



**CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA**

**Issued by  
HRM Dept., Head Office**

Madam / Dear Sir,

**Re.: Review of conveyance reimbursement to employees (Workmen & Non-Workmen) deputed to non-residential training programmes.**

We request reference to our Circular no. BCC/BR/102/168 dated 22.06.2010 informing about the revision in the conveyance reimbursement to employees (Workmen & Non-Workmen) deputed to non-residential training programmes at different Training Centres, Training Institutions, etc.

The issue of revision in the existing rates was placed before the Board in its meeting held on 18.03.2026 and we are pleased to inform that the Board has approved revision in the existing rates of reimbursement of conveyance expenses to employees (Workmen & Non-Workmen) deputed to non-residential training programmes. The revised rates are as under:-

| Centre                                                                 | Existing                                                        | Revised                                                         |
|------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|
| Mumbai, Delhi, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmedabad, Pune | Actual Expenses subject to maximum of Rs. 125/- per working day | Actual Expenses subject to maximum of Rs. 300/- per working day |
| All Other Centres                                                      | Actual Expenses subject to maximum of Rs. 75/- per working day  | Actual Expenses subject to maximum of Rs. 200/- per working day |

**NOTE:**

- 1) The above revised rates of reimbursement of conveyance expenses shall be in addition to Diem/Halting allowance as per BPS/BOBOSR
- 2) Officers who are deputed for Non-residential training / seminars / workshops organized by other Institutions/Organizations as well as those who attend Seminars and Workshops as participants would also be reimbursed conveyance expenses at the aforesaid revised rates.

The above rates shall be effective w.e.f. 01.04.2026. All the other terms and conditions continue to be in force.

Kindly bring the contents of this circular to the notice of all staff members of the Branch /Office.

Yours faithfully,

**(Shailendra Singh)**  
Chief General Manager (HRM & Marketing)

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