



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

IIP/HO/OO/2018/ 9/3

5th June 2018

OFFICE ORDER NO. 20 / 2018

231st Governing Body Meeting held on 13th April 2018, approved some of the recommendation of 7th Central Pay Commission on allowances and MACP for the benefit for IIP employees. Accordingly following modifications are made on payment of allowances and extending other benefits.

1. GRATUITY

Maximum limit of Gratuity is revised to Rs. 20 Lakhs w.e.f. 01-01-2016. This ceiling may increase by 25 % whenever DA rises by 50%

2. OVERTIME ALLOWANCE

Overtime Allowance stands abolished except for operational staff. Henceforth only **staff car drivers and electricians** are entitles to Overtime Allowance. Rates of Overtime Allowance will be followed as per CCS Rules and not be revised upwards.

3. THE FOLLOWING ADVANCES STANDS ABOLISHED

- Festival Advance
- Scooter/Motor Cycle Advance
- Family Planning Allowance

4. MODIFIED ASSURED CAREER PROGRESSION (MACP):

In the light of the recommendations of 7th CPC, MACP will continue to be administered at 10, 20 and 30 years as before. For grant of financial up gradation under the MACP, the prescribed benchmark would be "Very Good" for all posts.

5. CHILDREN EDUCATION ALLOWANCE

The rate of Children Education Allowance will be Rs. 2250/- per month i.e Rs. 27000/- per year per child upto maximum 2 children of employees for Classes I to XII plus 2 classes prior to Class I. Reimbursement includes tuition fees, admission fees, laboratory fees, library fee, games/sports fee, examination fee and fee for extracurricular activities, reimbursement for purchase of text books/notebooks, uniforms prescribed by the school, one set of school shoes etc. The reimbursement shall be paid only once in year i.e. after completion of the financial year. Whenever DA increases by 50%, CEA shall increase by 25%.

6. DRESS ALLOWANCE:

Allowances related to providing of uniform, maintenance, washing of uniform etc is subsumed in 'Dress Allowance' and will not be paid separately. The amount of Rs. 5000/- as Dress Allowance will be credited to the salary of employees directly once in a year in the month of July. Categories of staff who are required to wear uniform and who are actually wearing the same only will be paid "Dress Allowance". The rates of Dress Allowance will go up to 25% each time Dearness Allowance rises by 50%.

7. CASH HANDLING ALLOWANCE

Cash Handling Allowance is revised to Rs. 700/- per month w.e.f 1st July 2017.

8. LEAVE TRAVEL CONCESSION (LTC)

Any employee with one year of continuous service on the date of the journey performed by him/his family is eligible for LTC. Entitlement for Journey by Air/Rail/Steamer is same as on Tour/Transfer. Orders issued in time to time by GOI in connection with LTC rules also will be followed by the Institute.

9. TRAVELLING ALLOWANCE ON TOUR / TRAINING

A. Travel Entitlements within the Country

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air AC-I by train
6 to 11	Economy class by air AC-II by train
5 and below	First Class/AC -III/AC Chair car by train

Officials are allowed Travel by Premium Trains/premium Tatkal Trains/Suvidha 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.

Pay Level in Pay Matrix	Travel Entitlement in Premium/premium Tatkal/ Suvidha/ Shatabdi / Rajdhani/Duronto Trains
12 and 13	Executive/AC 1 st Class(In case of Premium/Premium Tatkal/ Suvidha/ Shatabdi / Rajdhani Trains as per available highest class)
6 to 11	AC 2 nd Class/ Chair Car (In Shatabdi Trains)
5 and below	AC 3 rd Class/Chair Car

B. International Travel Entitlement

Pay Level in Pay Matrix	Travel entitlement
17 and above	First Class
14 and 16	Business/Club class
13 and below	Economy class

C. Entitlement for journeys by Sea or by River Steamer

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

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	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 second class. If there be four classes, the third class
3 and below	Lowest class

- (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 entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	First/ 'B' Cabin class
3 and below	Bunk class

D. Mileage Allowance for Journeys by Road:

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

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi. OR At prescribed rates for auto rickshaw for journeys by auto rickshaw , own car, scooter, motor cycle, moped, etc.
6 to 13	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 AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.

3 and below	Actual fare by ordinary public bus only. OR At prescribed rates for auto rickshaw for journeys by auto, own scooter, motor cycle, moped, etc.
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(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring 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

E. Daily Allowance on Tour

Pay Level in Pay Matrix	Entitlement
14 and above	Reimbursement for hotel accommodation / guest house of up to Rs. 7500 per day. Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding Rs. 1200 per day.
12 and 13	Reimbursement for hotel accommodation / guest house of up to Rs. 4500 per day. Reimbursement of AC taxi charges of up to 50 km per day for travel within the city. Reimbursement of food bills not exceeding Rs. 1000 per day.
9 to 11	Reimbursement for hotel accommodation / guest house of up to Rs. 2250 per day. Reimbursement of non-AC taxi charges of up to Rs. 338 per day for travel within the city. Reimbursement of food bills not exceeding Rs. 900 per day.
6 to 8	Reimbursement for hotel accommodation / guest house of up to Rs. 750 per day. Reimbursement of non-AC taxi charges of up to Rs. 225 per day for travel within the city. Reimbursement of food bills not exceeding Rs. 800 per day.
5 and below	Reimbursement for hotel accommodation / guest house of up to Rs. 450 per day. Reimbursement of non-AC taxi charges of up to Rs. 113 per day for travel within the city. Reimbursement of food bills not exceeding Rs. 500 per day.

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. 1000 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% whenever DA increases by 50%.

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 -0 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%

whenever DA increases by 50% for journeys on foot, an allowance of Rs. 12 per kilometer travelled on foot shall be payable additionally.. This rate will further increase by 25% whenever DA increases by 50%.

Reimbursement of food charges: There will be no separate reimbursement of food bills instead, the lumpsum amount payable will be as per table above and depending on the length of absence from headquarters, would be regulated as per Table below. Since the concept of reimbursement has been done away with no vouchers will be required. The lump sum amount will increase by 25% whenever DA increases by 50%.

Timing restrictions:

Length of absence	Amount payable
If absence from headquarters is less than 6 hours.	30% of lumpsum amount
If absence from headquarters is between 6-12 hours.	70% of lumpsum amount
If absence from headquarters is above 12 hours.	100% of lumpsum amount

Absence from Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis. DA rates for foreign travel will be regulated as presented by Ministry of External Affairs.

F. Local conveyance:

- For local journey to a temporary duty point, reimbursement of conveyance charges based on the entitlement is allowed.
- Reimbursement of local conveyance charges is not admissible for travelling between office and residence on holidays, sitting beyond office hours and attending office on early hours in connection with some urgent work as there is no provisions as per 7th CPC.

10. TRAVELLING ALLOWANCE ON TRANSFER / RETIREMENT

TA is admissible only if the transfer is in public interest and not at one's own request. TA is also not admissible on resignation, dismissal etc. Advance of TA limited to three-fourths of the estimated amount is admissible.

TA on Transfer/Retirement includes following components:

- i. Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transport involving a change of station located at a distance of more than 20 kms.
- ii. Travel entitlement for self and family for journey by rail/steamer/air
- iii. Cost of transportation of personal effects from residence to residence
- iv. Cost of transportation of Conveyance possessed by the employee

Transportation of Personal Effects

Level		By Road
12 and above	6000 Kg	Rs.50/- per km
6 to 11	6000 Kg	Rs.50/- per km
5	3000 kg	Rs.25/- per km
4 and below	1500 kg	Rs.15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. Transportation of personal effects by road is as per kilometer basis only. The classification of cities/towns for the purpose of transportation of personal effects is done away with.

Transportation of Conveyance

Level	Reimbursement	Admissible amount
6 and above	1 motor car etc. or 1 motor cycle/scooter	Actual expenses/The rate prescribed by the Director of Transport at the starting point/cost of transportation by passenger train, whichever is the least.
5 and below	1 motorcycle/scooter/moped /bicycle	

All the allowances will be effective from the date of this order.

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(Dr.Bhaskaran K.M.)
Dy. Director(Admn &Accts)

Copy to :

1. All HoDs
2. Notice Board-Office

Director - for information.