. Joining time, irrespective of distance involved for journey, shall be admissible as under:

|                                     |   |        |
|-------------------------------------|---|--------|
| For journey by Air                  | : | 7 days |
| For journey by Rail/Road            | : | 8 days |
| For journey partly by Rail/Road/Air | : | 8 days |

- b. The joining time would be determined by the Actual Mode of Journey undertaken and not by his entitled mode of journey.

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- c. Employees have the option to avail part or full admissible Joining time before joining the new location. Consequent upon release from the old place of posting, number of days taken, if any, to join the new place of posting will be treated as ONE SPELL.
- d. In calculating joining time, the day on which an employee is relieved from the old post, except when he is relieved in the forenoon and the intervening Sundays shall be excluded. However, the intervening festival holidays shall be included in joining time. The joining time shall be calculated from old place of posting in all cases.
- e. The facility of availing joining time in two spells is admissible to an employee within a period of 6 months or upto the period of retention of residential accommodation permitted by the company at the previous place of posting of the employee. Under no circumstances, any exception will be made. In availing the SECOND SPELL of joining time, the entitlement shall be limited to full joining time minus the joining time already availed in the first spell, including the time taken for journey between the old and new stations of posting.

In case of availing of the balance joining time by an employee has commenced within the period of six months from the date he got relieved from duty on transfer, or commenced within the period of retention of residential accommodation permitted by the company at the previous place of posting, and the end date has gone beyond the permissible period, then the full stretch of the said period may be considered as the joining time period.

- f. Saturdays are included for calculation of joining time for employees who are observing General shift duty schedule.
- g. If an employee takes leave while in transit from one post to another, the leave shall be deemed to commence from the date of handing over charge. The period which has elapsed since the date of handing over charge must be included in his leave. On the expiry of such leave, the employee may be allowed normal joining time.
- h. Employees joining duty at new location during preparatory trip has to avail the entire joining time in one spell.
- i. The family may precede the employee by one month or follow him within six months from the date the employee is relieved from duty. This time will also apply for transportation of personal effects.

### 3. TRAVEL ENTITLEMENT:

One ticket each for self and adult eligible family members and half ticket for children upto 12 years as per eligibility. One ticket each for dependent parents actually staying with the employee. The travel entitlement is as follows:

| Grade      | Entitlement  |
|------------|--|
| E4 & Above | Air travel/1st Class AC by Rail<br>No specific approval for air travel is required |
| E3 & Below | 1st Class/2nd AC by Rail   |



An employee who is not entitled to travel by Air, but performs journey by Air between two stations connected by Rajdhani Express while on transfer, his TA shall be restricted to Rajdhani fare by the entitled class of travel.

#### **4. SETTLING ALLOWANCE:**

One month's Basic Pay + DA.

#### **5. TRANSIT ALLOWANCE:**

- a. For the duration of journeys by rail, DA at applicable rates for self and adult family members. For children travelling half ticket, only 50% of applicable DA.
- b. If travel is undertaken by road on transfer, one day DA at applicable rate shall henceforth be admissible for every 300 KM of rail distance between the existing and transferred station covered by road travel. For a fraction of 300 KMS of half day's DA will be admissible as Transit Allowance.

#### **6. ADMISSIBILITY OF TA:**

In cases where the conveyance is transported by road, TA as per entitlement shall be admissible to the employee and / or family members provided the journey is actually performed by him/such family members by a mode other than the car.

#### **7. DISPLACEMENT ALLOWANCE:**

- a. 30 days Daily Allowance as applicable to the place of transfer in case the employee moves alone.
- b. In case the employee moves to the new location on transfer within 60 days from the date of issuance of the order with his family, he will be entitled for Displacement Allowance at an enhanced rate of 60 days DA in place of normal 30 days DA.
- c. In case an employee and his family are not in a position to shift to the transferred station within 60 days from the date of transfer order due to official exigencies, full Displacement Allowance benefit of 60 days DA may be paid with the approval of Functional Director on merits of each case.
- d. In case an employee on release has joined the transferred station within 60 days of posting orders but movement of his family / household effects is delayed beyond the prescribed period due to non-availability of earmarked accommodation because of justified reasons like renovation, delay in vacating the premises by the present occupant, etc, which are beyond control, the case may be examined under official exigencies for the approval of Functional Director.
- e. Prior approval should be obtained from in case of expected delay in shifting due to official exigencies. The recommendation should be forwarded through DGM(HR)/GM(HR)/location head of the place of posting to GGM(HR) for approval.

- f. The rate of 60 days DA would not apply in the case of retirement /VR.
- g. A 'single' employee (i.e. he/she does not have a family as defined under the Rules), who moves to the transferred station within the prescribed period of 60 days, shall be entitled to Displacement Allowance equivalent to 60 days DA. The condition that the 'the family should also move within the prescribed period' shall not be relevant in his/her case.

#### **8. REIMBURSEMENT OF RE-REGISTRATION EXPENSES / ROAD-TAX AND STATE ENTRY TAX ON TRANSFER**

- a. Expenditure incurred by an employee on Re-registration of his/her Car/Scooter/Motor-Cycle /Moped at the new place of posting will be reimbursable subject to production of receipts. The facility will be admissible only for one vehicle for which he/she has been claiming reimbursement of maintenance expense.
- b. Employees will be reimbursed actual expenses incurred on payment of lumpsum Road tax, if any, at the new place of posting on production of receipts provided the employee has paid one-time Road tax, if any, at the earlier place of posting and State Entry Tax, if any, at the new place of posting. Employees who have incurred life time tax during any of the previous postings (not necessarily immediate previous posting) would also be eligible for the reimbursement of life time tax in respect of the same car at the new place of posting.
- c. The above benefit(s) would also be admissible to an employee on superannuation in case the employee decides to settle down at a place other than the place of his last posting and also transports his car/scooter/Motor Cycle/Moped to the place of settlement, as a part of Re-settlement Concession, which comprises all the benefits as admissible on transfer.
- d. Reimbursement of expenses incurred on parking fees, if any, upon registration/re-registration of vehicle owned by employee shall be also admissible at new place of posting, on production of receipts.

#### **9. CARRIAGE OF PERSONAL EFFECTS:**

| Grade      | Entitlement  |
|------------|--|
| E4 & Above | 2 trucks / 4 railway containers or one railway wagon (4 wheeler) |
| E3 & Below | 1 truck / 2 railway containers or one railway wagon (4 wheelers) |

- a. Truck to be arranged and paid by the Company.
- b. Truck arrangement will be made by the HR Dept on request.
- c. In lieu of ordinary trucks, the employee can avail closed-truck facility to transport their household goods, wherever available.



- d. In case an employee, who is not under orders of transfer, relocates his family to a station of his choice and is later on transferred to the same station, may be allowed transportation of household effects as per actuals limited to entitlement at the time of his transfer, on production of relevant documents.
- e. In case the transfer of the employee is to a station other than where family was relocated and the family also wish to join him at the transferred station, the transfer benefits will be admissible restricted to actuals or as applicable from the place of transfer to new place of posting, whichever is lower.
- f. If personal effects are transported by the employee himself by road, the reimbursement will be made on production of receipt, on the basis of the charges for 60 quintals by goods train subject to producing the following documents:
  - Goods Consignment Note containing the details such as Truck No., Kms particulars of goods transported etc.
  - Cash Receipt from the Transporter.
  - Insurance receipt.

#### 10. PACKING AND LOADING/UNLOADING CHARGES:

"Packing and Loading / Unloading charges" would be admissible as under.

| Grade             | Packing and Loading/<br>Unloading charges<br>( In ₹ ) |
|-------------------|---|
| Grade E1, E2 & E3 | 20000   |
| Grade E4, E5 & E6 | 22000   |
| Grade E7 & Above  | 25000   |

#### 11. TRANSPORTATION OF CAR:

Payment will be made against railway receipt/cash receipt subject to actual cost of transportation. Not to include loading/ unloading charges.

An Employee on transfer can send his personal Car by Road and claim reimbursement of road mileage at the applicable rate. In such cases where the conveyance is transported by road, TA as per entitlement shall be admissible to the employee and / or / family members provided the journey is actually performed by him / such family members by a mode other than the car.

#### 12. OCTROI:

Octroi charges actually paid for personal effects and one vehicle are reimbursable.

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### **13. EXCESS BAGGAGE:**

Excess baggage to the extent of 50% of the normal entitlement, when journey is undertaken by rail.

### **14. INSURANCE PREMIUM:**

Transit Insurance Premium reimbursable for transportation of household effects on transfer would be at actual against production of voucher / receipt issued in the name of the employee by the Insurance Company only.

### **15. BROKERAGE CHARGES:**

Brokerage will be allowed in unavoidable cases subject to the following:

As per extant provision, the reimbursement of brokerage charges may be permitted in the cases of transfer of employees to the identified cities towards hiring of Company leased accommodation at the transferred destination subject to a ceiling on the rental rate/period applicable for different cities.

The brokerage charges to eligible employees upon transfer may be reimbursable in unavoidable cases at the transferred destination as per the following:

- a. The ceiling for the reimbursement of brokerage charges towards hiring of Company leased accommodation in Mumbai shall be upto one month rent (subject to maximum of employee's lease rental entitlement), as in the case of Kolkata and Chennai, however the rate of brokerage charges in Mumbai can be upto two months rental (subject to maximum of pro-rated lease rental entitlement of employee) if the lease/rental period is more than 11 (eleven) months.
- b. The ceiling for the reimbursement of brokerage charges towards hiring of Company leased accommodation upto 15 days rent (subject to maximum of pro-rated lease rental entitlement of employee) shall be applicable for all cities across the country (other than Mumbai, Kolkata and Chennai).
- c. In case the Company is unable to provide any Company owned or leased accommodation to a transferee employee, who has applied for the same, and if thereby the concerned employee had to move to a rented accommodation on his own, then she/he may be allowed brokerage charges reimbursement for the house taken on rent at par with the prescribed ceiling on the period applicable for reimbursement of brokerage charges towards hiring of Company leased accommodation in the city. In this regard, following may be noted:
  - The brokerage charge shall be reimbursed (subject to maximum of pro-rated HRA entitlement of employee) on production of actual receipts and provided they earlier into a lease agreement with the landlord for a period of not less than eleven months.
  - The above provision to provide brokerage charges reimbursement on rented accommodation may be allowed upto a maximum of first two years of such rented accommodation.



#### **16. REIMBURSEMENT OF SCHOOL ADMISSION EXPENSES:**

Reimbursement of expenses incurred towards admission at the new place of posting for school going children is allowed upto Rs.12000/- per child in 'X' and 'Y' class cities and Rs. 10,000/- per child in 'Z' class cities. The category of cities referred to as 'X' 'Y' and 'Z' shall be same as existing for HRA classifications. This will be limited to two oldest surviving children up to 18 years of age, on self certification towards cost of school admission at the transferred location provided the family is taken there. This facility is available only in cases where expenses are incurred for securing admission to schools other than those subsidized / owned by the company

#### **17. ADVANCE:**

Against anticipated expenses on TA (if the ticket is booked by the employee), Settling Allowance and Displacement Allowance (30 days DA).

#### **18. SALARY ADVANCE:**

3 months Basic Pay + DA (recoverable in 12 monthly instalments).

The employee has to avail the advance (referred at 17 & 18 above), if required, before his release from the previous place of posting.

#### **19. TRANSFER BENEFITS TO EMPLOYEES WHO MOVE TO NEW LOCATION ON SINGLE STATUS BASIS:**

Employees who on transfer move on single status basis to the new place of posting, shall continue to be allowed transfer benefits like Settling Allowance, Joining time, etc. As should be otherwise admissible to employees under normal transfer benefits; however the following benefits for such employees shall be regulated as under:

- |    |   |   |                  |
|----|---|---|------------------|
| a. | Salary Advance                                  | : | 1 month's salary |
| b. | Telephone facility at place of family retention | : | Not admissible   |

The above provision shall also apply in cases of those employees returning back to family retention location or moving further to any other transferred location.

#### **20. RETENTION OF ACCOMMODATION FOR FAMILY & TRANSIT ACCOMMODATION:**

- a. The Competent Authority for granting permission for each period shall be HR Head or Location head in case of Delhi, Mumbai and Bangalore (Presently).

In case competent Authority is the one seeking approval for self, or in case an employee at a higher level than Competent Authority seeks approval, then in such case their Controlling Employee shall be the approving authority.

In case a Competent Authority, as per above, is at a grade lower than GM level, then the authority for approval would be vested with his Controlling Employee not below GM level.

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- b. The permission for accommodation facility for family retention at a place other than the station of posting may be allowed subject to meeting one of the following laid down conditions / grounds:
- Non-availability of accommodation at the new station as confirmed by the GM/GGM of new location of posting.
  - Completion of academic session for school or college-going children.
  - Illness or other compelling personal reasons explained to the satisfaction of GM/GGM concerned.

The above-mentioned conditions / grounds shall continue to be applicable without any change for each of the period [i.e. initially upto 2/3/4 years (as applicable) and for the subsequent years when additional conditions as specified below at I and II.

In order to regulate the facility of family retention at Company owned / Company leased accommodation being availed at the place from where the concerned is being transferred-out, its permission for the initial period [i.e. upto 2/3/4 years (as applicable)] will be granted by Competent Authority of the location / office having administrative control of the said accommodation. For the subsequent year(s), the permission will be granted by Competent Authority of the place where he has been transferred in, however, before granting the permission, prior clearance of location / office having administrative control of the accommodation (requested for family retention) needs to be obtained.

As regards accommodation facility (like HRA / self-leased accommodation) for the family retention, which is arranged by self at a place other than the place of posting, its permission will be granted for initial year(s) by Competent Authority from the place where the concerned is getting transferred-out; and for subsequent year(s) the permission will be granted by Competent Authority of the place where he has been transferred-in, subject to meeting the laid down conditions.

#### **I. Accommodation facility for family retention:**

- a) **Company owned / Company leased accommodation** - provisions related to accommodation facility for family retention at the previous station of posting shall be regulated as per details given in table below.

| <b>Parameter</b>           | <b>X – Class</b>  | <b>Y – Class</b>                | <b>Z - Class</b>                  |
|----------------------------|---|---------------------------------|-----------------------------------|
| Family retention period    | Upto 2 yrs. + 1 yr, ^<br>+ 1 Yr, ^ +1 Yr  | Upto 3 Yrs +1 yr, ^<br>+1 yr, ^ | Upto 3 yrs + 1 yr, *<br>+ 1 yr, * |
| Recovery/Charges<br>(₹ pm) | Company Owned accommodation : Std HRR Rate<br>Company Leased accommodation : 10% of Basic Pay |                                 |                                   |
| Electricity Charges        | As applicable   |                                 |                                   |

\* Subject to approval of competent authority.

^ With the approval of competent authority subject to availability and provided there is no pending demand for the Company owned / leased accommodation from any other / incoming employee eligible for the accommodation. However, in an exceptional case, the competent authority can allow the family retention even if there is pending demand for Company owned / leased accommodation, provided there is pressing need of the employee on account of



education of children linked to 10th / 12th Board examination; or on ground of illness of a dependent family member for which treatment is not available at new station.

**Note:**

- Competent authority for granting approval is as below:  
Mangalore office : HR Head  
Bangalore, Mumbai, Delhi : Location Head
- In case competent authority is the one seeking approval for self, or in case an employee at a higher level than competent authority seeks for approval, then in such case their controlling employee shall be the approving authority.
- In cases of transfer to a hardship location/difficult locations /remote COCOs the family retention may be allowed for the period of tenure at that location.
- X, Y & Z class cities is as per HRA classification (i.e. HRA payable @ 30%, 20% & 10% of Basic Pay respectively).
- In cases of family retention permission for Company owned / Company leased accommodation; it is clarified that the permission may not imply that stay of family has to be necessarily in the same accommodation where the employee was staying prior to his transfer. If required; and based on need due to pending demand from an employee at the location entitled for the same category of accommodation, the family may be required to shift to another accommodation which may be one-below entitled category of accommodation. Further, in case of family retention in Company leased accommodation, the family may be required to shift to Company owned accommodation at the said location if any of the entitled category /one below entitled category accommodation gets vacant.
- Upon completion of the prescribed period, as permissible, the family may be allowed to shift in the same station to rented accommodation arranged by self (like HRA/self-lease accommodation). In such cases, the payment would be allowed towards HRA/self-lease rental upto the ceiling prescribed grade wise as applicable for the city. The family retention period and the recovery charges for these cases shall be as prescribed for house arranged by self.

b) House arranged by self (like HRA/ self leased accommodation) – Provisions related to accommodation facility for family retention at a place other than the station of posting shall be regulated as per the details given in table below.

| Parameter               | X - Class  | Y - Class  | Z - Class   |
|-------------------------|--|--|---|
| Family Retention Period | Upto 4 Yrs + Approval on upto 2 yearly block basis in each occasion* | Upto 4 yrs + Approval on upto 2 yearly block basis in each occasion* | Upto 4 yrs, + Approval on upto 2 yearly block basis in each occasion* |
| Recovery/ Charges (p.m) | Self – Lease: HRR rate @ 10% of Basis Pay;                           | Self – Lease: HRR rate @ 10% of Basic Pay;                           | Self – Lease: HRR rate @ 10% of Basic Pay;                            |

|  |                   |                   |                   |
|--|-------------------|-------------------|-------------------|
|  | HRA – No recovery | HRA – No recovery | HRA – No recovery |
|--|-------------------|-------------------|-------------------|

\*Subject to approval of competent Authority.

Note:

- Competent authority for granting approval is as below:  
Mangalore office : HR Head  
Bangalore, Mumbai, Delhi office : Location Head
- In case competent authority is the one seeking approval for self, or in case an employee at a higher level than competent authority seeks for approval, then in such case their controlling employee shall be the approving authority.
- X, Y & Z class cities is as per HRA classification (i.e. HRA payable @ 30%, 20% & 10% of BP respectively).

## II. Transit accommodation facility for employee at the place of posting:

- a) Provisions related to transit accommodation facility for employee who moves without family to the new place of posting on transfer shall be regulated as per the details in the table below.

### Provision for transit accommodation facility at new station of transfer

The facility of transit accommodation to the employee who has been permitted to retain accommodation for family (i.e. dependent(s)) at a place other than place of posting, and moves to the place of posting without family, shall be as under:

| Parameter                   | X – Class  | Y – Class  | Z – Class**   |
|-----------------------------|--|--|---|
| Transit facility period     | Upto 2 yrs + Upto 2 yrs,**+1 yr. ^<br>(DGMs & above:<br>Upto 2 yrs, + Upto 3 yrs.**+1 yr.^   | Upto 2 rs + Upto 3 yrs**+1 yr.^<br>(DGMs & above:<br>Upto 2 yrs, + Upto 4 yrs.**+1 yr.^  | Upto 2 yrs + Approval on upto 2 yearly block basis in each occasion   |
| Sharing of rooms            | Upto Grade – E5  | Upto Grade – E4  | Upto Grade – E3   |
| Recovery/charges (p.m)      | 1 <sup>st</sup> & 2 <sup>nd</sup> Yr:<br>1% of Basic Pay<br><br>3 <sup>rd</sup> & 4 <sup>th</sup> yr:<br>1.5% of Basic Pay<br><br>5 <sup>th</sup> & 6 <sup>th</sup> yr:<br>2% of Basic Pay | 1 <sup>st</sup> & 2 <sup>nd</sup> Yr:<br>0.75% of Basic Pay<br><br>3 <sup>rd</sup> & 4 <sup>th</sup> yr:<br>1% of Basic Pay<br><br>5 <sup>th</sup> & 6 <sup>th</sup> yr:<br>1.5% of Basic Pay<br><br>7 <sup>th</sup> yr: 2% of Basic Pay | 1 <sup>st</sup> & 2 <sup>nd</sup> Yr:<br>0.5% of Basic Pay<br><br>3 <sup>rd</sup> & 4 <sup>th</sup> yr:<br>0.75% of Basic Pay<br><br>5 <sup>th</sup> & 6 <sup>th</sup> yr:<br>1% of Basic Pay<br><br>7 <sup>th</sup> yr onwards:<br>1.5% of Basic Pay |
| Electricity + Water charges | April to Sept Month: ₹ 600 pm (₹ 300 pm, If double occupancy) for AC room  |  |   |

^ Subject to availability provided there is no pending demand for transit accommodation from any other /incoming employee eligible for transit accommodation.



\*\* Subject to approval of competent authority on merit of the case.

Note:

- Competent authority for granting approval is as below:  
Mangalore office : HR Head  
Bangalore, Mumbai, Delhi office : Location Head
- In case competent authority is the one seeking approval for self, or in case an employee at a higher level than competent authority seeks for approval, then in such case their controlling employee shall be the approving authority.
- X, Y & Z class cities is as per HRA classification (i.e., HRA payable @ 30%, 20% & 10% of Basic Pay respectively).

## 21. LOCAL TRANSFER FROM ONE SET-UP TO ANOTHER INVOLVING CHANGE IN RESIDENCE:

In case of change in residence due to local transfer or due to court order, the local transfer benefits are as under:

### a) Transportation Expenses:

For transportation of house-hold goods in case of shifting of residence in Company's townships due to allotment of higher category house, the employees will be reimbursed the following lumpsum payment:

#### Option-1

| Grade       | Amount (Rs) |
|-------------|-------------|
| E1, E2 & E3 | 6,000/-     |
| E4 & Above  | 7,000/-     |

#### Option-2

A lump sum amount of ₹ 3000/- as loading and unloading charges along with transportation of house-hold effects to be arranged by the Company. In such cases, no Settling Allowance would be payable.

- b) In case of local transfers, however, involving shifting of residence, besides the above lumpsum payment, additionally 1/4th of monthly salary (Basic Pay + DA) would be admissible as transfer Settling Allowance. This additional benefit would also apply where the employee is required to shift his residence at the company's instance on account of de-leasing Co/leased accommodation.

## 22. TRANSFER BENEFITS ON REQUEST TRANSFER:

Transfer benefits in cases involving personal request are regulated as under :-

- a) The employee would be entitled to full transfer benefits, as admissible, provided she/ he has served for at least three completed calendar years at the location. For eg. If an employee had joined the existing location during 2010 (other than on 01.01.2010 (F/N)) then he will be entitled to full transfer benefits provided his transfer takes place on personal request on any date from 01.01.2013 onwards.

As regard to transfers of employee (involving personal request) back to the city / cluster of cities of their immediate previous posting, the employee may be entitled to full transfer benefits, as admissible, provided she / he has served for not less than five years at the location.

- b) If the employee on transfer involving personal request has served at the location for a period lesser than the above prescribed period, then she / he will be only allowed following transfer benefits (as admissible) :

- Journey fare for self and dependent family members
- Transportation of household / personal effects, and
- Transportation of conveyance

## **II. TRANSFER BENEFITS (NON-MANAGEMENT EMPLOYEES):**

In case the transfer is effected due to promotion, all transfer benefits entitled to in promoted grade and at the existing place of posting.

### **1. JOINING TIME:**

- a. Joining time (comprising of preparation time and journey time), irrespective of distance involved for journey, shall be admissible as under:

|                                     |   |        |
|-------------------------------------|---|--------|
| For journey by Air                  | : | 7 days |
| For journey by Rail/Road            | : | 8 days |
| For journey partly by Rail/Road/Air | : | 8 days |

- b. The joining time would be determined by the Actual Mode of Journey undertaken and not by his entitled mode of journey.
- c. Employees have the option to avail part or full admissible Joining time before joining the new location. Consequent upon release from the old place of posting, number of days taken, if any, to join the new place of posting will be treated as ONE SPELL.
- d. In calculating joining time, the day on which an employee is relieved from the old post, except when he is relieved in the forenoon and the intervening Sundays shall be excluded. However, the intervening festival holidays shall be included in joining time. The joining time shall be calculated from old place of posting in all cases.
- e. The facility of availing joining time in two spells is admissible to an employee within a period of 6 months or upto the period of retention of residential accommodation permitted by the Company at the previous place of posting of the employee. In availing the SECOND SPELL of joining time, the entitlement shall be limited to full joining time minus the joining time already availed in the first spell, including the time taken for journey between the old and new stations of posting.

In case of availing of the balance joining time by an employee has commenced within the period of six months from the date he got relieved from duty on transfer, or commenced within the period of retention of residential accommodation permitted by the Company at the previous place of posting, and the end date has gone beyond the



permissible period, then the full stretch of the said period may be considered as the joining time period.

- f. Saturdays are included for calculation of joining time for employees who are observing General shift duty schedule.
- g. If an employee takes leave while in transit from one post to another, the leave shall be deemed to commence from the date of handing over charge. The period, which has elapsed since the date of handing over charge must be included in his leave. On the expiry of such leave, the employee may be allowed normal joining time.

**2. TRAVEL ENTITLEMENT:**

One ticket each for self and adult eligible family members and half ticket for children upto 12 years as per eligibility. One ticket each for dependent parents actually staying with the employee. The travel entitlement of all Non management staff is 2<sup>nd</sup> AC Sleeper by Mail Train. However, actual travel by 2nd AC by Rajdhani Express would be admissible.

**3. SETTLING ALLOWANCE:**

One month's Basic Pay + DA.

**4. DISPLACEMENT ALLOWANCE:**

- a. In case the employee moves to the new location with his family in 60 days , he will be entitled for Displacement Allowance at an enhanced rate of 60 days DA in place of normal 30 days DA. In other cases, Displacement allowances shall be admissible to normal 30 days DA.
- b. In case an employee and his family are not in a position to shift to the transferred station within 60 days from the date of transfer order due to official exigencies, full Displacement Allowance benefit of 60 days DA may be paid with the approval of Functional Director on merits of each case. Subject to prior approval of GGM (HR) having been obtained for anticipated delay.
- c. The enhanced rate of 60 days DA would not apply in the case of retirement /VR.
- d. Where the parents of a bachelor employee are dependent upon him and declared so, the employee shall be considered eligible to draw Displacement Allowance at the enhanced rate, if the dependent parents also move with him on his transfer to the new location within the prescribed period.

**5. REIMBURSEMENT OF RE-REGISTRATION OF EXPENSES ROAD TAX AND STATE ENTRY TAX ON TRANSFER:**

- a. Expenditure incurred by an employee on Re-registration of his/her Car/Scooter/Motor-Cycle /Moped at the new place of posting will be reimbursable subject to production of receipts. The facility will be admissible only for one vehicle for which he/she has been claiming reimbursement of maintenance expense.

- b. Employees will be reimbursed actual expenses incurred on payment of lumpsum Road tax, provided the employee has paid one-time Road tax at the earlier place of posting, if any at the new place of posting on production of receipts. Employee who have incurred life time tax during any of the previous postings (not necessarily immediate previous posting) would also be eligible for the reimbursement of life time tax in respect of the same car at the new place of posting.
- c. The rules provide for reimbursement of actual State Entry Tax incurred by an employee to bring his vehicle to the new location of transfer.

#### 6. TRANSIT ALLOWANCE:

- a. For Travel by Rail: For the duration of journeys by rail, DA at applicable rates for self & adult family members. For children travelling on half ticket, only 50% of applicable DA.
- b. For Travel by Road: If travel is undertaken by road on transfer, one day DA at applicable rate shall be admissible for every 300 kms of rail distance between the existing and transferred station covered by road travel. For a fraction of 300 kms., 1/2 day's DA will be admissible as Transit Allowance.

#### 7. CARRIAGE OF PERSONAL EFFECTS:

- a. The existing limit for transportation of household effects by rail will be as follows:

| Basic Pay Range                    | Weight (in kgs) |
|------------------------------------|-----------------|
| ₹ 15,950/- & above                 | 5000            |
| ₹ 14,700/- to less than ₹ 15,950/- | 4000            |
| Less than ₹ 14,700/-               | 3000            |

- b. A employee who chooses to transport his personal effects by road will be eligible to one full truck load (upto maximum 9 tons capacity). The Company will arrange the transport and pay directly to the transporter. Request may be made to the concerned administration Department, who will decide the charges, by calling limited tenders. The Company's liability is only to arrange the transport and will not be responsible for any loss, breakages, etc. during the transportation of luggage. The octroi charges levied by the Municipal Authorities for the personal effects will be paid by the employee concerned and he can subsequently claim from the Company.

#### 8. PACKING & LOADING / UNLOADING CHARGES:

| Grade             | Amount ( ₹ ) |
|-------------------|--------------|
| JM5/TS5 - JM6/TS6 | 7000/-       |
| JM3/TS3 - JM4/TS4 | 8500/-       |
| JM1/TS1 - JM2/TS2 | 10000/-      |
| S                 | 10000/-      |

#### 9. OCTROI:

Octroi charges actually paid for personal effects and one vehicle are reimbursable.



#### 10. EXCESS BAGGAGE:

Excess baggage to the extent of 50% of the normal entitlement, when journey is undertaken by rail.

#### 11. INSURANCE PREMIUM:

Transit Insurance Premium reimbursable for transportation of household effects on transfer would be at actual against production of voucher / receipt issued in the name of the employee by the Insurance Company.

#### 12. ADVANCE:

- Against anticipated expenses on TA/ Settling Allowance/Displacement Allowance.
- Salary advance: Three month's Basic Pay+ Stagnation Increment + DA repayable in 10 monthly instalments.

**Note:** The employee has to avail the above advances, if required, from the previous place of posting before his release from there.

#### 13. RETENTION OF ACCOMMODATION FOR FAMILY:

- Retention of accommodation for non management staff is admissible at previous place of posting only in case of actual transfer.
- In the cases of transfer of Non management staff, accommodation facility towards retention of their family will also be regulated under the provisions mentioned at Para 20-I (of Management employee).

#### 14. LOCAL TRANSFER BENEFITS:

In case of change in residence due to local transfer or due to Court Order, local transfer benefits will be as under

| Basic pay range    | Entitlement ( ₹ ) |
|--------------------|-------------------|
| ₹ 14,700/- & above | 2,200/-           |
| Below ₹ 14,700/-   | 2,000/-           |

Claims to be submitted within one month of the completion of the journey.

#### 15. TRANSFER BENEFITS ON REQUEST TRANSFER:

In case of request transfer, following transfer benefits are extended:

|    |   |   |
|----|---|---|
| 1. | Where the employee has worked in the location for three years or more and requests for transfer | All transfer benefits   |
| 2  | Where the employee has spent less than three years at a location and requests for transfer.     | Reimbursement of journey fare by the entitled class for self and family and transportation of household goods and car |

## **16. REIMBURSEMENT OF SCHOOL ADMISSION EXPENSES:**

Reimbursement of expenses incurred towards admission at the new place of posting for school going children is allowed upto ₹ 5000/- per child This will be limited to two oldest surviving children up to 18 years of age, on self certification towards cost of school admission at the transferred location provided the family is taken there. This facility is available only in cases where expenses are incurred for securing admission to schools other than those subsidized / owned by the company

### **III. Other conditions:**

#### **1. Coverage:**

All regular serving employees (Management and Non Management) in MRPL except the deputationists will be covered under this Policy. All transfers would be effected based on organizational requirements, however, for effecting transfer from one location to another the order of preference will be as follows:

- I. For those employees who have completed their overseas assignments (if any) for a period 6 months and above.
- II. Transfers to be effected from the list of Employees who have been promoted from the Non Management grade to Management level.
- III. In case of employees who are transferred from one location to another based on their willingness due to personal reasons with due approval from the competent authority.

#### **2. General Guidelines**

- a) Transfer will be effected depending upon the vacancies that exist at MRPL/any other location generally during the month of April every year.
- b) The employee once transferred shall immediately report to duty to the assigned work place at the place of posting as spelt out in the office order.
- c) The Office order indicating the place of posting once issued shall not be withdrawn under any circumstances. However, such transfers may be deferred for a maximum period of six months (in case of individuals who has genuine / valid reasons for not reporting to duty) with the approval of Managing Director with the recommendation of the Functional Directors.
- d) Sanctioning of Earned leave (prior to joining the new place of posting) by more than two weeks to the employees who have been, transferred from one location to another by the office order need to 'be duly, approved by the' Director concerned.
- e) The employees transferred from one location to another will have to Work for a minimum period of 3 yrs to become eligible to transfer back to his/her original location under this policy.

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- f) The transfer will be effected purely based on the organizational requirement.
- g) Advance if any, drawn by the transferee need to be settled within 30 days from the date of drawing of advance. In the event, the advance drawn by the transferee was not settled with the stipulated period, the entire advance amount will be recovered from his/her salary in TWO monthly instalments.
- h) HR Department shall be Nodal Department for sanctioning of Advance and also for certification of final settlement of advance drawn by the transferee.
- i) When both husband and wife are employees of the Company and are transferred at the same time or within six months from one and the same old station to one and the same new station, either of them may prefer the transfer benefits the other being treated as a member of the family. However, the cost of transportation of personal cars of both husband and wife may be reimbursed.
- j) A claim in respect of transfer TA should be supported by money receipts or ticket numbers for the tickets purchased and money receipts showing the actual weight and the amount paid for the transportation of personal effects and conveyance by rail, road, etc.

**Note:** In the event of any doubts or disputes with regard to any of the provisions of the rules, the interpretation of the Managing Director shall be final and binding.

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28/01/16.  
GM (HR, HRD & CSR)

Circulation through intranet

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