

# STAFF RULES

(Service Conditions and Staff benefits)

(Framed under the Bye-Laws for Administration and Management of the Society)

1. **Number of posts, classification and scales of pay** - The number of sanctioned posts, their classification and the scales of pay attached thereto shall be as specified in the Recruitment Rules of the Society.
2. **Method of recruitment, age limit, qualifications etc.** - The method of recruitment, age limit, qualifications and other matters relating to the various posts shall be as specified in the Recruitment Rules of the Society.
3. **Mode of Recruitment:** Recruitment to the various posts shall be made by any of the following methods:
  - 3.1 On deputation / permanent absorption from other Societies of the Administrative Ministry, Central / State Governments, PSUs etc.
  - 3.2 By promotion.
  - 3.3 Staff of the Society possessing specified requirements.
  - 3.4 Direct recruitment from the open market through advertisement (Including web based advertisement).
  - 3.5 Direct recruitment of specialists on a tenure or short-term contract/ consultancy basis.
  - 3.6 Campus recruitment from Institutions of repute including C-DAC's courses.
  - 3.7 By search if suitable employee is not selected or selected employee does not join after 3 advertisements.
  - 3.8 By inviting exceptionally meritorious candidate/ eminent personality.
  - 3.9 Any other mode with prior approval of the Council.
  - 3.10 One time absorption of contract employees on regular scale of pay.
4. **Terms and Conditions of Service of the Employees of The Society**  
The employees of the Society, other than the Director General and Executive Directors are divided into the four categories namely (a) Scientific & Technical Staff (MTS) (b) Administrative Staff (MAS) (c) Support (MSS) and (d) Miscellaneous Staff (MMS). The support services such as house keeping, security, transport and travel booking etc. shall be outsourced to the maximum extent possible to enable the Society minimise its staff strength in the categories of Administrative, Support and Miscellaneous staff.
- 4.1 **Terms of Appointment:**
  - 4.1.1 The Rules and Regulations and Bye-Laws of the Society shall govern the terms of appointment, tenure of appointment, migration from contractual to regular position of employees of the Society.
  - 4.1.2 **Designations:** Besides the category and Grade designations viz. MTS, MAS, MSS, MMS functional designations could be assigned by DG to the employees. No Employee shall use a designation other than those



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approved by DG in this regard.

- 4.1.3 **Recruitment and Promotion:** Recruitment and promotion of staff shall be in accordance with the Recruitment Rules of the Society as approved by the Council.
- 4.1.4 **Temporary Employees:** Scientific, Technical, Business, Academic, Administrative or Support staff members may be employed by the Society as purely Temporary Employees for short-term assignments of the Society. Such Temporary Employees shall be paid suitable honoraria / remuneration as may be decided by the competent authority from time to time.
- 4.1.5 **Certificate of Physical Fitness:** Every employee shall, prior to taking up his appointment, be medically examined and be certified fit for service by the medical officer/ hospital approved by the Society.
- 4.1.6 **Agreement:** Every officer of the Society shall accept the terms and conditions of his appointment in writing before joining the services of the Society.
- 4.1.7 **Probation:** Every employee of the Society on his initial appointment will be on probation for a period as specified in the Recruitment Rules.
- 4.1.8 **Resignation:** The employee may resign from the Society. Employees employed to work up to superannuation shall do so by giving three months notice; others shall do so in accordance with what is stated in their appointment letter. In case of employees on probation, the notice period shall be one month. The Appointing Authority concerned shall accept resignations subject to employees obtaining clearances from all departments.
- 4.1.9 **Superannuation:** The age of superannuation for all categories of employees shall be as per instructions of GoI on the subject; presently it is 60 years.
- 4.1.10 **Working Hours:** The employees shall work as per the timings notified in the Bye-Laws of the Society.
- 4.1.11 **Attendance:**
- (a) Attendance shall be marked daily according to the methods prescribed from time to time.
- (b) **Absence from Station:** Employees are required to take prior permission (except in case of sickness or accident) from their reporting officers for being absent from the station. In case of emergent situations where such sanction cannot be taken, employee shall inform their reporting officers at the earliest opportunity.
- 4.1.12 **Holidays:** The Society shall observe compulsory, additional and restricted holidays out of the holidays notified from time to time by the Central Government. Employees shall be entitled to avail two restricted holidays



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of their choice.

- 4.1.13 **Grievance:** The Society shall have an open door policy and members at all levels are expected to discuss their grievances, personal or official difficulties with their immediate supervisors.
- 4.1.14 **Salary:** Every employee shall be paid the salary fixed for his post, every month, so long as he remains in the service of the Society and performs his duties satisfactorily.
- 4.1.15 **Obedience to Rules and Regulations:** During the period of service, every employee shall abide by the Rules, Bye-laws, Staff Rules, Service Conditions and all Standing/ Office Orders notified from time to time by the Society.
- 4.1.16 **Whole-time Service:** An employee shall devote his/ her whole time to the service of the Society and shall not without the previous permission of the Council in the case of the Director General or the Appointing Authority the case of others, engage, directly or indirectly, in any trade, business or occupation or enter in any remunerative commitment.
- 4.1.17 **Detailing on Sundays and Society holidays:** The Director General or the authority to whom the employee is subordinate may, for urgent work in the interest of the Society detain any member for bonafide work beyond the notified working hours, on weekly offs and on notified holidays.
- 4.1.18 **Transfer/ Posting:** Every employee shall be liable to be posted at the discretion of the DG or appointing authority, to serve at any of the Society's Centres or any other place or organization for the Society's work in India or abroad. Corporate Office will issue orders for inter centre transfers.

#### 4.2 **Intellectual Property Rights: Patents/ Copyrights**

- 4.2.1 All work of intellectual nature whether in the form of lectures, presentations, reports, charts, paper, analysis, design, drawings, software or hardware, artistic/ musical work etc., carried out by an employee shall be owned by the Society without exception. The Bye-laws of the Society shall govern all the employees in this regard.

### 5. **Tenure of Appointment.**

- 5.1 **Period of Service:** The period of service shall be governed as per the Bye-laws of the Society.

#### 5.2 **Voluntary Retirement \*:**

An employee has the right to retire and get retirement benefits by giving three months' notice to the Appointing Authority –

- (i) after attaining age of 50 years provided he entered service of the Society before attaining the age of 35 years or
- (ii) after attaining the age of 55 years or



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- (iii) employees have also the option to retire voluntarily on completion of 20 years qualifying service

By giving three months' notice, which requires acceptance by Appointing Authority. Retirement will take effect on expiry of notice period, unless before expiry thereof, permission for retirement is refused by the Appointing Authority; if applied while on extraordinary leave other than on medical ground, the notice period need not be insisted upon and his request may be accepted immediately.

Notice can be withdrawn with the permission of the Appointing Authority before the intended date of retirement.

The Appointing Authority, at its discretion can accept a notice of less than three months; but commutation of pension can be applied for only after the expiry of normal notice period of three months.

Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completion of years of qualifying service.

#### **Premature Retirement\*\*\*\*\***

The provisions of FR 56(j) & (l) and Rule 48 of CCS (Pension), 1972 (now revised as Rule 42 of CCS (Pension) Rules, 2021) and related orders issued by the Government of India , as amended, shall mutatis-mutandis apply to the employees of the society with modification as follows:

- a) Rule 48 of CCS (Pension) Rules, 1972 (now revised as Rule 42 of CCS (Pension) Rules, 2021) shall be applicable to only those employees who are covered under clause 18.1.5.3(a) with respect to pension benefits.
  - b) The composition of the Review and Representation Committee shall be as approved by the Director General, C-DAC, as suitable to C-DAC's context, in line with the duly approved SOP.
- 5.3 **Termination of Service:** Notwithstanding the provisions in the Rules, Bye-laws and Staff Rules, the services of any employee may be terminated by either party giving not less than three months notice in writing to the other to terminate it, except during the period of probation, where the period of notice shall be one month.
- 5.4 **Curtailment of period of notice:** Notwithstanding anything contained above, the Appointing Authority, or the Authority to whom the power has been delegated, may accept a shorter period of notice from an employee under special circumstances; similarly, the service of any employee may be terminated by giving a shorter notice than that specified above on payment to him of a sum equivalent to the amount of his basic pay plus allowances for the period by which such notice falls short of the period specified.
6. **Conduct, Discipline, Control and Appeal Rules:** The Central Civil Services (Classification, Control & Appeal) Rules and the Central Civil Services (Conduct) Rules



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as amended shall mutatis-mutandis apply to the employees of the Society with the modification that:

- 6.1 The term "President" in the Central Civil Services (Classification, Control & appeal) Rules shall mean the "Minister in-charge of Department of Electronics & Information Technology".
- 6.2 The term "Government" in the Central Civil Services (Conduct) Rules shall mean the "Society".
- 6.3 The term "Government Servant" shall mean the "employee in the service of the Society".
- 6.4 **Orders made by the Council not Appealable:** Notwithstanding anything contained in the byelaws, no appeal shall lie against any order made by the Council.

## 7. Leave

- 7.1 **Leave.** Employees will be eligible for leave in accordance with the CCS (Leave) Rules as applicable to Central Government employees.
- 7.2 **Sabbatical Leave:** All Employees will be eligible to avail of Sabbatical Leave in line with Sabbatical Leave Rules of CSIR.
- 7.3 **Lien\*:** Lien on a post will be regulated in accordance to the relevant provisions for Lien issued by Government of India from time to time.
- 7.4 **Leave Encashment\*:** Leave encashment for employees on scale shall be as per the provisions stipulated in the CCS (Leave) Rules 1972.

## 8. Pay & Allowances and Other Facilities

**Emoluments and allowances:** The Council shall fix the scales of pay and allowances of the staff of the Society from time to time. The scales are given in the Staff Rules / Recruitment Rules.

8.1. **Pay Scales:** These shall be as provisioned in the Recruitment Rules.

### 8.2. Pattern of Emoluments and Revision

8.2.1 Certain benefits available to the Central Government employees are not available to the employees of the Society. Thus few of the benefits available in the Government have been liberalized for the employees in the Society. The Pay and allowances have generally been patterned on lines of "Centre For Development of Telematics", another Society under the same Ministry. Any benefits not provided for in these rules could be extended on approval of the Council.

8.2.2 The benefits provided for in these Staff Rules shall be extended only to those who are working in the regular scale of pay. Temporary staff, consultants etc. shall be offered consolidated lump sum remuneration.



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### 8.3 Allowances

Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA) shall be as applicable to the Central Government employees as per orders issued from time to time. All other allowances mentioned in the Rules & Regulations, Bye-laws and the Staff Rules which are over and above the allowances applicable to the Central Government Employees, shall be paid subject to the Society maintaining sound financial health.

#### 8.3.1 Transport Allowance\*\*

As per Govt. of India rules.

#### 8.3.2 Personal Vehicle Maintenance Allowance\*\*

This provision has been deleted.

#### 8.3.3 Mobile / Telephone / Communication expenses#

- (i) The entitlement of mobile/telephone/communication (including internet) expenses to members for official use (excluding special project need) shall be as under with effect from 1<sup>st</sup> June 2018:

Sr. No.	Level of Employee	Reimbursement per month on phone (landline, mobile, etc.) and data (data card, broadband, etc.) including national roaming to be limited to
1.	Level 15	Rs. 3000/- + taxes
2.	Level 14	Rs. 2700/- + taxes
3.	Registrar, Director (Finance), Director (HRD) and Directors heading centres	Rs. 2700/- + taxes
4.	Level 13A	Rs. 2250/- + taxes
5.	Level 13 (Non S&T)	Rs. 2250/- + taxes
6.	Others with special approval on functional need basis	Rs. 750/- + taxes
7.	Members such as drivers, guest house attendants, etc with special approval on functional need basis	Rs. 500/- + taxes Reimbursement of data charges not permitted

- (ii) No SIM/data card or landline connection will be provided by office. Those telephone/mobile connections taken in organization name and used by individuals are to be transferred to respective individual with immediate effect but not later than three months from this notification.
- (iii) Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.



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- (iv) Excess expenditure upto 30% of the ceiling amount (applicable to the officer) can be reimbursed for DG, ED and Directors heading the centres subject to their submitting a certificate, duly justifying that excess expenditure incurred was for official purpose and unavoidable. This should be done on a bill to bill basis and not in general as one-time action.
- (v) Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings, which are for more than one calendar month(s).
- (vi) **Mobile facility during official visits abroad:**
  - (a) Officers visiting abroad for the purpose of short official visit/meeting/conferences/workshops may be provided SIM card by Embassy.
  - (b) In case SIM card is not provided by Embassy, there will be a monetary ceiling of Rs. 1000/- per day for Director General and Executive Director towards reimbursement of call charges.
  - (c) For all other officers, specific approval of Director General is required.
- (vii) **Mobile/Telephone/Communication (including internet) for special project need:** DG/ED are also empowered to approve SIM/Data card and expenses for project or the specific requirements of the project. In this case, expenses are to be borne from project funds.

8.3.4 **Deleted\*\*\***

8.3.5 **Leave Travel concession (LTC)\*\***

“Employees of the Society shall be encouraged to be away from work place and avail LTC as per Government of India Rules. Director General, upon recommendations of the Management Board, may enforce more stringent measure for Leave Travel Concession (LTC).”

8.3.6 **Medical Facilities\*\***

**Eligibility:** Employees are eligible to get medical reimbursement for self, family members and declared dependents (as defined by Government of India Rules on the subject).

8.3.6.1 **The Financial Limits** are the following:

(i) **Reimbursement for OPD treatment**

One month's Basic Pay plus Dearness Allowance as on 1st day of July every year.

(ii) **Reimbursement for in-patient treatment**

The reimbursement for medical expenses to employees for undergoing in-patient treatment in Central/ State Government recognized hospitals including private hospitals/ nursing homes or approved special hospitals shall be at actuals subject to the



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admissibility of items/ medicines/ treatment etc. as prescribed by the Central Government for its employees.

8.3.6.2. In deserving / emergency cases, the norms can be relaxed with the approval of the Director General of C-DAC upon the recommendations of an empowered Committee formed by Director General.

8.3.7 **Medical Reimbursement after Superannuation:** This scheme is under consideration. It shall be notified once approved by the Governing Council. In the meantime, the facility existing at C-DAC, Mumbai and C-DAC, Bangalore (Electronics City) shall continue to operate as heretofore for the existing beneficiaries and employees currently in service which reads as under:

“The Health Scheme for NCST Staff will also cover members of staff who retire after a minimum of 20 years of service. Medical benefits after retirement will be available only to the staff member and his/ her spouse. They will not be available to other dependents. The expenses will be reimbursed to the extent of two months’ salary last drawn by the member per annum. This could also be carried forward for two years. The member has to produce the bills for the treatment received by him and his wife for getting reimbursement.”

8.3.8 **Reimbursement for Purchase of Books / Journals**

The reimbursement facility is to encourage employees to purchase professional books relevant to their functions.

Employees in the Level 7<sup>#</sup> of the pay matrix and above shall be eligible for reimbursement of an amount of Rs.2000/- p.a.

Employees in the Level 12<sup>#</sup> of the pay matrix and above shall be eligible for reimbursement of an amount of Rs. 5000/- per annum.

8.3.9 **Reimbursement of Newspaper Expenses\*\***

Employees shall be entitled for reimbursement of Newspaper expenditure as per the rules applicable to employees of Government of India.

8.3.10 **CPF/ EPF/ GPF**

Employees of the Society shall be admitted to Contributory Provident Fund under the Employees’ Provident Fund Act, 1952 where the employee shall contribute a minimum amount as prescribed by the Law and a like amount shall be contributed by the Society as Employer’s contribution.

The Society / Centre shall have the option to create a Provident Fund Trust managed by it, features of which shall broadly be the same as provided for under Central Govt. Rules or under Employee's PF Act, 1952 as amended from time to time. These are;

(a) A minimum of 12% of pay (Sum of Basic pay and the DA) will be deducted every month from the salary of each employee as contribution to the provident fund.



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- (b) A matching contribution equal to the sum mentioned above will be made by the Society in respect of each employee.
- (c) Employees may contribute any additional amount voluntarily to the Provident Fund. However, the contribution by the Society will be limited to the amount mentioned above.
- (d) Interest will be allowed on the total amount at the rates notified from time to time.
- (e) If an employee was a member of a recognized provident fund scheme and has withdrawn from it on joining the Society on regular basis, he will start contributing to the Society's Provident Fund scheme from the date of his joining the service of the Society.
- (f) If an employee was not a member of any recognized Provident Fund Scheme previously, he will start contributing to the Society's Provident Fund Scheme from the date of his joining the Society.

**8.3.11 Gratuity \*\*\*\***

Employees of C-DAC shall be eligible for gratuity as per Payment of Gratuity Act, 1972 effective from 01/01/2006.

**8.3.12 Benevolent Fund\*\***

The employees of the Society shall be covered by a Staff Benevolent Fund Scheme to receive immediate financial assistance to employees or their families in cases of death in the family or if an employee is in distress. The Staff Benevolent Fund will consist of contributions of the employees of the Society. The Management Board will decide the monthly contribution per employee.

**8.3.13 Membership of Professional Bodies/ Institutions**

The Group 'A' Officers of the Society in the Level 11<sup>#</sup> of the pay matrix and above are encouraged to participate in professional bodies/ institutions in the field of their specialization. Life membership is not allowed. The Society shall reimburse annual subscription for one National and one International professional body. The maximum amount that can be reimbursed on this account is limited to Rs 10,000/- in a year per member. The Management Board of the Society shall finalize the list of professional bodies for membership.

**8.3.14 Group Insurance Scheme – Savings Fund**

The Society shall have a Group Insurance Scheme that is similar to or in line with the Scheme existing in the Central Government. This Scheme will be introduced through any insurance company and there shall be no contribution from the Society. The Scheme shall be run based on the contributions of the employees of the Society.

**8.3.15 Recreation / Cultural Fund.**

Recreation Fund shall be maintained by the Society where the Society shall contribute an amount of Rs. 15 per month per employee and each employee



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shall also contribute Rs. 15 per month. The fund shall be used for recreational events in the Centres.

#### 8.3.16 **Additional Compensation:**

**Professional Compensation:** A Professional Compensation Scheme as incentive for successful and timely completion of target-oriented revenue earning projects shall be made available to the employees of the Society. The objective of the Professional Compensation Scheme is to provide incentive to staff so that they undertake more projects in high-tech area and complete them with utmost temporal and financial economy thus saving funds, a fraction of which will be used for providing additional facilities and also for payment of cash incentive to the staff. Under the scheme, 30% of the savings are distributed among the project team and other staff and 70% shall be used for the creation of a Corpus Fund so that over a period the Society becomes self-sustaining. The Operational Rules of the Scheme shall be notified from time to time. The scheme shall be patterned on similar scheme prevalent in CSIR.

#### 8.3.17 **Overtime Allowance (OTA)\*\***

Employees shall be entitled for payment of Overtime Allowance as per the rules existing in Government of India.

### 8.4 **Additional Facilities**

#### 8.4.1 **Canteen facility\*\***

“The staff of the Society shall be provided subsidized canteen facility where the employees would be provided subsidized meals and snacks. In centres which do not provide canteen facility, the employees shall be paid in cash at Rs 60/- per day of working. The entire expenditure on this subsidy shall be met by C-DAC out of its own resources.”

#### 8.4.2 **Children Education Allowance\*\***

“Employees of C-DAC shall be eligible for reimbursement under Children Education Allowance Scheme as per Government of India Rules, as amended from time to time.”

- 8.5 **Interest Subsidy on House Building Advance/ Long Term advances:** The Society will have Schemes such as House Building Advance and Long Term Advances as per Central Government Rules. Alternatively, depending on the soundness of the financial status of the Society, interest subsidy to the employees shall be allowed to those who have taken loan from Government recognized schemes/ financial institutions. The interest subsidy shall be entitled only against the amount that he is permitted to avail as per Government of India Rules. The interest subsidy is the difference in interest amount which would have been paid as per Government rules and the interest amount paid to financial institution For the purpose of calculation of HBA interest subsidy, difference of maximum of 3% and for other advances it shall be 2% will be considered. The employees with over 5 years of continuous service in the Society shall qualify to avail of this facility.



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In case the Society is in a position to lend to its employees small sums upto Rs. 50000 refundable in one year, the Society may do so and shall notify the same. The interest rate chargeable against such loans shall be 1% more than the PF interest rate notified by the Government of India from time to time.

- 8.6 **Awards and Incentives:** The nature and activities of the Society require high motivation and encouragement for its employees to deliver the quality goods and services. In order, therefore, to recognize such performing employees and distinguish them from non-or less performing employees, an award and incentive scheme shall be operative in the Society. Specific procedure and metrics will be formulated and shall be introduced. Details in this regard will be worked out and intimated.
- 8.6 **Attendance at Scientific Conferences:** Members of the CC, TAC and staff of the Society shall be allowed to attend scientific conferences, congresses, seminars, workshops, etc. and may be deputed for specialized training or for the work of the Society.
- 8.7 **Contribution to Professional / Technical Journals / Periodicals:** Contributions to technical journals resulting from work carried out in the Society by the staff shall contain the name of the Society and shall have prior approval of the DG/ED.
- 8.8 **Travelling Allowance Rules\*:** Tour and LTC entitlement for employees on pay scale may be as per the 7th CPC provisions as applicable to employees of Central Govt. Director General is authorized to adopt the same by suitable orders, with or without restrictions based on the recommendations of Management Board from time to time.
- 9 **Power to relax time limit and to condone delay:** Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order, may for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.
- 10 **Removal of doubts:** Where a doubt arises as to the interpretation of any of these Rules, the matter shall be referred to the Director General of the Society and his decision shall be final on the subject.
- 11 **Amendments:** The Council may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.
- 12 **Periodic Review:** The Director General of the Society shall give a presentation before the Council on the projects in hand and those in the offing, and shall hold performance review meetings. A critical analysis shall be made of timely completion of projects and technology contents. The administrative matters shall not be taken up in these meetings.



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- 13 **Management Audit:** The Administrative Ministry may make arrangements to conduct management audit of the Society and its Centres and confirm that the processes practiced by the Centre /Society are in conformance with the laid down procedures and the powers exercised by various authorities are within the approved delegation of powers.
- 14 **Terms and Conditions of Service of the Other Staff of the Society:** For other employees employed in the Society such as Project based employees, Consultants and casual staff, etc. the Salary and other benefits for such staff shall in no case be better than those offered to the regular employees.
- 15 **Policy Manual:** A Policy Manual may be drafted containing the procedures and the administrative norms, service conditions, facilities and other information with which the employees of the Society would be made aware of. It shall be prepared and issued with the approval of the Board. The major purpose of the Policy Manual, however, will be to provide a ready reference. While the emphasis should be to cover maximum aspects to satisfy general queries with a focus on accurate and up-to-date information, it would not substitute a direct interaction with Finance or HRD staff whenever detailed clarification is required on anything pertinent to the respective functions. Bye-laws, Minutes of Governing Council, Management Board can be referred to for detailed rules wherever applicable.
- 16 The Society aims to promote efficiency, creativity, innovation and initiative. The Society lays the greatest emphasis on flexibility, communication, participation, teamwork and infrastructure creation.

\* As per the approved minutes of 32<sup>nd</sup> GC meeting held on 23.11.2015

\*\* As per the approved minutes of 28<sup>th</sup> GC meeting held on 21.11.2011

\*\*\* As per the approval on file by Chairman, GC and ratified in 34<sup>th</sup> GC meeting held on 15.12.2017

#As per the approved minutes of 34<sup>th</sup> GC meeting held on 15.12.2017

\*\*\*\*As per the approved minutes of 36<sup>th</sup> GC meeting held on 15.09.2021

\*\*\*\*\* As per MeitY's order ref.no. 6(7)/2024-ABCD dated 11.10.2024

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**Tour Entitlements**

(Revised based on OM 08/18 dated 16<sup>th</sup> February 2018 subsequent to GC approval in its 34<sup>th</sup> meeting held on 15<sup>th</sup> December 2017)

- 1. Scope:** C-DAC travel rules are applicable to all staff members including deputationists. For the individuals appointed as Trainees, Consultants, Research Associates, interns, fellows etc., the travel category will be indicated in their engagement letter; their TA/DA entitlement shall be governed accordingly. Cases of those members for whom these have not been mentioned in their appointment letters will be referred to HRD for clarifications. **These revised travel rules are applicable to travels/tours started/starting on or after 13<sup>th</sup> February 2018. For those tours/travels started prior to 13<sup>th</sup> February 2018, the pre-revised rates will be applicable for the whole tour period, even if the duration continues after 13<sup>th</sup> February 2018.**
- 2. Classifications:** Tour/Travel entitlements are applicable based on the Pay Level of the eligible employees in the Pay Matrix.

**3. Entitlements for journey on tour or training****3.1 (i) Travel entitlements within the Country**

Pay Level in Pay Matrix	Travel Entitlements
15 and above	Business/Club class by Air or AC-I by train
12 to 14*	Economy class by Air or AC-I by train
6 to 11	Economy class by Air or AC-II by train
5 and below	First Class/AC-III/AC Chair Car by train

\* As per clause 1(III) of the OM 08/18 dated 16<sup>th</sup> February 2018.

Note 1: Air travel on LTC is restricted to employees with Pay in Level 12 and above in the Pay Matrix.

Note 2: Submission of Boarding pass, for air travel, along with Tour Claim as proof of having undertaken the journey is **mandatory**.

- It has also been decided to allow the employees to travel by Premium Trains/premium Tatkal Trains/Suvjdha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi Fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has Fixed Fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/Duronto Trains will be as under:

Pay Level in Pay Matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1 <sup>st</sup> Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 <sup>nd</sup> Class/Chair Car (In Shatabdi Trains)
5 and below	AC 3 <sup>rd</sup> Class/Chair Car



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(iii) The Travel entitlements are subject to the following:

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by entitled class.
- Henceforth, all mileage points earned by the employees on tickets purchased for official travel shall be utilized by C-DAC for other official travels by its employees. Any usage of these mileage points for purposes of private travel by an employee will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the organisation, should accrue to the organisation.

Each centre is required to register a frequent flyer membership with Indian Airlines and the frequent flyer number to be notified to all employees for using while booking tickets for official travel.

- All members are allowed to travel below their entitled class of travel.

### 3.2 International Travel Entitlement:

Pay Level in Pay Matrix	Travel Entitlements
15 and above	Business/Club Class
Others	Economy Class

### 3.3 Entitlement for journeys by Sea or by River Steamer

- For places other than A&N Group of Islands and Lakshadweep Group of Island:

Pay Level in Pay Matrix	Travel Entitlements
9 and above	Highest Class
6 and 7	Lower class, if there be two classes only on the steamer,
4 and 5	If two classes only, the lower class.  If three classes, the middle or the second class  If there be four classes, the third class
1 and 2	Lowest class



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- (ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep \Group of Island by ships operated by the Shipping Corporation of India Limited:

Pay Level in Pay Matrix	Travel Entitlements
9 and above	Deluxe Class
6 and 7	First / 'A' Cabin Class
4 and 5	Second / 'B' Cabin Class
1 and 2	Bunk Class

### 3.4 Other Conditions

- (a) Where good rail/road transport facilities exist and such journey can normally be completed within 6 hours, air travel shall normally be discouraged.
- (b) Travel beyond the entitled class/mode shall not be admissible in general. In exceptional cases, **prior** approval of Executive Director / Director General shall be required. However, those entitled to travel by First Class/AC 3-Tier/AC Chair Car may travel on tour/transfer by AC 2-Tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of the three classes.
- (c) When journey is performed by longer route by rail, partly by lower class and partly by the entitled class, the claim is to be regulated on pro-rata basis by calculating for different classes by the shortest route in the ratio of distance covered by the longer route actually used.
- (d) A staff member required to proceed on tour/transfer shall get his ticket(s) booked through designated agencies only.
- (e) The Competent authority as notified shall approve the tour.
- (f) If a staff member avails leave while on tour and comes back to his workplace, he shall be entitled to claim against the shortest distance(s) travelled for the duration minus the leave period.
- (g) Sanction of advance required for tour may be obtained separately. Member shall be eligible to draw a second advance only if the claims against the previous one(s) are submitted.
- (h) Member shall ensure that TA claim is submitted within 15 days of completion of tour.
- (i) Members could claim a compensation for travel by a class lower than the entitled class according to the norms as under:
- Where a member entitled to travel by AC Sleeper Class or AC Chair car/ Ordinary 1<sup>st</sup> class performs a journey by an ordinary II class or by a bus, he shall be paid a compensatory amount of Rs. 500/- per leg of journey when:
    - Exceeding 500 Kms either way or
    - Overnight or for more than 8 hours either way



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- Where a member entitled to travel by air, performs a journey by rail/ road, he is paid an ad-hoc compensatory amount of Rs. 500/- per trip when:

- Exceeding 500 Kms either way or
- Overnight or for more than 8 hours either way of journey

(j) Reservation/tatkal seva charges as shall be in force are reimbursable.

(k) Cancellation charges and reservation charges for official journey cancelled in public interest are reimbursable.

### 3.5 Mileage allowance for journeys by Road for local travel within the city:

(i) At places where specific rates have been prescribed:

Pay Level in Pay Matrix	Travel Entitlements
14 and above	Actual fare by any type of public bus including AC bus <b>OR</b> At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped, etc.
6 to 13A	Same as above with the exception that journeys by AC taxi will not be permissible
4 and 5	Actual fare by any type of public bus other than air-conditioned bus. <b>OR</b> At prescribed rates for autorickshaw for journeys by autorickshaw / own scooter / motorcycle / moped etc.
1 and 2	Actual fare by ordinary public bus only <b>OR</b> At prescribed rates for autorickshaw/ own scooter / motorcycle / moped etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned state or of the neighbouring states:

For Journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw, own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

**Note:** The above (clause 3.5) is for local travel within the city only and when the official vehicle is not available/provided.



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**4. Daily Allowance on Tour: -**

Pay Level in Pay Matrix	Entitlement		
	Reimbursement for Hotel Accommodation/ Guest House	Reimbursement of Travel within the city	Reimbursement of Food bills not exceeding
14 and above	Rs.7500/- per day	AC taxi Charges as per actual expenditure commensurate with official engagement	Rs.1200/- per day
12 to 13A	Rs.4500/- per day	AC taxi Charges of upto 50 km per day	Rs.1000/- per day
9 to 11	Rs.2250/- per day	Non AC Taxi upto Rs.338/- per day.	Rs. 900/- per day
6 to 8	Rs.750/- per day	Non AC Taxi upto Rs. 225/- per day.	Rs. 800/- per day
5 and below	Rs.450/- per day	Non AC Taxi upto Rs. 113/- per day.	Rs. 500/- per day

(i) **Reimbursement of Hotel charges:** For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs. 1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent

(ii) **Reimbursement of travelling charges:** Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometre travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iii) **Reimbursement of Food charges:** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table in clause 4(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

**(iv) Timing Restrictions:**

Length of absence	Amount Payable
If absence from Headquarter is <6 hours	30% of Lump sum amount
If absence from Headquarter is between 6-12 hours	70% of Lump sum amount
If absence from Headquarter is >12 hours	100% of Lump sum amount

Absence from centre will be reckoned from midnight to midnight and will be calculated on a per day basis.



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- (v) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot, mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Centre.

**Note 1:** Regarding DA entitlement for staying in Govt. guest houses, travel less than 12 hours, it is clarified that Daily Allowance in monetary terms is no longer admissible, other than for causes as mentioned in Note 1 above and Clause 4.1. Only the actual expenditure incurred within the prescribed limits will be reimbursed subject to production of bills/receipts as per the normal procedure of reimbursement. The concept of pro-rata or part reimbursement etc. are accordingly not valid.

**Note 2:** It is clarified that reimbursement of Taxi/Auto charges from Residence to Railway Station/Airport, etc. and back to headquarter station as well as for the Railway station/Airport etc. to the place to stay and back at the station of tour will continue to be applicable in addition to reimbursement of taxi / travel charges within the city. This is applicable if employee is not using the official vehicle.

**Note 3:** For tour/temporary posting for more than 180 days, provisions of OM 03/15 dated 20<sup>th</sup> January 2015 will be applicable.

#### 4.1 Compensatory Daily Allowance for stay in Guest House/ Under Own Arrangement:

- The Compensatory DA will be paid at the rate of 10% of Hotel Accommodation entitlement or Rs. 75/- whichever is higher in case the members make their own arrangement/ staying in guesthouse of Central Government/ State Government/ Public Sector Units/ Institutional Bodies. In such case no other amount for accommodation will be reimbursable. In case of stay in C-DAC guest house no Compensatory DA is payable.
- All members are expected to stay in Guest House where this facility exists. Compensatory DA is not admissible to cases where staff members stay in a hotel or privately owned/ operated Guest House.
- When a member instead of staying in a hotel makes his own arrangement of stay he is also eligible for such compensatory DA in addition to normal Daily Allowances entitlement for not exceeding 15 days. Compensatory DA is primarily paid to discourage use of hotel/ private Guest House during the tour period.

**Note:** The cost of the Guest house and Compensatory Daily Allowance together should not exceed the actual entitlement of the employee.

#### 5. Foreign Tours

- All foreign tours of members in C-DAC shall need the prior approval of the Competent Authority.



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- b. Quantum of DA admissible to the member will be based on the country the member is to visit and will be based on the rates approved by the Ministry of External Affairs from time to time and the duration of stay.
- c. Expenditure towards accommodation in addition to the D.A, is permitted at actuals or 1 days' D.A. per day whichever is less.
- d. The D.A and Accommodation admissibility is as under:

First 14 Days	Full
Next 14 Days	75%
Balance Days	60%

The daily allowance and accommodation as mentioned above will be admissible when C-DAC has to bear the expenses. However, if there is a sponsoring agency then the DA/Accommodation expenses will be regulated accordingly. In case the sponsoring agency arranges for free food and accommodation, then only 25% of DA is admissible. DA and Accommodation charges will be calculated for the number of nights spent in the foreign country. To provide for expenses during travel both ways, an amount of US \$50 per visit is allowed towards passage money.

## 6. TA on Transfer

TA on transfer includes 4 components:

- (a) Travel Entitlement for Self and family
- (b) Composite Transfer and packing Grant (CTG)
- (c) Reimbursement of Charges on transportation of personal effects
- (d) Reimbursement of Charges on transportation of Conveyance

### a. Entitlements:

- (i) Travel Entitlements as prescribed for tour above except for **International Travel**, for journey on tour by different modes will also be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.
- (ii) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O. M. F. No. 10/2/98-IC & F. No. 19030/2/97-EIV dated 17<sup>th</sup> April 1998, shall continue to be applicable.

### b. Transfer Grant and Packing Allowance:

- (i) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman and Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay
- (ii) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.



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- (iii) In cases where the transfer take place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

**c. Transportation of Personal effects:**

Pay Level in the Pay Matrix	Transportation by Train/Steamer	Transportation by Road
12 and above	6000 kgs by goods train / 4-wheeler wagon / 1 Double Container.	Rs. 50/- per km
6 to 11	6000 kgs by goods train / 4-wheeler wagon / 1 single Container.	Rs. 50/- per km
5	3000 kgs.	Rs. 25/- per km
4 and below	1500 kgs	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometre basis only. **The classification of cities/towns for purpose of transportation of personal effects is done away with.**

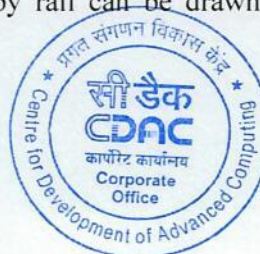
**d. Transportation of Conveyance**

Pay Level in the Pay Matrix	Allowed
6 and above	1 motor car etc. or 1 motorcycle/scooter
5 and below	1 motorcycle/scooter/moped

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

**Transport by rail:**

- By Passenger:** Actual freight charged by the Railway.
- By Goods:** Cost of packing, cost transporting the packed car, motor cycle to and from the goods-shed, cost of crating the car, loading and unloading charges, cost of ropes, etc., are all reimbursable. Claim to be limited to the amount under (a) above
- One Second Class fare by the shortest route between the stations from and to which the car is actually transported by rail ~~can be~~ drawn for a Chauffeur or Cleaner.



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**Transport by road:****(a) Car/Scooter or motor cycle/moped:**

Mode of transportation	Between places connected by rail	Between places not connected by rail
(i) When the conveyance is sent loaded on a truck.	Actual expenses/amount at the prescribed rate*/cost of transportation by passenger train, whichever is the least.	Actual expenses limited to the amount at the prescribed rate*
(ii) When the conveyance is sent under its own propulsion.	Amount at the prescribed rate* limited to cost of transportation by passenger train.	Amount at the prescribed rate*

\*Prescribed rate – The rate prescribed for journey by taxi/autorickshaw, as the case may be, by the Director of Transport at the starting point.

**Note:** When the conveyance is sent under its own propulsion, the Government servant/members of family travelling in the car will not be entitled to separate fare by air/rail/road mileage. Separate air/rail/road mileage will be admissible for the Government servant and /or members of family if they travel otherwise than by the conveyance being transported under its own propulsion.

**7. TA on retirement**

TA on retirement will be available to C-DAC employees on scale, as it is available to employees of Government of India, as per the 7<sup>th</sup> CPC rates, however applying the restrictions adopted by C-DAC.

**8. Further increases in rates, if any, due to increase in DA will be notified, and the current rates will prevail till the time such notification is done.****9. All other terms and conditions with respect to Tour/TA/LTC/Transfer Grant entitlements not specifically mentions herein will be as per FR/SR/Govt. of India Orders.****10. Clarification, if any, to be referred to Corporate HRD.**

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