



**प्रोजेक्ट्स एंड डेवलपमेंट इंडिया लिमिटेड**  
**निगमित मानव संसाधन विभाग, नौएडा**

प्रसंग सं. पीडीएन /नि.मा.सं. / 01/ 69 / 24

दिनांक:19.09.2024

**परिपत्र / CIRCULAR**

**विषय / Sub : Withdrawal of Ammendment Circular( dated 03.01.2013) on  
Corporate Policy for DA on Foreign Travel ..Reg.**

With due approval of Competent Authority the Amendment circular Ref. No. PDN/C-P&A/58/12 dated 03.01.2013 on Corporate Policy for DA on Foreign Travel stands withdrawn with immediate effect and point no (1) in total (w.r.t clause of submitting documentary evidence in proof of having paid the stay charges for 40% of allowance during foreign visit) as specified in Original circular dated 28.12.2012 is herewith incorporated and to be implemented with immediate effect.

Accordingly, the Original Circular Ref. No. PDN/C-P&A/58/12 dated 28.12.2012 Corporate Policy for DA on Foreign Travel (copy enclosed), issued by Corporate HR Department, which is in line with the approval of Board of Directors in its 222<sup>nd</sup> meeting held on 29.11.2012, shall be applicable with immediate effect.

  
(M. Ramalingeswar)  
DGM & HOD (Corp. HR)

**Encl:**Original Circular Ref. No. PDN/C-P&A/58/12 dated 28.12.2012 Corporate Policy for DA on Foreign Travel.

**सेवा में/To:**

**Unit Head, Noida/Vadodara / इकाई प्रमुख – नौएडा / वडोदरा ::**

For wide Circulation among HODs and Employees of respective Units and Outlying Inspection / Site offices.

**प्रतिलिपि/ CC:**

C&MD's Sectt./ अध्यक्ष एवं प्रबंध निदेशक सचिवालय

D(F)'s Sectt./ निदेशक (वित्त) सचिवालय

CVO's Sectt. / मुख्य सतर्कता अधिकारी सचिवालय: for information please (ref No: PNVIG/46/SI/2024/01,dt 29.08.2024)

HOD / In-Charge (P&A) - Noida, Vadodara / विभागाध्यक्ष / इंचार्ज (का.एवं प्रशा.) - नौएडा, वडोदरा

HOD (Finance) - Noida / Vadodara / विभागाध्यक्ष (वित्त)-नौएडा/वडोदरा

HOD (Comuter) – for uplod in PDIL intranet.

**प्रोजेक्ट्स एंड डेवलपमेंट इंडिया लिमिटेड**  
**निगमित कार्मिक एवं प्रशासन विभाग : नौएडा**

PDN/C-P&A/58/12

December 28<sup>th</sup>, 2012

**C I R C U L A R**

**Subject: Corporate Policy for DA on Foreign Travel**

In terms of approval of the Board of Directors in its 222<sup>nd</sup> meeting held on 29.11.2012, the Allowances payable for foreign tours shall be as detailed below.

- 1) The foreign exchange admissible to executives on foreign deputation for business tours/technical discussions etc. shall be as under:

	Allowance in US\$ per day	
	First 30 days	Beyond 30 days
Directors / CMD	600	450
General Manager	400	300
Others	360	270

- i) The above admissible amount shall be the maximum limit which an executive shall be entitled subject to the condition that the executive has to stay in a hotel and has to submit documentary evidence in proof of having paid the stay charges for 40% of the allowance. The above amount includes hotel charges, food component, local travel and all other incidental expenses.

ii) **Entertainment Allowance**

Entertainment allowance admissible shall be US\$ 1000 to Board Level Executives per business trip.

- 2) In case of Foreign Tours if either of the facilities like Lodging, Boarding Conveyance are provided by clients/foreign agency.

*माहका*

...2/-

- a) If Hospitality including Accommodation, Food, Conveyance is provided by Foreign Agency/Clients:

	Allowance in US\$ per day	
	First 30 days	Beyond 30 days
Directors / CMD	60	50
GM/GGM/ED	55	45
Others	45	40

- b) When Free Accommodation and Food only is provided :

	Allowance in US\$ per day	
	First 30 days	Beyond 30 days
Directors / CMD	95	75
GM/GGM/ED	85	65
Others	75	55

- c) When Free Accommodation and Local Transportation only is provided:

	Allowance in US\$ per day	
	First 30 days	Beyond 30 days
Directors / CMD	140	105
GM/GGM/ED	125	95
Others	110	85

- d) When only Free Accommodation is provided :

	Allowance in US\$ per day	
	First 30 days	Beyond 30 days
Directors / CMD	170	130
GM/GGM/ED	150	115
Others	130	100

- 3) **Transit allowance** of US\$ 50 shall be paid to all employees uniformly for both up and down journeys combined. If the one way journey period, exceeds 24 hours (according to Indian Standard Time), the executive shall be entitled to an additional US\$ 50, as Transit Allowance. However, the total Transit Allowance will not exceed US\$ 100 under any circumstances.

*Signature*

....3/-

- 4) **Excess baggage** ticket shall be allowed with the approval of Director/CMD depending upon the official requirement. On return from abroad, the concerned executive will give an account of the sector wise utilization of the excess baggage tickets. Unutilized excess baggage tickets shall be returned forthwith to the Department, which had arranged such tickets.

The above amendment would come into force w.e.f. 29.11.2012.

This issues with the approval of the competent authority.

  
28.12.12  
( M.J.Srivastava )  
Addl.GM(HR-Corporate)

cc:

C&MD's Sectt.

D(F)'s Sectt.

CVO's Sectt.

GGM

GM, Baroda

GM(I&NDT)

GM, Noida

Unit Head Sindri

HOD(P&A) – Noida/Baroda/Sindri

HOD(Finance)-Noida/Baroda/Sindri

All Addl.GMs/HODs – for wide circulation amongst their staff





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**निगमित कार्मिक एवं प्रशासन विभाग : नौएडा**

PDN/C-P&A/58/12

December 7<sup>th</sup>, 2012

**C I R C U L A R**

**Subject: Amendment in Corporate Policy for DA on Foreign Travel**

In terms of approval by the Board of Directors in its 222<sup>nd</sup> meeting held on 29.11.2012, Daily Allowance payable for foreign tours for client jobs has been approved @ US\$45 when facilities like accommodation, food, conveyance is provided by foreign agency/clients.

The above amendment would come into force w.e.f. 29.11.2012.

This issues with the approval of the competent authority.

  
( M.J.Srivastava )  
Addl.GM(HR-Corporate)

cc:  
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D(F)'s Sectt.  
CVO's Sectt.  
GGM  
GM, Baroda  
GM(I&NDT)  
GM, Noida  
Unit Head Sindri  
HOD(P&A) – Noida/Baroda/Sindri  
HOD(Finance)-Noida/Baroda/Sindri  
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