

NORC: 2006/1/43-RCH4-9565-9584

Dated,Panchkula 17/07/2006

From

Project Director (RCH-ii)
SHIFW Campus, Sector-6
Panchkula

To

All the Civil Surgeons
In the Haryana State

Subject: Grant of leave and TA/DA to the Contractual Staff hired under Reproductive Child Health-II covered under State Health Society.

Reference Secretary Health & FW Do No 37018/6/2003-04 AG(Part-IV) dated20-06-2005

It is informed that the contractual Staff hired under Reproductive Child Health-II is entitled to the following leave and TA/DA with immediate effect-

A LEAVE

(i)Casual Leave

The Casual leave not exceeding 10 days to male and 20 days to female will be admissible during the calendar year (Proportionately for each month)

The Casual leave not exceeding 3 days be granted at one time

The Casual leave at the credit of an employee shall lapse on resignation/termination of services or on the expiry of the contract and at the end of Calendar year.

(ii)Leave without Pay

The Contractual staff shall be entitled to take leave without pay in exceptional circumstances .This may be sanctioned by the Chairperson/Deputy Commissioner of State Health Society and District Health & Family Welfare Society respectively, after recording the reasons.

Leave cannot be claimed as of right, When the exigencies of public services so require, leave of any kind may be refused or revoked by the authority competent to grant it.

(iii)Holidays

Except otherwise required, holidays may be availed as notified by the Haryana Government from time to time.

TRAVELLING /DEARNESS ALLOWANCE (TA/DA) RULES

The TA/DA to the Contractual Staff shall be given as under:-

Emoluments

Category-I	Contractual staff drawing emoluments exceeding Rs 20,000/-
Category-II	Contractual staff drawing emoluments from Rs.10, 000/- but below Rs 20,000/-
Category-III	Contractual staff drawing emoluments below Rs.10, 000/-

a. TRAVEL WITHIN STATE

1. Entitlement for travelling by Rail/Bus/Taxi:

Category of Employees	By Train	By Bus	By Taxi	Remarks
Category-I	2 nd AC/AC Chair Car Shatabadi (2 nd Chair Car) from Chandigarh to Delhi & Back	AC Bus	Taxi	Note 1
Category-II	2 nd AC/AC Chair car From Chandigarh to Delhi & back	Deluxe Bus	Taxi	Note 1
Category-III	3 rd AC Chair AC Chair	Ordinary Bus	Bus/shared Taxi (2)	Note 2

II. Daily Allowance:

Category of Employees	<u>(Amount in Rs)</u>		Remarks
	Per diem when no hotel is used	Per diem When hotel is used (Per Night)	
Category-I	300	1000	Note 3
Category-II	300	500	Note 3
Category-III	200	500	Note 4

Note: (I) The Society shall create a panel of accredited taxi operators through open tender for hiring the taxis for the travel of Society Staff.

(2) The Project Director & the Chairman of the District Health and Family Welfare Society may allow the junior Staff to use a taxi for under-taking travel as person approved itinerary.

(3) The Society shall identify and negotiate a standard / discounted tariff for its staff/Employees with the State Tourism Corporation, guest houses of PSUs and budget hotels in the State.

(4) Maximum subject to actuals.

Travel outside the State

The Travel outside the state except Delhi shall be regulated on a case to case basis by the Chairperson/Mission Director of State Health Society as per financial delegation viz. up to Rs. 5.00 lacs at a time Subject to a maximum of Rs.50.00 lacs per annum and up to 2.00 lacs at a time subject to a maximum of Rs 25.00 lacs per annum by Chairperson/Mission Director respectively .however, the contractual staff will be entitled for accommodation outside the State:

Accommodation Entitlement

Category of Employees	Hotel/Tourist Resort/Motel Category while Travelling outside State at Delhi	Hotel/ Tourist Resort/Motel while travelling outside state at any place in country other than Delhi.
Category-I	Rs.1000/- per day	Reimbursement of actual expenditure incurred toward normal single room rent in hotel of a Category not above 3 Star
Category-II	Rs.750/- per day	Reimbursement of actual expenditure incurred toward normal single room rent in hotel of a category not above 3 Star
Category-III	Rs.500/- per day	The rates applicable for Delhi shall also be applicable for their stay outside Delhi

Above Claims may be admissible on production of actual receipts/bills.

The employees deputed on deputation/transfer from Govt. and other institutions will be governed by the rules of the parent departments/organizations.

Except otherwise provided, the project Director at Head Quarter and the Chairman of the District State Health and Family Welfare Society in the State shall be the competent authority to grant of leave/TA to the contractual staff.

C OTHER INSTRUCTIONS

- The actual cost of reservation and sleeper charges will be reimbursed in full
- In Case of journey by A.C-Rail/Ac-Bus/Deluxe Bus, ticket shall be appended to T.A Bills. In Case of Rail Journey by 2nd AC/A.C Chair Car, ticket/ticket no. /reservation slip, as the case may shall be produced. In the absence of ticket, wherever required ordinary rail/bus fare will be given.
- For local journeys performed on tour outside State, actual expenditure as per entitlement will be reimbursable on the basis of certificate given by the contractual staff mentioning the place of local journeys and also Taxi/Auto rickshaw numbers(s) and journey on tour

within state @ Rs.6/- per km to Category I & II and Rs.3/- per km for Category III will be admissible.

- d) The contractual Staff while on tour who is provided boarding and lodging free of cost daily allowance will be paid at the rate of $\frac{1}{4}^{\text{th}}$ of the rate admissible at the place.
- e) When the contractual staff is provided only boarding or lodging free of cost daily allowance admissible at one half of the rates admissible at the place.
- f) If the contractual staff travels on duty beyond a radius of 8 km by govt. vehicle D.A may be admissible as under:-

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| 1) If return back to head quarters before 6 Hours | No D.A. is admissible |
| 2) If absence from HQ is for 6 hours but less then 12 hours. | $\frac{1}{2}$ D.A. is admissible |
| 3) If the absence from HQ is for 12 hours or More | Full D.A |

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Haryana,Panchkula