

READY RECKONER ON BHEL ENTITLEMENTS																																												
DAILY ALLOWANCE TO EMPLOYEES ON OFFICIAL TOUR						LODGING CHARGES FOR STAY IN HOTELS subject to a max of (Rs. per day) exclusive of services & other similar charges/ Taxes levied by Govt.			COMPANY GUEST HOUSES (while on tour)		DAILY ALLOWANCE WHILE ON TOUR FOR OPERATIONAL STAFF ENGAGED ON REPAIRS AND RENOVATIONS AT SITES				SITE DAILY ALLOWANCE based on SITE CATEGORY (in Rs.)			SITE KIT REIMBURSEMENT* (once a year)			REIMBURSEMENT OF ELECTRICITY CHARGES* (for Site Employees)		DWELLING UNIT SETUP REIMBURSEMENT* (Once in Three Years)		HOME LEAVE PASSAGE* (for all Site Employees including Bachelor Employees irrespective of the dependency status)																			
GRADE(S)	DA for food & incidentals with lodging facilities at HOTELS/ TRANSIT FLATS/ Other Guest Houses (in Rs.)	DA for food & incidentals with lodging facilities at	Composite DA (for lodging food & incidentals) (in Rs.)			DELHI/ MUMBAI/ B'LORE	CHENNAI/ KOLKATA/ HYD/BAD	OTHER CITIES	AC Room	NON AC Room	DA for food & Incidentals with lodging facilities at HOTEL/ TRANSIT FLAT/ Other Guest Houses (in Rs.)		COMPOSITE DA (for lodging, food & incidentals) (in Rs.)		A	B	C	CATEGORY	10°C <Temperature< 45°C	10°C ≥Temperature≥ 45°C	Units per month	(Temp ≤ 5°C & altitude ≥ 3000 ft)	GRADES	Amount (Rs)	For 3 visits per calendar year at Company's expense as per travel entitlement of the employee while on tour, with 6 days Family Station Leave (excluding Intervening Holidays)																			
	"A" Class Cities (now X Class cities)	Other Places/ JOURNEY DA	Mfg. Div. & NOIDA Guest Houses	"A" Class Cities (now X Class cities)	Other Places						A' CLASS CITIES (now X Class cities)	OTHER PLACES	A' CLASS CITIES	OTHER PLACES				EXECUTIVES (including ET's)	Rs. 20,000	Rs. 25,000	300 UNITS	ET to E4, S4 & above		3,20,000/-				(i) once in three to six months and (ii) thrice (including (i) for above six months but up to 12 months) excluding Journey Time																
Directors & CMD	1260	1050	1260	1425	1315	Actuals	Actuals	Actuals	500	450	1260	1125	1555	1455	238	293	369	SUPERVISORS (including STs & JE)	Rs.16,000	Rs. 20,000	Rs. 25,000	250 UNITS	FROM 25th OCT. to 25th MAR. ADDITIONAL 50 UNITS PER MONTH (FOR WINTER MONTHS)	ET to E4, S4 & above	2,30,000/-	REIMBURSEMENT OF EXPENDITURE INCURRED ON CHILDREN'S EDUCATION (FOR SITE EMPLOYEES) (MAX. OF 2 CHILDREN) UPTO GRADUATION/ DIPLOMA*																		
GM (I/c), GGM & ED						14000	12000	9000																					Supervisors (S0, S1 to S3A, JE)	1,65,000/-	Rs.380/- p.m. PER CHILD; Rs.760/- p.m. PER CHILD (if child is away from family)													
E8						1125	975	1170																								1350	1240	10500	8500	7000								
E7, E6A, E6						1005	900	1080																								1240	1165	7500	7000	5500								
E2 to E5, S5 to S8, A12/B12	885	810	975	1125	1015	6000	5000	4000	300	250	1110	1015	1410	1270	200	255	332	SAFETY EQUIPMENTS* (for Site Employees)			REIMBURSEMENT OF MEALS EXPENSES* (for Site Employees)		REIMBURSEMENT OF TEA/COFFEE/EVENING SNACK EXPENSES* (for Site Employees)		INTEREST FREE ADVANCE ON TRANSFER FROM ONE SITE TO ANOTHER SITE*																			
ET/E1, S4, A10/B10, A11/B11	810	690	835	1020	865	4250	3500	3000			1015	865	1275	1080	165	221	293	NAME OF THE EQUIPMENT		PERIODICITY (Max Rate for Reimbursement)		UPTO Rs.2500/= p.m. FOR 25 DAYS STAY AT SITE.		UPTO Rs.45/= per day				Rs. 20,000/- RECOVERABLE IN EQUAL INSTALMENTS.																
S0(ST), JE, S1 to S3,	705	570	690	915	715	2550	2100	1650	200	150	885	715	1150	895	146	183	238	SAFETY HELMET	(Model of Equipments at the discretion of Site In-Charge)	No periodicity; new one is issued once the existing one is declared unserviceable by a Board of Officers.			GIFT VOUCHERS FOR SITE EMPLOYEES* (Who have completed one year Site Posting as on 13th November of the year) (in Rs.)			MILEAGE REIMBURSEMENT (FOR PERFORMING LOCAL JOURNEYS IN OWN VEHICLES ON OFFICIAL WORK/ON TOUR/ON TRANSFER IN COMPANY'S INTEREST)																		
A7/B7 to A9/B9																		SAFETY SHOES											EVERY YEAR Upto Rs 2200/- EVERY 2 YEARS Upto Rs 1000/-															
A3/B3 to A6/B6																		540											450	540	780	640	2200	2000	1500	675	565	975	805	111	146	183	GUM BOOTS	EVERY 5 YEARS Upto Rs 1500/-
A1/B1 to A2/B2 Below (incl. Temp Emp.)	450	375	450	675	600	100 (A3/B3 & below)	50 (A3/B3 & below)	565			475	850	750	94	127	148	RAIN COAT	SCOOTER/ MOTOR CYCLE											6 per Km															
TRAVEL ENTITLEMENT during TOUR/TRANSFER						TELEPHONE ENTITLEMENTS AND REIMBURSEMENT			PROJECT LEAVE* (for employees posted at project sites)						ONE TIME SNACK ALLOWANCE (For waiting at Railway Station/ Airport where departure delayed more than 2 hrs)			TRANSFER GRANT*		Disturbance Allowance @1.5 times in case of transfer from MUs/ Division/ Region HQ to any Site; or from one site to another site for long assignment of 180 days or more.	DISTURBANCE ALLOWANCE*		FURNITURE & FURNISHING																					
						GRADE	Purchase of New Handset excl. of taxes (in Rs.)	Monthly Ceiling (in Rs.)		(based on site category) Description ----->			A	B	C	Grade	By Air (in Rs.)	By Railways (in Rs.)	Location		Amount	Transfer to Non-Site Location	Amount	Grade	Amount (in Rs.)	GRADE	Furniture (For 7 yrs period) (in Rs.)	Furnishing (For 2 years period) (in Rs.)	Overall Ceiling (in Rs.)															
GRADE		AIR	RAIL LIMITED TO	ROAD LIMITED TO	E9	35000	4900	As per Actuals	Maximum Quantum of Project Leave admissible (per Financial Year 1st April to 31st March)			12	16	20	GM I/C & above		350	175	Transfer to Sites	Site Category	Amount	Equivalent to one month's basic pay	E5 & above	3000	A10/B10 to A12/B12, S4 to S8, E1 to E4	2500	E6A & E6	60,000	15,000	75,000														
CMD & Directors		Executive/ 'J' Class	AC Ist Class/ Executive Chair Car (EC)	Actual Taxi fare limited to AC Ist. Class Rail fare	E8 (I/c)	25000	4900	As per Actuals	Rate of Project Leave to be credited on pro rata basis every quarter on accrual basis (to be credited on the last day of each Quarter i.e.30th June, 30th Sept, 31 Dec, 31st March)			3	4	5	E6A to E8		300	150													Equivalent to 1.25 times of one month basic pay	A	2000	A7/B7 to A9/B9 S1 to S3/JE	2000	E3	24,000	6,000	30,000					
ED, GM I/C & GM level		Up to Premium Economy Class			E8	20000	4900	As per Actuals	LEAVE ^Any kind of leave, i.e. EL, CL, HPL, CSL, CCL and OH can be taken in combination with or in continuation of any other kind of leave.			E4 to E6		250	125	C	Equivalent to 1.5 times of one month Basic pay	A6/B6 & below																						1500	E1	Not entitled		
E5 TO E7		Economy/ "Y" Class			E7	12000	1800	1700	TENURE IN BHEL			CL (Casual Leave) (from 1st August to 31st July)		EL (Earned Leave)																												HPL (Half Pay Leave)		OH (Optional Holiday)
E4		—	Ist Class / AC lInd Sleeper/ AC Chair Car (CC) / AC lIInd Sleeper	Actual Taxi fare limited to AC II-tier Rail fare.	E6	10000	1400	1100	Upto 5 YEARS	10 DAYS	*Total absence shall not exceed 10 working days in case CL is combined	24 DAYS	(EL & HPL Advance credit will be allowed on 25th June / 25th December at the rate of half no. days each time for half year of service)	Two HPLs will be debited from the employee's leave account	(Sum of OH Credit in a calendar year and declared holidays in a calendar year is equal to 12 days)				CEILING FOR LOCAL CONVEYANCE CHARGES at Outstations while on Tour*						CATEGORY & SALARY GRADES		Sum Assured (Rs.)																	
A7/B7/S1 & above upto & including E4					E5	7500	1100	800								ABOVE 5 & upto 10 YEARS	26 DAYS	28 DAYS	30 DAYS	FOR OTHER PLACES (in Rs.)						E5 and above		15 lakhs																
A6/B6 & below excluding A1/B1 & A2/B2 with less than 7 yrs' service and A3/B3 with less than 3 yrs' service, as regular employee in the Co & temp employees					E4	7500	700	700												ABOVE 10 & upto 15 YEARS	28 DAYS	30 DAYS	PERIOD (duration of tour upto)						3 DAYS	5 DAYS	7 DAYS	3 DAYS	5 DAYS	7 DAYS	ETs, E1 to E4, SA4/SB4 to SA8/SB8		10 lakhs							
A1/B1, A2/B2 with less than 7 yrs service & A3/B3 with less than 3 yrs service and Temp Employees					E3	5000	600	600															ABOVE 15 & upto 20 YEARS	26 DAYS	28 DAYS	30 DAYS	NORMAL ENTITLEMENT						3000	4000	4800	2400	3200	4000	AI/BI to AVI/BVI grades, S-0, all temporary employees recruited against regular vacancies either on daily rated wages or on consolidated wages		3 lakhs			
BAGGAGE ALLOWANCE under TA/DA Rules (on Transfer/ Retirement/ Death/ Fresh Appointment-Lateral Recruitment only)						S4	3000	350	350	12 DAYS	26 DAYS	28 DAYS	30 DAYS	EXCEPTIONAL CASES													4400	5200	6400	3600		4400	5600											
GRADE	By Train/ Steamer at current notified freight rates by Ministry of Railway & Shipping Corp. of India respectively	Rate per km. for transportation By Road excluding tax, Octroi & toll charges (in Rs.)		Loading and/or Unloading charges (1 time) irrespective of class of cities & no. of trucks	Supervisor in Non Entitled category (sanction by unit telephone committee on case to case basis)	2500	300	300	GROUP PERSONAL ACCIDENT (OTHER THAN SITE)*					Cafeteria Benefits	REIMBURSEMENT OF FEES & HOSTEL CHARGES (Max 2 Children)		REIMBURSEMENT FOR CONVEYANCE EXPENDITURE										VEHICLE MAINTENANCE REIMBURSEMENT	Reimbursement of Perquisite tax on housing (On Company Owned Accommodation)	Reimbursement of Professional Body Membership	Fitness Allowance	Uniform Maintenance	Leave Travel Concession	Reimbursement of Hiring Driver	Housing Loan/Vehicle Loan Recovery Reimbursement	Transport Assistance	Other Allowances	Reimbursement of Allowances for:-	E1 & above	S4 & above					
		X & Y Class Cities (Originating City)	Z* Class Cities (Originating City) * Rates to be same as that of X&Y Class city for employees transferred to & from Site		Grade	Amount	Reimbursement of fees-Upto Graduation/ For Professional Courses	HOSTEL CHARGES							For Car	For Scooter/ Motorcycle	For Moped																											
E5 & above	6000 kgs by Goods Train/ 1 double container	46.90 per km By 2 trucks (max)	28.14 per km By 2 trucks (max)	Rs. 10,000/-	A1/ B1 to A / B 6 grades, S-0, all temporary employees recruited against regular vacancies either on daily rated wages or on consolidated wages	₹ 3 lakhs	₹ 4 lakhs	E1 & ABOVE	Upto 15%					Upto 10%	Upto 5%	Upto 4%	Upto 4%	Upto 4%	Upto 3%	Upto 5%	Upto 10%	Upto 6%	Upto 15%	Upto 5%	Upto 10%	Upto 4%	Upto 15%	Club Membership	Upto 5%	Nil														
E2 to E4, S5 to S8, A/B12	6000 kgs by Goods Train/ 1 single container	46.90 per km By 1 Truck	28.14 per km By 1 Truck	Rs. 8,000/-					Executives including Executive Trainees, SA4/SB4 to SA8/SB8	₹ 5 lakhs	ET	Nil	Nil	Nil	Nil	5%	Nil	6%	Nil	Nil	4%	1%	Hiring Gardner	Upto 5%	Nil																			
*The Z Class City (Originating City) rates to be same as those for X&Y Class cities for reimbursement of expenses on transportation of baggage by Road for employees transferred to and from Sites.						INSURANCE COVERAGE FOR EMPLOYEES AT PROJECT SITES*			S4 & ABOVE	Upto 15%	Upto 10%	Upto 5%	Upto 4%	Upto 4%	Upto 4%	Upto 3%	Upto 5%	Upto 10%	Upto 6%	Upto 15%	Upto 5%	Upto 10%	Upto 4%	Upto 15%	Engagement of helper for Office Work at Residence	Upto 4% (E2 & above)	Nil																	
FESTIVAL ADVANCE (ONCE IN A CALENDAR YEAR / Non Taxable / restricted to Rs 20,000/-)				WASHING ALLOWANCE* (All Site Employees)		Grade	Amount	S1-S3A/ JE	Upto 15%	Nil						Nil	5%	Nil	6%	Nil	Nil	Nil	4%	1%																				
Names of 15 Festivals on which before one month advance can be taken: PONGAL,REPUBLIC DAY, ID-UL-FITR, HOLI, RAM NAVMI, ID-UL-ZUHA, VAIKASI VISAKAM (for Tiruchy only), MUHARRAM, INDEPENDENCE DAY, JANAM ASHTAMI, GANESH CHATURTHI, ONAM, DUSSEHRA, DIWALI, GURU NANAK'S BIRTH DAY, CHRISTMAS				Rs. 230/- per month		Executives including ETs		₹ 50 lakhs	ST/S0	Nil						Nil						Nil	5%	Nil	6%	Nil	Nil	4%	1%															
				EXTRA PAIR OF UNIFORM & Stitching charges incidental thereto* (All Site Employees)		Supervisors including STs & JE		₹ 40 lakhs	A7/B7 & ABOVE	Upto 15%	Upto 10%	Upto 5%	Upto 4%	Upto 4%	Upto 4%	Upto 3%	Upto 5%	Upto 10%	Upto 6%	Upto 15%	Upto 5%	Upto 10%	Upto 4%	Upto 15%	CYCLE ALLOWANCE for Workmen in any grade	Upto 3% (Not availing Transport assistance & Conveyance expenditure)																		
GENERAL BENEFITS/ ALLOWANCES				SITE DA/ SITE BENEFITS ALLOWANCES			CAFETERIA ALLOWANCES			* Disclaimer: For details, may please refer to relevant sub-sections of Human Resource Manual & corresponding Corporate Circulars.						LEAVE ACCUMULATION LIMIT: No. of Earned Leave (excluding advance credit) in the credit of an employee shall not exceed 300 days. LEAVE ENCASHMENT LIMIT AT SUPERANNUATION: 300 days (EL & HPL Combined)																												