



**ASSOCIATION OF SCIENTIFIC & TECHNICAL OFFICERS**  
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**CENTRAL WORKING COMMITTEE**

**No. ASTO/CWC/TA-Allowance/2018-21**

**21.09.2021**

To,  
Director (HR),  
ONGC,  
5<sup>th</sup> Floor Deendayal Urja Bhawan,  
New Delhi-110070

**Subject: Revision of Travel Related Allowances**

Respected Madam,

The Circular regarding Travel related allowance (Rates of daily allowance & paying guest charges while on tour / daily allowance for field party personnel, Hotel Charges at places where ONGC empaneled-hotels do not exist and Local conveyance charges) was issued on 24.05.2016. As per the said circular the rates prescribed therein were valid for a period of three years i.e. up to 23.05.2019.

Travelling Allowance (TA) Regulations were revised vide office order 03/2020 dated 10.02.2020. In this office order, in addition to travel related guidelines, only Taxi Charges and Mileage Allowances were revised.

The allowances are directly related to the inflation and fuel prices which is consistently increasing. Moreover, Industrial Dearness Allowance (IDA) rate has grown manifold in the five years since May, 2016 i.e. the last revision date.

We therefore request you to kindly review the Travel related allowances as the validity has already expired in March 2019.

With Warm Regards,

Amit Kumar  
**President ASTO-CWC**

**Copy to:**

1. Director (Finance)
2. ED-Chief ER
3. President/Secretary ASTO Units