

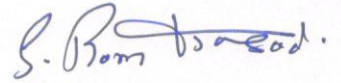

HMT LIMITED
Regd. Off: HMT Bhavan,
59, Bellary Road
BANGALORE – 560 032.

OFFICE ORDER NO. 015 /18 DATED 15th OCTOBER ,2018

Sub: Travelling Allowance & Daily Allowance Rules.

The revised Travelling Allowance and Daily Allowance Rules (TA & DA Rules) as per enclosure shall come into force with immediate effect in the Company and its Subsidiaries in supersession of all the previous Office Orders, Circulars issued on the subject.

This is issued with the approval of the Competent Authority.



(S. Ram Prasad)
Joint General Manager(HR)

CMD
DFN
CVO

GM (CP&AM)/GM (CS)
JGM (L)/JGM (A&PR)
CLO/DM(F)/ACOS/EA to CMD

GM(TRP)
GM(FPA)/O(HR)
GTM/DGM (HR/E&M) – CSD

MDM /GMM/JGM(HR)/JGM(CP&IT)/DGM(CP&HR) – MTL
PC(T&O)/COE(CP&A)

MDW/JGM(HR)

MDI/JGM (HR)/AGM(F)

TRAVELLING ALLOWANCE & DEARNESS ALLOWANCE RULES

The Travelling Allowance and Daily Allowance admissible under the TA & DA Rules for inland official tours are regulated as under:

1. APPLICATION

- 1.1 These Rules are applicable to the tours undertaken on or after the date of issue of this Office order.
- 1.2 The Rules will be applicable for all permanent employees of the Holding Company & all the Subsidiaries.
- 1.3 Management Trainees, Technician Trainees and Company Trainees recruited as per Company Policy are entitled to TA & DA for Official tours at par with employees of the grade in which they are to be absorbed on successful completion of the training period.

2. TRAVELLING ALLOWANCE

2.1 Mode and Class of Travel:

The actual fare incurred by the employees for outstation travel would be admitted against proof of payment, subject to the entitled mode and class of travel as per **Annexure-I**.

Notwithstanding the above the employee may travel by a mode / class higher than the entitlement but reimbursement would be admitted to the extent of entitled class or actual, whichever is lower, against proof of payment.

2.2 Travel by Company's Vehicle:

Travel by Company's vehicle beyond city / town limits is permissible only with the prior written approval of the Unit Chiefs / Marketing Chiefs / Subsidiary Chiefs / Functional Directors. For CHO, C&MD may authorize a suitable Officer for granting such permission. However, use of Company's vehicle for outstation tours must be avoided as far as possible.

2.3 a) Travel by own car:

Employees in the grade of PS V and above are entitled to use their own car for outstation tours covering, in the aggregate, not more than 200 kms for the tour (excluding local conveyance distance)

b) The eligibility for reimbursement in such cases would be at the rate of Rs. 6.00 per km (or the rates notified from time to time) for Car.

c) Employees may travel beyond 200 kms only with the specific approval of Functional Directors / Subsidiary Chiefs / Executive Directors.

3. CONVEYANCE CHARGES

“Conveyance Charges” means the actual expenditure incurred for local conveyance emerging from and incidental to the official tour.

3.1 Employees in grades up to and inclusive of PS V are required to use local train / auto rickshaw /**metro** for their local conveyance. The maximum admissible conveyance charges (excluding the actual conveyance charges from / to Airport / Railway Station / Bus-stand and to / from Hotel or Residence) would, however, be restricted to :

- Rs. **225/-** per day at ‘X’ class cities.
- Rs. **150/-** per day at other places (or the rates notified from time to time)

Use of shared taxi could be permitted only in places where local trains / auto rickshaws are not available and upon specific certification by the employee and approval of the tour sanctioning authority

3.2 Employees in grades PS VI and PS VII may use taxi for local conveyance. The maximum admissible conveyance charges (excluding the actual conveyance charges from / to Airport / Railway Station / Bus-Stand, to / from Hotel or residence) for employees **upto PS VII** would, however, be restricted to :

- **Rs. 600/-** per day at ‘X’ Class Cities
- **Rs. 300/-** per day at other places (or the rates notified from time to time)

Employees in grades PS VIII & above may use taxi for local conveyance. The admissible conveyance charges will be at actuals.

- 3.3 Employees using their own car as per **clause 2.3** will be eligible for conveyance at the rate of Rs.6/- per km or at the rate notified from time to time subject to the ceilings in **clause 3.2 above**.
- 3.4 The aforesaid ceilings in **clause 3.1 and 3.2** will not apply to Sales and Servicing Field Staff who with the approval of the Subsidiary Chiefs, will be entitled to reimbursement of local conveyance expenses at actuals.
- 3.5 Specific local conveyance trips for lunch and other personal matters are not reimbursable.
- 3.6 For the purpose of local conveyance ceilings, a calendar date or fraction thereof will constitute a day.

4 LODGING, BOARDING AND DAILY ALLOWANCE

4.1 Lumpsum Daily Allowance:

A lumpsum Daily Allowance is admissible for stay at outstation places as given in **Annexure-II** to cover Lodging, Boarding and incidental expenses.

4.2 Reimbursement of Lodging and Boarding expenses:

Employees may opt either:

- (i) For lump sum daily allowance or
- (ii) Reimbursement of lodging (with vouchers) plus flat rate boarding-cum-incidental expenses (without vouchers) at the same place or at more than one place during a single tour programme. Such claims will be processed as per **clause 4.3.1** of these Rules.

4.2.1 Employees Travelling out of station and returning the same day of the travel is permitted to claim 50% of lumpsum Boarding, Lodging and Incidentals instead of overnight stay at Hotels.

4.2.2 As a measure of economy, employees on official tour to the places where Company's Guest House / Transit House is available should stay in the Guest House / Transit House. The employees may also explore the possibilities of utilising other PSU Guest Houses /Government Guest Houses.

4.2.3 The approved hotels and the entitled class of accommodation to different levels of employees will be as per the earlier Office Order No. 009/08 dated 04.09.2008.

ENCLOSURE TO OFFICE ORDER No. 015 / 18 DATED 15.10.2018

- 4.2.4 Boarding-cum-incidental expenses during stay will be reimbursed without vouchers at the flat rates given in **Annexure-II**.
- 4.2.5 In other places where hotels have not been specified, lodging expenses (with vouchers) shall be admissible upto the limits prescribed in **Annexure – III**
- 4.2.6 Lodging expenses will be reimbursed against bills for stay in approved hotels / category of hotels on single room / single occupancy basis or any other hotel with equivalent tariff.
- 4.2.7 “Tariff” would include service charge **and other levies, if any, but exclude GST** and normal and special discounts applicable in general and to HMT in particular.

Employees should ensure to provide the GSTIN of the Unit to the Hotel at the time of booking / registration.

- 4.2.8 Lodging will normally be admissible for the number of room nights only. Employees are expected to make arrangements to check out by 12 noon (or any other specified time) so as to avoid an additional day’s charges. However, employees reaching a place before 8.00AM and leaving on the same day may also avail a day’s lodging, if considered necessary.
- 4.2.9 Executive Directors / Subsidiary Chiefs / Functional Directors and CMD may avail full reimbursement of boarding expenses against vouchers and Rs. 50/- per day towards incidental expenses without vouchers.
- 4.2.10 Employees attending residential courses / conferences / seminars and those who avail free lodging and boarding from HMT or any other Organisation will have to certify wherever such free lodging and boarding facilities are availed. They will not be entitled for lumpsum Daily Allowance or reimbursement of lodging and / or Boarding expenses but will be reimbursed incidental expenses at the following rates without vouchers:

| GRADE | ‘X’ Class Cities | OTHER PLACES |
|------------------------|-------------------|-------------------|
| Upto & including PS VI | Rs. 150/- per day | Rs. 100/- per day |
| PS VII & above | Rs. 200/- per day | Rs. 150/- per day |

4.3 Other Conditions:

4.3.1 For the purpose of Lumpsum Daily Allowance and /or reimbursement of Lodging and Boarding expenses, total hours will be aggregated as under-

- i) Period of payment for stay in 'X' Class cities will be considered separately in arriving at the residual hours for stay in "Other Places" during a particular tour.
- ii) Period of stay for reimbursement of Lodging and Boarding will be considered separately in arriving at the residual hours of stay for payment of "Lumpsum DA"
- iii) A period of 24 hours will constitute a day. Fractions will be regulated as per **para 4.5.**

4.4 Journey Incidentals:

4.4.1 Journey Incidentals for travel other than by Air is admissible as per **Annexure II.** For the purpose of journey incidentals, total journey hours on the whole tour will be aggregated and a period 24 hours will constitute a day. Fractions will be regulated as per Para 4.5.

4.4.2 Employees travel in superfast trains like Rajdhani Express, Shatabdi Express, etc., on official tour are not entitled for journey incidentals, as the fare includes the cost of lunch / beverages served on board.

4.5 Lumpsum DA, Reimbursement of Boarding-cum-incidental expenses and Journey incidentals for fraction of a day is regulated as follows:

| | | |
|----|---|-------|
| a) | Journey / Stay exceeding 12 Hrs. | 1 day |
| b) | Journey / Stay exceeding 6 Hrs.up to 12 Hrs. | ½ day |
| c) | Journey / Stay exceeding 3 Hrs.up to 6 Hrs | ¼ day |
| d) | Journey / Stay of 3 hours or less | Nil |
| e) | Overnight stay for continuance of journey – One day's lumpsum DA or reimbursement of entitled lodging and Boarding-cum-incidental expenses. | |

5 TELEPHONE / PORTERAGE

- 5.1 Cost of Official Calls will be admitted against employee's certification.
- 5.2 Porterage may be admitted in respect of servicing staff. In other cases, specific approval of the tour sanctioning authority will be necessary.

6. SANCTIONING AUTHORITY

- 6.1 Tours are to be sanctioned by the Unit Chiefs / Marketing Chiefs / Regional Marketing Chiefs / General Managers / Executive Directors / Subsidiary Chiefs/ Functional Directors in respect of Staff under their administrative control. The above Officers should obtain prior approval of own tour from Subsidiary Chief / Controlling Officers.
- 6.2 All Officers reporting to C&MD shall obtain prior written sanction of C&MD for all their official tours.
- 6.3 Separate sanction of the Sanctioning Authority is necessary to admit claims for cancellation charges.
- 6.4 Air Travel of employees in the grade JGM (PS VIII) and below, irrespective of provision in the Annexure-I, shall require prior approval of C&MD.
- 6.5 The Sanctioning Authority may also require an employee to travel by a mode / class lower than the entitlement depending upon exigencies of work and / or costs involved.

7. GENERAL

- 7.1 All claims under these Rules will be admitted only on the basis of prior sanction of the Sanctioning Authority. For any deviations in the sanctioned tour programme, a revised sanction of the Sanctioning Authority shall be obtained.
- 7.2 Utmost economy is to be exercised in sanctioning tours and also by employees whilst on tour.
- 7.3 The TA advance will be paid based on the tour sanction at estimated Travelling Allowance, Conveyance Charges and Daily allowance. Subsequent advance will be paid only on submission of Travelling Allowance bill settled for the earlier tour.

- 7.4 Excess Travelling Advance should be refunded within 3 working days of completion / cancellation of the tour. Failure to make such refund will entail salary recovery with due notice.
- 7.5 The employees of the company are eligible for TA & DA as per their entitlement for attending interviews in other Units of the Company.
- 7.6 Claims under these Rules have to be submitted as per the prescribed format within 7 days after completion of the tour.

8. **INTERPRETATION**

The interpretation of the Chief of Corporate HR, at the Corporate Office of the Holding Company, shall be final in respect of these Rules.

9. **SAVINGS**

These rules may be changed, altered, modified or amended by C&MD at his discretion.



Annexure I

| TRAVEL ENTITLEMENT - Mode and Class of Travel | | | |
|---|----------------------------------|----------|-----------------|
| GRADES | By Road | By Train | By Air |
| WG I & IA | Non-Deluxe Public Buses | II Class | |
| WG II to WG III | Super Deluxe / A.C. Public Buses | III A.C. | Not eligible |
| WG IV to WS I | | | |
| PS I | Single seat on shared Taxis* | II A.C. | Not eligible # |
| PS II | | | |
| PS III to PS IV | | | |
| PS V to PS VI | Full Taxi\$ | I A.C. | Economy Class |
| PS VII to PS VIII | | | |
| PS IX, EDs, MDs & FDs | Full Taxi\$ | I A.C. | Executive Class |
| CMD | Full Taxi | I A.C. | |

Travel by any mode should be supported by the original ticket or a photocopy / money receipt. Travel Agents service charges upto Rs. 25/- per ticket be admitted against vouchers.

* Shared Taxis - fare will be reimbursed on production of valid receipt but restricted to III Tier AC upto PS IV and II Tier AC upto PS VI

\$ Full Taxis (with specific approval of CMD/FDs/MDs/EDs)-Fare will be reimbursed on production of valid receipt but restricted to II AC/I AC Train fare, as per entitlement

Officers in grades PS VII and PS VIII may be allowed to travel by Air in economy class on prior approval of C&MD if the air travel reduces one day stay and enables the employee to attend work a day earlier. Reimbursement of airfare may be allowed to the extent of II AC fare plus cost of a day's stay in the eligible hotel. For travel involving over-night journey by Train / Road, Air travel shall be avoided.

NOTE : Air travel be permitted to employees (to be approved by Unit Chief) in case the expenditure is borne by the Customer

| EMPLOYEE'S GRADE | DAILY ALLOWANCE | | | | | |
|------------------|---|---|---|---|---|---------------------|
| | 'X' Class Cities | | | Other Places | | |
| | Lumpsum for Lodging, Boarding & Incidentals | Lumpsum Boarding-cum-Incidentals (in case of lodging with vouchers) | Lumpsum Boarding-cum-Incidentals (in case of lodging with vouchers) | Lumpsum for Lodging, Boarding & Incidentals | Lumpsum Boarding-cum-Incidentals (in case of lodging with vouchers) | Journey Incidentals |
| | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| WG I - IA | 570 | Not Entitled | Not Entitled | 390 | Not Entitled | 200 |
| WG II - IIIA* | 730 | 250 | 250 | 520 | 190 | |
| WG IV - WS I* | 1000 | 290 | 290 | 780 | 220 | |
| PS I & II* | 1000 | 340 | 340 | 780 | 270 | |
| PS III & IV | 1090 | 400 | 400 | 880 | 300 | |
| PS V & VI | 1190 | 490 | 490 | 1000 | 400 | 300 |
| PS VII & VIII | 1290 | 580 | 580 | 1090 | 500 | |
| PS IX & above | 1390 | 680 | 680 | 1190 | 600 | |

*The employees in the grades between WG II and PS II are entitled to stay in hotels entitled for PS III & PS IV

**CEILING LIMIT ON LODGING EXPENSES IN PLACES
WHERE HOTELS HAVE NOT BEEN SPECIFIED**

Annexure III

| Grade | State Capitals (Rs.) | Other Places (Rs.) |
|---------------|----------------------|--------------------|
| PS X / IX | 1880 | 1250 |
| PS VIII / VII | 1090 | 940 |
| PS VI / V | 780 | 630 |
| PS IV / III | 530 | 380 |

LIST OF CITIES CLASSIFIED AS "X"

| Sl.No. | Cities Classified as "X" |
|---------------|---------------------------------|
| 1 | Hyderabad (UA) |
| 2 | Delhi (UA) |
| 3 | Ahmedabad (UA) |
| 4 | Bengalore/Bengaluru (UA) |
| 5 | Greater Mumbai(UA) |
| 6 | Pune (UA) |
| 7 | Chennai(UA) |
| 8 | Kolkata(UA) |

| REVISED LIST OF APPROVED HOTELS FOR LODGING ENTITLEMENT | | | | | | | | | | |
|---|-----------------------|--------------------------|-------------------|--------------|--------------------|--------------|-------------------------|--------------|-------------------------|--------------|
| Sl. No | STATE | CITY | PS 1X & PS X | | PS VII & PS VIII | | PS V & VI | | PSIII & PS IV | |
| | | | HOTEL | TARIFF (Rs.) | HOTEL | TARIFF (Rs.) | HOTEL (ORDINARY NON AC) | TARIFF (Rs.) | HOTEL (ORDINARY NON AC) | TARIFF (Rs.) |
| 1 | A&N ISLAND | PORT BLAIR | PEERLESS RESORT | 2250 | GEN CONTINENTAL | 1200 | GEM CONTINENTAL | 900 | ANY HOTEL | 500* |
| 2 | ANDHRA PRADESH | HYDERABAD | TAJ TRI STAR | 3495 | BASERA | 2200 | AARATI | 980 | TAJ MAHAL | 425 |
| 3 | | VIJAYAWADA | FORTUNA | 3950 | MAMATA | 900 | MAMATA | 660 | MANORAMA | 490 |
| 4 | | VISAKAPATNAM | GREEN PARK | 2400 | DOLPHIN | 1895 | OCEAN VIEW | 800 | DWARAKA INN | 595 |
| 5 | ARUNACHAL PRD. | ITANAGAR | DONYI POLO | 2200 | ARUM SUBANSIRI | 1200 | ARUM SUBANSIRI | 900 | ANY HOTEL | 500* |
| 6 | ASSAM | GUWAHATI | BRAHMAPUTRA ASHOK | 4200 | NANDAN | 1400 | MAYURA | 1200 | MAYUR | 600 |
| 7 | BIHAR | GAYA | SIDHARTH INTL | 1800 | SIDHARTH INTL | 1200 | ROYAL SURYA | 700 | SURYA INTL | 450 |
| 8 | | MUZZFARPUR | PANCHAVATI | 2700 | PANCHAVATI | 1200 | RANJITH | 750 | RAAMA | 450 |
| 9 | | PATNA | CHANAKYA | 4200 | SAMRAT INTL. | 1600 | SATKAR INTL. | 800 | PRESIDENT | 450 |
| 10 | | SAHARSA | BIJEYA | 2200 | BIJEYA | 1200 | KOSI | 700 | KOSI | 500 |
| 11 | CHATISGARH | RAIPUR | CELEBRATION | 1600 | HOTEL MAYURA | 1190 | ATITHI | 700 | RAJA | 225 |
| 12 | | BILASPUR | CENTRAL POINT | 2200 | CENTRAL POINT | 1600 | SURYA | 1000 | SURYA | 600 |
| 13 | | RAIGARH | HOTEL ANSH | 1800 | HOTEL ANSH | 1500 | PATHIK | 800 | PATHIK | 500 |
| 14 | DELHI | DELHI | JANPATH | 6000 | JEWEL PALACE | 1790 | SHESH MAHAL | 1200 | CITY CASTLE | 790 |
| 15 | GOA | PANAJI | MANDOVI | 1900 | DELMON | 1800 | DELMON | 1250 | VRINDAVAN | 500 |
| 16 | GUJARAT | AHMEDABAD | CAMA | 5500 | NALANDA | 2300 | PANSIKURA | 1400 | ELLIS | 400 |
| 17 | | BARODA | P.M.REGENCY | 1050 | JAL SAGAR | 800 | HOTEL ROYAL | 575 | HOTEL STABLE | 300 |
| 18 | | RAJKOT | HOTEL KAVERI | 1100 | EVERSTAR | 700 | GOVARDHAN | 500 | TAJ PALACE | 260 |
| 19 | | SURAT | HOTEL BALWAS(D) | 1100 | HOTEL BALWAS(E) | 700 | HOTEL EMBASSY | 500 | JEEVANDHARA | 300 |
| 20 | | VAPI | HOTEL FORTUNA | 1100 | HOTEL SARVODAYA | 700 | HOTEL UTSAV | 500 | HOTEL ROYAL INN | 250 |
| 21 | HARYANA | CHANDIGARH/ PANCHKULA | SHIVALIK VIEW | 3200 | PICCADILLY | 2190 | PANKAJ | 1590 | SATYA DEEP | 500 |
| 22 | | HISSAR | MIDCITY | 1150 | MIDCITY | 950 | MIDCITY | 750 | PALKI | 500 |
| 23 | | KARNAL | JEWELS | 2100 | HDTG | 1500 | RAMA | 900 | HOTEL RAMA | 500 |
| 24 | | PANIPAT | MIDTOWN | 1000 | MIDTOWN | 900 | GOLD | 895 | PARK | 475 |
| 25 | | FARIDABAD | HOTEL MAGPIE | 2600 | HOTEL DELIGHT | 1050 | MAHALAXMI PALACE | 1000 | PALACE | 800 |
| 26 | | GURGAON | COUNTRY TOUCH | 1800 | PRATHISTHA | 1496 | PLAZA SOLITAIRE | 1175 | BIRDS CENTURY | 905 |
| 27 | HIMACHAL PRD. | SHIMLA | PETERHOFF | 1700 | HOLIDAY HOME | 1400 | TOURIST | 800 | RAJDOOT | 500 |
| 28 | | MANDI | VALLEY VIEW | 2000 | VALLEY VIEW | 1500 | BEAS RESIDENCY | 800 | EVENING PALAC | 500 |
| 29 | J&K | JAMMU | HOTEL ASIA | 2795 | HOTEL VIVEK | 1140 | VAARDAN | 900 | SITARA | 550 |
| 30 | | SRINGAR | HOTEL WELCOME | 2900 | IMPERIAL LAKE VIEW | 2300 | KASHMIR INTL. | 800 | ORION | 500 |
| 31 | JHARKHAND | BOKARO | REGENCY | 1590 | REGENCY | 1390 | MALATI MAHAL | 550 | MALATI MAHAL | 400 |
| 32 | JHARKHAND | JAMSHEDPUR | CENTRE POINT | 2400 | BOULEVARD | 1300 | DARSHAN | 1100 | MIDTOWN | 450 |
| 33 | | RANCHI | YUVRAJ PALACE | 3300 | ARYA | 3000 | HINDUSTAN | 1500 | HINDUSTAN | 600 |
| 34 | KARNATAKA | BANGALORE | RAMANASHREE | 3195 | CURSON COURT | 1400 | BRINDAVAN | 1300 | SUPRABHATA | 325 |
| 35 | | BIJAPUR | KANISHKA | 1500 | KANISHKA | 900 | MADHUBAN | 600 | MADHURA | 400 |
| 36 | | HUBLI | NAVEEN | 2400 | AKSHAY | 800 | KAILASH | 400 | MAURYA | 300 |
| 37 | | MYSORE | SIDDHARTHA | 1260 | MAYUR | 750 | MAYUR | 500 | MTR DELUXE | 350 |

| REVISED LIST OF APPROVED HOTELS FOR LODGING ENTITLEMENT | | | | | | | | | | |
|---|---------------|-------------|-----------------------|--------------|--------------------|--------------|------------------|--------------|-------------------------|--------------|
| Sl. No | STATE | CITY | PS 1X & PS X | | PS VII & PS VIII | | PS V & VI | | PS III & PS IV | |
| | | | HOTEL | TARIFF (Rs.) | HOTEL | TARIFF (Rs.) | HOTEL | TARIFF (Rs.) | HOTEL (ORDINARY NON AC) | TARIFF (Rs.) |
| 38 | KERALA | CALICUT | FORTUNE HOTEL | 1700 | SEAQUEEN | 650 | HYSON HERITAGE | 600 | CALICUT TOWER | 330 |
| 39 | | COCHIN | GOKULA PARK | 2750 | WOODS MANOR | 1990 | GAANAM | 1000 | SANGEETHA | 450 |
| 40 | | TRIVANDRUM | HORIZON | 1600 | PANKAJ | 1350 | CHAITHRAM | 1000 | ANY HOTEL | 300* |
| 41 | MADHYA PRD. | BHOPAL | LAKEVIEW ASHOK | 2200 | AMER PALACE | 1875 | SHRIMAYA | 625 | SHRIMAYA | 500 |
| 42 | | GWALIOR | CENTRAL PARK | 2200 | LANDMARK | 1550 | MASCOT | 500 | MASCOT | 300 |
| 43 | | INDORE | SAIAJI | 2100 | CROWN PALACE | 1100 | HOTEL SUNDER | 600 | PARAG REGENCY | 500 |
| 44 | | JABALPUR | SATHYA ASHOK | 1400 | PRESTIGE PRINCES | 1400 | SAMDARIYA INN | 1250 | VIJAYAN PALACE | 550 |
| 45 | | JHANSI | SITA | 1100 | SITA | 975 | VEERANGANA | 575 | VEERANGANA | 450 |
| 46 | MAHARASTRA | AURANGABAD | PRESIDENT PARK | 3000 | AMAR PREET | 1860 | WINDSOR CASTLE | 800 | RAVIRAJ | 500 |
| 47 | | MUMBAI | ROYAL GARDEN | 4500 | APOLLO | 2325 | AVON RUBY | 1400 | ANAND | 1300 |
| 48 | | NAGPUR | CENTRE POINT | 3000 | CENTRE POINT | 2600 | DWARAKA | 900 | DWARAKA | 450 |
| 49 | | NASIK | TAJ RESIDENCY | 3500 | CITY PRIDE | 920 | DWARIKA | 900 | SWAGATH | 600 |
| 50 | | PUNE | SAGAR PLAZA | 8000 | NANDANVAN Annexe | 1750 | PICHOLA | 1400 | SATKAR | 500 |
| 51 | | KOLHAPUR | SAHLINI PALACE | 3000 | AYODHYA | 1050 | VRINDAVAN | 675 | VRINDAVAN | 450 |
| 52 | MEGHALAYA | SHILLONG | ALPINE CONTINEN | 1590 | ALPINE CONTINEN | 1200 | PEGASUS CROWN | 890 | ANY HOTEL | 400* |
| 53 | NAGALAND | KOHIMA | JAPFU | 2000 | JAPFU | 1400 | JAPFU | 750 | ANY HOTEL | 350* |
| 54 | ORISSA | BHUBANESWAR | KALINGA ASHOK | 1995 | KALINGA ASHOK | 1500 | HOTEL RUCHI | 1100 | HOTEL RUCHI | 650 |
| 55 | | BARGARH | GANAPATHY | 600 | GANAPATHY | 500 | GANAPATHY | 400 | GANAPATHY | 350 |
| 56 | | ROURKELA | MAYFAIR GARDON | 2500 | RADHIKA | 1200 | SHYAM | 600 | SHYAM | 400 |
| 57 | PONDICHERY | PONDICHERY | PONDICHERY ASHOK | 3000 | ANNAMALAI | 2550 | SURGURU | 1000 | PARK GUEST HOUSE | 600 |
| 58 | PUNJAB | AMRITSAR | KHYBER CONTINNTL | 1850 | KHYBER CONTL | 1250 | SP INTERNATIONAL | 900 | BASERA | 500 |
| 59 | | JALLANDHAR | RESIDENCY | 1550 | RESIDENCY | 1150 | MAPPLE | 750 | MAPPLE | 500 |
| 60 | | LUDHIANA | BATRA PALACE | 1850 | SAGAR | 900 | SAGAR | 700 | SAGAR | 450 |
| 61 | | BATHINDA | KRISNA CONTL. | 1900 | KRISNA | 1350 | REKHI | 750 | NEERAJ | 350 |
| 62 | RAJASTHAN | AJMER | MANSINGH PALACE | 4000 | REGENCY | 825 | PRITHVIRAJ | 500 | PRITHVIRAJ | 350 |
| 63 | | JAIPUR | JAIPUR ASHOK | 3495 | MAHARANI PALACE | 2500 | BROADWAY | 1025 | MANGAL | 600 |
| 64 | | JAISALMER | RTDC | 1500 | RTDC | 1500 | RTDC | 1300 | RTDC | 600 |
| 65 | | UDAYPUR | RTDC | 2000 | RTDC | 1200 | RTDC | 700 | RTDC | 400 |
| 66 | SIKKIM | GANGTOK | CENTRAL | 1500 | TIBET | 1100 | RENDEZVOUS | 800 | ANY HOTEL | 350* |
| 67 | TAMIL NADU | CHENNAI | AMBASSADOR PALLAVA | 4500 | GRAND ORIENT | 2500 | PALMGROVE | 1200 | NEW WOODLANDS | 495 |
| 68 | | COIMBATURE | ALANKAR | 2500 | CITY TOWER | 1600 | HOTEL MARIAN | 990 | SRI LAKSHMI | 550 |
| 69 | | TIRUCHI | JENNY'S RESI | 1550 | RAMYA / FEMINA | 800 | FEMINA HOTEL | 650 | GAJAPRIYA / MEGHA | 450 |
| 70 | UTTAR PRADESH | ALLAHABAD | GRAND CONTI. | 1900 | GRAND CONTI. | 1200 | VASHISHTA | 660 | VASHISHTA | 385 |
| 71 | | BAREILLY | UBEROI ANAND | 1995 | UBEROI ANAND | 1295 | PANCHAM CONTI. | 850 | K.BARIELLEY | 500 |
| 72 | | GORAKHPUR | PARK REGENCY | 2000 | PARK REGENCY | 1200 | PARK REGENCY | 900 | AWANTIKA | 600 |
| 73 | | JHANSI | SITA | 1060 | SITA | 975 | VEERANGANA | 675 | VEERANGANA | 575 |
| 74 | | KANPUR | LANDMARK | 4300 | KANHA COINTINENTAL | 1800 | MEERA MADHUBAN | 900 | MEERA MADHUBAN | 550 |
| 75 | | LUCKNOW | GEMINI CONTINENTAL | 5000 | MEERA MEERA MANN | 1600 | DEEP AVADH | 700 | DEEP AVADH | 550 |
| 76 | | VARANASI | HOTEL HINDUSTHAN INT. | 6450 | HOTEL INDIA | 1800 | PLAZA INN | 950 | ANY HOTEL | 300* |

| REVISED LIST OF APPROVED HOTELS FOR LODGING ENTITLEMENT | | | | | | | | | | |
|---|-------------|----------|--------------|--------------|------------------|--------------|-----------------|--------------|-------------------------|--------------|
| Sl. No | STATE | CITY | PS 1X & PS X | | PS VII & PS VIII | | PS V & VI | | PSIII & PS IV | |
| | | | HOTEL | TARIFF (Rs.) | HOTEL | TARIFF (Rs.) | HOTEL | TARIFF (Rs.) | HOTEL (ORDINARY NON AC) | TARIFF (Rs.) |
| 77 | UTTARANCHAL | DEHRADUN | MJ RESIDENCY | 2000 | INDERLOK HOTEL | 1900 | HOTEL RELAX | 700 | ANY HOTEL | 300* |
| 78 | | RUDRAPUR | SONIA | 1650 | SONIA | 1250 | DOLPHINN INN | 850 | AMBER | 510 |
| 79 | | HARIDWAR | MID TOWN | 1600 | HOTEL MID TOWN | 1300 | HOTEL MID TOWN | 950 | ANY HOTEL | 300* |
| 80 | WEST BENGAL | ASANSOL | ASANSOL INT. | 1090 | ASANSOL INT. | 790 | ASANSOL INT. | 700 | ATITHI | 325 |
| 81 | | DURGAPUR | PEERLESS INN | 2100 | PEERLESS INN | 1200 | LUXOR | 750 | SANKAR LODGE | 360 |
| 82 | | KOLKATA | KENILWORTH | 8000 | HOUSES 43 | 1800 | SWAGATH | 1400 | TARA MAHAL | 600 |
| 83 | | SILIGURI | SILCLAIRS | 2300 | VIRAMMA RESORTS | 1160 | VIRAMMA RESORTS | 850 | ANY HOTEL | 400* |

* Ceiling limit

NOTE:

- 1 All statutory levies will be paid extra.
- 2 Employees should avail of maximum discount allowable for public sector employees in general and to HMT in particular in all these hotels.
- 3 Only standard rooms with single occupancy rate should be availed (excluding special, Deluxe, Suite etc)
- 4 Increase in tariff as notified by hotels (as per revised tariff card) from time to time is permitted.
- 5 Employees are eligible to stay in other hotels of their choice, subject to the ceiling of room rent prevailing of the specified hotel in that place.
- 6 Employees may avail PSU Guest Houses / Govt. Houses where ever available.