



ANNEXURE 'I'

CONVEYANCE ELIGIBILITY									
Category "A"		:Delhi, Bangalore, Mumbai, Chennai, Kolkatta, Hyderabad.							
Category "B"		:Ahmedabad, Pune, Goa, Indore, Lucknow, Jaipur, Chandigadh, Cochin.							
Category "C"		:All other towns/Cities not covered in "A" & "B"							
Employee Grade	Class of Outstation Travel	Mode of Local Conveyance	"A"		"B"		"C"		Special Allowance
			Boarding & Lodging		Boarding & Lodging		Boarding & Lodging		
			Accommodation	Daily allowance Against Bills	Accommodation	Daily allowance Against Bills	Accommodation	Daily allowance Against Bills	
C-10 - C-11	Air (Economy class)	A/C Taxi	7000	At Actual	6000	At Actual	5000	At Actual	1500
C-8 - C-9 18 - 19	Air (Economy class)/ AC 2 Tier Train / Equivalent	A/C Taxi	5000	1200	4000	1200	3000	1200	1000
C-5 - C-7 14 - 17 6-A, 6-B, 7-B	Air (Economy class)/ AC 2 Tier Train / Equivalent	Taxi / Auto	4000	1000	3000	1000	2500	1000	1000
C-2 - C-4 10 - 13 4-A, 5-A, 5-B	AC 3 Tier Train / AC Luxury Bus / Equivalent	Auto	2500	800	2000	800	1500	800	700
OTHERS	2nd class sleeper train / Non AC Luxury Bus / Equivalent	Bus /Auto	1500	600	1200	600	1000	600	500
Daily allowance		Food, laundry & miscellaneous expenses							
Local Conveyance		At actual (against bills wherever possible)							
Special Allowance		Inc case Employee stays with his/her relatives or friends while on business tour.							
NOTE: Only Managers and above will be eligible for pickup and Drop from the Airport/Hotel									