



National Highways & Infrastructure Development Corporation Limited
(A Public Sector Undertaking under the Ministry of Road, Transport & Highways, Govt. of India)

3rd Floor, PTI Building
4, Parliament Street
New Delhi-110001

Order No. 2021/NHIDCL/HR/962

No. NHIDCL/HQ/Admn/consolidated instructions/E-185907/1385

Dated: 12.08.2021

OFFICE ORDER

Subject: Revision of rates of various perquisites and TA/DA etc in respect of employees appointed on Deputation and Direct Contract basis-reg.

Rates of TA/DA and other allowances in respect of the staff deployed on outsource contract basis was revised and notified vide Office Orders No 6373 dated 19.05.2020 and No. 6375 dated 19.05.2020. The revision of rates for various perquisites such as Communication Allowance, Reimbursement of cost of Laptop/Mobile Handset/Brief Case / Newspaper/TA & DA etc in respect of those appointed on deputation and direct contract basis was under consideration of the management for quite some time, keeping in view the fact that the requisite rates were notified about six years back. Taking into account various factors such as revision of pay & allowances by the seventh pay commission, the functional requirements of the officers working in NHIDCL and the rate for such facilities in the CPSEs, the Competent Authority in NHIDCL has approved the revision of rates as under:

1. Purchase of Laptop and Mobile Handset

In supersession of the existing guidelines dated 01.12.2014, dated 17.08.2015 and dated 05.01.2016 on the subject, the revised rates are as under:

Designation	Existing rates		Revised rates (GST extra as applicable)	
	Laptop	Mobile Handset	Laptop	Mobile Handset
Chairman	1,00,000	50,000	1,20,000	60,000
Managing Director	1,00,000	50,000	1,20,000	60,000
Functional Directors	1,00,000	50,000	1,20,000	60,000
Executive Directors, Level-14	70,000	30,000	80,000	40,000
General Managers, Level-13	60,000	20,000	80,000	30,000
Dy. General Managers, Level-12	50,000	15,000	80,000	30,000
Managers/Equivalent Post, Level-11	40,000	10,000	50,000	15,000
Dy. Managers & Equivalent, Level-10	-	8,000	-	12,000
Asst. Managers/PS/equivalent level (GP 4800-5400 in PB-II)	-	8,000	-	12,000

(1.1) The officers can purchase the laptop/mobile handsets themselves and apply for reimbursement subject to following:-

(1.2) The officer to purchase only good quality branded laptop /mobile handset inclusive of

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warranty and AMC, only from original equipment manufacturer or through its authorized dealer with preloaded operating system software and other useful software, antivirus and other peripherals.

(1.3) The officer will submit the bill to the respective Administration Division at HQ/RO in the prescribed form, which in turn will process the bill as per approved policy and also make necessary stock entries. The Finance Division will make reimbursement thereafter. The excess amount, if any, shall be borne by the Officer concerned.

(1.4) Replacement of laptop/mobile Handset will be allowed only after a minimum period of three years for which 5% of the original cost of the retained instrument will be deposited by the employee.

(1.5) No new laptop /mobile handset will be provided before the expiry of prescribed period of three years, irrespective of transfer of official to any division or location of NHIDCL.

(1.6) Retention of laptop/mobile handset by the official leaving NHIDCL shall be allowed on payment of depreciated book value of such assets, subject to the condition that the concerned official served NHIDCL for a minimum period of one year after purchase of Laptop/Mobile.

(1.7) Perquisite value: Perquisite value of the retained laptop/mobile handset will be calculated as per provisions of the Income Tax Act for Income tax purposes.

(1.8) The officer, who is given the device, shall be personally responsible for the safety and security as well as security of data/information, though the device shall continue to remain Govt property. The officer concerned will be at liberty to get the device insured within the ceiling rate or at his personal cost.

(1.9) These are applicable to those appointed on Deputation and direct contract basis only.

2) Purchase of Newspapers and Magazines at residence.

In supersession of the existing guidelines dated 01.12.2014 on the subject, the revised rates are as under:

Designation	Existing rates	Revised (GST extra)
Chairman	Actuals	Actuals
Managing Director	Actuals	Actuals
Functional Directors	Actuals	Actuals
Executive Directors (Level-14)	700	700
General Managers (Level-13)	600	600
Dy. General Managers (Level-12)	600	600
Managers/Equivalent Post (GP 6600 in PB-III)	500	500
Dy. Managers & Equivalent (GP 5400 in PB-III)	-	400
Asst. Managers/PS/ equivalent level (GP 4800-5400 in PB-II)	300	300

(2.1) The self certified claim for reimbursement shall be submitted. However no claims which are more than a year old shall be entertained.

(2.2) These are applicable to those appointed on Deputation basis only.

(2.3) The claim for reimbursement shall be submitted in format attached at **Appendix-I**.



(3) Reimbursement for purchase of briefcase/hand bags/ladies bags: In supersession of the existing guidelines dated 01.12.2014 on the subject, the revised rates are as under:

	Designation	Existing Rates	Revised Rates (GST Extra)
Reimbursement of the amount for purchase of briefcases/hand bags/ladies bags. (Applicable to those appointed on Deputation & Direct Contract)	Chairman	10,000	12,000
	Managing Director	10,000	12,000
	Functional Directors	9,000	11,000
	Executive Directors	7,000	9,000
	General Managers	6,000	8,000
	Dy. General Managers	5,000	8,000
	Managers/Dy. Managers/Equivalent Post (GP 6600 & 5400 in PB-III)	4,000	5,000
	Asst. Managers/PS/Equivalent Post (GP 4800-5400 in PB-II)	3,000	4,000

(3.1) These are applicable to those appointed on Deputation and Direct Contract.

(3.2) The reimbursement of cost of briefcase/handbag/ladies bags etc shall allowed once in three years.

(3.3) The Officer concerned may purchase briefcase/handbags/ladies bags from authorized shops in the market and the respective bill issued by the shop may be submitted in the prescribed form to finance division through Administration Division for reimbursement of the cost as per entitlement. The excess amount, if any, shall be borne by the officer concerned.

(3.4) The Officer posted in the ROs/PMUs/SOs shall submit their claim to the Regional Office.

(4) Reimbursement of Rental and Call Charges (Communication charges) : In supersession of the existing guidelines dated 01.12.2014 and 17.08.2015 on the subject, the revised rates are as under:

	Designation	Existing	Revised
Reimbursement of rental and call charges (for both mobile and residential phones) (Applicable to those appointed on Deputation)	Managing Director	Actuals	Actuals
	Functional Directors	Actuals	Actuals
	Executive Directors	Mob: Rs. 60,000/ Residential: No limit	40,000
	General Managers	60,000	30,000
	Dy. General Managers	25,000	
	Managers/Equivalent Post (GP-6600)	21,000	15,000
	Dy. Managers/Equivalent Post (GP 5400 in PB-III)	12000	12,000
	Asst. Managers/PS/ Equivalent Post (GP 4800-5400 in PB-II)	12000	12,000
	Grade Pay of Rs. 2,400, 2,800, 4,200 & 4,600/-	9,000/-	12,000
	Below 2,400/-GP	6,000/-	12,000

4.1 These are applicable to those appointed on deputation basis.



(5) Entitlement of TA/DA: The existing rates were notified vide Office Order dated 17.08.2015, as amended vide Office Order dated 25.05.2017 & 18.06.2020. The rates under Annexure-A of the aforesaid office orders are revised as under:

Revised Entitlements for TA/DA in Rs.							
S. No.	Designation	Food Charges	Local Conveyance (max. per day)	Hotel tariff * (Max. per. Day)	TA (fares)		
					Air	Rail	Mileage allowance for journey by Road
1	Managing Director	Actual	Actual	Actual	Business/ Executive Class	AC-I	AC Taxi/own car on actual basis
2	Functional Director	Actual	Actual	Actual	Business/ Executive Class	AC-I	AC Taxi/own car on actual basis
3	Executive Director	2000	2000	1000 Plus tax	Business/ Executive Class	AC-I	AC Taxi/ own car/AC Deluxe Bus***
4	General Manager	1800	1800	6500 Plus tax	Economy	AC-I	Non AC Taxi/ own car/AC Deluxe Bus***
5	Dy. General Manager	1800	1800	6500 Plus tax	Economy	AC-I	Non AC Taxi/ own car/AC Deluxe Bus***
6	Manager & equivalent post (GP 6600 in PB-III)	1500	1500	4500 Plus tax	Economy (under specific conditions)	AC-II	***
7	Dy.M/ Asst. M/ PS/Jr. Mgr & equivalent post (GP 4800-5400 in PB-II)	1000	1000	3000 Plus tax	AC-II	***
8	PA/ Acctt./ Stenos & equivalent post	1000	600	3000 Plus tax	AC-III	***
9	Multi Tasking Staff and equivalent employees	800	500	2500 Plus tax	Second Class	***

*When more than one official shares the same room, the proportionate share of lodging charges for each will be reimbursed to each official. In case of personal share, the criteria as above shall be applied subject to proportion of actual tariff.

*** The mileage allowance for journey by road shall be regulated as per provisions of para-D of Ministry of Finance, Department of Expenditure OM No. 19030/1/2017-E.IV dated 13.07.2017 as may be amended from time to time.

5.1 These are applicable to those appointed on Deputation and direct contract basis only.



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5.2 Other terms and conditions to regulate TA/DA, Hotel charges, Foreign travel etc shall remain the same as given in the Office Order No NHIDCL/HQ/BoD-3/2014-15 dated 08.07.2015 (Appendix-II).

Case-(6): Rates of hiring vehicles for NHIDCL HQ-reg.

In supersession of the office order No. A-12024/01/2014-E.II (B) dated 07.11.2014, the revised rates are as under:

S.No.	Designation of Officers	Rate per month for 3000 kms/300 hrs.	
		Existing	Revised
i.	For Managing Director, Director (A&F) & Director (Tech): (with monthly limit of 3500 km.)	Rs. 44,000/-	Rs. 56,000/- (i)Rate for extra running beyond 3000 kms = Rs. 12/- km. (ii)Rate for extra hour beyond 300 hrs= Rs. 40/hrs.
ii.	For Executive Directors (with monthly limit of 3500 km.)	Rs. 44,000/-	A Ciaz or equivalent vehicle shall be provided on case to case basis to the Officers as per work requirement. The vehicle will be hired at the rate contract finalized by NHIDCL on tender basis. NB: The vehicles already hired at the existing rates shall be continued till the expiry of the existing contract. Thereafter, the hired vehicles under the rate contract will be provided.
iii.	For General Manager/ Deputy General Manager and other Officers including General Duty Vehicles.	i) Rs. 32,000/- for those residing at a distance up to 25 KM from HQ. ii) Rs. 38,000/- for those residing at a distance beyond 25 KM. NB: Excluding parking/Toll and 5% increase every year.	A Deziere or equivalent vehicle shall be provided on case to case basis to the Officers as per work requirement. The vehicle will be hired at the rate contract finalized by NHIDCL on tender basis.
iv.	For General duty vehicles	Rs.27,500/-	

6.1 The parking charges, toll tax, state tax will be paid as per actual. GST extra as applicable.

6.2 The rates for hiring of vehicles in respect of 7 (i) will be increased 5% every year effective from 1st April of next year.

6.3 The vehicles in respect of S. No. 7(i) shall be initially engaged through proposal to be submitted to Admin division and after due approval of the Competent Authority. The bills will be submitted by the concerned office directly in Finance Division, duly certifying the



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km running/extra km/extra hours on the face of the bill, along with log-book and a certificate as per Annexure-A.

- 6.4 The bills of the vehicles in respect of S. No. 7(ii) will be submitted to and processed by Admin division for release of payment to the vendor/contractor upon verification of the bills by the user officers.
- 6.5 The above ceilings would have to be scrupulously followed. Express approval in advance would have to be taken from the competent authority for any additionality.
- 6.6 Applicable to those who are appointed on deputation/direct contract basis. No transport allowance shall be payable to such Officers who are provided with office vehicle facility.



(S. Ramakrishnan)
DGM (HR)

Distribution:

1. All Executive Directors (T/P)
2. All GMs/DGMs
3. Assistant Director (Rajbhasha)
4. IT Cell for uploading on Employee Portal

Copy to:

1. PS to MD/PS to Director (A&F)/PS to Director (T).

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3rd Floor, PTI Building
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New Delhi-110001

Order No. 2021/NHIDCL/HR/963

NHIDCL/HQ/Admn/consolidated instructions/2020-Part(1)/1400

Dated: 13.08.2021

Corrigendum

Subject: Revision of rates of various perquisites and TA/DA etc in respect of employees appointed on Deputation and Direct Contract basis-reg.

In partial modification of Office Order No. NHIDCL/HQ/Admn/consolidated instructions/2020-Part(1)/1385 dated 12.08.2021 the content under para 5 against Sr. No. 3 may be read as under:

Sr. No.	Existing	Modified
3	Hotel Charges for EDs=Rs.1000/-	Hotel Charges for EDs= Rs.10,000/-

2. Other contents of the orders ibid remains unchanged.

(S. Ramakrishnan)
Deputy General Manager (HR)

To:

1. All ED(T/P)
2. All GMs/DGMs
3. Dy. Manager (Rajbhasha)
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3rd Floor, PTI Building
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New Delhi-110001

Order No. 2022/NHIDCL/HR/1341

NHIDCL/HQ/Admn/consolidated instructions/2020-Part(1)/185907/3145 Dated: 02.12.2022

Office Order (445/2022)

Subject: Revision of rates of various perquisites and TA/DA etc in respect of employees appointed on Deputation and Direct Contract basis-reg.

A reference is invited to the office orders No. 1385 dated 12.08.2021 on the subject cited above.

2. Entitlement for various perquisites inter-alia, including the ceiling rate for procuring Laptop and Mobile Handset were issued in Aug, 2021. These orders permits retention of laptop/mobile hand set by the official leaving NHIDCL shall be allowed on payment of depreciated book value of such assets, subject to the condition that the concerned official served NHIDCL for a minimum period of one year after purchase of Laptop/mobile hand set. These orders also permit the officers to purchase the laptop/mobile handsets themselves.

3. The retention of such laptop/ Mobile handsets which could not be re-issued would lead to accumulation of dead stock.

4. In the light of the forgoing, with the approval of the Competent Authority, it has decided to replace the existing para 1.6 of the Office Order referred to above-

"Retention of laptop/mobile handset by the official leaving NHIDCL shall be allowed on payment of depreciated book value of such assets".


(Sanjay Kumar)
General Manager (HR)

To:-

1. All EDs (T/P)
2. All GMs/DGMs
3. Manager (HR)/ DM (HR)
4. IT Cell for uploading
5. Assistant Director (Rajbhasha)

Copy to:

1. PS to MD/ PS to Director (T)