

HR MANUAL BOOK 5

TRAVELLING ALLOWANCE RULES (INLAND); TRAVELLING ALLOWANCE RULES (ABROAD); AND LEAVE RULES (Updated upto 31st May 2020)



Hindustan Aeronautics Limited

Corporate Office
15/1, Cubbon Road, Bengaluru - 560 001
www.hal-india.co.in

(for Private Circulation Only)

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अध्यक्ष एवं प्रबंध निदेशक

R. MADHAVAN

Chairman & Managing Director



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हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

HINDUSTAN AERONAUTICS LIMITED

CORPORATE OFFICE



MESSAGE

Employees are the most valuable asset of a Company. The legacy of our Company and its continued success make us the most recognized name in the South East Asian Aviation Industry. The Human Resource function plays an important role in catapulting the Organization on its journey towards achieving excellence.

I am delighted to note that various HR Manuals which are compendium of HR Policies on subjects of Recruitment and Promotion Rules; Conduct, Discipline & Appeal Rules, and Terms & Conditions of Service; Performance Appraisal System, Job Rotations, Training and Sponsorship Schemes; Pay & Allowances; Travelling Allowance Rules & Leave Rules; Welfare Measures, Medical Benefits & Post Superannuation Benefits; Reservation Matters, etc. have been revised & updated.

Employees are required to be well informed about the Rules & Regulations, especially the HR Policies of the Company. The updated Manuals will help the employees to understand the Rules & Policies which helped us to reach where we are today. We strongly subscribe to the principle of transparency in all gamut of activities and the revised HR Manuals would be uploaded on the HAL Website.

My best compliments to the HR Team for being instrumental in bringing out the updated Manuals.

With Best Wishes.


(R.MADHAVAN)

Bengaluru

31st May 2020

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ನಿರ್ದೇಶಕರು (ಮಾನವ ಸಂಪನ್ಮೂಲ)

आलोक वर्मा

निदेशक (मानव संसाधन)

ALOK VERMA

Director (Human Resources)



हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

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CORPORATE OFFICE

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FOREWORD

In the recent years, the Human Resource Function has assumed greater responsibility of developing, reinforcing as also changing the culture of an Organisation. HR Policies are the tenets on which the Function operates. Efficient handling and execution of day to day activities largely require employees to be well versed with such Policies that are made/ modified from time to time.

The HR Function is a dynamic process which needs to respond efficiently to the requirements of the Organisation as also to meet employee aspirations within the boundary. The HR Policies which stipulate the said boundary therefore need regular review and updation.

A comprehensive Manual containing the Travelling Allowance Rules; Leave Travel Concession Rules; & Leave Rules was issued in 2015. Amendments/ changes in the Rules have since been made.

This Volume of the HR Manual – Book 5, containing the Travelling Rules (Inland); Travelling Rules (Abroad) and Leave Rules, has been prepared after incorporating amendments notified upto 31st May 2020. It will act as a ready reckoner for Rules relating to the subjects. However, for details and authenticity on each subject, relevant Circulars may be referred.

My best compliments to the Team which has contributed in preparing and publishing this Manual. I am sure that the utility of this compendium will be apparent to all stakeholders. I also assure that employees in the HR Function will relentlessly endeavor to meet the requirements of each and every Employee of this Organisation, to the best of their abilities within the prescribed Rules.

(ALOK VERMA)

Bangalore

31st May 2020

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CHAPTER - I

TRAVELLING ALLOWANCE RULES
(INLAND)

TRAVELLING ALLOWANCE RULES (INLAND)

Reference: PC No. 696 dated 22.04.2013

1. INTRODUCTION:

These Rules are called HAL Travelling Allowance Rules (Inland) and are applicable to all journeys performed on or after 1st April 2013.

- 1.1 The Rules shall apply to all the regular full time employees in the Company including those on deputation, for the journeys performed by them on Company duty with the approval of the Competent Authority. It will also be applicable to Management/ Design/ Diploma/ Technician Trainees, Ex-servicemen engaged on Contract basis against Manpower Sanctions, Consultants/ Advisors engaged against Manpower Sanctions etc., as specified in the Offers of Appointment/ Engagement issued to them or as specified in these Rules, for official travel undertaken by them.
- 1.2 Travelling Allowance is given to an employee to cover the out of pocket expenses incurred while travelling on Company duty and is not intended to be a source of profit.
- 1.3 The Company reserves the right to modify, cancel or amend all or any of the provisions in these Rules without previous notice and give effect to these modifications, cancellations or amendments from the date of issue or any other date.
- 1.4 Powers to interpret these Rules are vested in the Director (HR) of the Company.

Reference: PC No. 717 dated 01.05.2019

- 1.5 **Tenure Based Personnel:** Personnel engaged on Tenure Basis will be eligible for TA/DA for joining duty and for Temporary Duty as per the relevant Rules applicable in the appropriate Scales of Pay. In case such personnel are transferred from one Base/ Station to another, they will be entitled to Transfer TA/DA Benefits.

2. DEFINITIONS:

- 2.1 **“CONTROLLING OFFICER”** for the purpose of approval of Expense Reports under these Rules means, Officers in Grade-VI and above for staff working under them. Officers in Grade-VI and above will be their own Controlling Officers. Further, Officers in Grade-V, who are heading the Departments, would be Controlling Officers for the Staff working under them. Such Officers in Grade -V will be their own Controlling Officer also.

Note:

In case the Expense Reports are not approved by the 'Controlling Officers' specified under the Rules, the same will be rejected.

Reference:

PC No.718 dated 16.01.2020

- 2.2 **“FAMILY”** means the employee’s wife/ husband, children and step children, if any, residing with and wholly dependent upon him/her. In respect of transfers, the family will also include dependent parents and not more than two minor brothers/ sisters who are entirely dependent on the employee and living with the employee. For the purpose of these Rules, a child/ parent/ sister/ brother shall be deemed to be dependent if his/ her income from all sources does not exceed Rs.9000/- pm. Children includes children taken as wards by employees under the Guardian & Wards Act 1890, provided such a ward lives with the employee and is treated as a member of the family and provided the employee through a Special Will has given such a ward the same status as that of a natural born child. Legal documents are to be produced by the employee in proof thereof. TA/DA facilities will be admissible only to one wife of the employee.
- 2.3 **“HEADQUARTERS”** means the Station at which an employee is posted on a permanent basis.
- 2.4 **“PAY”** means the Basic Pay of the employee and includes Personal Pay, Officiating Pay and Deputation Allowance. In the case of re-employed Government Pensioners employed in the Company, Pay for the purposes of these Rules will be the Gross Pay fixed in the Scale of Pay of the Post.
- 2.5 **“SHORTEST ROUTE”** between two Stations for the purpose of these Rules will mean the route that is normally used by the traveler by which he can most conveniently reach his destination by the ordinary modes of travelling.
- 2.6 **“TRANSFER”** means the movement of an employee from one Headquarters Station to another such Station with the sanction of the Competent Authority, which involves change of residence.
- 3. COMPETENT AUTHORITY**
- 3.1 All journeys on Inland Tour (including Training Courses and Seminars) and journeys on transfers shall be approved by the Competent Authority in respect of employees working under them.

For this purpose, the Competent Authority will be as under:

a)	Chairman & Managing Director (CMD)	Full powers including self
b)	Directors / Chief Executive Officers	Full powers for employees working under them including self.
c)	Executive Directors / General Managers	Full powers in respect of employees working in their Divisions/ Offices

3.2 The Competent Authority may, in special circumstances, permit:

- a) Travelling Allowance to be calculated by a route other than the shortest route provided the journey is actually performed by such a route;
- b) Travel by a Class of Accommodation higher than the normal entitlement

3.3 CMD, Directors & CEOs will have full powers to authorize TA/DA in relaxation of these Rules under special circumstances.

4. CLASSIFICATION

Reference:
HAL/HR/10(1)/PF/2020 dated 10.02.2020

4.1 For the purpose of these Rules, employees are classified under the following categories:

Category	Employees in
A	Grade-X & above
B	Grades -VII, VIII & IX
C	Grades -IV, V & VI
D	Grades -I, II & III and the Special Scale
E	Scales 1 to 10 drawing Basic Pay of Rs.29110/- p.m. and above in the 2017 Scales of Pay
F	Scales -1 to 7 drawing Basic Pay less than Rs.29110/- p.m. in the 2017 Scales of Pay.

Note:

If a Workman who was covered under Category E based on the Basic Pay of Rs.18550/-p.m. in the 2012 Scales of Pay as on 10.02.2020 gets covered under Category F based on the Basic Pay of Rs.29110/- p.m., he would continue to be covered under Category E.

5. JOURNEYS ON TEMPORARY DUTY:

- 5.1 An employee is considered to be on Temporary Duty when away from his Headquarters on duty with the sanction of the Competent Authority.
- 5.2 An employee will, subject to the approval of the Controlling Officer, be eligible for the following payments in respect of the journeys on Tour:
- a) Travel Expenses incurred on journeys by Air, Rail, Sea and/or Road as in Rule-6.
 - b) Daily Allowance and/ or reimbursement of Boarding, Lodging and other expenses during journey and at the Temporary Duty Station as in Rule-7.
 - c) Reimbursement of the actual Conveyance & Portage Charges incurred as in Rule-8.

Reference: HAL/HR/11(17)/2013/A2 dated 17.10.2013
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Notes:

- 1) Commencement/ conclusion of the Temporary Duty either in the Forenoon or Afternoon needs to be indicated in the 'Tour Proposal and Advance Request Format' (Annexure - I) by the employee, while seeking approval for proceeding on Temporary Duty.
- 2) Employees proceeding on Temporary Duty would have to book rail/air tickets in direct trains/ flights (point to point). If direct trains/ flights are not available, bookings should be done in such a way that overnight halts are avoided. Lodging charges en-route would be allowed only if the halt involves overnight stay/ duration more than 8 hours.
- 3) In case of en-route halts as at Note - 2 above, the employee will be allowed Lodging Charges & DA as per entitlement, with the approval of the Controlling Officer. Local Conveyance will be allowed in case of en-route halts, as per para-8.2, only for the to & fro journey between the Railway Station/ Airport/ Bus Stand and the Hotel.

6. TRAVEL EXPENSES:

The mode of travel, the class of accommodation and the rates for road travel to which an employee is entitled while travelling on Tour, are as indicated in subsequent paragraphs.

6.1 Travel by Air:

- 6.1.1 Officers in Grade-IV & above would be entitled travel by Air. Employees in Category-D may also be allowed to travel by Air by Low Cost Airlines/Low Cost Fares/Apex Fares only, e.g. Spicejet, Indigo, Go Air etc., limited to 50% of the Economy Class Fare by Air India.
- 6.1.2 The concerned Divisional Head / General Manager would be the Competent Authority to approve travel by Air as at para-6.1.1 above.
- 6.1.3 While approving Air Travel, it will be ensured that the itinerary is planned/ decided in such a way that services of the employees would be available to the Division/ Office for the maximum time, i.e. the time taken for the travel should be the barest minimum required, with the least possible halting time enroute as well as at the temporary duty station.
- 6.1.4 Employees may travel by air between Calcutta and areas of Assam, Nagaland, Manipur, Tripura & NEFA. Employees may also travel by Air between Delhi and Jammu & Kashmir.
- 6.1.5 Employees in Categories E & F may also be allowed to travel by Air, limited to their entitlement by Train.
- 6.1.6 The Competent Authority may, where exigencies of work warrant, authorize any employee to travel by Air, in relaxation of the above Rules.

6.2 Travel by Rail:

- 6.2.1 The entitled class of accommodation for travel by Train will be as follows:

Category	Entitled Class of Accommodation
A & B	I Class A/C (1A)
C, D & E	II Tier A/C(2A)/III Tier A/C (3A)/I Class/Chair Car
F	III Tier A/C(3A)/Chair Car (CC)/Sleeper Class / II Class

- 6.2.2 Journey should be performed by the shortest route.
- 6.2.3 An employee is required to travel by the entitled class of accommodation. If the employee travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.
- 6.2.4 Charges for reservation of seats/berths including Tatkal Charges levied by the Railways are admissible, in addition to the fares. Service charges levied by Railways in respect of travel by super-fast trains such as Rajadhani Express, Shatabdi Express, Brindavan Express, Coromandal Express, Durgam, Janshatabdi, etc., will also be admissible.

6.2.5 All employees will be permitted to travel by Superfast Trains like Rajadhani/ Shatabdi Express/ Durgam/ Janshatabdi/ Garib Rath, etc. as per their entitled class.

References:

- 1) HAL/HR/11(17)/2015/A9 dated 28.08.2015
- 2) HAL/HR/11(17)/PF/17/A15 dated 05.07.2017

6.2.6 Indian Railways are now running Premium Trains. Premium Class Trains are available only in select Trains / Sectors. Fare being charged by the Railways for Premium Trains are dynamic in nature i.e. keeps on increasing as per the demand and the date of Booking. Employees will not be eligible to travel by Premium Trains. In case the journey is performed by Premium Trains, reimbursement shall be restricted to the admissible normal fare for the entitled class of Train Travel or the actual fare paid, whichever is less.

6.2.7 Indian Railways are now charging Additional Dynamic Fare even in respect of normal Trains by which employees are entitled to travel on official journeys on TD/Training etc. Charges towards Additional Dynamic Fare being levied by Indian Railways in respect of Trains by which employees are entitled to travel for TD/Training etc. (other than for Premium Trains), will be reimbursed.

6.2.8 'Agency Charges', if any, paid to 'Travel Agents' as also Internet / e – booking charges, will be reimbursed, subject to a maximum of Rs.115/- for each journey, on production of vouchers.

Reference:

HAL/HR/11(17)/2013/A2 dated 17.10.2013

Note:

In exceptional cases, if the ticket is required to be booked by the employee concerned at Booking Counters of Railways etc. at the Headquarters, Local Conveyance as per paras-6.4.1 & 6.4.2 can be claimed. The employee should produce evidence of the place & date of booking of the ticket along with the Claim (copy of ticket, etc). In case the ticket is booked at the Temporary Duty Station, Local Conveyance as per para - 6.3.1/ 6.3.3 read with paras-8.1 & 8.2 of the Rules can be claimed for the applicable journey at the Temporary Duty Station, which would be included in the Expense Report. Here also, the employee should produce evidence of the place & date of booking of the ticket along with the Claim (copy of ticket, etc).

6.3 Travel by Road:

6.3.1 Places not connected by Rail:

For travel by road in other than Company's Transport, employees will be entitled to the following:

Category	Entitlement
A, B & C	Actual Fare based on self-certification
D	Cost of single seat in a Taxi or the actual fare by other modes of Conveyance like Autorickshaw, limited to Rs.12/- per K.M. Employees will also be permitted to travel by Luxury Buses including Air Conditioned Volvo Buses, etc.
E & F	Entitled to travel by Bus or other modes of Public Transport (e.g. Autorickshaw) or single seat in a Taxi and claim the charges at actuals, limited to Rs. 12/- per K.M.

6.3.2 Places connected by Rail/Road:

When an employee travels by Road between places connected by Rail, the reimbursement will be limited to the actual fare paid or the train fare by the entitled class of accommodation, whichever is less. In case the travel was by Bus (including Air conditioned Volvo Buses, etc.), the actual fare will be reimbursed.

6.3.3 In cases where the above journeys are undertaken by employees in their own Conveyance, reimbursement will be made at the rate of Rs.12/- per km for Car, Rs. 5.25/- per km for Scooter/ Motor Cycle as Rs.3.40/- per km for moped, limited to the Train fare by the entitled Class of accommodation.

6.3.4 When two or more employees travel in a Conveyance belonging to one of them, the owner may draw Travelling Allowance as per Rules as if he travelled alone and the other employee(s) can claim Daily Allowance as per Rules.

6.3.5 When a group of employees have to travel by road from one place to another at the same time (including employees who are sent to Customer Bases/ Stations for repair of Aircraft / Helicopters / Engines / Accessories / Avionics), they may use Conveyance on a sharing basis to the extent practicable (Para-21.11 of the Rules also refers).

6.4 Local Travel at the Headquarters on Official Duty

6.4.1 Entitlement for local journeys undertaken by an employee with the approval of the Controlling Officer on Company duty within the Headquarters Station will be as at paras 6.3.1 / 6.3.3 above.

6.4.2 Reimbursement as above in the Headquarters to Officers & Workmen who are paid Allowances under the Cafeteria System will be applicable only in respect of journeys beyond 8 kms. radius from the place of duty (i.e. Division/ Office) at the Headquarters. If the journey involves more than 8 kms. from the place of duty (i.e., Division/ Office), reimbursement at above rates will be allowed for the entire journey.

Note:

Distance of 8 KMs is to be considered one way for this purpose

References:

- 1) HAL/HR/11(17)/2016/A11 dated 28.12.2016
- 2) HAL/HR/16(12)/2014 dated 03.06.2014

6.4.3 Payment of Travelling Allowance / Local Conveyance as per Company Rules will be allowed for attending election duty on the day of polling & the previous day, wherein Transport / Travelling Allowance is not provided by the Election Commission /State Administration.

6.4.4 Expenditure incurred on 'to & fro' journeys between the Residence and Factory/ Office can be reimbursed to Officers and Workmen drawing Allowances under the Cafeteria System and who are detailed for duty on Weekly-off days/ Holidays, as per the provisions of paras - 6.3.1/ 6.3.3 above. However, the following categories of employees would not be eligible for this reimbursement:

- a) Employees who reside within a radius of 4 Kms of the Factory/ Office;
- b) Residents of Townships (except those at Bangalore where the Quarter is more than 4 kms from the Factory/ Office);
- c) Employees who commute between the Residence & Factory/ Office by transport arranged by the Company on Weekly – off days/ Holidays; and
- d) Employees who avail Compensatory Off in lieu of the duty attended on Weekly-off days/ Holidays.

- e) Detailing of employees for duties on Weekly-off days/ Holidays should be approved by the designated Authority(ies) in the Division/ Office.

6.4.5 No additional payment towards conveyance is to be made to employees who stay back beyond normal working hours on working days, for commutation from the Factory/ Office to Residence.

6.4.6 Conveyance Reimbursement as at paras - 6.3.1/ 6.3.3 above can be allowed to Officers & Workmen drawing Allowances under the Cafeteria System who attend training programs at the Headquarters station at another location, if the 'distance from the Residence to the place of Training' is more than the 'distance from the Residence to the place of Work'. The reimbursement will be limited to the difference in the distance between the 'Residence to the place of Training' and 'Residence to the place of Work'.

Examples:

Case (i)	Distance from the Residence to the place of Work	14 kms.
	Distance from the Residence to the place of Training	13 kms.
	No reimbursement will be made in this case	
Case (ii)	Distance from the Residence to the place of Work	14 kms.
	Distance from the Residence to the place of Training	20 kms.
	Reimbursement will be made for 6 kms. in this case	

Note:

The Format to be used for the settlement of Local Conveyance Claims for attending Training Programmes / Seminars at the Head Quarters; as also at paras 6.4.2 & 6.4.3 of the Rules, is enclosed as Annexure – III.

6.5 Journey by Sea:

6.5.1 Places connected by Rail/Road:

When an employee travels by Sea between places connected by Rail, the reimbursement will be limited to the actual fare paid or the train fare by the entitled class of accommodation, whichever is less.

6.5.2 Places not connected by Rail/Road:

Category	Entitlement by Steamer
A & B	Highest Class
C, D & E	If there are only two Classes the Higher Class; if there are three Classes, the Middle or the Second Class; if there are four Classes, the second highest Class.
F	If there are only two Classes, the Lower Class; if there are more than two Classes, the Lowest Class.

7. DAILY ALLOWANCE (DA):

7.1 Daily Allowance will be paid to an employee to cover the expenses incurred on Tour. Officers may, as an alternative, be allowed reimbursement of actual expenditure in lieu of the normal Daily Allowance entitlement for stay at the Outstation.

7.2 Composite DA:

Reference:
HAL/HR/11(17)/20/A26 dated 01.06.2020

7.2.1 When actual Lodging/Boarding Expenses are not claimed from the Company but borne by the employees themselves, Composite/ all Inclusive DA will be payable at the following rates, without production of Vouchers, for all Cities/Towns:

Category	Rate (Rs. per day)
A	1800
B	1650
C	1500
D	1350
E	1200
F	1080

Notes:

- 1) Employees staying in Guest Houses of HAL / other PSUs/ Customers/ Other Organisations / Govt. Circuit Houses etc. will not be entitled to Composite DA.
- 2) If an employee performs return journey on the same day, he may be allowed to claim Composite DA, provided he has not stayed in any Hotel/Guest House.

7.3 Ordinary DA:

7.3.1 When actual Lodging Expenses are claimed from the Company with production of Vouchers, Ordinary DA will be payable (without production of

Vouchers) at the following rates, for all Cities/Towns:

Category	Rate (Rs. per day)	
	For stay in Hotels	For stay in Guest House
A	750	675
B	675	600
C	600	525
D	525	450
E	450	375
F	375	300

Notes:

- 1) Employees staying in Guest House (either of HAL or other Organisations) will be reimbursed the actual Lodging Charges on production of Vouchers, in addition to the Ordinary DA as above.
- 2) Employees sharing accommodation will be entitled to claim Ordinary DA only, even if the room tariff is claimed by one of them.

7.3.2 In respect of employees who are deputed for Temporary Duty to a station where their family is staying in the Company Quarters retained by them, Ordinary DA at the Guest House Rates as per para- 7.3.1 above will only be payable.

7.3.3 Employees deputed as Field Service Representatives to ONGC Offshore Platforms situated in the Sea for carrying out repairs, defect investigations, routine boroscope, commissioning of Industrial Avon Engines etc. and who are required to stay on the Offshore Platform for several days at a stretch will be eligible for payment of 'Daily Allowance' at the following rates, instead of the normal rates of Daily Allowance:

Category	Amount (Rs. Per day)
Officers	900
Workmen	750

DA, as above, will be payable to employees deputed for official duties at Stations of hardship like Leh, Sharifabad, Manasbal, etc. also.

Note:

The DA will be payable from the time of arrival at the ONGC Offshore Platform/ Station of hardship like Leh, etc. till the time of departure from there. For the remaining duration of the Official duty/ travel, normal rates of DA will apply.

7.4 Reimbursement of Actual Boarding Charges:

7.4.1 Officers who stay in Hotels and claim actual Lodging Charges with Vouchers can claim reimbursement of Boarding Charges at actuals, based on Vouchers, plus a flat Allowance (without Vouchers) to meet incidental expenses etc., subject to the ceilings specified below, in lieu of the Ordinary rates of DA mentioned at para- 7.3.1:

Level	Reimbursement of Boarding Charges	Cash Allowance (Rs. per day)
CMD, Directors & CEOs	Actuals	225
Grade – X	Actuals	225
Grade – IX	Actuals	180
Grade – VII & VIII	Actuals, limited to 30% of the Accommodation charges (i.e. 10% of the Accommodation charges each per Meal i.e. Breakfast, Lunch & Dinner)	180
Grades – IV to VI		135
Grades – I to III and Special Scale		90

Notes:

- 1) As far as possible, Officers should avail of Buffet Lunch/ Buffet Dinner, if served in the concerned Hotels.
- 2) Although the limits on reimbursement indicated above are per day, in actual computation, the total limit for a continuous stay in a single spell at a particular outstation may be applied to the total expenditure for that period and the limits need not be applied for each day. In other words, even if the vouchers produced for a particular day may exceed the daily limit, if the total reimbursement for the spell of stay at the particular station is within the total amount computed at the daily rate for the entire period, the same may be allowed to the extent the total expenditure is within the total limit.
- 3) No reimbursement should be claimed or will be allowed for liquor, laundry charges, cigarettes, tips, etc.

7.5 In case employees in categories A, B, C & D stay in Hotels but do not

produce vouchers for Boarding charges as specified in Rule – 7.4, they will be paid full Daily Allowance as per their entitlement under Rule 7.3.1 in lieu of Boarding charges for the days against which no vouchers are produced. They will not be entitled to Cash Allowance as indicated in Rule-7.4.1 for the days Ordinary DA is claimed.

- 7.6 An employee may claim either normal entitlement of Daily Allowance at the rate under Rule - 7.2.1 to 7.3.1 above or reimbursement of actual expenses under the provisions of Rule - 7.4 above for the total period of stay at outstation.

7.7 Regulation of Daily Allowance:

- 7.7.1 Full Daily Allowance will be granted for each completed period of 24 hours absence reckoned from the time of departure from the Headquarters to the time of return. Absence for the purpose of DA will normally be counted from the scheduled time of departure from the Headquarters and upto the scheduled time of arrival at the Headquarters in respect of Air and Rail journeys. However, if the departure or arrival time is delayed beyond two hours after the scheduled/ declared time, such actual time shall be counted. In respect of road journeys, the actual time of departure and arrival will be reckoned.

Reference: HAL/HR/11(17)/2016/A11 dated 28.12.2016

- 7.7.2 For the purpose of calculating TA/DA, the time of commencement of the journey from the Residence/ Office/Guest House/ Hotel towards Railway station / Airport / Bus Stand needs to be considered. As regards arrival, actual time of arrival at the Residence/ Office/Hotel / Guest House shall be counted.

Example:

If an Officer leaves his residence to directly reach Airport, commencement of journey from his Residence would be considered. If he comes to Office and thereafter proceeds to Airport, commencement of journey from the Office would be considered.

- 7.7.3 The Daily Allowance will be admissible at the following rates for fractions of 24 hours:

i)	Less than 6 hours	30%
ii)	More than 6 hours but less than 12 hours	50%
iii)	More than 12 hours	Full

7.7.4 Where an employee accompanies Company's equipment/ materials sent by Goods Train/ Truck, payment of Daily Allowance to him may be regulated under the provisions of Rule-7.7.3.

7.7.5 For the journey period by modes other than Air, Ordinary rate of Daily Allowance as for stay in Guest House indicated in Para-7.3.1 will be admissible. The journey portion will be determined by deducting the number of days spent on halt at the outstation (rounded off as in para- 7.7.3), from the total number of days of absence from the Headquarters and rounded off for the last broken period. In case of Air journey, DA will be payable from the time of departure to the time of return, at the Daily Allowance rate applicable for the Temporary Duty Station.

Reference:

HAL/HR/11(17)/13/PF/A3 dated 03.12.2013

7.7.6 For travel by mode other than Air, Composite DA is not applicable for the journey period, irrespective of the fact whether the return journey is performed on the same day or not. In other words, for the journey period, by mode other than Air, when the return journey is performed on the same day also, Ordinary rate of DA as for stay in Guest House would only be admissible. In case of return journey on the same day, Composite rates of DA would be applicable only in proportion to the period spent at the Temporary Duty Station, provided the employee has not stayed in any Hotel/Guest House. Illustrative examples are given below:

Sl. No	Particulars	Case-I		Case-II		Case-III		Case-IV	
		Actual Hours	Rounded off period as per TA Rules for admissibility of DA	Actual Hours	Rounded off period as per TA Rules for admissibility of DA	Actual Hours	Rounded off period as per TA Rules for admissibility of DA	Actual Hours	Rounded off period as per TA Rules for admissibility of DA
1	Total absence from HQs	20	1 day	15	1 day	10	½ day	7	½ day
2	Composite DA applicability [% of period out of the total DA payable as at Sl.No.(1)]								
	Stay at TD Station	Actual Hours	Proportion to Tot. Hrs. (15/20)	Actual Hours	Proportion to Tot. Hrs. (8/15)	Actual Hours	Proportion to Tot. Hrs. (6/10)	Actual Hours	Proportion to Tot. Hrs. (4/7)
		15	75% of 1 days Composite DA	8	53% of 1 days Composite DA	6	60% of ½ days Composite DA	4	57% of ½ days Composite DA
3	Ordinary DA (Guest House Rates) applicability [% of period out of the total DA payable as at Sl.No.(1)]								
	Journey Period	Actual Hours	Proportion to Tot. Hrs. (5/20)	Actual Hours	Proportion to Tot. Hrs. (7/15)	Actual Hours	Proportion to Tot. Hrs. (4/10)	Actual Hours	Proportion to Tot. Hrs. (3/7)
		5	25% of 1 days Ordinary DA	7	47% of 1 days Ordinary DA	4	40% of ½ days Ordinary DA	3	43% of ½ days Ordinary DA

7.7.7 Normal Halts at transit Stations for catching connecting train/flight would be treated as on duty and TA/DA would be regulated accordingly. Enforced halts, for reasons beyond the control of the employee, may also be allowed by the Competent Authority to be so treated, if such enforced halts at a place, for whatever reason, does not exceed 48 hours. Where the enforced halt is expected to continue beyond 48 hours, the employee should make alternative arrangements for his travel to reach the destination. Enforced halts beyond 48 hours will not qualify for DA unless so permitted by the Competent Authority.

7.7.8 When an employee is provided with free accommodation and boarding, he will only be entitled to Cash Allowance as at Rule-7.4.1 above (Rates for categories E & F will be Rs. 75/- & Rs. 60/- per day respectively). Where accommodation alone is provided free, the Daily Allowance will be at the rate as at Rule - 7.3.1 above. Similar would be the case of employees who are deputed for training Programmes, wherein expenses on Boarding & Lodging or Lodging alone or Boarding alone is borne by the Company.

7.7.9 The scale of Daily Allowance will be regulated as follows:

For the first 60 days of stay in the same place of duty	Full Rates
For period beyond 60 days and upto 180 days	Half the rates

7.7.10 CMD & Directors / CEOs may taking into account the hardship involved in individual cases of temporary duty, allow the full rates of Daily Allowance for the days of halt beyond 60 days upto 180 days. No Daily Allowance will be admissible beyond 180 days.

7.7.11 Employees attending seminars/ courses/ conferences will be allowed Daily Allowance as per Rules mentioned above.

Reference: HAL/HR/11(17)/2016/PF/A10 dated 20.07.2016
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7.7.12 While an employee availing Leave on Tour will be entitled for to & fro Travelling Allowance, he will not be entitled to Daily Allowance for the Leave Period. There will be no restriction on the number of days of Leave that can be availed while on Tour. However, the Leave should be availed with the prior approval of the Leave Sanctioning Authority. The Leave availed while on Tour should not affect the work at the Headquarters and the assignment for which the employee has proceeded on Temporary Duty. Where the employee, after availing Leave, proceeds to another place of Temporary Duty, he will be paid Travelling Allowance for the movement to the other place and for the return trip to the Headquarters from that place.

Reference:
HAL/HR/11(17)/2017/A13 dated 08.03.2017

7.7.13 Payment of DA for attending Sessions/ Training Programmes at HMA will be regulated as under:

- a) Officers (both from Bangalore as well as from outlying Divisions) attending Residential Training Programmes in HMA will not be paid Daily Allowance.
- b) Officers from outlying Divisions attending Sessions/ Training Programmes in HMA will be provided with accommodation and Canteen Services including Breakfast, Lunch, Tea and Dinner. HMA would bear the cost of the Canteen Services to be provided during the course of training to such Officers. In addition, they will be paid Cash Allowance as per the rates specified at para- 7.4.1.
- c) Officers from Bangalore who are attending residential programmes in HMA will not normally be provided lodging facility in HMA Hostel during the period of their training. HMA would bear the cost of lunch, tea, etc. to be provided during the course of training to such Officers.
- d) However, if such Officers are required to stay in HMA for certain Training Programmes, they will be provided with Canteen Services including Breakfast, Lunch, Tea and Dinner. HMA would bear the cost of the Canteen Services to be provided during the course of training to such Officers. They will also be paid the Cash Allowance, as per the rates specified at para- 7.4.1.
- e) Canteen Allowance will continue to be recovered @ Rs.100/- per day for the days on which Residential Training programme is attended. In other words, even though Daily Allowance (DA) will not be payable to such participants, considering that total food expenses would be borne by the Company, recovery of Canteen Allowance would continue to be applicable.

7.7.14 Management/ Design Trainees will not be eligible for any Daily Allowance when they attend the HAL Management Academy Training programmes as part of their Training Scheme. Management/ Design Trainees posted to outlying Divisions, will, however, be entitled to Travelling Allowance at the rate admissible to regular employees in Category – D during their training period at HAL Management Academy.

7.7.15 Management Trainees/ Design Trainees, during the course of their 52 weeks of training, are allowed Planned Vacation of 2 weeks to visit their native Place/ home town. The Trainees will be eligible for reimbursement of the actual to and fro expenditure incurred by them on travel from the place of training to their native place/home town, as per their entitlement.

For the purpose of entitlement, the Trainees would be considered as belonging to Category 'D' under the TA/DA Rules of the Company. No TA Advance will be admissible to the Trainees for this purpose. On completion of the journey, the Trainees will submit their claims in the prescribed Travelling Expenses Claim Form to the Division/Office/HMA under which they are undergoing the training at that time. The Claim will be settled by that Division/ Office/ HMA.

Reference:

HAL/P&A/11(17)/09 dated 01.04.2009

7.7.16 Canteen Allowance/ Subsidy will not be payable to employees deputed on Temporary Duty with payment of Daily Allowance, for the working days (including the journey period) on which Daily Allowance is paid to them. In other words, Canteen Allowance will not be payable for the working days when Daily Allowance is paid.

Note:

Since Canteen Allowance/ Subsidy is paid as a lumpsum amount of Rs. 2,500/- p.m. (reckoned @ Rs. 100/- per day for 25 working days), in the form of Food Coupons (like Sodexo Meal Pass), the same would continue to be paid. The amount of Canteen Allowance/ Subsidy not payable would be deducted while settling the TA/ Daily Allowance Claims. The amount of Canteen Allowance/ Subsidy deductible would be @ Rs.100/- per working day on which full Daily Allowance is claimed. In cases where Daily Allowance is claimed for fractions of the day (para-7.7.3 refers), deduction of Canteen Allowance/ Subsidy would also be made on similar lines (i.e., if Daily Allowance claimed is only 30%, 30% of the Canteen Allowance/ Subsidy for the day will be deducted).

7.8 Entitlement for stay at Hotels at Temporary Duty Station:

7.8.1 Employees in Categories A, B, C and D are permitted to stay in approved Hotels and claim lodging charges at actuals on production of vouchers. Illustrative list of approved Hotels is at Annexure - IV. While this list includes names of Non-ITDC Hotels also, employees should, wherever possible, make use of ITDC/ Public Sector Hotels. If an employee stays at any Hotel other than approved Hotels, reimbursement will be limited to the actuals or the ceiling prescribed for the corresponding category of approved Hotels in the City, whichever is less.

Note:

While the general categorization of employees for the purpose of the TA/DA Rules are as at para – 4.1 above, for the purpose of entitlement for stay in Hotels, Officers in Grades – VII & higher are grouped as under:

- a) Directors / CEOs & CMD;
- b) Officers in Grades – IX & X; and
- c) Officers in Grades – VII & VIII.

7.8.2 Hotels have different types of Rooms with varying tariff. However, Officers should normally stay in Single Standard/ Economy Rooms only (A/C). Where single room accommodation is not available, reimbursement shall be on the basis of 'Single Occupancy' rates within the ceiling limits prescribed under Rule-7.8.1. Officers entitled to stay in a higher category of Hotel can stay in Hotels in the lower category (ies).

References:

- 1) HAL/HR/11(17)/18/A21 dated 14.08.2018
- 2) HAL/HR/11(17)/19/A24 dated 22.07.2019

Notes:

- 1) Directors/CEOs are eligible to stay in any 5 Star Hotels.
- 2) Officers should stay in Hotels only if accommodation in HAL Guest House is not available. Hotel Booking should be resorted to only on receipt of confirmation of non-availability of Guest House Accommodation. On receipt of request for Guest House accommodation, the concerned Division/ Office/ Guest House need to immediately confirm availability/ non-availability of the same Online/ through LAN/ WAN, so as to enable the Officer to make necessary arrangements. Every effort should also be made to avail of accommodation in Guest Houses of other PSUs/ Organisations.
- 3) In some cases, Officers proceed on temporary duty to a place where HAL Guest House is not available; (Or) the place of temporary duty is near or adjacent to the City or place where HAL Guest House is located. In such cases, if Officers stay in a Hotel which is within a distance of 10 kms from the HAL Guest House, they need to submit Non Availability Certificate. Further, a declaration is to be made in the Claim Form (Annexure – II) indicating the distance between the Guest House & place of duty and distance between Guest House & Hotel.
- 4) The Allotment of Guest Houses for Official purposes should always have preference over other purposes. It should be ensured that allotment of Guest Houses to Officials/ others for personal purposes is done very judiciously only and by ensuring that interest of the Company always gets precedence. Further, while issuing Non – Availability Certificate in respect of Guest House, due diligence should be observed by the Guest House In charges/ HR Heads.
- 5) Officers should stay in Private Sector Hotels only if accommodation is

not available in Public Sector Hotels. It should be ensured that allotment of Guest Houses to Officials/ others for personal purposes is done very judiciously only and ensuring that interest of the Company always gets preference. Further, while issuing Non – Availability Certificate in respect of Guest House, due diligence should be observed by the Guest House In-charges/ HR Heads.

- 6) Officers should ensure that where discount is allowed by Public Sector Hotels to Officers of PSUs, these are availed of.
- 7) In case Officers stay in a City where no Hotel has been approved, the actual accommodation expenditure incurred for lodging would be limited to the rent of single occupancy corresponding to the category of approved Hotels in the nearest City, on production of vouchers.
- 8) The list of approved Hotels is subject to change/ addition/ deletion from time to time.

7.8.3 Employees in Categories E & F should also stay in the accommodation provided/ arranged by the Management at the temporary duty station, including at Customer Bases (also when deputed to Customer Bases/ Stations for repair of Aircraft/ Helicopters/ Engines/ Accessories/ Avionics) or Customer' premises. They are permitted to stay in Hotels provided the Company provided/arranged accommodation as above is not available and Non-Availability Certificate is issued to them. They should enclose this Certificate alongwith the TA Claim when accommodation charges are claimed (para-21.11 of the Rules also refers).

Note:

Except at Koraput & Korwa, accommodation in the Guest House is normally not provided to Workmen. As such, they need not produce Non – Availability Certificate issued by the HAL Guest Houses when they are deputed on TD to stations where Company Guest Houses exist, except at Koraput & Korwa, in order to claim the Accommodation Charges incurred by them while on Tour. However, if alternate arrangements for accommodation are made by the Management at such Stations, Workmen will have to stay in such accommodation.

Reference: HAL/HR/11(17)/2017/A12 dated 03.03.2017

7.8.4 When Company provided/arranged Accommodation as in Rule-7.8.3 is not available, employees in Categories E & F will be reimbursed the actual expenditure incurred on Accommodation Charges at the Temporary Duty Station, subject to a maximum of Rs.900/- per day, on production of Vouchers.

8. CONVEYANCE CHARGES & PORTERAGE

- 8.1 Actual Conveyance Charges incurred by employees on temporary duty on local travel on Company work at the temporary duty station, where Company arranged vehicle is not used for such purposes, will be reimbursed at the rates given in Rule – 6.3.1 above, subject to the following ceilings:

(In Rupees)

Category	Ceiling per day	Ceiling per week
A & B	Actuals	Actuals
C & D	900	4500
E & F	600	3000

Reference:
HAL/HR/11(17)/2016/A11 dated 28.12.2016

Notes:

- 1) Reimbursement of Travel expenses at the Temporary Duty Station is to be made as per the entitlement specified at para – 6.3.1, subject to the per day/ per week ceilings specified above.
- 2) Employees in Categories D, E & F can also claim the entitled fare on Self – Certification basis.

Reference:
HAL/HR/11(17)/2016/A11 dated 28.12.2016

- 8.2 In addition to the local conveyance charges at the Temporary Duty Station as at para – 8.1 above, employees can claim actual conveyance charges incurred for the to and fro journey between the residence/ Office/ Guest House/ Hotel and Railway Station/ Airport/ Bus stand, both at the Headquarters and the Temporary Duty Station, provided Company arranged vehicle is not used, at the rates given at para 6.3.1/ 6.3.3 above. The ceilings at para 8.1 are not applicable for claiming the same.
- 8.3 In case an employee carries Company Goods on temporary duty, porterage may be allowed, subject to the following ceilings, on a self-

certification basis:

Weight	Reimbursable Amount (each way) (in Rupees)
Less than 10 kgs	Nil
10 – 20 kgs	280
21 – 30 kgs	320
31 – 50 kgs	360
Above 50 kgs	400

Reference:

HAL/HR/11(17)/14/PF/A5 dated 01.04.2014

- 8.4 Repair Teams being deputed to Air Force Station/s for rectifications are required to carry Company Goods i.e. Tools and spares for the purpose. Payment of Porterage Charges as above may be admissible to concerned Employee/ Leader of the Team, as the case may be, if the items to be carried are heavy and meet the requisite specifications. Porterage Charges will however not be admissible if Company Transport is utilized for this purpose.

9. JOURNEY ON TRANSFER

- 9.1 On transfer, an employee and the members of his family as defined in the Rules will, subject to the approval of the Controlling Officer, be eligible for payment of (a) Travel Expenses, (b) Daily Allowance for the journey time, (c) Transfer Grant, (d) Packing Allowance and (e) Freight charges for the transportation of personal effects.

Note:

Employees can be posted to any Division/ Office/ Customer Base etc. to meet the Organisational requirements. Such employees who are posted on assignments will continue to be on the rolls of the parent Division and will be eligible for Pay, Allowances, etc. as in the parent Division. They will be eligible for Journey TA/ DA for travel from the parent Division to the Division/ Office of assignment; as also for the return journey to the parent Division at the end of the assignment period.

9.2 Travel Expenses:

9.2.1 Journey by Air:

Officers in Grade-IV & above and the members of their families will be entitled to travel by Air on permanent transfer. Employees in Category – D and the members of their families may also be allowed to travel by Air on permanent transfer by low cost Airlines/ low cost fares/ Apex fares/only e.g. Spicejet, Indigo, Go Air etc, limited to 50% of the Economy Class Fare by Air India.

9.2.2 Journey by Rail:

The class of accommodation for travel on transfer in respect of employees and the members of their families will be the same as on tour, as in Rule-6.2. Further, the entitlement will be as follows:

For Employee	One Rail Fare
For Spouse/ Dependent Parents	One Rail Fare for each
Each dependent child, sister and minor brother of age 12 years and above	One Rail Fare
Each dependent child, sister and brother of age below 12 years but 5 years and above	One half Rail Fare

9.2.3 Journey by Road:

The entitlement will be the same as in Rule- 6.3.1 & 6.3.2. In cases where an employee travels by his own conveyance, the entitlement will be regulated as in Rule 9.7.8.

9.3 Member or members of the employee's family who join(s) the employee at the new Headquarters from a station other than the old Headquarters or proceed(s) from the old Headquarters to a station other than the new Headquarters will also be entitled to Travelling Allowance subject to the condition that it does not exceed the TA admissible, had the family proceeded directly from the old to the new Headquarters station.

9.4 Daily Allowance:

An employee will be entitled to one Daily Allowance each for himself and each member of his family who is 12 years and above age, for every 24 hours of journey time. Members of the family below the age of 12 years will be allowed half Daily Allowance. The entitlement of Daily Allowance will be the Ordinary rate of DA (Guest House rates) applicable as in Rule 7.3.1 above. For journey period of less than 24 hours, the DA will be

admissible as follows:

Upto 6 hours	30%
Exceeding 6 hours but not exceeding 12 hours	50%
Exceeding 12 hours	Full

Note:

Member or members of the Employee's family who follow(s) him within six months from the date of his permanent transfer or precedes him by not more than one month will be treated as accompanying him. The time limit in respect of family members following the employee may be extended by the Competent Authority in individual cases on account of special circumstances, upto a further limit of six months.

References:

- 1) HAL/HR/11(17)/18/A19 dated 22.05.2018
- 2) HAL/HR/11(17)/20/A25 dated 05.03.2020

9.5 Transfer Grant:

All employees will be entitled to Transfer Grant equivalent to one month's Basic Pay (as per the Scales of Pay in existence at the time of the transfer) to cover the expenditure incurred on breaking and setting up of establishment. This Transfer Grant includes conveyance for the employee and his family members from the residence to the Railway Station/Airport, etc., at the old Headquarters and from the Railway Station/Airport etc., to the residence at the new Headquarters. Transfer Grant will be payable even if the employee does not intend to shift the family to the Transferee Division, to assist him to establish and maintain 2 establishments.

9.6 Packing Allowance: An employee on transfer will be paid Packing Allowance at the rates given below:

Category	Amount (in Rupees)
A	15000
B	12000
C	10500
D	9000
E	6000
F	4500

Reference:
HAL/HR/11(17)/2016/A11 dated 28.12.2016

Note:

In the absence of supporting Bills/ Invoice, Claim for Packing Allowance can be settled provided proof of transportation / movement of personal effects are produced by the employee concerned. However, the Allowance need not be paid for packing only Dresses and such items.

9.7 Transportation of Personal Effects:

9.7.1 An employee on transfer will be entitled to claim the actual cost of carriage of Personal Effects by Goods Train/Passenger Train, upto the following limits:

Category	Maximum to be carried by Goods Train/ Passenger Train (in kgs.)
A & B	9000
C	6000
D	4500
E	3000
F	

Notes:

- 1) Scale 'R' by Passenger Train is to be adopted to determine the entitled ceiling for reimbursement of Transportation charges for carrying the Personal Effects. If items are carried by Passenger Train, actuals will be payable.
- 2) Railways are not accepting booking goods in pieces or a single wagon now (booking accepted only for Goods Train in Full). As such, Tariff Rates by Goods Train need not be seen to determine the entitlement.
- 3) However, if Category 'A', 'B' & 'C' employees are allowed by the Railways to engage a full four wheeler wagon in a Goods Train, he may be reimbursed the actual cost charged by the Railways, irrespective of the weight carried, limited to the entitlement as at (1)

above.

- 4) Similarly, if Category 'A', 'B' & 'C' employees are allowed the facility of "Container Service" by the Railways (available for transfer of goods from consigner's godown to consignee's godown), reimbursement of such charges may be limited to the entitlement as at (1) above.

9.7.2 Employees can carry the Personal Effects by Road also, at their convenience, even if the places are connected by Rail.

Reference:
HAL/HR/11(17)/18/A18 dated- 07.03.2018

9.7.3 When employees carry their personal effects by Road instead of by Train between two points connected by Rail, they will be reimbursed the transportation charges including the GST levied by the Transport Agency. The total amount reimbursable (Transportation Charges + GST) would be limited to the maximum amount admissible under Scale 'R' by Passenger Train + GST by rail, multiplied by 2. GST by rail would be as notified by the Government from time to time.

9.7.4 If the personal effects are carried by road between places not connected by Rail, the actual cost of transportation will be reimbursed, limited to the amount that would notionally be admissible for such transportation between places connected by rail.

9.7.5 For transportation of Personal effects from the Residence to Goods Yard/ Railway/ Road Transport Booking Office and vice versa, the actual cost of carriage will be admissible, subject to a ceiling of Rs.1.50/- per Quintal per K.M.

9.7.6 The provisions of Rule-9.3 will also be applicable to carriage of personal effects subject to the condition that the cost of transportation does not exceed the entitlement for carriage of the admissible baggage from the old to the new Headquarters direct.

9.7.7 In addition to the cost of transportation of personal effects as in Rule-9.7.1 above, an employee will also be entitled to the cost of transportation by rail/road of the Car / Motor Cycle / Scooter/ Moped/ Cycle, if he was owning and using the same at the old Headquarters. The charges (including packing and forwarding) when carried by Goods Train will be limited to the freight charges under 'Scale-R' by Passenger Train. The scale of entitlement will be as follows (Para-19.9 of the Rules

also refers):

Category	Entitlement
Officers in Gr-I & above and Workmen in Special Scale	Motor Car/ Motor Cycle/ Scooter/ Moped
Other Workmen	Motor Cycle/ Scooter/ Moped/ Bicycle

Reference:

HAL/HR/11(17)/2016/A11 dated 28.12.2016

Note:

When the Car/ Motor Cycle / Scooter / Moped / Cycle is transported by road, payment will be made reckoning the ceiling of twice the Rail freight of 'Scale-R', as admissible for transportation of Personal Effects (Rule 9.7.3 refers). To determine the tariff under 'Scale-R', the weight of the vehicle needs to be considered.

9.7.8 In cases where the Conveyance is transported by its own power, an Allowance of Rs. 12/- per k . m . for Car, Rs. 5.25 per k m . for Scooter / Motor Cycle and Rs. 3.40 per km . for Moped will be paid to cover the expenses on transportation of the Conveyance and such other members of the family including the employee as may travel by that Conveyance. However, the employee and/or his entitled family members need not compulsorily travel by that Conveyance. The maximum payment, however, will be limited to the freight charges for the Conveyance by Passenger Train (Scale – R) and the Railway Fare by entitled Class of accommodation for the employee/family members who travel by the Conveyance. Daily Allowance for the period of journey will also be admissible in addition as for railway journey by the shortest route.

9.7.9 In addition to the cost of transportation of personal effects as above, Octroi duty, entry tax, Porterage (max. Rs. 225/- each way), Loading and Unloading charges of Rs.750/- each way, terminal tax and insurance charges for transportation of personal effects will be paid on production of receipts (No receipt required for Porterage & Loading/ Unloading charges).

9.7.10 Employees may also transport their Personal effects including their Vehicles (as per their entitlements) through the Transport Agency (ies) with whom Divisions have Rate Contracts for shifting of Materials. In such cases, the actual freight charges will be directly paid by the Company to the Transport Agency.

9.7.11 Employees on transfer from one State to another will be entitled to

reimbursement of Life Time Road Tax paid by them in the new State on the re-registration of the Vehicle owned by them, on submission of proof.

Reference: HAL/11(17)/13/A1 dated 16.09.2013

9.7.12 No GST is payable for Personal Effects carried as Parcel Traffic by Rail. As such, the entitled ceiling for carrying Personal Effects by employees by Rail would continue to be computed as indicated at paras 9.7.1/ 9.7.3. However, when the personal effects are transported by Road, GST levied by the Transport Agency would also be reimbursable, along with the Transportation charges, the total amount of Transportation Charges + GST being limited to twice the maximum amount admissible under Scale ' R ' for Passenger Train.

9.8 Where both husband and wife are employees of the Company working at the same Headquarters and are transferred within six months to the same Station, only one of them shall be entitled to Transfer Grant, Packing Allowance and freight charges for transportation of personal effects.

9.9 Joining Time:

9.9.1 On transfer by the Company:

An employee who is transferred from one Division to another or from one Unit/ Office of a Division to another Unit/ Office of that Division will be entitled to Joining Time as indicated below:

- a) Not more than one day is allowed to an employee to join a new post when appointment to such post does not necessarily involve a change of residence from one station to another. A holiday counts as a day for the purpose of this Rule.
- b) If the transfer of an employee involves a transfer from one station to another, six days are allowed for preparation and in addition, a period to cover the actual journey calculated as follows:
 - i) One day for every 1000 kms. of rail journey, through the shortest route or any longer time actually occupied in the journey;
 - ii) One day for every 500 kms. of road journey, or any longer time actually occupied in the journey;
 - iii) Actual time occupied in the journey, if the journey is performed by air;
 - iv) A day is also allowed for any fractional portion of any distance

mentioned above;

- v) Travel by road not exceeding 8 kms. to and fro from a Railway Station/ Bus Station/ Airport at the beginning or at the end of the journey will not count for the purpose of calculation of this Rule;
- vi) A Holiday/ Sunday does not count as a day for the purpose of calculation of this Rule;
- vii) The authority sanctioning the transfer, may in special circumstances, reduce the period of the Joining Time admissible under the Rules.

9.9.2 Joining Time in Two Spells:

The Joining Time admissible under para-9.9.1 may also be availed of in two spells, if an employee so desires, in the following manner:

- a) If the transferred employee does not move his family and/or his personal effects to the new station immediately on transfer, he may initially avail of only the time allowed for the journey as per Rules to move to the station to which he is transferred. This would be the first spell of Joining Time;
- b) If the employee wishes to bring his family and/or personal effects to the new station later, he may be permitted to do so by availing of a second spell of Joining Time, which, if utilized, should not exceed six days;
- c) The second spell of Joining Time should be availed of within six months or such extended period as might be sanctioned by the Competent Authority.

Notes:

- 1) An employee on transfer from one station to another, can travel in the first spell of Joining Time, by the entitled Class, availing only the Joining Time. During the second spell, he will be entitled to avail Transfer TA/ DA benefits for himself and his entitled family members. In such cases, the category and Scale of entitlement to the class of accommodation etc., for self and family members will continue to be determined with reference to the facts on the date of the transfer of the employee (Para-19.2 of the Rules also refers).
- 2) For this purpose, the employee will also be entitled to travel by the entitled Class, for the journey to the transferor Division. He will have to avail the unutilized joining time (if any) or leave at his/ her credit, for the said journey. No Daily Allowance would be admissible for the journey period.

Reference:
HAL/HR/11(17)/18/A21 dated 14.08.2018

- 3) On transfer, if family and personal effects are shifted during the First Spell itself, Second Spell / Journey is not to be allowed.

9.9.3 T A/ DA and Joining Time on mutual transfer and on transfer at employee's request:

Reference:
HAL/HR/11(17)/19/A23 dated 23.04.2019

- a) In case an employee is transferred at his own request or in respect of mutual transfers of employees from one station to another, no Transfer TA, Joining Time, Transfer Grant, Packing Allowance etc., are admissible. However, if an employee working in a particular Station for a continuous period of three years or more is transferred to another Station of the Company at his own request or on a mutual transfer basis, transfer Travelling Allowance, Joining Time, Packing Allowance etc., except Transfer Grant, will be allowed. For this purpose, "Continuous Service" means uninterrupted service and includes service which is interrupted by leave, lay off, strike or lockout or cessation of work not due to any fault of the employee but does not include period of unauthorized absence, leave without pay, pre-employment training and apprenticeship.
- b) The training period in respect of Management Trainees/ Design Trainees/ Diploma Trainees/ Technician Trainees etc., will be reckoned as service for the purpose of arriving at the 'continuous period of three years' service at one Station, for granting transfer TA benefits, on transfer of employees to another Station, either at their request or on mutual transfer basis. Though Management/ Design Trainees undergo training at HMA, other external Institutions and at the Divisions/ Offices, during the one year training period, the entire one year training period will be deemed as service at the Station of final posting, for this purpose.

10. TRAVELLING ALLOWANCE ON SUPERANNUATION / VOLUNTARY RETIREMENT/OPTIONAL RETIREMENT/ PREMATURE RETIREMENT / MEDICAL TERMINATION / RESIGNATION (RESIGNATION ON ATTAINING THE AGE OF 58 YEARS AND AFTER PUTTING IN 20 YEARS OF SERVICE) / DEATH:

- 10.1 On Superannuation, Voluntary Retirement, Optional Retirement, Premature Retirement, Medical Termination, Resignation (Resignation on attaining the age of 58 years of Age and after putting in 20 years of service) and

Death, an employee and members of his family will be entitled to claim benefits as at para - 10.2 or 10.3:

10.2.1 Employees on Superannuation, Voluntary Retirement, Optional Retirement, Premature Retirement & Medical Termination would be entitled for the following:

- a) Travel expenses;
- b) Daily Allowance for journey time;
- c) Transfer Grant;
- d) Packing Allowance; and
- e) Freight Charges for transportation of personal effects/ Conveyance at the rates applicable for Passenger Train (Scale-R) through the shortest route.

The above TA will be allowed from the last duty station of the employee to the selected place of residence anywhere in India where he/his family wishes to settle down permanently. In case an employee whose domicile is elsewhere than in India or who intends to reside permanently outside India after retirement, the concession will be admissible upto the Railway Station nearest to the port of his embarkation. In the case of such an employee who travels by air, the concession of Travelling Allowance by Rail/Road will be admissible upto the Airport for himself and members of his family and upto the port of dispatch for his personal effects.

10.2.2 Facilities as at para-10.2.1 will be admissible to the family members of an employee who dies while in service, at the Scales applicable to the employee on the date of his death.

10.2.3 Facilities as at para-10.2.1 above will also be admissible to employees who resign from the services of the Company and who are relieved on acceptance of the resignation by the Competent Authority & settlement of all dues to the Company, provided:

- a) They have attained the age of 58 years; and
- b) They have served the Company for a minimum period of 20 years.

10.2.4 The journeys in the above cases should be performed within one year from the date of Superannuation/ Premature Retirement/ Voluntary Retirement/ Optional Retirement/ Medical Termination/ Resignation (Resignation on attaining the age of 58 years of Age and after putting in 20 years of service)/ Death of the employee.

Notes:

- 1) Claims of employees/ family members mentioned in Rule-10.2.1 are to be settled only after the journey etc., is performed subject to

production of documentary proof. No payment of advance towards TA/DA etc., to such employees and his family members is to be made. The Division/ Office should satisfy itself whether the concerned person, alongwith his family and personal effects, has moved from the place of his posting to the selected place of choice, before settling the claim.

2) Superannuated Employees etc. can also avail the facility of transportation of Personal Effects through the Transport Agency(ies) with whom Divisions have rate Contracts for shifting Materials as indicated at para – 9.7.10 above. In such cases, the actual freight charges will be directly paid by the Company to the Transport Agency.

10.3 In lieu of the facilities as at para-10.2.1 above, employees will have an option to claim a lumpsum amount towards cost of transportation of Personal Effects, Packing Allowance, Transfer Grant, TA/DA etc., based on claims submitted, in advance, or within a period of one year from the date of superannuation etc., on a self-certification basis, on their superannuation etc., where change of residence is involved, as indicated below:

Distance from the Headquarters to the place of settling down (in Kms)	Category/ Amt. (in Rs.)		
	A & B	C & D	E & F
Upto 500	22500	15000	11250
501 to 800	33750	22500	16875
801 to 1000	39375	26250	19688
1001 to 1250	45000	30000	22500
1251 & above	56250	37500	28125

10.4 Employees / Family who settle down at the same station after superannuation/ voluntary retirement/ premature retirement/ medical termination/ optional retirement/ resignation on attaining the age of 58 years & putting in 20 years of services /death where, change of residence is involved, will be eligible to claim benefits as at para-10.3 only. In other words, they will not be eligible for the benefits as at para-10.2 above.

10.5 Benefits as at paras - 10.1 to 10.4 will be admissible to Ex – servicemen engaged on Contract basis, against Manpower Sanctions, who continue to be on Contract basis till attaining the age of 60 years, like in the case of regular employees. The benefits will also be available to the family of such Ex-servicemen, in the event of their un-fortunate death while in service.

10.6 The procedure to be adopted to regulate grant of TA/DA etc., to employees under Rules-10.1 to 10.5 is as follows:

- a) An employee should give his/ her declaration in the prescribed Form, 3 months in advance to the date of superannuation, to the HR Department of the Division/Office. However, actual movement of the employee from the place of posting to the place of settlement should happen not before 3 months from the date of superannuation. The HR Department of the Division/ Office could remind the employees well in advance to submit the declaration in time, to avoid complications;
- b) The HR Department will scrutinize the details with reference to the declaration made earlier by the employee and obtain approval from the Head of the Division/Office and intimate the employee of the approval or otherwise of his intention to stay in the City/Town mentioned by him in the declaration form;
- c) In the case of employees whose services are terminated on medical grounds or who retire under the Scheme of Voluntary Retirement/Optional Retirement or where an employee dies while in service, the concerned employee/ family members will submit the declaration and obtain the approval before performing the journey for permanent settlement in the City/Town of their choice;
- d) In case the declaration made by the employee/ family regarding place of permanent settlement is found to be false, he/his family is liable for suitable action under the law of the land besides refund of the amount claimed from the Company.

Reference: HAL/HR/11(17)/2013/A4 dated 30.12.2013
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- e) TA/DA Claims in respect of superannuated Officer(s) against whom the provisions of Rule-12(a) of the HAL CDA Rules, 1984 (as amended) have been imposed and disciplinary cases are pending can be settled, pending disposal of the disciplinary cases.

11. TRAVELLING ALLOWANCE FOR JOINING DUTY ON FRESH APPOINTMENT:

- 11.1 Persons joining duty on fresh appointment, including Trainees (MTs/DTs/Diploma Trainees/Technician Trainees etc), will be paid Travelling expenses, Daily Allowance for Journey Time for self and members of their family (in respect of Trainees, reimbursement will be admissible for self only), cost of transportation of Personal Effects, Packing Allowance & reimbursement of Life Time Road Tax for the re-registration of the vehicle owned by them in the new State, according to the Grade/Scale of Pay offered, as in the case of transfers mentioned above. These benefits will also be admissible to Ex-servicemen engaged on Contract basis against Manpower Sanctions

(family in respect of them, for this purpose, would be spouse & children only). This benefit in respect of MTs/ DTs/ Diploma Trainees/ Technician Trainees would be admissible only for the journey performed to join the Company as Trainee. The same will not be admissible to them for the journey etc. performed after absorption as regular employees. Transfer Grant will not be admissible in all such cases. If a fresh appointee who has availed himself of these benefits resigns within one year of his joining duty, he has to refund the entire amount received by him.

Reference: HAL/HR/11(17)/2016/A11 dated 28.12.2016

Notes:

- 1) They will also be entitled for re-imburement of the cost of transportation of the vehicle owned by them, as per the Grade /Scale to which they are inducted. Entitlement will be as indicated at paras – 9.7.7 & 9.7.8.
 - 2) Reimbursement of the Life Time Road Tax in respect of Trainees will be admissible, once the following conditions are satisfied:
 - a) The Vehicle should have been registered in the name of the Trainee before joining the Company. Certificates in this regard are to be produced by him;
 - b) Reimbursement of the Road Tax would be made only for payment of the Tax at the Station of final posting, after absorption. In case the Tax at the final Station of posting was paid before absorption, proportionate reimbursement would be made after absorption, reckoning the total period for which Tax has been paid and the period of training to be reduced from the same.
 - c) Other Documents/Certificates etc., as required, need to be produced by the Officer.
 - 3) The Competent Authority to grant permission for any extension of time period (relaxation of Rules) for transportation of Vehicles to the Headquarters would be as specified at para 3.3.
- 11.2 TA/ DA and other benefits in respect of Government Servants, including those belonging to the Defence Services joining the Company on Immediate Absorption Basis, is to be regulated as in cases of transfer of Company employees of equal status in terms of these Rules.
- 11.3 Employees who join HAL on regular basis on fresh appointment within the same Station where change of residence is involved, may be

reimbursed the actual cost of transportation of personal effects on production of bills, subject to the following ceilings:

Category	Amount (Rs.)
A & B	7500
C	6000
D	4500
E	3000
F	1500

12. TA/DA PAYABLE TO CANDIDATES CALLED FOR INTERVIEW/ WRITTEN TEST/ DOCUMENT VERIFICATION:

Reference: HAL/HR/27(1)2016/MRR dated 06.06.2016

12.1 Candidates called for Interview/ Written Test/ Document Verification for appointment are to be paid Travelling Allowance as given below:

Grade/ Scale	Entitlement
Grade –VII & above	Air Fare (shortest available route)
Grades – IV to VI	II Tier A/C (2A)/ III Tier A/C (3A)/ I Class/ CC
Grades – II & III	III Tier A/C (3A)
Grade – I who qualify the Document Verification Stage	
Scales 3 – 10 who qualify the Document Verification Stage	SL/ II Class/ Bus Fare
Scales 1 & 2 who qualify the Document Verification Stage	No TA (except for SC/ ST/ OBC Ex-Servicemen for whom II Class return train fare or Bus fare is admissible)

Note:

For recruitment to Group 'B' & 'C' posts, no Travelling Allowance is payable to candidates called for Written Test/ Practical Test. However, if the Written Test/ Practical Test and Document Verification would be held at one and the same Station and on the same/ adjacent days, the candidates would be paid Travelling Allowance for one journey to and from the place of selection, as indicated above.

12.2 Internal candidates called for interview against posts advertised by the Company are to be treated as on temporary duty on par with

candidates called for interview for promotion and paid TA/DA as per these Rules.

13. ADMISSIBILITY OF TA/DA FOR JOURNEYS UNDERTAKEN BY THE EMPLOYEES/ FAMILY MEMBERS FOR THE PURPOSE OF MEDICAL TREATMENT:

13.1 Employees referred by the CoMS/CMS/CMO for treatment outside the Headquarters may be paid TA either for the rail or road journey, limited to the fare of the entitled class of the employee plus Daily Allowance for the journey time only, without any halting charges at the outstation. Similarly, entitled family members when referred for treatment outside Headquarters by the CoMS/ CMS/ CMO may be admitted cost of travelling only without DA for journey or halting charges at the outstation. Escorts/ Attendants accompanying patients where required in the opinion of the CoMS/ CMS/ CMO may be paid cost of travelling only as admissible to the employee (i.e., fare of the journey).

14. TA/DA TO SPORTSMEN PARTICIPATING IN TOURNAMENTS OUTSIDE THE HEADQUARTERS ORGANISED BY OTHER PSUs ETC:

14.1 TA/ DA to the Sportsmen who go to outstations to participate in tournaments/matches organized by other PSUs/Sports Authorities recognized by HAL will be paid according to these Rules. However, they have to travel by Road/Train by the entitled class. Travel by Air is not permitted. The period of their absence from the Headquarters for the purpose may be treated as on temporary duty.

15. PAYMENT OF TA/DA TO RETIRED EMPLOYEES/PERSONS RESIGNED FROM SERVICE WHEN CALLED TO ADDUCE EVIDENCE BEFORE COURT OF LAW/ ENQUIRY COMMITTEE ON BEHALF OF THE MANAGEMENT:

15.1 The eligibility for TA/DA in respect of ex-employees' called from outstations for the said purpose would be as follows:

a) To and fro fare at the class of entitlement at the time of retirement/resignation;

b) Daily Allowance as per the provisions of paras-7.2.1 to 7.3.1, as the case may be. Entitlement of DA would be regulated based on the Grade/Scale in which the ex-employee was serving at the time of leaving HAL.

c) Conveyance Charges from the place of their halt to the Court/place of Departmental Enquiry and back as per para – 6.3.1 or 6.3.3 above, as the case may be, in the event Company transport is not provided.

- 15.2 Efforts should be made by the Divisions/Offices to accommodate the ex-employees called for this purpose from an outstation, in the Company's Guest House, in order to contain the expenditure on this count. When such ex-employees are accommodated in Company's Guest House, the rate of recovery from Guest House accommodation will be as applicable to serving employees of HAL.
- 15.3 Ex-employees who are residing in the same Station where the Departmental Enquiry/ Proceedings in the Court are held will be allowed Daily Allowance at 50% of the rates indicated under para- 7.3.1 above (Guest House rates). In addition, they will be paid Conveyance charges as at para – 6.3.1 or 6.3.3 above, as the case may be, if Company Transport is not provided.
- 15.4 Divisions/Office in consultation with the Legal Advisor of the Company will decide as to which ex-employee should be summoned. TA/DA should be paid to the individual only on the basis of a certificate from the Head of HR to the effect that the individual was required to be present in a Departmental Enquiry/ Court on the dates in question to assist the Company in leading evidence/ proving documents etc., and the individual was actually present.

Note:

Benefits as above will be admissible to the ex-employees called for the purpose of Departmental Enquires / Enquires in respect of cases pertaining to self also.

16. PAYMENT OF DAILY ALLOWANCE TO REPRESENTATIVES OF THE RECOGNISED UNIONS CALLED BY THE MANAGEMENT TO ATTEND MEETINGS & TRAINING PROGRAMMES/ SEMINARS OUTSIDE THE HEADQUARTERS:

- 16.1 Office Bearers of the Recognized Unions, be they HAL employees or Outsiders, will be treated on par with Officers in Category-C for the purpose of the TA/DA Rules, when they attend meetings convened/ called by the Management, at places away from the Headquarters.
- 16.2 Further, Officers Bearers and Executive Committees Members of the recognized Unions who are nominated by the Management, only to attend Seminars/ Courses organized for Trade Union Officials outside their Headquarters, will also be treated on par with Officers in Category-C, for the purpose of payment of TA/DA under the Rules.

Note:

The Executive Committee Members of the recognized Unions nominated by the Management to attend Seminars / Courses organized for Trade

Union Officials outside their Headquarters would have to travel by Rail/Road.

- 16.3 Office Bearers & Divisional Secretaries/ Executive Committee Members of the SC/ ST Associations (SC and ST Associations, if they are different), if deputed for Training Programmes/ Seminars, will be treated on par with employees in Category-C under the TA/DA Rules, for one Programme/ Seminar in a Calendar Year per Officer Bearer/ Divisional Secretary/ EC Member .

Note:

Office Bearers & Divisional Secretaries / Executive Committee Members of the SC/ST Associations in Grade-V below, nominated by the Management to attend Training Programmes / Seminars outside their Headquarters would have to travel by Rail / Road.

- 16.4 Office Bearers of the Officers Associations in Category-D (Grades -I to III) will also be treated on par with Officers in Category-C (Grade- IV to VI) for the purpose of entitlements under these Rules, when they attend meetings convened /called by the Management at places away from their Head Quarters as also when they are deputed to attend Training Programmes/ Seminars organised for Officers Association Officials.

- 16.5 TA/ DA facilities to the personnel referred at para 16.1 to 16.4 for all other Official trips will be regulated with reference to their classification as at para-4.1 above.

17. ENTITLEMENT OF TA / DA TO EMPLOYEES SPONSORED FOR HIGHER STUDIES

- 17.1 Employees sponsored for Post Graduate Programmes etc. at IITs/ IIMs/ MDI/ IMI etc. are eligible for payment of Travelling Allowance by the entitled class and Daily Allowance for the journey period, for the journey to the Institute at the commencement of the Course and journey to the Headquarters at the end of the Course. They will also be entitled for the to and fro journey fare between the Institute and the residence/ Headquarters, during Term Breaks (i.e. at the end of the Semester/ Year, which are notified in advance in the Course Schedule by the Institute). The same will also be allowed when the Institute is closed on account of vacations like Christmas (as declared by Schools & Colleges) exceeding one week. Employees will also be eligible for TA/DA if they have to travel to the Institute as part of the Admission Process. They will not be eligible to claim TA/DA for any other journeys performed by them between the Institute and the Headquarters/ Residence.

18. EXTENSION OF BENEFITS TO EMPLOYEES OF OTHER ORGANISATIONS

- 18.1 The Company can depute representatives of Customers, Certification Authorities etc. (like MoD, IAF, DRDO, CRE/CRI, etc), along with HAL personnel, as required, in connection with various Projects undertaken. Such Composite Teams are deputed for technical discussions, review with vendors, witnessing equipment tests, pre- despatch inspection, technical acceptance, consultancy, etc.
- 18.2 Expenses for such deputation, in respect of personnel of other Organisations, can be borne by HAL, if not met by such Organisations, being the lead implementation Agency for such Projects, for which Funds are made available to HAL by the Govt/ IAF. HAL invites select Officers of other supporting Organizations to join the Composite Teams. These deputations are specifically undertaken to meet the defined activities or to meet the milestones in respect of the Projects.
- 18.3 For deputation of personnel of other Organizations, approvals of the Competent Authority in such Organizations are taken.
- 18.4 The following Guidelines would be applicable for deputation of personnel of other Organisations, along with HAL Officers, as Composite Teams within the Country, by extending benefits to them under these Rules:
- a) Deputation of non-HAL Officials should have the approval of the Competent Authority in their parent Organisations;
 - b) Equivalences as indicated in Annexure – V will be followed to extend benefits under these Rules to Officials of other Organisations. In respect of any other Organisations, similar equivalences, based on their Grade Pay, will be followed;
 - c) In respect of personnel of Organizations other than IAF, DRDO & Government as at Annexure – V, like Indian Navy, Army, DGAQA, Academic Institutions & others, Divisions would duly consider equivalences based on the Grade Pay;
 - d) The following administrative aspects would also be followed in this regard:
 - i) TA/DA Advance would be payable to the concerned Officials, by the concerned Division/Office of HAL. For this purpose, the non-HAL Officials should submit the request in the Format prescribed under the HAL TA Rules, which should be forwarded through their parent Organisation;
 - ii) Similarly, TA Claims would also be submitted in the Format prescribed under the HAL Rules, which should also be forwarded

through their parent Organization;

- iii) Copies of Advance Requests as well as TA/DA Claims would be forwarded by the concerned Division/Office of HAL, to the parent Organization of the Officials, after release of Advance/Settlement of Claims.

19. AIR TRAVEL BY SENIOR EXECUTIVES TO ATTEND TRAINING PROGRAMMES

References:

- 1) HAL/P&A/42(2)/05 dated 14.12.2005
- 2) HAL/HR/11(17)/2014 dated 29.01.2014

- 19.1 Officers in Grade VII and above can travel by Air to attend Training Programmes, both at HMA or at other outstations.
- 19.2 Officers in Grade VI & below can be allowed to travel by Air for attending Training Programmes/ Seminars, both at HMA or at other Outstations, with the approval of the concerned Director / CEO, like in the case of Air Travel on Tour.
- 19.3 To the extent possible, Officers should travel by low cost Carriers like Spicejet, Air Asia, Indigo, Go Air, etc., in available sectors. Even in other Carriers, facilities like Apex Fares should be availed by booking in advance to reduce the cost.
- 19.4 Officers in Grade V & below would continue to travel by Rail / Road for attending Training Programmes. However, there will be no objection for their travel by low cost Carriers, on their own, subject to the condition that their Claims will be settled with reference to their entitlement by Rail only.

20. GUEST HOUSE ACCOMMODATION – PROCEDURE FOR BOOKING, CANCELLATION, ETC.

Reference:

- HAL/HR/11(17)/18/A22 dated 10.10.2018

- 20.1 In terms of para-7.8.2 (2), Officers should stay in Hotels only if accommodation in HAL Guest House is not available.
- 20.2 The following procedure would be followed for Guest House Allocation/ Cancellation, Issuance of Non-Availability Certificates (NACs) etc.:

20.2.1 Guest House Allocation:

- a) Officers should intimate the requirement of Guest House Accommodation through LAN/ WAN to the concerned Division / Office/ Guest House, immediately upon approval of visit/ Temporary Duty etc. by the Competent Authority;
- b) Officers need to send the requisition for Guest House booking on the same day when his TD is approved and in case the approval is conveyed to him after closure of shift hours, the intimation for Guest House booking should be sent on next working day. In case the next day is a holiday and the Officer needs to proceed on TD, besides sending the intimation through LAN/ WAN, intimation may also be given over phone;
- c) In case of urgent travel where intimation cannot be given by the Officer through LAN/WAN, the same may be intimated over phone, besides sending LAN/ WAN intimation by the respective Sectional / Departmental Head on behalf of the Officer;
- d) On receipt of request for Guest House accommodation, the concerned Division / Office / Guest House needs to immediately confirm availability / non-availability of the same, through LAN/WAN, Fax etc. In case due to paucity of time, Officers fail to send intimation for Guest House booking, on reaching the destination, the Officer would approach the Guest House for accommodation;
- e) Accommodation would be allotted on first come first serve basis;
- f) In case of non-availability of accommodation, the request should be kept / entered in the Guest House Register, for allotment, in case of any cancellation / postponement by other Officers;
- g) Guest House accommodation can be provided for outsiders as also for personal purposes of Officers. In such cases, confirmation can be considered 7 days in advance. Bookings for personal basis by Officers for purposes like marriage of son / daughter can be confirmed in advance also, with the approval of the HR Head. Generally, requirement of Guest House for official purpose (in normal conditions / emergency) should always have preference over personal purposes.
- h) Names and particulars, i.e. Official position, etc. of the Guests should be properly recorded in the Guest House register and a copy of the ID proof of the Guest House should be obtained and kept on record.

20.2.2 Guest House Cancellation:

- a) Officers who have booked / requested for Guest House accommodation should inform the concerned Division / Office / Guest House immediately over phone followed through LAN/WAN, in case of cancellation / postponement of visit / Temporary Duty etc.
- b) Similarly, if Division/ Office/ Guest House cancels the accommodation, on their own, due to emergency, etc., the Division/ Office/ Guest House should immediately intimate the same to the concerned Division & Officer.
- c) On receipt of Cancellation request, the concerned Division/ Office/ Guest House should immediately allot the accommodation to the Officers, if any, in waiting list, under intimation to them;
- d) Proper records of cancellations should be maintained.

20.2.3 Issuance of Non Availability Certificates:

- a) In case of Non-availability of accommodation, Non Availability Certificate (NAC) would be issued by the Officer in-charge of the Guest House, not earlier than Seven days prior to the due date of stay. All communications in this regard should be made through LAN/WAN, Fax etc.;
- b) Officers should stay in Hotels only if accommodation in HAL Guest House is not available. Hotel Booking should be resorted to only on receipt of confirmation of non-availability of Guest House Accommodation. Without NACs, Hotel Bills would not be settled;
- c) NAC will be withdrawn, in case accommodation can be made available after cancellation, as far as practicable;
- d) NAC withdrawal shall not take effect in case the Officer can submit proof of having made prior arrangement for stay with Financial commitment to the Finance Department concerned, while submitting the Expense Report;
- e) In respect of Temporary Duty (TD), if Guest House is available at the beginning of the TD, Officer needs to stay in Guest House and NAC be issued for the balance period when Guest House is not available. Further, if the total period of stay during Temporary Duty (TD) is 7 days or more and Guest House is available subsequently (not available initially) ,

Officer needs to shift to Guest House. However, for shorter duration TDs (< 7 days), NAC may be issued even if Guest House may be available for few days in the 2nd half. However, the Officer concerned may take judicious decisions in case of duration of < 7 days also, in the interest of the Company;

- f) Accurate and sequential record (in electronic / soft form also) should be maintained with justification in respect of each NAC issued. The records may be put up on a quarterly basis to the respective HR Heads (in Banagalore to FMD) for perusal;
- g) NAC should be issued before the date of commencement of Journey / Stay or at the most on the first day of stay in case TD was finalized at the last moment. Issuance of NAC after the stay has commenced / is over, needs to be avoided;
- h) Issuance of NACs on the request of the personnel concerned, citing distance, operational convenience etc. should not generally be resorted to. In cases where HAL Guest House is not available at the place of Temporary duty and is available only at a distance beyond say 30 kms and rapid Transport connectivity like Metro is available, to the extent possible, Officers would stay in Guest Houses and travel to the place of duty. In any case, if Officers stay in a Hotel which is located within 10 km radius of Guest House, they need to submit Non Availability Certificate. In such cases, Officers need to make a declaration to that effect in the Claim Form indicating the distance between Guest House & place of duty and distance between Guest House & Hotel (Annexure – II).
- i) In case of Non-availability of Guest House, as far as practicable, the Guest House in-charge or any other personnel thus authorized may book Hotel accommodation, preferably in Hotels with which HAL has Rate Contracts/ arrangements. Alternatively, the Officer can book the accommodation in the empanelled Hotels/ as per his entitlement.

20.2.4 Bills Payment

- a) Payment towards lodging charges, Food etc. to the Guest Houses/ Division / Office should be made by the Officers/ Guest concerned directly and receipt to this effect be obtained;
- b) Divisions/ Offices/ Guest Houses need to accept payment towards Guest House Bills/ charges from the employees/ boarders, through the Digital mode only;

c) Guest Houses/ Divisions/ Offices need to maintain proper record of Bills etc. for scrutiny as and when required.

20.3 In respect of Employees who make their own arrangements for stay at the place of Temporary Duty and claim Composite DA, reimbursement of Local Conveyance shall be restricted to the distance between the Guest House and the place of duty. Specific approval from the Sanctioning Authority would need to be obtained to claim Local Conveyance beyond the distance between the Guest House and the place of duty, if the distance between place of stay and place of duty is more.

20.4 In exceptional cases, when operational requirement of the Job warrant stay in Hotel, the same may be permitted with the approval of the Sanctioning Authority, without approaching the Guest House.

20.5 LODGING CHARGES FOR HAL GUEST HOUSE ACCOMMODATION

Reference: HAL/HR/60(9)/2018 dated 28.08.2018
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Sl. No.	Category of Officials/ Guest	Lodging Charges (Rs./ day)			
		Single Occupancy		Double Occupancy	
i)	Company Officers on Special Duty (including Spouse)	100	50	100	50
		Single Occupancy		Double Occupancy	
ii)	Company Officers on Personal Visit	100	50	100	50
iii)	Retired HAL Officials; and Guests/ Relatives of HAL Officers on Private Visits				
iv)	Officers of Govt. Depts./ PSUs on HAL related Official Duty	200*	100*	400	200
v)	Officers of Govt. Depts./ PSUs on Non-HAL related Official Duty	250*	125*	500	250
vi)	Others	600*	300*	1200	600

* If Double Room is allotted to a single person, the rates applicable for Single Room would be charged.

21. GENERAL:

- 21.1 Where a journey on duty is cancelled due to official reasons, cancellation charges including reservation charges, if any, on unused air/rail tickets will be permitted provided it is approved by the Competent Authority that the journey was cancelled due to official reasons.
- 21.2 The entitlement for TA/ DA on tour/ transfer of an employee (and family members in the case of transfers) shall be decided based on the category of the employee at the time of commencement of his outward journey/date of transfer from the Headquarters (Para- 9.9.2 of the Rules also refers).
- 21.3 Where travel is undertaken by an employee to give evidence in a Court of Law to depose about the facts coming to his knowledge during the discharge of his official duties, and HAL is either interested or a party in the case, expenditure as per these Rules will be admitted. Where the expenditure on TA/DA is reimbursed by the Court, the same should be refunded to HAL by the employee.
- 21.4 The Controlling Officers shall satisfy themselves of the mode of conveyance and that the conveyance and Boarding/ Lodging expenses are reasonable. The Controlling Officers shall have the right to disallow any portion of the claims which in their opinion is not necessary or reasonable.
- 21.5 When an advance is granted to an employee and the outward journey has not commenced within 30 days of drawal of the advance, the advance should be refunded by the employee in full immediately. If it is not done, the amount should be recovered from the following month's salary with interest at current bank rate for overdraft.
- 21.6 Employees are required to submit their expense reports for the trips undertaken by them within 15 days from the date of return journey, in the prescribed Form. If expense report is not rendered accordingly, the entire advance will be recovered from the following month's salary with interest at current bank rate for overdraft. Where the stay at outstation exceeds three months, monthly interim expense reports must be submitted and final expense report on completion of the deputation.

Reference:

HAL/HR/11(17)/2016/A11 dated 28.12.2016

Note:

No TA/DA Claims submitted after 15 days of Return Journey would be considered for Settlement. Advance, if any, drawn by such employees for the said Travel would be fully recovered from the Salary for the next month, as specified above.

Reference:
HAL/HR/11(17)/2013/A2 dated 17.10.2013

21.7 While rendering the TA/DA Claims, cash receipts from the Railways/ Airlines should invariably be enclosed in respect of the claim. In case it is not possible to obtain cash receipts from Railways/ Airlines, the PNR numbers should be indicated in the claim in respect of the journey undertaken by them. Copies of the Tickets, Boarding Cards etc. should also be enclosed, wherever feasible.

Reference:
HAL/HR/11(17)/18/A21 dated 14.08.2018

Notes:

- 1) The Claim will be settled in full only when it is submitted along with documentary evidence like Bills, Cash Receipts, Copy of Tickets, etc. in support of the expenditure incurred on travel. In respect of Air journey, copies of Boarding Cards should also be submitted.
 - 2) At some Airports, Boarding Passes are not stamped rather scanned in e- reader machines. Submission of Stamped Boarding Pass need not be insisted upon, wherever Boarding Passes are not stamped at the Airports. In such cases, the Boarding Passes are to be submitted also indicating the PNR Number on it.
 - 3) The status of Travel may be verified by the Division/ Office through the PNR Numbers, wherever need arises.
- 21.8 Formats to be used for seeking approval for travel within India (Tour Proposal and Advance Request) and submission of TA/DA Claims Travelling Expenses Claim (Inland) are enclosed as Annexures – I & II.
- 21.9 On Transfer/retirement etc., cost of Transportation of Car/ Motor Cycle etc. may be reimbursed if the Vehicle is owned by the employee in his name or his Spouse's name (Para-9.7.7 of the Rules also refers).
- 21.10 Carrying of dead body of employees or his/ her dependents from the Station outside the Headquarters where he was referred for treatment by the CoMS/CMS/CMO or from the outstation to which he was deputed for Temporary Duty may be allowed, in the un-fortunate event of their death at such Stations, by Air/Rail/Road, to the employee's Headquarters or his/her native place. One Escort/Attendant bringing the dead body may be paid the Journey Fare by Air/Road/Rail, as the case may be.
- 21.11 Entitlements under the TA/DA Rules in respect of workmen in Scale-10 who are sent to Customer Bases/ Stations for repair of Aircraft/ Helicopters/ Engines/ Accessories/ Avionics would be on par with Officers

in Grade- I/II/III, i.e. Category-D (Paras-6.3.5 & 7.8.3 of the Rules also refers).

Reference: HAL/HR/11(17)/20/A26 dated 01.06.2020

- 21.12 In case Claim or Expense Report is not supported by Voucher/ documentary proof by the employee, the Claim shall be settled by limiting the amount equivalent to Rail Fare one Class lower than the entitled class/ actual claim, whichever is less. However, claims of employees entitled for travelling in Rail by Sleeper Class shall be settled at the admissible amount of the Sleeper Class/ actual claim, whichever is less.
- 21.13 In case of travel by other modes of transport, the reimbursement would be limited to the actual fare paid or the train fare by the entitled class of accommodation, whichever is less. For this purpose, the train fare would be considered for travel by Mail/Express Train and not Trains like Satabdi/ Rajadhani/ Duronto/ Premium Trains.
- 21.14 If spouses of employees accompany them on Tour, no deduction shall be made from the admissible Room Rentals.
- 21.15 Divisions/Offices should give clear instructions to Travel Agents to book Air Tickets by Apex Fare/ Low cost Fare/ Low Cost Airlines etc., to the extent possible.
- 21.16 Austerity measures notified by the Management from time to time would continue to be in vogue in regulating TA/DA entitlement.
- a) All overnight journeys by Officers upto & including Grade-VIII are to be performed only by modes other than Air.
 - b) While TA Claims would continue to be settled as specified in the Rules, any expenditure beyond the advance sanctioned will have to be approved by the Sanctioning Authority.
- 21.17 Extreme discretion should be exercised while approving air travel. In case the journey can be performed by other modes, without affecting the work, air journey need not be allowed.
- 21.18 Full use of Information Technology (e-mail, tele – conferencing, Video conferencing etc.) is to be resorted, so that travel is kept to the barest minimum.
- 21.19 Movement of Vigilance Officers from the Headquarters is authorised by the CVO also. In such cases, Divisions/ Offices will not again obtain separate administrative approval from the Head of the Division for grant of TA/DA

Advance, Booking of Tickets etc. The Movement Order, Tour Proposal and Advance Request etc. will be issued by the HoD of Vigilance, enclosing a copy of the approval received from the Corporate Vigilance for the movement out. The concerned GM/ED/CEO/Director will, however, be kept duly informed by the HoD of Vigilance of the Division/ Office about the movement of the concerned Officer.

21.20 Divisions/ Offices are required to exercise control and ensure that only the required number of personnel are deputed to attend meetings, other Official events/ engagements, etc. In feasible cases, Services of Officers from Liaison Offices etc. may also be utilized to attend the Meetings/ Events, instead of deputing Officers from Divisions/ Offices.

CHAPTER - II
TRAVELLING ALLOWANCE RULES (ABROAD)

TRAVELLING ALLOWANCE RULES (ABROAD)

Reference: PC No. 705 dated 16.10.2014

INTRODUCTION:

These Rules are called the HAL Travelling Allowance Rules (Abroad).

- 1.1 These Rules apply to all the regular full time employees in the Company including those on deputation for the journeys performed by them on Company duty with the approval of the Competent Authority.
- 1.2 TA/ DA is given to an employee to cover the expenses incurred while travelling on Company duty and is not intended to be a source of profit.
- 1.3 The Company reserves the right to modify, cancel or amend all or any of the provisions in these Rules without previous notice and give effect to these modifications, cancellations or amendments from the date of issue or any other date.
- 1.4 Powers to interpret these Rules are vested in the Director (HR) of the Company.

2. DEFINITIONS:

- 2.1 **"CONTROLLING OFFICER"** for the purpose of approval of Expense Reports under these Rules means Officers in Grade-VI and above for employees working under them. Officers in Grade-VI and above will be their own Controlling Officers.
- 2.2 **"HEADQUARTERS"** means the station at which an Employee is posted on permanent basis.
- 2.3 **"PAY"** means the Basic Pay of the employee and includes Special Pay, Personal Pay, Officiating and Deputation Allowance. In the case of re-employed Government Pensioners employed in the Company, Pay for the purpose of these Rules will be the Gross Pay fixed in the Scale of Pay of the Post.

3. COMPETENT AUTHORITY:

- 3.1 CMD is the Competent Authority to approve Tour/ Deputation abroad for all purposes in respect of all employees in Grade X and below in the Company, including those on deputation, for the journeys performed by them on Company duty/ Official purposes. In respect of Board Level incumbents, orders issued by the Ministry of Defence will apply.

- 3.2 In cases where the deputation/ tour abroad is approved by the Competent Authority as at para 3.1 above, where there would be subsequent change in the dates of the tour, without entailing any additional financial implication, the changed schedule can be approved by the concerned Director/ CEO.
- 3.3 CMD will have full powers to authorize TA/ DA in relaxation of these Rules under special circumstances.

Notes:

- 1) CEO, MC would be the Competent Authority for approving Official Tours of Resident Manager & other employees posted at Liaison Office, Moscow, to other Countries of erstwhile USSR. Tours, if any, to Countries outside the erstwhile USSR would require the prior approval of CMD.
- 2) CEO, BC would be the Competent Authority for approving Official Tours of Resident Manager & other Employees posted at Liaison Office, London, to other Countries in Europe. Tours, if any, to Countries outside Europe would require prior approval of CMD.

4. MODE OF TRAVEL:

- 4.1 Employees travelling on Tour/ Deputation to Foreign Countries can travel by Air in Air India. Travel by other Airlines can be undertaken if Air India does not have/ operate flights or when other Airlines are cheaper. The entitlement to Class of Travel is as follows:

Executive Directors & above	Executive / Business / Club Class
Grade IX & Below	Economy Class

Note:

Entitlement of Offg. EDs/EDs/Officers in Grade-X for Air Travel by Business Class is kept in abeyance till further orders.

- 4.2 Air Tickets must be purchased in India in advance, both for the onward and return journeys, including any inland Air Travel within the foreign Country(ies).

5. DAILY ALLOWANCE (CONSOLIDATED):

- 5.1 Release of Foreign Exchange towards Daily Allowance for trips/ deputations Abroad will strictly be done as per the approvals granted by CMD in each case, within the following maximum per diem entitlements in US Dollars:-

5.1.1 Business Visits:

Category	For all Countries (in US Dollars per day)
CMD	500
Directors/ CEOs	450
Officers in Grade – X	400
Officers in Grade – IX	375
Officers in Grades-VIII/VII	325
Officers in Grades-VI/V/IV	300
Officers in Grades-III/II/I	275
Workmen	250

5.1.2 Entertainment: As approved by CMD in each case.

5.1.3 Training/ Specialisation/ Familiarization/ Seminars/ Assignments/ Product Support Jobs / Execution of Export Orders/ Consultancy Jobs, etc.:

Sl. No.	Category	Rate of DA payable (in US Dollars per day)			
		For the first 15 days	For the next 15 days (16 th to 30 th day)	For the next 150 days (31 st to 180 th day)	For more than 180 days (181 st day onwards)
i)	CMD	500	400	300	3000 per month [for all Categories from Sl. Nos. i) to viii)]
ii)	Directors/ CEOs	450	350	250	
iii)	Officers in Gr– X	400	300	200	
iv)	Officers in Gr– IX	375	275	175	
v)	Officers in Gr– VIII/ VII	325	250	150	
vi)	Officers in Gr – VI/ V/ IV	300	225	150	
vii)	Officers in Gr – III/ II/ I	275	200	150	
viii)	Workmen	250	175	150	

Illustrative Example:

A sample case of computation of DA payable in respect of workmen is given below:

Total period of stay abroad	210 days
The DA payable would be as under:	
For the first 15 days @ \$250 per day (\$250 x 15 days):	\$3750
16th to the 30th day @ \$175 per day (\$175 x 15 days):	\$2625
31st to the 180th day @ \$150 per day (\$150 x 150 day s):	\$22500
181st to the 210th day (1 month) @ \$3000 p.m.	\$3000
Total	\$31875

- 5.2 No person will be entitled to Foreign Exchange in excess of the rate/ amount approved by the Competent Authority.

Reference:
HAL/HR/11(17)/16 dated 10.02.2016

Notes:

- 1) Approval for Tour / Deputation abroad, including DA to be released, is to be taken in advance. There is no provision in the Rules to grant higher rate of DA, after completion of the Tour.
 - 2) Entitlement of employees for Daily Allowance / Cash Allowance on Foreign Tour is decided based on the Category to which he/she belongs at the time of commencement of his/her journey from the Head Quarters.
- 5.3 The entitlement to Daily Allowance in Foreign Exchange for travel abroad will be calculated on the basis of the actual stay abroad (i.e., from the time of arrival at the foreign land upto the time of departure from foreign land). For the balance portion of the trip, only Inland DA will be admissible.
- 5.4 **'FOREIGN LAND'** would mean landing at the foreign land where the Official duty begins. It will not include temporary halt/ stoppage due to change of flight en-route/ connecting flights.
- 5.5 Full DA will be granted for each completed period of 24 hours stay abroad.

For fractions of 24 hours, DA will be admissible as under:

Less than 6 hours	30%
More than 6 hours but less than 12 hours	50%
More than 12 hours	Full

5.6 In case of extension of stay abroad beyond the originally sanctioned period of stay necessitated due to exigencies, Divisions/ Offices should obtain the prior approval of the Competent Authority and only thereafter release additional Foreign Exchange before the return of the employee.

5.7 The Consolidated DA mentioned at paras 5.1.1 & 5.1.3 in respect of Business Visits and other visits such as Training/ Specialization/ Familiarization/ Seminars/ Assignments/ Product Supports Jobs/ Execution of Export Orders/ Consultancy Jobs, etc., will cover expenditure on Room Rent (Lodging), DA towards Food as per Ministry of External Affairs (MEA) Rates for each Country, Local Conveyance Charges and Telephone & Contingency Expenses.

5.7.1 Lodging Charges:

5.7.1.1 Hotel Charges will be actuals, subject to production of Vouchers. However, the same will be limited to the balance DA i.e. Consolidated DA minus DA for Food, Conveyance Charges and Telephone & Contingency Expenses as indicated below at paras 5.7.2, 5.7.3 & 5.7.4 respectively.

5.7.1.2 There may be instances wherein the entitled Lodging Charges as at para 5.7.1.1 would not be enough to meet the expenditure towards lodging (stay with a delegation in a specified Hotel, specified Hotel booked by the Embassy/ High Commission, charges in the Country/City concerned are higher than the normal ones, etc). In such cases, prior sanction for additional Lodging Charges can be sought, indicating justifications for the same. Sanction of the additional amount will be at the discretion of Chairman.

5.7.2 Food: The eligible Rates of DA for Food will be at the rates prescribed by the Ministry of External Affairs (MEA) from time to time. The MEA DA Rates towards Food will be notified by Corporate Office from time to time. The prevailing Country wise MEA DA Rates towards Food are as indicated at Annexure - VI.

5.7.3 Local Conveyance Charges:

5.7.3.1 The Local Conveyance Charges will be at actuals, subject to a maximum of 25% of the Consolidated DA.

5.7.3.2 Expense towards local travel within City limits in the foreign country is to be met out of the sanctioned DA Rates. However, in cases where travel to

distant places are involved, additional Foreign Exchange towards such expenditure has to be projected and got sanctioned in advance. No additional Foreign Exchange will be made available on this account after the return of the employee. If, however, the employee has actually travelled by Road/ Train and produce enough supporting vouchers and the total entitlement is still within the Foreign Exchange already sanctioned to him, the claim will be admitted, with the approval of the Controlling Officer.

5.7.4 Telephone & Contingency Expenses:

Telephone & Contingency Expenses will be at actuals, subject to a maximum of 10% of the Consolidated DA.

5.7.5 In case the actual expenditure on Local Conveyance Charges as at para-5.7.3 above exceeds 25% of the Consolidated DA, the same can be adjusted from the Telephone & Contingency Expenses. However, excess expenditure on Telephone & Contingency Expenses, if any, over and above the prescribed ceiling of 10% of the Consolidated DA as at para-5.7.4 above, cannot be adjusted from the allocation against Local Conveyance Charges as at para-5.7.3 above.

5.7.6 Officers/ Workmen are required to submit Bills/ Vouchers in respect of Local Conveyance Charges and Telephone & Contingency Expenses as at paras 5.7.3 to 5.7.4 above. In case of difficulty in production of Bills, the expenditure can be claimed on the basis of self - certification.

5.7.7 Total balance DA after deducting DA towards Food, Conveyance and Telephone & Contingency Charges from the total Consolidated DA, for the trip as a whole, can be utilized towards Lodging Charges, subject to actuals. If the expenses on Food, Conveyance, etc. are lower than the ceilings, more amount can be utilized towards Lodging Charges, on need basis, within the overall Consolidated DA. In other words, when employees need to spend more than the normal per diem rate towards Lodging Charges, the same can be claimed for the trip as a whole (not day wise), at actuals, limited to the Consolidated DA sanctioned minus total claim towards Food, Conveyance and Telephone & Contingency Charges, subject to production of Bills/ Vouchers.

Illustrative Example:

Assuming a Business Trip of 8.5 days to UK by an Officer in Gr-IV

Consolidated DA Sanctioned (\$300 per day X 8.5 days) = \$ 2550

Sl. No.	Particulars	Amount to be admitted (in \$)
i)	Food (@ \$100 per day X 8.5)	850

ii)	Telephone & Contingency Charges (\$30 per day X 8.5 days)	255
iii)	Local Conveyance (\$75 per day X 8.5 days)	637.5
iv)	Total [(i) to (iii)]	1742.50
v)	Lodging Charges to be admitted for the trip as a whole at actuals (with Bills)	807.50 (2550 – 1742.50)

Note:

Actual Lodging Charges beyond \$ 807.50 can be admitted, within the total sanctioned DA of \$2550, provided the Claim towards Food/ Conveyance/ Telephone/ Contingency Charges are lower.

- 5.7.8 In case any of the facilities/services like Lodging/ Conveyance are provided free of charge, relevant portion of DA will not be payable. For example, if lodging is provided free, no DA would be payable for Lodging.
- 5.7.9 In case Lodging, Boarding & Conveyance are provided free, an all-inclusive Consolidated DA @ US \$50 per day will be paid as Cash Allowance, for which no Vouchers/ Bills are required to be submitted.
- 5.7.10 An amount allocated for one item cannot be used for other items, except as at paras 5.7.5 & 5.7.7 above.
- 5.7.11 For stay abroad beyond 180 days, lump sum DA of US\$ 3000 p.m. (pro-rata amount for durations of less than one month) will be payable, without insisting for proof/ break-up towards Food, Lodging, Local Conveyance and Telephone & Contingency Charges.
- 5.7.12 In the event of there being forced stop en-route to and from due to non-availability of direct Flight, layover facilities shall be availed. If layover is not allowed due to stop being for a short duration necessitating meeting expenses towards Food etc., proportionate DA would be payable based on self-certification. Further, the deputationist should also certify that no layover facility/ lunch coupons were provided. However, this would be with the prior approval of the Competent Authority.
- 5.7.13 Foreign Exchange will be released in Euro or any other Currency also, for visit to any Country, at the specific request of the concerned employee. If the employee opts for Euro or any other Currency, the concerned Bank will be advised by the Division/ Office to release the Foreign Exchange in that Currency, equivalent to the sanctioned US Dollars as on the date of drawal of the Foreign Exchange. No additional charges should accrue to the Company on this account. If there is no specific request to release the Foreign Exchange in any other Currency, the same will be released in US Dollars.

6. EXCESS BAGGAGE

6.1 Carriage of baggage in excess of the Free Baggage Allowance will require the prior approval of Chairman.

7. RETURN OF UNSPENT FOREIGN EXCHANGE

7.1 Any unspent Advance should be surrendered to the Company within 6 Working days of rejoining duty on return from abroad. In case of delay beyond 6 working days in surrendering the unspent Advance of Foreign Exchange, interest at the prevailing cash credit rate on the un-surrendered amount will be recovered from the 7th day onwards, till the date of surrendering the amount/ submission of Expense Report.

7.2 Expense Reports need be submitted within 30 days of return from abroad & settled immediately thereafter and recoveries effected wherever necessary, after considering the normal entitlements. In case of delay of more than 30 days in submission of Expense Reports, the outstanding Advance would be recovered fully, together with interest at the prevailing cash credit rate.

7.3 Unspent Foreign Exchange with reference to the normal entitlements should be refunded in Foreign Exchange immediately on return to the Headquarters. No refund/ recovery in terms of Indian Rupees will be allowed on this account.

8. TEMPORARY DUTY TO NEPAL AND BHUTAN

8.1 Employees proceeding to Nepal and Bhutan on official work will be entitled only to the following:-

- a) Actual Accommodation Charges as charged by the Hotels on production of Vouchers;
- b) Reimbursement of expenses on Local Travel, Porterage and Airport Duty on certification of actual expenditure by the employees concerned. No Tips are reimbursable;
- c) Cash Allowance (i.e. Daily Allowance) for Boarding and Incidental Expenses equivalent in Rupees to the following amount per day, on the Exchange Rate prevailing on the days of stay in Nepal/Bhutan:

Category of Employees [as per the HAL Travelling Allowance Rules (Inland)]	Cash Allowance per day (in US \$)
A	50
B	45
C	40
D & E	30
F	20

8.2 The DA rates for Food notified by the MEA, Govt. of India, as at Annexure - VI and other benefits as brought out at para-5 above, would not be applicable for Temporary Duty to Nepal and Bhutan.

9. **AVAILING LEAVE WHILE ABROAD:**

9.1 While employees who proceed Abroad on Temporary Duty/Training, avail of Leave not exceeding 15 days, their entitlement for the return passage will not be affected. However, if they avail of Leave in excess of 15 days, they will not be entitled to return passage.

9.2 Availing of Leave while on Duty/ Training Abroad should have prior approval of the CMD.

9.3 Employees who avail of Leave Abroad in the circumstances indicated above will not be entitled for Daily Allowance and other concessions, such as Conveyance Charges etc., during the period of such Leave.

10. **MEDICAL ASSISTANCE:**

10.1 Medical Treatment, if any, required should be covered through Overseas Medical Claim Policy of General Insurance Corporation of India or its Subsidiaries obtained before leaving India, the cost of which will be borne by the Company. Employees will obtain reimbursement of expenditure towards medical treatment, if any, undergone abroad from the Insurance Company against the Policy. They will not be allowed any other reimbursement etc., from the Company.

11. **JOURNEY WITHIN INDIA:**

11.1 In respect of journeys between Headquarters and place of Embarkation/ Disembarkation, entitlements will be as per the HAL Travelling Allowance Rules (Inland) applicable for travel within India.

12. **EXTENSION OF BENEFITS TO EMPLOYEES OF OTHER ORGANIZATIONS:**

12.1 The Company can depute representatives of Customers, Certification Authorities etc. (like MoD, IAF, DRDO, CRE/CRI, etc), along with HAL personnel, as required, in connection with various Projects undertaken. Such Composite Teams are deputed for technical discussions, review with Vendors, witnessing equipment tests, pre-despatch inspection, technical acceptance, consultancy, etc.

12.2 Expenses for such deputation, in respect of personnel of other Organisations, can be borne by HAL, if not met by such Organisations, being the lead implementation Agency for such Projects, for which Funds

are made available to HAL by the Govt./ IAF. HAL invites select Officers of other supporting Organizations to join the Composite Teams. These deputations are specifically undertaken to meet the defined activities or to meet the milestones in respect of the Projects.

12.3 For deputation of personnel of other Organizations, approval of the Competent Authority in such Organizations are taken.

12.4 The following Guidelines would be applicable for deputation of personnel of other Organisations, along with HAL Officers, as Composite Teams abroad, by extending benefits to them under these Rules:

- a) Deputation of non-HAL Officials should have the approval of the Competent Authority in their parent Organisations;
- b) Equivalences as indicated in Annexure – V will be followed to extend benefits under these Rules to Officials of other Organisations. In respect of other Organisations, similar equivalences based on their Grade Pay, will be followed;
- c) In respect of personnel of Organizations other than IAF, DRDO & Government as at Annexure–V, like Indian Navy, Army, DGAQA, Academic Institutions & others, Divisions would duly consider equivalences based on the Grade Pay;
- d) CMD, HAL will have powers to approve TA/DA benefits at higher rates, to Officials of other Organizations, in exceptional cases, if and when such cases come up, based on the merits of such cases;
- e) The following administrative aspects would also be followed in this regard:
 - i) TA/DA Advance would be payable to the concerned Officials, by the concerned Division/ Office of HAL. For this purpose, non-HAL Officials should submit the request in the Format prescribed under the HAL Rules, which should be forwarded through their parent Organisation;
 - ii) Similarly, TA Claims would also be submitted in the Format prescribed under the HAL Rules, which should also be forwarded through their parent Organization.
 - iii) Copies of Advance Requests as well as TA/DA Claims would be forwarded by the concerned Division / Office of HAL, to the parent Organisation of the Officials, after release of Advance / Settlement of Claims.

13. ENTITLEMENT FOR TRAVELLING ALLOWANCE ETC. IN RESPECT OF FAMILY MEMBERS OF EMPLOYEES POSTED ABROAD

- 13.1 In respect of eligible family members, employees posted to the Liaison Offices and other Offices abroad will be entitled for charges towards applicable VISA; Air Passage; Daily Allowance at the rates admissible at places of enforced halts enroute, if any (provided Accommodation & Food are not provided by the Airlines); Return Passage; and Home Leave Passage.
- 13.2 Employees posted at Customer Support Bases abroad for providing Customer Support Services are also eligible for charges towards applicable VISA; Air Passage; Daily Allowance at the rates admissible at places of enforced halts enroute, if any (provided Accommodation & Food are not provided by the Airlines); Return Passage; and Home Leave Passage, in respect of eligible family members, subject to the condition that the family members reside with the Employee at least for 9 months
- 13.3 In cases of employees deputed/sponsored for Training Programmes abroad, wherein the Training is, ab-initio, for a period of one year or more, the Trainee may, if he so desires, take his/her spouse to the place of Training. In such cases, charges towards applicable VISA and cost of Passage (to & fro) for his/her spouse will be met by the Company, provided his/her spouse stays abroad with him/her at least for 9 months.
- 13.4 In respect of Officers sponsored for the Post Graduate Courses at Cranfield University, UK, which are ab-initio for a period of 11 months or more, the Officer may, if he/ she so desires, take his/ her spouse to the place of training. In such cases, charges towards applicable VISA and cost of Passage (to & fro) for his/ her spouse will be met by the Company, provided his/ her spouse stays abroad with him/her for at least 5 months.
- 13.5 The actual entitlements in respect of the eligible family members in respect of the instances at paras 13.1 to 13.4 above would be specified in the Orders issued posting/ deputing the employee abroad.

14. GENERAL

- 14.1 Canteen Allowance/ Subsidy will not be payable to employees deputed on Temporary Duty with payment of Daily Allowance, including those who are deputed/ sponsored for Training Programmes, Seminars etc., for the working days (including the journey period) on which Daily Allowance is paid to them. In other words, Canteen Allowance will not be payable for the working days when Daily Allowance is paid.
- 14.2 In respect of Officers sponsored for the PG Courses at Cranfield University & other such Programmes abroad, who are paid Foreign

DA, Canteen Allowance will not be paid.

Notes:

- 1) Since Canteen Allowance/ Subsidy is paid as a lumpsum amount of Rs. 2,500/- p.m. (reckoned @ Rs. 100/- per day for 25 working days), in the form of Food Coupons (like Sodexo Meal Pass), the same would continue to be paid. The amount of Canteen Allowance/ Subsidy not payable would be deducted while settling the TA/Daily Allowance Claims. The amount of Canteen Allowance/ Subsidy deductible would be @ Rs.100/- per working day on which full Daily Allowance is claimed. In cases where Daily Allowance is claimed for fractions of the day, deduction of Canteen Allowance/ Subsidy would also be made on similar lines (i.e., if Daily Allowance claimed is only 30%, 30% of the Canteen Allowance/ Subsidy for the day will be deducted).
 - 2) The deduction will be @Rs.100/- per working day for depositions of durations less than one month and @Rs.2500/-p.m. for deputation for a month or more. For durations covering full months(s) & a portion of another month, the deduction will be a combination of the two rates, as applicable.
- 14.3 Charges towards obtaining VISA is payable by the Company. Passport is a personal document and hence charges towards obtaining/ renewing the same will not be reimbursable in the normal course. However, Charges towards obtaining/ renewing the Passport in an emergency for visit abroad, including Tatkal Charges, could be considered for reimbursement, based on the merit of the case, with the approval of the concerned Divisional Head.
- 14.4 The entitlements/ rates indicated above are the normally applicable ones. Austerity/ Economy measures, if any, notified from time to time would have overriding effects on the entitlements, including class of travel.
- 14.5 Formats to be used for seeking approval for travel (Tour Proposal and Advance Request) and submission of TA/DA Claims [Travelling Expenses Claim (Abroad)] are enclosed as Annexures – VII & VIII.

CHAPTER - III

LEAVE TRAVEL CONCESSION/ LEAVE TRAVEL ASSISTANCE RULES

**LEAVE TRAVEL CONCESSION RULES/ LEAVE TRAVEL ASSISTANCE
RULES**

Leave Travel Concession/ Leave Travel Assistance now forms a part of the Cafeteria Allowances being drawn by the employees of the Company. Employees who avail LTC will continue to be eligible to claim Income Tax benefits, as per Rules.

CHAPTER - IV
LEAVE RULES

LEAVE RULES

Reference: PC No. 71 dated 11.12.1967
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1. HAL Revised Leave Rules came into force with effect from 1st January, 1968. These Rules were amended from time to time. These Rules apply to all Officers in Grade-I and above and also to Workmen (other than the workmen of Bangalore Complex / Design Complex / Helicopter Complex / Hyderabad and Kanpur Divisions) who have not opted to come over to the HAL Leave Rules-1988 for Workmen (Para – 41 refers). Workmen of Bangalore Complex / Design Complex / Helicopter Complex / Hyderabad and Kanpur Divisions who have not opted for the Leave Rules, 1988 for Workmen are covered by the Old Leave Rules, which are given in Paras – 42 & 43.

Reference: PC No. 582 dated 15.07.1988

2. With a view to have uniform Leave Rules applicable to all Workmen in the Company, Management after negotiations with the recognized Unions and after signing a Settlement, had introduced HAL Leave Rules -1988 applicable to Workmen in all the Divisions / Offices of the Company, with effect from 1.1.1988. These Leave Rules are at Para - 41. However, all the then existing Workmen in Scale-9 and below in Bangalore Complex / Design Complex / Helicopter Complex and Divisions at Hyderabad & Kanpur who were covered by the Old Leave Rules and Workmen in Scales 8 & 9 in the other Divisions / Offices who were covered by the Revised Leave Rules (1967 Rules), on the rolls of the Company as on the date of the Settlement on the Leave Rules, 1988 were given an option either to continue to be governed by the then existing Leave Rules (i.e. HAL Revised Leave Rules or the Old Leave Rules) applicable to them or to come over to the Leave Rules of 1988. Some workmen had opted to continue under the then existing Leave Rules.

3. HAL REVISED LEAVE RULES FOR OFFICERS ETC.

Reference: PC No. 71 dated 11.12.1967
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'Supervisory Staff' are employees in Scales 8, 9, 10, SS and Grade-I & above. 'Non-Supervisory Staff' are employees in Scales 1 to 7.

4. COMPETENT AUTHORITY

In these Rules, the Competent Authority, unless otherwise specifically stated, is the CMD/ Directors/ CEOs/ Executive Directors/ General Managers/ Departmental Heads to whom powers to sanction leave is

delegated by the CMD/ Directors/ CEOs or the Executive Directors/ General Managers, as the case may be.

5. GENERAL CONDITIONS:

References:

- 1) HAL/P&A/27(30)/04/51 dated 04.02.2004
- 2) HAL/P&A/16(1)/10 dated 25.6.2010

- 5.1 Discretion is vested in the Competent Authority regarding grant of Leave or otherwise at any time according to exigencies of work.
- 5.2 Any kind of leave admissible under these Rules, may be granted in combination with or in continuation of any other kind of leave. Casual Leave can be clubbed with Vacation Leave also, as required.
- 5.3 Vacation Leave and Sick Leave shall be granted after sanctioning authority has satisfied himself about the employee's title to leave. Regulation of leave salary will however be after verification of title to leave.
- 5.4 Where the period of Leave Without Pay granted to an employee exceeds 15 days in a year, it shall not count as qualifying service for the purpose of pay, leave earnings and increments.

6. VACATION LEAVE TO OFFICERS IN GRADE-I & ABOVE

Reference:

PC No. 323 dated 10.12.1975

- 6.1 Officers in Grade-I and above are eligible for Vacation Leave at the rate of 2 – ½ days for every 30 days of service. For this purpose, periods spent on leave other than leave without pay will count as service.

Reference:

HAL/P&A/16(1) dated 31.12.1994

- 6.2 Divisions/Offices need to follow a uniform procedure of crediting 2 ½ days Vacation Leave for every 30 days of attendance/reckonable service by taking into account the LWP availed etc.

Example: If an employee has put in 30 days of attendance/reckonable service as on 30th April, 2 ½ days Vacation Leave will be credited to his account on 1st May. Another 2 ½ days Vacation Leave would become due for crediting to his account on 31st May provided he has not availed any LWP etc., during the period 1st May to 30th May, and so on. If the employee has availed 5 days LWP (which will not be counted as service for the purpose of crediting Vacation Leave) during the period 1st May to 30th May, 2 ½ days Vacation Leave would become due for crediting on 5th June after he puts in 5 days attendance from 31st May to 4th June. In

short, for every 30 days of attendance/reckonable service, 2 ½ days' Vacation Leave is to be credited.

Reference:
PC No. 645 dated 27.12.1999

- 6.3 Vacation Leave may be accumulated upto a maximum of 300 days and leave in excess of this limit will automatically lapse on 31st December of every year.

Reference:
HAL/PO/18(65) dated 29.01.1976

- 6.4 Grant of Vacation Leave on grounds other than medical will be restricted to 3 times in a year except in so far as they are specifically authorized by the General Manager / Executive Director / CEO/ Director. Vacation Leave on medical grounds may, however, be granted without such restrictions.
- 6.5 Vacation Leave on medical grounds in excess of three days is to be granted on production of Medical Certificate either from a Medical Officer of HAL or from a Registered Medical Practitioner. No Medical Certificate is necessary where the period of Vacation Leave on medical grounds is 3 days or less.
- 6.6 An Officer joining duty after 15 days or more of Vacation Leave on medical grounds should produce a Certificate of Fitness from HAL Medical Officer or from the Registered Medical Practitioner who treated him. In case he fell ill while on leave or on temporary duty away from Headquarters, he should obtain a Certificate of Fitness from the Government Medical Officer who treated him during sickness. The period spent by an employee in a journey from outstation to Headquarters, at which he fell ill, will be treated as part of Vacation Leave.

7. VACATION LEAVE IN ADVANCE:

References:
1) PC No. 320 dated 25.10.1975
2) HAL/PO/6(7)/VOL. II dated 10.06.1977

- 7.1 Directors/ CEOs/ Executive Directors/ General Managers may at their discretion sanction Vacation Leave in advance to Workmen & Officers upto a maximum of 30 days in a calendar year, subject to following conditions:-
- a) Vacation Leave in advance is to be granted only if the employee does not have to his credit any Vacation Leave or Sick Leave.

- b) Grant of Vacation Leave in advance is to be restricted to cases of medical treatment of employees for sickness or accident which require their absence of not less than 10 days at one time and which cannot be covered by leave at the credit of the employee.
 - c) Vacation Leave granted in advance is to be adjusted against Vacation Leave earned subsequently by the employee concerned either during the same year or subsequent year, before he is granted any further Vacation Leave.
- 7.2 Sundays and Company paid holidays falling within the leave period, prefixed, or suffixed, will not be counted as leave.
- 7.3 When an employee needs Vacation Leave, he should apply for such leave in the prescribed Application Form (Annexures – XI/ XII) to the Competent Authority as early as possible before the date on which he wishes to go on leave. Leave cannot be claimed as a matter of right and can be sanctioned at the discretion and at the convenience of the Competent Authority. The Competent Authority should inform the employee before the commencement of leave asked for whether the leave is granted, refused or postponed. In case leave is refused, the reasons for refusal should be stated in the communication to the employee.
- 7.4 a) The Competent Authority may, at its discretion, cancel the leave granted to an employee. If an employee on vacation leave away from his Headquarters is recalled and ordered to join duty before the expiry of leave, due to exigencies of work, he is entitled to single railway fare by the appropriate class by the shortest route from the place where he is spending his vacation leave to the place of duty, provided that the leave so curtailed is not less than 15 days. The person compulsorily recalled in this manner will remain on leave till he resumes duty and will draw leave salary till then. The limit of 15 days can be relaxed in exceptional cases by the General Manager / Executive Director / CEO/ Director.
- b) An employee desiring to join duty before the expiry of the sanctioned leave, may do so with the permission of the Competent Authority, but he is not entitled to any special payment for the journey performed to return to the duty station.

8. EXTENSION OF LEAVE

An employee granted vacation leave will not ordinarily be permitted to extend the leave. However, in unavoidable circumstances, application for extension of leave may be entertained by the Competent Authority.

9. LEAVE SALARY

- 9.1 Leave salary of an employee on vacation leave will be the salary that he drew immediately before proceeding on leave. If the annual increment of an employee on leave other than leave without pay, falls due during the period of leave, he will be eligible for it on the due date, but will draw arrears of leave salary on this account, on his return for duty.
- 9.2 An advance of net leave salary admissible not exceeding one month's Net Salary may be paid to an employee proceeding on Vacation Leave provided the duration of leave is not less than 15 days. This advance is to be recovered from him in one installment on his return for duty.

Note:

The following are the clarifications in regard to determination of eligibility and quantum of Leave Salary Advance under para-9.2 above:

- a) To be eligible for leave salary advance, the number of days vacation leave exclusive of Sunday and Company paid holidays, prefixed / suffixed intervening should not be less than 15 days.
- b) The amount of leave salary advance is to be calculated on the basis of the actual number of days of absence of the employee inclusive of Sundays and Company paid holidays prefixed / suffixed and intervening, i.e., the actual period of absence.
- c) The amount of net leave salary advance is to be calculated on the basis of total emoluments including Pay, Dearness Allowance and other Allowances.

10. ENCASHMENT OF VACATION LEAVE

References:

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| 1) PC No. 401 dated 05.02.1979
2) PC No. 482 dated 11.06.1982 |
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- 10.1 Employees can encash vacation leave at their credit as laid down in the rules for encashment of vacation leave, details of which are at Paras – 39 & 40.
- 10.2 Vacation Leave at credit at the time of superannuation, resignation, death, Medical Termination, etc. can be encashed subject to a maximum of 300 days.

Reference:
HAL/HR/16(1)/2019 dated 22.03.2019

Note:

Considering the cash position of the Company, it has been decided to keep encashment of Vacation Leave in abeyance till such time cash position improves to sustain such payment. However, encashment of Vacation Leave will be allowed under the following circumstances:

- a) At the time of cessation of Service viz. superannuation, resignation, death, Medical Termination, etc. of the Employee;
- b) VL accumulated in excess of 300 days during the Calendar Year. In such cases, encashment will be allowed for the number of days in excess of 300 days.

11. LEAVE ENTITLEMENT ON TERMINATION OF SERVICE

References:
1) PC No. 573 dated 18.6.1987
2) PC No. 645/646 dated 27.12.1999

11.1 Employees whose services are terminated for reasons other than misconduct will be entitled to encash the entire Vacation Leave not exceeding 240 days in the case of Workmen (excluding those covered under the Rules at Paras – 41, 42 & 43) and not exceeding 300 days in the case of Officers in Grade-I and above to their credit on the date of termination. In the case of employees whose services are terminated for misconduct, Vacation Leave in excess of 80 days will be forfeited to the Company and encashment of leave will be restricted to 80 days Vacation leave.

11.2 If an employee on leave dies before he resumes work, the balance of his pay due for the period of leave with wages not availed of, subject to a maximum of 240 days in the case of Workmen (excluding those covered under the Rules at Paras – 41, 42 & 43) and 300 days in the case of Officers in Grade-I and above should be paid to his nominee within one week of the death of the employee. For this purpose, each employee shall submit a nomination from in the prescribed proforma duly signed by himself and attested by a witness. This nomination shall remain in force until it is cancelled or revised by a fresh nomination.

12. SICK LEAVE

12.1 Officers in Grade I and above are not entitled to Sick Leave.

- 12.2 Sick Leave for Workmen (excluding those covered under the Rules at Paras – 41, 42 & 43) covered by ESI Scheme, if any, will be regulated as per the ESI Scheme.
- 12.3 Workmen (excluding those covered under the Rules at Paras – 41, 42 & 43) not covered by the ESI Scheme are eligible for 15 days Sick Leave with full Pay and Allowances every calendar year.
- 12.4 Such Workmen who are not covered by the ESI Scheme can accumulate Sick Leave upto a total of 45 days after which further accumulation will lapse.
- 12.5 Sick Leave in excess of 3 days is to be granted on production of medical certificate from either a Medical Officer of HAL or a Registered Medical Practitioner. No medical certificate is necessary for sick leave up to a maximum of 3 days. The charges for medical certificate are not reimbursable.
- 12.6 Before joining duty after 15 or more days of Sick Leave, an employee should produce a certificate of fitness from HAL Medical Officer or the Registered Medical Practitioner who treated him. In case he fell ill while on leave or on temporary duty away from Headquarters, he should obtain a certificate of fitness from the Government Medical Officer, who was treating him during sickness. The period spent by an employee, on a journey from an outstation at which he fell ill, to the Headquarters, will be treated as part of Sick Leave.

13. CASUAL LEAVE

Reference:
PC No. 71 dated 11.12.1967

- 13.1 Non-supervisory Staff in the Workmen Cadre (excluding those covered under the Rules at Paras – 41, 42 & 43) are eligible for 7 days Casual Leave on full pay every calendar year. Casual Leave will lapse at the end of each calendar year.

References:
1) PC No. 2/HQ/65 dated 18.01.1965
2) HAL/ P&A/16(1)/09 dated 27.05.2009

- 13.2 Supervisory Staff in the Workmen Cadre (excluding those covered under the Rules at Paras – 41, 42 & 43) and Officers in Grade I & above are entitled for 12 days of Casual Leave on full pay every calendar year. Casual Leave will lapse at the end of each calendar year.
- 13.3 An employee who is promoted to a supervisory post will be entitled to 12 days of casual leave if the promotion takes place in the first half and 9 days of casual leave, if the promotion is effected in the second half of the

calendar year. This is inclusive of the casual leave already availed of by the employee concerned.

References:

- 1) HAL/P&A/16(1)/09 date 27.05.2009
- 2) HAL/P&A/16(1)/10 dated 25.06.2010

13.4 An employee may utilise casual leave in installments of half day or more. Casual Leave can be availed upto 7/12 days at a time, as the case may be. Sundays, Company paid holidays and Compensatory Off days falling within the period of Casual Leave will not be counted as part of Casual Leave. These may also be prefixed or suffixed to Casual Leave. Casual Leave can be clubbed with Vacation Leave, as required.

13.5 Casual Leave is intended to meet urgent/ unforeseen circumstances and may also be utilized in the event of minor indisposition. Previous permission to avail of casual leave is essential except in unforeseen circumstances. Casual Leave records of Officers and Staff will be maintained by the respective Departments.

Reference:

- HAL/P&A/16(1)/09 dated 27.05.2009

13.6 Those who join service newly (including absorbed Management/ Design Trainees) will be eligible for Casual Leave during the first Calendar year of service on pro-rata basis only i.e., one day Casual Leave for each remaining complete month in the Calendar Year. Those who join between the 1st & 15th day of the month will be granted 1 Day Casual Leave for that month also.

13.7 Once an employee submits his resignation from the services of the Company, no Casual Leave would be granted during the balance period of service/notice period.

13.8 In cases of Voluntary Retirement (VR) & Optional Retirement (OR), further entitlement of Casual Leave in the year seeking VR & OR, after submission of the application, will be restricted on a pro-rata basis reckoning the full year (1 day for each complete month of service in that Calendar Year).

14. HALF-DAY CASUAL LEAVE:

14.1 Employees are permitted to avail of Casual Leave for half a day, subject to the following conditions:

References:

- 1) PC No. 388 dated 24.10.1978
- 2) PC No. 395 dated 22.11.1978

a) For the purpose of reckoning half day Casual Leave, the shift hours will be divided into two halves, the first half commencing with the

beginning of the shift till the commencement of the interval for 'rest' and the second half commencing immediately after the interval for 'rest' till the close of the shift.

- b) Where the Office / Factory works only for half a day on any particular day the Casual Leave taken for that day will be reckoned as half day.
- c) Divisions/Offices which work for half day on Saturdays need to ensure that instances like those brought out below or any other types of wrong practices, are not allowed to occur, in connection with availing ½ day leave on Saturdays :
 - i) Adjustment of leave by changing shift with an intention to take long leave;
 - ii) Obtaining leave sanction on the basis of 6 day week and then substituting this with subsequent leave showing adjustment for ½ day on Saturday.

15. LEAVE WITHOUT PAY

- 15.1 An employee may be granted Leave Without Pay upto 30 days at a time at the discretion of the Competent Authority. Leave Without Pay in excess of the limit may be sanctioned in exceptional cases by the General Manager/ Executive Director / CEO/ Director, as the case may be.

Reference: HAL/P&A/16(1)/15 dated 29.01.2015

- 15.2 Employees who take LWP on Medical Grounds are required to produce a Certificate from the CoMS/ CMS of the concerned Complex/Division, indicating the sickness and certifying that they were unable to attend duty for the period of LWP on account of the said sickness, to regularize their LWP. Employees who apply for LWP on Medical Grounds need to enclose required supporting documents along with the Leave Application. Further, employees need to submit applications for availing/regularizing already availed LWP, on Medical Grounds, within a maximum period of 1 month from the date of joining back for duty.

Reference: HAL/P&A/16(17)/2007 dated 12.06.2007
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- 15.3 Female employees may be granted Leave Without Pay with the approval of the General Manager, for a maximum period of one year during the entire service period in HAL, in connection with illnesses arising out of

pregnancy, delivery, premature birth of child or miscarriage.

16. PROLONGED ILLNESS

Reference:
PC No. 529 dated 11.08.1984

16.1 If a permanent employee of the Company not covered by the ESI Scheme who has to his credit five years or more service, suffers from any of the following diseases, he may be given leave upto 12 months after he has exhausted other entitlement of leave:

References:
1) HAL/P&A/15(12)/87/7401 dated 21.10.1987
2) HAL/P&A/15(12) dated 25.09.1990

- a) Tuberculosis
- b) All forms of malignant diseases
- c) Paraplegia
- d) Hemiplegia
- e) Myocardial infarction
- f) Aplastic Anoemia
- g) Parkinson Disease
- h) Refractive cardiac failure
- i) Fracture of bones – lower limbs, pelvic tibia unstable fracture spine
- j) Cirrhosis of liver with complications including ascites
- k) Immature Cataract – vision less than 6/60
- l) Chronic renal failure
- m) Retinopathy due to Diabetic, Hypertension etc.
- n) Diabetic Gangrene Foot
- o) Gulian Barry Syndrome
- p) Prolapse Intra Vertibular Disc including Lumbar Canal stenosis strain
- q) Open Heart Surgery / CABG
- r) Chronic obstructive Pulmonary disease with complications
- s) Retinal detachment
- t) Muscular dystrophies

During the first six months of such leave, he will be paid 50% of Basic Pay as ex-gratia. The remaining six months will be leave without pay. Directors / CEOs may sanction such leave in consultation with the concerned Chief Medical Officer of the Company. Grant of leave to permanent employees who have only between three to five years service suffering from any of the above diseases, will be restricted to six months, three months of which will be with 50% of basic pay as exgratia and the remaining three months will be as leave without pay.

16.2 An employee shall be eligible for such leave again, if he subsequently suffers from any of the diseases mentioned above, provided the period between the two consecutive spells of leave is three years or five years, as the case may be.

Reference:
HAL/P&A/16(1)/90 dated 08.12.1993

16.3 An employee who had put in 5 years service and was granted 12 months leave with ex-gratia payment upto 6 months period earlier can be granted such leave again even if he has completed 3 years of service from the date he joined duty after such leave on the earlier occasion. The Special Leave with ex-gratia payment under this provision may be sanctioned again even if the employee has completed 3 years of service and the maximum period of such leave should not exceed 6 months including 3 months on 50% Basic Pay as ex-gratia payment and the remaining 3 months will be as Leave without Pay.

16.4 Where such illness for which special leave has been granted prolongs beyond the period of special leave, such cases should be monitored periodically to assess the possibility of such personnel being restored to normal health with capability for full production work on resumption of duty and leave without pay extended to the extent necessary only on merits of each case. However, cases requiring leave without pay for more than 24 months are to be referred to Corporate Office for approval. Those with permanent disability on account of an illness that makes them ineffective in work would have to be terminated on medical grounds as per the rules of the Company, if they cannot be provided alternative job in the Division / Complex.

16.5 However, in genuine cases where recovery and restoration to normal health is possible with further treatment beyond the period for which special leave was granted, such cases will be dealt with by the Corporate Office for grant of special leave with pay at 50% basis pay as exgratia upto a maximum of one year including the period of special leave with pay already granted by the Director/ CEO.

Reference:
HAL/P&A/15(12)/PC/2011 dated 05.04.1988

16.6 For this purpose, the training period of 1 year in respect of Executive Trainees/Management Trainees / Design Trainees and period of contract service of 2 years in respect of Ex-Servicemen engaged on contract basis, against Manpower Sanctions, before absorption as regular employees, can be reckoned as service.

Reference:
HAL/P&A/15(12)/PC/2010/06 dated 18.01.2010

16.7 Considering that the diseases listed in the Scheme are chronic in nature and that the actual periodicity & duration of leave requirement cannot be predicted at a given point of time, employees requiring Special Leave for a second or subsequent spells can be allowed the benefit, with the approval of the concerned Director/CEO, subject to the following ceilings :

Period of service (completed years) (cumulative)	Max. period of Special Leave (Months) (cumulative)	Max. period for payment of 50% Ex-Gratia (Months) (Cumulative)
3 – 5	6	3
5 – 8	12	6
8 – 10	18	9
10 & above	24	12

16.8 The benefit of the Special Leave can be granted in unfortunate cases where the employees get affected by more than one listed disease, simultaneously/ at different points of time, subject to the ceilings indicated at para 16.7, with the approval of the concerned Director/ CEO.

17. SPECIAL LEAVE TO THE ESCORT (EMPLOYEES) AT KORAPUT

Reference:
HAL/P&A/16(1)/2015/PF dated 05.01.2016

17.1 Special Leave alongwith admissible Travelling Allowance (no DA) will be granted to employees of Koraput for escorting co-employees (patients) to Outstations, as indicated below:

Treatment to be availed at	No. of days of Special Leave
Vizag	2
Brahmapur, Cuttack, Bhubaneswar & Sambalpur	3
Hyderabad, Chennai & Kolkata	4
Vellore & Bangalore	5
Mumbai & Delhi	6

17.2 This facility will not be available for escorting dependent family members.

17.3 The Special Leave will be granted subject to the following conditions/ provisions:

18. GRANT OF SPECIAL LEAVE / COMPENSATION FOR EMPLOYMENT INJURY IN RESPECT OF EMPLOYEES NOT COVERED BY ESI:

References:

- 1) PC No. 578 dated 05.04.1988
- 2) HAL/HR/16(1)/2016 dated 01.04.2016

18.1 Special leave/ compensation for disablement, permanent total/ partial disablement and for death due to employment injury in respect of employees not covered by the ESI Scheme, irrespective of their status (except clerical staff) is to be regulated in accordance with the Employees Compensation Act, 1923.

18.2 Employees not covered by the ESI Scheme including clerical staff and officers in non-technical Departments may be granted special leave / paid half monthly payments for temporary disablement on account of employment injury as per the provisions of the Employees' Compensation Act, 1923 based on the recommendation of CoMS / CMS of the Division.

18.3 Cases of compensation, if any, in respect of clerical staff not covered under the ESI Scheme and also Officers in non-technical departments / Offices, for death or total / partial permanent disablement are to be referred by the Divisions to the Corporate Office together with the recommendations for consideration on merits of each case.

Notes:

- 1) Half monthly payments made as above for the period of absence will be deducted from the compensation, if any, payable to them.
- 2) Since all Workmen are covered under the provisions of the Employees Compensation Act, 1923, in the event of Employment Injury, Special Leave will be granted and applicable payment will be made to eligible Workmen, as per the provisions at para – 41.5 only.

19. INCREMENT POSTPONEMENT

Reference:

- HAL/P&A/27(30)/04/51 dated 04.02.2004

19.1 Annual Increment will be postponed by the period of leave without pay availed of in excess of 15 days in a calendar year for Officers; and in excess of 15 days in respect of Workmen.

20. SPECIAL CASUAL LEAVE

20.1 Employees participating in a representative capacity on behalf of the Company or on behalf of the Labour Welfare Funds, Sports Clubs or other Special or Cultural Associations / Organizations sponsored or assisted by the Company, in the following circumstances, may be allowed Special Casual Leave at the discretion of the General Manager / Executive Director / CEO/ Director :

Reference: HAL/P&A/16(16)/86 dated 07.01.1987
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- a) Recognized National and International Tournaments:
- b) Tournaments conducted under the auspices of State/ Central Governments or by bodies recognized by State /Central Governments or tournaments of local importance in which HAL teams are participating officially.
- c) Practice matches, umpiring or training / coaching activities connected with the tournaments referred to in (a) and (b) above.
- d) Broadcasting, staging dramas or cultural shows etc. and practice / rehearsals connected therewith;
- e) Republic Day / Independence Day parades and practice rehearsals connected therewith;
- f) Employees participating in Mountaineering/ Trekking expeditions may be granted special casual leave not exceeding 30 days in a calendar year subject to the condition that such expeditions are sponsored by HAL Sports Club and approved by the Indian Mountaineering Federation. In cases where such expeditions are sponsored by the Indian Mountaineering Federation, participation of HAL employees therein should have been recommended by the Sports Club with the approval of the GM. The period of absence in excess of 30 days would be treated as Vacation Leave or Casual Leave as per Leave Rules.

Notes:

- 1) The Manager of teams / parties covered by the above who goes with teams/parties is also entitled to Special Casual Leave.

Reference:
HAL/P&A/23(4)-2/PF/144 dated 23.03.2005

- 2) Sportsmen selected individually to represent the District Level Teams of the District in which HAL is situated (it is presumed that the entire HAL Team will be playing for selection of the District Level Team) in State Level Tournaments/for selection of the State Teams/in National Tournaments representing the State Teams, can be granted the Special Casual Leave. The Leave can also be granted for practice matches and training/coaching activities in connection with such tournaments. Sportsmen will not be eligible for grant of Special Casual Leave to participate in any other Tournaments in his individual capacity.
- 3) There is no restrictions on the number of times in which he is required to play matches or undergo training/ practice, as at (ii) above. However, Leave should be granted only based on Official Witten communications from the Distr4ict/ State Authorities.

21. SPORTSMEN NOT COVERED BY ESI AND GETTING INJURED

Reference:
PC No. 71 dated 11.12.1967

Sportsmen getting injured during practice or while playing official matches will be eligible for special leave with half-pay and Dearness Allowance for the period he is off games on account of such injury. Any compensation that the Sports Club may give on this account would be in addition to this.

22. MATERNITY LEAVE

References:
1) HAL/P&A/16(17)/2007 dated 12.6.2007
2) HAL/P&A/16(17)/08 dated 07.05.2008
3) HAL/P&A/16(17)/10 Dated. 26.11.2010
4) HAL /HR/16(17)/ 03/2017 Dated.20.04.2017

- 22.1 Female employees who are borne on the rolls of the Company will be entitled to Maternity Leave, in line with the Maternity Benefit Act, 1961, as per the following provisions:
- a) The Term 'Commissioning Mother' is defined under the Act as a Biological Mother who uses her egg to create an embryo implanted in any another woman;
 - b) The maximum period of Maternity Benefit will be '26 weeks (182 days) of which not more than eight weeks shall precede the date of expected delivery ', under Section 5 of the Act;

- c) The maximum period entitled to Maternity Benefit by a woman having two or more than two surviving children shall be '12 weeks of which not more than six weeks shall precede the date of expected delivery';
- d) A Woman who legally adopts a child below the age of 3 months or a Commissioning Mother shall be entitled to Maternity Benefit for a period of 12 weeks from the date the child is handed over to the Adopting Mother or the Commissioning Mother;
- e) Establishments having 50 or more employees need to have the facility of Crèche. The Employer shall allow four visits a day to the Crèche by the woman which shall also include the interval for rest allowed to her.

22.2 Women Employees will also be eligible for grant of additional Leave for a maximum period of 1 month with Wages at the rate of Maternity Benefit, as under:

- a) Women employees eligible for Maternity Leave of 26 weeks as at Para 22.1 (b) above will be eligible for additional Leave for a maximum period of 1 month with Wages at the rate of Maternity Benefit, on production of proof issued / co-ordinated by the HAL Hospital / Dispensary, in line with the provisions under Section 10 of the Act;
- b) Women employees as at Para 22.1(c) above who would be eligible for Maternity Leave of 12 weeks only, would be eligible for additional Leave for a maximum period of one month, on self-certification basis.

22.3 The benefit of Leave Without Pay, on need basis, with the approval of the concerned General Manager, for a maximum period of one year during the entire service period in HAL, would be granted to desirous women employees, in connection with illnesses arising out of pregnancy, delivery, premature birth of child or miscarriage.

22.4 Management / Design Trainees who are inducted against Manpower Sanctions are also eligible for Maternity Leave during the training period/ before completion of the minimum period of days worked after absorption as stipulated in the Act, as per the provisions under the Maternity Benefit Act, 1961. The following conditions would be applicable in this regard:

- a) The days of training would be reckoned as days worked, for the purpose of the Act.
- b) The Trainee should meet all the other requirements under the Act.
- c) The training period and the due date of absorption would be extended with reference to the number of days of Maternity Leave availed by the Trainee during the training period.

23. PATERNITY LEAVE

References:

- 1) HAL/P&A/16(17)/10 dated 26.11.2010
- 2) HAL/P&A/16(17)/2011/73 dated. 05.07.2011
- 3) HAL/P&A/16(17)/2011 dated 25.11.2011

- 23.1 Male employees with less than two surviving children will be entitled to a maximum of 15 days (in one spell) of Paternity Leave (including intervening Sundays and Holidays) with full pay during the period of confinement of his spouse.
- 23.2 The leave should be taken 15 days before or upto six months from the date of delivery of the child. If the leave is not availed during this period, it will lapse.
- 23.3 Paternity Leave will be granted only twice in the entire career of the employee.
- 23.4 Paternity Leave can be combined with other kinds of leave, except Casual Leave.
- 23.5 Intervening Sundays & Holidays will be included for calculating the number of days of Paternity Leave.
- 23.6 The Leave shall be applied in the usual Leave Application, supported by a Certificate issued by the HAL Hospital/ Dispensary, indicating the Date of Delivery/ Expected date of Delivery of the child. If the Certificate is issued by a Doctor of another Hospital, it will be certified and counter signed by Head of Obstetrics & Gynecology Department of the HAL Hospital/ Dispensary or the CoMS/ CMS.
- 23.7 Management Trainees/ Design Trainees/ Technician Trainees/ Diploma Trainees, etc. are also entitled to avail Paternity Leave, who are inducted against Manpower Sanctions, during the Training Period also, subject to the following:
 - a) Trainees will not be allowed to avail Paternity Leave during the Phases of (i) Class Room Training (in HMA/ TTIs/ other Institutions), (ii) Familiarisation or (iii) Final Assessment;
 - b) The Training period and the due date of absorption would be extended with reference to the number of days of Paternity Leave availed during the Training period.
- 23.8 Paternity Leave can be granted to an employee even his baby was declared dead / Still-Born on delivery.

23.9 The concerned Leave Sanctioning Authority will be the authority to sanction Paternity Leave.

24. BLOOD DONATION

References:

- 1) HAL/P&A/16(1)/PF/88 dated 18.07.1988
- 2) HAL/P&A/16(1)/PF/98/689/3878 dated 03.11.1998

24.1 If an employee donates blood on a working day in the HAL Hospital/ Dispensary, he will be granted Special Casual leave for that day, based on the certificate issued to this effect by the Chief Medical Officer of the Hospital. Employees donating blood to other HAL employees or their dependent family members, on a working day, in any hospital can be granted Special Casual Leave for that day, subject to the production of certificate to this effect from the hospital concerned, and duly co-ordinated by the CoMS/ CMS of the Complex/Division.

25. STERILISATION OPERATIONS

Reference:

PC No. 443 dated 29.02.1980

25.1 Employees undergoing sterilization operations (Vasectomy) under the Family Planning Scheme of the Government of India, may be granted six days special casual leave to undergo the operation and recoup from it. A certificate from the Surgeon, who performed the operation, should be produced by the concerned employees on rejoining after special casual leave. An employee whose wife has undergone puerperal / non-puerperal tubectomy operation under the Family Planning Scheme of the Government of India may also be granted seven days special casual leave, subject to production of a medical certificate from the Surgeon who performed the operation.

25.2 Female employees undergoing non-puerperal sterilization operation may be granted 14 days special casual leave. A certificate from the Surgeon, who performed the operation, should be produced on rejoining after the leave.

Reference:

HAL/P&A/16(1) dated 26.10.1990

Note:

Where both husband and wife are employees of HAL, husband will also be eligible for special casual leave of 7 days in case the wife undergoes sterilization operation.

26. STERILISATION OPERATION FOR SECOND TIME

Reference:
PC No. 328 dated 09.04.1976

- 26.1 Employees undergoing vasectomy operation for the second time, on failure of the first sterilization operation earlier undergone by them under the Family Planning Scheme of the Government of India, should be granted 6 days special casual leave, to undergo the second operation and recoup from it.
- 26.2 Female employees undergoing non-puerperal tubectomy operation for the second time on failure of the first tubectomy operation earlier undergone by them should be granted 14 days special casual leave, to undergo the second operation and recoup from it.
- 26.3 An employee whose wife has undergone puerperal or non-puerperal tubectomy operation for the second time, due to failure of the first operation, may also be granted 7 days special casual leave.

Note:

Grant of special casual leave for the second time, as indicated above, will be subject to production of a medical certificate from the Surgeon who performed the second operation to the effect that the first operation was a failure and that the second operation was actually performed.

Reference:
PC No. 443 dated 29.02.1980

- 26.4 Employees who require Special Casual Leave beyond the limits laid down for undergoing the above sterilization operations owing to the development of post-operation complications may be allowed special casual leave to cover the period for which he or she is hospitalized on account of post-operation complications subject to the production of a certificate from the concerned hospital authorities. In addition, the benefit of additional special casual leave may also be extended to the extent of 7 days in case of vasectomy operation and 14 days in case of tubectomy operation to such employees who, after sterilization operation, do not remain hospitalized but at the same time are not found fit to go back to work subject to the production of a medical certificate from the concerned hospital authorities.

Reference:
PC No.633 dated 30.04.1996

- 26.5 Employees, who/whose spouse undergo sterilization operation after the second marriage could be granted Special Casual Leave as in the case of the first operation i.e., 6 days/ 7 days/14 days as the case may be,

irrespective of the fact that the employee was granted Special Casual Leave for undergoing sterilization operation after the first marriage. Necessary medical certificate from the Surgeon who performed the operation should be produced by the concerned employees.

27. RE-CANALISATION OPERATIONS

Reference: PC No.366 dated 05.08.1978
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- 27.1 Employees who have less than 2 children or who for substantial reasons (i.e. a person who has lost all male children or all female children after Vasectomy/ Tubectomy operations performed earlier) desire to undergo a recanalisation operation may be granted Special Casual Leave upto a period of 21 days or actual period of hospitalisation as certified by the authorized medical attendant, whichever is less.
- 27.2 In addition, Special Casual Leave will also be granted for the minimum journey period actually required and spent for the to and fro journeys performed for undergoing this operation.

Note:

Grant of the above Special Casual Leave is subject to the following conditions:-

- a) The operation has been performed in a hospital / medical college / institute where facilities for recanalisation are available as per list compiled by the Ministry of Health, Government of India, as amended from time to time.
- b) The request for grant of Special Casual Leave is supported by a medical certificate from the Doctor who performed the operation to the effect that hospitalization of the concerned employee for the period stipulated therein was essential for operation and post-operational recovery.

28. IUCD INSERTION

Reference: PC No.71 dated 11.12.1967

- 28.1 Married female employees for undergoing IUCD insertion under the Family Planning Programme will be granted one day Special Casual Leave on the day such insertion subject to production of a Medical Certificate from the concerned Medical Officer.

Reference:

HAL/PO/18(65) dated 21.01.1977

28.2 The position regarding counting of intervening Sundays / holidays in a period of special casual leave or prefixing regular leave to special casual leave are as follows:-

- a) Sundays and closed holidays intervening in a period of special casual leave shall be counted for calculating Special Casual Leave.
- b) While vacation / sick / casual leave is not allowed to be prefixed to special casual leave, the employees may be permitted to suffix vacation / sick leave at their credit to the Special Casual Leave.

29. SPECIAL CASUAL LEAVE TO EX-SERVICEMEN FOR REPLACEMENT / TREATMENT OF ARTIFICIAL LIMBS:

References:

- 1) HAL/PO/6/14 dated 21.03.1970
- 2) HAL/PO/6/14/147/5991 dated 09.04.1973

Disabled Ex-servicemen who have been provided with artificial limbs as a result of injuries sustained while on active service and are required to report to Artificial Limb Centre when their artificial limbs require replacement / treatment will be granted special casual leave of 15 days or the actual time spent including transit period, whichever is less. Grant of the above special casual leave is subject to production of detention certificate from the concerned hospital authorities.

30. SPECIAL CASUAL LEAVE TO EX-SERVICEMEN FOR APPEARING BEFORE THE MEDICAL RE-SURVEY BOARD:

References:

- 1) HAL/PO/6/14/3164 dated 21.03.1970
- 2) HAL/PO/6(14)/5991 dated 09.04.1973

Ex-servicemen boarded out of Defence Service and re-employed as civilians by HAL for appearing before the Medical Resurvey Board for re-assessment of their disability will be granted Special Casual Leave to the extent of actual time taken for the purpose including transit time both ways upto a maximum of 15 days subject to production of a detention certificate from the concerned hospital authorities.

31. SPECIAL CASUAL LEAVE TO OFFICE BEARERS ATTENDING CONCILIATION PROCEEDING ETC:

Reference:
HAL/PO/10(8) dated 19.09.1967

- 31.1 Special casual leave will be granted to office bearers of recognized Unions attending meeting with the Managements, Conciliation proceedings, meetings of the Industrial Tribunal and other statutory bodies where disputes between the Management and the Unions are pending.
- 31.2 Members of the Executive Committees of the recognized Unions are granted special casual leave for attending meetings of the Committee once a month, irrespective of the shift in which such employees are working.

32. STUDY LEAVE

Reference:
PC No. 237 dated 30.01.1973

- 32.1 Study Leave may be granted at the discretion of the General Manager / Executive Director / CEO/ Director to employees who have completed two years of service and who apply for such leave, provided that the Company is likely to benefit by the proposed course of study. Study Leave will not be granted if the period of study is three months or less. However, if the course of study is outside India prior approval of the CEO/ Director is required. Employees granted study leave should execute a bond for serving HAL for a minimum period of three years on expiry of the Study Leave, alongwith Surety, in the Forms at Annexures-IX and X.
- 32.2 Application for study leave with particulars stating the course of study and the institution in which it will be undertaken should be submitted to the General Manager / Executive Director at least 6 months before the date of the commencement of the course.
- 32.3 The application will not be considered unless the General Manager / Executive Director is satisfied about the standard of the institution and the course of study. Applications should, therefore, be supported by sufficient evidence in this regard.
- 32.4 If the course of study proposed to be undertaken is approved, the employee proposing to undertake the course will be granted study leave not exceeding 24 months. During the first four months of this leave, the employee will draw full pay, but no dearness or other allowances, and the remaining part of the leave will be without pay. Study leave may be taken in continuation of vacation leave.

- 32.5 Study leave will count as service for Provident Fund benefits, promotion and annual increments, but not for earning leave.
- 32.6 Officers who are granted Study Leave by the Company would be considered for Vacancy Based Promotions during the year(s) in which they would have been considered for promotion, had they not been on Study Leave. Promotion Orders in respect of such Officers who are cleared for promotion (under DPC/ IMS/Selection) would also be issued only after they join back for duties. Though they would be granted ante-dated seniority in the promoted post w.e.f the original due date of promotion, they would be eligible for Financial benefits in the promoted post only from the date of issue of the promotion order.
- 32.7 No further concessions by way of passages or other expenses will be admissible.
- 32.8 On completion of study leave, candidates should submit a report on the course of study supported by certificate from the institutions at which they studied.

Note:

No study leave should be granted to an employee who is already under bond (during the currency of a subsisting bond) except during the last 6 months of the bond period.

33. LEAVE ENTITLEMENT OF TRAINEES

Reference: HAL/P&A/16(1)/90 dated 30.04.2007

- 33.1 Trainees not covered by the Apprentices Act, 1961 will be entitled to leave as indicated below:

a) Management/ Design Trainees:

- i) 6 days Casual Leave during the training period of one year;
- ii) Crediting of 15 days of Vacation Leave on their absorption as regular employees;
- iii) 2 weeks Planned Vacation during the training period.

b) Executive Trainees

- i) 6 days Casual Leave during the training period of one year;
- ii) Crediting of 15 days of Vacation Leave on their absorption as regular employees;

iii) 2 weeks Planned Vacation during the training period.

33.2 While the timing of the Planned Vacation in respect of batches of Executive Trainees can be decided by the Divisions, the same in respect of Management/Design Trainees will be decided by HMA.

33.3 In case of absence during the training period in excess of 6 days of the Casual Leave, the training will be extended for equal number of days of absence beyond the 6 days of Casual Leave, in respect of all categories of Trainees.

34. GRANT OF SPECIAL CASUAL LEAVE TO EMPLOYEES FOR APPEARING IN HINDI EXAMINATIONS:

Reference:

HAL/PO/21(2)/Vol.VI/2122 dated 07.02.1977

34.1 For regularization of the absence of employees for appearing in Hindi (Probodh / Praveen /Pragya) / Hindi Stenography / Hindi typewriting examinations, the following procedure may be followed:-

- a) Employees appearing in the examinations on a day in the forenoon and in the afternoon are not required to attend office either before or after the examination and the absence is to be treated as special casual leave.
- b) In case where the examinations are held only in the forenoon, employees should attend office in the afternoon if the time required for the journey from the place of examination warrants it and no examination is fixed for the next day;
- c) Where the examinations are held only in the afternoon, employees need not attend the office in the forenoon and the absence is to be treated as special casual leave.

34.2 The grant of Special Casual Leave, as above for the days on which an employee has to take the Hindi examination will however, be subject to the condition that an employee will not be allowed such special casual leave on more than two occasions for the same examination. In the case of an employee taking a third chance, no such privilege will be allowed and the concerned employee will have to make his own arrangement for the leave on the date (s) of the examination.

34.3 No conveyance charges or TA will be paid to the examinees.

35. CARRY FORWARD / ENCASHMENT OF VACATION LEAVE / HALF PAY LEAVE / SICK LEAVE IN RESPECT OF ABSORBED DEPUTATIONISTS / EMPLOYEES JOINING THE COMPANY ON FRESH APPOINTMENT FROM CENTRAL / STATE GOVERNMENTS AND OTHER PUBLIC SECTOR UNDERTAKINGS:

References:

- 1) HAL/P&A/16(1)/86 dated 17.10.1986
- 2) HAL/P&A/16(1) dated 21.09.1988

35.1 Employees joining the Company on fresh appointment from Central/ State Governments and other PSUs as well as absorbed Deputationists can carry forward / encash the VL /half- pay leave / sick leave at their credit, subject to the following conditions:

- a) Application for appointment in HAL should have been forwarded through the Government / Public Sector Undertaking.
- b) Transfer of leave accumulation in such cases shall be effected with the consent of the previous organization agreeing to pay to the company the leave salary of the employee to the extent of leave transferred to HAL.
- c) In case the employee does not request for payment of cash equivalent of the amount paid by the previous organization to HAL immediately after it is transferred to HAL, the leave standing to his credit will be credited to the leave account No. 2 opened in respect of leave transferred from the Government / Public Sector Undertaking (previous organization). The employee will thus have two leave accounts; one for the leave earned in the Company termed as Leave Account No.1 and the other for the leave transferred from the Govt. / PSU termed as Leave Account No.2. In Leave Account No. 2, Vacation /Earned Leave and Sick Leave / Half Pay Leave will be shown separately. In respect of Leave Account No.1, HAL leave rules will apply.
- d) If the Sick Leave / Half Pay Leave transferred is on full pay basis, then full credit will be given to the leave so transferred to leave Account No. 2 and if it is on half pay basis, then the credit to Leave Account No. 2 will be at one-half of the leave so transferred.
- e) The employee will be allowed to encash the leave Account No. 2 in not more than three installments, only one encashment per financial year being allowed without restriction on the number of days of leave encashed. The total amount payable on encashment shall be the rate at which Govt. / PSU calculated the compensation for leave transferred to HAL and not at the rates payable for leave earned under the HAL Rules.
- f) In any financial year, the employee will be entitled to encash leave from

only one account (i.e., either Leave Account No.1 or 2).

- g) The employee will be free to seek for sanction of leave from either of the two leave accounts in the first three financial years after the transfer of his leave to HAL. In case the employee wishes to avail of the leave in Account No. 2 before the third financial year end, the leave salary payable to him in respect of that leave will be at the rate transferred by the transferer organization to the company and period of leave will be treated as duty for all purposes except for earning leave and ex-gratia bonus in HAL.
- h) If the leave so transferred is not availed of or encashed within a period of 3 years from the date of transfer of leave amount to HAL by the previous employer, the leave remaining unutilized at the end of three years would be converted as Vacation Leave subject to Clause (iv) above, and added to the Vacation Leave Account of the employee on condition that the total VL at credit after such addition will not exceed the accumulation limit permissible under the HAL Rules. The leave salary payable thereafter will be at the rates payable under HAL Rules. Leave Account No. 2 will thereafter cease to exist.

36. CARRY FORWARD OF VACATION LEAVE IN RESPECT OF EMPLOYEES LEAVING THE COMPANY AND JOINING ANOTHER PUBLIC SECTOR UNDERTAKING/ GOVERNMENT:

Reference: HAL/P&A/16(1)/91 dated 12.12.1991

- 36.1 Carry forward of Vacation Leave, based on requests, when employees move from HAL and join another PSU/Government, on resignation, will be allowed, subject to the following conditions:
- a) Application for appointment in another PSU/Government should have been forwarded through HAL;
 - b) Transfer of leave at credit upto a maximum of 300 days will be effected with the consent of the Organisation/Government to which the employee has moved;
 - c) The transferee Organisation is to be clearly informed of the number of days of Vacation Leave for which leave salary is transferred. Such Organisation may carry the Vacation Leave transferred in the Leave Account of the employee or allow him to encash the Vacation Leave amount immediately. In the event of encashment, Tax as per Income Tax Rules should be recovered by them.

- d) Such Organisation should also be informed that the liability on the part of HAL stands fully discharged once the Leave Salary is transferred and that no claim will be entertained thereafter in this regard.

37. COMPENSATORY OFF TO OFFICERS IN GR-I TO IV

Reference:
HAL/HR/16(1)/17 dated 06.12.2017

37.1 Divisions / Offices can grant Compensatory Off (C-Off) to Junior level Officers who are detailed to work on Weekly Off days/Paid holidays as follows:

- a) C-Off may be granted to Officers in Grade I to IV, when they are detailed to work on Weekly Off days/Paid Holidays.
- b) In order to be eligible for One day's C-Off, Officers should work minimum 8 Hours on a Weekly Off days/Paid Holidays. In Divisions which work for ½ day on Saturdays, if the Officers are detailed to work on 2 Saturdays in the 2nd Half (minimum 4 hours on each Saturday), they would be eligible for 1 day C-Off.
- c) C-Off will be allowed to be availed on full day basis only.
- d) Extra hours worked on normal working days cannot be accumulated for availing C-Off.
- e) The C-Off should be utilized within 6 months from the date worked
- f) An Officer can avail maximum 10 days C-Off in a Calendar year. C-Off accumulated in the previous Calendar Year and utilized in the next Calendar year (within the limit of 6 months) will not be counted for this purpose.
- g) C-Off can be clubbed with Weekly Off days, Holidays, CL and VL.
- h) Officers who work on Weekly Off days / Holidays while on TD /Attending Training Programmes outside Headquarters will not be entitled for C-Off.
- i) If the Officer intends to avail C-Off in lieu of working on Weekly Off days / Holidays, he would not be eligible to Claim Local Conveyance for travelling from Residence to his place of work and back, for working on weekly Off Days / Holidays.

37.2 Compensatory Off for Election Duties

Reference:
HAL /HR/16(12)/2014 dated 03.06.2014

Employees being detailed for Election Duties will be entitled to one – day Compensatory Off for the duty performed for extra hours on the polling day & the previous day together.

38. SCHEME FOR ENCASHMENT OF VACATION LEAVE IN RESPECT OF OFFICERS:

Reference:
PC No. 358 dated 10.02.1978

38.1 Coverage:

This scheme is applicable to all Officers in Grade –I and above, whose leave entitlements are regulated under the HAL Revised Leave Rules 1967, as amended by Personnel Circular No.323 dated 10th December, 1975. This Scheme will be not be applicable to Trainees and Government Officers on deputation, who are governed by their parent department Leave Rules.

38.2 Extent of Leave Encashment

Reference:
PC No. 401 dated 05.01.1979

- a) Only Vacation Leave is encashable;
- b) The minimum encashable vacation leave at a time will be 10 days;
- c) The maximum number of days of encashable Vacation Leave will be one half of the Vacation Leave at credit of the Officer on the date of encashment.

38.3 Number of times encashment is allowed

Leave Encashment will be allowed only once during a calendar year.

38.4 Encashment Benefits

The rate of encashment will be the Pay (including Special Pay, Personal Pay, if any, counting as pay for all purposes) + DA drawn at the time of encashment. This payment shall not be reckoned as wages/ salary for the purpose of Gratuity, PF, etc.

38.5 Procedure for Encashment

Officers who wish to avail of the above benefit must submit an application to the Accounts Department, in the prescribed proforma, before the 15th of the month. Accounts Department after verifying the particulars regarding the rates of Pay, DA, leave at credit, title to the encashable leave and payment admissible, will forward the application to the appropriate authority for sanctioning the encashment benefits. After the sanction is accorded and the proforma received back from the leave sanctioning authority, the Accounts Department will make the necessary payment. Before payment is made, it will be ensured that necessary tax deductions are effected at source in accordance with the rules.

38.6 General

- a) Any fraction in the quantum of encashable vacation leave shall be ignored;
- b) Employees under suspension shall not be eligible for encashment of leave.

38.7 Computation of Leave Encashment Amount (Effective From 11th March 2009)

References:

- 1) PC No. 482 dated 11.04.1982
- 2) HAL/P&A/16(1)/09 dated 11.03.2009

For the purpose of computing the Leave Encashment amount, the rate of encashment per day of leave shall be first arrived at. For this purpose, the monthly rate of Pay and Dearness Allowance shall be added and the sum so arrived at shall then be divided by 30. The resultant figure shall be the rate of encashment per day of leave. The number of days of leave to be encashed should then be multiplied by this rate of encashment per day for arriving at the encashment amount payable.

39. VACATION LEAVE TO WORKMEN NOT COVERED UNDER THE RULES INDICATED IN PARAS – 41, 42 & 43:

- 39.1 Such Workmen are eligible for 1 ½ days of Vacation Leave for every 30 days of service. For this purpose, periods spent on leave other than leave without pay will count as service.
- 39.2 Vacation Leave can be accumulated upto a maximum of 240 days. Vacation Leave in excess of 240 days will automatically lapse on the 31st December of every year.

39.3 Workmen are not permitted to avail themselves of Vacation Leave more than 3 times in a calendar year except in so far as they are specifically authorized by the General Manager / Executive Director / CEO/ Director or on medical grounds.

40. SCHEME FOR ENCASHMENT OF VACATION LEAVE IN RESPECT OF WORKMEN (WHO HAVE NOT OPTED TO COME OVER TO THE 1988 LEAVE RULES)

40.1 Coverage

Reference: PC No. 382 dated 24.10.1978

This Scheme is applicable to all the regular Workmen who have not opted for the 1988 Leave Rules. This scheme is not applicable to Trainees, Apprentices and Government employees on deputation who are governed by their parent department Leave Rules.

40.2 Extent of Leave Encashment

- a) Only Vacation Leave is encashable;
- b) The minimum number of days of encashable vacation leave at a time will be 5 days;
- c) The maximum number of days of encashable Vacation Leave will be one half of the VL at credit of the employee on the date of encashment.

40.3 Number of Times Encashment is allowed

Leave Encashment will be allowed only once during a calendar year.

40.4 Encashment Benefits

The rate of encashment will be at the rate of Pay (including Special Pay, Personal Pay, if any, counting as Pay for all purposes) + Dearness Allowance, drawn at the time of encashment. This payment shall not be reckoned as wages / salary for the purpose of Gratuity, Provident Fund, etc.

40.5 Procedure for Encashment

Workmen who wish to avail of the above benefit must submit an application to the Accounts Department, in the prescribed proforma, before the 15th of the month. Accounts Department after verifying the particulars regarding the rate of Pay, Dearness Allowance, leave at credit,

title to the encashable leave and payment admissible will forward the application to the appropriate authority for sanctioning the encashment benefits. After the sanction is accorded and the proforma received back from the leave Sanctioning Authority, the Accounts Department will make the necessary payment. Before payment is made, it will be ensured that the necessary tax deductions are effected at source in accordance with the rules.

40.6 **General**

Reference:
PC No. 382 dated 24.10.1978

- a) Any fraction in the quantum of encashable vacation leave shall be ignored.
- b) Employees under suspension shall not be eligible for encashment of leave.

40.7 **Computation of Leave Encashment Amount**

Reference:
PC No. 483 dated 11.06.1982

For the purpose of computing the encashment amount, the rate of encashment per day of leave shall be first arrived at. For this purpose, the monthly rate of Basic Pay and Dearness Allowance shall be added and the sum so arrived at shall then be divided by 26. The resultant figure shall be the rate of encashment per day of leave. The number of days of leave to be encashed should then be multiplied by this rate of encashment per day for arriving at the encashment amount payable.

41. HAL LEAVE RULES – 1988 FOR WORKMEN

Reference:
PC No. 588 Dated. 15.07.1988

These Rules are known as "THE HAL LEAVE RULES-1988 FOR WORKMEN".

41.1 Scope

These Rules are applicable to all regular workmen in all the Divisions / Offices in the Company, except those indicated below:

- a) These Rules were made applicable to all workmen in Scale-9 and below in the Company, who were on the rolls of the Company on the date of Settlement with the recognized Unions, and those who joined/join thereafter.
- b) All the then existing workmen in Scale-9 and below in Bangalore Complex / Design Complex / Helicopter Complex; Divisions at Hyderabad & Kanpur; and Workmen in Scale 8 & 9 in other Divisions / Offices on the rolls of the Company as on the date of the Settlement were given an option either to continue to be governed by the then existing Leave Rules applicable to the Divisions / Offices or to come over to the Leave Rules 1988. Those who opted to continue to be governed by the Old Rules are governed by such Rules for entitlement etc. of their Leave.

41.2 General Conditions

Leave Year will commence on 1st January and end on 31st December of the year.

Reference:
HAL/P&A/16(1)/10 dated 25.06.2010

- a) Discretion is vested in the Sanctioning Authority regarding grant of leave or otherwise at any time according to exigencies of work.
- b) Any kind of leave admissible under these rules, may be granted in combination with or in continuation of any other kind of leave. Casual Leave can also be clubbed with Vacation Leave, as required.
- c) Vacation Leave shall be granted after the sanctioning authority has satisfied himself about the workmen's title to leave. Regulation of leave salary will however be after verification of title to leave.

41.3 Sanctioning Authority

In these Rules, the Sanctioning Authority are the Heads of Departments/ Managers and Officers to whom power to sanction leave is delegated by the CMD/ Director/ CEO/ Executive Director/ General Manager, as the case may be.

41.4 Vacation Leave

- a) Workmen are eligible for vacation leave at the rate of 2-1/2 days for every 30 days of attendance. For this purpose, periods of absence on Study Leave and absence on Loss of Pay other than absence covered by ESI Certificate or certified sickness (in respect of workmen not covered by ESI) upto 91 days plus 15 days absence on Leave without Pay in a calendar year will not count as service.

Reference: HAL/P&A/16(1) dated 31.12.1994
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- b) Divisions/Offices need to follow a uniform procedure of crediting 2 ½ days' Vacation Leave for every 30 days of attendance/reckonable service by taking into account the LWP availed etc.

Example: If an employee has put in 30 days of attendance/reckonable service as on 30th April, 2 ½ days' Vacation Leave will be credited to his account on 1st May. Another 2 ½ days' Vacation Leave would become due for crediting to his account on 31st May provided he has not availed any LWP etc., during the period 1st May to 30th May, and so on. If the employee has availed 5 days LWP (which will not be counted as service for the purpose of crediting Vacation Leave) during the period 1st May to 30th May, 2 ½ days' Vacation Leave would become due for crediting on 5th June after he puts in 5 days attendance from 31st May to 4th June. In short, for every 30 days of attendance/reckonable service, 2 ½ days' Vacation Leave is to be credited.

Reference: PC No. 666 Dated. 30.12.2004
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- c) Vacation Leave may be accumulated upto a maximum of 300 days and leave in excess of this limit will automatically lapse on 31st December of every year.
- d) Grant of Vacation Leave on grounds other than medical, will be restricted to 3 times in a year except in so far as they are specifically authorized by the Director / CEO / Executive Director / General Manager. Vacation Leave on Medical grounds may, however, be granted without such restriction.

- e) When a workman needs Vacation Leave, he should apply for such Leave in the prescribed Form (**Annexure XI/ XII**) to the Sanctioning Authority as early as possible before the date on which he wishes to go on leave. The Sanctioning Authority should inform the workman before the commencement of leave asked for whether the leave is granted, refused or postponed. In case leave is refused, the reasons for refusal should be stated in the communication to the workman.
- f) Vacation Leave on medical grounds, in excess of three days, is to be granted on production of Medical Certificate either from a Medical Officer of HAL or from Registered Medical Practitioner or Government/ ESI Dispensary or Hospitals. No Medical Certificate is necessary where the period of Vacation Leave on medical grounds is 3 days or less.
- g) A workman joining duty after 15 days or more of Vacation Leave on medical grounds, should produce a Certificate of Fitness from HAL Medical Officer or from the Medical Officer stated above, who treated him. In case he fell ill while on leave or on temporary duty away from the Head Quarters, he should obtain a Certificate of Fitness from the concerned Medical Officer who treated him during the sickness. The period spent by a workman on a journey from an outstation to Head Quarters, at which he fell ill, will be treated as part of Vacation Leave.
- h) Sundays and Company paid holidays falling within the leave period, prefixed or suffixed, will not be counted as leave.
- i) The Sanctioning Authority may at his discretion, cancel the leave granted to a workman. If a workman on Vacation Leave away from his head-quarters is recalled and ordered to join duty before the expiry of leave, due to exigencies of work, he is entitled to single railway fare by the appropriate class by the shortest route, from the place where he is spending vacation leave to the place of duty, provided that the leave so curtailed is not less than 15 days. The person compulsorily recalled in this manner will draw leave salary till then. The limit of 15 days can be relaxed in exceptional cases by the General Manager / Executive Director / Managing Director / Director.
- j) A workman desiring to join duty before the expiry of the sanctioned leave may do so with the permission of the Sanctioning Authority, but he is not entitled to any special payment for the journey performed to return to the duty station.

41.5 **Extension of Leave**

A Workman granted Vacation Leave will not ordinarily be permitted to extend the leave. However, in unavoidable circumstances, applications for extension of leave may be entertained by the Sanctioning Authority.

41.6 Leave Salary

- a) Leave Salary of a Workman on Vacation Leave will be the salary that he drew immediately before proceeding on leave. If the annual increment of workman on leave other than leave without pay, falls due during the period of leave, he will be eligible for it on the due date, but will draw arrears of leave salary on this account, on his return to duty.
- b) An advance of net Leave Salary admissible not exceeding one month's net salary may be paid to a workman proceeding on vacation leave provided the duration of leave is not less than 15 days as indicated below:
 - i) The numbers of days of Vacation Leave exclusive of Sundays and Company paid holidays, prefixed/suffixed /intervening should not be less than 15 days.
 - ii) The amount of leave salary advance is to be calculated on the basis of the actual number of days of absence of the workman inclusive of Sundays and Company paid holidays, prefixed / suffixed and intervening i.e., the actual period of absence.
 - iii) The amount of net leave salary advance is to be calculated on the basis of total emoluments including Pay, DA and Allowances. This Advance is to be adjusted in full against the salary due to him on his return to duty.

41.7 Vacation Leave in Advance

Director, CEO, Executive Director and General Manager may at their discretion sanction Vacation Leave in advance to Workmen upto a maximum period of 30 days in a leave year subject to the following conditions:-

- a) Vacation Leave in advance is to be granted only if the Workman does not have to his credit any Vacation Leave.
- b) Grant of Vacation Leave in advance is to be restricted to cases of medical treatment of Workman for sickness or accident which requires their absence of not less than 10 days at a time and which cannot be covered by leave at the credit of the workman. Applications for such leave are to be supported by certificate from the Company Medical Officer / Govt. Hospital indicating the period of absence recommended.
- c) Vacation Leave granted in advance is to be adjusted against Vacation Leave earned subsequently by the Workman concerned either during the same or subsequent year, before he is granted any further Vacation Leave.

41.8 Encashment of Vacation Leave

Workmen can encash Vacation Leave at their credit as laid down in the Rules for Encashment of Vacation Leave, details of which are at Para – 42.

41.9 Leave Entitlement on Termination of Service

Reference:
PC No. 666 dated. 30.12.2004

Workmen on retirement or whose services are terminated for reasons other than misconduct will be entitled to encash the entire Vacation Leave not exceeding 300 days to their credit on the date termination. In the case of Workmen whose services are terminated for misconduct, Vacation Leave in excess of 80 days will be forfeited to the Company and encashment of leave will be restricted to 80 days' Vacation Leave.

41.10 Casual Leave

- a) Workmen will be eligible for 12 days of Casual Leave on full pay for every calendar year i.e. 1st January to 31st December of the year. Casual Leave will lapse at the end each leave year.

Reference:
HAL/P&A/15(2)/PC/2010/06 dated 18.01.2010

- b) Those who join service newly will be eligible for Casual Leave during the first Calendar year of service on pro-rata basis only i.e., one day Casual Leave for each remaining complete month in the Calendar Year. Those who join between the 1st & 15th day of the month will be granted 1 Day Casual Leave for that month also.

Reference:
HAL/P&A/16(1)/ 10 dated 25.06.2010

- c) A workman may avail Casual Leave in installments of half day or more (half day as indicated below), and upto 12 days at a time. Sundays, Company paid holidays, and compensatory off days falling within the period of Casual Leave will not be counted as part of casual leave. These may also be prefixed or suffixed to Casual Leave. Casual Leave can be clubbed with Vacation Leave, as may be required.
- d) Casual Leave is intended to meet urgent unforeseen circumstances and may also be utilised in the event of minor indisposition. Previous permission to avail of Casual Leave is essential except in unforeseen circumstances.

Reference:

HAL/P&A/16(1)/09 dated 27.05.2009

- e) Once an employee submits his/her resignation from the services of the Company, no Casual Leave would be granted during the balance period of service/notice period.
- f) In cases of Voluntary Retirement (VR) & Optional Retirement (OR), further entitlement of Casual Leave in the year seeking VR & OR, after submission of the application, will be restricted on a pro-rata basis reckoning the full year (1 day for each complete month of service in that Calendar Year). If they have already availed more than the entitled number of days of Casual Leave before the submission of the application, no changes will be made.
- g) Casual Leave records of workman will be maintained by the respective Departments and Accounts Department of the Division / Office.

41.11 Half Day Casual Leave

Workmen are permitted to avail of Casual Leave for half a day also, subject to the following conditions:

- a) For the purpose of reckoning half day Casual Leave, the shift hours will be divided into two halves – the first half commencing with beginning of the shift till the commencement of the interval for 'Rest' and the second half commencing immediately after the interval for 'Rest' till the close of the shift.
- b) Where the Office / Factory works only for half a day on any particular day, the Casual Leave taken for that day will be reckoned as a half day.
- c) Divisions/Offices which work for half day on Saturdays need to ensure that instances like those brought out below or any other types of wrong practices, are not allowed to occur, in connection with availing ½ day leave on Saturdays:
 - i) Adjustment of leave by changing shift with an intention to take long leave;
 - ii) Obtaining leave sanction on the basis of 6 day week and then substituting this with subsequent leave showing adjustment for ½ day on Saturday.

41.12 Leave without Pay

- a) A workman may be granted Leave without Pay upto 30 days at a time, at the discretion of the Sanctioning Authority. Leave without Pay in excess of the limit may be sanctioned in exceptional cases by the General Manager / Executive Director / CEO/ Director.

Reference:

HAL/P&A/15(1)/15 dated 29.01.2015

- b) Employees who take LWP on Medical Grounds are required to produce a Certificate from the CoMS/ CMS of the concerned Complex/Division, indicating the sickness and certifying that they were unable to attend duty for the period of LWP on account of the said sickness, to regularize their LWP. Employees who apply for LWP on Medical Grounds need to enclose required supporting documents along with the Leave Application. Further, employees need to submit applications for availing/regularizing already availed LWP, on Medical Grounds, within a maximum period of 1 month from the date of joining back for duty.
- c) Female employees may be granted Leave without Pay with the approval of the General Manager, for a maximum period of one year during the entire service period in HAL, in connection with illness arising out of pregnancy, delivery, premature birth of child or miscarriage.

41.13 Prolonged Illness

References:

- 1) HAL/P&A/16(1) dated 25.09.1990
- 2) HAL/P&A/16(1)/90 dated 08.12.1993
- 3) HAL/P&A/15(2)/PC/2011 dated 06.01.2011

- a) If a permanent Workman of the Company not covered by the ESI Scheme who has put in five years or more service in the Company, suffers from any of the following diseases, he may be given Special Leave upto 12 months after he has exhausted other entitlements of leave:
- i) Tuberculosis
 - ii) All forms of malignant diseases
 - iii) Paraplegia
 - iv) Hemiplegia
 - v) Myocardial infraction
 - vi) Aplastic anoemia
 - vii) Parkinson Disease
 - viii) Refractive Cardiac failure

- ix) Fracture of bones-lower limb pelvic tibia, unstable fracture spine
- x) Cirrhosis of liver with complications including ascites.
- xi) Immature cataract- vision less than 6/60
- xii) Chronic renal failure.
- xiii) Retinopathy due to Diabetes, Hypertension etc.
- xiv) Diabetic Gangrene Foot
- xv) Gulian Barry Syndrome
- xvi) Prolapse intra Vertibular Disc including Lumbar Canal Stenosis/ strain
- xvii) Open Heart Surgery / CABG
- xviii) Chronic Obstructive Pulmonary disease with complications
- xix) Retinal Detachment
- xx) Muscular Dystrophies

- b) During the first six months of such leave, s/he will be allowed free treatment and hospitalization in HAL Hospital and will be paid 50% of Basic Pay as ex-gratia and the remaining period will be Leave without Pay. CEO/ Director may sanction such leave in consultation with the concerned Chief Medical Officer of the Company. Grant of leave to permanent Workmen who have put in between three to five years service suffering from any of the above diseases will be restricted to six months, three months of which will be with 50% of Basic Pay as ex-gratia and the remaining three months will be Leave without Pay.
- c) A Workman shall be eligible for such leave again, if he subsequently suffers from any of the diseases mentioned above, provided the period between the two consecutive spells of leave is five years or three years, as the case may be.
- d) An employee who had put in 5 years service and was granted 12 months leave with ex-gratia payment upto 6 months period earlier can be granted such leave again even if s/he has completed 3 years of service from the date s/he joined duty after such leave on the earlier occasion. The Special Leave with ex-gratia payment under this provision may be sanctioned again even if an employee has completed 3 years of service and the maximum period of such leave should not exceed 6 months including 3 months on 50% Basic Pay as ex-gratia payment and the remaining 3 months will be as Leave without Pay.
- e) Where such illness for which special leave has been granted prolongs beyond the period of the Special Leave granted, such cases should be monitored periodically to assess the possibility of such personnel being restored to normal health with capability for full production work on resumption of duty and leave without pay extended to the extent necessary, only on merits of each case. Cases requiring leave without pay for more than 24 months are to be referred to the Corporate Office for approval.

- f) However, in genuine cases where recovery and restoration of normal health is possible with further treatment beyond the period for which special leave was granted, such cases will be dealt with by the Corporate Office for grant of special leave with pay at 50% Basic Pay as ex-gratia upto a maximum of one year including the period of special leave with pay already granted by the CEO / Director.
- g) For this purpose, the training period of 1 year in respect of Diploma Trainees/ Technician Trainees/ Admin Trainees and period of Contract Service of 2 years in respect of Ex-Servicemen engaged on contract basis, against Manpower Sanctions, before absorption as regular employees, can be reckoned as service.

41.14 Grant of Special Leave & Ex-Gratia Payment for Prolonged Illness

Reference:
HAL/P&A/15(12)/PC/2010/06 dated 18.1.10

- a) Considering that the diseases listed in the Scheme are chronic in nature and that the actual periodicity & duration of leave requirement cannot be predicted at a given point of time, employees requiring Special Leave for a second or subsequent spells can be allowed the benefit, with the approval of the concerned Director/CEO, subject to the following ceilings:

Period of service (completed years) (cumulative)	Max. period of Special Leave (Months) (cumulative)	Max. period for payment of 50% Ex-Gratia (Months) (Cumulative)
3 – 5	6	3
5 – 8	12	6
8 – 10	18	9
10 & above	24	12

- b) The benefit of the Special Leave can be granted in unfortunate cases where the employees get affected by more than one listed disease, simultaneously/at different points of time, subject to the ceilings indicated at (a) above, with the approval of the concerned Director / CEO.

41.15 Leave for Employment Injury

- a) For workmen covered by ESI Scheme, if any, leave will be regulated as per provisions of ESI Scheme.
- b) For workmen not covered by ESI, but covered by Employees Compensation Act, 1923, leave will be regulated as per the provisions of the said Act.

c) However, in respect of cases (a) and (b) above, Basic Pay + DA admissible to a workman minus cash benefit / half monthly payment paid by ESI or under Employees Compensation Act, 1923, will be paid by the Company for their absence on account of employment injury based on certification by the Company Medical Officer, upto a maximum of 6 months in a block of 5 years. The first block of 5 years commenced on 1.1.1988. Payment made as above to workmen covered under the Employees Compensation Act, 1923 will be deducted from the compensation payable, if any, under the Act. However, where a workman meets with an employment injury again before the expiry of 5 years and the total period of absence on this account during the block exceeds six months, his entitlement will be limited to cash benefit from the ESI if he was covered under ESI and half monthly payment if he was covered under Employees Compensation Act, 1923.

41.16 Grant of Special Leave to Workmen not Covered by ESI Scheme or Employees Compensation Act, 1923 for Employment Injury

The period of absence subject to a maximum of five years caused by employment injury and certified by the Company Medical Officer will be treated as Special Leave and Leave Salary will be admitted at half the rate as for Vacation Leave, in the case of workmen not covered by ESI or Employees Compensation Act, 1923. However, full salary as for Vacation Leave will be admitted upto a maximum period of six months in a block of 5 years for absence on account of employment injury based on certification by the Company Medical Officer. The first block of 5 years commenced on 1.1.1988. This will not be debited to the Workmen's Leave account.

Note:

Leave Salary paid as above for the period of absence will be deducted from the compensation if any, paid to the workmen under the Rules.

41.17 Special Leave to Escorts (Employees) at Koraput

The provisions at para – 17 above would be applicable to Workmen at Koraput covered under the HAL Leave Rules, 1988, also.

41.18 Increment Postponement

Annual increment will be postponed by the period of Leave Without Pay or unauthorized absence in excess of 15 days in a leave year for that year only unless covered by ESI / Medical Certificate from Competent Authority. Such postponement will be effected as per the relevant provision in the Rules.

41.19 Special Casual Leave

41.19.1 Workmen participating in a representative capacity on behalf of Company or on behalf of the Labour Welfare Funds, Sports Club or other Cultural Associations / Organisations sponsored or assisted by the Company, in the following circumstances, may be allowed Special Casual Leave, at the discretion of the Director/CEO/Executive Director / General Manager.

- a) Recognized National and International Tournaments;
- b) Tournaments conducted under the auspices of State/Central Governments or by bodies recognized by the State / Central Governments or tournaments of local importance in which HAL teams are participating officially;
- c) Practice matches, umpiring or training / coaching activities connected with the tournaments referred to in (a) and (b) above;
- d) Broadcasting, staging dramas or cultural shows etc., and practice / rehearsals connected herewith;
- e) Republic Day / Independence Day Parades and Practice;

Notes:

- 1) The Manager of teams /parties covered by the above who goes with the teams / parties is also entitled to Special Casual Leave.
- 2) Sportsmen selected individually to represent the District Level Teams of the District in which HAL is situated (it is presumed that the entire HAL Team will be playing for selection of the District Level Team) in State Level Tournaments/for selection of the State Teams/in National Tournaments representing the State Teams, can be granted the Special Casual Leave. The Leave can also be granted for practice matches and training/coaching activities in connection with such tournaments. Sportsmen will not be eligible for grant of Special Casual Leave to participate in any other Tournaments in his individual capacity.
- 3) There is no restrictions on the number of times in which he is required to play matches or undergo training/practice as at (ii) above. However, Leave should be granted only based on official written communications from the District/State Authorities.

41.19.2 Special Casual Leave to employees participating in Mountaineering / Trekking expeditions.

Reference:
HAL/P&A/16(16)/86/263 dated 07.01.1987

- a) Workmen participating in Mountaineering / Trekking expeditions may be granted Special Casual Leave not exceeding 30 days in a Calendar Year subject to the conditions that such expeditions are sponsored by HAL Sports Club and approved by the Indian Mountaineering Foundation. In cases where such expeditions are sponsored by Indian Mountaineering Foundation, HAL employee's participation thereof should have been recommended by the Sports Club with the approval of the Executive Director / General Manger of the Division.
- b) The period of absence in excess of 30 days would be treated as Vacation Leave or Casual Leave available at the credit of the workmen.

41.19.3 Sportsmen not covered by ESI and getting injured

Sportsmen getting injured during practice or while playing official matches will be eligible for Special Leave with 50% of Basic Pay and Dearness Allowance for the period he is off games on account of such injury. However, full salary (Basic + DA) will be admitted upto a maximum period of six months in a block of 5 years for absence on account of such injury based on certification by the Company Medical Officer. The first block of 5 years commenced on 1.1.1988. Any compensation that the Sports Club may give on this account will be in addition to this.

41.20 Maternity Leave

References:
1) HAL/P&A/16(17)/2007 dated 12.6.2007
2) HAL/P&A/16(17)/08 dated 07.05.2008
3) HAL/P&A/16(17)/10 dated 26.11.2010
4) HAL /HR/16(17)/ 03/2017 dated 20.04.2017

41.20.1 Female employees who are borne on the rolls of the Company will be entitled Maternity Leave, in line with the Maternity Benefit Act, 1961. As per the following provisions:

- a) The Term 'Commissioning Mother' is defined under the Act as a Biological Mother who uses her egg to create an embryo implanted in any another woman;

- b) The maximum period of Maternity Benefit will be '26 weeks (182 days) of which not more than eight weeks shall precede the date of expected delivery', under Section 5 of the Act;
- c) The maximum period entitled to Maternity Benefit by a woman having two or more than two surviving children shall be '12 weeks of which not more than six weeks shall precede the date of expected delivery';
- d) A Woman who legally adopts a child below the age of 3 months or a Commissioning Mother shall be entitled to Maternity Benefit for a period of 12 weeks from the date the child is handed over to the Adopting Mother or the Commissioning Mother;
- e) Establishments having 50 or more employees need to have the facility of Crèche. The Employer shall allow four visits a day to the Crèche by the woman which shall also include the interval for rest allowed to her.

41.20.2 Women Employees will also be eligible for grant of additional Leave for a maximum period of 1 month with Wages at the rate of Maternity Benefit, as under:

- a) Women employees eligible for Maternity Leave of 26 weeks as at Para 41.20.1 (b) above, will be eligible for the additional Leave for a maximum period of 1 month with Wages at the rate of Maternity Benefit, on production of proof issued / co-ordinated by the HAL Hospital / Dispensary, in line with the provisions under Section 10 of the Act;
- b) Women employees as at Para 41.20.1 (c) above who would be eligible for Maternity Leave of 12 weeks only, would continue to be eligible for additional Leave for a maximum period of one month, on self-certification basis.

41.20.3 The benefit of Leave Without Pay, on need basis, with the approval of the concerned General Manager, for a maximum period of one year during the entire service period in HAL, would be granted to desirous women employees, in connection with illnesses arising out of pregnancy, delivery, premature birth of child or miscarriage.

41.20.4 Technician/ Diploma etc. Trainees, who are inducted against Manpower Sanctions are also eligible for Maternity Leave during the training period / before completion of the minimum period of days worked after absorption as stipulated in the Act, as per the provisions under the Maternity Benefit Act, 1961. The following conditions would be applicable in this regard:

- a) The days of training would be reckoned as days worked, for the purpose of the Act.
- b) The Trainee should meet all the other requirements under the Act.

- c) The training period and the due date of absorption would be extended with reference to the number of days of Maternity Leave availed by the Trainee during the training period.

41.21 Paternity Leave

References:

- 1) HAL/P&A/16(17)/10 dated 26.11.2010
- 2) HAL/P&A/16(17)/2011/73 dated. 05.07.2011
- 3) HAL/P&A/16(17)/2011 dated 25.11.2011

- a) Male employees with less than two surviving children will be entitled to a maximum of 15 days (in one spell) of Paternity Leave (including intervening Sundays and Holidays) with full pay during the period of confinement of his spouse.
- b) The leave should be taken 15 days before or upto six months from the date of delivery of the child. If the leave is not availed during this period, it will lapse.
- c) Paternity Leave will be granted only twice in the entire career of the employee.
- d) Paternity Leave can be combined with other kinds of leave, except Casual Leave.
- e) Intervening Sundays & Holidays will be included for calculating the number of days of Paternity Leave.
- f) The Leave shall be applied in the usual Leave Application, supported by a Certificate issued by the HAL Hospital/ Dispensary, indicating the Date of Delivery/ Expected date of Delivery of the child. If the Certificate is issued by a Doctor of another Hospital, it will be certified and counter signed by Head of Obstetrics & Gynecology Department of the HAL Hospital/ Dispensary or the CoMS/ CMS.
- g) Technician Trainees/ Diploma Trainees, etc. are also entitled to avail Paternity Leave, who are inducted against Manpower Sanctions, during the Training Period also, subject to the following:
 - i) Trainees will not be allowed to avail Paternity Leave during the Phases of (a) Class Room Training (in HMA/ TTIs/ other Institutions), (b) Familiarisation or (c) Final Assessment;
 - ii) The Training period and the due date of absorption would be extended with reference to the number of days of Paternity Leave availed during the Training period.

- h) Paternity Leave can be granted to an employee even his baby was declared dead / Still-Born on delivery.
- i) The concerned Leave Sanctioning Authority will be the authority to sanction Paternity Leave.

41.22 Blood Donation

References:

- 1) HAL/P&A/16(1)/PF/88 dated 18.07.1988
- 2) HAL/P&A/16(1) /PF/98/689/3878 dated 03.01.1998

If an employee donates blood on a working day in the HAL Hospital / Dispensary, he will be granted Special Casual Leave for that day, based on the Certificate issued to this effect by the Chief Medical Officer of the Hospital. Employees donating blood to other HAL employees or their dependant family members, on a working day, in any hospital can be granted Special Casual Leave for that day, subject to the production of Certificate to this effect from the hospital concerned and duly co-ordinated by the CoMS/ CMS of the Complex/Division.

41.23 Sterilisation Operation

References:

- 1) HAL/P&A/16(1) dated 26.10.1990
- 2) PC No. 633 dated 30.04.1996
- 3) HAL/P&A/16(1)/15 dated 25.06.2015

- a) Workmen undergoing sterilization operation (Vasectomy) under the Family Planning Scheme of the Government of India, may be granted six days Special Casual Leave to undergo the operations and recoup from it. A certificate from the Surgeon who performed the operation should be produced by the concerned workmen on rejoining after special casual leave. A workman whose wife has undergone puerperal / non-puerperal tubectomy operation under the Family Planning Scheme of the Government of India may also be granted seven days special Casual leave subject to production of a medical certificate from the surgeon who performed the operation.
- b) Female employees undergoing non-puerperal sterilization operation may be granted 14 days special casual leave. A certificate from the Surgeon who performed the operation, should be produced on rejoining after the leave.

Note:

Special Casual Leave can be granted to eligible female employees

when they undergo Laparoscopy for Sterilization Purposes. Further, Special Casual Leave can be granted to Male employees also, when their spouse undergo Laparoscopy. Grant of Special Casual Leave will be like in the case of Tubectomy operation and will be subject to fulfilling all other specified conditions in the Rules.

- c) Employees, who/whose spouse undergo sterilization operation after the second marriage could be granted Special Casual Leave as in the case of the first operation i.e., 6 days/ 7 days/14 days as the case may be, irrespective of the fact that the employee was granted Special Casual Leave for undergoing sterilization operation after the first marriage. Necessary medical certificate from the Surgeon who performed the operation should be produced by the concerned employees.

Note:

Where both husband and wife are employees of HAL, husband will also be eligible for special Casual Leave of 7 days in case the wife undergoes sterilization operation.

41.24 Sterilisation Operation for Second Time

- a) Workmen undergoing vasectomy operation for the second time, on failure of the first sterilization operation earlier undergone by them, under the Family Planning Scheme of the Government of India, should be granted 6 days special casual leave, to undergo the second operation and recoup from it.
- b) Female employees undergoing non-puerperal tubectomy operation for the second time, on failure of the first tubectomy operation earlier undergone by them should be granted 14 days special casual leave, to undergo the second operation and recoup from it.
- c) A workman whose wife has undergone puerperal or non-puerperal tubectomy operation for the second time, due to failure of the first operation may also be granted seven days special casual leave.

Note:

Grant of Special Casual leave for the second time, as indicated above, will be subject to production of a medical certificate from the surgeon who performed the second operation to the effect that the first operation was failure and that the second operation was actually performed.

- d) Workmen who require special leave beyond the limits laid down for undergoing the above sterilization operations owing to the development of post-operation complications may be allowed Special Casual Leave

to cover the period for which he or she is hospitalized on account of post-operation complications subject to the production of a certificate from the concerned hospital authorities. In addition, the benefit of additional special casual leave may also be extended to the extent of 7 days in case of vasectomy operation and 14 days in case of tubectomy operation to such employees who after sterilization operation do not remain hospitalized but at the same time are not found fit to go to work subject to the production of a medical certificate from the concerned hospital authorities.

41.25 Re-Canalisation Operations

- a) Workmen who have less than 2 children or desire for substantial reasons (i.e., a person who has lost all male children or all female children after Vasectomy / Tubectomy operations performed earlier) and who undergo such a recanalisation operation may be granted special leave upto a period of 21 days or actual period of hospitalization as certified by the authorized medical attendant whichever is less.
- b) In addition, special casual leave will also be granted for the minimum journey period actually required and spent for the to and fro journeys performed for undergoing this operation. Grant of the above special casual leave is subject of the following conditions:
 - i) The operation has been performed in a hospital/ medical college/ institute where facilities for recanalisation are available.
 - ii) The request for grant of special casual leave is supported by a medical certificate from the Doctor who performed the operation to the effect that hospitalization of the concerned workman for the period stipulated therein was essential for operation and post-operational recovery.

41.26 IUCD Insertion

- a) The married female employees for undergoing IUCD insertion under Family Planning Programme will be granted one day's Special Casual Leave on the day of such insertion subject to the production of a medical certificate from the concerned medical officer.
- b) The position regarding counting of intervening Sundays / Holidays in a period of special casual leave or prefixing regular leave to special casual leave is as follows:-
 - i) Sunday and closed Holidays intervening in a period of Special Casual Leave shall be counted for calculating special casual leave.

- ii) While Vacation / Casual Leave is not allowed to be prefixed to Special Casual Leave, the workmen may be permitted to suffix Vacation Leave at their credit to the Special Casual Leave.

41.27 Special Casual Leave to Ex-Servicemen for Replacement / Treatment of Artificial Limbs

Disabled Ex-servicemen who have been provided with artificial limbs as a result of injuries sustained while on active service and are required to report to Artificial Limbs Centre when their artificial limbs require replacement / treatment will be granted special casual leave of 15 days or the actual time spent including transit period, whichever is less. Grant of the above special casual leave is subject to production of detention certificate from the concerned hospital authorities.

41.28 Special Casual Leave to Ex-Servicemen for appearing before the Medical Resurvey Board

Ex-servicemen boarded out of Defence Service and reemployed as civilians by HAL for appearing before the Medical Resurvey Board for re-assessment of their disability will be granted special casual leave to the extent of actual time taken for the purpose including transit time both ways upto a maximum of 15 days subject to the production of a detention certificate from the concerned hospital authorities.

41.29 Special Casual Leave to Office Bearers attending Conciliation Proceedings etc.

Special Casual Leave will be granted to office Bearers of recognized Unions attending meetings with the Management, Conciliation proceedings, meetings of the Industrial Tribunal and other Statutory Bodies where disputes between the Management and the Unions are pending. Members of Executive Committee of the recognized Unions are granted special casual leave for attending meetings of the Committee, once a month, irrespective of the shift in which such workmen are working.

41.30 Study Leave

- a) Study Leave may be granted at the discretion of the General Manager / Group Executives to workmen who have completed two years service and who apply for such leave, provided that the Company is likely to benefit by the proposed course of study. Study Leave will not be granted if the period of study is three months or less. However, if the course of study is outside India, prior approval of the Managing Director is required. Workmen granted Study Leave should executive a bond for

serving HAL for a minimum period of three years on expiry of the Study Leave as prescribed by the Company.

- b) Applications for Study Leave with particulars stating the course of study and the institutions in which it will be undertaken should be submitted to the General Manager at least 6 months before the date of commencement of the course.
- c) The application will not be considered unless the General Manager is satisfied about the standard of the institutions and the course of study. Applications should, therefore, be supported by sufficient evidence in this regard.
- d) If the course of study proposed to be undertaken is approved, the workmen proposing to undertake the course will be granted Study Leave not exceeding 24 months. During the first six months of this leave, the workmen will draw Basic Pay + Allowances and the remaining part of the leave will be without pay. Study Leave may be granted in continuation of Vacation Leave.
- e) Study Leave will count as service for Provident Fund benefits, promotion and annual increments, but not for earning Leave.
- f) No further concessions by way of train fare / passage or other expenses will be admissible.
- g) On completion of Study Leave, candidates should submit a report on the course of study supported by certificate from the institutions at they studied.

41.31 Grant of Special Casual Leave to Workmen for appearing in Hindi Examination

For regularization of absence of the workmen for appearing in Hindi (Prabodh / Praveen / Pragya / Hindi Stenography / Hindi Typewriting examinations) the following procedure are followed:

- a) Workmen appearing in the examination on a day both in the forenoon and in the afternoon are not required to attend office either before or after the examination and the absence is to be treated as special casual leave.
- b) In case where the examinations are held only in the forenoon, workmen should attend office in the afternoon if the time required for the journey from the place of examination warrants it and no examination is fixed for the next day.

- c) Where the examinations are held only in the afternoon, employees need not attend the office in the forenoon and the absence is to be treated as special casual leave.
- d) The grant of Special Casual Leave, as above, for the days in which a workman has to take these Hindi examinations, however, is subject to the condition that a workman will not be allowed such special casual leave on more than two occasions for the same examination. In the case of an employee taking a third chance, no such privilege will be allowed and the concerned workman will have to make his own arrangements for leave on the date(s) of the examination.
- e) No conveyance charges or TA will be paid to the examinees.

41.32 Leave Entitlement in respect of Diploma/ Technician/ Admin/ etc. Trainees

Reference: HAL/P&A/16(1)/10 dated 19.01.2011

- a) Diploma/ Technician/ Admin/ Commercial/ Accounts etc. Trainees inducted by the Company are eligible for Leave/ Vacation during the training period/on completion of training, as indicated below:
 - i) 6 days Casual Leave during the training period of one year;
 - ii) 2 weeks Planned Vacation during the training period;
 - iii) Crediting 15 days' Vacation Leave on absorption as regular employees.
- b) The Planned Vacation would be regulated as follows :
 - i) Trainees will be allowed to avail the Planned Vacation in 2 spells of one week each, during the OJT Phase of the training or in between different Phases of the training, ensuring that the training is not affected in any way;
 - ii) Planned Vacation will not be allowed during the Phases of Class Room training (in TTIs/Divisions/other Institutions) OR during the Induction, Familiarisation or Final Assessment Phases of the training;
 - iii) The Planned Vacation period would be decided by the concerned Divisions/TTIs, preferably together for all the batch-mates.

41.33 Carry Forward of Vacation Leave in respect of Employees leaving the Company and joining another Public Sector Undertaking/ Government:

Reference:

HAL/P&A/16(1)/91 dated 12.12.1991

Carry forward of Vacation Leave, based on requests, when employees move from HAL and join another PSU/Government, on resignation, will be allowed, subject to the following conditions:

- a) Application for appointment in another PSU/Government should have been forwarded through HAL
- b) Transfer of leave at credit upto a maximum of 300 days will be effected with the consent of the Organisation/Government to which the employee has moved;
- c) The transferee Organisation is to be clearly informed of the number of days of Vacation Leave for which leave salary is transferred. Such Organisation may carry the Vacation Leave transferred in the Leave Account of the employee or allow him to encash the Vacation Leave amount immediately. In the event of encashment, Tax as per Income Tax Rules should be recovered by them.
- d) Such Organisation should also be informed that the liability on the part of HAL stands fully discharged once the Leave Salary is transferred and that no claim will be entertained thereafter in this regard.

42. SCHEME FOR ENCASHMENT OF VACATION LEAVE IN RESPECT OF WORKMEN UNDER THE HAL LEAVE RULES 1988

42.1 Coverage

- a) This Scheme is applicable to all the regular Workmen covered by the Rules.
- b) This Scheme will not be applicable to Trainees, Apprentices and Government Employees on deputation who are governed by their parent department Leave Rules.

42.2 Extent of Leave Encashment

- a) Only Vacation Leave is encashable.
- b) The minimum encashable Vacation Leave at a time will be 10 days.
- c) The maximum number of days of encashable Vacation Leave will be one half of the Vacation Leave at credit of the employee on the date of encashment.

42.3 Number of Times Encashment Is Allowed

Leave Encashment will be allowed only once during a leave year.

42.4 Encashment Benefit

The rate of encashment will be at the rate of Basic Pay (including Personal Pay, if any, counting as Pay for all purposes) +DA, drawn at the time of encashment. This payment shall not be reckoned as wages / salary for the purpose of Gratuity, PF, etc).

42.5 Procedure for Encashment

Workmen who wish to avail of the above benefit must submit an application to the Accounts Department, in the Prescribed Proforma, before the 15th of the month. Accounts Department after verifying the particulars regarding the rate of Pay, DA, leave at credit, title to the encashable leave and payment admissible will forward the application to the Appropriate Authority for sanctioning the encashment benefits. After the sanction is accorded and the proforma received back from the Leave Sanctioning Authority, the Accounts Department will make the necessary payment. Before payment is made, it will be ensured that necessary tax deduction is effected at source in accordance with the Rules.

42.6 General

- a) Any fraction of the quantum of encashable VL shall be ignored.
- b) Employees under suspension shall not be eligible for encashment of leave.

42.7 Computation of Leave Encashment Amount

Reference: PC No. 483 dated 11.06.1982

For the purpose of computing the encashment amount, the rate of encashment per day of leave shall be first arrived at. For this purpose, the monthly rate of Basic Pay and Dearness Allowance shall be added and the sum so arrived at shall then be divided by 26. The resultant figure shall be the rate of encashment per day of leave. The number of days of leave to be encashed shall then be multiplied by this rate of encashment per day for arriving at the encashment amount payable.

43. LEAVE FACILITIES FOR WORKMEN IN BANGALORE COMPLEX/ DESIGN COMPLEX/ HELICOPTER COMPLEX, WHO HAD NOT OPTED FOR THE HAL LEAVE RULES 1988

All leave is computed on a calendar year basis and subject to sanction by the Sanctioning Authority on application by workmen.

43.1 Casual Leave

- a) Eligibility for Casual Leave is seven days on full pay in a year. Casual Leave can be availed up to 7 days at a time, intervening Sundays and holidays being excluded;
- b) Casual Leave may be taken in cases of minor sickness or private affairs or for urgent unforeseen reasons. All workmen must obtain the previous permission of the Sanctioning Authority before availing Casual Leave except in emergent and unforeseen circumstances, of which full proof must be produced to the satisfaction of the Sanctioning Authority;
- c) Casual Leave lapses on termination or at the end of the calendar year, if not utilised before that time;
- d) Casual Leave can be clubbed with Vacation Leave also, as required.

43.2 Vacation Leave

Reference: HAL/P&A/16(1)/86 dated 06.01.2005

- a) Eligibility is one and half days per calendar month of service.
- b) Vacation Leave may be accumulated upto a maximum of 240 days and leave in excess of this limit will automatically lapse on 31st December of every year.
- c) Vacation Leave may be taken in installments of one or more days with the previous permission of the Sanctioning Authority.
- d) For the purpose of calculating Vacation Leave, when the total vacation period is six days or more, Company notified paid holidays falling within the vacation period will be counted as Vacation Leave but Sundays will not be so counted.

43.3 Sick Leave

- a) Eligibility is 15 days (inclusive of intervening Sundays and paid holidays) in a year.

- b) Sick Leave may ordinarily be sanctioned for four days or more at a time on account of bonafide sickness which should in such cases be supported by a Certificate from the Company's Medical Officer or a Registered Medical Practitioner in the prescribed form;
- c) Sick Leave will be on full Pay;
- d) Sick Leave will normally lapse at the close of each Calendar Year, but in special cases of hardship arising out of protracted illness, Management may at their discretion allow Sick Leave to accumulate to the extent earned in two consecutive Calendar Years of service.
- e) Sick Leave may be utilised in combination with any kind of leave, other than Casual Leave.

Note :

The provisions at paras 14 to 32 and 34 of the Rules apply to these Workmen also.

44. LEAVE FACILITIES FOR WORKMEN AT THE DIVISIONS AT KANPUR & HYDRABAD, WHO HAVE NOT OPTED FOR THE HAL LEAVE RULES, 1988

Leave facilities applicable to the workmen of the Divisions at Kanpur & Hyderabad who had not opted for the HAL Leave Rules, 1988 are given below:-

44.1 Vacation Leave

Reference: HAL/P&A/16(1)/86 dated 06.01.2005

- a) Employees are eligible for one and one half days of Vacation Leave per calendar month of service.
- b) Vacation Leave can be accumulated upto a maximum of 240 days and leave in excess of this limit will automatically lapse on 31st December of every year.
- c) Vacation Leave may be taken in installments of one or more days with previous permission of the Sanctioning Authority;
- d) For the purpose of calculating Vacation Leave, when the total vacation period is six days or more, Company notified paid holidays falling within the vacation period will be counted as Vacation Leave but Sundays will not be so counted.

44.2 Sick Leave

- a) Sick Leave for employees covered by ESI Scheme, if any, is regulated in accordance with that Scheme;
- b) Those not covered by ESI scheme are eligible for Sick Leave of fifteen days (inclusive of intervening Sundays and paid holidays) which may be utilized in the course of the following year;
 - i) Sick Leave will be on full pay.
 - ii) Sick Leave shall ordinarily be sanctioned for a day or more at a time on account of bonafide sickness. For sick leave exceeding three days, medical certificate should be produced from a Registered Medical Practitioner duly coordinated by the company's Medical Officer / consultant or any other Medical Practitioner authorized by the Company in the prescribed form. The Company's Medical Officer shall also certify the fitness of the workmen when he rejoins duty after sickness.
 - iii) Sick Leave will normally lapse at the close of each calendar year, but in special cases of hardship arising out of protracted illness, Management may at their discretion allow sick leave to accumulate to the extent earned in two consecutive calendar years of service.
 - iv) Sick Leave may be utilized in combination with any kind of leave, other than Casual Leave.

44.3 Casual Leave

- a) Eligibility for Casual Leave is seven days on full pay in a year.
- b) In the case of supervisory staff, the eligibility of leave is 12 days per calendar year of service.
- c) Casual Leave may be utilised in installments of half day or more and upto 7/12 days at a time, as the case may be. Intervening Sundays and holidays being excluded. National and festival holidays including Sundays may be prefixed and /or suffixed to Casual Leave.
- d) Casual Leave may be taken in cases of minor sickness or for private affairs or for urgent unforeseen reasons. Previous permission should be obtained before availing casual leave except in emergent and unforeseen circumstances of which full proof must be produced to the satisfaction of the Sanctioning Authority;
- e) Casual Leave lapses on termination of service or at the end of the calendar year, if not utilized that time;

f) Casual Leave can be clubbed with Vacation Leave also, as required.

Note :

The provisions at paras 14 to 32 and 34 of the Rules apply to these Workmen also.

45. LEAVE ENTITLEMENT OF PERSONNEL ENGAGED ON TENURE BASIS

Reference: PC No. 717 dated 01.05.2019

45.1 Personnel engaged on Tenure Basis in the Workmen cadre will be entitled for one day Casual Leave for each remaining complete month in the calendar year. Further, Personnel joining the Company between the 1st & 15th day of the month will be granted one day Casual Leave for that month also.

45.2 Tenure Based personnel will be entitled to 2.5 days of Vacation Leave (VL) with Pay, for every calendar month of service. VL can be accumulated by the Tenure Based personnel during their tenure. For the last month of Service prior to separation/ completion of Tenure, the VL of 2.5 days pertaining to the last month of Service will be credited on the 15th day of that month. Encashment of unutilized VL will also be allowed in respect of them. For the last year of Tenure, the encashment will be allowed with the final settlement.

Note:

Encashment of VL in respect of Tenure Based Personnel will be governed by the Rules and Terms & Conditions applicable to the regular Workmen as notified from time to time.

ANNEXURES

TOUR PROPOSAL AND ADVANCE REQUEST (INLAND)

_____ Division/ Office						Ref: Date: Debitable to:		
Name: PB No:						Designation : Group: Basic Pay:		
Mode of Travel	Ticket arranged by	Departure		Arrival		Stay		
		Date & Time	Place	Date & Time	Place	Place	Duration	
							From	To
Special Sanction						Purpose of Visit:		
Advance Required:								
Fare:								
DA for Stay:								
DA for Journey:								
Local Conveyance:								
Others (to be specified):								
TOTAL								
Signature of the Employee						Recommended:		
Section/ Dept. Head:								
<u>For use in Accounts Department</u>						Sanctioned/ Not Sanctioned		
Passed for an Advance of Rs. _____								
Payment Details: CV. No: Date: Cashier: Received payment of : `						Sanction No.:		
Signature of Employee						Date:		

ANNEXURE - II

HAL Division/ Office		TRAVELLING EXPENSES CLAIM (INLAND)			Ref: Date: Debitable to:		
Name		Desgination			Journey:		
EID No.:		Grade/ Scale			Commenced on:		
Dept :		Basic Pay			Concluded on:		
Dept :		Sanction No.:					
DEPARTURE		ARRIVAL		Mode of Travel	Ticket No.	Travel Fare Paid	Stay Hours
Date & Time (hrs)	Place	Date & Time	Place				
Sl. No.	Particulars			Amount Claimed Rs.	Amount Admitted Rs.	Refund Particulars	
1.	Fare						
2.	Lodging(HAL,GH)						
3.	Boarding/ Lumpsum DA						
4.	Journey DA						
5.	Cash Allowance						
6.	Local Conveyance						
7.	Others						
8.	TOTAL (Details Overleaf)					For use in Accts. Department	
9.	Less Advance drawn					Passed for payment / Adjustment for Rs. :	
10.	Less Canteen Allowance [@ Rs. 100/-per day for 1 working day during the period of tour (including the journey period), for which Canteen Allowance is paid]					JV No. :	
11.	Net amount claimed (8-9-10)						
Certified that :							
a)	No conveyance was provided for road journey undertaken.						Date :
b)	The above claims represent the actual expenditure and are true and correct.						Prepared by: FO/ DM/ FM/SMF
c)	No Leave was availed during the period of tour except on _____						
d)	Free lodging and or boarding facilities were/were not provided on the days for which DA is claimed.						Payment details :
e)	Air/Rail Ticket was purchased by me/ HAL as per details given below:						
f)	Stay was not in Guest House(s) of the Company / other Organizations for the days for which Composite DA is claimed						CV No.:
g)	Indicate the following, in case of stay at Hotel (in cases where HAL GH is not available; OR the place of temporary duty is near/ adjacent to the City/ Place where HAL GH is located)						Date :
	i) Distance between Guest House & Place of Duty (kms.):						Received payment:
	ii) Distance between Guest House & Hotel (kms.):						
	Signature of Controlling Officer			Signature of Employee			Signature of- Employee
							Cash Sec.

CLAIM DETAILS						
1. LODGING (Bills/ Receipt to be attached) :						
PLACE	GH/ HOTEL	BILL (Receipt No. & Date)	AMOUNT (Rs.)	REMARKS		
			TOTAL			
2. LUMP SUM DA/ BOARDING REIMBURSEMENT :						
PARTICULARS		DAYS	RATE (Rs.)	CLAIM (Rs.)	REMARKS	
			TOTAL			
3. JOURNEY DA						
			TOTAL			
4. LOCAL CONVEYANCE :						
DATE OF JOURNEY	MODE OF TRAVEL	FROM	TO	APPROX KMS	RATE/ KM	AMOUNT (Rs.)
					TOTAL	
4. OTHERS						

Note : Documentary evidences like Bills, Cash Receipt, copy of Tickets, copy of Boarding Pass in case of Air Travel etc. are to be submitted in support of expenditure incurred on Travel

LIST OF APPROVED HOTELS

City	Dir & CH	Gr.IX & X	Gr. VII - VIII	Category-C	Category-D
Bangalore	ITC Gardenia	Grand Ashok	Atria	Ramada	Vice Roy
	Leela Palace	Taj Residency	St. Marks	Monarch (Brigade Rd)	Nandhini
	Taj West End	Le-Meridien	Central Park	Bangalore International	Woodlands
	Windsor Manor	The Park	Monarch Luxor	Ramanashree	Adarsh Inn
	Oberoi	Ista	Chancery	The Bell	Hari International
	Sheraton	Chancery Pavilion	Gold Finch	Tricolor	Vijaya Residency
	J W Marriot	The Capitol	The Jayamahal Palace	A J International	Chalukya
	Ritz Carlton	Gateway	J P Churchil	Brunton Court	Ashraya International
	Shangrila	Royal Orchid	Regalis	12th Avenue	Red Mount
		Lemon Tree	Fortune Hotel	Dr. Rajkumar International	
	Matthan		Chevaron		
	Move n Pick		Magrath		
	Taj Vivanta		Grand Inn		
			Museum Inn		
Delhi	The Imperial	The Park Hotel	Qutub	Rajdoot	York
	ITC Maurya Sheraton	Ambassador	Samrat	Grand Sartaj	Shyama International
	Taj Mahal	The Ashok	The Connaught	Park Residency	MD International Inn
	The Oberoi	Crown Plaza Surya	Hans Plaza	Corporate World	Broadway
	Taj Palace	The Metropolitan	Oberoi Maidens	Rosewood Inn	Indraprastha
	Uppal's Orchid	Inter Continental Eros	City Park	Solo Victoria	Flora
	Hyatt Regency	Jaypee Vasanth	Hotel Janpath	La Sagrita Tourist Home	Oasis
	Inter Continental-The Grand		Hotel Vikram	Alka	Anmol Deluxe
	Raddison NH-8		The Royal Plaza	Ahuja Residency	Pablas International
	The Grand New Delhi		Jaypee Siddharth	Lodhi	Sun City
	Le Meridien		The Park Hotel	Park Land	Sobti
	The Claridges			Africa Avenue	Ranjit
	Shangri-la			Grand Plaza	Swagath
	JW Marriott			Golden Tulip	Ambica
			Ambica Palace	Sai International	
			Oscar	Swagath Residency	
Chennai	Taj Coromandal	Taj Connemara	Savera	Palm Groove	Maris
	Park Sheraton	Chola Sheraton	Ambassador Pallava	New Victoria	Ranjit
	Royal Meridian	Adyar Gate	GRT Grand Days	Kanchi	New Woodlands
	The Park	Radisson GRT	Ambica Empire	President	Mount Manor
	The Trident(Hilton)	The Raintree Hotel	The Residency	Henkala	Ashoka
	ITC Chola Grand	The Park Chennai Hotel	The Residency Towers	Abu Palace	Nirmala Dakshin
	Hyatt Regency	Park Hyatt	Radha Park Inn	Shelter	MGM Grand
		The Westin	Benz Park Tulip	Marina Towers (Comfort Inn)	City Residency
				Chennai Deluxe	Surya International
				Breeze	Pratap Plaza

City	Dir & CH	Gr.IX & X	Gr. VII - VIII	Category-C	Category-D
Kolkata	The Oberoi Grand	The Park	The Peerless Inn	Samilton	Hotel Esteem
	Taj Bengal	Swissotel	The Pride	Metropole	Roland
	ITC Sonar	Kenilworth	Golden Park	Pan Asia Continental	Hotel Victerrace
	Hyatt Regency	Hotel Hindustan International	Fortune Select Loudon	Astoria	Aston
				Landmark	Heritage Orchid (Barrackpore)
Mumbai	Grand Hyatt	Holiday Inn	Best Western the Emerald	Ajanta	Chateau Windsor
	Hilton Towers	Marine Plaza	Fariyas	Atithi	Diplomat
	Hyatt Regency Ltd	Orchid	Hotel Juhu Plaza	Four Seasons	Fition
	ITC Grand Maratha Sheraton	Sahara Star	The Ambassador	Godwin	Midland
	J.W. Marriott	Sea Princess	Lotus Suites	Heritage	Highway Residency
	The Oberoi	Ramada Plaza	Ritz	Hiltop	New Castle
	Leela Kempinski	Tulip Star	West End	Regent	Sea Green
	Taj Lands End	The Retreat	Ramee Guestline, Khar	Sahil	Bentleys
	Taj Mahal	Sun - N - Sand	Kohinoor Continental	Transit	Residency
	Royal Le Meridian	Taj President	Midtown Pritam	Bawa International	Sapna
	Grand Intercontinental		Parle International	Airport International	Park Shilton
	Intercontinental Marine Drive		Ramee Guestline, Juhu	Rosewood	
			Mirador	Apollo	
			Shalimar	Quality Inn Parle	
		Gordon House			
Hyderabad	Taj Krishna	West Inn	Marriott Hotel	Aditya Park	Aditya HomeTel
	Grand Kakatiya	Novotel Hitech City	Novotel Hyd Airport	The Manohar Hotel	Justa The Residence
	The Park Hyatt	Trident	Green Park Mary Gold	Marriott Courtyard	Golkonda
		Green Park Avasa		Green Park	Fortune Park Vallabha
		Taj Banjara		The Park	Minerva Grand Hampshire Plaza
Lucknow		Vivanta by Taj	Clarks Avadh	Gemini Continental	Capoors
		The Piccadily	Sagar International	La Place Sarovar Portico	Mohan
				Tulip Inn	Gomti
				Arif Castles	Deep Palace
				Mera Mann	Dayal Paradise
				Comfort Inn	Awadh International
				Hotel Lineage	Maple Leaf
				Hotel India Awadh	
			Levana		
Kanpur		The Land Mark Towers	Little Chef	Hotel Mandakini Plaza	Mayfair Inn
			Royal Cliff	Kanha Continental	Hotel Athithi
				Manoj International	Geet Hotel
				Hotel The Meera	Hotel Gaurav
				Hotel S B Castle	Hotel Kanishka
				Hotel Rass	Hotel Mandakini Palace
					The Gagan Plaza Hotel
				Hotel Mandakini	

City	Dir & CH	Gr.IX & X	Gr. VII - VIII	Category-C	Category-D
Agra	ITC Mughal	Clarks Shiraz	Yamuna View (Formerly Agra Ashok)	Grand	Bawa Palace
	Oberoi Amarvilas	The Gateway (Formerly Taj View)	Howard Park Plaza	Mansingh Palace	Pawan
	Jaypee Palace	The Trident	Amar	Atithi	Ranjit
		Holiday Marina	Pushpa Villa (Formerly Deedar-e-Taj)	Regency	Amar Yatri Niwas
				Gange Ratan Mayur Tourist Complex	Lauries
Dehra Dun			Madhuban	Classic International	Kwality
			Viceroy Inn	Great Value	President
			Ajanta Continental	MJ Residency	Relax
			The Solitarie	Comfotel Inn	Doon Regency
			Aketa	Meedo's Grand	Athithi
				Pascific	
				Softel Plaza	
Allahabad			Hotel Kanha Shyam	Grand Continental	New Hotel Tepso
			Hotel Ravisha Continental	Hotel Milan Palace	Hotel Prayag
			Hotel Harsh Ananda	Hotel Yatrik	Hotel N C Continental
				Hotel Ajay International	Hotel Anurag
				Hotel Allahabad Regency	
Pune	Le-Meridian	Sun & Sand	Regency	Kohinoor Executive	Suyash Deluxe
		Holiday-Inn	Pride	Rutugandh	Raviraj
		Blue Diamond (Taj Group of Hotels)	Sagar Plaza	Ashish Plaza	Centurian
			Oak-Wood	Parichay	Swan Inn
			Arora Towers	Hill View	Sapna
			Central Park	Nandanvan	Samrat
					Ashirwad Brookside
Nasik		Hotel Gateway	Quality - Inn Regency (Deluxe Rooms)	VITS	Sai Palace
		Express Inn (Executive Rooms)	Express Inn (Deluxe/Standard Rooms)	Express Inn (Express Rooms)	Seven Heaven (Golden Rooms)
			IBIS	Seven Heaven (Diamond/Platinum Rooms)	Rama Heritage
				Lilly Portico Sarovar	Orange Tree (Standard Rooms)
				Orange Tree (Executive Rooms) Hi 5 (Executive Rooms)	Hi 5 (Standard Rooms) Emerald Park

City	Dir & CH	Gr.IX & X	Gr. VII - VIII	Category-C	Category-D
Bhubaneshwar		Mayfare(Lagoon)	Swosti Premium (Standard/Plaza Rooms)	The Crown (Executive Rooms)	Swosti (Standard Rooms)
		Trident Hilton	Swosti	Kalinga Ashoka	HHI (Executive Rooms)
		Swosti Premium	The Crown	Royale Midtown	Pal Heights (Pal Grande Rooms)
		HHI	Pal Heights		Kalinga Ashoka (Standard Rooms)
					Empires
					Presidency
					Royale Midtown (Standard Rooms)
			Sutrupti		
Vizag		The Park	The Park (Deluxe Rooms)	Grandbay (Deluxe Rooms)	Dolphin
		Novotel	Novotel (Superior Rooms)		Jukaso
		Gateway Hotel	Gateway Hotel (Standard Rooms)		Royal Fort
			Grandbay		Dwaraka Inn
					Hotel Akshaya
Srinagar	Grand Palace	Broadway	Zahgeer Continental	Akbar	Boulevard
			The Residency	Adhoos	Shangrila
			Shahenshah Palace	Silver Star	Madhuban
					Swiss

Equivalences of levels for extending TA/DA benefits as per HAL Rules to Officials of other Organisations

HAL			IAF		DRDO		GOVERNMENT	
Grade	Designation	Pay Scales	Designation	Pay Band	Designation	Pay Band	Designation	Pay Band
I	Asst. Officer	30000 - 120000					Section Officer	47600-151100
II	Officer	40000 - 140000	Flying Officer	56100-177500	Scientist B	56100 - 177500		53100 - 167800
III	Dy. Manager	50000 - 160000	Flight Lieutenant	61300-193900				
IV	Manager	60000 - 180000	Squadron Leader	69400-207200	Scientist C	67700 - 208700	Under Secretary	67700 - 208700
V	Sr. Manager	70000 - 200000	Wing Commander	121200-212400	Scientist D	78800 - 209200	Dy. Secy	78800 - 209200
VI	Chief Manager	80000 - 220000						
VII	DGM	90000 - 240000	Group Captain	130600-215900	Scientist E	123100 - 215900	Director	123100 - 215900
VIII	AGM	100000 - 260000	Air Commodore	139600-217600	Scientist F	131100 - 216600		
IX	GM	120000 - 280000	Air Vice Marshall	144200-218200	Scientist G	144200 - 218200		
X	ED	150000 - 300000						
SCH-B	FD/CEO	180000 - 340000	Air Marshall	182200-224100	Scientist H (Outstanding Scientist)	182200 - 224100	Joint Secretary	144200 - 218200
					Distinguished Scientist	205400 - 224400		

MEA DA RATES FOR FOOD

Sl.No.	Name of the country	Daily Allowance (in US\$)	Sl.No.	Name of the country	Daily Allowance (in US\$)
1	Afghanistan	75.00	43	Congo	60.00
2	Albania	75.00	44	Cooks Island	60.00
3	Algeria	75.00	45	Costa Rica	75.00
4	American Samoa	60.00	46	Croatia	75.00
5	Angola	75.00	47	Cuba	75.00
6	Anguilla	75.00	48	Cyprus	100.00
7	Antigua	75.00	49	Czech Republic	75.00
8	Argentina	75.00	50	Denmark	100.00
9	Armenia	75.00	51	Djibouti	60.00
10	Australia	100.00	52	Dominica	75.00
11	Austria	100.00	53	Dominican Rep.	75.00
12	Azerbaijan	75.00	54	Ecquador	75.00
13	Aruba	75.00	55	Egypt	75.00
14	Bahamas	75.00	56	El Salvador	75.00
15	Bahrain	75.00	57	Eritrea	60.00
16	Bangladesh	60.00	58	Equatorial Guinea	60.00
17	Barbados	75.00	59	Estonia	75.00
18	Belgium	100.00	60	Ethiopia	60.00
19	Belize	60.00	61	Fiji	100.00
20	Belarus	75.00	62	Finland	100.00
21	Benin	60.00	63	France	100.00
22	Bermuda	75.00	64	French Guyana	75.00
23	Bhutan	60.00	65	Gabon	60.00
24	Bolivia	75.00	66	Gambia	60.00
25	Botswana	75.00	67	Gaza (PNA)	75.00
26	Bosnia Herzgovnia	75.00	68	Georgia	75.00
27	Brazil	75.00	69	Germany	100.00
28	British Virgin Island	60.00	70	Ghana	60.00
29	Brunei	100.00	71	Gibraltar	100.00
30	Bulgaria	75.00	72	Greece	100.00
31	Burkina Faso	60.00	73	Grenada	75.00
32	Burundi	60.00	74	Guadeloupe	75.00
33	Cameroon	60.00	75	Guam	60.00
34	Canada	100.00	76	Guatemala	75.00
35	Cape Verde Islands	60.00	77	Guinea	60.00
36	Cayman Islands	60.00	78	Guinea Bissau	60.00
37	Central African	60.00	79	Guyana	75.00
38	Chad	60.00	80	Haiti	75.00
39	Chile	75.00	81	Honduras	75.00
40	China	100.00	82	Hong Kong	100.00
41	Colombia	75.00	83	Holy see (Vatican)	100.00
42	Comoros	60.00	84	Hungary	75.00

SI.No.	Name of the country	Daily Allowance (in US\$)	SI.No.	Name of the country	Daily Allowance (in US\$)
85	Iceland	100.00	128	Mongolia	60.00
86	Indonesia	75.00	129	Montserrat	75.00
87	Iran	75.00	130	Morocco	60.00
88	Iraq	75.00	131	Mozambique	60.00
89	Ireland	100.00	132	Myanmar	60.00
90	Israel	75.00	133	Namibia	75.00
91	Italy	100.00	134	Nauru	60.00
92	Ivory Coast	60.00	135	Nepal	60.00
93	Jamaica	75.00	136	Netherlands	100.00
94	Japan	100.00	137	Netherlands Antille	75.00
95	Jordan	60.00	138	New Caledonia	60.00
96	Kampuchea(Cambodia)	75.00	139	New Zealand	100.00
97	Kazakhstan	75.00	140	Nicaragua	75.00
98	Kenya	60.00	141	Niger	60.00
99	Kiribati	60.00	142	Nigeria	60.00
100	Korea(North)	60.00	143	Niue	60.00
101	Korea(South)	100.00	144	Norway	100.00
102	Kuwait	75.00	145	Oman	75.00
103	Kyrgyzstan	75.00	146	Pacific Islands (Trust Territory)	75.00
104	Laos	60.00	147	Pakistan	60.00
105	Latvia	75.00	148	Panama	75.00
106	Lebanon	60.00	149	Papua New Guinea	100.00
107	Lesotho	60.00	150	Paraguay	75.00
108	Liberia	60.00	151	Puerto Rico	75.00
109	Libya	60.00	152	Principality of Liechtenstein (Vaduz)	100.00
110	Lithuania	100.00	153	Peru	75.00
111	Luxembourg	100.00	154	Phillipines	75.00
112	Macao	100.00	155	Poland	75.00
113	Madagascar	60.00	156	Portugal	100.00
114	Malawi	60.00	157	Qatar	75.00
115	Malaysia	75.00	158	Reunion	60.00
116	Maldives	60.00	159	Republic ofPalau	75.00
117	Mali	60.00	160	Republic of Slovenia	100.00
118	Malta	100.00	161	Republic of San Marino	100.00
119	Martinique	75.00	162	Romania	100.00
120	Macedonia	75.00	163	Rwanda	60.00
121	Mauritania	60.00	164	Samoa	60.00
122	Mauritius	60.00	165	Sao Tome & Principe	60.00
123	Mexico	75.00	166	Saudi Arabia	75.00
124	Micronesia	100.00	167	Senegal	60.00
125	Moldova	75.00	168	Serbia	75.00
126	Monaco	60.00	169	Seychelles	75.00
127	Montenegro	75.00	170	Sierra Leone	60.00

SI.No.	Name of the country	Daily Allowance (in US\$)	SI.No.	Name of the country	Daily Allowance (in US\$)
171	Singapore	75.00	193	Tunisia	60.00
172	Slovak Republic	75.00	194	Turkey	100.00
173	Solomon Islands	60.00	195	Turkmenistan	75.00
174	Somalia	60.00	196	Turks & Calcos	75.00
175	South Africa	75.00	197	Tuvalu	60.00
176	Spain	100.00	198	Uganda	60.00
177	Sri Lanka	60.00	199	U.A.E	75.00
178	St. Kitts & Nevis	60.00	200	U.K	100.00
179	St. Lucia	60.00	201	U.S.A	100.00
180	St. Vincent & Grenadines	60.00	202	Russian Federation	75.00
181	Sudan	60.00	203	Ukraine	75.00
182	Surinam	75.00	204	Uruguay	75.00
183	Swaziland	60.00	205	US Virgin Islands	60.00
184	Sweden	100.00	206	Uzbekistan	75.00
185	Switzerland	100.00	207	Vanuatu	75.00
186	Syria	75.00	208	Venezuela	75.00
187	Tajikistan	75.00	209	Vietnam	60.00
188	Tanzania	60.00	210	Yemen	60.00
189	Thailand	75.00	211	Wallis Futune Islands	60.00
190	Togo	60.00	212	Zaire	60.00
191	Tonga	60.00	213	Zambia	60.00
192	Trinidad & Tobago	75.00	214	Zimbabwe	75.00

Note: Though Nepal & Bhutan are included in the MEA list, these are not applicable in HAL.

HINDUSTAN AERONAUTICS LTD						
<u>SANCTION REQUEST FORM FOR DEPUTATION ABROAD</u>						
DIVISION/OFFICE:			REQUEST NO. & DATE:			
NAME:		PURPOSE OF VISIT:				
DESIGNATION:		TOUR DETAILS	Refer Annexure			
GR/ Scale:		FROM				
PB / EID No:		TO				
DETAILS	AMOUNT		SPECIAL SANCTIONS, IF ANY,			
	FOREIGN EXCHANGE	RUPEES				
1. AIR FARE						
FOREIGN						
No. of Days- Ref Annexure						
DA rate per day						
2. Total DA						
3. Internal Travel						
4. OTHERS- to be specified						
INLAND						
No. of Days						
DA rate _per day						
5. TOTAL DA						
6. OTHERS – to be specified						
TOTAL						
Rate of exchange adopted:					Recommendations if any,	
Budget details	(Rs. Lakhs)					
	Project sanction	Current year Budget provision				
Provision for the year						
Commitment upto date						
Balance available						
Proposed commitment						
Dept. Head	Divn. Fin. Head	Divisional Head	Comp. Fin. Head	Director / CEO Recommendations		
GM/ ED, CO	GM (Fin), CO	D(Ops.)/D(HR) Recommendation	DF concurrence	CMD Sanction		
Sanction No. & date :						
Cc: GM / DF / D(Ops.) / D(HR) / Director / CEO Sanctioning Authority						

ANNEXURE - VIII

HINDUSTAN AERONAUTICS LIMITED
TRAVELLING EXPENSES CLAIM (FOREIGN)

Division/ Office:								
Name:			Purpose of Visit:					
Designation:		Sanction No:						
Gr./ Scale:		Journey Commenced on:						
EID No.:		Journey Concluded on:						
Department:								
Sl. No.	DETAILS	Amount Claimed		Amount Admitted		Remarks		
		FE	Rs	FE	Rs.			
1.	Air Fare							
2.	FOREIGN No. of Days (Ref. Annnexure) DA Rate per day							
3	Total DA							
(a)	Food (MEA Rates)							
(b)	Lodging							
(c)	Local Conveyance							
(d)	Telephone & Other Contingency Expenses							
4.	Internal Travel							
5.	Cash Allowance							
6.	Entertainment Allowance							
7.	Others- to be specified							
INLAND								
8.	DA							
9.	Others specify details on Page-2)							
Total								
10.	Advance Drawn			Date of Drawal				
11.	Less Canteen Allowance [@ Rs.100/- per day for _____working days during the journey period of tour (including the period), for which Canteen Allowance is paid]							
Net Amount Payable/ Refundable				Date of Refund				
Certified that:			FOR USE IN ACCOUNTS DEPARTMENT					
1. The above claims represent the actual expenditure and are true & correct. 2. No leave was availed during the period of tour except on 3. I have incurred expenditure towards Conveyance charges amounting to US\$..... and Telephone & Contingency charges amounting to US\$..... during the above true for which no bills could be produced.					US\$	Rs.		
					Claim Settled			
							Refund	

1. TRAVEL DETAILS					
Departure		Arrival		Flight No.	No. of Days
Date & Time	Place	Date & Time	Place		

2. LODGING (FOREIGN)			
	Place	Bill/ Receipt No.	Amount (FE)

3. DETAILS OF OTHER EXPENDITURE			
Expenditure	Bill No. & Date	Amount	
		FE	Rs.
Official Courtesy			
Passport/ Visa Charges			
Others [Internal Travel, Internal Lodging, etc.]			

FORM OF AGREEMENT

(To be executed on Stamp Paper of Rs.100/- or as prescribed by the respective State Government)

This AGREEMENT executed on the day of
20.....

By.....
Son/Daughter of aged years
residing at

IN FAVOUR OF

The Hindustan Aeronautics Ltd.,

A Company incorporated under the then Companies Act, 1956 and having its Regd. Office at 15/1 Cubbon Road, Bangalore and a Division/Office at (Hereinafter called the Company)

WITNESSES AS FOLLOWS

1. Whereas Shri , an employee of the Company at its Division and being desirous of undergoing a course of study in at for a period of years applied to the company for grant of study leave in order to enable him/her to do so;

II. WHEREAS the Company has sanctioned such leave as per its memo No..... dated for a period of for the said purpose and this is subject to the Terms & Conditions contained herein as also the Leave Rules now and hereafter in force in the Company.

III. NOW THIS AGREEMENT WITNESSES AS FOLLOWS

That in consideration of the Company having agreed to grant to the employee Study Leave as aforesaid and giving him such salary and other benefits as are admissible under the Study Leave Rules of the Company, the employee hereby agrees and covenants with the Company as follows:

- 1) That he shall utilize the leave only for the purpose of taking the said course and no other;
- 2) That whilst undergoing the Course, he shall diligently and conscientiously apply himself to study,

endeavour to pass tests and examinations as may be held in that behalf creditably duly observing the rules and regulations of conduct and discipline in force in the Institution where he undertakes the study and in every way conduct himself honourably so as to bring credit to himself and to the Company.

3) That he shall not, during the period of leave, take up any part-time, whole time or other gainful employment or work;

4) That he shall, during the period of leave, from time to time, keep the Company posted with accurate information about the progress made by him in the studies and furnish such other or further information as may be required by the Company and on completion of the course furnish to the Company a Certificate from the concerned Authority in that behalf;

5) Upon completion of the course or the expiry of the period of sanctioned leave, whichever is earlier, he shall promptly rejoin duty in the Company and serve the Company diligently, satisfactorily and faithfully for a minimum period of ____ years from the date of rejoining in such post as may be assigned to him (4 years if the duration of Study Leave is 12 months or more but less than or equal to 24 months; and 3 years if the duration of Study Leave is 3 months or more but less than 12 months; and 5 years for Study Leave extended to Doctors for pursuing 36 months PG Courses at premier Institutes);

6) In computing this period of ____ years any periods of unauthorized absence on leave without pay shall be excluded. The employee shall not, by reason only of his study, be entitled to any time of taking leave of preferential treatment or additional emoluments or other benefits or privileges from the Company.

7) That in the event of the employee failing or neglecting to fulfill all or any of the foregoing covenants on his part or in the event of his services being terminated by the Company for contravention or any of the Terms & Conditions of this Agreement or for any other misconduct, before the completion of the covenanted period of ____ years, the employee shall reimburse to the Company all expenses incurred by the Company on the employee during the period or in connection with such leave, including Basic Pay & Allowances paid to him and contributions made towards Provident Fund, Gratuity and other Funds, with interest at the rate charges by SBI on Cash and in addition, pay Liquidated Damages at the rate of Rs..... (Rs. 1,00,000/- in the case of Officers and Rs. 50,000/- in case of Workmen)

for every year or part thereof of shortfall out of the covenanted period of the Bond. The Bond Liability other than Liquidated Damages will be non depreciating.

8) The employee shall furnish to the Company a Surety Bond separately for due performance of his obligations under the Agreement.

IN WITNESS WHEREOF the employee has executed these presents at

WITNESSES:

EMPLOYEE

1.

2.

FORM OF SURETY BOND

(To be executed on Stamp Paper of Rs.100/- or as prescribed by the respective State Government)

This SURETY BOND EXECUTED on the day of
20..... By:..... aged
..... years son of residing at
..... (hereinafter called
the surety which expression shall mean and includes his heirs, executors, administrators and assigns)

IN FAVOUR OF

The Hindustan Aeronautics Ltd... a Company incorporated under the then Companies Act, 1956 having its Registered Office at No.15/1 Cubbon Road, Bangalore and a Division / Office at(hereinafter called the COMPANY, which expression shall mean and include its successors and assigns)

Witnesses as follows:

I WHEREAS Shri (hereinafter called the employee has been sanctioned Study Leave by the Company on the Terms & Conditions contained in a separate Agreement executed on by the said employee which the Surety herein has perused.

II WHEREAS one of the conditions of the said Agreement is that the employee shall furnish to the Company as Surety Bond for the performance of his obligations under the said Agreement.

III WHEREAS the Surety herein has on the request of the employee agreed to stand surety for him accordingly:

IV NOW THESE PRESENTS WITNESSES AS FOLLOWS

That in consideration of the Company granting to the employee Study Leave as provided in the Agreement dated executed by the employee in favour of the Company, the Surety above named hereby agrees and undertakes with the Company that the employee shall duly abide by and fulfil all the Terms, Conditions and Covenants of the said Agreement and that if he fails or neglects to do so, the Surety herein shall pay to the Company all and whatsoever is payable by the employee to the Company under the said Agreement, on demand by the Company.

The Surety further agrees that any time or indulgence given by the Company to the employee or clearance on its part to sue the employee in the matter of any of his obligations under the said Agreement shall not discharge or diminish the obligations of the Surety towards the Company as per these presents.

IN WITNESS WHEREOF the Surety above named has executed these presents in the presence of the witnesses attesting hereunder at

WITNESSES

SURETY

1)

2)

**HINDUSTAN AERONAUTICS LIMITED
LEAVE APPLICATION FORM**

Division/Office													
Name													
Grade/Scale													
EID No.													
Designation													
Department													
From													
To													
Type of Leave (√)	D	D	M	M	Y	Y	D	D	M	M	Y	Y	No.of days
CL (FN/AN)*													
VL/VLS*													
SCL/TL/CO/ML/PL*													
RH*													
TD/LTD*													
LWP*													
Reason for Leave													
Address with Phone No. during Leave													
Signature of the Employee/Date													
<u>Notes:</u>													
(i) Medical Certificate covering the period of sickness to be enclosed wherever applicable													
(ii) This application is only for applying for Leave and for maintenance of Leave Record. The Sanctioning Authority for different types of Leave will be as specified in the Rules													
Name, Designation & Signature of the Recommending Authority/Date		Recommended/ Not Recommended						Name, Designation & Signature of the Sanctioning Authority/ Date				Sanctioned/ Not Sanctioned	
For Use in Payrolls													
Entered in Leave Record of the employee													
Signature of FO/AO with Date													
*CL:Casual Leave; VL:Vacation Leave; VLS:Vacation Leave due to Sickness; SCL:Special Casual Leave; TL:Trainee Leave; CO:Compensatory Off; ML:Maternity Leave; PL:Paternity Leave; RH:Restricted Holiday; TD:Temporary Duty; LTD:Local Temporary Duty; LWP:Leave Without Pay													
EMPLOYEE COPY													
Division/Office													
Name													
Grade/Scale													
EID No.													
Designation													
Department													
From													
To													
Type of Leave (√)	D	D	M	M	Y	Y	D	D	M	M	Y	Y	No.of days
CL (FN/AN)													
VL/VLS													
SCL/TL/CO/ML/PL													
RH													
TD/LTD*													
LWP													
RH													
TD/LTD													
LWP													
Name, Designation & Signature of the Recommending Authority/Date		Recommended/ Not Recommended						Name, Designation & Signature of the Sanctioning Authority/ Date				Sanctioned/Not Sanctioned	

HINDUSTAN AERONAUTICS LIMITED
LEAVE APPLICATION FORM (for Online Usage)

DIVISION/ OFFICE							
Name:			EID No.	Dept No.			
Designation			Grade/ Scale				
Type of Leave	Date		No. of Days	Reasons/Remarks			
	From	To					
CL (FN/AN)							
VL/VLS							
SCL/ TL/CO/ML/PL							
RH							
TD/ LTD							
LWP							
Address with Phone No during Leave:							
Routing	Applicant	Recommending Authority	Sanctioning Authority			Pay Rolls	Computer
Action/ Name & Designation with Date							

Notes:

- (i) Medical Certificate covering the period of sickness to be enclosed wherever applicable
- (ii) This application is only for applying for Leave and for maintenance of Leave Record. The sanctioning authority for different types of Leave will be as specified in the Rules



Hindustan Aeronautics Limited

Corporate Office
15/1, Cubbon Road, Bengaluru - 560 001
www.hal-india.co.in

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