

## **SUPPLEMENTARY RULES.**

### **DIVISION -1**

#### **EXTENT OF APPLICATION**

**S.R. 1.** These rules may be called the Supplementary Rules. They apply to those Government servants only, who are subject to the Fundamental Rules, and whose pay is debitible to Central Revenues. Except where it is otherwise expressly stated in the rules, they apply to all government servants fulfilling these conditions.

**NOTE 1.** – Government servants under the administrative control of the Central Government, whether paid from the Central or State Revenues, will be governed by these rules, provided that the traveling allowance of the Divisional Accountants whose pay is debitible to the State Revenues will be regulated under the rules of the respective State Governments.

**Exception** – Except where otherwise decided, traveling allowance for journey to home town on retirement and Leave Travel concession of Divisional Accountants shall be regulated under these rules, but the incidence of Expenditure on these accounts is debitible to the respective State Governments.

#### **NOTE 2. – Deleted.**

**NOTE 3.** – Subject to the provisions in Rule 201 of the Indian Railways Establishment Code, Government servants of the Railway Audit Branch of the Indian Audit Department who are under the rule making control of the President and are eligible for the concession of privilege passes on Railways are governed in respect of traveling allowance by the rules contained in Chapters II and III of Indian Railways Establishment Code. Any provision with regard to the traveling allowance of this personnel in these rules will, therefore, be treated as null and void.

#### **NOTE 4 – Not printed.**

## **GOVERNMENT OF INDIA'S DECISIONS.**

**(1) Regulation of Traveling Allowance to those sent on foreign service to Undertakings** – Government servants who are deputed on foreign service with bodies, incorporated or not, which are wholly or substantially owned or controlled by the Government or a statutory body or local authority, on or after the 9<sup>th</sup> February, 1965, will be governed for Purposes of traveling allowance, by the rules of such organization in respect of their journeys in connection with the affairs of the bodies etc., mentioned above as also of the journeys undertaken by them to join the above bodies, etc., and on reversion therefrom to Government service.

**(2). Traveling Allowance of Work-charged Establishments.** – It has been decided, in supersession of any previous orders on the subject, that traveling allowance as admissible to regular Government servants under the Fundamental Rules and Supplementary Rules as amended from time to time, may be granted to work-charged staff also, at the rates laid down and under conditions and restrictions prescribed in those rules.

All the Ministries employing work charged staff should ensure that there is no abuse of the concession. Attention is particularly invited to the provision contained in S.R. 64, which provide that if a competent authority declares that the pay of a particular Government servant or a class of Government servants has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government servant's sphere of duty, such a Government servant may draw no traveling allowance for such journeys, though he may draw mileage allowance for journeys by rail or steamer.

*[G.I., M.F., O.M. No. 5 IV (B)/60, dated the 6<sup>th</sup> August, 1960.]*

### **AUDIT INSTRUCTION**

(1) A Government servant's claims to traveling allowance should be regulated by the rules in force at the time the journey, in respect of which they are made, was undertaken.

*[Para. 2, Section II of Manual of Audit Instructions (Reprint).]*

(2) In respect of Divisional Accountants whose traveling allowance is governed by the Supplementary Rules framed by the respective State Governments, the Officers of the Indian Audit and Accounts Department shall exercise in regard to the Supplementary Rules of State Governments all the powers which they, in the case of other classes of Government servants, exercise in respect of Supplementary Rules of the Central Government.

[Para. 2, Section II of Manual of Audit Instructions (Reprint) as amended by G.I., M.F., O.M. No. 3 (7) –EG. 1/65, dated the 16<sup>th</sup> December, 1996.]

**Note –** The Executive engineers shall exercise the powers of the controlling officer in respect of traveling allowance claims of Divisional Accountants working in the Public Work Division.

*[C.S. No. 103 to the Manual of Audit Instructions received with C. & A.G.'s Letter No. 945-N.G.E. I/166-69, dated the 12<sup>th</sup> May, 1970.]*

## DIVISION -2

### Definitions

**S.R. 2. Unless there is something repugnant in the subject or context, the terms defined in this division are used in the rules in the sense here explained:-**

(i) “Actual traveling expenses” means the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment, if necessary. It does not include charges for hotels, traveler’s bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachmen and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.

### GOVERNMENT OF INDIA’S ORDER

The term ‘servants’ refers to domestic servants.

[G.I., F.D. Letter No. 5 (29) –R. I/136, dated the 20<sup>th</sup> March, 1936 to the A.G. C.R., New Delhi.]

(2) “**Apprentice**” means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.

(3) “**Audit Officer**” means such Audit Officer as the Comptroller and Auditor General may by general or special order designate in each case.

(4) “**Camp equipage**” means the apparatus for moving a camp.

(5) “**Camp equipment**” means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary, in the interests of the public service, for a Government servant to take with him on tour.

(6) “**Competent Authority**”, in relation to the exercise of any power, means, the President or any authority to which the power is delegated by or under these rules.

[A list of authorities which exercise the powers of a competent authority under the various Supplementary Rules made by the President is given in Appendix-1 of this compilation.]

(7) Except as otherwise provided in these rules, “Day” means a calendar day, beginning and ending at midnight;

(8) “Family” means a Government Servant’s wife or husband, as the case may be, residing with the Government Servant and legitimate children and stepchildren residing with the wholly dependent upon the Government Servant.

**NOTE :-** Not more than one wife is included in the term ‘family’ for the purposes of these rules.

**NOTE:-** A adopted child shall be considered to be a legitimate child if, under the personal law of the Government servant, adoption is legally recognized as conferring on it the status of a natural child.

## **GOVERNMENT OF INDIA'S ORDERS**

**(1) Scope of term ‘children’-** The term “Children” includes major sons, married daughters including widowed daughters, so long as they are residing with and wholly dependent upon the parent (the Government servant).

[G.I., M.F. (C’s) Endorsement No. 1623-II-49, dated the 22<sup>nd</sup> March, 1949 and Letter No. F. 2 (165) –Estd. II/48, dated the 28<sup>th</sup> September, 1948.]

**Restricted to two Children from 1-1-1999** – With a view to encouraging the adoption of small family norms by Central Government employees, it has also been decided that Traveling Allowance on transfer will be restricted to only two dependent children of a n employee. This restriction, which will come into effect from January 1, 1999, shall not, however, be applicable in respect of those employees who already have more than two children prior to the issued to these orders. Further, children of employees born between the date of issue of these orders and December, 31, 1998 will also be entitled to such benefits as are admissible under the Travelling Allowance Rule to employees and their families on transfer irrespective of the number of children that they may already have. This restriction shall not also be applicable in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results in multiple births as a consequence of which the number of children exceeds two.

[G.I., M.F., F. No. 10/2/98-IC& 19030/2/97-E. IV, dated the 17<sup>th</sup> April 1998 Annexure Para – 4-A.]

**Children taken as wards** – It has been decided that the term ‘Children’ will now on include children taken as wards by the Government servant, under the “Guardians and Wards Act, 1890”, provided such a ward lives with the Government Servant and is treated as a member of the family and provided the government servant through a special will, has given such a ward the same status as that of natural – born child.

[G.I., M.F., O.M. NO. 19047/1/89-E. IV, dated the 28<sup>th</sup> September, 1989.]

**Married daughters.** – The Department of Expenditure, Ministry of Finance, have clarified that the married daughter can be said to be wholly dependent on the father/mother only in case of special and exceptional circumstances, such as where she has been divorced, abandoned or separated from the husband, and is financially dependent on the parent. The financial status of the husband, and is financially dependent on the parent. The financial status of the husband of the married daughter, therefore, is not, and should not be criterion to decide dependence on parents. A married daughter of a Government servant, therefore, shall not be treated as a member of the Government Servant’s family under SR 2 (8) unless she is residing with and is wholly dependent on the parent under the circumstances mentioned above.

[G.I., Dept. of Telecom., Letter No. 22/5/88 – PAT, dated the 27<sup>th</sup> April, 1988.]

(2) Parents, sisters, minor brothers and stepmother :- The definition of ‘family’ under SR 2(8) for transfer traveling allowance will also include parents, stepmother, sisters and minor brothers residing with and wholly dependent upon the Government servant.

[G.I., M.F., O.M. No. 19030/1/73-E IV (B), dated the 29<sup>th</sup> June, 1974 and the 31<sup>st</sup> December, 1975.]

**Widowed Sisters** – Widowed sisters residing with and wholly dependent upon the Government servant (provided their father is either not alive or is himself wholly dependent on the Government servant concerned) are included in the definition of ‘family’.

[G.I., M.F., O.M. No. 19030/1/75-E. IV (B), dated the 12<sup>th</sup> July, 1978.]

**Unmarried sisters.** – It is clarified that the term “sisters” occurring above, will mean only unmarried sisters, as is the practice on the Railway side. Thus only unmarried sisters residing with and wholly dependent upon the Government servant and widowed sisters residing with and wholly dependent upon the Government servant (provided, their father is either not alive or is himself wholly dependent on the Government servant concerned) are included in the definition of “family” under SR 2 (8).

[G.I., M.F., Letter No. 796-E. IV/86, dated the 25<sup>th</sup> March, 1986 to Shri P. Muthuswamy, Swamy Publisher, Chennai.]

**(3) Implication of the term ‘wholly dependent’** – A legitimate child or stepchild/parent/sister minor brother who resides with the Government servant and whose income from all sources including Pension (inclusive of temporary increase in pension and pension equivalent of DCRG benefits but excluding Dearness Relief) does not exceed Rs. 1,500 P.M. may be deemed to be ‘wholly dependent’ upon the Government servant.

[G.I., M.F., O.M. No. 19030/1/75/E. IV (B), dated the 1<sup>st</sup> March, 1975, O.M. No. 19030/5/86-E IV (B), dated the 24<sup>th</sup> November, 1986 and the 19<sup>th</sup> 1987; O.M. No. 1919047/1/90-E IV, dated the 16<sup>th</sup> July, 1993 and O.M. No. 11046/2/E-IV/98, dated 19<sup>th</sup> March, 1999.]

(4) Stipend and scholarship fall within the meaning of the term “income from all sources”- It is clarified that the term “income from all sources” also covers stipend and scholarship, for purpose of dependence on the Government servant. Accordingly, children getting stipend, etc., in excess of Rs. 1,500 p.m. will not be considered as members of family of the concerned Government servant, for purpose of Traveling Allowance Rules.

{G.I., M.F., Letter No. 2005-E IV/82, dated the 28<sup>th</sup> May, 1982, to the Comptroller and Auditor-General of India; and O.M. No. 11046/2/E-IV/98, dated the 19<sup>th</sup> March, 1999.}

(9) Deleted.

(9-A) “Grain compensation allowance” is a form of compensatory allowance which may be granted to low paid Government servants on account of a temporary and abnormal rise in prices of food grains in the locality where they serve.

(10) “Head of a Department” means any authority which the President may by order declare to be the Head of a Department for the purposes of these rules.

### **GOVERNMENT OF INDIA’S ORDER**

The authority declared to be the Head of a Department under this rule, is also considered to be the Head of a Department for purpose of Fundamental Rules.

(11) “Hill Station “ means any place which a Competent Authority may declare to be a hill station.

### **GOVERNMENT OF INDIA’S ORDER**

State Government declarations to be adopted – Any place which has been declared by a State Government to be a hill station for the purposes of their Traveling Allowance Rules, should be regarded as a hill station for the purposes of these rules also.

[G.I., F.D., Res. No. F.5 (118)-R. I/34, dated the 6<sup>th</sup> December, 1934.]

(12) “Holiday” means-

(a) A holiday prescribed or notified by or under Section 25 of the Negotiable Instruments Act, 1881, and

(b) in relation to any particular office, a day on which such office is ordered to be closed by a Competent Authority for the transaction of Government business without reserve or qualification.

(13) Deleted

(14) Deleted.

(15) “Probationer” means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department.

(16) “Public conveyance” means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.

(17) Deleted.

(18) “Transfer” means the movement of a Government servant from one headquarter station in which he is employed to another such station, either –

(a) to take up the duties of a new post, or  
(b) in consequence of a change of his headquarters.

**DIVISIONS 3 TO 5**  
**S. Rs. 3 to 16**  
**See Part – I of this compilation.**

**DIVISION – 6**  
**Traveling Allowances**  
**{Rules made by the President under F.R. 44}**  
**CHAPTER – 1**  
**Grades of Government Servants**  
**SECTION -1 DISTRIBUTION INTO GRADDES**

**General Rules**

**S.R. 17. Not Printed [Superseded by GIO (I) below.]**

**NOTE 1. – Not printed.**

**NOTE 2. – Not printed**

**GOVERNMENT OF INDIA'S ORDERS**

(1) Revised classification of employees in pay ranges. – In super session of SR 17 and the orders thereunder, the groupings of pay ranges are revised as follows with effect from 1-10-1997:-

- (i) Rs. 16,400 and above.
- (ii) Rs. 8,000 and above but less than Rs. 16,400.
- (iii) Rs. 6,500 and above but less than Rs. 8,000.
- (iv) Rs. 4,100 and above but less than 6,500.
- (v) Below Rs. 4,100.

The term ‘pay’ for the purpose of these orders refers to pay in the revised scales of pay promulgated under the CCS (Revised Pay) Rules, 1997. In the case of employees, who opt to retain the pre-revised scales of pay, the term ‘pay’ will include, besides pay in pre-revised scales of pay appropriate Dearness Allowance, and Interim Relief at the rates applicable under the orders in force prior to 1-1-1996.

[G.I., M.F., O.M. F.No. 10/2/98-IC and F. No. 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 – Item 1 of the Annexure and Para 2. ]

“Pay” includes NPA and stagnation increment(s) – The NPA will be treated as “Pay” for all service matters. In other words, NPA will be taken into account for computing DA, entitlement of T.A./D.A. and other allowances as well as for calculation of retirement benefits.

[G.I., M.F., O.M. No. 7 (20)-E. IV/87, dated the 3<sup>rd</sup> July, 1987, 30<sup>th</sup> November, 1988, 7<sup>th</sup> June, 1990.]

It is clarified that stagnation increment is treated as normal increment for all purposes.

[G.I., M.F., O.M. No. 7 (20)-E. III/87, dated the 30<sup>th</sup> November, 1988 (Point 6 and No. 7 (51)/E. IV/95, dated the 7<sup>th</sup> September, 1995.)

(2) **Treatment of State Government dearness pay** - When a State Government servant on deputation to the Central Government is allowed to retain his scale of pay as admissible under the State Government concerned, the portion of the pay which is treated under the State Government rules as Dearness Pay, counting as pay for the purpose of traveling allowance, should also be treated as pay for determining the gradation under SR 17.

[G.I., M.F., O.M. No. F. 5 (85) –E IV (B)/60, dated the 15<sup>th</sup> November, 1965].

(3) **Regulation of supplementary claim when promoted/reverted/pay revised retrospectively.** – The traveling allowance of an officer, who is promoted or reverted or is granted an increased rate of pay with retrospective effect should not be revised in respect of the period intervening between the date of promotion or reversion or grant of an increased rate of pay and the date on which the orders are issued or notified unless it is clear that there has been an actual change of duties.

[G.I., M.F., O.M. No. F. 5 (16)-E. IV/50, dated the 15<sup>th</sup> March, 1950, read with G.I., M.F., O.M. No. F.5 (84)-E. IV/54, dated the 31<sup>st</sup> December, 1954.]

2. In the case of late authorization/drawl of increments with retrospective effect, other than those where increments were withheld or where the increment take an officer

above the stage of efficiency bar, there is, however, no objection to the supplementary claims, if any, being admitted on the basis of the enhanced pay including the increments(s).

*[G.I., M.F., U.O. references No. 2709-E IV (B)/62, dated the 15<sup>th</sup> November, 1962 and No. 2966/E. IV(B)/62, dated the 7<sup>th</sup> December, 1962 and Comptroller and Auditor General's U.O. No. 1261/Audit/80-AI/62, dated the 28<sup>th</sup> December, 1962.]*

3. There is no objection to the supplementary traveling allowance claim if not time barred, being admitted after the necessary scrutiny by the controlling officer with reference to the original traveling allowance bill. It will be desirable to prepare the traveling allowance bill for the entire amount from which the amount of traveling allowance already drawn should be deducted. This fact of adjustment should be noted in both the original traveling allowance bill and the revised traveling allowance bill. It would also be necessary to keep a note of the supplementary claim in the original traveling allowance bill. A certificate to this effect would be required to be recorded by the drawing and disbursing officer on the supplementary traveling allowance claim to guard against the double drawl of traveling allowance

*[G.I., M.F., U.O. No. 2215-E IV (B)/68, dated the 20<sup>th</sup> May, 1968.]*

4. **Regulation of claim when pay is yet to be fixed.** – A question has been raised regarding the regulation of traveling allowance claims in the case of Government servants whose pay is yet to be fixed in the revised scales of pay and in whose case further delay in submission of traveling allowance claims would attract the provisions of SR 194-A. It has been decided that there is no objection to the Government servants waiting or submission of their traveling allowance claim beyond one year on their becoming due till such time as their pay is fixed in the revised scale of pay or they finally opt for retention of pre-revised scale, as the case may be. The provisions of SR 194-A in such cases may be relaxed by Heads of Departments. The power to relax Sr. 194-A will be exercised by the Heads of Departments only in cases where the delay in submission of traveling allowance bill is due to delay in revision of scales of pay and/or fixation of pay therein and will not extend to cases of delay attributable to other reasons.

2. If, in any case, a Government servant wishes to settle his traveling allowance claim earlier, it will continue to be regulated in the same manner as is prescribed for those opting for pre-revised scales of pay.

*[G.I., M.F., O.M. No. 19030/I/73-E IV (B), dated the 16<sup>th</sup> January, 1976.]*

(5) **Basis for gradation of re-employed pensioners** – The gradation of the re-employed pensioners for purposes of traveling allowances will be determined on the following basis:-

- (a) Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioner shall be determined in accordance with the pay actually received from time to time.
- (b) Where the pension is allowed to be drawn in addition to pay, the re-employed pensioner should, for the purpose of SR 17, be deemed to be in receipt of actual pay equivalent to his re-employed pay plus the pension, subject to the

proviso that if the sum of such pay plus pension exceeds the pay of the post, if it is on a fixed rate of pay, or the maximum pay of the post, if it is on a time scale of pay, such excess shall be ignored.

Notwithstanding the provisions of (b) above, in the following cases, it shall be determined on the basis of pay alone:-

- (i) Re-employed Military pensioners, whose pay on re-employment in a civil post is fixed without taking into account the military pension under Note 1 below Article 526 of Civil Service Regulations; and
- (ii) Re-employed Civil pensioners, whose pay on re-employment is fixed without taking into account pension up to Rs. 125 p.m. under the provision of Article 521 of Civil Service Regulations.

*From 1-1-1996 – Limit of pension to be ignored for fixation of pay on re-employment raised to Rs. 1,500 in the case of officers holding Group ‘A’ posts at the time of their re-appointment and the entire pension in the case of officers holding Group ‘B’ or lower posts at the time of their re-appointment, vide G.I., Dept. of Per & Trg., O.M. No. 3/4/97 – Estt. (Pay. II), dated the 7<sup>th</sup> November, 1997.*

2. For the purpose of these orders, the amount of pension to be taken into account will be the amount originally sanctioned, i.e., before commutation, if any.

[G.I., M.F. O.M. No. F. 5 (36)-E. IV/54, dated the 2<sup>nd</sup> May, 1954 and dated the 24<sup>th</sup> April, 1959, and G.I. Dept. of Per. & Trg., O.M. No. 3/4/97-Estt. (Pay-II), dated the 7<sup>th</sup> November, 1997.]

(6) Grading of those retired with CPF benefits and re-employed – A question was raised as to how the Government Servants, who retire with Contributory Provident Fund for the purpose of T.A. It has been decided in consultation with the Comptroller and Auditor General of India that the aforesaid category of re-employed government servant should for the purpose of SR 17, be deemed to be in receipt of actual pay equivalent to their re-employment pay plus the pension equivalent of the Government contribution, together with the interest thereon included in their total retirement benefits, subject to the proviso that if the sum of such pay plus the pension equivalent of the Government’s contribution together with the interest thereon, included in the total retirement benefits, exceeds the pay of the post if it is on a fixed rate of pay or the maximum pay of the post, if it is on a time scale of pay, such excess shall be ignored.

*[G.I., M.F., O.M. No. F. 5 )115)-Estt. IV/59, dated the 23<sup>rd</sup> December, 1959.]*

## AUDIT INSTRUCTIONS

In the case of traveling allowance bills presented before the date of orders of promotion/grant of increased rate of pay with retrospective effect, the Accounts Office should be guided by the facts known officially on the date the journey is performed, but in the case of bills presented on or after the date on which promotion/reversion/grant of an increased rate of pay is ordered, there is, however, no objection to the Accounts Officer recognizing the retrospective effect of the orders.

*[Corrections Nos. 48 and 50 to the Manual of Audit Instructions (Receipt).]*

**S.R. 18.** A competent authority may, for reasons which should be recorded, order that any Government servant or class of Government servants shall be included in a grade higher or lower than that prescribed in Rule 17.

*Government servant in transit from one post to another*

**S.R. 19.** A Government servant in transit from one post to another ranks in the grade to which the lower of the two posts would entitle him.

*Part-time Government servants, etc.*

**S.R. 20.** A Government servant whose whole time is not retained from the public service, or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may, with due regard to the Government Servant's status, declare.

**CHAPTER -II**  
**Different kinds of Travelling Allowances**  
**SECTION – GENERAL**

*General rule*

**S.R. 21.** The following are the different kinds of traveling allowances which may be drawn in different circumstances by Government Servant:-

- (a) Permanent traveling allowance.
- (b) Conveyance or horse allowance.
- (c) Mileage allowance.
- (d) Daily Allowance.
- (e) The actual cost of traveling.

The rules in this chapter explain the nature of these allowances and the method of calculating them. The circumstances in which they may be drawn for particular journeys are described in Chapters III to V.

**SECTION III – PERMANENT TRAVELING ALLOWANCE**

*Condition for grant*

**S.R. 22.** A permanent monthly traveling allowance may be granted by a competent authority to any Government servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of traveling allowance for journeys within the Government servant's sphere of duty and is drawn all the year round, whether the Government servant is absent from his headquarters or not.

*When inadmissible*

**S.R. 23.** A permanent traveling allowance may not be drawn during leave, temporary transfer, or joining time or, unless in any case it be otherwise expressly provided in these rules during any period for which traveling allowance of any other kind is drawn.

### **GOVERNMENT OF INDIA'S ORDER**

**(1) Calculation for deduction for inadmissible period** – The method of calculation of the amount to be deducted from the permanent traveling allowance for the period it is not admissible under SR 23 will be – In case, the number of days in a month for which the officer is to travel within the sphere of duty is specified, the amount to be deducted from the permanent traveling allowance for the period mentioned in Sr. 23 will be in proportion which the number of days of absence bears to such specified number of days and in case it is not so specified, the rate of deduction will be 1/30<sup>th</sup> for each day of absence.

*[G.I., M.F., U.O. No. 1887-E IV (B)/64, dated the 10<sup>th</sup> June, 1964 and C.&A.G., U.O. No. 2179-64, dated the 28<sup>th</sup> August, 1964.]*

*Combination of posts*

**S.R. 24** When a Government servant holds, either substantively or in an officiating capacity, two or more posts to each of which a permanent traveling allowance is attached, he may be granted such permanent traveling allowance, not exceeding the total of all the allowances, as a competent authority may consider to be necessary in order to cover the traveling expenses which he has to incur.

### **Section iv-conveyance and horse allowance**

*Conditions of grant*

**S.R. 25.** A competent authority may grant, on such conditions as it thinks fit to impose, a monthly conveyance or horse allowance to any government servant who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance.

### **GOVERNMENT OF INDIA'S ORDERS**

(1) Grant of Conveyance Allowance – (a) Current rates: With effect from 1<sup>st</sup> August, 1997:-

<b>Average monthly travel on official duty</b>	<b>Rates of conveyance allowance P.M. for journeys by</b>	
	<b>Owned motor car</b>	<b>Other modes of conveyance</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
200-300 Km	Rs. 560	Rs. 185
301-450 Km	Rs. 840	Rs. 240
451- 600 Km	Rs. 1,035	Rs. 320
601- 800 Km	Rs. 1,215	Rs. 375
Above 800 Km	Rs. 1,500	Rs. 425

(b) Terms and conditions for grant and drawal :- The following terms and conditions will continue to apply for the grant of the allowance :-

- (i) (a) No allowance shall be admissible unless the average monthly running on duty is more than 200 kilometres. Journeys between residence and normal place of work shall not be reckoned as running on official duty.  
 (b) Journeys performed by foot or on bicycle shall not qualify for the grant of allowance under these orders.
- (ii) The conveyance allowance at the rates prescribed in Column (2) of the table shall not be admissible to officers whose pay is less than Rs. 2,800 P.M. (Fourth Pay Commission) in the revised scale (limit to be revised as per Fifth Pay Commission). This restriction shall not apply in the case of Doctors of CGHS.
- (iii) No allowance shall be admissible during –
  - (a) Joining time, leave and any period of temporary transfer, including holidays prefixed to leave or holidays suffixed to leave;
  - (b) Any period of more than 15 days at a time during which a Government servant in receipt of allowance under Column (2) of the table does not maintain a motor car or the motor car maintained by him remains out of order or is not used for official journeys for any other reasons.

**Note:-** In all cases where Government servants drawing conveyance allowance are away from their headquarters on tour, temporary duty, etc., for a period of 15 days or more, the allowance (either at higher or lower rates) will not be admissible for such periods of absence.

- (iv) Drawal of allowance at the rates in Column (2) of the table is subject to the Government servant owning and maintaining a motor car in good running condition and using it for all official journeys for which the allowance is granted.
- (v) The officers who are granted Conveyance Allowance under these orders will not be entitled to any other traveling allowance i.e., daily or mileage allowance for journeys up to 16 kilometres from the usual place of work at the headquarters. The traveling allowance for journeys beyond 16 kilometres will be admissible as under:-

- (a) If the journey is performed otherwise than in his own conveyance, the traveling allowance, i.e., daily allowance and/or mileage allowance, admissible under the rules, may be drawn in full.

**Note:-** The case of an officer who is in receipt of a conveyance allowance but travels in a staff car or Government vehicle, is to be regulated in accordance with the provisions of Government of India's Order below SR 26 and not under the above orders.

- (b) If he travels by road in his own conveyance either in combination with the rail/steamer/air journey or otherwise, the officer may at his option exchange his conveyance allowance at the rate of 1/30<sup>th</sup> for each day, for any traveling allowance, i.e., daily allowance and or mileage allowance admissible to him under the rules.
- (c) **Initial fixation :** For the initial fixation of allowance under these orders, a Government servant claiming the allowance should be required to maintain a logbook of journeys on duty qualifying for the grant of allowance for a minimum period of three months. The Controlling Officer shall scrutinize the log-book as frequently as possible during this period. A longer period may be prescribed by the sanctioning authority at its discretion. The log-book shall contain the following particulars :-
  - (a) The distance traveled daily on official duty.
  - (b) Places visited with distance covered and purpose of each visit.
  - (c) The mode of conveyance maintained/used.

2. The log books should be scrutinized by the sanctioning authority for determining the average mileage per month justified for official work for the post and the rate of conveyance allowance should be fixed on that basis. It may then sanction an allowance at the appropriate rate from any date from which, in its opinion, the grant of the allowance is justified. No allowance shall be sanctioned from a date earlier than the one from which the log book was maintained.

**Note-** Only journeys within 16 Km of the place of work at the headquarter qualify for inclusion in the log book provided such journeys are (a) within the total jurisdiction of the Government servant concerned, and (b) otherwise qualify for the purpose in terms of Para. (i) above.

The conveyance allowance will be determined for specific posts on the basis of 'controlled traveling as above by the sanctioning authority, and the officer appointed to these posts will draw the same, unless the mode of conveyance is different, subject to their satisfying the prescribed conditions. Where there are a number of posts in the same category, the post(s) for which the allowance is intended should be clearly identified in the sanction and the rate for each such post should be clearly stated.

In the case of Gazetted Officers, on change of incumbency of a post to which conveyance allowance is attached, an intimation should be sent by the controlling officer to the Accountant General/Pay and Accounts Officer to the effect that the new incumbent possesses a conveyance (with particulars thereof) or does not possess a conveyance, as the

case may be, to enable the latter (Accountant General/Pay and Accounts Officer) to authorized conveyance allowance at the appropriate rate to the new incumbent.

3. When maintenance of log-book can be waived : For any category of Government servants the nature of whose duties requires the maintenance of motor car, for example, Doctors employed under the Central Government Health Scheme, the condition of maintaining log-books may be waived with the prior concurrence of the Finance Ministry. In all such cases the allowances shall be admissible at the lowest rates prescribed in Column (2) of the table of Para. 1 Any claim for allowance at higher rates should be supported by maintenance of a log-book as prescribed above.

4. Once the amount of allowance is fixed in accordance with these provisions, it will not be necessary for an officer to maintain the log book for purpose of drawing the allowance from month to month unless the controlling officer so desires. The allowance may be drawn during the currency of a sanction so long as the controlling officer is satisfied that there has been no change in the nature of duties of the Government servant or the extent of his touring to justify the withdrawal of or a reduction in the rate of the allowance. A certificate to this effect shall be endorsed by the controlling officer in the pay bills of the Government servants concerned for the months of January, April, July and October in each year. He will also countersign the pay bills for these months.

5. Sanction and Review : All allowances under these rules shall be granted for a period not exceeding two years at a time and its continuance shall be reviewed at the end of each such period. The review should be made in accordance with the procedure laid down for the initial grant of any allowance.

6. It will not be necessary to incorporate in an order sanctioning a conveyance allowance any condition of traversing a specified minimum distance in a month for becoming eligible for the allowance in respect of that month.

7. The grant of horse allowance and cycle allowance will continue to be governed by the present rules and orders.

**Note:-** It has been decided that the powers vested in the Administrative Ministries/Comptroller and Auditor General to sanction conveyance allowance may be re-delegated by them to the Head of Departments under them. In order to ensure that the powers have been exercised properly, the Administrative Ministry/Comptroller and Auditor General may obtain half yearly statements of the sanctions issued by the Heads of Departments and undertake a review of the cases.

*[G.I., M.F. O.M. No. F. II (5) –E IV (B)/60, dated the 24<sup>th</sup> May, 1961 as amended from time to time including O.M. No. 19039/3/98-E IV, dated the 18<sup>th</sup> September, 1998.]*

Regarding Conveyance allowance to specialists/Medical Officers of CHS/Non-CHS, see Appendix-6 of this compilation.

**(2) Authorities competent to sanction conveyance allowance** – See delegations under SR 25 in Appendix-1 of this volume.

**(3) Head of departments in P&T are competent to sanction conveyance allowance to Gazetted Officers.** – The President is pleased to authorize all Heads of Departments to sanction conveyance allowance to the Gazetted staff serving under their administrative control on the terms and conditions laid down above and other orders issued on the subject from time to time. The grant of conveyance allowance to the Head of Departments themselves will, however, continue to be referred to the P&T Directorate as usual.

2. Head of Departments should submit to the Directorate a half yearly statement of the sanctions issued by them in order to enable the Directorate to undertake a review of such cases as envisaged in the orders. This statement may be sent in January and July showing the position up to 31<sup>st</sup> December and 30<sup>th</sup> June of each year.

**(4) Grant of Cycle Allowance** - It has been decided that the Heads of Departments in the Government of India may grant cycle allowance at Rs. 30 P.M., provided they are satisfied that the duties assigned to a post require extensive touring at or near the headquarters and the maintenance of a bicycle is essential for the purpose. The allowance should be sanctioned subject to the following conditions:-

- (a) The official concerned maintains and uses his own cycle for official journeys.
- (b) Traveling allowance i.e., daily and mileage allowance) to a Government servant in receipt of cycle allowance under these order will be regulated as under-
  - (1) For Journeys within a radius of 8 Kilometers from usual place of duty. No. T.A.
  - (2) For journeys beyond a radius of 8 kilometers but not exceeding 16 kilometers from the usual place of duty.
    - (i) If the point falls within the local jurisdiction. No. T.A.
    - (ii) If the point falls outside the local jurisdiction. T.A. admissible under the Normal rules, provided the journey is performed otherwise than on a cycle.
  - (3) For journeys beyond a radius of 16 kilometres from the usual place of duty. T.A. admissible under the 16 normal rules.
- (c) The allowance will not be admissible during joining time, leave and temporary transfer or during holidays prefixed to leave and holidays suffixed to leave and joining time.
- (d) For any period of more than one month at a time during which a Government servant in receipt of cycle allowance does not maintain a cycle or the cycle maintained by him remains out of order or is not used for official journeys for any other reason, the cycle allowance will not admissible.

2. The cycle allowance under these orders shall be granted by the sanctioning authority for a period not exceeding two years at a time and its continuance shall be reviewed sufficiently in advance of the expiry of such period. The sanctioning authority may, for this

purpose, specify whenever necessary the local jurisdiction of a Government servant at the time of sanctioning the allowance. They should also make a review of the posts under their control and decide the posts for which the cycle allowance should be sanctioned. The allowance may then be sanctioned with reference to the posts and not the individual incumbents thereof.

*[G.I., M.F., O.M. No. F. 11 (18)-E. IV (B)/62, dated the 31<sup>st</sup> August, 1962 and O.M. No. 11 (14)-E IV (B)/66, dated the 13<sup>th</sup> December, 1966 and O.M. No. 19050/4/92-E. IV, dated the 29<sup>th</sup> June, 1993, enhancing the rate to Rs. 30 from 29<sup>th</sup> June, 1993.]*

## **DIRECTOR GENERAL, P&T'S ORDERS**

**(1) Heads of Divisions may sanction Cycle Allowance** – It has been decided that the Divisional Heads in the Posts and Telegraphs Department Presidency Postmasters, Group 'A' Postmasters, Group 'B' (Gazetted) and the Principals, Postal Training Centres, may grant cycle allowance subject to the conditions laid down in the Government of India's Order (4) above, as amended from time to time, and following further conditions:-

- (i) The Divisional Heads should submit to the Heads of Circles yearly a statement of cases in which sanction has been accorded by them detailing the names of the persons, the posts held by them, the nature of duties performed by them and the average mileage covered by them per day.
- (ii) They should record in writing the advantages expected to be gained by the sanction accorded by them. A review of this should be made after two years.
- (iii) During inspections, the Divisional heads should satisfy themselves that cycles are actually being used for Government purposes.

2. The following guiding principles may be borne in mind while sanctioning cycle allowance:-

As the cycle allowance is at present sanctioned with reference to the nature of duties attached to a post, it should be ensured that –

- (a) the duties attached to the post are such, for the efficient performance of which, the maintenance of cycle is necessary.
- (b) The frequency and extent of movement involved within the local jurisdiction justify the performance of such journey by a cycle. Normally a minimum of 16 km per day on official duty should be considered as a qualifying run for this purpose.
- (c) in regard to such types of services as, for example, delivery of Express Delivery Letters, Telegrams, Telegraphic Money Orders, removal of faults in Telephone and Telegraph Lines, where prompt execution of the service is desirable and therefore the maintenance of a cycle and the grant of an allowance is necessary and desirable for the efficient discharge of duty, the minimum of 16 km as in (b) above may not be strictly enforced.

(d) a higher out turn with the use of cycle is actually provided, i.e., a slightly higher standard is applied for sanction of post when cycles are used than otherwise as in the case of postmen, etc., the consequential savings which could be indicated specifically in the report contemplated as per item (ii) of Para 1 above.

*[D.G., P&T., Letter No. 18-9/66-PAP, dated the 11<sup>th</sup> August, 1967; No. 18-5/67-PAP, dated the 21<sup>st</sup> October, 1967; and No. 18-9/66-PAB, dated the 4<sup>th</sup> May, 1968.]*

(2) Substitute in leave vacancy is eligible for cycle allowance – It has been decided that an official appointed to perform the duties of a post in a leave arrangement for which cycle allowance has been sanctioned may be granted the allowance for so long as he performs the duties of the post, provided the conditions laid down in the above Order and the Government of India's Order (4) below this rule regarding its grant are satisfied.

*[D.G., P.&T., letter No. 18-6/68-PAP, dated the 23<sup>rd</sup> August, 1968.]*

(3) Cycle allowance admissible to ED Staff – ED Mail Carriers, ED Delivery Agents and ED Messengers who use private cycles for discharge of their duties are presently granted cycle maintenance allowance subject to the conditions that –

- (a) They cover a distance of 10 km or more per day.
- (b) ED Messengers deliver eight messages or more per day.
- (c) The total allowances payable including the cycle maintenance allowance do not exceed the maximum consolidated allowance for ED Mail Carriers and ED Delivery Agents.

2. It has been decided that the above mentioned categories of ED Agents using their own cycles for discharging their duties will henceforth be entitled to cycle allowance without the restriction that the cycle allowance plus consolidated allowance should not exceed the maximum consolidated allowance admissible to the ED Agents, provided the conditions (a) and (b) mentioned above continue to be fulfilled.

*[D.G., P&T., Letter No. 14-13/82-PAP, dated the 1<sup>st</sup> May, 1982 and Dept. of Posts, Letter No. 14-6/87-PAP, dated the 15<sup>th</sup> July 1987.]*

**(4) The term ‘extensive touring’ clarified** – A question was raised whether the orders contained in the Government of India's Order (4) above could be taken to cover the cases of Postmen, Letter Box Peons and Mail Peons, etc., who have to traverse nearly 16 km daily for delivery work though they do not have “touring work” as it cannot be said that they are on “tour” while the main condition prescribed therein is “extensive touring duties at or near the headquarters” for the grant of cycle allowance. In this connection, it is stated that cycle allowance is a form of conveyance allowance. Under SR 25, a conveyance allowance is granted to a Government servant, who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance. The expression “extensive touring” at or near the headquarters mentioned in Paragraph 1 of the Government of India's Orders above have the same meaning as the expression “travel extensively” used in SR 25 and has nothing to do with the word “tour” as defined in SR 61. Since the orders conveyed in the Government of India's Orders above have

been issued under the provisions of SR. 25, it has been held by Government that there is no necessity to modify them.

*[D.G., P&T., Letter No. 18-3/67-PAP, dated the 13<sup>th</sup> September, 1967.]*

***When drawn***

S.R. 26. Except as otherwise provided in these rules and unless the authority sanctioning it otherwise directs, a conveyance or horse allowance is drawn all the year round, is not forfeited during absence from headquarters and may be drawn in addition to any other traveling allowance admissible under these rules; provided that the Government servant, who is in receipt of a conveyance allowance specifically granted for the upkeep of a motor car or motor cycle, shall not draw mileage or daily allowance for a journey by the motor car or motor cycle except on such conditions as the authority which sanctions the conveyance allowance may prescribe.

**GOVERNMENT OF INDIA'S ORDER**

(1) Use of staff car by government servants drawing conveyance allowance – A Government servant in receipt of conveyance allowance should not normally use a staff car for journeys within his local jurisdiction. If, however, he is permitted by a competent authority to use a staff car for journeys, within his jurisdiction, recoveries should be made from the officer at the rates laid down in Rules 21 and 22 of the Staff Car Rules. If the journey is beyond 16 kilometres from the usual place of duty, the officer will be allowed daily allowance and/or mileage allowance admissible under the Supplementary Rules subject to the following deductions being made therefrom:-

- (i) Full charges for the use of the staff car calculated under Rules 21 and 22 of the Staff Car Rules.
- (ii) Deduction of 1/30<sup>th</sup> of the monthly rate of his conveyance allowance.

*[G.I., M.F., O.M. No. F. 3 (9)-E. II (A)/63, dated the 30<sup>th</sup> September, 1963.]*  
during leave and joining time.

S.R. 27. A conveyance or horse allowance may not be drawn during joining time or holidays suffixed to joining time. Its drawal during leave or temporary transfer is governed by Rules 7 and 7-A.

***Railway Subordinates***

**S.R. 28. Not printed**

**SECTION V- MILEAGE ALLOWANCE  
SUB-SECTION (I) – GENERAL**

***Definition***

**S.R. 29. A mileage allowance is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.**

***Principles of Calculation***

**S.R. 30 (a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.**

**(b) The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes.**

**(c) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.**

### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Determination of the 'Shortest Route'. – In case where more than one mode of conveyance are available, e.g., where two places are connected by a direct bus as well as by a bus which plies by a longer route by where other public conveyances are also available, and a doubt or difficulty is experienced in determining the 'shortest practicable route', the distance as ascertained from the local authorities concerned may be accepted for the purpose of local journeys irrespective of the mode of conveyance used by the Government servant.**

*[G.I., M.F., O.M. No. 5 (23)-E IV (B)/72, dated the 13<sup>th</sup> November, 1972 and the 9<sup>th</sup> September, 1974.]*

#### **On Tour/Transfer**

**(2) It has been decided that any Government servant proceeding on tour or transfer from a station between Delhi and Gomoh to a station between Kharagpur and Bhubaneswar and vice versa may be allowed to travel via Howrah and claim traveling allowance by that route, when actually used.**

*[G.I., M.F., O.M. No. 5 (7)-E. IV (B)/61, dated the 4<sup>th</sup> January, 1962.]*

**(3) It has been decided that the route via Delhi Gate, Daryaganj and Kashmere Gate may be treated as the shortest route for the purposes of this rule for journeys between New Delhi and Old Delhi.**

*[G.I., M.F., O.M. No. F. 5 (4)-E. IV (B)/65, dated the 15<sup>th</sup> February, 1965]*

**(4) It has been decided that Government servants proceeding on tour or transfer from stations between Kolkata and Cuddapah and vice versa may be allowed to travel via Chennai and claim traveling allowance by that route when actually used.**

*[G.I., M.F., O.M. No. F. 5 (12)-E. IV (B)/69, dated the 18<sup>th</sup> October, 1969.]*

**(5) It has been decided that Government servants performing journeys on tour and transfer between Delhi and Bhubaneswar may be allowed to travel via Bina Katni Bilaspur by**

Utkal Express/Kalinga express and claim traveling allowance by that route, when actually used.

*[G.I., M.F., O.M. No. 19025/4/77-E. IV (B)/61, dated the 25<sup>th</sup> May, 1977.]*

(6) It has been decided that any Government servant proceeding on tour or transfer from a station between Guntakal and Mumbai to a station beyond Jolarpet or vice versa may be allowed to travel via Arkonam and claim traveling allowance by the route.

*[G.I., M.F., O.M. No. 5(2)-E. IV (B)/61, dated the 16<sup>th</sup> February, 1961.]*

#### *On Tour/Transfer/LTC*

(7) It has been decided that Government servants proceeding on tour or transfer or Leave Travel Concession between Hyderabad and Tiruchi/Tiruvananthapuram/Tuticorin/Rameswaram via Chennai may be allowed to travel via Chennai instead of the shorter route via Bangalore and claim traveling allowances/reimbursement by that route when actually used.

*[G.I., M.F., O.M. No. F. 3 (1)-E IV (B)/70, dated the 6<sup>th</sup> October, 1970.]*

(8) It has been decided that Government servants proceeding on tour, transfer or Leave Travel Concession between Abu Raod and Howrah may be allowed to travel via Delhi and claim traveling allowance by that route, when actually used.

*[G.I., M.F., O.M. No. 19025/2/73-E. IV (B), dated the 18<sup>th</sup> February, 1976.]*

(9) It has been decided that Government servants performing journeys on tour, transfer and leave travel concession between Delhi and Raipur may be permitted to travel via Nagpur by 'Chattisgarh Express' and claim traveling allowance by that route, when actually used.

*[G.I., M.F., O.M. No. 19025/2/73-E. IV (B), dated the 30<sup>th</sup> January, 1978.]*

(10) It is clarified that Government servants performing a journey on tour/transfer/LTC between Delhi and New Bongaigaon/Silchar (Assam) may travel either by the Assam Mail or by Tinsukhia Mail and claim T.A./LTC by the route actually used in accordance with the proviso to SR 30 (a), as the difference between the two railway routes in point of distance and cost is not much. The Farakh Barrage charge levied by the Railways for travel by Tinsukhia Mail may also be reimbursed when actually incurred in the same way as Passenger fare tax.

*[G.I., M.F., O.M. No. 19025/2/73-E. IV (B), dated the 3<sup>rd</sup> December, 1977.]*

(11) There is no objection to the Government servants performing journeys on tour, transfer and Leave Travel Concession between Ahmedabad-Bangalore-Trivandrum by GTrivandrum Express train running on the route via Guntakal-Bangalore and claim traveling allowance by that route when actually used.

*[G.I., M.F., U.O. No. 19025/3/80-E IV, dated the 20<sup>th</sup> July, 1984, in reply to C.&A.G.'s U.O. Note No. 1361-NI/51-84, dated the 4<sup>th</sup> July, 1984.]*

(12) There is no objection to the Government servants performing rail journeys on tour, transfer and leave Travel Concession between Jaipur and Howrah/New Bongaigaon via Delhi/New Delhi and claim traveling allowance by that route when actually used.

*[G.I., M.F., U.O. No. 3560/84-E IV, dated the 21<sup>st</sup> August, 1984, in reply to C.&A.G.'s U.O. Note No. 1174-NI/51-84, dated the 16<sup>th</sup> June, 1984.]*

(13) Officers and staff working under C.&A.G./A.G, Gujarat, Ahmedabad, may travel on board gauge by Sarvodaya Express between Ahmedabad and Delhi, via Baroda, for the purpose of tour T.A., transfer T.A. and LTC when the travel is actually made by the officers and staff of IA & AD, by this route.

*[G.I., M.F., U.O. No. 3530/82-E IV, dated the 21<sup>st</sup> July, 1982 circulated under C.&A.G. Letter No. 2532-NI/87-80-I, dated the 28<sup>th</sup> August, 1982.]*

**(14) From Ahmedabad to South by Navjeevan Express/Trivandrum Express:-** It has been decided, in consultation with the Ministry of Finance, that for the purpose of leave travel concession, the claims of Government servants who travel by Navjeevan Express/Trivandrum Express for their journeys to South (Kerala and Chennai) will be admissible.

*[G.I., Dept. of Per. & Trg., O.M. No. 31011/12/84-Estt. (A), dated the 4<sup>th</sup> April, 1985.]*

**(15) Between Mangalore and Mumbai/Bangalore :-** the case examined in consultation with the Ministry of Finance (Department of Expenditure). They have stated that as long as the services on shortest route via Arsikere-Hassan-Hubli-Miraj do not improve there will not be any objection to the regulation of traveling allowance claims via the route Jolarpettai – Shoranur when actually traveled by train. In all other cases, the mileage allowance should be restricted to the rail fares admissible by the route via Hassan-Arsikere-Hubli-Miraj for journeys between Mumbai-Mangalore or Bangalore-Mangalore.

*(D.G., P&T., Lr. No. 17-20/83-PAP, dated the 10<sup>th</sup> November, 1983, addressed to GMT, Bangalore and copy to PMG, Bangalore.]*

2. It can also be availed in respect of the families, personal effects and conveyances of the Government servants, in cases in which the route via Madras is actually used for their transport.

*[G.I., M.F., O.M. No. F. 5 (79)-E IV/58, dated the 12<sup>th</sup> June, 1958, No. 7 (14)-E. IV (B)/62, dated the 21<sup>st</sup> August, 1962 and No. F. 7 (14)-E. IV (B)/62, dated the 14<sup>th</sup> October, 1963.]*

**(16) Journey on tour/LTC by Ahmedabad Bangalore Express, Recognized :-** Government of India Ministry of Finance, Department of Expenditure, have clarified that Government servants performing journeys on Tour/Leave Travel Concession, etc., between Ahmedabad-Bangalore by the new train service (Ahmedabad-Bangalore Express) running via Manmad-Daund and Wadi may be allowed traveling allowance by that route when actually used.

*[C.&A.G., Lr. No. 257-Audit-I/85-90/III/(63), dated the 16<sup>th</sup> May, 1991.]*

**(17) Personal Effects** – As the shortest railway route between Delhi and Rajkot via Mehsana Viramgam is a mixed route connected by metregauge from Delhi to Viramgam and by broad –gauge from Viramgam to Rajkot and presents certain practical difficulties in transshipment of the conveyance and personal effects at Viramgam, it has been decided that Government servants on transfer from Delhi to Rajkot and vice versa may be permitted to transport their conveyance and personal effects by the longer route via Vadodara, Ahmedabad, etc. The claims of the Government servants on tour on tour and the government servant and his family members on transfer may, however, continue to be regulated by the shortest route, viz., via Mehsana.

*[G.I., M.F., O.M. No. 19018/2/86-E IV, dated the 11<sup>th</sup> July, 1986.]*

**(18) Delhi to Margao via Khandva and Secunderabad permitted for transport of personal effects** – As the shortest route from Delhi to Pune and by Metre-Gauge from Pune to Margao (Goa) and presents certain practical difficulties in transshipment of the motor car at Pune, it has been decided that Government servants on transfer from Delhi to Margao (Gao) and vice versa may be permitted to transport their conveyance and personal effects by the longer route via Khandva, Secunderabad, etc. T.A. claims of Government servant on tour and Government servant and his family members on transfer shall, however, continue to be regulated by the shortest route, viz., via Pune.

*[G.I., M.F., O.M. No. 7 (11)-E. IV (B)/70, dated the 29<sup>th</sup> July 1970.]*

#### **DG, P&T'S INSTRUCTIONS**

The Director-General, Posts and Telegraphs, acting under Supplementary Rule 30 (b) is pleased to declare the route via Bhatta is the shortest route between Dehra Dun and Mussoorie for journeys actually performed by that route in the interest of the public service.

*(D.G., P. &T.'s No. 755-Estt. A/29, dated the 1<sup>st</sup> March, 1930.]*

#### *Special Concessions*

S.R. 31. A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

#### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Full rate of road mileage to be allowed, if public interest served** – The existing system of restricting road mileage to rail mileage between places connected by rail will continue to apply. Road mileage will be limited to the rail fare of the entitled class, but daily allowance for the entire absence will be admissible whether the journey is performed by road or rail. Full road mileage may, however, be admitted in those cases where travel by road is in public interest and sanction of the competent authority under SR 31 is accorded.

*[G.I., M.F., O.M. No. 19030/1/73-E. IV (B), dated the 2<sup>nd</sup> July, 1975.]*

**(2) Claim for journey by longer route not to be allowed for want of accommodation by shorter route** – It has come to the notice that powers under SR 31 to

sanction mileage allowance by longer routes have been exercised in certain cases in respect of officers who traveled by a longer route because of non-availability of reserved accommodation in the entitled class in the train on the shortest or cheapest route. The reservation of accommodation of the entitled class for journeys undertaken by a Government servant is the concern of the Government servant himself, and in the matter of regulating traveling allowance claims, it is the accepted policy of Government not to take cognizance of a government servant's inability to secure reservation in the entitled class. It is, therefore, clarified that T.A. by the longer route is not admissible in cases where the journey could not be performed by the shortest route because of non-availability of reserved accommodation of the entitled class by that route.

[G.I., M.F., O.M. No. F. 10(4) - E IV (B)/60, dated the 24<sup>th</sup> October, 1960.]

**(3) Jullunder to Meham by road** – In the case of an officer performing the journey by road in his own car between Jullunder and Meham, two places not directly connected by rail, it was decided that the normal entitlement to the traveling allowance of the officer should be road mileage for the direct road journey from Jullunder to Meham, limited to the rail mileage up to the nearest railway station (i.e., from Jullunder to Rohtak) plus the road mileage for the remaining distance (i.e., from Rohtak to Meham).

2. A competent authority can relax the above limit under SR 31, if the entire journey is performed by road in the public interest.

[G.I., M.F., Letter No. D. 3732-E IV (B)/56, dated the 15<sup>th</sup> November, 1956, to the A.G., C.R., New Delhi and their U.O. reference No. 2012-E. IV (B)/57, dated the 10<sup>th</sup> January, 1958, to the A.G., P&T.]

## DG, P&T'S ORDERS

(1) The Director-General, Posts and Telegraphs, has permitted the Posts and Telegraphs officials in the following circles to draw mileage allowance for journeys by road between the following places connected by rail where the road route is shorter:-

<i>From</i>	<i>To</i>
1. Hoshiarpur	Tanda
2. Hoshiapur	Jaijon
3. Hoshiarpur	Dasuya
4. Batala	Dera Baba Nanak
5. New Delhi	Bhiwani
6. New Delhi	Hissar
7. Rohtak	Hissar
8. New Delhi	Sohna
9. New Delhi	New Delhi Cantonment
10. New Delhi	Gurgaon

### *Bihar Circle-*

### Orissa Circle –

From	To	
Cuttack or places in the District of Cuttack, Puri and Ganjam.	Sambalpur or places in the District of Sambalpur.	Route via Angul Partly by rail and partly by road, i.e. Up to Meramandali by rail and thence by road.

[D.G., P.&T.'s U.O. No. PE. 24-22/49, dated the 22<sup>nd</sup> July, 1953 and M.F., (C), U.O. No. 5205-C. II/53, dated the 21<sup>st</sup> July, 1953.]

(2) The benefit of the Director-General's Order (1) above has been extended to the officers of Civil Engineering Wing stationed at Delhi New Delhi also for performing journeys by road between Delhi and Gurgaon which are connected by rail.

[D.G., P.&T., Memo No. 6/8/64-Esst. (C), PAT, dated the 21<sup>st</sup> August, 1967.]

### AUDIT INSTRUCTION

The sanction of the Government of India is not required to the claim for road mileage by the Head of a Department for a journey performed by road between places connected by railway. The signature of the Head of the Department on the traveling allowance bill will be sufficient for the purpose of Supplementary Rule, 31 provided that the traveling allowance bill is accompanied by a statement specifying clearly the public interest served by a journey by road which would not have been served had the journey been made by railway. It will be open to the Accounts Officer to refer to the Government of India any case in which he considers that the concession has been abused.

[Para. 8, Sec. II of *Manual of Audit Instructions (Reprint)*.]

**S.R. 32. a journey on transfer is held to begin or end at the actual residence of the Government servant concerned. Any other journey (excluding a journey of the type referred to in the 'Note' below) is held to begin or end in any station at the duty point in that station.**

**Explanation – For the purposes of this rule 'duty point' at the headquarters means the place or office where a Government servant remains on duty, i.e. the place/office of employment at the headquarters. As for outstations, the 'duty point' shall be taken to the place/office visited by the Government servant on duty. Where there are two or more such points at an outstation, the following shall be taken as the 'duty point':-**

- (a) **If the government servant reaches that station by rail, steamer or air, the point which is farthest from the railway station, harbour (or jetty) or the airport, as the case may be; and**
- (b) **If he reaches that station by road, the point which is farthest from the point where the journey to that station commenced.**

**NOTE:-** Where journey commences/ends at a station which is neither the Government servant's headquarters, nor his place of duty if may be treated to have commenced/ended at his residence.

**S.R. 32-A. A Government servant is required to travel by the class of accommodation for which traveling allowance is admissible to him. The provisions of all rules regulating mileage allowance contained in Division VI of these rules are subject to the condition that if a Government servant travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used plus the usual allowance for incidental expenses.**

#### **AUDIT INSTRUCTION**

The intention underlying Supplementary Rules 32-A and 195 (C) is to allocate to the Controlling Officer, and not to the Accounts Officer, the duty of seeing that the Government servant draws mileage allowance in accordance with SR 32-A. The duty of reducing the traveling allowance with reference to the fare of the class of accommodation actually used by the Government servant being imposed on the Controlling Officer, Audit need not concern itself in the matter unless to point out to such authority any case of the kind which happens to come to its notice but which does not appear already to have come to the notice of the Controlling Authority.

*[Para. 9, Sec. II of Manual of Audit Instructions (Reprint).]*

#### ***Different rates for different classes of journey***

**S.R. 33. Mileage allowance is differently calculated, as shown in the following rules, according as the journey is, or could be, made by railway, by sea or river steamer or by road.**

#### **SUB-SECTION II MILEAGE ALLOWANCES FOR JOURNEY BY RAILWAY**

*Classes of accommodation for which Government servants are considered to be eligible.*

**S.R. 34. For the purpose of calculating mileage allowance, Government servants when traveling by railways are considered to be entitled to class of accommodation according to the following scale:-**

#### **GOVERNMENT OF INDIA'S ORDERS**

(1) Entitlement to rail accommodation and mileage allowance – In supersession of SR 34 and Orders thereunder, the pay ranges and the travel entitlement for journeys by rail on tour and transfer will be follows from 1-10-1997.

<b><i>Pay Range</i></b>	<b><i>Shatabdi Express</i></b>	<b><i>Rajdhani Express</i></b>	<b><i>Other Trains</i></b>
Rs. 16,400 and above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16399	AC Chair Car	AC 2-tier	AC 2 – tier

Rs. 6,500 to Rs. 7,999	-do-	AC 3-tier	First Class/AC 3-tier/AC Chair Car
Rs. 4,100 to Rs. 6,499	-do-	-do-	-do-
Below Rs. 4,100	-do-	-do-	Sleeper Class

All Government servants who are entitled to travel on tour/transfer by AC 3-tier/First Class/AC Chair Car may, at their discretion travel on tour/transfer by AC 2 – tier Sleeper where any of the direct trains, connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

*[G.I. M.F., O.M. F. No. 10/2/98-IC & 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 Annexure Para. 2-B and O.M. No. 31011/7/98-Estt. (A), dated the 21<sup>st</sup> July, 1999.]*

**Entitlement to “Jan Shatabdi” train while on tour/transfer** – Jan Shatabdi trains have two classes, i.e. Second class and AC Chair Car. It is clarified that those Central Government servants drawing basis pay below Rs. 4,100 are entitled to Second Class and those who are drawing basis pay below Rs. 4,100 and above would be entitled to AC Chair Car.

*[G.I., M.F., Dy. No. 522-E IV/2003, dated the 3<sup>rd</sup> October, 2003 addressed to Department of Posts.]*

**(2) T.A. concessions to sportspersons** – 1. The Central Government employees who are selected fro participating in sporting events (both Indoor and Outdoor) of National/International importance within India may be allowed to travel by First Class by train. In the case of events of International importance held outside India, they may be entitled to travel by economy class by air.

2. The employees participating in sporting events are treated as on duty and as such they are entitled to daily allowance under the rules as on tour.

3. National Championships being conducted by the recognized National Sports Federations in individual disciplines and National Games conducted by Indian Olympic Association Should be recognized as events of National importance.

The events recognized by the International Sports Bodies, in the discipline and in which participation has been with prior approval of Government (Department of Youth Affairs and Sports) may be treated as sporting events of International importance. Tournaments conducted by the Central Civil Service Sports Board are recognized as events of National importance for the purpose of availing above benefits.

*[G.I., Dept. of Per & Trg., O.M. No. 6/1/85-Estt. (Pay-I), dated the 16<sup>th</sup> July, 1985; O.M. No. 6/2/85-Ests. (Pay-I), dated the 29<sup>th</sup> November, 1985; O.M., dated the 30<sup>th</sup> January, 1989 and O.M. No. 6/1/85-Estt. (Pay-I), dated the 8<sup>th</sup> June, 1989.]*

4. Managers/Coaches/Masseurs/Doctors as may be approval or required by the Federations under Rules to administer/coach/manage the teams participation in sports events of National/International importance may be treated as an integral part of the teams and these officials may also be allowed the same facilities as are available to sportspersons for such participation except that the question of grant of rewards in the form of advance increments could be considered on merits, if and when sponsored by the Departments concerned. However, the technical officials concerned with the administration of the tournaments will not be treated as part of the teams, but will be give the facilities of availing of special casual leave.

[G.I., Dept. of Per & Trg., O.M. No. 6/1/85-Estt. (Pay-I), dated the 7<sup>th</sup> November, 1988.]

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**3) Regulation of mileage allowance when journey on tour is performed by longer route by rail partly by lower class and partly by the entitled class** – Clarification has been sought for as to how the mileage allowance on tour when journey is performed by longer route by rail, partly by lower class and partly by the entitled class has to be regularized.

Ministry of Finance have clarified that the claim of the officer shall be regulated on proportionate basis, by calculating mileage allowance for different modes/classes by the shortest route in the ratio of distance covered by such modes/classes by the longer (actually used) route.

[C. & A.G. of India, Lr. No. 787-Audit I/06-86-Vol. II KW (III)/(155), dated the 10<sup>th</sup> December, 1990.]

**(4) No mileage allowance for journeys utilizing season tickets** – Mileage allowance as per Order (1) will be admissible only if the amount is actually spent by the Government servant performs a journey on duty utilizing the monthly/quarterly, etc., season tickets taken out by him for his personal use for attending office, etc., he does not incur any expenditure towards fare for that particular journey and no mileage allowance will be admissible in such cases. He will, however, be entitled to the usual daily allowance admissible in such cases.

[G.I., M.F., O.M. No. 19030/I/73-E. IV (B), dated the 6<sup>th</sup> August, 1976.]

**(5) Entitlement by rail-motor between Kalka and Shimla** – In supersession of earlier orders, it has been decided that all government servants who are entitled to travel by First Class on rail, on tour and transfer may, at their discretion by rail-motor between Kalka and Shimla on tour and transfer.

**(6) Reimbursement of – (a) Passenger Tax** – It has been decided that the tax levied on railway passenger fares and collected by the Railway authorities as an addition to the rail fares by inclusion in the cost of passenger tickets, should be reimbursed to the Government servants in the same way as the amount of the railway fares for all journeys for which T.A. is admissible. In case where the journey for which T.A. is admissible, is performed otherwise

than by railway and where T.A. is restricted under the rules to the amount which would have been admissible had the journey been performed by rail, the amount to be reimbursed shall include the element of passenger tax also.

*[G.I., M.F., O.M. No. F. 5 (59)-E. IV/57, dated the 8<sup>th</sup> August, 1958 and O.M. No. F. 3 (I)-E. IV (B)/72, dated the 14<sup>th</sup> March, 1972.]*

(b) Farakha Barrage charge levied by the Railways for travel by Tinsukhia Mail – Reimbursable in the same way as Passenger fare tax see Order (10) below SR 30.

(C) Special Supplementary Charges – It has been decided that special supplementary charges (exclusive of reservation fee), levied with effect from 1<sup>st</sup> April, 1973, by the Railways from those traveling by Super Fast Express trains, should be reimbursed to the Government servants in the same way as the amount of rail fares for all journeys, for which traveling allowance is admissible to them under the rules.

In cases when the journey for which traveling allowance is admissible, is performed otherwise than by railway and when traveling allowance is restricted to the amount which would have been admissible had the journey been performed by rail, the amount to be reimbursed shall not include special supplementary charges.

*[G.I., M.F., O.M. No. 19023/2/73-E IV (B), dated the 6<sup>th</sup> August, 1973.]*

(d) Reservation/Telegram Charges – Reservation charges levied by Railways in respect of all classes of rail accommodation will be reimbursed to the Government servants treating these charges as part of the fare. The telegram expenses charged by the Railways in connection with the reservation of accommodation in trains, for onward and/or return journeys by Government servants traveling on duty will also be reimbursed to the Government servants concerned.

*[G.I., M.F., O.M. No. 19030/1/76-E IV (B), dated the 30<sup>th</sup> January, 1978.]*

(e) Cancellation charges – 1. Where an official journey by train is cancelled in public interest, cancellation and reservation charges shall be reimbursed to the Government servant directly by the Department.

2. In similar circumstances, these charges in respect of members of family of a Government servant shall also be reimbursed.

*[G.I., M.F., O.M. No. 19030/1/76-E. IV (B), dated the 30<sup>th</sup> January, 1978.]*

3. It is hereby clarified that the cancellation/reservation charges on unused rail tickets may be preferred by the claimant in T.A. bill form and should be classified under the head 'Travel Expenses'

*[G.I., M.F., O.M. No. 19028/1/78-E. IV (B), dated the 18<sup>th</sup> February, 1981.]*

**(f) conveyance charges for collection of tickets, etc.** – The question reimbursement of conveyance charges to those Government servants who either go themselves or are deputed for collecting air/rail tickets, passports, visas, etc., from railway stations, booking

offices, passport offices, embassies, etc., in connection with official journeys within India as well as abroad has been under consideration. It has been decided reimbursement of conveyance charges in such cases may be allowed under Item 3 of Annexure to schedule V of Delegation of Financial Powers Rules, 1978, subject to the condition that the facility will be allowed only by public transport and will also be subject to control by the Controlling Officer.

*[G.I., M.F., O.M. No. F.. II (A), dated the 7<sup>th</sup> July, 1987.]*

**(g) “Tatkal Seva Charges” reimbursable** – It has been decided that “Tatkal Seva Charges” may be allowed only for railway journeys undertaken for official purposes in extremely emergent circumstances which may be duly certified by the concerned Joint Secretary.

*[G.I., M.F., O.M. No. 19023/I/99-E. IV, dated the 16<sup>th</sup> August, 1999.]*

**(7) “Agency Charges” reimbursable** – Service charges levied by the Traveller’s Service Agents recognized by the Zonal Railways may be allowed to be reimbursed to the Government servants performing journeys in public interest on tour or transfer.

Reimbursement of service charges paid to the recognized Traveller’s Service Agents for booking of tickets on Leave Travel Concession shall not, however, be allowed.

*[G.I., M.F., O.M. F. No. 19028/I/98-E. IV, dated the 3<sup>rd</sup> July, 1998.]*

### **COMPTROLLER AND AUDITOR GENERAL’S DECISION**

T.A., D.A. and other facilities to the Social and Athletic teams taking part in the Sports activities of the IA & Ad. – It has been decided that in future the members of the outstation teams taking part in the Zonal/Inter-Zonal competitions conducted by the Department in various games will be allowed the following facilities:-

*(A) For journey to the station where competition is held :-*

- (i) Actual II Class Railway fare (certificates for procuring concession facility will be supplied by this office as and when such facilities are restored by the Ministry of Railways, Railway Board).
- (ii) Actual expenses on railway reservation and three tier Sleeper accommodation on production of reservation tickets issued by the Railway authorities. For the return journey, such charges may be paid in advance by the Convener on the basis of a certificate from the Manager of the team that in the event of non-utilization of facility by some/all of the team members, proportionate amount would be refunded to Government. The cash receipt for the amount actually paid to the Railways on account of Reservation and sleeper accommodation would be required to be submitted to the convener immediately after the completion of the Journey.
- (iii) Actual bus fare up to the nearest rail head on both ends if the Head quarters of the Accountants General, etc., are not connected by rail.

*(B) Daily Allowance –*

Daily allowance to the members of the teams at Rs. 25 (Rupees twenty five only) per head to defray expenses on boarding, etc., charges for each period of 24 hours of absence from Headquarters. (Fractions exceeding twelve hours will be treated as fully day while fractions of twelve hours of less will be treated as half-a-day.)

*(C) Other facilities –*

- (i) Free lodging facilities for the period of stay of teams in the competition will be arranged by the Convener from one day before the start of the competition and one day after completion of the competition or earlier in the event of a team being knocked out in preliminary rounds.
- (ii) Incidental charges at Rs. 15 (Rupees fifteen only) lump per head for meeting expenses on portages, cartages, etc., charges at both ends.

*2. The outstation teams will be allowed –*

- (i) to arrive at the place of competition on the day preceding the day of their first engagement; and
- (ii) leave on the day following the day of their last engagement in the competition.

*[C. & A.G. 's No. 476-NGE. V/6-85, dated the 11<sup>th</sup> June, 1985.]*

*Special Concessions*

**S.R. 35.** A competent authority may, for special reasons which should be recorded, declare any particular Government servant or class of Government servants to be entitled to accommodation of a higher class than that prescribed for his grade in Clause (b), (C) or (d) of rule 34.

*Rate of Mileage Allowance*

**S.R. 36.** Except in the case of journeys on transfer (the rules about which are contained in Section XI), the mileage allowance admissible to a Government servant in respect of a journey by rail, is a single fare of the class of accommodation actually used but not exceeding the fare of the class to which he is entitled, plus an allowance for incidental expenses calculated as follows: -

*Not Printed. [See GIO under SR 51.]*

**GOVERNMENT OF INDIA'S ORDERS**

**(1) Payment of incidentals to cover on the way expenses abolished :-** The system of paying incidentals to cover on the way expenses has been abolished. A Government servant on tour will draw the actual fare for journeys by rail, sea or air, or the revised rates of road mileage, as the case may be, and in addition draw daily allowance for the entire absence from headquarters starting from departure from headquarters and ending with arrival at headquarters to cover both on the way expenses as well as expenses for halt at out-station.

[G.I., M.F., O.M. No. 19030/1/73-E IV (B), dated the 29<sup>th</sup> June, 1974.]

**(2) How the period of absence from headquarter computed** – See Government of India's Order (1), below SR 71.

**(3) T.A. for Government servants accompanying foreign delegations/VIPs.** – 1  
Consequent on the increase in recent years in the number of visiting foreign delegations/VIPs to this country, the Government of India have had under consideration the question of laying down uniform terms to be granted by way of traveling allowance/daily allowance, etc., to Government servants who may be deputed to accompany such delegations/VIPs as liaison officers, etc.

2. It has been decided that the following terms may be granted to the accompanying Government servants in such case :-

*(a) For journeys by rail –*

The accompanying Government servant will, as far as possible, travel by the class of accommodation to which he is entitled under the normal rules. In cases, however, where it is considered absolutely necessary for the accompanying Government servant to travel in a higher class of accommodation than that which he is normally entitled, e.g., travel by air-conditioned accommodation along with the members of the delegation, he may be allowed to do so with the prior sanction of the Administrative Ministry concerned.

*(b) For journeys by road and by air -*

The accompanying Government servant may, wherever necessary, travel by road and by air along with members of the delegation/VIPs.

*(c) Allowance for incidental expenses on journeys -*

No allowance for incidental expenses for the journeys by rail, road and air would be admissible to the accompanying Government servant. His expenses on food in transit and other essential incidental expenses, e.g. porter charges, will, however be met from Government funds as for the members of the delegation/VIPs.

*(d) Boarding and Lodging arrangements at out-stations and daily allowance -*

The accompanying Government servant should, wherever possible, make his own arrangements for boarding and lodging at an out-station, in which case he may draw the allowance admissible to him under the normal rules. Where, however, it is considered absolutely necessary that he should stay in the same hotel as the members of the delegation/VIPs, accommodation appropriate to his status may be arranged for him in that hotel. In such cases, the accompanying Government servant would be entitled to daily allowance at one-fourth of the normally applicable rate of both boarding and lodging have been provided at Government expense, in the hotel and at one half of such rate if only either boarding or lodging has been provided to him at Government expenses.

(e) *At headquarters -*

Government servants attached to visiting foreign delegations/VIPs will not be permitted to partake of boarding and/or lodging arrangements made for the delegation, at the headquarters of the government servants, nor will any daily allowance be admissible to them at the place.

3. Only such accompanying Government servants should be allowed the terms outlined above in respect of whom the Administrative Ministry concerned certified that for political, diplomatic security or other good and sufficient reason, it is necessary that his should be done.

4. These orders shall also apply to officers who may be deputed by the Ministry of External Affairs to accompany visiting State Guests, high dignitaries, etc., subject, however, to such supplementary instructions as that Ministry may issue from time to time regarding the accommodation arrangements at places of halt for the Government servants who accompany such dignitaries for liaison, security, etc., duties.

*[G.I., M.F., O.M. No. F. 5 (94)-Estt. IV/1/57, dated the 28<sup>th</sup> August, 1958.]*

**(4) Rail-cum road service – 1.** It has been decided that journeys by road on duty (including journeys on transfer) wherever rail-cum-road services exist and are controlled by the railway authorities should be performed on rail-cum-road tickets issued by the Railways and mileage allowance for the road portion of the journeys should be calculated as for journeys by rail. The cost of transportation of personal effects on transfer will, however, continue to be regulated under SR 116 (a) II (iii) for the road portion of the journey.

2. A question was raised whether the above decisions apply to the road journey between Pathankot and Srinagar performed on rail-cum-road tickets, though the road service is controlled by the Jammu and Kashmir State Government and not by the Railway authorities. It has been decided that the mileage allowance in the case of these journeys, as well as similar other road journeys on rail-cum-road tickets controlled by authorities other than the railway, should also be regulated in accordance with the above decision, so long as the tickets by the Railways are recognized by the other party and vice versa. (Details of rail-cum-road services and the fares charged are given either in the Time Tables and Guides of the individual Railways or in the relevant IRCA Coaching Tariff.)

3. In connection with the decisions contained in Paras 1 and 2 above, a doubt was expressed whether the traveling allowance in respect of the journeys performed by road between stations where rail-cum-road services exist (e.g., between Shillong-Pandu and Pathankot-Srinagar), would be admissible as for journeys by rail or under SR. 46, which prescribes the mileage allowance for journeys by road. It has been clarified, that the traveling allowance in respect of journeys performed by road between places not connected by rail on such routes should also be calculated as for journeys by rail as indicated in Para. 2 above. In other words, traveling allowance for the road portion of the journey by the Transport Service between Pathankot-Srinagar, Shillong-Pandu, etc., will be given at the same rates as admissible for a journey by rail, i.e., the fare of the appropriate class by the Transport Service.

4. In case a Government servant performs a journey by taxi, etc., between Pathankot and Srinagar, Pandu and Shillong, etc., and does not utilize the State Transport Service, he

would be entitled to road mileage as admissible under the rules, viz., at the rates prescribed in SR 46 limited to what he would have been entitled to had he traveled by the State Transport Service, as indicated in Para 3 above. This limit will, however, not apply where a Competent Authority certifies, on the analogy of GIO (1) below SR 31, that the journey by taxi, etc, was performed in the public interest.

5. It is further clarified, in consultation, with the Comptroller and Auditor – General that the provisions of Paras. 2 to 4 above are applicable on the routes where road services have been recognized by the Railway authorities for the issue for rail com road tickets, irrespective of whether –

- (i) the return tickets are issued or not, or
- (ii) the return tickets are issued for some portion of the year only, or
- (iii) single direct rail-cum-road ticket is not issued by the railway authorities, or
- (iv) journeys are performed by private bus service on such routes.
- (v) journeys are performed by private bus service on such routes.

*[G.I., M.F., O.M. No. F. 5 (19) –E IV/55, dated the 18<sup>th</sup> August, 1955; O.M. No. F. 5 (108) –E IV/56, dated the 22<sup>nd</sup> October, 1956; O.M. No. F. 5 (26)-E. IV/58, dated the 11<sup>th</sup> April, 1958 and O.M. No. F. 5 (26)-E IV/58, dated the 18<sup>th</sup> August, 1959.]*

### **AUDIT INSTRUCTION**

(a) A terminal tax which is included in the railway or steamer fare forms part of the railway or steamer fare and should be allowed as such on all traveling allowance claims.

(b) The toll-tax charged by the Municipalities at Nainital, Mussoorie and Almora, Cantonment Boards of Lansdowne and Ranikhet, and Notified Area Committee or Pauri limited to the amount actually paid in each case, should be allowed in addition to the traveling allowance ordinarily admissible under the rules to Government servants proceeding on duty to the stations mentioned above.

*[Para. 10, Sec. II of the Manual of Audit Instructions (Reprint)]*

#### **S.R. 37. Not printed.**

*Through booking*

**S.R. 38 when through booking involves the payment, for part of a journey, of rates for accommodation of a class higher than that to which the Government servant concerned is entitled, the Government servant may draw a single railway fare for the whole journey at the rate at which he is actually required to pay for the through booking, plus an allowance for incidental expenses at the rates prescribed in SR 36.**

*Special rates*

#### **S.R. 39. Not printed**

### **SUB-SECTION (III) – MILEAGE ALLOWANCE FOR JOURNEYS BY SEA OR BY RIVER STEAMER**

*Classes of accommodation to which Government servants are considered to be entitled.*

**S.R. 40 for the purpose of calculating mileage allowance, Government servants are considered to be entitled to class of accommodation according to the following scale :-**

*Not printed [See GIO (1) below]*

### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Entitlement of travel by sea.** – The general entitlements for journeys by sea or by river steamer under SR 40 is revised on the basis of the revised pay ranges as under with effect from 1-10-1997.

<b>Pay range</b>	<b>Entitlement of class by sea or river steamer</b>
Officers drawing pay of – Rs. 8,000 and above	Highest class.
Rs. 6,500 and above, but less than Rs. 8,000.	If there be two classes only on the steamer, the lower class.
Rs. 4,100 and above, but less than Rs. 6,500.	If there be two classes only on the steamer, the lower class;  If there be three classes, the middle or the second class; and  If there be four classes, the third class.
Less than Rs. 4,100.	The lowest class.

*[G.I., M.F., O.M. No. 102/98-IC & 19030/2/97-E IV, dated the 17<sup>th</sup> April, 1998 Annexure Para 2-C].*

**(2) For travel between mainland and A&N Islands by SCI ship.** – In modification of the earlier orders, the entitlements for travel between mainland and Andaman and Nicobar Islands and Lakshadweep group of Islands by ships operated by Shipping Corporation of India will be as follows from 1-10-1997.

<b>Pay range</b>	<b>Entitlement of class by sea or river steamer</b>
Officers drawing pay of – Rs. 8,000 and above	Deluxe Class
Rs. 6,500 and above, but less than Rs. 8,000.	First/ “A” Cabin Class
Rs. 4,100 and above, but less than Rs. 6,500.	Second/ “B” Cabin Class
Less than Rs. 4,100.	Bunk Class

*[G.I., M.F., O.M. F. No. 10/2/98/IC and 19030/2/97-E. IV dated the 17<sup>th</sup> April, 1998 – Annexure Para. 2-C.]*

(3) No reimbursement of expenses for booking of sea passages. – It has been decided that all expenditure in connection with the booking of sea passages should be borne by the Government officials concerned and should not be debited to Government.

*[G.I., M.F., O.M. No. D-5615-B.I/49, dated the 22<sup>nd</sup> August, 1949.]*

(4) Cancellation charges – (a) When an official journey by sea is cancelled either due to the orders of superior officers in public interest or on account of circumstances beyond the control of the Government servant concerned, reimbursement of the cancellation charges imposed by the shipping Corporation of India on the unused tickets will be reimbursed to the Government Employee in full, subject to the condition that the reasons for cancellation of the journey are given in writing by the Government employee concerned and the same are certified by the superior/countersigning authority.

(b) It is hereby clarified that the cancellation charges on unused sea tickets may be preferred by the claimant in TA Bill form and should be classified under the Head “Travel Expenses”.

*[G.I., M.F., O.M. No. 19043/I/97-E IV, dated the 29<sup>th</sup> August, 1997.]*

**S.R. 41. Except in the case of journeys on transfer (the rules about which are contained in Section XI), the mileage allowance admissible to a Government servant in respect of journeys by Sea or River Steamer, is a single fare of the class of accommodation actually used but not exceeding the fare of the class to which he is entitled, plus an allowance for incidental expenses calculated as follows. –**

*Note printed [See GIO (4) under SR 51.]*

*NOTE 1 – Not printed.*

*NOTE 2 – In case where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word “fare” should be held to mean the fare exclusive of diet.*

*Note 3 – In cases where a particular class has two or more rates, the term ‘entitled class’ should be held to mean lower or lowest rate of the entitled class.*

*Special concessions*

**S.R. 42. In cases of doubt or in which, owing to the arrangement of classes on a steamer, the provisions of Rule 40 if strictly construed involve hardship, a Competent Authority may decide, for journeys generally or for particular journeys, to what class of accommodation a Government servant is entitled; and whether, if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.**

**DG P&T'S ORDERS**

The Director General has sanctioned under SR 42, the grant to the 2<sup>nd</sup> grade postal officials of the concession to travel First Class in river steamers plying in Assam when no Second class accommodation is provided. These officials should be given only a single fare actually spent for traveling First class on board the steamer plying between places providing no Second class accommodation and incidentals ordinarily admissible under the rules.

*(D.G., P.&T., Memo. No. S.K. 249-24/47, A.I., dated the 6<sup>th</sup> May, 1948 and 17-36/64, PAP, dated the 13<sup>th</sup> October, 1964.]*

*Crossing a river or arm of the sea*

**S.R. 43.** The rules in this sub section apply to Government servants who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a railway journey and the charge for it is included in the railway fare. In the latter case, the crossing is treated as part of the railway journey.

*Traveling by Government Steamer*

**S.R. 44.** If suitable accommodation on a Government vessel is officered to a Government servant, he is entitled to traveling allowance under Rule 180 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

#### **SUB-SECTION (IV)- MILEAGE ALLOWANCE FOR JOURNEYS BY ROAD**

*Definition of traveling by road*

**S.R. 45.** For the purpose of these rules, traveling by road includes traveling by sea or river in a steam launch or any vessel other than a steamer by traveling by cancal.

*Ordinary mileage rates*

**S.R. 46.** For journeys by road, mileage allowance is admissible at the following rates for each kilometer traveled :-

*Not printed [See GIO (1) below.]*

**NOTE 1.** – When two or more Government servants travel in a conveyance belonging to one of them, the owner may draw traveling allowance as if he traveled alone and the other Government servant or servants may draw traveling allowance as admissible under Rule 182, even if he or they meet (s) some portion of the cost of propulsion of the conveyance.

**NOTE 2.** – Not printed

**(1) Rates of road mileage effective from 1-10-1997** – In supersession of SR 46 and the Government of India's Order thereunder, the pay ranges for travel by public bus/autorickshaw/scooter/motor cycle, full taxi/own car, is revised as indicated below:-

(i)	Rs. 16,400 and above	<p>Actual fare by any type of public bus, including air-conditioned bus;</p> <p>OR</p> <p>At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi;</p> <p>OR</p> <p>At prescribed rates for Ordinary Taxi when the journey is actually performed by Ordinary Taxi/Own Car;</p> <p>OR</p> <p>At prescribed rates for autorickshaw for journeys by autorickshaw, own scooter/motor cycle, moped, etc.</p>
(ii)	Rs. 8,000 and above, but less than Rs. 16,400;	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(iii)	Rs. 6,500 and above but less than Rs. 8,000.	Same as at (ii) above with the exception that journeys by air-conditioned bus will not be permissible.
(iv)	Rs. 4,100 and above, but less than Rs. 6,500.	Actual fare by any type public bus other than air-conditioned bus;
		OR
		At prescribed rates for autorickshaw for journeys by autorickshaw, own scooter/motor cycle/moped, etc.
(iv)	Below Rs. 4,100.	Actual fare by ordinary public bus only;
		OR
		At prescribed rates for autorickshaw, own scooter/motor cycle/moped, etc.

*[G.I. M.F., O.M. F. No. 10/2/98-IC and 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 Annexure Para 2-D and dated the 21<sup>st</sup> December, 1998.]*

In places where prescribed rates not available – Various circles are facing difficulties in settling T.A. claims of those official, who had undertaken journey by own Car/Taxi/Scooter/Autorickshaw on tour. According to Government of India orders below SR 46, these T.A. claims are settled on the basis of rates prescribed by Transport Authorities of concerned State. But, in particular State, where rates are not notified/prescribed by Transport Authorities, it becomes difficult to make payment at prescribed rates.

2. The matter has been examined in consultation with Ministry of Finance, Department of Expenditure and it has now been decided, that the rates of road mileage allowance may be fixed on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the rates of the neighboring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the orders issued on the subject from time to time.

(1) For Journeys performed in own Car/Taxi	Rs. 8 per km
(2) For journeys performed by Autorickshaw/Scooter	Rs. 4 per km.

*[G.I., Dept. of Posts, Lr. No. 16-15/91-PAP, dated the 5<sup>th</sup> March, 1993 read with M.F., O.M., F. No. 10/2/98-IC & F. No. 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998- Para 2-D.]*

Mileage allowance for journey on foot and bicycle. – It has been decided in supersession of earlier orders to further revise the rate of mileage allowance for journey on foot and bicycle, on tour and transfer, to 60 P. per km.

*[G.I., M.F., O.M. F. No. 10/2/98-IC and 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 – Annexure Para 2-D.]*

**NOTE 1** – If Officers not eligible for travel by full taxi-own car, or taking a single seat in a taxi, travel by taxi for whatever reason, they can be reimbursed the actual charges limited to the rates prescribed by the Directorate of Transport for autorickshaw.

*[G.I., M.F., O.M. No. 19030/5/86-E IV, dated the 10<sup>th</sup> April, 1987.]*

**NOTE 2** – Between places connected by public transport system, permission of superior authority will not be necessary to travel by full taxi/own car/scooter or motor cycle.

*[G.I., M.F., O.M. No. 19030/1/73-E IV, dated the 16<sup>th</sup> February, 1975.]*

**NOTE 3** – for journeys by own two wheelers anywhere in a State/Union Territory/City, whether autorickshaws can ply in those particular places or not, the rates of road mileage will be rates notified by the Directorate of Transport of that State/Union Territory/City, for autorickshaw.

*[G.I., M.F., U.O. No. 2734-E IV/86, dated the 3<sup>rd</sup> October, 1986, received under C.&A.G.'s Letter No. 770/771-Audit I/74-85 (127), dated the 6<sup>th</sup> November, 1986.]*

**NOTE 4** – It is not necessary that the car/scooter/motor cycle should be registered in the name of Government servant for claiming the road mileage.

*[G.I., M.F., O.M. No. 19030/I/73-E. IV (B), dated the 18<sup>th</sup> February, 1975.]*

**NOTE 5** – As per Note 4 above, the car or two wheeler need not be registered in the Government servant's name; in other words, it need not be his own. It, therefore, implies that where a car/two-wheeler is not a commercial vehicle for hire, it will be deemed to be own car/scooter, for the purpose of regulation of mileage allowance, irrespective of whether it belong to the Government servant or not. Therefore, where a Government servant travels by a friend's scooter as a pillion rider, mileage allowance may be regulated as for journey by own scooter. The amount admissible will be course half of the prescribed rate or the actual cost of propulsion, whichever is less, as in the case of journeys by sharing taxi/autorickshaw charges.

*[G.I., M.F., U.O. No. 632-E IV/86, dated the 4<sup>th</sup> March, 1986, received under C. & A.G.'s Letter No. 204/205-Audit I/74-85, dated the 31<sup>st</sup> March, 1986.]*

**NOTE 6** – Journeys by tonga/cycle rickshaw/man-driven rickshaw may be equated to travel by scooter/motor cycle/autorickshaw and road mileage allowed.

*[G.I., M.F., O.M. No. 19030/I/73-E IV (B), dated the 18<sup>th</sup> February, 1975; Letter No. 2886-E IV/85, dated the 12<sup>th</sup> September, 1985 and C.&A.G., No. 840/841-Audit I/74-85, dated the 28<sup>th</sup> November, 1986.]*

**NOTE 7** – When taxi/autorickshaw, etc., charges are shared by more than one Government servant or where a Government servant takes a single seat in a taxi/autorickshaw, etc., the mileage allowance admissible will be the actual share limited to half the rate for such mode of conveyance.

*[G.I., M.F., O.M. No. 19030/I/73-E. IV (B), dated the 18<sup>th</sup> February, 1975.]*

**NOTE 8** – Where a group of Government servants travel by a chartered bus sharing the hire charges, the entitlement will be as follows :-

- (i) **Between places connected by Rail** – Actual share of the hire charges limited to fare of the entitled class by rail.
- (ii) **Between places not connected by rail** – Actual share of the hire charges limited to the fare of the regular buses plying on the route.

*[G.I., M.F., O.M. No. 19030/I/73-E IV (B), dated the 6<sup>th</sup> August, 1976.]*

**NOTE 9** – The existing system of restricting road mileage to rail mileage between places connected by rail will continue to apply. A Government servant traveling by road between places connected by rail, may travel by any type of bays in any class and draw the fare actually paid limited to the rail fare of the entitled class. Full road mileage may, however, be admitted in those cases where travel by road is in public interest and sanction of the competent authority under SR. 31 is accorded.

*[G.I., M.F., O.M. No. 19030/I/73-E. IV (B), dated the 2<sup>nd</sup> July, 1975.]*

**NOTE 10.** – Road mileage allowance for regular tours will be admissible from duty point/residence at headquarters to railway station/airport/bus stand and vice versa depending upon the points between which the journey is performed.

*[G.I., M.F., O.M. No. 19030/2/81-E IV, dated the 3<sup>rd</sup> June, 1985.]*

Restricting road mileage for travel by own car/full taxi between places connected by rail to rail fare of entitled class. – Some doubts have been raised regarding restricting grant of T.A. for travel by road between places connected by rail. Three points have been sought to be cleared of ambiguity, viz., -

- (i) whether road mileage of an officer who is entitled to travel by AC 2 – tier should be restricted to First Class fare or the fare of AC 2 – tier;
- (ii) whether the same restriction can be applied to those drawing Rs. 1,400 and above p.m. but less than Rs. 2,800 in contemplation of the provision of OM, dated 13-1-1978 [Not printed. See Order (1) under SR 34];
- (iii) whether, in such cases, this restriction can be made to II AC fare even if there is no provision for that class on that route.

It has already been clarified in a number of cases that, all the five classes of accommodation in rail now being regular classes of entitlement, for travel between places connected by rail by a higher class of accommodation or a more expensive mode of travel than entitled, T.A. should be restricted to the “highest entitled class by rail”. Officers drawing Rs. 1,400 and above but less than Rs. 2,800 p.m. may, at their discretion, travel by AC 2 – tier, on tour/transfer, where none of the direct trains connecting the two stations by the shortest route has provision for First Class or AC Chair Car, in accordance with the provisions contained in OM, dated 13-1-1987. This is only a general relaxation. The Officers entitlement is still First Class or AC Chair Car. Therefore, in their cases the restriction should be to their entitled class, i.e., First Class.

As for the third point raised, attention is invited to C. & A.G.’s Letter Nos 277-A-302-54, dated 19-2-1955, as modified [not printed], wherein it had already been clarified that in case of officers who travel by car or other modes (by road) between places connected by rail, road mileage will be restricted to First Class fare if either First Class or air-conditioned class is available on the particular route. As already clarified, now that I ACC has become the “entitled class” of the officers of the highest grade, for journeys performed by a higher class of accommodation by rail than entitled or by any other mode of conveyance more expensive than the entitled class of rail accommodation, between places connected by rail, T.A. reimbursement will be restricted to the fare of the “highest entitled class of accommodation by rail, available on the particular route.”

*[G.I., M.F., U.O. Dy. No. 630-E II/89, dated the 18<sup>th</sup> May, 1989, in reply to C. & A.G., U.O. No. 273-Audit-I/106-86 KW, dated the 17<sup>th</sup> April, 1989.]*

**(2) Entitlement for journeys on tour from residence/office to airport/railway station/bus stand and back in Metropolitan cities of Delhi, Mumbai, Kolkata and Chennai** – It has been decided that whenever taxis are used for official journeys on tour from residence or office to airport/railway station/bus stand and back, the actual of taxi should be

reimbursed. However, it is clarified that if own car is used, mileage will be limited to one trip each only at the time of arrival and departure but at the rate approved for taxis prescribed by competent local authority.

For allowing reimbursement of actual taxi fare for such journeys, a certificate by the officer concerned should be deemed to be sufficient.

*[G.I., M.F., O.M. No. F. 3 (15) – E II (A)-(1), dated the 8<sup>th</sup> December, 1986, O.M. No. F. 3 (15) – E II (A)/86-(2) and O.M. No. F. 3 (15) – E. II (A)/86-(3), dated 3<sup>rd</sup> February, 1987.]*

Doubts have been raised while interpreting the term 'actual taxi fare' appearing in OM, dated 8-12-1986 and 3-2-1987 above. Reimbursement of actual fare was allowed to Government servants, who on account of ban on use of staff cars for journeys to/from Airport/Railway Station/Bus Station in connection with official tours, were required to use taxis for such journeys with the intention that they are not put to a loss or inconvenience on this account. In the light of the difficulties experienced by Controlling Officers/Audit Officer, etc., while processing claims of actual taxi fare, it has been decided that the quantum of reimbursement of actual taxi fares will be restricted to 25% extra of the approved fares (i.e., fares prescribed by the concerned Directorate of Transport) for the journeys.

*[G.I., M.F., O.M. No. F. 3 (15)-E. II (A)/86, dated the 1<sup>st</sup> September, 1987.]*

In the case of travel from Delhi Airport, a system of prepaid taxi charges managed by Delhi Police/Airport Authority has been introduced and the charges are determined by Government agencies location wise and not on the basis of actual distance traveled. As an exception to orders of even number, dated 8-12-1986, 3-2-1987 and 1-9-1987, it has been decided to allow reimbursement of the fares charged under the prepaid charges system managed by the Delhi Police/Airport Authority at Delhi.

*[G.I., M.F., O.M. No. F. 3 (15)-E II (A)/86, dated the 20<sup>th</sup> January, 1988.]*

It has been decided to allow reimbursement of fares charged under prepaid charges system managed by local Police/Airport Authority/State Transport Authority at other metropolitan cities also.

*[G.I., M.F. O.M. No. 3 (17)-E II (A)/96, dated the 24<sup>th</sup> January, 1997.]*

**(2-A) Restriction of road mileage on tour from duty point to Railway Station/Airport/Bus Stand, where the residence is outside the municipal limits.** – Reference is invited to Government India's Decision No. 2 below SR 46 under which taxi/scooter charges can be allowed to an officer for a journey from Residence/Headquarters to Railway Station/Airport/Bus Stand while on tour.

2. A doubt has arisen as to whether reimbursement of admissible taxi or scooter charges can be allowed to a person residing outside the headquarters of the employee, i.e. Meerut, Sonepat, Ghaziabad, Noida, etc. It is clarified that taxi charges can be allowed for a journey between the residence/duty point and Railway Station/Airport only, if the official is residing within the municipal limits of the headquarters. In case of official residing outside the municipal limits of headquarters, reimbursement of taxi/scooter charges has to be

restricted to the expenditure which would have been incurred had the journey been undertaken from the duty point to the nearest Railway Station/Airport.

*[G.I., M.F., O.M. No. 19030/I/E. IV/98, dated the 9<sup>th</sup> September, 1998.]*

**(2-B) Reimbursement of Taxi/Scooter charges to the officials while on tour –** Government of India, Ministry of Finance, Department of Expenditure's O.M., dated 9-9-1998, circulated under Headquarters Office Circular No. 419-Audit (rules)/24-98 (KW), dated 4-12-1998 on the subject cited above may kindly be referred to. In this connection, a doubt was raised by Accountant General (Audit-I), Tamil Nadu, Chennai – 600035 as to whether residences of staff working in Chennai situated within UA (Urban Agglomeration) shall be considered within duty point. The matter was referred to Government of India and ita was clarified by them as follows:-

“It may be mentioned here that cities/towns are classified based on population with municipal limits for the purpose of HRA. However, the rates of HRA based on such a classification are admissible to all the Central Government employees working in offices located within municipal limits as well as UA limits of the City. If the city is not UA, in that case HRA with reference to the classification is admissible to Government employees working in offices within municipal limits of that city. Further, for the purpose of CCA, the cities/towns are classified with reference to population within UA limits of a city and where the city is not a UA, the population within municipal limits of the city is taken into account.

In terms of SR – 51 (2), Daily Allowance is related to classification adopted for CCA. On that basis, the limits of Headquarters should related to UA limits in case of cities with UA and municipal limits where the city is not UA. The population of Urban Agglomeration, which is made up of a major city or town, together with the adjoining areas of urban growth is treated as one urban spread.”

The above clarification may be taken into consideration while admitting Taxi/Scooter charges to the officials while on tour.

*[C.& A.G. of India, Circular No. 189-Audit (Rules) 24-98 (KW)/56, dated the 9<sup>th</sup> August, 2000.]*

**(3) Concessions for journeys in Arunachal Pradesh and Nagaland beyond the Inner Line. –** It has been decided that Central Government servants traveling on duty in areas beyond the Inner Line in Arunachal Pradesh and Nagaland may be allowed to engage at Government expenses, porters and animal transport for their own movement and for carriage of their personal effects and camp equipment at the following scale in the areas where on other mode of transport is available “-

*(a) For baggage :*

Grade I Officers	6 Porters
Grade II Officers	3 Porters
Grade III Officers	2 Porters
Grade IV Officers	1 Porters only in respect of journey exceeding 14 days.

*(b) For personal use :*

*Officers of Grades I,*

*II and III .....*

*One pony, horse, mule or yak.*

(Officers of Grade IV may also be permitted use of animal transport in exceptional cases for their movement in difficult areas in the discretion of Political Officers/Deputy Commissioners or equivalent.)

2. The grant of the above concession of providing provisions of animal transport and porters at Government expenses is subject to the condition that in cases where this facility is availed of, no road mileage (either at ordinary or the enhanced rate) would be admissible to the Government servant concerned and the porters and animal transport will be treated as free transport for the purpose of SR 182.

3. The government servants availing this facility may draw traveling allowance under SR 182 as amended by Order (1) thereunder.

4. The above concession has been extended for three years from 1-10-1985 to 30-9-1988.

*(G.I., M.F., O.M. No. 5 (84)-E IV/59, dated the 17<sup>th</sup> August, 1960, as amended from time to time including O.M. No. 19043/1/80- E. IV, dated the 5<sup>th</sup> March, 1986.]*

**Authors Note** – The entitlements as per Orders (3), (4) and (5) basing on Grades have ceased to be effective from 1-11-1986. Fresh entitlements basing on pay ranges are to be issued by Government.

(4) Provision of free porters and animal transport for journeys in remote localities – Central Government servants traveling on duty in the following areas are sanctioned the facility to engage at Government expense, porters and animal transport on the scale indicated below for their own movement and for carriage of their personal effects and camp equipment, provided on other mode of transport is available.

***Punjab – Lahual and Spiti areas.***

***Himachal Pradesh*** – Chini Tehsil, Parganas of Sarhan, Atharabis and Pandarabis of Rampur Tehsil and Dodra Kawar of Rohru Tehsil in Mahasu District and Pangi sub-Tehsil of Chamba District.

***(a) For baggage***

Grade I Officers	6 Porters
Grade II Officers	3 Porters
Grade III Officers	2 Porters
Grade IV Officers	1 Porters only in respect of journey exceeding 14 days.

***(b) For personal use :***

Officers of Grades I,  
II and III .....

*One pony, horse, mule or yak.*

(Officers of Grade IV may also be permitted the use of animal transport in exceptional cases of their movement in difficult areas in the discretion of controlling officers.)

2. A certificate to the effect that the journey was performed in the interest of public service and that the charges do not exceed the rates for mules or horse fixed by the Deputy Commissioner concerned will, however, be recorded in the traveling allowance bills by the controlling officers.

3. The grant of the concession regarding provisions of animal transport and porters at Government expense is subject to the condition that in cases where this facility is availed of, no road mileage (whether at ordinary or enhanced rate) would be admissible to the Government servant concerned and the porters and animal transport will be treated as free transport for the purpose of SR. 182.

*[G.I., M.F., O.M. No. 5(5) -E IV (B)/65, dated the 26<sup>th</sup> July, 1965 and O.M. No. F. (34)-E IV (B)/64, dated the 6<sup>th</sup> October, 1965.]*

(5) Grant of actual bus/jeep fare for road journeys performed on tour in certain sections. – It has been brought to the notice of Government that on the following routes, rail or rail cum road services are not available and Government servants have to undertake official journeys by bus or jeep:-

- (a) Aijal Lungleh
- (b) Amguri Mokokchung
- (c) Mokokchung – Tuensang
- (d) Mokokchung Zunheboto
- (e) Lekhabali Along
- (f) Dibrugarh Oyramghat
- (g) Srinagar Leh
- (h) Jhalawar District
- (i) Kota Division
- (j) Chittorgarh Division
- (k) Silchar Aijal
- (l) Himachal Pradesh
- (m) Orrisa and Uttar Pradesh (For IV Grade only. Based on Pre-1986 gradation)

2. The bus or jeep fare on these routes exceed the road mileage admissible under the rules and to the extent touring Government servants are out of pocket. Therefore, in respect of journeys on tour on these routes, it has been decided to permit Government servants to draw the actual bus/jeep fare paid, not exceeding the fare for the class of entitlement of journeys by road. Jeep fare may be allowed only where bus service does not exist.

3. The entitlement of the various grades of Government servants shall be indicated below – (based on pre-1986 gradation)

<b>Grade of a Government servant</b>	<b>The entitlement of the class where bus/jeep provides</b>		
	<b>Four Classes</b>	<b>Two Classes</b>	<b>One Class</b>
I	First	First/Upper	One Class
II	Second	-do-	-do-
III	Third	-do-	-do-
IV	Fourth	Second/Lower	-do-

*[G.I., M.F., O.M. No. F. 2 (2) –E. IV (B)/70, dated the 26<sup>th</sup> June, 1970, 25<sup>th</sup> November, 1970; 18<sup>th</sup> May, 1971; 27<sup>th</sup> May, 1971 and 26<sup>th</sup> March, 1973.]*

**(6) Mileage allowance for temporary duty at headquarters station** – (a) Beyond 8 Km from residence : As a measure of economy, it has been decided that ‘local journeys’ (i.e. journeys beyond 8 km within the limits of the Urban Agglomeration/Municipality or contiguous Municipality, etc., in which the headquarters of the Government servant is located) should normally be performed in the same way as the Government servants performs the journey to his duty point, i.e. by bus, local trains or his own conveyance. Where travel by special means of conveyance like taxi, scooter, etc., is considered necessary, prior permission of a superior authority should be obtained and in such cases, if more than one Government servant are deputed for duty at the same point, they should, as far as possible, perform the journey together by sharing the hire charges of the taxi or scooter or other conveyance if necessary by assembling at the normal duty point. The bus/rail fare or mileage allowance for ‘local journeys’ should be regulated with reference to the actual distance traveled or the distance between the normal duty point and the temporary duty point, whichever is less.

(b) Within 8 Km from residence : For journeys performed by taxi/autorickshaw/own car/scooter between the residence and temporary duty point which is within a distance of eight kilometers from the residence, no mileage allowance shall be payable. However, in cases where journeys to a temporary duty point are performed by public conveyance, such as buses, local trains, trams and ferries, fares paid for such journeys shall be reimbursed.

References were received as to whether ‘whiteliner buses’ plying in Delhi/New Delhi could be covered under “public conveyances” under the definition of SR 2 (16) for the purpose of reimbursement in terms of Government of India order mentioned above. As “whiteliner buses” are playing regularly for the conveyance of passengers and are operating as regular transport service from point to point at regular intervals on fixed rates with the approval of the State Transport Authority, it has been decided that fare for travel by “whiteliner buses” is reimbursable, provided the ticket is produced.

*[C. & A.G.’s Cir. No. 164-Audit (Rules)/8-94, dated the 5<sup>th</sup> May, 1994.]*

**(c) Admissible for all days :-** Representations have been received that Government servants performing duty at the temporary duty points in cases where temporary duty is performed locally at his headquarters station, continue to incur additional expenditure towards transport/conveyance and, therefore, traveling allowance should continue to be paid for the entire period of temporary duty. The matter has been considered and it has been decided that mileage allowance will be paid for all the days spent on temporary duty. The grant of mileage allowance will, however, be regulated in accordance with 9a) and (b) above.

*(G.I., M.F., O.M. No. 19030/4/79-E. IV, dated the 22<sup>nd</sup> January, 1980, 25<sup>th</sup> February, 1983 and the 28<sup>th</sup> August, 1984.]*

*For admissibility of Daily Allowance, see GIO (2) under SR 71.*

**(7) No mileage allowance for local journeys at tour station** – For local journeys performed at the tour station, no road mileage will be admissible.

*[G.I., M.F., O.M. No. 190302/87-E. IV, dated the 3<sup>rd</sup> June, 1985.]*

**(7-A) Admissibility of road mileage for journeys performed at an intermediate station while proceeding on or returning from tours.** – Traveling Allowance Rules do not prohibit payment of road mileage allowance/bus fares, etc., for journeys performed between Railway Station and Bus Stand/Airport and vice versa at an intermediate station, while proceeding on or returning from official tour, etc. As such, there is no objection to the payment of bus fare/road mileage allowance by the shortest route at the intermediate station.

*[G.I., Min. of Finance (Dept. of Expenditure), Letter No. 19022/P/81-E. IV, dated the 3<sup>rd</sup> September, 1983 addressed to the Director of Accounts & Treasuries, Government of Pondicherry.]*

**(8) No mileage allowance admissible when staff car hire charges are paid by an officer specifically permitted to take his family with him on tour.** – An officer who is specifically permitted to take his family with him while traveling on tour by staff car or other Government vehicle outside the headquarters, is required to pay hire charges for the use of staff car at the rates laid down in Rules 21 and 22 of the Staff Car rules or at the rates prescribed by the Administrative Ministry for private use of other Government vehicles. It has been clarified that as the payment for the use of staff car is made by a Government servant for family members and not for himself, he is still regarded as having been provided with free conveyance, and hence mileage allowance for himself is not admissible.

*[G.I., M.F., O.M. No. 19030/I/73-E IV (B), dated the 6<sup>th</sup> August, 1976.]*

**(9) Reimbursement of sleeper charges for bus journeys.** – It has been decided that Government servants of all Grades will be entitled to the reimbursement of charges for a sleeper berth (for night journeys) in addition to the bus fare where such a facility is provided in the State Transport Buses subject to the condition that the total does not exceed the rail fare in cases where the places are connected by rail.

*[G.I., M.F., O.M. No. 19022/I/76-E. IV (B), dated the 22<sup>nd</sup> November, 1976.]*

**(10) Refund of cancellation charges on bus tickets** – It has been decided that in cases where a Government servant has booked his seat by bus for an official journey in advance but has to cancel the same later in exigencies of public service, the Ministries may allow reimbursement of the cancellation charges. Similarly, in respect of the officers and the staff employed in Attached and Subordinate Offices under the Ministry and the offices under the control of the Comptroller and Auditor General, this power may be exercised by the officers who may have been declared as Heads of Departments under SR. 2 (10), on the scales as levied by the respective State Transport Corporation.

*[G.I. M.F., O.M. No. F. 19028/4/76-E IV (B), dated the 4<sup>th</sup> October, 1976, dated the 7<sup>th</sup> March, 1984 and No. 19028/I/E-IV-2000, dated the 18<sup>th</sup> April, 2000.]*

See GI order below SR. 34, for preferment of claims and classification of the cancellation/reservation charges.

Special concessions

**S.R. 47. A Competent Authority may, for special reasons to be recorded, allow to a particular Government servant or class of Government servants mileage allowance at a higher rate than is prescribed in Rule 46.**

*Treatment of fractions of a mile.*

**S.R. 48** In calculating mileage allowance for journeys by road, fractions of a kilometer should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

#### **SUB-SECTION (V) – MILEAGE ALLOWANCE FOR JOURNEYS BY AIR**

**S.R. 48 –A.** For Purpose of the rules in this sub-section, travel by air means journeys performed only in the machines of public air transport companies regularly plying for hire. Journey by a private airlines, is however, permitted, in cases where the station to which a Government servant has to go on official duty is not connected at all by Indian Airlines/Vayudoot.

**S.R. 48-B** Travel by air is permissible on tour or on transfer.

*Not printed. See GIO (1) below.*

#### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Entitlement for air travel.** - With effect from 1-10-1997, travel by air will be permissible on tour or on transfer in the case of officers who are in receipt of pay of Rs. 16,400 and above at their discretion, provided that officers drawing pay between Rs. 12,300 and Rs. 16,400 may also travel by air at their discretion, if the distance involved in more than 500 Km and the journey cannot be performed overnight by a direct train service/direct slip coach service.

When train journey can take the officer from one station to another without loss of best part of a working day, the places are deemed to be accessible overnight by rail. Ordinarily, journeys which can be covered between 6 p.m. and 8 a.m. fall under this category. However, the Controlling Officer can decide such cases at his discretion.

*[G.I., M.F., O.M. No. 10/2/98-IC and 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 – Annexure – Para. 2-A.]*

**(2) Entitlement to air travel outside India to sportsmen** – The Central Government employees who are selected for participating in sporting events of international importance held outside India, may be entitled to travel by Economy Class by air.

Managers/coaches/Masseurs/Doctors as may be approved or required, by the Federations under Rules to administer/coach/manage, the teams' participation in sports events of National/International importance may be treated as an integral part of the teams and these officials may also be allowed the same facilities as are available to sportspersons for such participation.

*[G.I., Dept. of Per & Trg., O.M. No. 6/1/85-Estt. (Pay-1), dated the 16<sup>th</sup> July, 1985; O.M. No. 6/2/85-Estt. (Pay-1), dated the 29<sup>th</sup> November, 1985 and 6/1/85-Estt. (Pay-1), dated the 7<sup>th</sup> November, 1988.]*

**(3) General permission to non-entitled officers to travel by air on certain sectors no longer operative.** – Clarifications have been sought as to whether special orders issued by Ministry of Finance under SR 48 – B authorizing certain categories of non-entitled officers to travel by air on specified sectors on tour/transfer are still in force. It is clarified that with the imposition of ban on air travel of non-entitled officers, all the general orders issued prior to 7<sup>th</sup> September, 1979, authorizing non-entitled officers to travel by air have ceased to be operative.

[G.I., M.F., O.M. No. 19024/4/85-E. IV, dated the 21<sup>st</sup> August, 1985.]

**(4) Air travel by non-entitled officers** – (a) Full powers are delegated to the Secretaries of the Administrative Ministries to authorize air travel for non-entitled officers, provided the expenditure is kept within the allocation under the Head “Traveling Expenses”

[G.I., M.F. O.M. No. 10(4)-E (Co-ord.)/85, dated the 8<sup>th</sup> June, 1988.]

(b) *As personal staff accompanying Minister.* Reference is invited to O.M. No. F. 7 (18)-E. (Cor-ord.)/79, dated the 22<sup>nd</sup> November, 1979, which provides that one member of the personal staff of Minister may be permitted to travel with the Minister on official tours by air even if the officer belongs to non-entitled category. The matter has been examined further and it has been decided that provisions of the said OM would apply irrespective of whether the Minister’s tour is official or private. In other words, on member of the personal staff of Minister may be permitted to travel with him on tour (whether official or private) by air even if the officer’s salary falls below the prescribed limit for the purpose of entitlement for travel by air.

[G.I., M.F., O.M. No. F. 19024/11/82-E. IV, dated he 16<sup>th</sup> September, 1982.]

(c) 1. *Accompanying VIPs/Foreign delegations and included in Central Teams:* It has been decided that in so far as non-entitled officers accompanying the VIPs/Foreign delegations as a protocol requirement are concerned, the Financial Advisers may clear cases of air travel by one non-entitled officer, provided that he is the only officer accompanying the Foreign/VIP delegation. Where more than one person is required to accompany the VIPs/Foreign delegations or if a non-entitled officer is required to accompany in addition to an entitled officer, approval of Finance Ministry should be obtained.

2. As for the non-entitled officers included in the Central Teams for assessment of assistance for natural calamities like flood, drought, cyclone, etc, required for States, the Financial Advisers of respective Ministries/Departments may permit such officers to travel by air in cases involving urgency.

[G.I., M.F., O.M. No. F. 19024/2/83-E. IV, dated the 24<sup>th</sup> June, 1983.]

(d) *Inter-Island journeys by helicopter by non-entitled officers* – Consequent upon introduction of helicopter service for inter-island journey in Andaman and Nicobar Islands and Lakshadweep Islands, it has since been decided that henceforth all the Central Government officers who are drawing pay of Rs. 2,800 p.m. and above (in the pre-revised scale0 in the revised scales of pay, may avail helicopter service in these Union Territories for Inter-Island journeys on duty/transfer involving public interest.

[G.I., M.F., O.M. No. 19024/3/88-E. IV, dated the 7<sup>th</sup> March, 1988.]

*(e) Kolkata and places in North-Eastern region* – In respect of journeys between Kolkata and places in North-Eastern Region, the Powers for permitting air travel in the case of non-entitled officers would be exercised by the respective Secretaries of Ministries/Departments.

*[G.I., M.F., O.M. No. F. 7 (8) –E. (Co-ord.)/81, dated the 3<sup>rd</sup> February, 1981.]*

*(f) Srinagar and Leh – Non-entitled officers may be permitted to travel by air during winter months when Srinagar-Leh journeys may be allowed in cases involving urgent public interest.*

*[G.I., M.F., O.M. No. F. 19024/7/81-E IV, dated the 28<sup>th</sup> July, 1981.]*

**(g) Chennai/Kokkata and A&N Islands** – Officers drawing pay of Rs. 8,550 p.m. and above are entitled to travel, at their discretion, between Chennai/Kolkata and Andaman and Nocobar Islands by air on duty/transfer involving public interest.

*[G.I., M.F., O.M. No. 19024/1/2002-E. IV, dated the 5<sup>th</sup> March, 2002.]*

**(h) Lakshadweep and Kochi/Kozhikode.** – It has been decided that henceforth all the Central Government Officers whose basic pay is Rs. 8,550 p.m. and above may travel by air between Lakshadweep and Kochi/Kozhikode while on duty/transfer involving public interest.

*[G.I., M.F., O.M. No. 19024/1/2002-E. IV, dated the 5<sup>th</sup> April, 2002.]*

**(i) Port Blair and Bhubaneswar** – It has been decided that for performance of journey on tour/transfer in public interest between Port Blair and other places in India, Government servants drawing a pay of Rs. 8,550 and above may travel by air between Bhubaneswar and Port Blair if journey via Bhubaneswar is treated as the shortest route to reach the destination.

**(5) Gradation for air travel within India** – (a) In First and Economy (Tourist) Class : It has been decided that Central Government servants and non-officials, who are authorized to travel by air within India at Government expenses, shall be entitled to travel by Economy (Tourist) Class, where two classes of accommodation, i.e., first and Economy (Tourist) Class accommodation, are available on the airlines for journeys within India. However, Ministers of the Central Government, Members of Parliament and officers of and above the rank of Secretary to the Government when traveling on duty within India, may at their discretion travel by First Class.

*[G.I., M.F., O.M. No. F. 4 (2)-E. IV (B)/68, dated the 14<sup>th</sup> February, 1968.]*

**Officers of the level of secretary to Government of India not to travel by First Class.** – Keeping in view the efforts of the Government to economize public expenditure, it has been decided that officers of the level of Secretary to the Government of India shall not be entitled to travel by First Class by air.

*[G.I., M.F. O.M. No. F. 19036/3/90-E. IV, dated the 22<sup>nd</sup> July, 1991 and 26<sup>th</sup> August, 1991.]*

**(b) In executive and Standard class** :- The Indian Airlines are introducing on their Airbus services within India a mixed class configuration of Executive Class and standard Class with effect from 1<sup>st</sup> July, 1982. The question as to the grades of Central Government servants who would be entitled to these two classes of accommodation has been under consideration. It has been decided that Central Government servants and non-officials, who are authorized to travel by air within India at Government expense, shall be entitled to travel by Standard Class only, where two classes of accommodation i.e., Standard Class and Executive Class, are available on the airlines. However, Ministers of the Central Government, Members of Parliament and Officers of and above the rank of Additional Secretary to the Government of India may, at their discretion, travel by Executive Class within the country on tour/transfer.

*[G.I., M.F., O.M. No. 19024/10/82-E. IV, dated the 6<sup>th</sup> August, 1982, as modified by O.M. No. 19030/5/86-E. IV, dated the 19<sup>th</sup> March, 1987.]*

**(6) Restrictions on travel by foreign airlines.** – Instructions have been issued from time to time in regard to Government deputations abroad as well as in cases where expenditure regarding passages are met by Government funds, that the persons concerned must book their travel by Air India and travel by Air India and in inescapable circumstances they should travel by an airline which is in pool partnership with Air India. It has also been stressed that travel by foreign airlines should be discouraged.

2. Notwithstanding the above specific instructions, of late, requests for permission to travel by foreign airlines have considerably increased. The reasons quoted in support of such requests are generally that, the officer concerned cannot leave till the last day of his scheduled travel as he has a meeting to attend or he has to visit a place at a particular day and time or that he has to come back by a foreign airline so as to attend an important meeting, etc. etc. Also requests are received at the eleventh hour making it impossible for this Ministry and Air India to examine whether any alternative routing could be suggested and thus forcing out hands. While certain amount of inconvenience to officers may be caused due to Air India not having a service on a particular day of the week or because the timing of the flight is unsuitable, it should be appreciated that in the larger interest of conserving foreign exchange, travel by Air India becomes absolutely necessary. If Air India does not have a flight to a particular place on the desired day of travel, it would still be cheaper for the officers concerned to travel on a day or two earlier or return a day or two later as this would only mean a small amount of extra foreign exchange in the shape of daily allowances, etc., as against the much larger amount involved in the air fare paid to the foreign carriers which qualifies for repatriation in foreign exchange. Additionally, it would also increase the revenues of Air India. This aspect should be kept in view while formulating proposals for deputation abroad and the itinerary should be drawn up in such a way that the necessity to travel by foreign airlines does not arise at all.

3. It may be ensured that requests for travel by foreign airlines are reduced to the barest minimum if not altogether stopped. In exceptional circumstances where travel by foreign airline becomes absolutely necessary, requests for relaxation should be sent well in time to the Ministry of Tourism and Civil Aviation duly endorsed by an officer not below the rank of a Joint Secretary of the Ministry concerned.

*[D.O. No. AV. 13025/6/74-A, dated the 23<sup>rd</sup> July, 1976, from the Minister of Tourism and Civil Aviation of Minister of Finance.]*

**(7) Official journey abroad only by Air India to the maximum extent.** – Reference this Ministry's OM of even number, dated 7-10-1985 and 7-7-1988, on the above subject. According to the instructions contained therein, official journey abroad must take place on Air India to the maximum extent. Subsequently, the Civil Aviation Secretary vide his D.O. letter of even number, dated 22-8-1990, addressed to all his counterparts, also reiterated the aforesaid instructions.

2. It has, however, come to the notice of this Ministry that despite the aforesaid instructions, some Government departments are still patronizing foreign airlines.

3. Air India, on its part, has not only taken suitable measures to improve its services but has also introduced the facility of upgrading officials of the rank of Deputy Secretary and above from Economy Class to the Executive Class, on space available basis. This Ministry, therefore, see no reason for Government officials to travel on foreign airlines.

4. It is therefore once again reiterated that Ministry/Departments of Finance, etc., may issue suitable instructions to their Departments/PSUs for strict compliance of the Government's instructions in the matter.

*[G.I., Min. of Civil Aviation, O.M. No. AV-13025/3/85-A, dated the 17<sup>th</sup> January, 1991.]*

**(8) Air-lifting of body if death occurs while on tour.** – In case of death of a public servant, while on tour in India or abroad, the body may be brought by air on a commercial flight to the headquarters or to the home town, according to the wishes of the family. In such cases, the expenditure will be met by Government.

*[G.I., M.H.A., O.M. No. 17/18/73-Pub. I, dated the 14<sup>th</sup> June, 1973, circulated under D.G., P. & T.'s Letter No. B-26013/2/73-WL, dated the 27<sup>th</sup> December, 1973.]*

**(9) Head of S & T Ministry/Department/Agency can sanction air-travel.** – Head of S & T Ministries/Departments/Agencies shall have full powers to authorize expenditure pertaining to their Departments for the purpose of travel, transport, etc., subject to the budgetary ceiling previously approved under various sub-heads and shall further be subject to the condition that all orders on reappropriation issued by the Ministry of Finance from time to time are strictly observe (Please see Section II, Appendix-6 of Swamy's Compilation of FR & SR – Part – I).

*[G.I., M.F., O.M. No. 19036/8/83-E IV, dated the 6<sup>th</sup> July, 1987.]*

**(10) Free Companion Ticket can be utilized by Government servants and members of their families.** – Reference is invited to O.M. No. 11013/13/93-Estt. (A), dated 9-12-1993 and dated 22-4-1994 (not printed) on the subject mentioned above and to say that in the light of the representations received from various quarters, and the fact that such a scheme is part of normal sales promotion and is not confined to Government servants alone, the Government have reviewed these instructions with immediate effect. Accordingly, the government servants may be permitted to accept the Free Companion Tickets or variations

thereof, provided that such benefits are restricted to travel by the National Carriers (India Airlines and Air India).

*[G.I., Dept. of Per & Trg., O.M. No. 11013/2/97-Estt. (A), dated the 5<sup>th</sup> March, 1997.]*

**“Flying Returns” Schemes** – References have been received seeking clarification whether Government servants may be permitted to accept the Free Tickets earned under the ‘Flying Returns’ Schemes of Air India/Indian Airlines. It is clarified that since the O.M., dated 5-3-1997 permits acceptance of Free Companion Tickets or variations thereof, there would be no objection to Government servants accepting the free tickets earned by them under Flying Returns Schemes of Air India/Indian Airlines.

*[G.I., Dept. of Per. & Trg., O.M. No. 11013/2/97-Estt. (A), dated the 19<sup>th</sup> August, 1997.]*

**Other Airlines also** – There would be no objection to Government servants availing of the benefit of such “Frequent Flier Programme” or the “Flying Return Programmes” of other Airlines also. In so far as the “Free Companion Scheme” is concerned, the availing of this facility should remain confined to National Carriers only.

*[G.I., Dept. of Per. & Trg., O.M. No. 11013/2/97-Estt. (A), dated the 15<sup>th</sup> September, 1998.]*

**(11) Election Observers can travel by Air** – The officers deputed as Election Observers by the election Commission of India shall be entitled to travel by air irrespective their basic pay or designation, in view of the urgency involved in the matter. Such election Observers may also travel by private airlines, at their discretion, and wherever it is necessary to do so for valid reason, for performing their duties as Observers under the provisions of Section 158-A of the Representation of People’s Act, 1951.

*[G.I., M.F., O.M. No. F. 19036/1/98-E. IV, dated the 7<sup>th</sup> January, 1951.]*

**(12) Booking of passages for air travel on Government account** – Under the existing instructions issued by the Ministry of Civil Aviation, in all cases of deputation abroad where the cost of air passage is borne by me Government of India, the persons concerned should travel by the National carriers, i.e., Air India/Indian Airlines and the booking of all such passages for air travel abroad on Government account should be made with Air India/Indian Airlines directly or through the public sector travel agents, viz., M/s. Ashok Travel and Tours and Balmer & Lawrie.

2. Representations have been received regarding the inconvenience caused to officials traveling abroad due to the above restrictions. The existing instructions have, accordingly been reviewed and the following decisions have been taken :-

- (a) Wherever the destination is directly connected by Air India/Indian Airlines on the day the official had to commence the onward journey, the official concerned should necessarily travel by Air India/Indian Airlines in terms of the existing instructions. Air India and its booking offices will ensure convenient connections for the Government officials booked by these Airlines.

The booking of tickets in such cases should also be through the concerned National Carrier directly.

- (b) If on a particular day when the onward journey is to commence, the final destination is not served by Air India/Indian Airlines, the officials may travel by other Airlines, with the approval of their controlling officers.
- (c) In sectors where Air India/Indian Airlines do not operate or there is no direct flight to the final destination, the officials could travel by other Airlines, at their discretion. This will be subject to the officials traveling on the National Carriers to the nearest station/point, if it is conveniently connected by other carriers on the day of journey in respect of travel to the final destination. In such cases, they could book their tickets through M/s. Ashok Travel & Tours and Balmer & Lawrie.
- (d) Where tickets are booked directly with Air India, 12% discount on Air India flown revenue will be available if the payment is made within 30 days from the date of the receipt of the bill. This incentive will, however, not be available in respect of travel on foreign postings abroad where Air India is currently providing 100 Kgs. Extra baggage and few other additional benefits.
- (e) On long haul Air India/Indian Airlines flights abroad, a complimentary layover for 24 hours will be available to all Government employees. In addition, Air India/Indian Airlines will also provide automatic up gradation to First Class to officers of the level of Joint Secretary and above on seat availability basis and to Under Secretaries and above and including Director level officers to Business Class on seat availability basis.

3. This OM issues in consultation with the Ministry of Civil Aviation vide their U.O. No. AV 13025/1/96-A, dated 17-11-1997.

*[G.I., M.F., O.M. No. 19036/8/95-E. IV, dated the 4<sup>th</sup> December, 1997 as amended by O.M. No. 19036/8/95-96-99/E. IV, dated the 20<sup>th</sup> August, 1999.]*

**(13) Road mileage at intermediate stations.** – Please see GIO (7-A) under Sr 46.

**S.R. 48 – C. (i) A Government servant of the first grade authorized to travel by air on tour is entitled to mileage allowance equal to one standard air fare for the journey.**

**(ii) A Government servant of a grade lower than the first authorized to travel, by air on tour is entitled to one standard air fare for the journey.**

**Provided that is at either end of the journey by air, a Government servant has to perform a connected journey by rail, road, or steamer, he may draw the mileage allowance admissible for such journeys.**

Note 1 – Standard air fare means actual single journey air fare payable for the service by which the journey is performed.

Note 2 – Not printed.

## GOVERNMENT OF INDIA'S ORDERS

**(1) Reimbursement of inland air travel and foreign travel taxes levied on air tickets** – It has been decided that inland air travel tax and foreign travel tax levied, on air tickets purchased for domestic flights and international flights respectively may be reimbursed in cases where Government servants travel on official business and in public interest and where the expenditure on air fare itself is borne by the Government.

2. The reimbursement of tax will be classified under the same Head of Account to which the related traveling expenses of the Government servants concerned are debitible.

*[G.I., M.F., O.M. No. F. 4 (13)-E. IV (B)/71, dated the 28<sup>th</sup> February, 1972.]*

**(2) Reimbursement of foreign travel tax to officers on foreign tours other than deputation on training** – Under Foreign Exchange conservation (Travel) Tax rules, 1987, it has been provided that an authorized dealer or a money changer, shall collect from a traveler, in respect of all foreign exchange released by him, a tax at the rate of fifteen percent of the rupee equivalent of the amount of foreign exchange released. Clarifications have been sought from this Ministry, whether the reimbursement of the aforesaid foreign travel tax is admissible in case of Government Officials deputed abroad on official duty. It is hereby clarified that tax @ 15% of the rupee equivalent of the amount of foreign exchange released as per the entitlements of the officers in terms of this Ministry's OM, dated 7-11-1984, as amended from time to time, payable by travelers as per Government officials deputed abroad on official tour. However, the tax payable by the officer on the amount of foreign exchange released for personal incidentals, for which he has to made his own arrangements, will not reimbursed by the Government of India.

*[G.I., M.F., O.M. No. F 1906/10/87-E. IV, dated the 7<sup>th</sup> January, 1988.]*

**(3) Reimbursement of “Passenger Service Fee”** – The Passenger Service Free, through not a tax is a compulsory levy. The matter has been examined ant it has been decided that the Passenger Service Fee, wherever levied may be reimbursed in respect of a Government servant and members of his family while, on transfer ex-India and, in respect of himself, if he travels abroad on tour/deputation and where the air passage is to be borne by the Government. The ‘fee’ would, however, not be reimbursable in cases where officers go abroad on study leave or other kinds of leave.

2. The reimbursement of the Passenger Service Fee should be classified under the same Head of Account under which the related traveling expenses of the Government servant concerned are ordinarily debitible.

*[G.I., M.F., O.M. No. F. 14 (12)-E IV (B)/69, dated the 17<sup>th</sup> August, 1969.]*

**(4) Refund of cancellation charges on unused air tickets** – In super session of the orders issued earlier, it has been decided that the claims relating to refund of cancellation charges on unused air tickets will be regulated in the manner indicated below –

## JOURNEYS ON TOUR

Staff employed in Secretariat Offices – The claims made by Government servants for refund of cancellation charges paid by them in respect of air tickets purchased by them in connection with journeys on tour, whether the cancellation of the journey is solely for official reasons or on account of circumstances beyond the control of the Government servant concerned, will be scrutinized by a Deputy Secretary in a Ministry and allowed by issue of the certificate. The claim of a Deputy Secretary may be scrutinized by a Joint secretary in a Ministry and that of a Joint Secretary by the Secretary in the Ministry. In case of a Secretary and Additional Secretary, the refund may be claimed by the officers themselves by recording a certificate to the effect that the cancellation of the journey was due to official reasons/unavoidable circumstances. In cases, where the amount of cancellation charges does not exceed 25% of the cost of the air ticket, the Joint Secretary in a Ministry may also himself claim refund by appending the above certificate.

The powers of the Secretary under these orders will be exercised by the Comptroller and Auditor General of India in respect of the staff of the Indian Audit and Accounts Department.

Staff employed in Attached and Subordinate Offices – In respect of the staff employed in Attached and Subordinate Offices under a Ministry and in the offices under the administrative control of the Comptroller and Auditor General of India, officers who may have been declared as Heads of Departments under SR 2 (10) may allow reimbursement to staff working under their administrative control subject to the fulfillment of other conditions laid down in this Office Memorandum. In respect of their own claims for reimbursement of cancellation charges, the Head of Departments may claim refund on the basis of a certificate that the cancellation of the journey was due to official reason/unavoidable circumstances.

**Obtaining of statements about the reimbursements allowed** – The Ministries will obtain annually, from the Heads of Departments, statements of reimbursements allowed by them. These returns will be reviewed by an officer not below the rank of a Deputy Secretary in a Ministry.

## **JOURNEYS OF TRANSFER**

The refund of cancellation charges paid by Government servants on unused air tickets purchased by them in connection with air journeys on transfer will be permissible in those cases only in which the Government servants was either entitled, under SR 48 –B to perform the journey by air at his discretion or was specially authorized by the Competent Authority to travel by air at Government expense in public interest. Such refunds may be allowed in respect of unused air tickets purchased by the Government servant himself and for those members of his family who are entitled or specially authorized by the Competent Authority to perform the journey on transfer with him by air at Government expense. The grant of refunds for journeys on transfer will be subject to the same conditions and may be allowed by the same authorities as have been specified in the foregoing paragraphs for journeys on tour.

*[G.I., M.F., O.M. No. F. 19028/5/76-E. IV (B) (I), dated the 21<sup>st</sup> January, 1977.]*

It is hereby clarified that the cancellation/reservation charges on unused air tickets may be preferred by the claimants in T.A. bill form and should be classified under the Head ‘Travel Expenses’.

*[G.I., M.F., O.M. No. F. 19028/1/78-E. IV (B), dated the 18<sup>th</sup> February, 1981.]*

**S.R. 48-D.** A Government servant who is not authorized to travel by air but who performs a journey by air on tour can draw only the mileage allowance to which he would have been entitled, if he had traveled by rail, road or steamer or the mileage allowance as calculated under SR 48-C, whichever is less.

**S.R. 48-E.** If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance by the forward and the return journeys when such return tickets are available, will, however, be the actual cost of the return ticket plus an allowance for incidental expenses calculated under SR 48-C as for a single journey each way.

#### **GOVERNMENT OF INDIA'S ORDER**

**Expenses for booking air passages** – All expenditure incurred in connection with the booking of air passages should be borne by the Government official concerned and should not be charge to Government. This decision will not, however, apply to those officers who are allowed to draw only actual expenses in connection with air travel.

#### **SECTION VI – DAILY ALLOWANCE**

**S.R. 49.** A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

*General rule as to drawing of daily allowance*

**S.R. 50.** Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government servant whose duties require that he should travel, and may not be drawn except while on tour.

*Rates of daily allowance*

**S.R. 51. Daily allowance is admissible on the following scales :-**

*Not printed. For current rates, see GIO (I) below.*

#### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Rates of Daily Allowance** – The rates of daily allowance (SR 51) are revised as follows with effect from the 1<sup>st</sup> October, 1997:-

(A) When the Government servant stays in Government/Public Sector Guest House or makes his own arrangements.

Pay range	Localities other than those mentioned in	'B-1' Class cities and expensive localities listed	'A' Class cities and specially expensive	'A-1' Class cities
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	<b>Columns (3), (4) and (5)</b>	<b>below</b>	<b>localities listed below</b>	
Rs. 16,400 and above	Rs. 135	Rs. 170	Rs. 210	Rs. 260
Rs. 8,000 and above	Rs. 120	Rs. 150	Rs. 185	Rs. 230
Rs. 6,500 and above, but less than Rs. 8,000	Rs. 105	Rs. 130	Rs. 160	Rs. 200
Rs. 4,100 and above, but less than Rs. 6,500	Rs. 90	Rs. 110	Rs. 135	Rs. 170
Below Rs. 4,100	Rs. 55	Rs. 70	Rs. 85	Rs. 105

**(B) When the Government servant stays in a hotel or other establishment providing boarding and/or lodging at Scheduled Tariffs**

<b>Pay range</b>	<b>Localities other than those mentioned in Columns (3), (4) and (5)</b>	<b>'B-1' Class cities and expensive localities listed below</b>	<b>'A' Class cities and specially expensive localities listed below</b>	<b>'A-1' Class cities</b>
Rs. 16,400 and above	Rs. 335	Rs. 425	Rs. 525	Rs. 650
Rs. 8,000 and above, but less than Rs. 16,400.	Rs. 225	Rs. 330	Rs. 405	Rs. 505
Rs. 6,500 and above, but less than Rs. 8,000	Rs. 200	Rs. 250	Rs. 305	Rs. 380
Rs. 4,100 and above, but less than Rs. 6,500	Rs. 130	Rs. 160	Rs. 195	Rs. 245
Below Rs. 4,100	Rs. 65	Rs. 85	Rs. 100	Rs. 125

The intention is to allow hotel rates of D.A. if a Government servant stays in any establishment registered/licensed as a hotel.

*[G.I., M.F., O.M. No. 10/2/98-IC & 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998.]*

NOTE 1- Stay in hotels/any establishments that are not registered/licensed by proper authority shall be treated as “making one’s own arrangements” – The term “Scheduled Tariff” and the admissibility of D.A. at Hotel rates, etc., have been clarified way back in 1975. This clarification has not been superseded by any orders issued thereafter. Thus, to allow “hotel rates” or daily allowance as for stay in a hotel, the Government servant must have stayed in an establishment registered/licensed as a hotel, by proper authority.

To run business on the lines of a Hotel or Guest House, etc., the establishment has to be registered or licensed by proper authority. Therefore, hotels or any establishment that are not registered/licensed as such by the proper authority will not be treated as Guest House or

Hotel for the purpose of SR and stay in such establishments will be treated as “making one’s own arrangement” for calculating daily allowance.

*[G.I., M.F., U.O. No. 548-E. IV/88, dated Nil, received under C. & A.G., Letter No. 476-Audit I/I/6-86 Pt. II, dated the 26<sup>th</sup> May, 1988.]*

**NOTE 2 – Reimbursement of Luxury Tax** – It has been decided that where Luxury Tax is imposed by the Central or State Governments for stay in hotels, Guest or rest-houses, lodges and inns, etc., that are commercially run, and the same are shown separately as such in the rental bills submitted by the Government servant, the same may be treated as part of lodging charges and reimbursed within the overall prescribed limit of daily allowance.

*[G.I., M.F., U.O. No. 476-E IV/90, dated the 30<sup>th</sup> March, 1990, to Office of the Chief Controller of Accounts, Ministry of I & B.]*

### **“A-1” Class Cities**

1.      Brihan Mumbai UA	3.      Delhi UA
2      Chennai UA	4.      Kolkata UA

### **“A” Class City Rates**

#### *Cities :*

Ahmedabad UA	Hyderabad UA	Pune UA
Bangalore UA	Kanpur UA	

#### *Specially Expensive Localities :*

Darjeeling District (except Siliguri Sub-Division);  
Darjeeling Town;  
NEFA areas beyond Inner Line;  
Naga Hills Tuensange area beyond the Inner Line.

#### *The following expensive/remote localities of Himachal Pradesh :-*

1.      Lahaul and Spiti District.
2.      Kinnaur District;
3.      Bharmour sub-division and Pangi sub-division of Chamba District;
4.      Pargana of Pandrahbis; Outer Seraj and Malana Panchayat areas of Kullu District.
5.      Chhuhar Velly of Jogindernagar Tehsil of Mandi District;
6.      Mangal Panchayat area of Solan District;
7.      dodrakewar area of Rohru Tehsil; Parganas of Chee-bis, Naubis, Barabis, Pandrahbis and Atharabbis; Sarahan and Gram Panchayats of Munish, Darkali and Kashapet of Rampur Tehsil of Shimla District; and
8.      Chhota Bhangal and Bara Bhangal areas of Palampur sub-division of Kangra District.

#### **The following hill areas in Manipur which do fall on the National Highway:-**

*Ukhrul, Churachandpur, Tamenlong, Jiribam, Mao Maram and Tengnampal.*

*Saikul sub-division (Senapath District) Manipur – OM, NO. 19032/1/99-E. IV, datd 24-11-1999.*

**“B-1” Class City Rates**

Bhiopal UA	Lucknow	Port Blair
Coimbatore UA	Ludhiana	Surat UA
Goa	Madurai UA	Vadodara UA
Indore UA	Nagpur	Varanasi UA
Jaipur	Patna UA	Vishakapatnam UA
Kochi UA		

**Expensive Localities**

Shimla

The entire territory of the Laccadive, Minicoy and Amindivi Islands;

The whole of Jammu and Kashmir;

Andaman and Nicobar Islands;

The following areas of Himachal Pradesh:-

1. Janjehli Block of Chachoit Tehsil of Mandi District;
2. Chopal Tehsil of Shimla District.
3. Trans Giri Tract of Sirmur District..
4. Churah Tehsil, Salooni Tehsil, Kunr Panchayat and Belej Pargana of Chamba Tehsil of Chamba District.
5. Manali – Ujhi area, Parvati and Lagg Valley and Banjar Block of Kullu District;

*[Annexure to G.I., M.F., O.M. No. 19030/1/73-E.IV (B), dated the 29<sup>th</sup> June, 1974; O.M. of even number, dated the 17<sup>th</sup> January, 1975; No. 19043/2/79-E. IV, dated the 30<sup>th</sup> August, 1979; the 16<sup>th</sup> February, 1981, O.M. No. 19043/3/89-E. IV, dated the 11<sup>th</sup> September, 1989 and O.M. No. 2 (3)/E. II (B)/04, dated the 1<sup>st</sup> March, 2004.]*

**(2) Daily Allowance is related to the classification of the cities/towns on population basis for the purpose of CCA.** – The rates of daily allowance for different cities/towns shall be related to the classification of the cities/towns for purpose of grant of Compensatory (City) Allowance. For the purpose of compensatory (City) Allowance, the limits of the locality shall be those of the Urban Agglomeration adopted for the population census or, if the named place is not an Urban Agglomeration, the named Corporation/Municipality.

2. For halts at places where drawal of Compensatory (City) Allowance is sanctioned for special reasons at the rates applicable to higher class cities, the daily allowance is to be regulated with reference to the original classification of such cities/towns.

*[ G.I., M.F., O.M. No. 19030/1/76-E IV (B), dated the 30<sup>th</sup> January, 1978 and Note 2 in Paragraph 1 of G.I., M.F., O.M. No. F. 2 (37)-E II (B)/64, dated the 27<sup>th</sup> November, 1965, as amended from time to time and O.M. No. F. 19043/2/82-E. IV, dated the 25<sup>th</sup> November, 1983.]*

**(3) Daily Allowance is based on revised classification even in places where CCA is payable as per old classification** – The matter regarding payment of daily allowance in respect of such cities which have been downgraded on the population basis for the purpose of

CCA consequent upon implementation of V Central Pay Commission's recommendations has been considered in this Department and it is clarified that in respect of cities which have been downgraded on the basis of population, daily allowance would be paid at the rates applicable to their revised classification notwithstanding the fact that payment of CCA in such places has been allowed to be made on the basis of the old classification.

*[G.I., M.F., O.M. No. 19042/I/2002-E. IV, dated the 6<sup>th</sup> June, 2002.]*

**(4) Reckoning of daily allowance in various circumstances** – 1 On day(s) when the government servant on tour is provided with free board and lodging, he will draw only  $\frac{1}{4}$  D.A. for that (those) day(s). If he is provided with only free board, he will draw  $\frac{1}{2}$  D.A. for that (those) day(s). The reduction has to be effected from the D.A. relatable to halt at an outstation.

2. For the time spent in journey, only ordinary rate of D.A. as in the Table at (A) will be admissible. When the total absence from headquarters is partly spent in journeys/ordinary locality and partly in expensive locality, the total number of daily allowances will first be calculated. From this, the number of daily allowances for halt in the expensive locality, for which D.A. at the special rates will be allowed, will be deducted. The remaining number of daily allowance will then be calculated at ordinary rates prescribed in Column (2) of the Table at (A) above.

If calculation of daily allowance in the above manner results in hardship to the employees touring on official duty, in partial modification of the above provisions, daily allowance may be drawn either with reference to the period spent on journeys first and thereafter for the period spent in expensive locality or the other way round, whichever is more beneficial to the touring officer.

3. When an employee whose headquarters is located in an expensive locality performs journey locally beyond 8 Km, daily allowance will continue to be admissible at ordinary rates only.

4. If an officer returns to headquarters on the same day, he will draw daily allowance at the ordinary rates irrespective of the fact that the journey was performed to an expensive locality.

*[Annexure to G.I., M.F., O.M. No. F. 19030/I/73-E IV (B), dated the 29<sup>th</sup> June, 1974; O.M. of even number, dated the 17<sup>th</sup> January, 1975; dated the 18<sup>th</sup> February, 1975 and Examples; the 24<sup>th</sup> April, 1975; 2<sup>nd</sup> July, 1975 and O.M. No. 19043/3/80-E. IV, dated the 24<sup>th</sup> March, 1981 and O.M. No. 19043/2/82-E. IV, dated the 6<sup>th</sup> January, 1983.]*

**(5) Scope of terms free board and lodging** – (i) Improvised accommodation provided free of charge in a tent or temporary structure of other sort in a locality where regular accommodation (circuit house, inspection bungalows, rest houses, etc.) is not available, will not be treated as “free lodging” and the provision of such improvised accommodation should have no effect on the officer's daily allowance.

(ii) “Free board” should be deemed to include the provision of all the principal meals throughout the period of the Government servant's stay at the outstation at the public expense, and casual hospitality, such as a an occasional meal as an invited guest or free

luncheon or tea during working hours, should not be treated as "free board" for the purpose of grant of daily allowance.

*[G.I., M.F., O.M. No. 5 (94)-E. IV/57, dated the 8<sup>th</sup> November, 1960, as modified by O.M. No. 9 (14)-E. IV (B)/61, dated the 8<sup>th</sup> December, 1961.]*

**(6) Calculation of D.A. for stay in** – (a) Hotel/other Establishments/Railway Retiring Rooms – It has been decided that in partial modification of Order (1) above, the daily allowance for stay in hotel, etc., will be admissible at the respective rate for the concerned locality as shown in Table (A) of Order (1) above reduced by 10% thereof and in addition the lodging charges (exclusive of breakfast/meals), incurred by the Government servant for each calendar day will be admissible subject to the condition that the total daily allowance so calculated per day shall not exceed the rate laid down in Table (B) ibid for that locality.

2. Where more than one Government servant share the same room, the proportionate share of lodging charges for each will be treated as his lodging charges and the daily allowance for him will be calculated in the manner indicated above. Each T.A. claim should be supported by the original receipt or an attested copy of their receipt.

3. Daily allowance for stay in Railway Retiring Rooms shall also be regulated in accordance with the above provisions.

*[G.I., M.F., O.M. No. 19030/1/73-E. IV (B), dated the 19<sup>th</sup> April, 1975; 6<sup>th</sup> August 1975 and 19<sup>th</sup> July, 1976.]*

### **ILLUSTRATIONS FOR CALCULATION OF DAILY ALLOWANCE**

(i) Where the number of days for which lodging charges have been paid is the same as for which D.A. is admissible for the period of stay in hotel.

Example : Mr. ABC drawing pay Rs. 9,000 per mensem.  
Department Delhi 1<sup>st</sup> 16:30hrs.  
Arrival Mumbai 2<sup>nd</sup> 17:00 hrs.  
6<sup>th</sup> 0 hrs. to 10:30 hrs.

Calculations –

Daily allowance for entire absence

1 <sup>st</sup> 16:30 to 0 hrs .....	.....	0.70
2 <sup>nd</sup> to 5 <sup>th</sup> .....	.....	4.00
6 <sup>th</sup> 0 hrs. to 10:30 hrs. .....	.....	0.70
		<u>5.40</u>

Daily allowance at Mumbai rates

2 <sup>nd</sup> 17:00 hrs. to 0 hrs. .....	.....	0.70
3 <sup>rd</sup> and 4 <sup>th</sup> .....	.....	2.00
5 <sup>th</sup> 0 hrs. to 10.30 .....	.....	0.70
		<u>3.40</u>

D.A. at Ordinary rates (5.4 – 3.4) = 2 D.As. at Rs. 120 = Rs. 240.

D.A. at Mumbai rates = 3.4 D.As. at Rs. 457

D.A. At Mumbai rates = 3.4 D.As. at Rs. 457  
as follows

D.A. under Para 2 (i) (A)	Rs. 230
Less 10% .. ..	<u>Rs. 23</u>
	Rs. 207
Plus Lodging charges	<u>Rs. 250</u>
	<u>Rs. 457</u>

Per day, which is within the ceiling of Rs. 505 admissible.

[G.I., M.F., O.M. No. 19030/I/73-E IV (B), dated the 19<sup>th</sup> April 1975.]

(ii) Where the number of days for which lodging charges have been paid differs from the number of days for which daily allowance is admissible for the period of stay in the hotel – The daily allowance should be regulated according to the procedure laid down above on the basic of the total number of daily allowances admissible for the period of stay in the hotel and the actual lodging charges paid for the period as in the illustrative examples given below;–  
Example I –

- 1 Pay of the Officer Rs. 9,500 p.m.
- 2 Period of stay in the hotel at Bangalore:  
From 19.30 hours on 19-11  
To 23.00 hours on 22-11  
Lodging charges paid – Rs. 200 per day for 4 days.

Calculations –

No. of D.As. admissible for the period from 19.30 hours on 19-11- to 23.00 hours on 22-11	3 D.As
3.0 D.As. at ordinary rate (i.e., 3.0 x 185)	Rs. 555.00
Less 10%	<u>Rs. 55.50</u>
	Rs. 499.50
Add actual lodging charges paid for the above Period (4 x 200)	<u>Rs. 800</u>
Total	<u>Rs. 1,299.50</u>
(To be limited to 3.0 D.As. at Rs. 405 per day, i.e. Rs. 1,215)	
Thus the amount of D.A. admissible	Rs. 1,215.00

Example II –

1. Pay of the Officer Rs. 9,500 p.m.
2. Stay in Hotel at Bangalore :  
From 06.00 hours on 19-11-  
To 11.30 hours on 22-11
3. Lodging charges paid – Rs. 200 per day for 4 days.

Calculations :-

No. of D.As. admissible for the period from 06.00 hours on 19-11 to 11.30 hours on 22-11	3.7 D.As
3.7 D.As. at ordinary rates (3.7 x 185)	Rs. 684.50
Less 10% .. ..	<u>Rs. 85.45</u>
	Rs. 616.05
Add actual lodging charges paid for the above period (200 x 4) .. .. ..	<u>Rs. 80.00</u>
Total .. .. ..	<u>Rs. 1,416.05</u>

(To be limited to 3.7 D. As. At Rs. 405.50)

Thus, the amount of D.A. admissible

Rs. 1,416.05

*[G.I., M.F., O.M. No. 19030/I/73-E IV (B), dated the 31<sup>st</sup> January, 1977.]*

**(b) Government/Public Sector Guest Houses** – It has been decided that in all cases where Government servants stay in Government or Public Sector Guest Houses and pay lodging charges in excess of 25% of daily allowance admissible to them in the concerned localities under Table (A) in GIO (1) above, daily allowance shall be payable as under –

- (i) The respective rate of daily allowance for the concerned localities as shown in Table (A) shall be reduced by 25% and the lodging charges (exclusive of breakfast/meals) paid by the Government servant to the Government/Public Sector Guest House authority for each calendar day shall be added thereto.
- (ii) Daily allowance equal to the amount calculated in (i) above shall be admissible to the Government servant concerned subject to the condition that where it exceeds the hotel rate to which the Government servant is entitled for the respective locality as per Table (B) in Order (1) above, it shall be restricted to the latter rate.

3. All existing orders regarding grant of daily allowance in cases where Government servants stay in Government/Public Sector Guest Houses during tour stand superseded. Certificate required to be produced by Government servants staying in Government/Public Sector Guest Houses from the concerned guest house authorities that the rates charged from them are not concessional is also dispensed with.

*[G.I., M.F., O.M. No. 19043/2/82-E. IV, dated the 6<sup>th</sup> January, 1983.]*

**(c) Rest Rooms of IAAI in International Airports** – The rates charged by the International Airport Authority of India from Central Government employees on duty, who stay in their rest rooms at four International Airports, are concessional rates and are lower than the rates charged by the Authority from the general public. Accordingly, Central Government employees staying in the above rest rooms would be entitled on to the normal rates of daily allowance.

*[G.I., M.F., O.M. No. 19043/I/82-E, dated the 7<sup>th</sup> June, 1982.]*

**(d) Government Offices** – A question has arisen whether any reduction in daily allowance should be made when a Government servant, while on tour, is permitted to stay in Government Office building free of cost, due to non-availability of rest house, dak bungalows, private accommodation, etc. etc., if the accommodation provided in the office buildings is not of the standard usually available in the rest house, etc. It has been decided that in such cases, the Government servant may draw three – fourths of the daily allowance for halts admissible to him at the station concerned.

*[G.I., M.F., O.M. No. F. 1 (9) – E. IV (B)/66, dated the 25<sup>th</sup> October, 1966.]*

**(e) Stay in YMCA/YWCA hostels** – Clarification is sought as to whether YMCA/YWCA hostels could be treated as “hotels” for the purpose of calculation of daily allowance. While calculating D.A. for stay in “hotels and other establishments” the rates of

Table (A) [of the Government of India's Order (1)] is reduced by 10% thereof and thereto is added the actual lodging charges. Hotel, here means those establishment registered as Hotel. "Other establishments" will include private lodges, private guest/rest-houses, inns, etc., but excludes Government/Public Sector Guest Houses. YMCA/YWCA hostels are wholly private run and can in no way be included as Government/Public Sector Guest Houses. We may, therefore, clarify that YMCA/YWCA hostels may be treated as "Hotels, etc." for the purpose of calculation of daily allowance.

*[G.I., M.F., U.O. No. 1322-E. IV/89, dated the 25<sup>th</sup> September, 1989, in reply to C. & A.G., U.O. No. 909-Audit/I/106-86 KW, dated the 5<sup>th</sup> September, 1989.]*

**(f) Stay in Hostel of Indian Institute of Public Administration, New Delhi** – Some of the field offices had been raising doubts regarding regulation of daily allowance, for stay in the hostel of India Institute of Public Administration, New Delhi. The matter was referred to the Government of India, Ministry of Finance; it has been clarified that the hostel attached to Indian Institute of Public Administration, New Delhi, will be treated on par with the Government/Public Sector Guest Houses for the purposes of grant of daily allowance and whether the government servants are charged at concessional rates or not, the deduction shall be made at 25% in terms of Government of India, Ministry of Finance, Department of Expenditure, O.M. No. 19043/2/82-E. IV, dated 6-1-1983, (reproduced as Government of India's Decision (6) (b) above).

In view of the above clarification field offices are required to regulate the daily allowance for the period of stay in Indian Institute of Public Administration hostel in terms of Government of India's O.M., dated 6-10-1983 *ibid*.

**(7) enhanced rates for tour in Andaman and Nicobar Islands** – It has been decided that Central Government employees proceeding on tour to Andaman and Nicobar Islands from mainland will be allowed daily allowance at the rates mentioned in Column 3 of Table (A)/Table (B) under Order (1) above.

The aforesaid rates of daily allowance will also be admissible to the staff posted in Andaman and Nicobar Islands in respect of tour journeys only from one island to another and daily allowance at ordinary rates will be admissible for local journeys on tour within the island of posting and also for the time spent in journeys on tour by road, sea, etc.

*[G.I., M.F., O.M. No. 19043/3/75-E. IV (B), dated the 19<sup>th</sup> March, 1976.]*

**(8) (a) D.A. for enforced halts occurring en route** – It has been decided that in the cases of enforced halts occurring en route on journey on tour, transfer, temporary transfer and journeys in connection with training, necessitated by breakdown of communications due to blockade of roads on account of floods, rains, heavy snowfall, landslide, etc., or delayed sailing of ships or awaiting for air-lift may be regulated as follows :-

- (i) The period of enforced halt will be treated as duty under FR 9 (6) (b).
- (ii) In the cases of journeys on tour, temporary transfer and training, the period of enforced halt en route shall be included in the entire absence from headquarters for purpose of grant of daily allowance. The daily allowance will, however, be admissible at the rate prescribed for ordinary localities for the entire period spent in journey including the period of enforced halt.

2. The above concessions will not be automatically admissible in all cases of enforced halt as a matter of course but will have to be specifically sanctioned in each case, deserving grant of these benefits. The Ministries of Government of India shall be competent to decide these cases in respect of staff serving under them. In respect of persons serving in Indian Audit and Accounts Department, these powers shall be exercised by the Comptroller and Auditor-General.

*[G.I., M.F., O.M. No. 19030/I/73-E. IV (B), dated the 17<sup>th</sup> January, 1976.]*

**Delegation in IA & AD** – As per S.No. 1, Section B of CAG's MSO (Administrative), Vol- II, as modified under Letter No. 3229-N.G.E. I/81-79, dated the 30<sup>th</sup> October, 1979, the power to treat enforced halt, occurring en route on tour (journeys) necessitated by breakdown in communication due to blockade of roads on account of floods, heavy rains, snowfalls, landslides, etc., as duly under FR 9 (6) (b) is vested with Heads of the Departments in the case of Group 'C' officers and below.

The question of delegating these powers further has been under consideration. It has now been decided to delegate these powers to the Accountants-General/Directors and other Heads of Departments in the case of Group 'B' Officers working under them. This will, however, be subject to the condition that daily allowance for such halts is regulated under the relevant rules of the Government of India.

*[C. & A.G.'s Letter No. 1033-GE. II/36-85, dated the 3<sup>rd</sup> April, 1986.]*

**(b) D.A. for enforced halt at the tour station** – A doubt had been raised whether daily allowance may be allowed to the staff who were on tour/training at a place other than their headquarters station, but could not attend to their duties at the tour station due to disturbance and imposition of curfew and their absence was subsequently regularized by grant of Special Causal Leave.

Ministry of Finance, to whom a reference had been made, have clarified that the period of absence at tour station due to disturbances and imposition of curfew regularized by grant of Special Casual Leave can be compared with enforced halt for which daily allowance is admissible.

Traveling Allowance claims of the staff members on tour, when the period of absence on account of disturbance or curfew at tour station is regularized by grant of Special Casual Leave may be regulated in the light of above clarification.

*[C. & A.G. of India, New Delhi, Letter No. 837-Audit. I/106-86 (KW. II) III/90 (171), dated the 31<sup>st</sup> December, 1990 and No. 146-Audit-I/85-90 (KW)/III-91 (42), dated the 13<sup>th</sup> March, 1991.]*

**(9) Daily allowance for local journeys** – At present, daily allowance is not payable for more than 60 days in cases where temporary duty is performed by a Government servant locally beyond 8 km from his headquarters. Hereafter, in case of local tours also, daily allowance at half-rates, will be admissible up to 180 days.

In cases where prolonged stay is envisaged at the temporary duty station beyond 180 days, the appropriate course would be to issue the necessary transfer order.

*[G.I., M.F., O.M. No. 19030/5/86-E IV, dated the 12<sup>th</sup> December, 1986.]*

The above would also apply to cases where any single assignment is performed in two or more spells and total period of duty at the temporary duty point is more than the prescribed days.

*[G.I., M.F., O.M. No. 19030/4/79-E. IV, dated the 24<sup>th</sup> June, 1982.]*

**D.A. admissible at half ordinary rate – See Order (2) below SR 71.**

**(10) When required to perform temporary duty at a place other than the normal place of work** – Please see GIO (2) below SR 71.

**(11) Tour to station which happens to be the place of residence** – A doubt has arisen about the traveling allowance entitlement of a Government servant who goes on tour from his headquarters to another station which happens to be the place of his resident. It is hereby clarified that in cases of the type referred to above where the headquarters, temporary duty point and the residence of the Government servant do not all within the same municipal corporation, the orders above [GIOs (9) and (10)] are not applicable and the official may be allowed daily allowance under SR 49 for the days of halt only at our station without any mileage allowance.

*[G.I., M.F. No. 19043/4/75-E. IV (B), dated the 4<sup>th</sup> July, 1975.]*

**(12) D.A. to officials on tour returning to headquarters daily** – When a Government servant returns to his headquarters while on tour to an outstation, due to non-availability of proper accommodation, etc., to suit his convenience, he may draw daily allowance at the rates applicable to the place of temporary duty on all days on which he performs duty there (irrespective of the place of his residence) to the same extent as would be admissible had he stayed at the place of temporary duty till the completion of tour, but on intervening Sundays and holidays, no daily allowance will be admissible unless he is actually (and not merely constructively) in camp.

*[G.I., M.F., O.M. No. 19030/1/73-E. IV (B), dated the 6<sup>th</sup> August, 1976.]*

**(13) T.A. entitlement for journeys to foreign countries** – See Appendix – 6 of FR & SR – Part – I.

**(14) Secretary to Government of India entitled to single room only and not hotel suite** – Keeping in view the efforts of the Government to economize public expenditure, it has been decided that officers of the level of Secretary to the Government of India shall not be entitled to travel by First Class by air or to a hotel suit either within the country or outside while on tour.

*[ G.I., M.F., O.M. No. F. 19036/3/90-E. IV, dated the 22<sup>nd</sup> July, 1991 and the 26<sup>th</sup> August, 1991.]*

## **DG, P&T'S Instruction**

A question was raised whether P & T officials who are entitled to licence fee-free quarters as a condition of service of HRA in lieu thereof , vide Rule 3 (a) of Appendix -12 to Manual of Appointments and Allowances (see Part-V of this compilation) when sent on tour/temporary transfer for less than 180 days and are provided licence fee-free lodging or granted allowance in lieu thereof, a reduction in the daily allowance admissible to them in terms of Government of India's Order below SR 51 has to be made as contemplated in the proviso to SR 51. It has been decided that in such cases the provisions of the proviso to SR 51 will not be attracted since the HRA admissible should be deemed to be a part of the emoluments of the new post and entitlement to daily allowance on temporary transfer of less than 180 days should not, therefore, be affected by this concession which is admissible as a normal condition of service.

*[ D.G., P&T's Circular Letter No. 17-3-68-PAP, dated the 6<sup>th</sup> August, 1968 amended]*

### **Exceptions**

**S.R. 52.** A competent Authority may, for reasons which should be recorded and on such conditions as it may think fit to impose, sanction for any Government servant or class of Government servants a daily allowance higher or lower than that prescribed in Rule 51, if it considers that the allowance so prescribed is inadequate or excessive.

***NOTE – Not s printed.***

### **Section VII – Actual Expenses**

Actual expenses not admissible except under specific rule

**S.R. 53.** Unless in any case it be otherwise expressly provided in these rules, no Government servant is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as traveling allowance the actual cost or part of the actual cost of traveling.

**S.R. 53-A.** The toll tax charged, at any station, by the Municipality, Corporation, etc., limited to the amount actually paid may be allowed to a Government servant proceeding on tour to that station, in addition to the traveling allowance ordinarily admissible to him under the rules, provided the toll tax for that station is reimbursed by the State Government concerned to their employees under their won traveling allowance rules.

## **CHAPTER III**

### **Traveling Allowance admissible for**

#### **Different Classes of Journey**

#### **SECTION VIII – GENERAL**

*Traveling allowance calculated with reference to the purpose of the journey.*

**S.R. 54. The traveling allowance admissible to a Government servant for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in Section IX to XX.**

### **GOVERNMENT OF INDIA'S ORDERS**

**Entitlement when attending meetings/conferences/congresses** – As a general practice, when officers of the Government of India are permitted on their own request to attend meetings or conferences or congresses held in India, and, if any Government interest is served thereby, they are paid a single railway fare of the class of accommodation to which they are entitled under the Supplementary Rules for the journey each way, without any road mileage or daily allowance for halts at the place of meeting.

Traveling and daily allowances, etc., under the Supplementary Rules are, however, admissible when a officer is officially sent to attend a conference, congress or meeting.

It is for the Head of Department under whom the officer is serving to decide whether any Government interest is served or not. If the officer himself happens to be a Head of Department, the decision in the matter will be taken by the next superior authority.

*[G.I., F.D., Endorsement No. D-611-R.I/44, dated the 24<sup>th</sup> March, 1944 and M.F., O.M. No. 12417-E. IV/54, dated the 21<sup>st</sup> March, 1955.]*

*Recovery of cost of transporting personal luggage, etc.*

**S.R. 55. Unless in any case it be otherwise expressly provided in these rules, a Government servant making a journey for any purpose is not entitled to recover from Government the cost of transport his family or his personal luggage, conveyances, tents and camp equipage.**

*Higher rates for journeys in expensive localities*

**S.R. 56. A competent authority may, by general or special order, direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all Government servants traveling in any specified locality in which traveling in unusually expensive.**

*Journeys by special conveyance*

**S.R. 57. When a Government servant of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules he may draw the actual cost of traveling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer, stating that the use of the special means of conveyance was absolutely necessary and specifying the circumstances which rendered it necessary.**

**S.R. 58 Deleted.**

## SECTION IX – JOURNEY TOUR

### SUB – SECTION (1) GENERAL RULES

*Definition of headquarters*

**S.R. 59. The headquarters of a Government servant shall be in such place as a Competent Authority may prescribe.**

**Limits of sphere of duty**

**S.R. 60. A competent Authority may define the limits of the sphere of duty of any Government servant.**

*Definition of tour*

**S.R. 61. A Government servant is on tour when absent on duty from his headquarters either within or, with proper sanction, beyond his sphere of duty. For the purposes of this section, a journey to a hill station is not treated as a journey on tour.**

**S.R. 62. In case of doubt a Competent Authority may decide whether a particular absence is absence on duty for the purpose of Rule 61.**

*Restrictions on the duration and frequency of tours.*

**S.R. 63. A Competent Authority may impose such restrictions as it may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants.**

*Government servants who are not entitled to traveling allowance for journeys on tour.*

**S.R. 64. If a Competent Authority declares that the pay of a particular Government servant or class of Government servants has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government servant's sphere of duty, such a Government servant may draw no traveling allowance for such journeys though he may draw mileage allowance, for journeys by rail or steamer. When traveling on duty, with proper sanction, beyond his sphere of duty, he may draw traveling allowance calculated under the ordinary rules for the entire journey, including such part of its as is within his sphere of duty.**

### DG, P&T'S ORDERS

(1) T.A. for Mail/Cash Overseer in P&T. – It has been decided that an overseer in the Posts and Telegraphs Department (whether mail or cash overseer) will not be entitled to draw any traveling allowance for journeys within his jurisdiction except (i) a fixed horse or conveyance allowance in case in which such an allowance is specially sanctioned, (ii) the charges on account of ferry or other tools, and (iii) the actual fare for journeys by rail or steamer when a free pass is not supplied. When traveling on duty with proper sanction, beyond his sphere of duty he will, however, be entitled to the ordinary traveling allowance admissible under the last sentence of Supplementary Rule 64.

*(Part-V of D.G.'s Circular No. 15, dated the 21<sup>st</sup> June, 1928 and D.G., P.&T's Memo No. PE. 24-31/55, dated the 28<sup>th</sup> December, 1956.)*

**(2) Night Halt Allowance** – For postal staff: - In pursuance of the award given by the Board of Arbitration in CAR No. 13 of 1981, it has been decided that the undermentioned Postal Staff should be granted allowance on the following revised rates of Night Halts away from their Headquarters while on their beats in the course of their duties:–

Category of Staff	Revised rates of night half allowance
Cash/Mail overseers and Village postmen/runner and Mail Peon.	75% of D.A. as admissible to the official per night subject to the maximum of 20 nights per month.

2. The above mentioned categories of staff shall be entitled to reimbursement of actual expenditure incurred on the sanctioned mode of conveyance, provided that the tour programme is approved by the appointed authority. It shall further be subject to SR 64-A in the case of Cash Overseers.

*[D.G.'s Letter No. 44/1/83-PE II, dated the 29<sup>th</sup> April, 1985 and the 1<sup>st</sup> October, 1986.]*

**S.R. 64-A.** As a partial exception to Rule 64, a Cash Overseer in the Indian Posts and Telegraphs Department may, in cases where two stations are connected by railway as well as by public motor service or by boat service, claim the actual motor or boat fare for journeys for conveyance of cash subject to the condition that in no case the motor or boat fare shall exceed the railway fare claimable under the preceding rule.

*General principle on which traveling allowance is drawn for journey on tour.*

**S.R. 65.** The traveling allowance drawn by a Government servant on tour ordinarily takes the shape of either permanent traveling allowance or daily allowance, if either of these is admissible to him. Permanent traveling allowance and daily allowance may, however, in certain circumstance be exchanged for mileage allowance or for the whole or part of the actual cost of traveling. In other circumstances, actual cost may be drawn in addition to daily allowance for journeys for which on daily allowance is admissible.

#### **DG, P&T'S INSTRUCTION**

**(1) T.A. to Postman, etc., for conveying cash** – When a Postman, village postman, or any other official is required to convey cash from one Post Office to another, traveling allowance as for journeys on tour is admissible and should be drawn in a traveling allowance bill.

(2) The term “any other official” used above is not intended to mean an official who is not ordinarily entitled to traveling allowance on tour, e.g., Overseers whose traveling allowance is regulated under SR 64-A.

*[Rule 3 (a), Appendix No. 17 to the P. & T., I.A.C., Volume-I and the Note thereunder.]*

*Carriage of tenets supplied by Government*

**S.R. 66. (a) A competent authority may prescribe the scale of Government tents to be supplied to any Government servant or class of Government servants for office or, if it thinks fit, for personal use.**

(b) When such tents are used by a Government servant on tour for office purposes only, they may be carried at Government expense. When used partly for office and partly for private purposes, the government servant must, except as provided in Rule 81, pay half the cost of carriage. When used wholly for private purposes, the Government servant must, except as provided in Rule 81, pay the entire cost of carriage.

**SUB – SECTION (II) – GOVERNMENT SERVANTS IN RECEIPT OF PERMANENT TRAVELING ALLOWANCE**

*Actual expenses in addition to or in exchange for permanent traveling allowance*

**S.R. 67. A permanent traveling allowance is intended to cover the cost of all journeys within the sphere of duty of the Government servant who draws it, and such Government servant may not draw any other traveling allowance in place of or in addition to permanent traveling allowance for such journey provided that**

- (1) a class of Government servants to which a Competent Authority may extend this concession may draw, in addition to permanent traveling allowance, single fare for a journey by rail, and
- (2) a Competent Authority may, by general or special order, permit a Government servant whose sphere of duty extends beyond the limits of a single district to draw, in addition to permanent traveling allowance, whenever his actual traveling expenses for a duly authorized journey by public conveyance exceed double the amount of his permanent traveling allowance for the period occupied in such journey, the difference between such double permanent traveling allowance and the mileage allowance calculated for the journey.

*Mileage Allowance in exchange for permanent Traveling Allowance*

**S.R. 68. When a Government servant in receipt of permanent traveling allowance travels on duty, with proper sanction, beyond his sphere of duty, he may draw mileage allowance for the entire journey including such part of it as is within his sphere of duty, and may draw, in addition, permanent traveling allowance for any day of his absence for which he does not draw mileage allowance. This Rule does not apply to a Government servant who travels beyond his sphere to another such place, or to a Government servant who makes, by road alone, a journey not exceeding thirty two kilometers.**

NOTE – The term mileage allowance referred to in this Rule means the mileage allowance only as defined in Supplementary Rule 29. It does not include daily allowance even if the Government servant in receipt of permanent traveling allowance halts on duty at a station beyond his sphere of duty. However, if that station is an expensive locality for which higher rate of daily allowance has been prescribed in Supplementary Rule 51, the

Government servant may draw the difference between the ordinary and the higher rates of daily allowance, provided the rate of permanent traveling allowance has been fixed on the basis of the ordinary rates of daily allowance.

**SUB SECTION (III) – GOVERNMENT SERVANT NOT IN RECEIPT OF PERMANENT TRAVELING ALLOWANCE**  
**SUB DIVISION (1) DAILY ALLOWANCE**

*General Rule*

**S.R. 69.** Except where otherwise expressly provided in these rules, a Government servant not in receipt of permanent traveling allowance draws traveling allowance for journeys on tour in the shape of daily allowance.

**Down during absence from headquarters on duty**

**S.R. 70** Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated whether he halts there or not.

**GOVERNMENT OF INDIA'S ORDER**

**Combination of tour with vacation** – If an officer of a Vacation Department combines tour with vacation, i.e., proceeds on tour and then avails of vacation without returning to his headquarters, he should be granted tour traveling allowance under these rules for the outward journey only.

*[G.I., F.D., endorsement No. 5 (46)-R.I/43, dated the 8<sup>th</sup> June, 1943.]*

*Distance to be traveled before daily allowance is admissible*

**S.R. 71** Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of eight kilometers from the duty point (i.e, the place/office of employment) at his headquarters or return to it from a similar point.

NOTE:- The term “radius of eight kilometers” should be interpreted as meaning a distance of eight kilometers by the shortest practicable route by which a traveler can reach his destination by the ordinary modes of traveling.

**GOVERNMENT OF INDIA'S ORDERS**

**(1) Regulation of Daily Allowance** – Daily allowance for the entire absence from headquarters, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as follows. Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates. :-

For absence not exceeding six hours	Nil
For absence exceeding six hours but	
Not exceeding twelve hours	70%
For absence exceeding twelve hours	Full

2. In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above. The concept of twenty four hours is no longer operative. Similarly, daily allowance for days of departure from the arrival at headquarters, will also be regulated accordingly.

3. Where the second tour commences on the same day on which a Government servant returns from the first tour, each tour may be treated separately and daily allowance may also be calculated separately subject, of course, to the condition that daily allowance calculated separately for each tour on any calendar day shall not exceed one daily allowance (half daily allowance for local journeys).

4. The entire absence from headquarters will be reckoned in the following manner:-

- (i) **Journeys by rail** – With reference to the scheduled departure/arrival time of the train from/at the railway station. However where the train is late by more than fifteen minutes, actual arrival time will be taken into account.
- (ii) **Journeys by bus** – With reference to the actual departure/arrival time from/at the bus stand.
- (iii) **Journeys by air** – With reference to scheduled reporting/arrival time from/at the airport. However, where the plane is late by more than fifteen minutes, actual arrival time will be taken into account.

*[G.I., M.F., O.M. No. 19030/1/73-E IV (B), dated the 29<sup>th</sup> June, 1974; O.M. of even number, dated the 18<sup>th</sup> February, 1975, dated the 2<sup>nd</sup> July, 1975 and O.M. No. 19030/1/76-E. IV (B), dated the 30<sup>th</sup> January, 1978.]*

**(2) ‘Local Journey’ – (a) Definition :** The phrase ‘ Local Journey’ shall be construed to mean a journey within the municipal limits or city in which the duty point is located. It shall include journeys performed within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the town or city in which the duty point is located. Journeys within the limits of an urban agglomeration within which a Government Servant’s headquarters are located will also be treated as ‘local journey’.

*[G.I., M.F., O.M. No. F. I (2)-E. IV (B)/66, dated the 29<sup>th</sup> March, 1967 and 31<sup>st</sup> July, 1967 and O.M. No. 19030/1/76-E. IV (B), dated the 30<sup>th</sup> January, 1978.]*

**(b) Regulation of T.A. :** Traveling allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 km from the normal place of duty irrespective of whether the journey is performed by the Government servant from his residence or from the normal place duty.

2. For local journeys a Government servant will draw, for journey involved, mileage allowance and in addition draw 50% of daily allowance calculated at the rates laid down in Order (1) above, i.e., where the absence from headquarters is for less than twelve hours but exceeding six hours and exceeding twelve hours at 35% and 50% respectively. He will be paid daily allowance even if the conveyance is provided free of charge for local journeys.

*[G.I., M.F., O.M. No. 19030/1/73-E. IV (B), dated the 29<sup>th</sup> June, 1974 and No. 19030/1/76-E. IV (B), dated the 7<sup>th</sup> September, 1977 and the 30<sup>th</sup> January, 1978.]*

*D.A. is admissible at the ordinary rates only – See GIO (4) under SR 51.*

(c) Option to claim either normal T.A. or conveyance hire charges for local journey beyond 8 km but within municipal limits – For local journey performed by a Government servant is public interest within municipal limits but exceeding 8 km, option may be made for the Government servant either to claim reimbursement of conveyance hire charges under the DFPRs or to claim traveling allowance under the normal T.A. Rules, vide GIO (1) under SR 89.

*[G.I., M.F., U.O. No. 322-E II (A)/88, dated the 17<sup>th</sup> March, 1988.]*

(d) Journeys between Faridabad Municipality and Delhi Municipality treated as ‘local journeys’ – Reference is invited to the provisions contained in Orders issued under SR 71, SR 116 and SR 147 wherein for the purposes of grant of T.A., ‘Local journey’, ‘Same station of duty’ and ‘last station of duty’ have been defined as follows. :-

(i)	Local journey under SR 71	A journey within the municipal limits or city in which the duty point is located. It shall include journeys performed within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the town or city in which the duty point is located.
(ii)	Same station of duty under SR 116.	The area falling within the jurisdiction of the municipalities, notified areas or Cantonments as are contiguous to the named Municipality, etc., where the Government servant was posted immediately before his transfer/retirement.
(iii)	Last station of duty under SR 147.	

2. Instances have been brought to the notice that through Faridabad Municipality is contiguous to Delhi Municipality, some Departments/Attached/Subordinate Offices of the Central Government have been treating journeys performed by their employees between Faridabad and New Delhi for various purposes referred to in Para. 1 above in contravention to the existing instructions under T.A. Rules. It is hereby clarified that since Faridabad Municipality is contiguous to the Municipality of Delhi, journeys between Faridabad Municipality and the Municipality of Delhi, should be treated as local journeys for purposes for grant of T.A. and the entitlement of T.A. for such journeys regulated strictly in acco

*[G.I., M.F., O.M. No. 19030/3/89-E. IV, dated the 1<sup>st</sup> August, 1989.]*

**(3) D.A. for local journeys admissible up to 180 days** – In cases of local tours also, daily allowance, at half rates, will be admissible up to 180 days.

*[G.I., M.F., O.M. No. 19030/5/86-E. IV, dated the 12<sup>th</sup> December, 1986.]*

**(4) Special provision for journeys in Project areas** – In the case of Project areas, journeys between two places falling within the qualifying limits of project allowance, if any admissible, should be treated as local journeys.

2. The traveling allowance for local journeys is less than that admissible for non-local journeys. For example, in the case of local journey to a point outside a radius of 8 kilometres from a duty point at the headquarters, daily allowance is admissible at one half of the rate fixed under SR. for ordinary places.

3. The application of the orders referred to above, to the Dandakaranya and other Projects is reported to have caused financial hardship to their employees, especially when a night halt is involved. In order to avoid hardship in such cases, it has been decided that the traveling allowance may be regulated as follows:-

Where the tour does not involve camping elsewhere and does not prevent the government servant from returning to his residence at night.	Traveling allowance to be allowed as for local journey.
Where the tour involves camping else where during night and the Government servant is not able to return to his residence during night.	Traveling allowance to be allowed as for non-local journey.

*[G.I., M.F., O.M. No. 19043/4/73-E. IV (B), dated 23<sup>rd</sup> July, 1973; dated the 24<sup>th</sup> June, 1974 and O.M. No. 19030/1/73-E. IV (B), dated the 18<sup>th</sup> February, 1975.]*

## AUDIT INSTRUCTION

The criterion for admitting daily allowance being whether any Government duty was performed at the outstation or not, no daily allowance should be allowed to Government servants simply for stopping at a place for rest or for catching the next available train on the following day or resuming their journey by road towards their destination in continuation of the previous day's journey.

*[Para 15 (II) of Manual of Audit Instructions (Reprint) as amended by Correction Slip No. 101, dated the 18<sup>th</sup> August, 1969.]*

## COMPTROLLER AND AUDITOR GENERAL'S DECISION

In view of the general responsibility of the controlling officer under Supplementary Rule 195, which is certainly not exhaustive, of the ways in which a superior officer can deal with improper claims, there would be no practical advantage, in or justification for Audit's demanding, a formal certificate in terms of the Audit Instructions below this Rule which would in effect indicate merely that the controlling officer has carried out his duties, in a proper manner. In other words, for the purpose of audit, the countersignature on a bill is

sufficient evidence that a claim made under Supplementary rule has been scrutinized and accepted as administratively correct, and that an Audit Officer as such has no specific responsibility under the Audit Instruction quoted above.

*[Ar. G's endorsement No. T-93-Admn. 1/48-39, dated the 6<sup>th</sup> May, 1939.]*

### **Halts on tour**

*S.R. 72 Subject to the conditions laid down in Rules 73 and 74, daily allowance may be drawn during a halt on tour on a holiday occurring during a tour.*

## **GOVERNMENT OF INDIA'S ORDERS**

**(1) Entitlement of D.A. on Sunday, holiday, casual leave and restricted holiday –**  
The Government of India have decided to reaffirm the order -

- (a) that a Government servant who takes casual leave or restricted holiday while on tour is not entitled to draw daily allowance during such leave; and.
- (b) that daily allowance is not admissible for any day, whether Sunday or holiday, unless the officer is actually and not merely constructively in camp.

*[G.I., F.D., F. 85/C.S.R./26, dated the 13<sup>th</sup> March, 1926 and No. F. 19 (33) – R.I./31, dated the 9<sup>th</sup> April, 1931 and G.I., M.F., O.M. No. 1 (14) – E. IV (B)/66, dated the 7<sup>th</sup> February, 1967.]*

A question was raised whether daily allowance would be admissible to a Government servant under the provisions of Clause (b) in the following instances :-

- (i) The Government servant, while on tour, left his place of halt at about 3.00 p.m. on a Sunday and returned the same evening at about 8.00 p.m.
- (ii) The Government servant left his place of halt on Sundays and holidays in the morning and returned the same evening.

It has been decided that in the instances cited above, daily allowance can be allowed if the Controlling Officer is satisfied that the claimant actually spent at least a portion of the particular Sundays and holidays in camp.

*[G.I., M.F., Letter No. 1938-E. IV (B)/56, dated the 17<sup>th</sup> August, 1956, addressed to the Secretary to the Government of Punjab, Finance (R) Department, copy endorsed to the Accountant General/Posts and Telegraphs under Comptroller and Auditor General of India's Endorsement No. 1212-A/205-56, dated the 27<sup>th</sup> August, 1956.]*

**(2) Daily allowance regulated with reference to place of official duty. –** A Government servant whose headquarters were at Simla was on tour at Delhi and had his residence at Ghaziabad, a place outside the limits of Delhi. The question arose whether for the period of his halts on tour at Delhi, he could draw the enhanced rates of daily allowance applicable to Delhi or only the ordinary rates applicable to Ghaziabad and whether he should be allowed daily allowance at all for Sundays and holidays, on which he did not attend office. Daily allowance is a uniform allowance for each day of absence from headquarters and for

determining the rate of daily allowance on tour, the place of official duty only is usually taken as the criterion and not the actual place of residence. It was therefore decided that he may be allowed to draw the enhanced rate of daily allowance for all the days on which he was actually on duty at Delhi, irrespective of the place of his residence. For Sundays and other holidays on which he would have stayed at Ghaziabad, outside the place of official duty, no daily allowance would be admissible to him with reference to the Government of India's Orders reproduced above, as these days were not actually spent in camp.

*[G.I., M.F., endorsement No. F. 5 (60)-E. IV/49, dated the 26<sup>th</sup> September, 1949.]*

*Authors Note – The places as furnished in the Original OM have been change.*

**(3) Regulation of daily allowance when holidays/casual leave availed with tour –**

Daily allowance for the entire absence from headquarters should correspond to the minimum period, which in the opinion of the Controlling Officer, is necessary for the Government servant to be away on tour. If on account of holidays at either end of the tour, a Government servant starts from the headquarters earlier than it is otherwise necessary or returns to headquarters later than otherwise necessary, the Controlling Officer can make such deduction from total number of daily allowances as are excessive in his opinion. Similarly, where a Government servant avails of casual leave will be excluded from the calculation of daily allowance. Where half a day's casual leave is availed of, half daily allowance for that calendar day will be deducted.

*[G.I., M.F., O.M. No. 19030/I/73-E IV (B), dated the 2<sup>nd</sup> July, 1975.]*

**(4) Special relaxation to Audit Inspection Staff. –** Power has been delegated to the Heads of Departments in the Indian Audit and Accounts Department, in relaxation of SR 72, to sanction daily allowance to the members of the inspection staff on Sundays and holidays when they have to stay while on tour at a place other than the place of duty, subject to the condition that the delegated power is exercised only in cases where it is certified that the Government servant concerned had to stay at a place other than the place of duty due to non-availability of boarding and lodging facilities at the latter place and not to suit his private convenience.

*[G.I., M.F., Letter No. F. 3 (2) – E. G.I./66, dated the 29<sup>th</sup> September, 1966.]*

**S.R. 73. Not printed – See GIO (1) below.**

### **GOVERNMENT OF INDIA'S ORDERS**

**(1) D.A. for continuous halt. –** In modification of SR 73, the admissibility of daily allowance at a place outside Government servant's headquarters for a continuous halt up to 180 days or more during tour/temporary transfer/training shall be as follows:-

(i) First 180 days .....	.....	Full daily allowance
(ii) Beyond 180 days .....	.....	Nil

*(G.I., M.F., O.M. No. 19030/I/76-E. IV (B), dated the 30<sup>th</sup> January, 1978.]*

2. The intention is to relate the limit to halt and not to the entire absence. Full daily allowance will be admissible for 180 days of continuous halt at any one place.

*[G.I., M.F., O.M. No. 19030/1/73-E. IV (B), dated the 30<sup>th</sup> September, 1975; No. 19030/1/76-E. IV (B), dated the 30<sup>th</sup> January, 1978 and No. 19030/5/86-E. IV, dated the 12<sup>th</sup> December, 1986.]*

(2) Tour complete on return to Headquarters – It is reaffirmed that a tour is held to be completed when a Government servant returns to headquarters.

*(G.I., F.D., Letter No. F. 145-C.S.R. 26, dated the 12<sup>th</sup> May, 1926.)*

(3) D.A. for entire halt at outstation – For the purpose of grant of D.A., halt at an outstation shall be treated as continuous one for the entire period of stay irrespective of any absence from the place of halt for any number of days and/or nights.

*[G.I., M.F., O.M. No. 19030/2/86-E. IV, dated the 24<sup>th</sup> March, 1986.]*

## **AUDIT INSTRUCTIONS**

**(1) Not printed**

(2) A period of leave (including casual leave) for which no daily allowance is admissible availed of by a Government servant while on tour does not constitute a break in continuity of a halt for the purpose of Supplementary Rule 73 and should, therefore, be included in computing the halt at any one place.

*[Para. 14, Sec. 11 of Manual of Audit Instructions (Reprint).]*

**S.R. 74. Not printed**

## **SUB-DIVISION (II) MILEAGE ALLOWANCE AND ACTUAL EXPENSES IN PLACE OF OR IN ADDITION TO DAILY ALLOWANCE**

Exchange of daily allowance for mileage allowance during the whole period of a tour

**S.R. 75. Not printed**

*Exchange of daily allowance for mileage allowance on particular journeys*

**S.R. 76. Not printed.**

**S.R. 76. Not printed**

**S.R. 77. Not printed.**

**S.R. 78. Deleted.**

*Actual expenses of maintaining camp during a sudden journey away from it*

**S.R. 79. Not printed.**

**S.R. 80. Not printed**

*Actual expenses of conveying camp equipment etc.*

**S.R. 81. (a) When a competent authority is satisfied that it is in the interests of the public service that a particular Government servant on tour should send his horses, camels, motor cars, motor cycles, bicycles or camp equipment by railway or steamer, or**

**by country craft when no steamer service exists capable of conveying the goods or animals or when such means of carriage is cheaper or more expeditious, it may, by special order in each case, permit him to recover in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them.**

**NOTE 1** – In the case of a motor car, the cost of transporting a chauffeur or cleaner and for each horse the cost of transporting one syce and one grass cutter may be drawn.

Note 2 – The term ‘motor cycle’ in this rule includes a side car.

Note 3. – When motor car is transported by steamer, the actual cost of transporting it, may, for purposes of this rule, include, besides the freight, other incidental charges such as ghat pass, river dues, loading and unloading charges.

(b) A competent authority may by general or special order prescribe limitations on the weight of camp equipment and the number of conveyances and animals to be carried at Government expense under Clauses (a) and (c) of this rule by a particular Government servant or class of Government servants.

(c) When a competent authority is satisfied that it is in the interests of the public service that a particular Government servant on tour should carry camp equipment between places connected by road only, it may by special order in each case, permit him to recover, in addition to mileage allowance or daily allowance or both, the actual cost of carriage of camp equipment, not exceeding the cost at the scheduled rate, if any.

#### **GOVERNMENT OF INDIA'S ORDERS**

**(1) SR 81 applicable to members of Survey of India Departments only for other than camp equipments** – A doubt has been expressed as to the applicability of SR 81 to the Survey of India and the Geological Survey of India Departments in the face of special rules, viz., SRs 87 and 88, framed for these departments. It has been decided in consultation with the Comptroller and Auditor General, that the journeys to or from the field of any other journey on tour of officers of the Survey of India and the Geological Survey of India Departments, with camp equipment should normally be regulated by SRs 87 and 88, as the case may be, and only transport of motor car, etc., other than camp equipment should be regulated by SR 81 in respect of these officers.

*[G.I., M.F., O.M. No. F. 5(53)-E.IV/54, dated the 25<sup>th</sup> August, 1954.]*

**(2) Conveying camp equipment by road between places connected by rail.** – A question was raised whether under SR 81, it was permissible to reimburse actual expenses on conveying camp equipment by road between places connected by rail, limited to those charged by the Railways. It has been decided by the Ministry of Finance, in consultation with the Comptroller and Auditor General, that there may be no objection to the grant of actual expenses on carriage of camp equipment, etc. (subject to the other conditions mentioned in SR 81), by road between places connected by rail on a scale not exceeding the charges that would have been incurred had the equipment, etc, been transported by rail.

*[G.I., M.F., U.O. No. 1816-E (5)/61, dated the 12<sup>th</sup> June, 1961, to the Accountant General, Posts and Telegraphs.]*

Government servants whose duties require them to travel constantly by railway.

*S.R. 82. (a) The following provisions are applicable to –*

- (i) to (iv) Not printed
- (v) any other Government servant or class of Government servants, whose duties involve constant traveling by railway, to whom a competent authority may declare them to be applicable.

(b) When such a Government servant makes a journey by railway on tour –

- (i) He is entitled to a free pass under the Free Pass Rules of the Railway.
- (ii) He may draw daily allowance for any day on which he is absent from his headquarters for more than eight consecutive hours.
- (iii) He may not exchange for mileage allowance, the allowances admissible under sub-clauses (i) and (ii) of this clause.
- (iv) If he combines with a railway journey a journey by steamer or road, he may, if he travels to a place distant at least eight kilometers from the point where he leaves the railway or returns to the railway from a place similarly distant, draw mileage allowance for the journey by steamer or road, in addition to daily allowance, if any, admissible under this rule; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of his absence from his headquarters.

*Inspectors of maintenance on the Indian Railways*

### **S.R. 83 Not printed**

*Railway and Telegraph servants traveling on unopened line of Railway*

S.R. 84. Not printed

Postal Officials

**S.R.. 85 The following provisions apply to Deputy/Assistant Superintendents and Inspectors of the Railway Mail Service, when they travel on duty by railway:-**

- (a) For a journey by railway, they are entitled to free conveyance and may draw in addition a single fare of the lowest class for one servant on their certifying that the fare was actually paid.**
- (b) Not printed.**

(c) For a journey by road combined with a journey by railway they may draw mileage allowance irrespective of the distance traveled.

## GOVERNMENT OF INDIA'S ORDER

**IPS probationers governed by ordinary rules** - A question arose as to whether the Probationers in IPS Class I while accompanying the Superintendent RMS/Inspector RMS/ Inspector of Post Offices or when working as IPOs during the period of their training are entitled to T.A. admissible to those categories of officials whom they accompany or under the ordinary rules. It is clarified that such officials while accompanying the above mentioned officials on tour or working as such during the period of their training may be granted T.A. under ordinary rules.

*[D.G., P. & T's Memo. No. 50-47/59-P. & A., dated the 21<sup>st</sup> July, 1960.]*

## DG, P & T'S INSTRUCTIONS

(1) It has been decided that the Inspectors of Airmails are entitled to draw T.A. under the ordinary rules, for their journey on duty by road to and from the Airport, i.e., daily allowance admissible to them under SR 182 in the present case as they are allowed free transit, provided the mail office and the Airport are not within eight kilometers (radius) from each other.

*[D.G., P&T.'s Memo No. P.E. 24-30/50, dated the 23<sup>rd</sup> August, 1950.]*

(2) RMS officials whose T.A. is governed under SR 85, are entitled to draw T.A. under ordinary rules for their journeys made by road beyond 8 kilometres from their headquarters, on the analogy of Instruction (1) above.

*[D.G., P&T.'s Memo No. P.E. 50-66/60, dated the 24<sup>th</sup> July, 1961.]*

(3) The Sorting Assistant Superintendents and Compilation Inspectors attached to the Regional Director Mils Office may be granted T.A. under ordinary rules and not under SR 85.

*[D.G., P&T.'s Memo No. P.E. 17-46/63-PAP, dated the 19<sup>th</sup> June, 1964.]*

(4) It has now been decided that the special provisions contained in SRs 85, 86 and 86-A may continue to apply to IPOs, IRMs, ASRMs, etc. However, calculation of the daily allowance shall be in accordance with the instructions contained on the Government of India's Order No. (1) below SR 51.

*[D.G., P&T.'s Memo No. P.E. 17/6/75-PAP, dated the 8<sup>th</sup> February, 1976.]*

**S.R. 86. An Inspector of Post Offices may not exchange daily allowance for mileage allowance on journeys by road. When traveling by railway, by sea or by river steamer, he may draw, in addition to his daily allowance, a single fare of the class to which his grade entitles him and a single fare of the lowest class for one servant, if actually paid. Daily allowance is, however, not admissible when an Inspector avails**

**himself of board provided on a steamer, the cost of which is included in the cost of the fare.**

### **GOVERNMENT OF INDIA'S ORDERS**

(1) It has been decided that the traveling allowance of the Investigating Inspectors attached to circle offices should be regulated under the same rules and at the same rates as are applicable to Inspectors of Post Offices.

*[D.G., P&T.'s Memo No. P.E. 24-24/57-P.E, dated the 19<sup>th</sup> October, 1957.]*

(2) Having regard to the nature of duties attached to the posts of Inspector of Post Offices (Uniforms) in circle offices, it has been decided that they may be allowed to draw traveling allowance under the ordinary rules.

*[D.G., P. &T.'s Memo No. 50/2461-P. & A., (P) dated the 16<sup>th</sup> February, 1962, concurred by the M.F. (c), vide their U.O. No. 896-P.T. I/62, dated the 6<sup>th</sup> February, 1962.]*

(3) It has been decided that the daily allowance admissible to Inspectors of Post Offices under SR 86 may be calculated at the ordinary/enhanced rates according to the nature of the place of halt, i.e., ordinary/expensive locality.

*[D.G., P. &T.'s Memo No. 17-44/62-PAP dated the 25<sup>th</sup> October, 1962, concurred by the M.F. (c), vide their U.O. No. 5768-P.T. I/62, dated the 15<sup>th</sup> October, 1962.]*

### **DG, P & T'S INSTRUCTIONS**

(1) Planning Inspectors attached to circle offices will be governed by ordinary rules and not by SR 86.

*[D.G., P. & T. No. D.E.-24-26/50, dated the 20<sup>th</sup> August, 1951.]*

(2) It has been decided that the traveling allowance to Welfare Inspectors should be regulated under the ordinary rules and not under this rule.

*[D.G., P & T., No. 17-55/62-PAP, dated the 4<sup>th</sup> February, 1963.]*

**S.R. 86-A. As a partial exception to Rule 86, an Inspector of Post Offices may, in cases where two stations are connected by railway, as well as by public motor service, claim, in addition to his daily allowance, the actual fare paid to the motor company for himself and his servant subject to the condition that in no case should the motor fare exceed the railway fare claimable under the preceding rule.**

### **DG, P & T'S INSTRUCTIONS**

(1) The road mileage as per Paragraph 1 of Order (1) below SR 46, is applicable to IPOs, IRMs, ASRMs, etc.

*(D.G., P. & T., Letter No. 17/26/77-PAP, dated the 29<sup>th</sup> June, 1978.]*

**S.R. 87. (a) Except as provided in Clauses (b) and (c) of this rule, a Government servant of the Survey of India Department may not exchange daily allowance for mileage allowance for a journey in the field.**

**(b) With the sanction in each case of the Surveyor General or Administrative Superintendent, a Government servant in the Survey of India Department may be granted the following concessions : -**

- (i) He may exchange his daily allowance for mileage allowance under Rule 76 for a journey in the field if he is required to travel by public or hired conveyance, or in a motor car/motor cycle owned by him or if he is employed on special duty.
- (ii) Whenever his actual traveling expenses for a journey to or from the field, or for any other journey on which he has to travel with camp equipment, exceed the mileage allowance calculated for the journey under the ordinary rules, he may draw such actual expenses, in place of daily allowance. In calculating actual expenses he may include the cost of transporting, whether by public or hired conveyance or otherwise, both himself and such scale of servants, baggage and camp equipment as the President may prescribe; provided that
  - (1) in applying this rule a journey must be treated as a whole, and a Government servant may not draw actual expenses for a part of a journey and mileage allowance for the remainder; and
  - (2) actual expenses may not be drawn under this rule for a journey in the field by road only unless the conditions of sub-clause (i) of this clause are fulfilled.
- (iii) Whenever, for such part of month as he spends in the field, the actual cost of carrying camp equipment and baggage on the scale prescribed under sub-clause (ii) above exceeds half the amount of daily allowance admissible for the month, he may retain half of his daily allowance and exchange the other half for such actual cost.

(c) Actual expenses under Clause (b) of this rule must be drawn on a bill prepared in detail and countersigned by the sanctioning authority.

Geological Survey of India

**S.R. 88 (a) (i) Except as provided in Clause (ii) of this rule a Government servant of the Geological Survey of India Department may not exchange daily allowance for mileage allowance for a journey in the field.**

(ii) With the sanction in each case of the Director of the Geological Survey, a Government servant of the Geological Survey of India Department may be granted the concessions specified in sub-clauses (i), (ii) and (iii) of clause (b) of Rule 87 on the conditions prescribed in Clause (c) of that rule.

(b) The Director of the Geological Survey may permit, in any particular case on public grounds, a Government Servant of the Geological Survey of India Department, at the beginning or the end of a field season, to send a portion of his servants, baggage and camp equipment by the direct route to or from the field, when he himself travels by another route,

in order to undertake an economic or engineering enquiry or inspection work on the way, and to recover the actual cost of transporting such servants, baggage and camp equipment not exceeding the scale permissible under Rule 87 (b) (ii), in addition to traveling allowance admissible under the rules for the journey undertaken by himself.

### GOVERNMENT OF INIDA'S ORDERS

*Delegation – The Regional Directors and Director Administration of the Geological Survey of India are delegated the following powers:-*

1.	To sanction actual expenses under SR 88 (a) (ii)	Regional Director  Full powers in respect of all Gazetted and non-Gazetted officers of the Regional Office and Circle Offices under it except for himself.  (ii) Director of Administration:  Full powers in respect of all Gazetted and Non-Gazetted officers attached to the Central Headquarters, Kolkata, excluding those in the scale of Rs. 1,300-60-1, 600 (Second Pay commission) or above and excluding himself.
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2. This power has been delegated to avoid delay in the payment of the claims and smooth running of the Regional Offices and also administration at the headquarters of the Geological Survey of India.

3. The above power should be exercised by the Regional Directors and Director of Administration, Geological Survey of India, subject to any general instructions or orders that have been/may be issued by President from time to time.

*[G.I., Ministry of Steel and Mines (Dept. of Mines and metals), Letter No. 18/95/61-M. VI, dated the 30<sup>th</sup> September, 1965.]*

**S.R. 88-A. As a partial exception of Rules 87 and 88, in the case of halts on tour, half the daily allowance ordinarily admissible under these rules may be drawn in addition to mileage allowance or actual expenses, as the case may be, on the day of arrival of the Government servant, at a place of halt and on the day of departure, provided that no daily allowance will be permissible in respect of a place of halt from which a Government servant departs on the same day on which he arrived at it or vice versa.**

**S.R. 88-B. Deleted**

### SUB-DIVISION (III) – TRAVELING ALLOWANCE

**ADMISSIBLE FOR JOURNEYS AND HALTS WITHIN  
EIGHT KILOMETERS OF HEADQUARTERS OR  
TEMPORARY HEADQUARTERS**

*Conveyance hire*

**S.R. 89. A Competent Authority may, by general or special order, permit any Government servant or class of Government servants to draw the actual cost of hiring a conveyance on a journey for which no traveling allowance is admissible under these rules.**

Note 1 – Reimbursement to Government servants of the cost of hiring conveyance on journeys within a radius of 8 kilometres, for which no traveling allowance is admissible under these rules, is regulated under the provisions of Delegation of Financial Powers Rules, 1978.

Note 2 – Heads of Departments who have been declared as such with reference to Rule 2 (10) of Supplementary Rules and Heads of Offices under them to whom the Delegation of Financial Powers Rules, 1978, do not apply will also exercise in this regard the same powers as in item No. 3 of the Annexure to Schedule V of the Delegation of Financial Powers Rules, as amended from time to time.

**GOVERNMENT OF INDIA'S ORDERS**

**(1) Regulation of conveyance hire** – conveyance hire under rule shall be regulated as follows:-

**(A) For Gazetted Officers**

The conveyance hire charges actually paid may be reimbursed to a Gazetted Government servant, who performs a journey in the public interest, within the municipal limits of the city in which his headquarter is situated, in a conveyance when a staff car is not available;

Provided that where traveling allowance is also admissible for such a journey, it will be open to the officer either to claim reimbursement of the conveyance hire under these rules or traveling allowance under the Traveling Allowance Rules;

Provided further that the reimbursement of the conveyance hire shall be subject to the following conditions, namely:-

- (i) If more than one officers are required to proceed to a particular place on official duty, they shall share the conveyance as far as possible.
- (ii) The controlling officer shall certify that the staff car could not be made available for the journey performed by the Gazetted Government servant concerned.

Note – Heads of Departments may sanction to themselves the reimbursement of conveyance hire charges subject to the conditions mentioned above.

**(B) For Non-Gazetted Officers**

The conveyance hire charges may be reimbursed to a non-gazetted Government servant who –

- (i) Is dispatched on duty to a place at some distance from his office within the municipal limits of the city in which his office situated or
- (ii) Is summoned to office outside the ordinary hours of duty by special order of a gazetted Officer.

Provided that where traveling allowance is admissible for such a journey, it will be open to the Government Servant concerned either to claim reimbursement of the conveyance hire under these rules, or traveling allowance under the Traveling Allowance Rules.

General Notes [Common to (A) and (B)]

(i) The total amount of conveyance hire reimbursed to a Government servant, whether Gazetted or non-Gazetted, on the basis mentioned in Paragraph 1 above in any one month shall not exceed Rs. 150.

(ii) The conveyance hire should not be reimbursed in respect of a journey, if the non-Gazetted Government servant concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey. However, where such a Government servant has been recalled from his residence to perform overtime work, the Competent Authority may allow conveyance charges to him in addition to the overtime allowance admissible to him.

(iii) The reimbursement of conveyance hire should be made in all cases specified above in accordance with the scheduled scale of charges for the conveyance used.

(iv) The power to sanction reimbursement of conveyance charges to a Gazetted Government servant shall vest in the Ministries/Departments of the Government of India, Heads of Department and Heads of Offices.

(v) The conveyance hire reimbursable shall be the fare by bus, tram, local train or a combination of them, if the places to be visited are connected by any of these public conveyances or a combination of them, as the case may be. If, on such routes, any other conveyance is hired, the hiring charges may be reimbursed on the certificate of the Head of a Department in the case of Gazetted Officer to the effect that in the interests of public service or due to the urgency of the work, it was necessary for the officer to hire such a conveyance. Such reimbursement may be made in respect of a non-Gazetted Government servant by a Head of Office or by any authority authorized to do so by a Department of the Central Government.

(vi) Deleted.

(vii) (a) Officers of Groups 'B', 'C' and 'D' service may be allowed reimbursement of scooter or bus fare, as the case may be.

(viii) Officers using their own conveyance for journeys in public interest within the municipal limits of the city in which their headquarter is situated, may claim reimbursement

at the rates notified, by the concerned Director of Transport, for taxi or, as the case may be, autorickshaw plying in that city.

*[Extract of Item 3 of the Annexure to Schedule V of the Delegation of Financial Powers Rules, 1978, as amended by G.I., M.F., Notification No. F. I (7) -E. II (A)/81, dated the 30<sup>th</sup> November, 1982; F. I (11)-E. II (A)/85, dated the 12<sup>th</sup> December, 1985; F. I (13)-E II (A)/86, dated the 7<sup>th</sup> October, 1986; F. I (51)-E II (A)/87, dated the 3<sup>rd</sup> November, 1988 and F. I (7)-E. II (A)/98, dated the 5<sup>th</sup> August, 1998.]*

Adherence to rules on reimbursement of conveyance hire for local journeys – Attention of all the concerned authorities is invited to the General Note (v) against Item 3 of Annexure to Schedule V of the Delegation of Financial Powers Rules, 1978, which provides that in respect of local official journeys, the conveyance hire charges reimbursable shall be the fare by bus, tram, local trains or a combination of them, if the places to be visited are connected by any of these public conveyances or a combination of them, as the case may be. Reimbursement of charges for hiring other conveyance can be made only after a certificate of the controlling authority is furnished to the effect that in the interest of public service or due to urgency of work, it was necessary to hire such other conveyance. Accordingly, in the normal circumstances, the reimbursement should not generally exceed the fare of public conveyances, if available on the route of the journey.

2. Despite the above provisions, instances have come to the notice where conveyance hire has been reimbursed equal to the charges of the autorickshaw/taxi, even when ordinary means of conveyance was available and no urgency was involved. At places, where free transport has been provided for official journeys at some local routes like shuttle mini bus service covering various central government Offices in New Delhi, fraudulent claims are being preferred and passed by the Competent Authorities in respect of journeys shown for routes other than those covered by free transport facility. In some cases, conveyance hire is being reimbursed for the journeys which were never undertaken. All such types of cases are against the spirit of the provisions contained in Item 3 of Annexure to Schedule V of the Delegation of Financial Powers Rules, 1978 and the principles of financial property enumerated in Government of India's Decision below Rule 6 of the General Financial Rules, 1963. The authorities competent to pass the claims will have to exercise strict control to curb such malpractices.

3. All the Ministries/Departments are, therefore, requested to ensure that the relevant provisions of the Delegation of Financial Powers Rules, 1978, regarding the reimbursement of conveyance hire are strictly adhered to by the controlling/competent Authorities and only genuine claims in this regard are recommended/ sanctioned.

*[G.I., M.F., O.M. No. F. I (16)-E II (A)/90, dated the 27<sup>th</sup> July, 1990.]*

#### **DG, P & T'S ORDERS**

The question of reimbursement of actual expenses under SR 89 to Government servants for hiring of conveyances within a radius of 8 kilometres of their headquarters has been under consideration and it has been decided that the Competent Authorities should invariably keep in view the following principles:-

- (i) The eligibility of an officer to get reimbursement of the actual expenditure must depend upon whether or not an officer claiming such reimbursement is entitled to a fixed conveyance allowance.
- (ii) No conveyance hire or actual expenses are allowed in cases where the traveling allowance drawn for journeys outside the 8 kilometres limit is an amount large enough which in the probability compensates for journeys for which traveling/daily allowance is not otherwise admissible.

*[D.G., P. & T.'s No. TE. 28-53-52, dated the 31<sup>st</sup> December, 1953.]*

*Ferry charges, tolls and railway fare*

**S.R. 90. A Government servant traveling on duty within eight kilometers of his headquarters is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by railway or other public conveyance. Actual expenses of maintaining camp equipage during a halt at headquarters**

**S.R. 91. On the following conditions and any other conditions which it may think fit to impose, a competent authority may, by general or special order, permit any Government servant or class of Government servants to recover the actual cost of maintaining camp equipage during a halt at headquarters or within eight kilometers of headquarters or during the interval between the Government servant's departure from or arrival at headquarters and that of his camp equipage.**

- (a) The amount drawn, together with any amounts recovered under Rule 90, should not exceed the daily allowance of his grade.
- (b) The period of the halt or interval for which it is granted should not exceed ten days. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval.
- (c) The Government servant must certify that he has maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not been less than the amount drawn. In the case of a non-Gazetted or Class IV servant, the Head of Office must certify that such maintenance was necessary.

#### **SUB-DIVISION (IV) – SPECIAL RULES FOR HIGH OFFICIALS**

**S.R. 92. Not printed**

**S.R. 93 to S.R. 103. Deleted.**

*Amount of luggage admissible*

**S.R. 104. Except where otherwise expressly provided in these rules the amount of luggage which may be transported, free of cost by a Government servant traveling in reserved accommodation, is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation.**

## **SECTION X – JOURNEY OF A NEWLY – APPOINTED GOVERNMENT SERVANT TO JOIN HIS FIRST POST**

**S.R. 105. Except as otherwise provided in this section, traveling allowance is not admissible to any person for the journey to join his first post in Government service.**

### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Grant of passage/rail fare to Indian Scientist/Technical Officers working abroad on appointment.** – It has been decided that Indian Scientists/Technical Officers working abroad may on their selection for appointment under the Government of India be allowed air passage by Economy (Tourist) Class for the Scientist/Technical Officer and members of his family as defined in SR 2 (8) from the country where he is working to port of disembarkation in India and rail fare of the class (other than air-conditioned class) to which he shall be entitled after joining the post under the government or the class by which the journey is actually performed, whichever is less, from the port of disembarkation to the place of duty, provided he undertakes to serve the Government of India for a minimum period of three years from the date of joining duty in India.

The cost of passage including the cost of internal travel by rail is reimbursable by the Government to the Scientist/Technical Officer.

The form in which the bond should be executed by each Scientist/Technical Officer after joining duty in India, is appended. The person accepting the bond on behalf of the President must be one duty authorized under Article 299 of the Constitution.

The facility of grant of passage should not normally be made available to Indian Scientists/Technical Officers abroad who are not actually employed at the time or their selection or at the time the offer is sent to them. However, Ministries/Departments of Government of India may, at their discretion, extend this facility to the above category of persons, not as a matter of course, but only in special cases and for reasons to be recorded.

*[G.I., M.F., O.M. No. F. 10 (2)-E. IV (B)/66, dated the 13<sup>th</sup> October, 1966 dated the 10<sup>th</sup> March, 1967 and dated the 24<sup>th</sup> August, 1967.]*

### **FORM**

*Bond of Indian Scientist working abroad on their  
Appointment under the Government of India*

KNOW ALL MEN BY THESE PRESENTS THAT WE, .....  
Residents of ..... in the district of .....  
..... at present employed as ..... In the  
Ministry/Office of .....(hereinafter called "the  
Obligor") and Shri. ..... S/o Sh.  
..... and Sh. ...., S/o Sh.  
..... sureties on his behalf do hereby jointly and severally  
bind ourselves and our respective heirs, executors and administrators to pay to the President

of India (hereinafter called "the Government") on demand the sum of Rs. .... (Rupees ....) on account of the Obligor having been allowed the cost of passage for self and members of his family from ..... to ..... on his joining the appointment under the Government of India in terms of the Ministry of Finance, Office Memorandum No. 10 (2)-E. IV (B)/66, dated the 13<sup>th</sup> October, 1966, together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this ..... day of ..... Two thousand and .....

WHEREAS the above bounden ..... is appointed under the Government of India.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of the above bounden Obligor Shri. ..... Resigning from service at any time within a period of three years from the date of joining duty under the Government of India, the Obligor and the sureties shall forthwith refund to the Government on demand the sum of Rs. .... (Rupees ....) on account of the obligor having been allowed the cost of passage for self and members of his family from ..... to ..... as aforesaid together with interest thereon from the date of demand at Government rates from the time being in force on Government loans.

And upon the above bounden Obligor Shri. ..... and/or Shri. ..... The sureties aforesaid making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Provided Always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said Obligor before suing the above bound sureties Shri. ..... and Shri ..... or any of them for amount due hereunder.

The Government of India have agreed to bear the stamp duty payable on this bound. Signed and delivered by the above bounden ..... in the presence of .....

Signed and delivered by the surety above named Shri. ..... in the presence of .....

Signed and delivered by the surety above named Shri. ..... in the presence of .....

Accepted

(Name and designation)

For and on behalf of the President of India.

**(2) In the case of first appointment to a post in N-E Region/A&N Islands/Lakshadweed** – In relaxation of SR 105 that traveling allowance is not admissible for journeys undertaken in connection with initial appointment, in case of journeys for taking up initial appointment to a post in the North-Eastern Region (States of Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh and Mizoram), traveling allowance limited to ordinary bus fare/second class rail fare for road/rail journey for the Government servant himself and his family will be admissible for the total distance instead of for the distance in excess of first 400 km only.

2. The above order will also apply mutatis mutandis to Central Government Employees posted to Andaman and Nicobar Islands and Lakshadweed. These orders will also apply mutatis mutandis to officers posted to N-E Council, when they are stationed in the N-E Region.

3. This concession would be admissible to all appointees, irrespective of the station from which the journey commences to take up the new appointment.

*[G.I., M.F., O.M. No. 20014/3/83-E. IV, dated the 14<sup>th</sup> December, 1983; 30<sup>th</sup> March, 1984; U.O. No. 3943-E. IV. Dated the 17<sup>th</sup> October, 1984 and O.M. No. F. 20014/16/86-E. IV (B), dated the 1<sup>st</sup> December, 1988.]*

**(3) T. to retrenched employee re-appointed** – It has been decided that the following concessions shall be granted to the temporary Government servants, who are discharged due to reduction of establishment from one Central Government office and re-appointed to another Central Government Office:-

(i) If the orders of appointment to the new post are received by the Government servant concerned while in his old post:

Joining time with joining time pay and traveling allowance on transfer scale will be admissible in all cases where the appointing authority certifies that the transfer is in the public interest and the previous service rendered under Government is one of the considerations justifying his appointment to the new post. In cases where this certificate is not forthcoming, the Government servant shall be allowed only joining time without joining time pay and transfer traveling allowance.

(ii) If the orders of appointment to the new post are received by the Government servant concerned soon after discharge from his old post and the Government servant joins his new post without delay.

No traveling allowance will be admissible, but the period of break may be converted into joining time without pay by the Heads of Departments under whom the Government servant is presently employed, provided the period of break does not exceed thirty days and that the Government servant has rendered not less than three years continuous service on the date of his discharge.

*[G.I., M.F., O.M. No. F. 12 (19) – E. IV (B)/63, dated the 17<sup>th</sup> September, 1963.]*

**S.R. 105-A. Not printed**

**S.R. 105-B. The Surveyor General of India or a Director of the Survey of India may grant such rail and steamer fares as he considers necessary to a Khalasi or other class IV servant on enlistment for his journey to the Field Headquarters.**

**S.R. 106 Deleted**

*Concession to persons re-employed in Government service*

**S.R. 107. When a pensioner, or a Government servant who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is re-appointed to Government service, the authority which sanctions his re-appointment may in cases other than those covered by Rule 105 –A permit him to draw traveling allowance for so much of his journey to join his new post as falls within India.**

*Concession to persons joining by sea*

**S.R. 108. When a person is appointed to a post in Government service which he cannot join except by sea, a competent authority may grant him a free passage by sea from one part of India to another such part.**

*Concession to subordinates recruited for the Andamans*

**S.R. 109. When a person is appointed in India to subordinate Government service in the Andaman or Nicobar Islands, the authority making the appointment may grant him a free passage by sea for himself and his family.**

**S.R. 109-A to S.R. 111. Deleted.**

*Rates of traveling allowance under this section.*

**S.R. 112. Traveling allowance under rules 105-A and 107 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.**

**S.R. 113. When mileage allowance is drawn under Rules 105-A and 107, the rate admissible is that of the grade to which the Government servant will belong after joining his post.**

## **SECTION XI – JOURNEYS ON TRANSFER**

*General conditions of admissibility*

**S.R. 114. Traveling allowance may not be drawn under this Section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded otherwise directs.**

## GOVERNMENT OF INDIA'S ORDERS

**(1) T.A. to officials getting appointed under Central Government through examination/interview.** – It has been decided that joining time and joining time pay should be granted as follows to Government servants appointed to posts under the Central Government on the results of a competitive examination which is open to both Government servants and others :-

- (a) Joining time should ordinarily be permitted for all Government servants serving under the Central Government and for Provincial Government servants who hold permanent posts in a substantive capacity and that,
- (b) No joining time pay should be granted except,
  - (i) When the Government servant holds a permanent post under Government (including a Provincial Government) in a substantive capacity, or
  - (ii) In the case of appointments through the Home Department to in ministerial establishment of the Government of India Secretariat and attached or subordinate offices when a candidate originally nominated to a vacancy likely to become permanent is renominated to another such vacancy owing to the cessation of the former.

Traveling allowance under SR 114, should also be granted in cases where joining time pay is granted under Clause (b) above.

This also applies to a Government servant selected after an interview for appointment to a post under Central Government.

*[G.I., F.D., endorsements No. F. 3 (4)-R-II/44, dated the 27<sup>th</sup> May, 1944 and No. F. 3 (4)-R-II/44, dated the 17<sup>th</sup> July, 1945.]*

In accordance with the Government of India's Orders above, joining time with joining time pay as well as transfer traveling allowance is admissible only to permanent central and state government servants appointed to posts under the Central Government either on the results of competitive examination which is open to both Government servants and others or after an interview for appointment to such posts. The question whether provisionally permanent State and Central Government employees, and Central Government employees declared quasi-permanent under the provisions of Central Civil Services (Temporary Service) rules, 1949, be accorded the same treatment in this respect as is given to the permanent Government employees has been under consideration for some time past. It has been decided that for the purpose of Government of India's decision above, provisionally permanent State and Central Government employees and quasi-permanent Central Government employees should be treated as on par with permanent Central and State Government employees.

*These orders will take effect from the 7<sup>th</sup> April 1955.*

*[G.I., M.F., O.M. No. F. 3(3) –Estt. IV/56, dated the 3<sup>rd</sup> March, 1958 and their corrigendum of even number, dated the 23<sup>rd</sup> May, 1958.]*

When a Government servant is declared permanent/quasi-permanent with retrospective effect, he may be allowed the concessions of traveling allowance, etc., under the aforesaid order.

*[G.I., M.F., O.M. No. F. 3 (11)-E. IV (B)/62, dated the 23<sup>rd</sup> June, 1962.]*

**(2) Temporary transfer –**

**Entitlement :-** It has been decided that in all cases of transfers for short periods not exceeding one hundred and eighty days, the journeys from the headquarters to the station of deputation and back may be treated as on tour for purposes of regulating traveling allowance, daily allowance being paid for the days of halt at the station as under-

First 180 days	.....	.....	Full daily allowance
Beyond 180 days	.....	.....	Nil

2. If a temporary transfer initially made for a period not exceeding 180 days, is later extended beyond this period, the traveling allowance already drawn shall be adjusted in the transfer traveling allowance claim but the daily allowance admissible up to the date of issue of orders extending the transfer, will not be so adjusted.

3. Every transfer order should specify whether it is a regular transfer or a temporary transfer for a period not exceeding 180 days. In order to obviate difficulty in Central Audit, the nature/period of transfer is to be indicated in the traveling allowance Bill, i.e. in the column “purpose of journey” prescribed in the traveling allowance bill form.

4. The orders contained above apply only in the matter of regulating traveling/daily allowance and bear no effect on other factors like assumption of charge of a new post, change of headquarters, change of audit circle, drawal of pay and allowances of the post, etc., associated with the term “transfer” defined in Supplementary Rule 2 (18).

5. The claim for daily allowance for halt at the new station will require countersignature of the controlling officer in respect of the post at the new station, in case any portion of the claim remains undrawn on retransfer to the old headquarters.

**(c) Drawal of D.A. :-** The period of 180 days for drawal of daily allowance for halt at an outstation on temporary transfer shall be calculated on the basis of the period of the halt which will begin from the time the forward journey ends at the outstation and will end at the time the return journey commences. The intention is to relate the limit to halt and not to entire absence.

2. No daily allowance will be admissible for halts at the station from which the Government servant is transferred in case he went on tour to that station from his temporary headquarters.

**(d) On transfer to third station before expiry of 180 days :** Where a Government servant on temporary transfer is transferred to another place before the expiry of 180 days (other than his old headquarters and the headquarters of temporary transfer), the traveling allowance may be regulated on the analogy of the provisions of SR 116-B.

*[G.I., M.F., No. F. 7(7) – Estt. IV (B)/63, dated the 24<sup>th</sup> May, 1965; 16<sup>th</sup> August 1966; 21<sup>st</sup> August, 1967 and 16<sup>th</sup> September, 1969; Letter No. F. 17 (2) –E. II (A), dated the 18<sup>th</sup> October, 1967; Letter; Letter No. 1939-E. IV (B)/68, dated the 18<sup>th</sup> May, 1968; O.M. No. 19030/3/73-E. IV (B), dated the 2<sup>nd</sup> July, 1975 and 30<sup>th</sup> September, 1975, O.M. No. 19030/1/76-E. IV (B), dated the 30<sup>th</sup> January, 1978; O.M. No. 19030/2/86-E. IV, dated the 24<sup>th</sup> March, 1986 and O.M. No. 19030/5/86-E. IV, dated the 12<sup>th</sup> December, 1986.]*

**(3) T.A. to officials appointed under a PSU** – When the transfers of Central Government employees on getting appointment to a post under a Public Sector Undertaking, etc., are not in public interest, Government will not accept any liability for allowing the benefits of joining time, joining time pay and transfer traveling allowance. This is in keeping with the provisions of SR 114.

*[G.I., C.S, O.M. No. 8/20/70-Ests. (C), dated the 2<sup>nd</sup> December, 1970.]*

**(1) See Audit Instruction below SR 17.**

(2) When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer should be sent to the Audit Office of the circle of audit in which he is serving with an endorsement, stating the reasons for the transfer. In the absence of such an endorsement, the Audit Officer shall assume that the Government servant has been transferred for the public convenience.

In the case of non-Gazetted Government servants, a certificate for the Head of the Office will be accepted in lieu of the copy of the order of transfer.

*[Para. 16, Sec. II of Manual of Audit Instructions (Reprinted.)]*

**DG, P&T's INSTRUCTIONS**

**(1) T.A. to officials deputed to work in place of ED Agents** – The following rules will govern the grant of traveling allowance and house rent allowance to all officials of the Department deputed to work in place of Extra-Departmental Agents:-

- (a) When traveling within a radius of 8 kimoetres, actual expenses only are admissible under Supplementary Rule 89.
- (b) When traveling beyond a radius of 8 kilometres from headquarters.
  - (i) If the period of deputation does not exceed 180 days, traveling allowance may be granted under the rules governing the journeys on tours plus daily allowance under SR 73 at the full appropriate rate for the first 30 days and at one half of the rate for the next 150 days. No free quarters or house rent allowance in lieu thereof will be admissible in addition.
  - (ii) If the period of depuration exceeds 180 days, traveling allowance on transfer may be granted plus free residential accommodation (whether provided by the Extra-Departmental Postmasters or not) or house rent allowance in lieu thereof in the case of those officials, the nature of who duties entitles them to such a concession. In such cases, however,

a temporary post in the scale of pay of the officials so deputed should be created in the Extra-Departmental Office concerned for the period of deputation.

[D.G., P. & T's Memorandum No. S-249/11/36, dated the 31<sup>st</sup> July, 1937 and Letter No. 17-3/68-PAP, dated the 6<sup>th</sup> February, 1971 and the 15<sup>th</sup> April, 1972.]

**(2) T.A. while on deputation to APS for final medical examination** – It has been decided that the traveling allowance of the Posts and Telegraphs non-Gazetted officials deputed to Army Postal Service for the period up to which the final medical examination is conducted may be initially regulated in accordance with the orders contained in the Government of India's Order (2) above, provided such period does not exceed 180 days. If the Government servant is declared as medically unfit in the final medical examination, the traveling allowance for the journeys to and from the station of posting and daily allowance for the halt may be finally regulated in accordance with the orders contained in the Order mentioned above. If, however, the Government servant is declared as medically fit and retained in the Army Postal Service, he may be allowed the normal transfer traveling allowance under SR 116 after adjusting the payments of traveling allowance as on tour already made to him under the provisions of instructions contained in the decision referred to above, but the daily allowance admissible up to the date of issue of orders retaining him in the Army Postal Service need not be so adjusted, vide Item (2) of Order (2) above.

The expenditure is debitible in the relevant Head of Defence Service Estimates to which pay and allowances of Army Postal Service personal are debited.

[D.G., P. & T., Letter No. 16-38/64-P.A.P., dated the 19<sup>th</sup> September, 1966.]

**(3) T.A. for journey for preliminary medical examination for enrolment in APS** – It has been decided to sanction the reimbursement of the actual fare paid by the non-Gazetted personnel of the Posts and Telegraphs, Department for their journeys by road or rail not exceeding the class of accommodation entitled as per civil rules from their duty station to the recruiting office for their preliminary medical examination and back in connection with the recruitment to Army Postal Service.

2. Reimbursement of the actual fare for the road journey will, however, be admissible only if the distance by road exceeds three miles each way. The claims will be passed by the Posts and Telegraphs authorities competent to pass in the normal course the traveling allowances claim of P&T personnel.

3. The expenditure is debitible to the relevant Head of Defence Service Estimates to which the pay and allowance of Army Postal Service personnel are debited.

[Government of India, Ministry of Defence, Circular Letter No. 42147/Q-Postal/8662/(Mov), dated the 20<sup>th</sup> December, 1966 and D.G., P. & T's Endt. No. 87/11/65-SPB-II, dated the 17<sup>th</sup> January, 1967.]

(4) Officials transferred after completion of full tenure entitled to T.A. and Transit even if posted to the place of their choice – A proposal to grant T.A. and Transit to officials who are transferred on completion of tenure to the place of their choice was under consideration in this Directorate for some time past.

SR 114 which governs T.A. on Transfer distinguishes between transfer for public convenience and transfer on own request. Although transfer on completion of tenure in one office has not been specifically referred to this Rule, yet the transfer on completion of Tenure per se is a transfer for public convenience. On completion of tenure, the official has to be transferred out for operational reasons. Therefore, such transfer is mandatory, while posting to a place of choice is secondary and subject to public convenience. In view of this, posting to place of choice after completion of full tenure may not be normally termed as a 'transfer on own request' under SR 114.

It has, therefore, been decided that henceforth officials transferred after completion of full tenure as prescribed from time to time to the place of their choice will be entitled for T.A. and transit.

These orders are effective from the date of issue.

*[Dept. of Posts, Lr. No. 17-3/94-PAP, dated the 18<sup>th</sup> December, 1995.]*  
*General Rule*

**S.R. 115. A Government servant may draw mileage allowance for a journey on transfer, including transfer from military to civil employ.**

**S.R. 116. (a) Not printed. Superseded by GIO (1) below.**

**I - For journeys by rail or steamer**

(i) He may draw actual fare by rail or steamer not exceeding the fare of the entitled class.

Note 1 – In case where the Steamer Company has two rates for fare, one inclusive and one exclusive of diet, the word fare in this rule should be held to mean (fare) exclusive of diet.

Note 2. – Not Printed

Note 3 - Note printed

(ii) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid.

(iii) He may draw the actual cost of carriage by goods train, steamer or other craft of personal effects up to the following maximum:-  
Not Printed (See GIO below)

Provided that a competent authority may prescribe lower maximum for any case of Government servants.

NOTE 1 – If a Government servant carries his personal effects by passenger, instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train.

NOTE 2 – Not printed. See Order (1) below this rule.

NOTE 3 – Subject to the prescribed maximum number of kilograms, a Government servant who carries his personal effects by air may draw actual expenses up to the limit of the amount which would have been admissible had he taken the maximum quantity by goods train, road or steamer, as the case may be, under the normal rules.

NOTE 4. – Subject to the prescribed maximum number of kilograms a Government servant may draw the actual cost of transporting personal effects to his new station from a place in India other than his old station, (e.g., from a place where they are purchased en route or have been left on India other than his new station, provided that the total amount drawn, including the cost of transporting these personal effects, shall not exceed that admissible had the maximum admissible number of kilograms been transported by goods train from the old to the new station direct.

NOTE 5 – The cost of transportation of personal effects on transfer may be allowed, subject to the maximum quantity prescribed under this rule, at the ‘Quick Transit Service’ rates, if personal effects are actually transported by such service. A certificate to the effect that the personal effects were transported by the ‘Quick Transit Service, and that they reached the destination within the specified period, should be recorded by the claimant on the T.A. Bill.

**(iv) Provided that -**

- (1) Deleted
- (2) Deleted
- (3) Conveyance or horses are actually carried by rail, steamer or other craft –

He may draw the actual cost of transporting at owner’s risk conveyances and horses on the following scales:-

Not printed – For scales applicable at present see Order below this rule.

NOTE 1 – In the case of a motor car, the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one grass cutter may be drawn.

A second class rail fare, by the shortest route between the stations from and to which the motor car is actually carried by rail, may be drawn in respect of a chauffeur or cleaner, provided a certificate is furnished by the officer concerned that a chauffeur or cleaner, other than a domestic servant, was actually employed and that he (the chauffeur or cleaner) actually traveled by rail on the section for which transportation charges of the motor car by rail are claimed. The chauffeur or cleaner need not necessarily travel in the same train which carries the motor car.

NOTE 2 – When a conveyance or a horse is transported by steamer, the actual cost of transporting it may, for purposes of this rule, include, besides the freight, other incidental charges such as ghat pass, river dues, loading and unloading charges.

**EXCEPTION** – A Government servant who travels by a Government steamer is not entitled, for the journey by steamer, either to mileage allowance under Rule 115 or to the concessions allowed by this clause. He is entitled to free transport of himself transport of himself, his family, personal effects/conveyance and horses, subject to the limits prescribed in sub-clauses (iii) and (iv) respectively and may draw in addition the daily allowance of his grade.

**NOTE 3** – On occasions when a Government servant is authorized conveyance his motor car or motor cycle by rail at the public expense, he may do so by passenger train or goods train at his option. In the former case, the actual freight charged by the Indian Railways may be drawn by the Government servant. In the latter case, i.e., if the car or cycle is depatched by goods train, the Government servant may draw, in addition to the freight charged by the Indian Railways, the cost of packing and of transporting the packed car or cycle to and from the goods shed at the stations of departure and arrival, provided that the total amount so drawn shall not exceed the freight charged for transporting the car or cycle by passenger train.

**NOTE 4.** – The concession admissible under Note 3 applies mutatis mutandis to a Government servant who carries an ordinary cycle.

**NOTE 5.** - Not printed – See Order below this rule.

**NOTE 6** - Not printed

**NOTE 7** – If a Government servant owned a conveyance or horse which is kept at a station other than the one from which he is transferred, he may draw the actual cost of transporting the conveyance or horse from the station where it is kept to the station to which he is transferred, provided that the amount so drawn shall not exceed, the amount admissible, had it been conveyed from the old station to the new station direct, and provided further that the conveyance or horse is actually transported to the new station within a reasonable time before or after the officer is transferred.

In the case of an officer who does not own a horse or conveyance at the time of transfer from one station to another but purchases one and takes it to the new station from some other place, the above expenses may be allowed with the sanction of the Government.

**NOTE 8** – When a Government servant authorized to convey his cycle at public expense, transports it by road between stations connected by rail, he may in addition to the maximum quantity of personal effects admissible under the rules, be allowed the actual cost of transportation of the cycle limited to the freight charges by passenger train. In cases where the places are not connected by rail, an allowance at the rate of 60 paise per kilometer may be allowed.

#### **I-A – For journeys by air**

**(i) a Government servant traveling by air on transfer between places connected by rail and/or steamer, is entitled to draw –**

- (a) If he is authorized to travel by air on transfer, the air fares actually paid for himself and the members of his family; or if he is not so authorized, the air fares actually paid for himself and the**

**members of his family, or the railway and/or steamer fares which would have been paid had he traveled by the appropriate class by rail and/or steamer, whichever is less; and**

(b) *Not printed*

(ii) **A Government servant traveling by air on transfer between places connected by road only, is entitled to draw-**

(a) **If he is authorized to travel by air on transfer, the air fare actually paid for himself and members of his family, or**

**If he is not so authorized, lower of the following two:-**

(1) **The air fares actually paid for himself and the members of his family; or**

(2) **A single road mileage allowance at the rate which would have been applicable to him had he performed the journey by road if he travels alone, at twice the above rate if he is accompanied by two members of his family, and at thrice the above rate if accompanied by more than two members of his family.**

(b) **Deleted**

## **II – For a journey by road**

(i) **He may draw mileage allowance at the rate applicable to him under Rule 46 or 56 or any rate, applicable to him, which has been fixed under Rule 47, as the case may be.**

(ii) **He may draw additional mileage allowance at the rate applicable to him under Rule 46 or 56 or any rate, applicable to him, which has been fixed under Rule 47, as the case may be, if two members of his family accompany him, and at twice that rate if more than two members accompany him.**

(iii) **For the transportation of personal effects, within the limits prescribed sub-clause I (iii) of this clause, he may draw mileage allowance at a rate to be fixed by a competent authority. This rate will be calculated on the average cost of conveying goods by the cheapest method of conveyance.**

(iv) **Not printed.**

(b) **The following explanations are given of terms employed in Clause (a) of this rule:-**

(i) **The term “personal effects” is not subject to definition, but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.**

- (ii) The term 'motor cycle' includes a side car.
- (iii) A member of a Government servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. These time limits may be extended by the competent authority in individual cases attendant with special circumstances. If such member travels to the new station from a place other than the Government servant's old station, the Government servant may draw the actual fare for the journey made by such member by rail or steamer plus the road mileage, if any, at the rate of subject to the conditions prescribed in Clause (a) II (ii), for the actual distance of the road journey performed by such member provided that their sum shall not exceed the total mileage allowance that would have been admissible had such member proceeded from the old to the new station.

Provided further that in the case of transfer of a Government servant from station A to Station B and again to station C, the interval between the first and subsequent transfer being within six months, he may draw the actual fare for the journey from station A to station C made by any member of the family subject to the condition that the total amount claimed from station A to station C shall not exceed the amount admissible from station A to station B plus that admissible from station B to station C. for the purposes of this rule, the grade of a Government servant should be determined with reference to the facts on the date of his transfer while the number of fares admissible should be determined with reference to the facts on the date of the journey in respect of which the traveling allowance is claimed, subject to the condition that no traveling allowance would be admissible in respect of a member added to the family after the date of transfer.

(C) Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government provided that they do not exceed a scale to be prescribed in this behalf by a competent authority as suitable to a particular Government servant or class of Government servants. If they exceed this scale, the excess may be treated as a part of personal effects.

(d) A Government servant who claims higher traveling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of the said members.

(e) A Government servant claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the

sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately, by rail, road, steamer or other craft; and the Controlling Officer shall scrutinize the details and satisfy himself that the claim is reasonable.

(f) A Government servant claiming the cost of transporting a conveyance or a horse by rail or steamer must support his claim by the railway or steamer receipt. In case where the receipt has been lost or has been surrendered to the railway or steamer authorities without a cash receipt having been obtained in exchange and where the production of duplicate receipt is likely to involve a disproportionate amount of trouble, the Accounts Officer may, at his discretion, dispense with the production of the receipt and accept a certificate to the effect that the amount claimed is not more than the expense actually incurred.

## GOVERNMENT OF INDIA'S ORDERS

### (1) Current Transfer Traveling Allowance entitlements

#### **I. Definition of “family”. – See SR 2 (8) and orders thereunder.**

**II Composite Transfer Grant** – The lumpsum transfer grant and packing allowance presently admissible on transfer will be replaced by a composite Transfer Grant with effect from 1-10-1997. The composite Transfer Grant shall be equal to one month's basic pay plus Dearness Pay in case of transfers involving a change of station located at a distance of or more than 20 Km from each other. In case of transfer to stations which are at a distance of less than 20 km from the old station and of transfer within the same city, the Composite Transfer Grant will be restricted to one-third of the (basic pay plus Dearness Pay), provided a change of residence is actually involved. Further, the transfer incidentals for the Government servant and the members of his family as well as the road mileage for journeys between the residence and the Railway Station/Bus Stand/Airport at the old and new stations, which are presently admissible in terms of G.o.I., M.F., O.M. Nos 19030/1/73-E. IV (B), dated the 18<sup>th</sup> February, 1975 and 30<sup>th</sup> January, 1978; and G.o.I., M.F., O.M., of even number, dated the 10<sup>th</sup> June, 1986 respectively shall no longer be admissible. These will instead be subsumed in the composite Transfer Grant.

*[G.I., M.F. No. 10/2/98-IC & F. No. 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 – Annexure –Para. 4 and O.M. F.No. 105/1/2004-IC, dated the 1<sup>st</sup> March, 2004.]*

**(2) Composite Transfer Grant no admissible if the transfer within the same headquarters does not involve compulsory change of residence** – Certain doubts have been raised in regard to the admissibility of the Composite Transfer Grant in the case of transfer within the same city/town. It is hereby clarified that the Composite Transfer Grant will be admissible in respect of transfers within the same city/town only if it results in an obligatory change of residence and necessitated solely on account of the transfer. In other words, a transfer within the same headquarters not involving a compulsory change of residence will not entitle a Government servant to the Composite Transfer Grant.

*[G.I., M.F., M.O. No. 10016/5/98-E. IV, dated the 15<sup>th</sup> September, 1998.]*

**(3) No Composite Transfer Grant if no change of residence is involved.** – It is clarified that no Transfer Grant is to be allowed where no change of residence is involved.

Cases already settled otherwise may be reviewed and wherever Composite Transfer Grant has been wrongly allowed the same may be recorded.

[G.I., M.F., O.M. No. 19018/I/E. IV/2001, dated the 26<sup>th</sup> February, 2001.]

**(4) Rank pay on NPA shall count for calculating Composite Transfer Grant. –** From 1-1-1997, Rank pay and Non-practicing Allowance will be taken into account for calculating the Composite Transfer Grant.

[G.I., Min. of Defence, Corrigendum No. 12630/Q Mov. C/377/D (Mov.)/2001, dated the 15<sup>th</sup> February, 2001.]

**III. Carriage of personal effects on transfer. – (a) By rail :** The pay ranges and the entitlement for carriage of personal effects are as follows effects from 1-10-1997:-

Pay range	Personal effects that can be carried
Rs. 16,400 and above	Full four wheeler wagon, or 6000 kg by goods train, or one Double container.
Rs. 8,000 and above, but less than Rs. 16,400.	Full four wheeler wagon, or 6000 kg by goods train, or one Single Container.
Rs. 6,500 and above, but less than Rs. 8,000.	3000 kg by goods train
Rs. 4,100 and above, but less than Rs. 6,500.	1500 kg by goods train
Below Rs. 4,100	1000 kg by goods train

Such those employees as are in receipt of a revised pay of Rs. 3,350 p.m. and above, may also be permitted to transport 1,500 kg of personal effects by goods train.

[G.I., M.F., F. No. 10/2/98-IC & F. No. 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 – Annexure Para 4-C.]

**(b) By road between places connected by rail :** A Government servant carrying goods by road between places connected by rail can draw actual expenditure on transportation of personal effects by road or the amount admissible on transportation of the maximum admissible quantity by rail and an additional amount of not more than 25 percent thereof, whichever is less.

[G.I., M. F., O.M. F. No. 10/2/98-IC & F. No. 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 – Annexure – Para 4-D.]

**(c) Between places not connected by rail:** The allowance for carriage of personal effects between places connected by road only will be at the following uniform rates effective from 1-10-1997, subject to the existing conditions:-

Pay range	A-1/A/B-1 class cities Rs. Per Km	Other cities Rs. Per Km
Rs. 8,000 and above	30.00	18.00

Rs. 6,500 and above, but less than Rs. 8,000	15.00	9.00
Rs. 4,100 and above, but less than Rs. 6,500	7.60	4.60
Below Rs. 4,100	6.00	4.00

Such of those employees as are in receipt of a revised pay of Rs. 3,350 P.M. and above will, however, be entitled to the rates of allowance prescribed for employees in the next higher pay range of Rs. 4,100 and above, but less than Rs. 6,500. The higher rate mentioned in Column (2) will be admissible in their cases as well only for carriage of personal effects from one place to another within the limits of A-1/A/B-1 Class cities.

Note – The allowance at higher rates will be admissible only for carriage of personal effects from one place to another within the limits of A-1/A/B-1 Class cities.

*[G.I., M.F., O.M. F. No. 10/2/98-IC & F. No. No. 19030/2/97-E. IV, dated the 17<sup>th</sup> April 1998- Annexure – Para. 4-D.]*

**IV. Journeys by road** – Where the Government servant himself with member of his family travels by road on transfer, the entitled will be as under :-

- (a) **Between places connected by rail.** – Road mileage, limited to rail mileage by the entitled class.
- (b) **Between places connected by road only** – (i) For journeys in full taxi – Road mileage at prescribed rates as under notwithstanding how the Government servant and members of his family traveled –

For Self	One road mileage.
For one additional member of family	Nil.
For two additional members of family	One additional road mileage.
For more than two additional member of family.	Two additional road mileages.
(ii) For journey bus	Actual bus fare for self and each member of family.

*[G.I., M.F., O.M. No. 19030/1/73-E. IV(B), dated the 18<sup>th</sup> February, 1975 and O.M. No. 19030/3/86-E. IV, dated the 10<sup>th</sup> June, 1986.]*

**Journeys by rail/steamer/air** – for entitlement, see Orders under SRs 34, 40 and 48-B.

**V. Transportation of conveyance on transfer** – The following scales will apply for transportation of conveyance :-

Pay range	Scale
Rs. 6,500 and above.	One motor car, or one motor cycle/scooter, or one horse.

Less than Rs. 6,500	One motor cycle/scooter, or one bicycle.
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*[G.I., M.F., O.M. No. 10/2/98-IC & 19030/2/97-E IV, dated the 17<sup>th</sup> April, 1998 – Annexure Para 4-E.]*

Note – It has been decided that horse may be deemed to be part of personal effects in cases where an officer is not entitled to their transport at Government expense in addition to personal effects.

*[G.I., F.D., Letter No. F. 5 (13) –R. I/35, dated the 26<sup>th</sup> February, 1935.]*

It has been decided that rates of allowance for transportation of motor car or motor cycle/scooter by road on transfer, shall be revised as follows:-

**WHEN THE CONVEYANCE IS SENT UNDER  
IT OWN PROPULSION**

Between places connected by rail	Between places not connected by rail
Prescribed rates limited to expenditure on transportation by passenger train on rail	Prescribed rates

Note – Where the conveyance is sent under its own propulsion and the Government servant does not travel in the car, he/she will be entitled to a separate fare by rail/air or to a separate road mileage for himself/herself. However, when the Government servant travels in his/her own car, he/she will not be entitled to any separate fare by train/air. Appropriate mileage allowance will be admissible for the members of his/her family, if they travel otherwise than by the conveyance being transported under its own propulsion.

**WHEN CONVEYANCE IS SENT LOADED ON A TRUCK**

Between places connected by rail	Between places not connected by rail
Actual expenses limited prescribed rates or expenditure on transportation by passenger train on rail, whichever is less.	Actual expenses limited to prescribed rates.

Prescribed rates means, the rates notified by the concerned Directorate of Transport, for taxi and autorickshaw, at the starting point.

*[G.I., M.F., O.M. No. 19018/1/74-E. IV (B), dated the 18<sup>th</sup> June, 1976, O.M. No. 19030/3/86-E IV, dated the 10<sup>th</sup> June, 1986 and O.M. No. 19018/1/93-E. IV, dated the 13<sup>th</sup> July, 1993.]*

Note 1 – Reimbursement of transportation charges of cars between Kalka and Simla may be allowed at the rate on the basis of the road distance of 96 kilometres only which is also the actual distance by rail between the two stations.

*[G.I., M.F., O.M. No. F. 7/6//E. IV (B)/60, dated the 19<sup>th</sup> August, 1960.]*

Note 2. – The principle of Supplementary Rule 30 (C) should be applied in cases of transport of motor car by officers on transfer [vide SR 116 (C)I (iv) (3)], even if the officer and his car take different routes.

*[G.I., I. & L.D. No. 243 – P.T./24, dated the 15<sup>th</sup> January, 1925.]*

VI. Additional to and fro fare by entitled class to Government servant on transfer – An employee will be entitled to an additional fare by the entitled class for both onward and return journey, in addition to the normal transfer traveling allowance entitlement, if he has to leave his family behind because of non-availability of Government residential accommodation at the new place of posting.

*[G.I., M.F., O.M. No. 19030/5/86-E. IV, dated the 24<sup>th</sup> November, 1986; the 19<sup>th</sup> March, 1987 and the 6<sup>th</sup> August, 1987.]*

**Clarification** – (i) In case where the Government accommodation is available and the officer does not accept the Government accommodation allotted to him on the ground of being of lower category or for any other reason, he is not entitled to the additional fare in terms of Para 7 of OM, dated 24-11-1986, as the Government accommodation is available and the officer had refused it.

(ii) When a Government servant brings family before actual allotment in such cases, if T.A./D.A. has been claimed for such family members, there is no family left behind and additional fare cannot be made admissible.

(iii) At the stations where Government quarters have not been constructed, this may be treated as non-availability of Government accommodation and Government employee will be entitled to the additional fare in terms of OM, dated 24-11-1986.

*[G.I., M.F., U.O. No. 1017/E. IV/88, dated the 12/13<sup>th</sup> May, 1988, to the C.&A.G.]*

VII. Special provisions in the case of North Eastern Region, A&N Islands and Lakshadweep – (i) Traveling Allowance for journey on transfer: In relaxation of orders below SR 116, if no transfer to a station in the North Eastern region, the family of the Government servant does not accompany him, the Government servant will be paid traveling allowance on tour for self only for transit period to join the post and will be permitted to carry personal effects up to 1/3<sup>rd</sup> of his entitlement of Government cost or have a cash equivalent of carrying 1/3<sup>rd</sup> of his entitled or the difference in weight of the personal effects he is actually carrying and 1/3<sup>rd</sup> of his entitlement, as the case may be, in lieu of the cost of transportation of baggage. In case the family accompanies the Government servant on transfer, the Government servant will be entitled to the existing admissible traveling allowance including the cost of transportation of the admissible weight of personal effects according to the grade to which the officer belongs, irrespective of the weight of the baggage actually carried. The above provisions will also apply for the return journey on transfer back from the North Eastern Region.

This concession is admissible only in cases where the Government servant is transferred from a station outside the region to a station in the N-E Region and vice versa; the same is not applicable from one station to another station within the region.

(ii) Road mileage for transportation of personal effects on transfer : In relaxation of orders below SR 116, for transportation of personal effects on transfer between two different stations in the North Eastern region, higher rate of allowance admissible for transportation in 'A' Class cities subject to the actual expenditure incurred by the Government servant will be admissible.

The higher rate of road mileage is admissible only between stations not connected by rail.

The higher rate of road mileage is admissible to all Central Government servants irrespective of the fact whether they are having All India transfer liability or not.

The above orders will also mutatis mutandis apply to Central Government employees posted to Andaman and Nicobar Islands and Lakshadweep.

These orders will also apply mutatis mutandis to officers posted to N-E Council, when they are stationed in the N-E Region.

*[G.I., M.F., O.M. No. 20014/3/83-E. IV, dated the 14<sup>th</sup> December, 1983; G.I., M.F., U.O. No. 824-E. IV/86, dated the 1<sup>st</sup> April, 1986; U.O. No. 1216-E. IV, dated the 20<sup>th</sup> April, 1986 and O.M. No. F. 20014/16/86-E. IV/II (B), dated the 1<sup>st</sup> December, 1988.]*

(2) Time limit for transport of personal effects. – Charges for the transport of personal effects of an officer on transfer may be admitted in audit if they do not for good and sufficient reasons accompany him but are carried within a reasonable time before or after the date of his journey on transfer.

*[G.I., F.D., Letter No. 51-E.B, dated the 18<sup>th</sup> January, 1915.]*

NOTE – The expression 'for good and sufficient reasons accompany him but are carried within a reasonable time' used in the above decision has been left to be interpreted by the Audit Offices; but the Ministry of Home Affairs, etc., will have full powers to deal with any cases of doubt referred to them by the Audit Offices or any authority under their administrative control.

*[G.I., M.F., O.M. No. F. 5 (6)-E. IV/55 (II), dated the 4<sup>th</sup> February, 1955.]*

**(3) Reimbursement of obligatory expenses such as ghat pass, river dues** – In the case of Government servants performing sea journeys between the mainland and the Andaman and Nicobar Islands by Government steamer who are not entitled to one steamer fare of the entitled class, in accordance with Exception under Note 2 below SR 116 (a) I (iv), it has now been decided that, in such cases, only the obligatory expenses such as ghat pass, river dues payable to the Port Authorities may be reimbursed to the Government servant concerned. Other expenses such as loading and unloading charges, which are in the nature of porterage/handling charges are, however, not reimbursable.

**(4) Additional items of expenditure reimbursable in case of transporting of car by goods train** – With reference to Note 3 below SR 116 (a) I (iv), it has been clarified that the cost of crating, etc, of the car which an officer has to incur in order that the vehicle is accepted by the Railway Authorities for transit in goods train represents the costs of packing the car and inclusive of the expenditure incurred on transportation of the packed car to and

from the goods shed, loading and unloading charges, and some expenditure on ropes, etc., incurred by the officer while transporting the car by goods train, which is in the nature of cost of crating, etc., of the car and is, therefore, reimbursable to him in terms of the aforesaid Note.

This facility is also available to officers transporting their vehicle while going/returning from abroad.

*[C.&A.G.'s Circular Letter No. 1539-Audit/67-70, dated the 31<sup>st</sup> December, 1971.]*

**(5) Actual cost of transportation of motor car by rail at railway's risk allowance**

– SR 116 (a) I (iv) (3) inter alia provided that a Government servant on transfer can transport his motor car by rail at owner's risk. Ministry of Railways have, with effect from 1-4-1987, abolished their scheme of booking the transportation of motor car at owner's risk and instead they book the motor car at railway's risk only. It has been decided that in partial modification of SR 116 (a) I (iv) (3), Government servants on their transfer may be allowed the actual cost of transportation of their motor car by rail at railway's risk. The others terms and conditions, for drawal of actual cost of transporting the motor car by rail, shall remain unchanged.

*[G.I., M.F., O.M. No. 19018/2/87-E. IV, dated the 18<sup>th</sup> February, 1988.]*

**(6) Entitlement of transfer traveling allowance in case of children studying in educational institutions** – A question was raised whether children of Government servant who are studying in educational institutions and who are not actually residing with their parents at the time of transfer but later come to spend the vacation with them may still be considered as members of the 'Government servants' family under the definition of 'family' in Supplementary Rule 2 (8) for purpose of traveling allowance under Supplementary Rule 116. It has been decided that they may be so treated and that on transfer of the Government servants from one station to another, the usual traveling allowance for the journey of the children may be allowed, provided all other conditions for the grant of Traveling Allowance are fulfilled.

*[G.I., M.F., O.M. No. 5(77)/E. IV/56, dated the 24<sup>th</sup> September, 1956.]*

Note – The Government servant shall have an option to claim traveling allowance either under the scheme of 'Journey fare of Children' vide O.M. No. 19030/2/73-E. IV (B), dated the 28<sup>th</sup> February, 1974 (see Section 4 of Swamy's Children's Educational Assistance), or as transfer traveling allowance claim in respect of out ward journey. In case the Government servant opts for the claim under the scheme of 'Journey fare of children.', he shall be required to furnish a certificate as given below.

"Certified that no claim has been preferred for the student in the transfer traveling allowance bill in respect of the outward journey nor will it be preferred in future.

*[G.I., M.F., O.M. No. 19030/2/73-E. IV (B), dated the 25<sup>th</sup> July, 1975.]*

**(7) Option to Government servant on transfer to claim T.A. for self along with family performing journey subsequently.** – Under the existing provisions of the traveling allowance rules, a Government servant is required to claim traveling allowance for himself on transfer in respect of the journey performed by him during joining time to join the post at the

new headquarters station. These provisions of the rules are reported to cause inconvenience in cases where the Government servant concerned is required to perform a second journey from the old to the new station to bring his family (left behind either due to non-availability to suitable residential accommodation at the new station initially or to avoid mid term shifting of children admitted in schools/colleges at the old station), as in such cases due to financial constraints, the Government servant has generally to travel in the lowest class at his own expense, whereas the family may travel in consultation with the Staff Side, National Council of the JCM and it has been decided that Government servants transferred from one place to another in public interest, whose families do not accompany them to the new station during the first journey as mentioned above, may be allowed the option to claim traveling allowance for themselves either for the first journey undertaken by them to join in the post at new headquarters as it present, or for the subsequent journey that they may undertake along with their family members from the old to the new station. The grade of the Government servants and their entitlement to the class of accommodation, etc, should, however, continue to be determined with reference to the facts on the date of their transfer. There will also be no change in the existing procedure for the grant of joining time and joining time pay on transfer.

2. In cases where the Government servants exercise the option to prefer the transfer traveling allowance claim for the second journey performed by them along with the family during leave/holidays, the controlling officers will be competent to pass such claim in relaxation of the provisions of SR 134.

*[G.I., M.F., O.M. No. 19018/I/77-E. IV (B), dated the 18<sup>th</sup> August, 1977.]*

**(8) When both husband and wife are Government servants and transferred from one and the same old station to one and the same new station** – A question was raised in regard to the admissibility of transfer traveling allowance in cases where both husband and wife are in the Central Government's employment and are transferred at the same time or within six month of his/her transfer, from one and the same old station to one and the same new station. It has been decided that in such cases transfer traveling allowance will not be admissible to both of them as independent Government servants. Either of them may claim transfer traveling allowance, the other being treated as a member of his/her family not in the Central Government's employment, on furnishing the following certificate:-

“Certified that my wife/husband who is employed under the Central Government and who has been transferred from ..... To ..... Within six months of my transfer has not already claimed any transfer T.A. in consequence of her/his transfer.”

**(9) Reimbursement of expenses on transportation of separate cars where both husband and wife are Government servants** – Order (8) above restricts the admissibility of transfer traveling allowance to either of the husband wife couple of the Central Government servant in cases where both of them are transferred at the same time or within six months of his/her transfer, from one and the same old station to one and the same new station. In such cases, either of them may claim transfer traveling allowance, the other being treated as member of his/her family not in the Central Government's employment, on furnishing the prescribed certificate.

2. The matter has been further considered. In cases when both husband and wife require separate cars in public interest, it has been decided to modify the above provision to

provide reimbursement of transportation expenses of personal cars to both of the husband wife couple of Government servants on transfer from one station to another subject to the existing terms and conditions.

*[G.I., M.F., O.M. No. 19018/I/87-E. IV, dated the 8<sup>th</sup> September, 1987.]*

**(10) How to reckon period of one/six months in case family proceeds to another station** – When the family of a Government servant on transfer precedes or follows him and proceeds to a station other than the Government servant's new headquarters, the period of one month or six months as laid down in clause (b) (iii) of SR 116 should be reckoned from the date of the Government servant's handing over charge at his old station. If, however, the family precedes or follows the Government servant and proceeds to his new headquarters, the above limits should be calculated with reference to the date of his taking over charge at the new station.

*[G.I., F.D., U.O. No. 2201-R. I/35, dated the 14<sup>th</sup> September, 1935 to D.G., P.&T.]*

**(11) When free Government conveyance is used on transfer** – A question has arisen as to how the allowance for incidental expenses of a Government servant who avails himself of free Government conveyance for a road journey on transfer is to be regulated. It has been decided that in super session of the previous orders, such claims may be regulated as under-

(a) when the old and the new headquarters of a Government servant are not connected by rail.

The Government servant is entitled to a lumpsum of half month's pay (now composite transfer grant) and in addition, one half of the mileage allowance.

**Provided that –**

- (i) If his personal servants or relatives (for whom he is not entitled to draw traveling allowance under the rules) are provided free transport in the Government vehicle, the incidental expenses should be reduced by the amount which he would have paid on account of the personal servants or relatives, had they traveled by the normal mode of transport between the two stations. If the allowance for incidental expenses is less than the amount to be recovered, the excess should be recovered in cash if it cannot be adjusted against the amount reimbursable in respect of the carriage of personal effects, and
- (ii) If any personal effects exceeding the free allowance, if any, allowed by the normal mode of transport, are carried free in Government vehicle, the weight actually carried by Government conveyance exceeds the maximum quantity to kilograms allowed under SR 116 (a) I (iii), the recovery for the carriage of the excess may be made from the Government servant at the rate at which he would have been reimbursed, had he taken the same (excess) quantity by private conveyance. In other words, the total luggage carried by the Government servant both in the Government conveyance and otherwise for which the reimbursement is admissible should not exceed the quantity admissible under SR 116 (a) I (iii).

**(c) When the old and the new headquarters are connected by rail.**

The Government servant is entitled to a lumpsum of half month's pay (now composite transfer grant) and in addition, one half of the mileage allowance limited to the allowance for incidental expenses which would have been admissible to him had he traveled by rail.

**Provided that –**

- (i) If his personal servants or relatives (for whom he is not entitled to draw traveling allowance under the Rule) are provided free transport in the Government vehicle, the incidental expenses should be reduced by the rail fares which he should have paid on account of the personal servants or relatives had they traveled by rail by the class of accommodation to which the Government servant was entitled to travel. If the allowance for incidental expenses is less than the amount of such rail fares, the excess should be recovered in cash if it cannot not be adjusted against the amount reimbursable in respect of carriage of personal effects, and
- (ii) If any personal effects exceeding the free allowance, which would have been permissible had the Government servant traveled by rail, are carried free in a Government vehicle, a corresponding reduction on account of extra luggage should be made from the maximum quantity of kilograms allowed under SR 116 (a) I (iii). In case the weight actually carried by Government conveyance exceeds the maximum number of kilograms allowed under SR 116 (a) I (iii), the recovery for the carriage of the balance less the free allowance may be made from the Government servant at the rate at which he would have been reimbursed, had he taken the same (excess) quantity by rail.

2. The claims of the Government servant in respect of the members of his family and personal effects which are governed respectively by Clauses (ii) and (iii) SR 116 (a) II are not affected when the Government Servant alone is allowed free transit, but the total luggage carried by him should not exceed the total quantity of kilograms admissible under SR 116 (a) I (iii).

*[G.I., M.F., O.M. No. F. 7 (15)-E. Iv (B)/63, dated the 6<sup>th</sup> December, 1963.]*

**(12) Concession to CSS Officers deputed for State training.** - Offers, of the Central Secretariat Service deputed to State for training (in accordance with the scheme formulated in Ministry of Home Affairs, Letter No. 1/4/51-CS., dated the 21st November, 1951) are transferred in connection with their training from place to place within the state to which they are posted. Instances have come to the notice of the Ministry of Finance where, owing to non-availability of accommodation or for other reasons, the officers had to leave their families at one of the places of posting in the State on the transfer to other places in the State, with the result that, on their reversion to the Central Government on the expiry of training, the officers and their families had to travel, along with their personal effects, from different stations to the new station of-posting. Since transfer traveling allowance at the scale admissible under the Central Government Rules, is allowed to the officers deputed for State Training in respect of

their journey (i) to, the place of first posting in the State, and to all subsequent places of posting within the State and (ii) from ,the last place of their posting in the State to the new station of posting on their reversion to the Central Government, certain difficulties arose in regulating the transfer traveling allowance claims of such officers as had not taken their families and personal effects along with them on their posting from place to place }within the State concerned, in respect of their last journey on their reversion to the Central Government.

2. After careful consideration, it has been decided that if an officer of Central Secretariat Service deputed for State Training takes the family with him and leave it at the first or at subsequent place of his posting in the State, where he is required to stay the longest, but himself moves on transfer during the training period from place to place in the State and his stay at each of these places, other than where his family is staying, does not exceed six months and does not draw any traveling allowance in respect of his family for such transfers within the State, he may be allowed on the completion of his State Training to draw transfer traveling allowance ill respect of members of his family from such station where they were left, to his new headquarters station, where he is posted on reversion. The officer on the completion of his State training will, however, draw his own transfer traveling, allowance from the last station of posting in the State to the new station of the posting. As regards personal effects, the position is that, charges on account of their transportation from the Station where they were left to the new station of posting on reversion can be admitted in full, without being restricted to the cost which would have been admissible had the personal effects been transported from the last station of the posting of the officer in the State to the new station of posting on reversion, under Audit Instruction (2) below SR 116. The condition of "transferred within a reasonably short time" prescribed in this Audit Instruction may be to be satisfied in such cases.

*[G.I., M.F., O.M. No. F. 5 (135)-Estt. IV/59, dated the 12<sup>th</sup> February, 1960.]*

**(13) Reimbursement of percentage charges levied for carriage of certain "excepted" articles at railway's risk.**-The Government of India have had under consideration the question whether the Governments on transfer should be reimbursed charges incurred on insurance of personal effect, transported by rail.

2. The Railways do not undertake regular insurance of articles carried by rail. However, when any articles mentioned in Schedule II of the Indian Railways Act IX of 1890 are contained in a package of parcel delivered for carriage by rail and the value of the article exceeds Rs. 500, the Railways shall not be responsible for loss, damage or deterioration, unless the consignor caused their value to be declared in writing at the time of booking and a percentage charge on their value over and above the freight charges paid to and accepted by the Railways. This percentage charge on value must in all cases be prepaid. If the articles listed under Section 2 of the Indian Railways Act are included in the personal effects, the booking of articles in the packages is governed by the same conditions.

3. It has been decided that the percentage charges levied by the Railways for carriage of certain "excepted" articles at railway's risk may be reimbursed to a Government servant transporting his personal effects on transfer by rail, provided that-

(i) The claim for the cost of transportation of personal effects, inclusive of the percentage charges, is within the maximum amount admissible to a Government servant on transfer under Supplementary Rule 116 (a) I (iii), and that –

(ii) The railway receipt is produced in support of the claim for percentage charges.

[G.I., M.F., O.M. No. F. 7 (6)-Estt. IV (B)/64, dated the 2nd May, 1964.]

**(14) Traveling allowance entitlement of Central Government servants for journeys performed in connection with transfer, leave-cum transfer and leave while on duty in the Andaman and Nicobar Islands and Lakshadweep** - See Government of India's Orders (2) and (3) below SR 144.

**(15) T.A. for journeys on transfer within the same station or to a station at a distance of not more than 20 km.** - In case of transfer within the same station or within a short distance from the old headquarters which may or may not involve a change of residence, it has been decided as under-

(a) For transfer within the same station:

(i) No traveling allowance will be admissible if no change of residence is involved.

(ii) If there is change of residence, as a result of transfer only the following reimbursements may be allowed:

Composite Transfer Grant: Equal to one-third of (basic pay plus Dearness Pay).

<i>Self and Family</i>	Actual cost' of conveyance but not exceeding the road mileage allowance admissible under Supplementary Rule 116 (a) II (i) and (ii).
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<i>Personal effects</i>	Actual cost of transportation not exceeding the amount admissible under SR 116 (a) II (iii).
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NOTE.-For the purposes of this order, the term "same station" will be interpreted to mean the area falling within the jurisdiction of the Municipality or Corporation, including such of suburban Municipalities, notified areas or cantonments areas or cantonments as are contiguous to the named municipality, etc.

(b) For transfer to a station at a distance of more than 20 km. - Full transfer T.A. including composite transfer grant equal to one month's basic pay plus Dearness Pay.

**EXPLANATION.** - The distance of '20 kilometres' as aforesaid should be calculated from office to office at the two stations. If there are alternate rail and road routes, the distance by both should exceed 20 kilometres in order that the Government servant becomes entitled to the' lumpsum.

*[G.I., M.F., O.M. No. F. 7 (1)-E. IV/66, dated the 25th March, 1966; G.I., M.F., O.M. No.7 (1)-E. IV/68, dated the 6th September, 1968; O.M. No.7 (1)-E. IV/71, dated the 29th March, 1971 C. & A.G., Letter No. 730-Audit 1/4/86, dated the 15th October, 1986, O.M. F. No. 10/2/98 IC and No. 19030/2/97-E. IV, dated the 17th April, 1998- Annexure Para. 4-B and O.M. F. No. 105/1/2004-IC, dated the 1st March, 2004. ]*

### **DG, P & T'S INSTRUCTIONS**

(1) Every claim for the actual cost of transporting personal effects made in a traveling allowance bill on transfer should be supported by receipts and vouchers, whenever possible in respect of the expenditure incurred. The Railway and Steamer authorities grant receipts for the charges actually paid when personal effects, etc., are booked by rail or steamer and there should be no difficulty in producing the receipts in such cases.

*[D.G., P. & T.'s (P.O.), G.O. No.2, dated the 10<sup>th</sup> April, 1924.]*

(2) All officers (Gazetted or non-Gazetted) should, whenever necessary, apply for the relaxation of the provisions of SR 116 (a) (II), (b) (iii) within the time-limit of six months, giving sufficient reasons for the same. After that, no application for the relaxation of the said rule will be entertained.

*[D. G., P. & T.'s Memo. No. K. 17-22/52-53, dated the 15th July, 1954.]*

### **AUDIT INSTRUCTIONS**

(1) Claims preferred under this rule for the carriage of personal effect should be admitted in all cases at the lowest available rates for "smalls".

**NOTE.-**"Smalls" are defined as goods which of themselves do not constitute a working load for the unit of railway transport, the wagon-load is specified by each of the Railways who quote reduced rates for wagon-loads, in its tariffs.

*[Para. 18 (i), Sec. II of Manual of Audit Instructions (Reprint).]*

(2) In cases where a Government servant is transferred from Station A. to Station B and again transferred within a reasonably short time to Station C, he may be allowed under SR 116 (a) I (iii) to recover the cost of carriage of personal effects from Station A to Station C subject to the conditions-

(a) That the total weight carried from Station B to Station C and from Station A to Station C does not exceed the maximum limit prescribed in the rule, and

(b) That the total cost of transporting the effects from Station A to Station B, from Station B to. Station C and from Station A to Station C does not exceed the

amount admissible from Station A to Station B plus that admissible from Station B to Station C.

*[Para. 18 (ii), Sec. II of Manual of Audit Instructions (Reprint).]*

(3) When a Government servant transports more than the maximum maundage admissible under SR 116 (a) I (iii) by a cheaper route, he can draw actual charge not exceeding the amount admissible for the maximum maundage by the normal recognized route.

*[Para. 18 (iii), Sec. II of Manual of Audit Instructions (Reprint).]*

(4) The actual physical weight of personal effects carried by steamer should be taken into account and not the theoretical weight as arrived at by the shipping companies according to their, own formula for calculating the charge.

*[Para. 18.(iv), Sec. II of Manual of Audit Instructions (Reprint).]*

(5) In connection with the orders contained in the Government of India's Order (8), a question has been raised whether –

- (1) The position stated therein will hold good in cases where the husband or the wife is a Central Government employee and the other a State Government employee.
- (2) The wife of a Government servant can be treated as residing with him at the time of his transfer when she herself had been transferred previously from the place of Headquarters.

The Government of India have decided that the cases in which one of the spouses is a Central Government employee and the other is a State Government employee should be regulated in the same manner as if both are in the Central Government's employment. They have further decided that the condition of residence as stipulated in SR 2 (8) should be treated as satisfied in a case, of the type referred to at (ii) above; unless the wife and husband are judicially separated. Thus, in the above case there should be no objection to the wife being treated as a member of the officer's family traveling with him on transfer provided, of course, that she is not entitled to traveling allowance for the journey (undertaken previously by her under the rules applicable to her).

*[Para. 18-A, Sec. II of Manual of Audit Instructions.]*

## COMPTROLLER AND AUDITOR-GENERAL'S DECISIONS

(1) There is no objection to a motor car being deemed a part of personal effects [vide SR 116 (a) I (iii)] in case where an officer is not entitled to its free transport in addition to personal effects and also in cases of those Government servants who are entitled to its free transport in addition to personal effects, if they so choose.

*[Ar.- G.'s No. 900-T, dated the 16th October, 1920-Page 120 Supplement to C.S.R. and C. Ar.-G. 's U.O. No. 1215-A. II/35-39, dated the 31<sup>st</sup> August, 1959, to the A.G., P. & T.]*

(2) An officer was granted leave on average-pay for three months from the 1<sup>st</sup> November, 1954, while at Allahabad and he left Allahabad for Delhi on the same date. His family performed the journey between these stations during the latter half of October, 1954. The officer received orders at Delhi posting him to Delhi. A question arose whether he would be entitled, under SR 124, to traveling allowance for his family. It was decided that the claim of the officer on account of traveling allowance for journey performed by his family in October, 1954, in anticipation of his transfer to Delhi was not admissible in view of Order No. (10) of the Government of India's Orders above.

*[Comptroller and Auditor-General of India's Letter No. 4563-GE/336/55, dated the 30th June, 1955, to the Accountant-General, Central Revenues.]*

(3) In cases where joining time follows leave, the term "date of transfer" occurring in the last sentence of SR 116 (b) (iii) should be reckoned to mean the date on which the joining time begins on the expiry of leave and that the date of receipt of orders of transfer can have nothing to do with the expression "date of transfer" mentioned in the rule.

*[C. & A.G.'s Letter No. 230-Audit 1/58-62, dated the 28th April, 1962 and his U.O. No. 1790 Audit/150-63, dated the 28<sup>th</sup> October, 1963.]*

**S.R. 116-A. A Government servant transferred from one post to another, under the orders' of Competent Authority, if permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters, is entitled to the following concessions:-**

- (a) Traveling Allowance at tour rates for the Government servant's actual journeys-**
  - (i) From the old headquarters to the place of handing/taking over charge;**
  - (ii) From the place of handing over charge to the place of taking over, and**
  - (iii) From the place of handing/taking over charge to the new headquarters.**
- (b) Difference of traveling allowance between transfer and tour scales for the actual distance by the shortest route from the old headquarters, to new headquarters, viz., -**

- (i) \*\*\*
- (ii) \*\*\*

- (c) **In addition traveling allowance for the conveyance of family and personal conveyance of family and personal effects will be admissible from the old headquarters to the new headquarters at the prescribed rates and conditions.**

**S.R. 116 – B** A Government servant whose headquarters are changed while he is on tour and who proceeds to his new head quarters without returning to his old headquarters is entitled to traveling allowance at tour rates from the old headquarters to the tour outstation and from the tour outstation to the new headquarters, plus the concessions referred to in Clauses (b) and (c) of SR 116-A.

**S.R. 116-C.** If the family of a Government servant, in consequence of his transfer, travels to a station other than the new headquarters, traveling allowance for the journey of the family may be draw subject to the condition that it does not exceed the traveling allowance that would have been admissible if the family had proceeded to the new headquarters station.

#### **COMPTROLLER AND AUDITOR GENERAL'S DECISION**

**Shri. "X"** entitled to travel by First class was transferred from Delhi to Jaipur. Consequent on his transfer, one of his family members traveled from Delhi to Bangalore by rail in Second class. The fare actually paid for the family member was fore than one First Class railway fare from Delhi to Jaipur. The question arose as to whether the claim for the family member of the Second Class railway fare from Delhi to Bangalore restricted to the First Class railway fare from Delhi to Jaipur was admissible. It was decided in consultation with the Government of India that in such cases T.A. of the class of accommodation in which journey was actually performed, restricted to the fare from the Government servant's place of duty to the new headquarters, should admissible. Only second class railway fare from Delhi to Jaipur will accordingly be admissible in the above case for family member who traveled from Delhi to Bangalore.

*[Comptroller and Auditor General of India's Circular, Letter No. 5557-GE/221-53, dated the 17<sup>th</sup> November 1953.]*

S.R. 117. Deleted.

S.R. 118. Deleted.

*Government servants whose duties involve constant traveling by railway.*

S.R. 119. Not printed.

S.R. 119-A. Not printed.

*Survey of India Department*

**S.R. 120.** A Government servant of the Survey of India Department may draw, at his option, for a journey on transfer either the traveling allowance prescribed in Rules 114 to 116 or, if the conditions of Rule 87 (b) (ii) are fulfilled, the allowance prescribed thereby.

**S.R. 121. Deleted.**

**S.R. 122. Deleted.**

*Government servant appointed to a new post while in transit*

**S.R. 123. A Government servant appointed to a new post while in transit from one post to another is entitled to draw traveling allowance under this section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.**

*Government servant taking short leave before joining a new post*

**S.R. 124. A Government servant who goes on leave not exceeding six months, after he has given over charge of his old post and before he has taken charge of his new post is entitled, whether the order of transfer is received before or after the commencement of his leave, to traveling allowance under this section as for a journey from his old to his new post.**

*NOTE I.-The provisions of Note 4 to Clause (a) I (iii) and of Note 7 to Clause (a) I (iv) of Rule 116 apply here also.*

NOTE 2.-This rule is not applicable to a Government servant of the Survey of India Department who is granted departmental leave before joining a new post.

### **GOVERNMENT OF INDIA'S ORDERS**

(1) Entitlement when transfer orders received while on leave at a station other than headquarters.-It has been decided that the- following traveling allowance should ordinarily be admissible in cases in which a Government servant receives orders of transfer while on leave not exceeding six months at a station other than his headquarters and proceeds by railway direct therefrom with his family to join new post traveling by a class lower than to which he is entitled:

(i) For self

(a) One fare as from the old to the new station by the class accommodation actually used for the direct railway journey made as a result of the transfer; plus

(b) A lumpsum.

(ii) For family-

For each member, one or half fare, as the case may be, as in (i) (a) above, subject to the provision of Supplementary Rule 116 (b) (iii).

*[Ar.-G.'s Endorsement No. 324-AAA/158-37, dated the 29<sup>th</sup> October, 1937 and No. 35-A/92-43, dated the 12<sup>th</sup> July, 1943, as amended.]*

NOTE.-It has been decided that in the case of an officer who proceeds to the new station partly by the class of accommodation. to which he is entitled and partly by a lower class, the one fare referred to in Clause (i) (a) should be calculated partly by the class of accommodation to which he entitled and partly by the lower class actually used in proportion to the distance actually traveled by those classes from the station at which leave was being spent to the new station even though the total amount actually paid by the officer is more than what would have been admissible for a direct journey from the old to the new station by the appropriate class of his grade.

*[Ar.-G, 's U.O. No. 555-GBE/58-45, dated the '14<sup>th</sup> March, 1945, to the A.G., C.R.]*

**(2) T .A. on transfer to the station where leave is spent.**-A case has arisen where a Government servant was spending leave not exceeding six months at a station other than his headquarters. He was subsequently transferred to the same station. A question arose as to how the traveling allowance in such cases should be regulated. It has been decided that the Government servant and the members of his family who actually traveled to the new station in consequence of leave may be allowed traveling allowance on transfer scale

*[G.I., M.F., O.M. No. F. 7 (26)-E. IV (B)/64, dated the 21<sup>st</sup> December, 1964.]*

*Government servant taking long leave while in transit*

**S.R. 125. A Government servant who takes leave exceeding six months while in transit from one post to another may draw traveling allowance under Rule 115 and Rule 116 (a) I (i) and (ii) and II (i) and (ii) for so much of the journey to join the new post as he has accomplished before the order granting his leave is received in addition to any allowance admissible under Rule 126.**

*Government servant posted to a new station on returning from long leave*

**S.R. 126. When on return from leave exceeding six months, a Government servant is stationed at a headquarter other than that at which he was stationed when he went on leave, the controlling officer may permit him to recover traveling allowance under sub-clauses I (iii) and (iv) and II (iii) of Rule 116 (a) as for a journey from his old to his new station.**

Note 1 - The provisions of Note 3 to Clause (a) I (iii) and of Note 7 to Clause (a) I (iv) of Rule 116 apply here also.

Note 2- This rule is not applicable to Government servant of the Survey of India Department, posted to a new Station on returning from departmental leave.

#### **GOVERNMENT OF INDIA'S ORDER**

**Grant of full Transfer T.A. while returning from leave on medical grounds or study leave exceeding six months.**- In accordance with the provisions of SR 126, when a Government servant on return from leave exceeding six months is stationed at a headquarter other than that at which he was stationed before he went on leave, he is not entitled to full

transfer traveling allowance, but may be permitted to recover the cost of transportation of personal effects and conveyance as admissible under the rules. Representations have been made that the existing provisions of the said rule cause hardship to the employees incases when they have to be on leave in excess of six months for reasons beyond their control and where during such leave either they or their families continue to reside at the old headquarters. The matter has been examined carefully and it has been decided that in cases where a Government servant has been on leave for more than six months, either on medical grounds or on Study Leave, and is posted to another station on return from such leave, he should be allowed full transfer traveling allowance as admissible under the Supplementary Rules in cases of normal transfer.

*[G.I., M.F., O.M. No. 19018/1/82-E. IV, dated the 6<sup>th</sup> December, 1982.]*

**S.R. 126-A. When a Government servant under the administrative control of the President is transferred to the control of a Government which has made rules prescribing amounts and conditions of traveling allowance, his traveling allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating traveling allowance on transfer.**

#### **AUDIT INSTRUCTION**

The Controlling Officer for the purpose of traveling allowance for the journey of a Government servant to join his post under a borrowing Government as well as for the return journey will be the Controlling Office in regard to his post under that Government.

*[Para. 20, Sec. II of Manual of Audit Instructions (Reprint)]*

#### **SECTION XU-JOURNEY TO A HILL STATION**

*Journey with the headquarters of a Government*

**S.R. 127. Not printed.**

*Journey made under the orders of superior authority*

**S.R. 128\_. Not printed.**

**S.R. 129. Deleted.**

#### **SECTION XIII - JOURNEY TO ATTEND AN EXAMINATION**

*General rules*

**S.R. 130. A Government servant is entitled to draw traveling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds:**

- (a) An obligatory department or language examination.
- (b) An examination held under any rules in force in the vernacular language of a frontier or hill tribe.
- (c) In the case of a military officer in civil employ, an examination for promotion

in military rank.

(d) In the case of civil assistant surgeon or sub-assistant surgeon, an examination designed to test his fitness to rise above an efficiency bar in a time-scale:

**Provided that-**

- (1) Traveling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination; and
- (2) A competent authority may disallow traveling allowance under this rule to any candidate who, in its opinion –
  - (i) has culpably neglected the duty of preparing himself for an obligatory examination,
  - (ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.

**GOVERNMENT OF INDIA'S ORDERS**

**(1) T.A. for journeys when examinations are suddenly cancelled.**– It has been decided that in respect of examinations referred to in SR 130, if a Government servant actually performs the journey to the place of examination but he is not able to appear in the examination because of its cancellation at the last moment that is, if intimation regarding the cancellation does not reach the Government servant at the time of commencement of the journey, the Ministries of the Government of India/Heads of Departments may sanction to the Government servant concerned traveling allowance after due verification of the facts, subject to the conditions mentioned in SR 130 and 133.

*[G.I., M.F., O.M. No. F. 5 (8)-E. IV (B)/66, dated the 18th June, 1966.]*

**(2) Taking Hindi Examination.**–(a) During leave cases of Government employees taking Hindi examinations during their leave will be regulated as follows:

(i) In cases when both the office and the residence are at a distance of more than eight kilometres from the examination centre, the Government employees may be allowed traveling allowance under SR 130.

(ii) In other cases, the Government employees may be allowed (subject to the condition that the distance between the examination centre and office/residence is more than 1.6 kilometres) actual conveyance expenses by public conveyance between residence and the examination centre.

The entitlement under (i) and (ii) above should be limited to the amount of daily allowance admissible and subject to the fulfillment of condition laid down in Part-II of Home Ministry's Letter No. 3/22/50-H (B), dated the 6th January, 1962.

[G.I., M.H.A., O.M. No. 7/45/64-H, dated the 2<sup>nd</sup> April, 1964.]

**(b) Attending direct from residence.**-In cases where the officer trainee proceeds direct from his residence for Hindi/Hindi Typewriting/Hindi Stenography examination to examination centre and returns to his residence, he shall be entitled to traveling allowance under SR 130 only if the distance from his residence to examination centre minus the distance from his residence to his office is more than eight kilometres. Where this condition is not satisfied, the officer trainee will be entitled to only actual conveyance expenses by public conveyance either-

- (i) for the distance from residence to examination centre and back; or
- (ii) for the distance from office to examination centre and back, whichever is less, provided the distance traveled each way is not less than 1.6 kilometres.

[G.I., M.H.A., O.M. No. 5/7/66, Hindi, dated the 3rd August, 1966.]

#### **DG, P & T'S INSTRUCTIONS**

**(1) (a) Condition for grant of T.A. without halting allowance for appearance in obligatory departmental examination.** -It has been decided, in consultation with the Ministry of Finance, that traveling allowance as on tour but without any allowance for halt should, in future, be allowed in the case of a Government servant who has not been paid traveling allowance under SR 130 on any previous occasion, for taking an obligatory departmental examination in respect or any appearance, at that examination in which he secures not less than 25 per cent of the aggregate marks. A Government servant who has once been paid traveling allowance under SR 130 without passing an examination will be entitled to traveling allowance on a second occasion only in respect of the appearance at the examination at which he passes it.

**(b) T.A. to successful candidates only in case of voluntary departmental examination** -In the case of voluntary departmental examinations in the Posts and Telegraphs Department, the successful candidates only should be granted a single railway fare and/or single road mileage of the class to which they are entitled for the journey in connection with these examinations.

**(c) Obligatory examination for T.A. purposes** – The following examination should be treated as obligatory for the purpose of Supplementary Rule 130 (a):-

- (1) Examination of Clerical Staff in Post Offices and Railway Mail Service Branches, Circle Offices and Returned Letter Offices, for promotion to the grade of Inspector of Post Offices or Head Clerks to Superintendents of Post Offices or Inspectors, Railway Mail Service.
- (2) Examination of Probationary Superintendents for employment Superintendents of Post Offices.
- (3) Examination prescribed in Rule 253 of the Posts and Telegraph Manual,

Volume -IV, which all second, grade Clerks and Sorters of the Department on probation are required to pass before their confirmation.

- (4) Examination of Sorters for promotion as check Supervisors.
- (5) Examination of departmental candidates for promotion to the cadres Postmen and Mail-guards.
- (6) Examination prescribed for departmental officials for promotion to the clerical cadre against vacancies reserved for them.
- (7) Examination for promotion of departmental officials to the cadre of Departmental Stamp Vendors.  
(This applies only to such of the departmental officials of the Postal and Railway Mail Service arms of the Department are eligible to take the aforesaid test.)
- (8) Test in the regional language for time-Scale Clerks in Post Offices, Railway Mail Service, etc.,(recruited from 1957 recruitment onwards and selected on the basis of their having passed Matriculation Examination with Hindi or Sanskrit only and who do not know the regional language), for confirmation.
- (9) Professional (Engineering and Accounts) and Language (Hindi) Tests conducted by the CPWD required to be by the Officers in the P&T Civil wing.
- (10) Examination which all directly required UDCs in SBCO and ICO are required to pass before their confirmation.

*[D.G., P. &T., Memo. No. S. 123/I, dated the 3<sup>rd</sup> August, 1935, as amended from time to time.]*

- (11) Typewriting test fro the serving LDCs of the Department of Posts.

*[G.I., Dept. of Posts, No. 13-1/86-PA-Admn. I/SPB-I, dated the 22<sup>nd</sup> May, 1989.]*

**Speed Test for Stenographers not an obligatory examination.**- It has been decided in consultation with Ministry of Finance that the speed test for Stenographers for grant of advance increment as enumerated in M.F. O.M. No. (931)-E. III (A)/175, dated-the 4<sup>th</sup> October, 1975, will not be treated as obligatory examination for traveling allowance under. SR 130.

*[D.G., P. & T.'s Letter No. 17/17/76/PAP, dated the 18th October, 1982]*

## **COMPTROLLER AND AUDITOR-GENERAL'S DECISIONS**

(1) A question has been raised as to whether the serving Stenographers would be entitled to traveling allowance for to and fro journeys in case the examinee appears for the proficiency test conducted by the Staff Selection Commission at a place other than the place of duty. It has been decided that traveling allowance may be granted for the to and fro

journeys to appear in the above examination under SR 132 in respect of first and second attempts only. The period spent in the journey and the dates of examination in connection with the examination should be treated as duty vide Government of India's Order (1) below FR 9 (6).

*[C. & A.G.'s No. NGE12/1982, dated the 20<sup>th</sup> March, 1982.]*

(2) A question has been raised as to whether graduate Group 'D' officials with three years' continuous regular service and graduate clerks with 3 years continuous service would be entitled to T.A. for to and fro journey for appearing in the departmental examination for Auditors at a place other than their place of duty. It has since been decided that T.A may be granted for the to and fro journey to appear in the above examination under SR 132 in respect of first and second attempts only without any D.A. for halt. The period spent in the journey and the days of examination in connection with examination in respect of first and second attempts shall also be treated as duty under FR 9 (6)(b).

*[C. & A.G., New Delhi, Lr. No. -998-NI/19-89 (Circular No. NG/19/1989), dated the 5th June, 1989.]*

### **S.R. 131. Deleted. Special Concessions**

*Special Concessions*

**S.R. 132. A Competent Authority may permit a Government servant to draw traveling allowance for the journey to and from the place at which he appears for any examination other than those specified in Rule 130.**

## **GOVERNMENT OF INDIA'S ORDERS**

**(1) T.A. for candidates summoned by UPSC for interviews** -The following rules have been prescribed to govern the grant of Commission's contribution towards the traveling expenses of candidates summoned by the Union Public Service Commission for interview in connection with recruitment by selection/examination- I

*(A) Interviews in connection with recruitment by selection:-*

I. T.A. contribution to candidates who apply for recruitment to advertised posts:

(a) In respect of journeys by rail, payment of the Commission's contribution towards the traveling expenses of a candidate shall be restricted to a single Second class (Mail) railway fare by the shortest route to the place of interview from the railway station nearest to the candidate's normal place of residence, or from which, he actually performs the rail journey, whichever is nearer to the place of interview, and back to the same station or the amount of railway fare actually incurred, whichever is less. In respect of journeys by sea from and to any place in India, which is not connected by rail and where the mode of travel is by steamer, the rate of contribution will be restricted to a single Second class steamer fare exclusive of the diet charges. In the case of a candidate who comes from outside India, the Commission's contribution towards T.A. will be restricted to that admissible for journey performed within the limits of the Indian Union.

(b) A candidate who resides at a place where there is no railway station shall, for the portion of road journey performed by him, be paid road mileage at the rate of 8 p. per kilometre or the actual amount paid for the road journey, whichever is less. The road mileage will be based on the road journey performed to and from the nearest railway or steamer station or from the sub-division of Tehsil Headquarters to the nearest railway or steamer station and back whichever distance is shorter.

**II Traveling Allowance contribution to candidates summoned by or at the instance of the Commission for a personal talk in connection with advertised posts as well as posts not advertised:-**

- (a) Government servant belonging to the Central Government or a State Government shall be paid traveling allowance, etc., at a rate not exceeding the amount of mileage allowance admissible under the ordinary rules applicable to him in respect of journeys on tour; in exceptional cases, the Commission may grant him daily allowance for the days of halt at the place of interview at the rates to which his grade entitles him.
- (b) If persons of high status who are not in Government service are invited for personal talk at the instance of the Commission they shall be paid, at their discretion, contribution towards their traveling expenses for journeys, both ways, at a rate not exceeding that admissible to a Grade I officer traveling by rail or road on tour (without any daily allowance).

**(B) *Interview in connection with recruitment by examination:***

Payment of the Commission's contribution towards the traveling expenses of the following categories of candidates summoned in connection with interview-intelligence/personality test shall be calculated at the same rates as indicated in A (I) above:-

- (a) Candidates who are called for interview at New Delhi for the Indian Administrative Service and the Indian Foreign Service on the basis of the IAS, etc., Examination.
- (b) Candidates who are called for interview/personality test at New Delhi only on the basis of the Survey of India Examination, the Special Class Railway Apprentices Examination and the Engineering Services (Electronics) Examination;
- (c) Candidates who are called for personality test at regional centres including New Delhi for the Indian Police Service/Central Service on the basis of the IAS, etc., Examination;
- (d) Candidates who are called for personality test at regional centres including New Delhi, on the basis of the Combined Engineering Services Examination.

2. In connection with journeys performed by railway at a time when concessional return tickets are available, the Commission's contribution for the journey by rail shall be limited to the cost of such return tickets.

3. Halting allowance shall be granted in the following circumstances at rate not exceeding the maximum admissible to a Government servant of the third grade:

- (a) Where a candidate is invited for interview on a particular date, but is not interviewed on that date due to administrative difficulties and is interviewed on another date soon thereafter;
- (b) Where a candidate is called for interview for different posts on two different dates, the interval between these days being so short that the candidate cannot be expected to go back and come again; and
- (c) Where a candidate is required to take a written/practical followed by interview on a subsequent date.

No halting allowance shall be admissible for the particular date(s) on which an interview or a written test is held. The payment of halting allowance shall be subject to the condition that the contribution towards traveling allowance for the journey to and, fro plus the halting allowance more economical than the payment of T.A. contribution for two separate journeys to and fro.

NOTE - Halting allowance under this clause may also be granted by the Commission to a candidate who is called for an interview by any organization, other than the Commission, and is paid traveling allowance by that organization for his journey from his normal place of residence Delhi/New Delhi and back (but not halting allowance for the same period) and who continues to stay in Delhi/New Delhi to attend an interview of the Commission, provided that such halting allowance would have been payable by the Commission under this sub-para had the earlier interview also been arranged by the Commission instead of by another organization.

#### *4. Railway servants*

- (a) A Railway employee shall, to become eligible for the Commission's contribution, enclose a certificate from the Appropriate Authority to the effect that he was not provided with free pass to cover journey.
- (b) If a railway employee uses a PTO, he shall be paid the amount spent on the PTO subject to the condition that it does not exceed the cost of single Second class railway (Mail) fare by the shortest calculated in the manner indicated in Para.1 (A) (1) above.

#### *5. Mode of payment*

The Commission's contribution towards traveling expenses shall be paid to a candidate by means of a crossed cheque drawn on the Reserve Bank of India, New Delhi.

*[G.I., M.H.A., Letter No. F. 21/21/62-Ests (B), dated the 8<sup>th</sup> January, 1963, to the Secretary, U.P.S.C..New Delhi.]*

NOTE.- It has also been decided that the Commission should obtain the following certificate on the traveling allowance bills from all the candidates who are paid. traveling allowance contribution by the Commission, in accordance with the instructions contained in this decision, namely:-

*“Certified that no traveling allowance or any contribution towards traveling, in respect of this journey has been claimed from any other source.*

*[G.I., M.H., Letter No. F. 17/2 (II) 63-Ests.,(B), dated the 3rd December, 1963.]*

**Interviews by the Establishment Officer or the Establishment Committee.**- In connection with the question of the payment traveling allowance to officers recommended by the State Governments as suitable for serving under the Government of India and called up to State headquarters or at the headquarters of the Government of India to interview the Establishment Officer or by the Establishment Committee, it has been decided that –

- (i) Traveling allowance for journeys to and from the State headquarters or the headquarters of the Government of India should, in future, be allowed at the cost of the Government of India for such a journey at such rates as are admissible according to State rules;
- (ii) The expenditure on this account should be debited to the Government of India.

The Establishment Officer to the Government of India will be the Controlling Officer in respect of the traveling allowance of the officers who are invited for interview.

*[G.I., F.D., Endorsement No. F. 5 (114)-R.I./41, dated the 9th December, 1941, and No. F. 3 (7)-E. II/46, dated the 4th September, 1946.]*

2. These orders are also applicable to Government servants called for interview by the Union Public Service Commission as “Personal contact” candidates in connection with advertised posts.

*[G.I., M.H.A., Letter No. F. 21/32/61.-Ests. (B,), dated the 26<sup>th</sup> March, 1962.]*

**(3) Candidates called at the instance of Ministries/Departments Offices for interviews.**-Government servants called by Ministries/ Departments/Offices for interview in connection with appointment to posts, which are not advertised and with which the Union Public Service Commission is not concerned, may be granted allowances for traveling not, exceeding the amount of mileage allowance admissible for a journey on tour, i.e., traveling allowance as, on tour without daily allowance for days of halt, from the headquarter station to the place of interview and back.

2. No traveling allowance should be granted to persons who themselves apply for interview.

*[G.I., M.F., O.M. No. F. 5 (65)-E. IV (B)/64, dated the 6<sup>th</sup> May, 1966.]*

**(4) Grant of traveling allowance to Scheduled Caste/Scheduled Tribe candidates called for interview.**- It has been decided that when Scheduled Caste/Scheduled Tribe candidates are called for interview/written test for appointment to Group 'C' and Group 'd' advertised post, recruitment to which is made departmentally (i.e., otherwise than through the Union Public Service Commission), the recruiting authority may reimburse Second class railway fare or bus fare, chargeable by the shortest route from Railway Station/Bus Stand nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer to the place of interview and back to the same station, provided that the fare of the first 30 km (thirty kilometres) in both cases (i.e. rail or road), is borne by the candidates and the reimbursement restricted to the fare in respect of the balance of distance exceeding 30 km both ways. No extra charges, if any incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates.

2. The above orders will also apply to the candidates of Schedule Castes/Scheduled Tribes called through the Employment Exchanges for interview/written test for appointment to Group 'C' and Group 'D' posts, recruitment to which is made, departmentally.

3. Traveling allowance to the candidates called for a written test will, however, be admissible subject to the condition that the written test and any interview that may also be necessary would be held at one and the same station and on the same or adjacent days, so that candidates would get traveling allowance for only one journey to and from the place of selection.

4. For road journeys between stations not connected by rail, the recruiting authority may allow such candidates actual bus fare or road mileage at the lowest rate for Government servants as admissible under the Supplementary Rules, whichever is less, provided the distance covered by road is more than thirty-two kilometres each way.

5 The above concessions are not admissible to those Scheduled Castes/Scheduled Tribes candidates who are already in Central/State Government service.

The concession will also not be admissible to SC/ST candidates who are already in service in Central/State Government Corporations, Public Undertakings, Local Government Institutions and Panchayats.

6. The expenditure involved on account of the payment of traveling allowance to the Scheduled Castes/Scheduled Tribes candidates for interview should be treated as contingent expenditure. Accordingly, all the rules regarding the drawal and disbursement of contingent expenditure should apply to these transactions. Receipts for amounts exceeding Rs. 50 should be furnished to audit, as sub-vouchers, as in the case of normal contingent charges.

The candidates receipts for amounts not exceeding Rs. 50, should, however, be recorded in the office of the drawing officer himself in the manner applicable to sub-vouchers relating to contingent charges and a certificate to that effect furnished to audit. A statement and certificate in the pro forma printed below this Order may be furnished by the drawing and disbursing officer.

7. The recruiting authority will be the drawing and disbursing officer for the purpose of the Orders mentioned above. As far as possible, the payment should be made on the spot after the interview is over. The disbursing officer shall have full discretion in the matter of verifying or satisfying himself as to the correctness of the payment to be made to the candidates. If the amount required for the purpose is small it can be met from the permanent advance of the disbursing officer. Where, however, the permanent advance sanctioned to the disbursing officer is not sufficient or the amount required for the payment is heavy, 'on account' advance may be sanctioned for the purpose by the Competent Authority. The advance drawn in such cases should, in due course, be accounted for by sending necessary adjustment bill to the audit officer. Unutilized portion of the advance, if any, should be refunded to the treasury.

8. Under Paragraph 258 of Central Financial Rules, 'on account' advance can be sanctioned only by the Administrative Ministry in consultation with the Ministry of Finance. It may not be possible to get such a sanction in time, particularly when the payment is to be made on the spot. It has, therefore, been decided that in such cases the amount required may be drawn on an abstract contingent bill and the adjustment bill in respect thereof may be furnished by the drawing and disbursing officer direct to the audit authorities. The adjustment bill will not require the countersignature of any higher authority of General Financial Rules.

9. The provisions contained in the Note below Paragraph 92 ibid in so far as they relate to the drawal of money on abstract contingent bills by Heads of Departments and other controlling authorities, will not apply in the case of amounts required for the purpose indicated in the preceding paragraph.

10. The disbursing officer has full discretion in the matter of verifying the bona fide of the claim. If he so desires, he may require the candidates to furnish proof for having actually performed the onward journey, to the place of interview.

11. The payment may be made on the basis of written application from the candidates containing the relevant details, where the disbursing officer is unable to verify the same himself independently.

12. If, owing to administrative difficulties, the payment is not made on the spot after the interview/written test, the amount may be remitted to the candidates at Government cost.

*[G.I., M.F., O.M. No. F. 5/25/E. IV (B)/60, dated the 6<sup>th</sup> May, 1960; the 21<sup>st</sup> September, 1960; the 7th November, 1960; the 23rd November, 1960; the 8th August, 1961; the 25th May, 1963 and the 22nd July, 1963; No. 19014 (2)-E. IV (B)/74, dated the 25th January, 1975; No. 19014/3/80-E. IV, dated the 28th October, 1980 and No. 19014/2/80-E. IV, dated the 2nd November, 1982.]*

**STATEMENT SHOWING THE AMOUNT OF T.A.  
DISBURSED TO SCHEDULED CASTE/TRIBE  
CANDIDATES CALLED FOR INTERVIEW**

SL. No.	Name of the Candidate	Normal place of residence or place from where performed journey for interview whichever is nearer	Distance by rail/road	Second class fare by passenger train/road transport	T.A. admissible	Remarks

***Certified that :-***

- (1) The candidates named above belong to Scheduled Castes/Tribes and appeared for interview/test for the Group 'C'/Group 'D' post;
- (2) The amount disbursed is admissible on the basis of actual and is in accordance with the rates and conditions prescribed;
- (3) The payee's receipt for Rs .....is attached/has been retained.s

*Signature.*

**(5) Traveling allowance concession admissible to SC/ST candidates appearing for Groups 'A' and 'B' recruitment posts:-** It has been decided that the provisions of Order (4) above will also apply to SC/ST candidates who are not already in the service of the Central/State Government, a Central/State Government Corporation, Public Sector Undertaking, Local Government Institution or Panchayat called for interview/written test for appointment to Groups 'A' and 'B' posts, recruitment to which is made otherwise than through the Union Public Service Commission. In case of recruitment made through the Union Public Service Commission, the SC/ST candidates will continue to get T .A. under the separate orders on the subject.

2. A question has also been raised whether the concessions mentioned in the aforesaid orders will be admissible to the SC/ST candidates called for interview/written test for appointment against reserved vacancies only. It is hereby clarified that SC/ST candidates will be entitled to T .A. under the aforesaid orders irrespective of whether the interview/test is for appointment against posts reserved for them or not.

*[G.I., M.F., O.M. No., 19014/3/77-E. W (B), dated the 11<sup>th</sup> February, 1978.]*

**(6) Sea journey performed by candidates from Lakshadweep.-** A question has been raised as to what traveling allowance should be allowed for sea journey\_ performed by the Scheduled Tribes candidates from the Union Territory of LMA Islands to attend interview for recruitment to Group 'C' and Group 'D' posts on the mainland as well as in the islands centres. It has been decided that for above-mentioned sea journeys, the sea-passage by the lowest class (exclusive of diet charges) may be reimbursed, provided the distance covered by sea is more than thirty kilometres each way.

[G.I., M.F., O.M. No.5 (25)-E. IV(B)/60, dated the 19th June, 1972.]

**(7) Traveling allowance concession to handicapped ex-military personnel called for interview.**-It has been, decided to extend the concession laid down in Order (4) above on the same scale to the handicapped ex-military personnel called for interview and/or written test in connection with recruitment to similar posts. The procedure laid down for the drawal and disbursement of traveling allowance will also apply in the case of these personnel.

[G.I., M.F., O.M. No.5 (31)-E. IV (B)/62, dated the 24<sup>th</sup> May, 1962.]

(8) Traveling expenses to unemployed persons called for interview for employment under Central Government – The question of grant of traveling expenses to unemployed persons appearing for interview for employment under the Central Government on the basis of the recommendations made by the Committee unemployment has been under consideration for some time past and it has been decided as follows:-

- (i) Groups 'C' and 'D' posts: Instead of payment of traveling expenses, every effort should be made to arrange tests/interviews for these posts in such a way that no candidate has to travel more than 250 km to reach the place of test/interview.
- (ii) Groups 'A' and 'B' posts: No traveling allowance will be admissible to candidates for journeys up to 250 km. For journeys in excess of 250 km, the candidates himself will have to bear the expenses for initial 250 km on each of the outward and return journeys. For the remaining distance (over the initial 250 km), a single second class railway fare or actual bus fare, depending on the mode of travel, may be paid to the candidates, called for interview by the shortest route from the candidates, normal place of residence or the place from which the journey is actually performed, whichever is near to the place of interview and back to the same station.

2. The above order will not apply to recruitments made through UPSC as they are governed by separate orders. Similarly, this will not apply to Government organizations/institutions which have been following more liberal rules for payment of traveling allowance to the candidates called for interview.

[G.I., M.F., O.M. No. F. 19045/1/74-E. IV (B), dated the 30<sup>th</sup> January, 1976.]

**Clarifications – 1.** Where due to administrative difficulties, it is not possible to arrange test/interview for groups 'C' and 'D' posts in such a way that the candidates do not have to travel more than 250 km to reach the place of interview/test, the candidates concerned may be allowed T.A. on the same scale as admissible to candidates for Groups 'A' and 'B' posts under Para. 1 (ii) above.

2. The candidates claiming T.A. may be required to produce a certificate of unemployment from an MP or MLA or Gazetted Officer of the place where the candidates normally reside.

3. The concession will also be admissible for adhoc appointments under the

Government..

*[G.I., M.F., O.M. No. 19014/4/76-E. IV (B), dated the 28<sup>th</sup> January, 1977.]*

Rates of traveling allowance under this section.

**S.R. 133. Traveling allowance under this section should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.**

#### **SECTION XIV – JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE**

*General rules*

**S.R. 134. Except as otherwise provided in these rules, a Government servant is not entitled to any traveling allowance for a journey made during leave or while proceeding on or returning from leave.**

*Exception*

**S.R. 135. A Competent Authority may, for special reasons which should be recorded, permit any Government servant to draw, for a journey of the kind specified in Rule 134, traveling allowance as for a journey on tour.**

NOTE – Traveling Allowance under this Rule will be regulated by the pay and grade of the post which a Government servant would have held had he not proceeded on leave.

S.R. 136 to S.R. 139. Deleted.

Concessions to Survey of India subordinates

**S.R. 140. The Surveyor General or an Administrative Superintendent of the Survey of India Department may exercise the following powers:-**

- (a) He may grant such bus, rail and steamer fares as he considers necessary to khalasis and other menials in the Survey of India Department proceeding on or returning from leave of any kind including departmental leave and casual leave. Such fares should be paid for the journey to or from the place at which each menial was recruited.
- (b) He may grant such traveling allowance as he considers necessary to surveyors and other subordinates when proceeding on or returning from leave of any kind, including departmental leave and casual leave, if their homes, are more than 500 kilometres from their headquarters.

**S.R. 141. Deleted.**

**S.R. 141-A. Deleted.**

*Government servant recalled to duty from leave*

**S.R. 142. (a) When a Government servant is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he**

is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him, or, if the journey involves traveling by sea, from the port at which he lands in India to the Station to which he is recalled. If the period by which the leave is curtailed is less than a month, mileage allowance may be allowed at the discretion of the authority recalling the Government servant.

(b) If the Government servant recalled to duty is entitled to traveling allowance under rule 124, he may not draw mileage allowance under Clause (a) unless he abandons his claims to the mileage allowance specified in Rules 115 and 116 (a) I (i) and II (i).

### GOVERNMENT OF INDIA'S ORDER

**(1) T.A. admissible when recalled from vacation due to exigencies of work.** – It has been decided that where journeys are necessitated by compulsory recall from vacation, to duty, in public interest, traveling allowance will be admissible as for recall from leave, treating vacation as leave, under SR 142. All the terms and conditions stipulated in SR 142 will be applicable in such cases.

2. These orders take effect from the date of issue.

*[G.I., M.F., O.M. No. 19030/4/86-E. IV, dated the 10<sup>th</sup> April, 1987.]*

**S.R. 143. If a non-Gazetted Government servant, on compulsory recall from leave exceeding four months is posted to a station other than that from which he went on leave, he may, if his pay after transfer does not exceed Rs. 400<sup>1</sup> and if his new station is distant more than 350 kilometres from his old station, draw, in addition to the allowance admissible under Rule 126, traveling allowance for his family under Rule 116 for the journey from the place at which the order of recall reaches him to the new station; provided that the amount so drawn, shall not exceed the amount admissible under Rule 116 for the journey from the old to the new station.**

*Traveling Allowance during joining time under FR 105 (c)*

### GOVERNMENT OF INDIA'S ORDERS

(1) Travel by air in the case of those serving in Andaman and Nicobar Islands – (a) The Chief Commissioner, Andaman and Nicobar Islands, has been empowered to permit Gazetted Officers recruited or deputed from the mainland and their families to travel by air while proceeding on leave in lieu of the free sea passage.

*[G.I., M.H.A., O.M. No. 917/60-A.N.I., dated the 19<sup>th</sup> September, 1961.]*

(b) It has been decided that the traveling and daily allowance of Central Government servants working in the Andaman and Nicobar Islands, who, though not authorized to travel by air, do so on their own accord during leave in lieu of free sea passage admissible under provisions of

**FR 105 (c) read with SR 144 and SR 294-A will be regulated as indicated below –**

(a) Steamer fare of the entitled class for self and family which would be payable

had the journey been performed by them by the first available ship, or, the air fare, whichever is less and

- (b) Incidental allowance at –

*[G.I., M.F., O.M. No. 5 (19)-E. IV (B)/68, dated the 1<sup>st</sup> August, 1968.]*

**(2) Grant of T.A. concessions for those serving in Andaman and Nicobar Islands**

**:- (I) DEPUTED FOR SERVICE IN ISLAND FOR SPECIFIC PERIOD** – It has been decided that the Orders (vide Annexure below) applicable to the staff of the A and N Administration, amended from time to time, will also apply to Central Government servants deputed for service in the Andaman and Nicobar Islands for specified periods.

*[G.I., M.F., O.M. No. F. 5 (33). IV (B)/65, dated the 6<sup>th</sup> August, 1965.]*

*Copy of the Ministry of Home Affairs, Letter No. 27/83/62-ANL,*

*Dated the 14<sup>th</sup> September, 1964, To the Chief commissioner,*

### **A AND N ISLANDS.**

Subject:- Andaman and Nicobar Islands – Revised entitlement of traveling allowance in respect of the staff of A and N Administration.

In super session of the orders contained in this Ministry's Letter of even number, dated 20-3-1964, on the subject cited above, I am directed to say that the President is pleased to decide that the employees of the A and N Administration shall be entitled to traveling allowance as under in respect of the journey performed in Government ships –

I. Transfer journeys and Leave-cum-Transfer Journeys at the time of proceeding to and reversion from A and N Islands.

- (a) Free sea passage by Government steamer for Government servant and his family.
- (b) Lumpsum.
- (c) Daily Allowance of his grade under SR 180. and
- (d) Cost of transportation of personal effects to the extent admissible under SR 116 (a) I (iii).

The staff of the Andaman PWD and Forest Departments posted at Kolkata/Chennai, will also be entitled to the above traveling allowance on their transfer to and reversion from the Department's office at Kolkata/Chennai, as the case may be.

The daily/mileage allowance for the journeys from residence in the remote locality to the port of embarkation, viz., Port Blair/Car Nicobar and vice versa and traveling allowance for the journeys from residence on the mainland to the specified stations, viz., Kolkata/Chennai and vice versa including road and rail journeys, undertaken on transfer or leave-cum-transfer will be regulated under the normal rules. The cost of transportation of personal effects for such journeys will be limited to the extent admissible under SR 116 (a) I (iii).

## *II. Inter-Island Transfers.*

The Government servant concerned will be entitled to traveling allowance as is allowed for journeys at (I) above in case of transfer from one station to another other than temporary transfer for short periods not exceeding thirty days.

## *III. Leave Journeys*

Free sea passage for the Government and his family and daily allowance for his grade under SR 180 will only be admissible.

(II) LOCALLY RECRUITED STAFF FOR SERVICE IN ISLANDS – It has been as follows:-

- (a) *Domiciled in any part of India* – (1) Locally recruited Government servants serving in non-vacation departments under the Andaman and Nicobar Administration, who are domiciled in any part of India other than the Andaman and Nicobar Islands and who are eligible for the concession of joining time during leave may, while proceeding to and returning from the mainland on leave with joining time, be allowed free sea passage once a year with daily allowance of their grade under SR 180, in terms of Para. 1 (III) of this Ministry's Letter No. 27/83/62-ANL, dated the 14<sup>th</sup> September, 1964 [Annexure to Order above.]. The families of such Government servants may be allowed the free sea passage, once a year, in terms of the order contained in this Ministry's Letter No. 27/53/69- ANL, dated the 7<sup>th</sup> January, 1970.
- (b) Locally recruited Government servants serving in vacation departments under the Andaman and Nicobar Administration, who are domiciled in any part of India other than the Andaman and Nicobar Islands may, on the analogy of the Orders contained in this Ministry's Letter No. 27/83/62-ANL, dated the 30<sup>th</sup> April, 1964, be allowed free sea passage with daily allowance for the actual period of voyage undertaken, once a calendar year, but without any joining time, while proceeding to and returning from the mainland during vacation. They will, however, not be entitled to the concession of free sea passage and joining time during leave under SR 144. (This supersedes the Orders contained in this Ministry's Letter No. 27/81/71-ANL, dated the 20<sup>th</sup> January, 1972.). The families of such Government servants may, however, avail of the outside vacation, on the analogy of the orders contained in this Ministry's Letter No. 27/53/69-ANL, dated the 7<sup>th</sup> January, 1970, i.e. independent of the Government servant.

Note:- Both the cases covered by Clause (1) and in cases covered by Clause (2) above, the entitlement to leave concession will be regulated in terms of Para. 2 of this Ministry's Letter No. 70/157/59-ANL, dated the 13<sup>th</sup> December, 1960.

- (c) **domiciled in the Union Territory** – (3) Locally recruited Government servants serving in non-vacation departments under the Andaman and Nicobar Administration, who are domiciled in the Union Territory of Andaman and Nicobar Islands and who are eligible for the concession of joining time during leave may, while proceeding from the island of their posting to their home

town in another island, and back, on leave with joining time, be allowed free sea passage once a year, with daily allowance of their grade under SR 180. The families of such Government servants may be allowed the free sea passage, once a year, from the island of posting of the Government servant to his home town in another island, and back, independent of the Government servant, on the analogy of the orders contained in this Ministry's Letter No. 27/53/69-ANL, dated the 7<sup>th</sup> January, 1970.

(4) Locally recruited Government servants serving in vacation departments under the Andaman and Nicobar Administration, who are domiciled in the Union Territory of Andaman and Nicobar Islands, may be allowed free sea passage with daily allowance for the actual period of voyage undertaken, once in a calendar year, but without joining time, while proceeding from the island of their posting to their home town in another island and back during vacation. They will, however, not be entitled to the concession of free sea passage and joining time during leave under SR 144. The families of such Government servants may, however, avail of the free sea passage concession, once a year, from the island of posting of the Government servant to his home town in another island, and back, either during vacation or outside vacation, on the analogy of the orders contained in this Ministry's Letter No. 27/50/69-ANL, dated the 7<sup>th</sup> January, 1970, i.e. independent of the Government servant.

*[G.I., M.H.A., Letter No. 27/54/71-ANL, dated the 31<sup>st</sup> July, 1972.]*

It has been decided that sub paras. (1) and (3) of II of the above orders, will also apply to the locally recruited employees of Central Government Departments who are posted in the Andaman and Nicobar Islands.

*[G.I., M.F., O.M. No. 6(6)-E. IV (B)/70, dated the 4<sup>th</sup> October, 1973.]*

(3). Air travel while availing leave travel concession/ "free sea passage" in the case of those serving in A&N Islands. – Sanction of the President is hereby conveyed to the delegation of powers to the Administrator, Andaman and Nicobar Islands, to permit air travel between Port Blair and Kolkata or between Port Blair and Chennai to Groups 'A' 'B' and 'C' employees of Andaman and Nicobar Administration and Central Government officers working in Andaman and Nicobar Islands while availing leave concession/ "Free sea passage" to which they are entitled subject to the following conditions:-

- (i) The Government servant is from mainland working in Andaman and Nicobar Islands.
- (ii) The Government's liability will be limited to the ship subsidy per passenger that the Andaman and Nicobar Administration give plus the ship fare to which he is entitled or the actual air fare, whichever is less.
- (iii) The ship subsidy per passenger for the purpose of (ii) above will be worked out by the Administration on year to year basis.
- (iv) The Administrator is satisfied that a seat in the ship is not available.

This issues with the concurrence of the Ministry of Finance vide their U.O. No. 2012/87-E. IV, dated the 21<sup>st</sup> July, 1987.

*[G.I., M.H.A., Letter No. U. 13015/8/86-ANL, dated the 21<sup>st</sup> July, 1987, received under Dept. of Telecom, Letter No. 22-35/87-PAT, dated the 19<sup>th</sup> October, 1987.]*

Extended to Group 'D' employees up to 28<sup>th</sup> February, 1989, vide U. 14046/15/88-ANL, dated the 3<sup>rd</sup> June, 1988, circulated under Dept. of Telecom No. 22-15/88-PAT, dated the 21<sup>st</sup> June, 1988.]

**(4) Grant of T.A. concessions for those serving in laccadive Islands :** (I) Deputed for service in Island for specific Period – It has been decided that Central Government servants deputed from the mainland for service in the Laccadive, Minicoy and Amindivi Islands for specific periods will be entitled to traveling allowance as under, in respect of journeys performed in ships owned or chartered by Government.

I. Transfer journeys and Leave-cum-Transfer journeys at the time of proceeding to and reversion from LMA Islands.

- (a) Free sea passage by steamer, owned or chartered by Government, in respect of the Government servant and his family.
- (b) Lumpsum;
- (c) Daily Allowance of his grade under SR 180; and
- (d) Cost of transportation of personal effects to the extent admissible under SR 116 (a) I (iii).

The daily mileage allowance for the journeys from residence in the remote locality to the port of rembarkation and vice versa and traveling allowance for journeys from residence on the mainland to the Specified Stations and vice Versa, including road and rail journeys, undertaken on transfer or leave-cum-transfer will be regulated under the normal rules. The cost of transportation of personal effects for such journeys will be limited to the extent admissible under SR 116 (a) I (iii).

*II. Inter Island Transfers.*

The Government servants concerned will be entitled to traveling allowance is allowed for journeys at (I) above in case of transfer from one station to another other than temporary transfer for short period not exceeding ninety days.

*III. Leave journeys under SR 144.*

Free sea passage for the Government servant and his family once a year while proceeding on or returning from regular leave; and the daily allowance for his grade under SR 180.

*[G.I., M.F., O.M. No. F. 5(21)-E. IV (B)/66, dated the 14<sup>th</sup> November, 1966.]*

**(II) Locally Recruited Staff For Service in Islands** – It has been decided as follows:-

**(a) domiciled in any part of India**

- (1) Locally recruited Government servants serving in non-vacation departments under the Laccadive, Minicoy and Amindivi Islands Administration, who are domiciled in any part of India other than the Laccadive, Minicoy and Amindivi Islands and who are eligible for the concession of joining time during leave may, while proceeding to and returning from the mainland on leave with joining time, be allowed free sea passage once a year with daily allowance of their grade under SR 180. The families of such Government servants may be allowed the free sea passage once a year, on the analogy of the orders contained in this Ministry's Letter No. 62/11/71-ANL, dated the 2<sup>nd</sup> April, 1977.
- (2) Locally recruited Government servants serving in vacation departments under the Laccadive, Minicoy and Amindivi Islands Administration, who are domiciled in any part of India other than the Laccadive, Minicoy and Amindivi Islands may, on the analogy of the orders contained in this Ministry's Letter No. 71/13/(14)65-ANL, dated the 27<sup>th</sup> November, 1965, be allowed free sea passage with daily allowance for the actual period of voyage undertaken, once in a calendar year, but without any joining time, while proceeding to and returning from the mainland during vacation. They will, however, not be entitled to the concession of free sea passage and joining time during leave under SR 144. The families of such Government servants, may however, avail of the free sea passage concession, once a year either during vacation or outside vacation on the analogy of the orders contained in this Ministry's Letter No. 62/11/71-ANL, dated the 2<sup>nd</sup> April, 1971, i.e. independent of the Government servant.

NOTE:- Both in cases covered by Clause (1) and in cases covered by Clause (2) above, leave travel concession under the Ministry of Home Affairs, O.M. No. 43/1/55-Ests. (A), Part II, dated the 11<sup>th</sup> October, 1956, as amended from time to time, the journeys to home towns and back (on the mainland), for the purpose of leave travel concession will be deemed respectively to commence from and end at the port of disembarkation/embarkation on the mainland (viz., Kochi or Kozhikode, as the case may be). Accordingly, the first 400 km (160 km in the case of Government servants of the Fourth Grade) for which leave travel concession is not admissible, will be counted from the outward journeys, and from the home town in the case of return journeys.

**(b) Domiciled in the Union Territory**

- (3) Locally recruited Government servants serving in non-vacation departments under the Laccadive, Minicoy and Amindivi Islands Administration, who are domiciled in the Union Territory of Laccadive, Minicoy and Amindivi Islands and who are eligible for the concession of joining time during leave may, while proceeding from the island of their posting to their home town in another island, and back, on leave with joining time, be allowed free sea passage, once a year with daily allowance of their grade under SR. 180. The

families of such Government servants may be allowed the free sea passage, once a year, from the island of posting of the Government servant to him home town in another island, and back, independent of the Government servant, on the analogy of the orders contained in this Ministry's Letter No. 62/11/71-ANL, dated the 2<sup>nd</sup> April, 1971.

(4) Locally recruited Government servants serving in vacation departments under the Laccadive, Minicoy and Amindiv Islands Administration, who are domiciled in the Union Territory of Laccadive, Minicoy and Amindivi Islands, may be allowed free sea passage with daily allowance for the actual period of voyage undertaken, once in a calendar year, but without any joining time, while proceeding from the island of their posting to their home town in another island and back during vacation. They will, however, not be entitled to the concession of free sea passage and joining time during leave under SR 144. The families of such Government servants may, however, avail of the free sea passage concession, once a year from the island of posting of the Government servant to his home town in another island, and back either during vacation, or outside vacation on the analogy of the orders contained in this Ministry's Letter No. 62/11/71-ANL, dated the 2<sup>nd</sup> April, 1971.

*[G.I., M.H.A., Letter No. 62/24/71-ANL, dated the 26<sup>th</sup> July, 1972.]*

It has been decided that sub-paras (1) and (3) of para. I of the aforesaid orders, will also apply to the locally recruited employees of Central Government Departments who are posted in the Laccadive, Minicoy and Amindivi Islands.

*[G.I., M.F., O.M. No. 6 (6)-E. IV (B)/70, dated the 26<sup>th</sup> November, 1973.]*

**S.R. 145. Deleted.**

**S.R. 145-A Deleted.**

**SECTION XV – JOURNEY ON RETIREMENT, DISMISSAL  
OR TERMINATION OF EMPLOYMENT AND JOURNEY  
BY THE FAMILY OF THE GOVERNMENT SERVANT  
ON HIS DEATH**

*General restrictions*

**S.R. 146. Unless in any case it be otherwise expressly provided in this section on person is entitled to any traveling allowance for a journey made after retirement or dismissal from Government service or after the termination of such service.**

**Exception**

**S.R. 147. A Competent Authority may, for special reasons which should be recorded, permit any Government servant to draw traveling allowance for a journey of the kind mentioned in Rule 146.**

**GOVERNMENT OF INDIA'S ORDERS**

**(1) T.A. to Central Government servants on retirement – I** Settlement in station other than last station of duty – It has been decided to sanction the grant of traveling

allowance to retiring Government servants on the scale and the conditions set out below. The traveling allowance referred to will be admissible in respect of the journey of the Government servant and members of his family from the last station of his duty to his home town or to the place where he and his family is to settle down permanently even if it is other than his declared home town and in respect of the transportation of his personal effects between the same places.

*(a) For journeys by different modes – Entitlement as for transfer.*

**Explanation** – In regard to the question as to how the traveling allowance in respect of the members of the family of a retiring Government servant, who do not actually accompany him is to be regulated, it has been decided that the provisions of SR 116 (b) (iii) may be applied mutatis mutandis in all such cases. A member of a Government servant's family who follows him within six months or precedes him by not more than one month may, therefore, be treated as accompanying him. The period of one month or six months, as the case may be, may be counted from the date the retiring Government servant himself actually moves. The claims of traveling allowance in respect of the family members will not be payable until the head of the family himself or herself actually moves.

The time-limits of one months and six months and six months mentioned above may be extended by the Competent Authority prescribed in SR 116 (b) (iii) in individual cases attendant with special circumstances.

(b) The Government servant shall besides the fares, be also eligible to composite transfer grant equal to one month's basic pay plus Dearness pay, if the distance from the last station of duty is more than 20 km.

(c) Transportation of personal effects at the scale of allowance laid down in Order below 116 is allowable. The Government servant will also be entitled to claim the cost of transportation of personal effects between railway station and residence at either end of the journey as in the case of transfer.

(d) The actual cost of transporting a motor car or other conveyance maintained by the Government servant before his retirement is reimbursable as per Order below SR 116.

**Explanation :-** In regard to the time-limits applicable for the transportation of personal effects on availment of the concession, it has been decided that the time-limits prescribed in the Explanation below sub-para. (a) above in the case of members of the family, namely, one month anterior and six months posterior to the date of the move of the retiring Government servant himself, should apply in the case of transport of his personal effects. These limits may, however, be extended by the Competent Authority prescribed under SR 116 (b) (iii) in individual cases attendant with special circumstances.

2. The grant of the concession will be further subject to the following conditions, clarifications and subsidiary instructions. :-

- (i) The concession will be admissible by the shortest route from the last place of duty of the Government servant to his home town or to the place where he and his family are to settle down permanently even if it is other than his declared home town.

(ii) \*\*\*

(iii) The concession may be availed of by a Government servant who is eligible for it, at any time during his leave preparatory to retirement, or within one year of the date of his retirement..

Powers to extend the time-limit of one year will be exercised by the Administrative Ministries/Departments with the approval of the F.A. concerned, in individual cases attendant with special circumstances.

(iv) The concession will be admissible to permanent Central Government servants who retire on a retiring pension or on superannuation, invalid or compensation pension.

(v) The concession will also be admissible to temporary employees who retire on attaining the age of superannuation or are invalidated or are retrenched from service, without being officered alternative employment, provided that they have put in a total service of not employment, provided that they have put in a total service of not less than 10 years under the Central Government at the time of retirement/invalidment/retrenchment.

(vi) In the case of a person who domicile is elsewhere than in India or who intends to reside permanently outside India after retirement, the concession will be admissible up to the railway station nearest to the port of his embarkation. In the case of such a person who travels by air, the concession of traveling allowance by rail/road under these orders will be admissible up to the airport of empanelment for himself and members of his family and up to the port of depatch for his personal effects.

(vii) Where an officer is re-employed under the Central Government while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession admissible under these orders may be allowed to be availed of by him with one year of the expiry of the period of his reemployment..

(viii) A Government servant will be eligible to the retirement traveling allowance concession in full, notwithstanding the fact that he had availed of leave travel concession to home town or any place in India during one year preceding the date of retirement or commencement of leave preparatory to retirement.

3. Not admissible to – The concession is not admissible to Government servants -

- (a) Who quit service by resignation; or
- (b) Who may be dismissed or removed from service; or
- (c) Who are compulsorily retired as a measure of punishment; or
- (d) Who are temporary employees with less than ten years of service retiring on superannuation/invalidation/retrenched.

4. The Traveling Allowance claims admissible under these orders will be drawn, on Traveling Allowance Bill forms like Transfer Traveling Allowance claims. The claims of officers who were their own controlling officers before retirement, will however, be countersigned by the next superior administrative authority. The claim of an officer who before retirement was employed as the Comptroller and Auditor General or as a Secretary to the Government of India may be countersigned by his successor in office. The certificate required to be furnished by the officers in respect of Transfer Traveling Allowance claims will also be required to be furnished in respect of claims of Traveling Allowance under these orders.

5. Before reimbursing the Traveling Allowance admissible under these orders, the countersigning authorities should satisfy themselves, as far as possible, that the claimant and members of his family actually performed the journey to the home town or the other place to which he might have proceeded to settle there, e.g., by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance, etc.

*[Clarification – The checks prescribed on retirement traveling allowance claims would be with reference to duties and powers of the controlling Officers enumerated under SR 195 and no separate set of guidelines would be necessary vide G.I., M.F., D.O., Dy. No. 1914-IV/89, dated the 7<sup>th</sup> December, 1989, in reply to C. & A.G., U.O. No. 1009-A.I./82, dated the 1<sup>st</sup> November, 1989.]*

6. Payment of Traveling Allowance claims under these orders may be made by the Treasury Officer in relaxation of Rule 21 of the Central Treasury Rules, i.e., may make the payment of such claims even after the issued of a last pay certificate and without asking the retired officer to surrender the last pay certificate which will be required for the purpose of the finalization on his pension.

7. These orders do not apply to persons who –

- (i) are not in the whole time employ of the Government or are engaged on contract;
- (ii) are paid from contingencies;
- (iii) are Railway servants;
- (iv) are Members of the Armed Forces; and
- (v) are eligible for any other form of travel concession on retirement.

*[G.I., M.F., O.M. No. 5 (109) –E IV/57, dated the 11<sup>th</sup> July, 1960 as amended from time to time including O.M. No. 102/98/IC and 19030/2/97-E. IV, dated the 17<sup>th</sup> April, 1998 and O.M. F. No. 105/I/2004-IC, dated the 1<sup>st</sup> March, 2004.]*

Note – The provisions of these orders as amended from time to time, apply mutatis mutandis to industrial employees in the Government industrial establishments also.

*[G.I., M.F., O.M. No. F. 5 (30)-E. IV (B)/65, dated the 27<sup>th</sup> August, 1965.]*

II. For settling down at the last station of duty/at a station not more than 20 km. from the last station of duty. – It has been decided that in cases where the Government servant wishes to settle down permanently at the last station of duty, traveling allowance may be

allowed to the extent indicated below, provided the Government servant concerned is required to change his residence as a result of his retirement.-

(a) Self and family	Actual cost of conveyance but not exceeding the road mileage allowance admissible under SR 116 (a) II (i) and (ii).
(b) Personal effects.	Actual cost of transportation not exceeding the amount admissible under SR 116 (a) II (iii).
(c) Transportation of conveyance	An allowance for car/scooter/motorcycle at the rates notified by the concerned Directorate of Transport for taxi/autorickshaw. Where the above allowance is claimed, mileage allowance will not be admissible to the Government servant/members of family traveling by the conveyance. If they travel otherwise than by the conveyance, they will be entitled to the mileage allowance as per SR 116 (a) II (i) and (ii).
(d) Composite Transport Grant.	Equal to one third of (basis pay plus dearness pay).

Note – For the purpose of this order, the term ‘last station of duty’ will be interpreted to mean the area failing within the jurisdiction of the Municipality or Corporation, including such of suburban municipalities, notified areas or cantonments as are contiguous to the named municipality, etc., where the Government servant was posted immediately before his retirement.

The admissibility of traveling allowance as above will also be subject to other conditions for the grant of traveling allowance on retirement as contained in Order (1) above as amended from time to time.

*[G.I., M.F., O.M. No. 19061/I/81-E. IV, dated the 13<sup>th</sup> August, 1981 read with O.M., dated the 17<sup>th</sup> April, 1998 and O.M. F. No. 105/1/2004-IC, dated the 1<sup>st</sup> March, 2004.]*

(2) Concession extended to employees of the Andaman and Nicobar Administration – It has been decided that the concession, vide Order (1) above be extended to the employees of the Andaman and Nicobar Administration on their retrenchment/invalidment/retirement subject to the conditions laid down therein. Accordingly, application of the provisions of SR 150 will now be restricted to such of the Central Government employees of the Andaman and Nicobar Administration as are not eligible for the concession granted in decision referred to above.

*[G.I., M.F., O.M. No. 5(5) –E. IV (B)/61, dated the 20<sup>th</sup> February, 1961.]*

**(3) T.A. for journeys to attend departmental enquiry by Government servants after removal/dismissal or compulsory retirement from service.** – The question was under consideration whether and, if so, at what rates, traveling allowance should be allowed to a Central Government servant who is removed/dismissed or compulsorily retired from service

as a penalty in cases, where, under the orders of the appellate or reviewing authority, it is decided to hold a further/de novo departmental enquiry and the Government servant is required to attend such enquiry. It has been decided that the Government servant concerned may be allowed traveling allowance as for a journey on tour from the place where the summons to attend the enquiry reaches him to the place of enquiry and back but not exceeding that to which he would be entitled, had he performed the journey from his home town to the place of enquiry and back. The traveling allowance may be regulated in accordance with the pay of the post held by the Government servant immediately before his removal/dismissal or compulsory retirement.

*[G.I., M.F., O.M. No. 19012/I/80-E. IV, dated the 19<sup>th</sup> April, 1980.]*

**(4) T.A. for retired Government servant for attending departmental enquiry/judicial proceedings against him.** – See Government of India's Order below SR 153-A.

**(5) No advance of T.A. in case of journeys performed after retirement.** – A question has been raised whether an advance of traveling allowance under the normal rules can be given in the cases covered by Order (1) above. It has been decided that an advance of traveling allowance may be sanctioned by the authorities competent to sanction such an advance in cases of journeys performed during leave preparatory to retirement but not in case of journeys performed after the date of retirement

*[G.I., M.F., O.M. No. F. 16-A (10)-E. II (a)/60, dated the 30<sup>th</sup> November, 1969 and Rule 224, G.F.R.]*

**S.R. 148. A competent Authority may grant to the family of a Government servant who dies while in service such traveling allowance as it deems fit.**

#### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Conveyance at Government expense of families and personal effects of Government servant who die while in service.** – 1. The question of transportation at Government expense of the families and personal effects of the Government servants who die while in service has been under consideration of the Government of India for some time. It has been decided that in such cases the following concessions will be admissible to members of the families, as defined in SR 2 (8) for purposes of traveling allowance rules, provided the journey is completed within one year after the death of the Government servant.

2. Travel expenses will be admissible by the shortest route from the last headquarters of the Government servant to his normal place of residence which shall be the permanent home as entered in his service book or record of such other place as might have been declared to be the permanent home by the Government servant while in service, or if the family whishes to settle down permanently at a place other than the normal place of residence (permanent home town), to such selected place of residence.

3. The amount of travel expenses payable to the members of the family will be –

(a) **For journey by different modes.** – Same as the entitlement on transfer of the deceased Government servant while in service.

- (b) Actual cost of transportation of personal effects on the scale as admissible under SR 116.
- (c) Transfer grant as admissible on transfer.
- (d) Mileage allowance and allowance for carriage of personal effects between railway station/bus stand and place of residence at either end.
- (e) Reimbursement of actual cost of transportation of conveyance to home town or selected place of residence as on transfer, may be allowed to the family of a Government servant who dies while in service.

4. If at the time of the death of a Government servant a member of his family happens to be at a station other than the Government servant's last headquarters or being there proceeds to a station other than the normal place of residence/selected place of residence, such member may draw the actual fare for the journey made by rail or steamer, road mileage for the actual distance of the road journey and cost of transport of personal effects from the place where he was at the time of the Government servant's death to the place to which he actually traveled, provided that the total expenses claimed shall not exceed the total mileage allowance and cost of transportation of personal effects up to the prescribed limit that would have been admissible had such member traveled from the headquarters of the Government servant to the normal place of residence/selected place of residence.

5. Before allowing reimbursement of the traveling expenses admissible under these orders, the Controlling Officers/Countersigning authorities should satisfy themselves as far as possible about the claim for traveling expenses from the family of deceased Government servants by instituting expenses from the family of deceased Government servants by instituting suitable checks, *inter alia*, whether the family has actually transported the personal effects to the selected place of residence, in accordance with the scale and instructions laid down by the Government from time to time.

6. These orders will not apply to

- (a) Employees of the Railway Department.
- (b) Personnel paid from the Defence service Estimates (A separate order will be issued by the Defence Ministry in respect of such personnel.)
- (c) Government servants engaged on contract and those who are not in the whole time employment of Government.
- (d) Government servants paid out of contingencies.
- (e) Government servants who die while on leave preparatory to retirement.
- (f) Retired Government servants who have been re-employed.
- (g) Temporary Government servants who have not rendered three years continuous service.

*[G.I., M.F., O.M. No. F. 5 (75)-Estt. IV/56, dated the 15<sup>th</sup> September, 1956; as amended from time to time including O.M. No. 10/2/98/IC & 19030/2/97-E. IV, dated 17<sup>th</sup> April, 1998.]*

**(2) To whom payable and procedure for drawal and disbursement** – The amount of traveling allowance admissible to the families of deceased Government servants in terms of order (1) above shall be paid in the order of precedence given below–

- (i) The surviving widow or the eldest among them if there be fore than one surviving widows (not being a minor) if the deceased Government servant was a male officer, or the husband if the deceased was a female officer.
- (ii) The eldest surviving (dependent) child of the deceased Government servant provided that he/she has attained the age of majority.
- (iii) Any person who in the opinion of the Head of Office, if fit to receive payment on behalf of the minor(s), subject to the execution by such person of a bond, duly signed by two sureties, agreeing to indemnify Government against any subsequent claim.

Provided that such a bond may be dispensed with when payment is made to a legal guardian.

The amount may be drawn on T.A. Bill (non-Gazetted Establishment) Form TR-25, by the Head of Office under whom the deceased Government servant last served or any Gazetted Officer authorized on his behalf under Rule 142 of the CTR's, Volume-I. The certificates prescribed therein for the Head of Office may be amended suitably and used. Similarly, the claims, regarding class of accommodation used, use of express/mail trains dependency and relationship of the family members, actual expenses on the transport of personal effects, etc., may also be adopted mutatis mutandis and obtained from the claimant in support of the claim.

It has further been decided that payments made in terms of Item (iii) of Paragraph 1 above, to a person other than member of the family of the deceased Government servant, shall be supported by an indemnity bond as in the form furnished in Annexure below. The indemnity bond, when executed, shall be accepted for and on behalf of the President of India, by the Head of Office under whom the deceased Government servant last served.

It has been decided as follows:-

- (i) The indemnity bond, when executed, should be attested by two sureties, being permanent Government servants, whose status (whether in the post held by them in the permanent capacity or in the officiating capacity) should be comparable to or higher than that of the deceased Government servant.
- (ii) The bond should be preserved for seven years after the year of payment.
- (iii) The claims on account of the concession shall be countersigned by the controlling officer of the deceased Government servant, if he was not his own controlling officer, and by his next superior authority, if he was his own

controlling officer.

[G.I., M.F., O.M. No. 5(1) -E. IV (B)/63, dated the 4<sup>th</sup> February, 1963 and the 26<sup>th</sup> December, 1963.]

## ANNEXURE

### Indemnity Bond

Know All Men by these presents that we (1) ..... (hereinafter called the 'obligor') and (2) ..... and (3) ..... (hereinafter called the 'sureties') are held and fully and firmly bound unto the President of India (hereinafter called the 'Government') for the sum of Rs. ..... (Rupees ..... ) for which payment to be well and truly made, we jointly and severally bind ourselves, out respective heirs, executors, administrators legal representative and assigns.

Whereas the Government has paid to the obligor a sum of Rs. ..... (Rupees ..... ) (receipt of which the obligor hereby acknowledges) towards the traveling expenses of the family of the late ..... (hereinafter referred to as the 'family') for their journey from ..... to ..... And for the transport of the personal effects of the late ..... from ..... to ..... in consideration of his executing this bond with two sureties.

**NOW THE CONDITION OF THE ABOVE WRITTEN BOND** in such that if it transpires that the said sum of Rs. ..... has not been paid by the obligor to the family of the deceased and/or there is any claim hereafter from the family of the deceased for expenses for their journey and for the transport of the personal effects of the deceased or for their any other journey then and in either of the said events this bond shall remain in full force and virtue otherwise the same shall be void and of no effect.

### PROVIDED FURTHER AND IT IS HEREBY AGREED

(a) any forbearance, extension of time, or indulgence on the part of the Government or any officer to the obligor whether with or without the knowledge or consent of the sureties, shall not in any way release the said sureties, there heirs, executors, administrators, legal representative, and assigns from their liability under the above written bond.

(b) that the stamp duty on this bond shall be borne by the Government.

Signed and delivered by the above named obligor  
in the presence of the

Signature of Surety (1)

1.

2.

Signed and delivered by the above named surety (1)  
In the presence of.

Signature of Surety (2)

1.

2.

Signed and delivered by the above named surety (2)  
in the presence of

1.

2.

Accepted for and on behalf of the  
President of India in the presence  
of (Signature of the authority  
accepting the bond)

Signature and addresses of the Witnesses

**(3) Grant of advance for meeting traveling expenses** – An advance to meet traveling expenses as in Order (1) above may be sanctioned subject to the following terms and conditions-

- (i) The advance may be sanctioned by the authority who would have been competent to countersign the traveling allowance claim if the officers were alive.
- (ii) The amount of the advance may be limited to three fourths of the probable amount of traveling expenses that may be admissible under Order (1) above.
- (iii) The advance will be admissible to only one member of the family of the deceased Government servant on behalf of all. It should be the widow/widower or any other member of the family (within the definition of the term “family”) who is a major and of sound mind. The decision of the sanctioning authority as to whom the advance may be given shall be final.

After the advance is sanctioned by the Competent Authority it may be drawn by the Head of the Office and paid to the member of the family authorized in this behalf.

- (iv) Only one advance will be admissible irrespective of the fact that the members of the deceased Government servant’s family travel in separate batches from the same of different stations.
- (v) The account of the advance drawn should be rendered within one month of the completion of the journey if the family travels in one batch. In case the family travels in more than one batch, the account may be rendered within one month after the completion of the journey by the last batch. In any case the journey must be completed before the stipulated period and the account of the advance rendered within one month of the expiry of the stipulated period at the latest. The advance should, however, be refunded forthwith if the journey is not completed within the stipulated period.
- (vi) The surety of a permanent central Government servant of status comparable to or higher than that of the deceased Government servant should be obtained in the prescribed form (see Annexure) before the advance is sanctioned. The person receiving the advance should also give an undertaking in that prescribed form in writing to the effect that he/she would abide by the

provisions contained in Clause (v) above. This is necessary in order to enable the sanctioning authority to effect recovery of overpayments resulting from non-performance of the journey within the stipulated period or non-submission of the adjustment bill within the prescribed period.

(vii) The advance will be interest free and will be treated as an 'advance recoverable'. The adjustment of the advance will be watched through objection book by the Accounts Officer concerned.

[G.I., M.F., O.M. No. F. 16/A (5)-E. II/(A)/61, dated the 31<sup>st</sup> August, 1961.]

**ANNEXURE**  
**Form of Surety Bond**

**KNOW ALL MEN BY THESE PRESENTS THAT** we (1) .....<sup>1</sup>  
(hereinafter called the 'obligor') and (2) .....<sup>2</sup> ..... (hereinafter called the 'surety') are held and fully and firmly bound unto the President of India (hereinafter called the 'Government') for the sum of Rs. .....<sup>3</sup> ..... to the payment of which amount well and truly to be made, we jointly and severally bind ourselves and our respective heirs, executors, administrators, legal representative and assigns by these presents.

**WHEREAS** the Government has paid to the Obligor a sum of Rs. .....<sup>3</sup> .....(receipt of which sum the obligor hereby acknowledges) on account of advance of advance of traveling expenses to the family of the .....<sup>4</sup> .... Deceased (hereinafter referred to as the 'family') for their journey to .....<sup>5</sup> ..... and for the transport of the personal effects of the said .....<sup>4</sup> ..... Deceased to .....<sup>5</sup> .....  
.....

1. Herein insert the name of the individual to whom the advance is paid.
2. Herein insert the name of the surety.
3. Here specify the amount of advance paid.
4. Insert the name of the deceased Government servant.
5. Insert the normal place of residence of the Government servant, a journey to which is admissible under the rules.

**NOW THE CONDITION OF THE ABOVE WRITTEN BOND** is such that if the said Obligor shall account to the satisfaction of the Government, within one month of the completion of the Journey to .....<sup>1</sup> ..... By the family if the family travels in one batch, or when the family travels in more than one batch within one month of the completion of the journey by the last batch, or within one month of the expiry of the period of six months after the date of receipt of this advance, whichever is earlier, for the proper expenditure of the aforesaid advance, then the above written bond shall be void and of no effect but otherwise the bond shall remain in full force, effect and virtue. These presents further witness that, -

- (a) Any forbearance, extension of time, or indulgence on the part of the President of India or any officer to the Obligor whether with or without the knowledge or consent of the

Surety, shall not in any way release the said surety, his heirs, executors, administrators, legal representatives and assigns from his or their liability under the above written bond;

(b) That the stamp duty on this bond shall be borne by the Government.

**Signed and delivered by the above  
Named Obligor in the presence of**

1.

2.

**Signed and delivered by the above  
named Surety in the presence of**

1.

2.

**Accepted for and on behalf of  
the president of India, in the  
presence of**

1.

2.

*[G.I., M.F., O.M. No. 17(3) -E II (A)/65, dated the 31<sup>st</sup> January, 1966.]*

**S.R. 148-A. Deleted.**

*Concession to Survey subordinates*

**S.R. 149. The Surveyor General or an Administrative Superintendent of the Survey of India Department may grant such rail and steamer fares as he considers necessary to a discharged Khalasi or other menial for the journey to the place at which the menial was enlisted.**

**S.R. 149-A. Discharged Gurkha Riflemen of the Assam Rifles recruited through the Army Recruiting Officers may be allowed free conveyance and provided with rail warrants to Kunraghan or Ghum if they are sent to these places for final settlement.**

**Concessions to subordinates serving in the Andaman and Nicobar Islands.**

**S.R. 150 (1) The Chief Commissioner of the Andaman and Nicobar Islands may grant to any subordinate Government servant employed in the Islands other than a member of the Andaman and Nicobar Police Force a free passage to India for himself and his family on dismissal or retirement. If a subordinate dies while so employed, the Chief Commissioner may similarly grant a free passage to his family.**

**(2) The Chief Commissioner may grant to a member of the Andaman and Nicobar Police Force a free passage to India for himself and his family on discharge, dismissal, resignation or retirement and a similar passage to his family if he dies while in service. He may also grant to such a member, if he honourable quits the service or is discharged as a rejected recruit railway fares for himself and his family from the port of disembarkation in India to the railway station nearest his home.**

Note:- For the purposes of sub-rule (2), a member of the Andaman and Nicobar Police Force shall not be deemed to quit the service honourably who-

- (a) Resigns.
- (b) Is discharged as inefficient within his probationary period,
- (c) Is dismissed,
- (d) Is compulsorily retired due to unsatisfactory service.
- (e) Is invalidated when invalidment is due to intemperance or neglect, direct or contributory.

## GOVERNMENT OF INDIA'S ORDER

(1) *See Government of India's Order (2) under SR 147.*

Concessions of military officers in Civil employ

### **S.R. 151. Deleted.**

**S.R. 151-A.** A person temporarily employed in Government service in Gilgit or outside India, who has received traveling allowance for the journey to join his post, may, on the termination of his employment, be allowed to draw traveling allowance for the journey to any place; provided that such allowance does not exceed the traveling allowance calculated for the journey to the place at which he was engaged, that the claim to draw traveling allowance is preferred within three months of the termination of his employment and that the officer under whom he is employed is satisfied that he intends to make the journey.

### **S.R. 152. Deleted.**

Rates of traveling allowance under this section.

**S.R. 153.** Traveling allowance under Rules 147 and 151-A should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

## **SECTION XVI – JOURNEY DURING SUSPENSION OR TO GIVE EVIDENCE OR TO ATTEND A COURT OF LAW AS ASSESSOR OR JUROR**

**S.R. 153-A.** A Government servant under suspension who is required to perform journey to attend the departmental enquiry may be allowed traveling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. No traveling allowance will, however, be admissible if the enquiry is held at the outstation at his own request.

Note – His traveling allowance will be regulated by the grade to which he belonged prior to his suspension.

## GOVERNMENT OF INDIA'S ORDERS

**(1) T.A. for appearing before Police and Court** – The Government of India have had under consideration the question whether, and if so at what rates, traveling allowance should be allowed to Government servants in the following two types of cases:-

- (i) Where a Government servant, whether he is under suspension or not, performs journeys to attend Police/Special Police Establishment enquiry in connection with a case in which he is suspected to be involved.
- (ii) Where a Government servant undertakes journeys during suspension for appearing in a Court of Law, as an accused, and is later on acquitted by the Court and reinstated in service or would have been reinstated in service but for death or his having attained the age of compulsory retirement or being allowed to retire voluntarily.

2. As regards cases of the first type, it has been decided that traveling allowance as for a journey on tour may be allowed, to a Government servant for such journeys provided that they are performed under the direction of, or with the approval of, the Head of Office in which he is for the time being employed, or was employed before suspension.

3. As regards cases of the second type, it is observed, that traveling expenses in respect of these journeys cannot form part of the claims for reimbursement of costs to be considered by the Union Public Service Commission under Article 320 (3) (d) of the Constitution. In view of this it has been decided that in respect of these journeys, traveling allowance as for a journey on tour, based on the grade to which the Government servant belonged before suspension may be reimbursed by the Administrative ministry concerned, provided the legal expenses incurred by him in defending such proceedings are reimbursed to him, in full or in part, under the aforesaid Article of the Constitution. In cases where the journeys were performed by the Government servant by rail/steamer in a class lower than the class to which he was entitled before suspension, the fares of the class actually used, in addition to his other entitlements of traveling allowance as on tour, may be paid to him.

*[G.I., M.F., O.M. No. 5 (13)-IV/59, dated the 28<sup>th</sup> February, 1959, as modified by O.M. of even number, dated the 22<sup>nd</sup> July, 1960.]*

**(2) T.A. for journeys for perusal of documents** – It has been decided that traveling allowance as for journey on tour including daily allowance for halts (restricted to a maximum of three days only) may be allowed to the Government servants, whether on duty or on leave or under suspension, for the journeys undertaken by them to the stations where the official records are made available. The traveling allowance will be allowed from the headquarters of the Government servant or from any other places where the Government servant may be spending his leave or where the suspended officer has been permitted on his own request to reside, but not exceeding what would be admissible had the journey been undertaken from the headquarters of the Government servant. The grant of the traveling allowance will be subject to the following further conditions:-

- (i) The inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement;

- (ii) The competent Authority certifies that the original records could not be sent to the headquarters station of the Government servant or the bulk of the documents rules out the possibility of copies being made out, and sent; and.
- (iii) The Head of Office under whose administrative control the Government servant is, certifies that the journey was performed with his approval.

2. It has also been decided that, in the case of officers not under suspension at the time of undertaking the journey, the period spent in transit to and fro and the minimum period of stay required at the place where official records are made available for perusal should be treated as duty or leave, according as the officer is on duty or on leave at that time. In case of officers under suspension, who are subsequently reinstated in service, the period will be treated as duty, leave or otherwise in accordance with the orders passed by the Competent Authority under FR 54 (1).

*[G.I., M.F., O.M. No. F. 5 (79)-Est. IV/59, dated the 20<sup>th</sup> October, 1959 and No. 19011/1/86-E. IV, dated the 1<sup>st</sup> April, 1987.]*

**(3) Change of headquarters during suspension and grade for T.A.** – A doubt having arisen (i) whether a competent Authority can change the headquarters of a Government servant under suspension in the interest of public service and if so, (ii) by which grade his traveling allowance should be regulated, if has been decided, in consultation with the Ministry of Home Affairs, (i) that the Competent Authority can change the headquarters of a Government servant under suspension, if this is in the interest of public service; and (ii) that the traveling allowance of the Government servant in such case should be regulated by the grade to which he belonged prior to his suspension, vide Note below SR 153-A.

*[G.I., M.F., U.O. No. 2818-E. IV (B)/60, dated the 30<sup>th</sup> July, 1960, to the A.G.C.R.]*

**(4) Grant of T.A. advance while under suspension for attending inquiry outside headquarters.**– It has been decided that Central Government employees under suspension, who are required to attend an inquiry in connection with their suspension, outside their headquarters may be paid advance of daily allowance in addition to advance of actual fare. The advance of daily allowance would be restricted to allowance admissible for the period of journey plus daily allowance for one day at the station of inquiry. In case, however, where the inquiring authority specifies the period for which presence of the Government servant is required, advance of daily allowance may be granted for such period;

*[G.I., M.F., O.M. No. F. 17(2)-E II (A)/85, dated the 28<sup>th</sup> August, 1985.]*

*Journey to give evidence of acts of which he has official knowledge*

**S.R. 154. The following provisions apply to a Government servant who is summoned to give evidence in a criminal case, a case before a court martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority.**

Provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties –

- (i) He may draw traveling allowance as for a journey on tour attaching to his bill a certificate of attending given by the court or other authority which summoned him.
- (ii) When he draws such traveling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the traveling and subsistence allowance of the witness must be credited to Government.
- (iii) If the court in which he gives evidence is situated within eight kilometers of his headquarters and no traveling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent traveling allowance, accept, such payment of actual traveling expenses as the court may make.

Note – A Government servant summoned to give evidence while on leave is entitled to traveling allowance this rule from and to the place from which he is summoned as if he were only duty.

### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Payment of T.A. when summoned by criminal courts to give evidence in official capacity.** – The Government of India have entered into reciprocal arrangement with the Government of Andhra Pradesh, Bihar, Gujarat, Haryana, Kerala, Maharashtra, Madhya Pradesh, Mysore, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh and West Bengal in regard to the payment of expenses of Government servants summoned by Criminal Courts to give evidence in their official capacity. The effect of the arrangements will be as follows :-

- (i) In criminal cases to which the State is a party, a Government servant giving evidence regarding facts of which he has official knowledge, will, on production of the certificate of attendance issued by the summoning court, be paid traveling allowance by the Government under whom he is serving.
- (ii) In criminal cases to which a State is not a party, a Government servant giving evidence regarding facts of which he has official knowledge, will be paid traveling allowance by the summoning court according to the rules under which such Government servant draws his traveling allowance for a journey on tour, and the charges will be borne by the Central Government or the respective State Government according as the Court is situated in a Union Territory or in the respective State.
- (iii) When a Government servant serving in a Commercial Department or, when any other officer is summoned to give evidence as a technical or expert witness, the pay of the Government servant concerned for the period of his absence from his headquarters and traveling allowance and other expenses due to him will first be borne by the Government under whom he is serving and subsequently be recovered from the Central Government or the respective State Government according as the Court in which the Officer is summoned to give evidence is situated in a Union Territory or in the respective State.

*[G.I., M.H.A., O.M. No. F. 15/3/57-Judl. II, dated the 17<sup>th</sup> December, 1957, as*

*supplemented from time to time for individual States. ]*

In order to enable the Court to assess the amount admissible to him the Government servant should carry to that Court a certificate duly signed by his Controlling Officer, showing the rates of traveling and daily allowance admissible to him for a journey on tour. If the Government servant is his own Controlling Officer the certificate should be signed by him as such.

*[G.I., M.H.A., O.M. No. F. 9/5/63-Judl. II, dated the 6<sup>th</sup> August, 1964 and O.M. of even No., dated the 2<sup>nd</sup> August, 1965.]*

**(2) When summoned to produce official documents/to give evidence in official capacity in civil cases.** – It has been decided, in modification of the existing arrangements mentioned above, that the Central Government servants may be allowed to draw traveling allowance as for a journey on tour for their journeys to attend the Courts in civil cases. The amount of traveling allowance may be paid initially from the Central Government funds and charged to the head of account to which their pay and allowance are debitable. No part of the traveling expenses should be accepted by the Government servant concerned from the Court. The amount of traveling allowance so paid will be got reimbursed from the courts concerned, in full in the case of the Courts other than those in West Bengal, and to the extent admissible at the Courts rates in the case of the Courts in West Bengal. It shall be the duty of the controlling officers to see that the amount due is recovered from the courts. The recoveries of the amount should be accounted for in accordance with the provisions of Article 74 of the Account Code, Vol. I.

*[G.I., M.F., O.M. No. 5(59) –E. IV (B)/63, dated the 27<sup>th</sup> December, 1963.]*

**(3) Treatment of periods spent in attending Courts** – (a) To give evidence or to serve as assessors or jurors. – It has been decided as follows:-

- (a) Where a Government servant is summoned by Courts of Law, whether criminal or civil or by a Court Martial or by a properly constituted authority holding a departmental enquiry in India, to give evidence regarding facts which came to his knowledge in the discharge of his public duties, the period of absence will be treated as duty.
- (b) Where the Government servant is summoned as a witness by the Courts or authorities referred to in (a) above to depose about facts which came to his knowledge in his private capacity, the period of absence should be treated as casual or ordinary leave as may be due to him under the rules. No special leave will be granted for this purpose.
- (c) The period spent by Government servants in attending Courts of Law as jurors or assessors, with the permission of their respective Heads of Departments, should be treated as special casual leave, which should not be debited to the casual leave account.

2. The Government servants attending Courts of Law in circumstances mentioned in Paragraph 1 above during periods of leave will not be given any extra leave for such attendance nor will their leave be considered to have been interrupted by such attendance.

[G.I., M.H.A., O.M. No. F. 15/5/57-Judl. II, dated the 26<sup>th</sup> August, 1957.]

(b) To produce official documents in civil suits. – The period of absence of a Central Government servant who is summoned to give evidence or to produce official documents in a civil suit will be treated as duty under sub-paragraph I (a) above, irrespective of whether the Central Government is a party to the suit or not, provided that –

- (i) In a case where he is summoned to give evidence, came to his knowledge in the discharge of his public duties and he is authorized by the Head of the Office to give evidence; and
- (ii) In a case where he is summoned to produce official documents, he is authorized by the Head of the Office to produce the documents.

The civil suit referred to above may even be one in which a local body/private person is a party.

[G.I., M.H.A., O.M. No. F. 15/7/58-Judl. II, dated the 19<sup>th</sup> January, 1961.]

**(4) T.A. to Government servant appearing in enquiry against him.** – A question having been raised regarding the admissibility of traveling allowance to a Government servant against whom an oral enquiry is held under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, and who is required to proceed from one station to another to appear before the office conducting the enquiry, it has been decided that in such cases the Government servant concerned may be allowed traveling allowance as on tour under SR 154.

2. No traveling allowance will, however, be admissible to the charged person if the enquiry is held at a place other than his headquarters expressly at his own request.

[G.I., M.F., O.M. No. F. 5 (30) –E IV (B)/67, dated the 28<sup>th</sup> November, 1967.]

**(5) T.A. to witnesses, Presenting Officer and Defence Assistant in departmental enquiries.** – The following instructions are issued to regulate the payment of traveling and other expenses to persons appearing as witness in Departmental Inquiries, set up by the Government of India.

1. Every Government servant who is called to give evidence in a departmental inquiry by either the Government or the Government servant against who the enquiry is being held, shall be entitled to payment of traveling and other expenses as laid down in these instructions.

2. The officer or Board holding the inquiry shall furnish a certificate in Form I to every person appearing before him or it to give evidence.

3. (i) Where the witness is a Central Government servant he shall be entitled to receive, in respect of the attendance before the authority holding the departmental inquiry, from the Department or Ministry under which he is serving for the time being, payment of a traveling allowance as on tour under SR 154.
- (ii) Where the Government servant is called in the departmental inquiry to give evidence as to facts which have come to his knowledge in the discharge of his

public duties, the minimum time required to be spent by him on the journey to and from the place where the inquiry is held and the days on which he is required to remain present before the authority holding the inquiry shall be treated as duty.

Provided that if the Government servant is on leave, the entire time spent shall be treated as a part of the leave and he shall not be deemed to have been recalled to duty.

4. Where the witness is a State Government servant, he shall be entitled to receive, in respect of the attendance before the authority holding the departmental inquiry, from the State Government such traveling allowance and/or daily allowance as may be admissible to him under the rules applicable to him in that behalf in respect of a journey undertaken on tour and the amount so paid shall be paid by the Central Government to the State Government, who shall raise a debit in respect thereof against the Central Government.

5. Where a person who has been a Government servant is called to give evidence as to facts which have come to his knowledge in the discharge of his public duties, before any authority holding a departmental inquiry such person shall be entitled to claim from the Ministry of Department under whom the Government servant against whom the enquiry is being held is for the time being serving, traveling allowance under SR 190.

6. The foregoing instructions shall also apply to a person nominated by the Disciplinary authority to present the case in support of the charge before the authority holding the departmental inquiry of assisting the Government servant against who the inquiry is held in presenting his case, as provided in the Central Civil Services (Classification, Control and Appeal) Rules. Such person shall be granted a certificate in Form II by the authority holding the departmental inquiry.

7. All expenditure on traveling allowance paid to a Government servant under these instructions shall be charged to the head of account to which such Government servant's salary is debitable.

#### ***FORM I***

This is to certify that Sh. ..... (Name, Designation, Office, etc.) appeared before me as a witness on ..... at (place) ..... in the departmental inquiry against Sh. ..... (name) and was charged on ..... at ..... (time).

Nothing has been paid to him on account of his traveling and other expenses.  
Place and Date .....

(Signature)  
**Disciplinary Authority/Board of  
Inquiry/Inquiring Officer**

Copy forwarded for information to the Ministry/Department of .....  
Secretary to the Government of (Name of State Government). .....  
Department.

## FORM II

This is to certify that Sh. ..... (Name, designation, Office, etc.) attended the proceedings in the departmental inquiry against Sh. ..... (Name, designation, etc.) to present the case in support of the charges/to assist the said Shri. ..... (name) in presenting his case on ..... at ..... (place).

Nothing has been paid to him on account of his traveling and other expenses.

Place and Date .....

(Signature)  
Disciplinary Authority/Board of  
Inquiry/Inquiring Officer

Copy forwarded for information to the Ministry or Department of .....

*[G.I., M.H.A., Letter No. F. 16/122/56/A.V.D., dated the 18<sup>th</sup> August, 1960.]*

Note:- In the case of private person appearing as prosecution or defence witnesses in departmental enquiries including those conducted by the Commissioner of Departmental Enquiries, T.A./D.A., shall be regulated in accordance with procedure laid down in G.I, M.F., O.M. No. F. 9 (19) -E. IV (B)/67, dated the 2<sup>nd</sup> December, 1967, reproduced in Appendix-2 to this compilation.

*[G.I., M.F., O.M. No. F. 5 (15) -E IV (B)/68, dated the 15<sup>th</sup> September, 1969.]*

**(6) T.A. to retired Government servant.** – (a) For attending departmental enquiry against him – A retired central Government servant required to attend departmental enquiry instituted against him may be allowed traveling allowance as on tour by the shortest route for the journey in connection with the enquiry from his “home town” (declared as such for the purposes of the Leave Travel Concession to Central Government servants) to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after retirement at a place other than his “home town”, he may be allowed traveling allowance for journeys from such place of residence to the place of enquiry and back. The place of residence means the place for which post retirement traveling allowance claim was drawn or the place (Bank/Treasury) for which pension is being drawn. However, if at the time of receipt of summons, the retired Government servant is at a place different from his “home town” or place of residence, the traveling allowance should be restricted to the shorter of the two journeys between that place to the place of enquiry and the “home town”/place of residence to the place of enquiry.

The traveling allowance shall be regulated in accordance with the pay of the post held by the retired Government servant immediately prior to retirement.

No advance of traveling allowance should, however, be paid in connection with such journeys.

*[G.I., M.F., U.O. Note 3221-E. IV (B)/61, dated the 20<sup>th</sup> November, 1961.]*

**(b) For perusal of documents** – It has been decided that retired Government servants may be allowed traveling allowance as on tour, including daily allowance for halts (restricted to a maximum of three days only), for undertaking journeys to outstations for perusal of official documents in preparation of their defence against disciplinary proceedings instituted against them. The T.A. claims in such cases will be restricted to one to and from rail fare, in respect of one such case, by the class to which the retired Government servant was entitled immediately prior to retirement, by the shortest route between the place of residence/declared place of residence up to which retirement T.A. has been availed of/place from where the journey has actually been performed and the place where the documents are kept, whichever is less and daily allowance will be admissible as indicated above. The grant of Traveling Allowance will be subject to the condition that the inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement.

2. These orders take effect from the date of issue.

*[G.I., M.F., O.M. No. 19011/I/86-E. IV., dated the 5<sup>th</sup> March, 1987.]*

**(c) For attending court in judicial proceedings against him.** – It has been decided that the retired Government servants against whom judicial proceedings are instituted by the Government after retirement and have to attend such cases in the Court of Law from outstation may be allowed T.A. on tour, with daily allowance for halts, for the journey they have to perform from their home town/place of residence to the place of judicial proceedings in terms of (a) above, as in the case of departmental enquiry, if they are honourable acquitted by the Court.

*[ G.I., M.F., O.M. No. 19011/I/84-E. IV, dated the 16<sup>th</sup> April, 1985 and O.M. No. 19011/I/84-E. IV, dated the 25<sup>th</sup> February, 1987.]*

**For attending Court in connection with departmental case** – It has been decided that a retired Government servant who is summoned by a Court of Law for giving evidence in departmental cases as to facts which have come to his knowledge in the discharge of his duties while in service, or who is called upon by the Government to present its case or to act as complainant on its behalf may be allowed traveling allowance as on tour (including daily allowance for halts) for the journeys he has to perform in that connection.

2. Traveling Allowance in such cases, will be restricted to the shortest route, by the entitled class prescribed for the post last held by him, under the orders in force at the time of the Journeys, between the place of residence/declared place of residence upto which retirement T.A. has been availed of/ place from where the journey has actually been performed and the place where the proceedings are held, whichever is less. The grant of T.A. will also be subject to the production of a certificate from the summoning Court that the retired Government servant has not been paid T.A. from the Court. T.A./D.A. will be drawn from the department on whose behalf or at whose request he attends the hearing. No. T.A. advance will be paid in connection with such journey. All other terms and conditions regarding regulation of T.A./D.A. to Government servants, as revised from time to time, will also be applicable in such cases of retired Government servants.

3. These orders take effect from the date of issue.

*[G.I., M.F., O.M. No. 19011/I/87-E. IV, dated the 15<sup>th</sup> July, 1987.]*

**(d) For appearing as Defence Assistant** – In the matter of payment of traveling and other expenses to the retiring Government servants assisting a Government servant in disciplinary proceedings, the instructions contained in order (5) below SR 153 will apply. The retired Government servant concerned will be deemed to belong to the grade of Government servants to which he belonged immediately before his retirement for the purpose of these instructions. The expenditure on account of traveling and other expenses will be borne by the Department or office to which the delinquent Government servant belongs.

*[G.I., M.H.A. (Department of Personnel), O.M. NO. 35014/1/77-Ests. (A), dated the 24<sup>th</sup> August, 1977.]*

**(e) As Inquiry Officer** – Retired officers appointed as Departmental Inquiry officers should be given the same T.A./D.A. as he/she was entitled to immediately prior to retirement.

*[G.I., M.F., O.M. No. 19016/1/99/E. IV, dated the 16<sup>th</sup> August, 1999.]*

### **DG, P & T's DECISIONS**

**(1) T.A. admissible to 'Defence Assistant' for inspection of documents** – It has been decided in consultation with the Ministers of Home Affairs and Law that the rendering of assistance by a Government servant to a delinquent official in examining the documents and taking extracts therefrom is covered by the term 'present the case', used in Rule 14 (8) of CCS (CCA) Rules, 1965 and that 'Inspection of documents' is a part of enquiry under the rules *ibid* for which an enquiring authority is appointed by the disciplinary authority. It has been held further that presentation of a case Under Rule 14(8) *ibid* means presentation with the help of all documents which will be useful to contradict or disprove the evidence adduced on behalf of the Government and as such, for any journey undertaken to present the case in this sense will entitle the Government servant rendering such assistance to another Government servant to T.A. in accordance with Government of India's Order (5) above.

**(2) T.A. to pensioners giving evidence in departmental case.** – A question has been raised as to how the traveling allowance of a postal pensioner who was summoned by the Court for giving evidence in a departmental case and who has performed the journey from the residence to the place of enquiry should be regulated. It has been decided in consultation with the Ministry of Finance that a retired Government servant should always be regarded as a member of the general public. Such a person is, therefore, not entitled to claim traveling allowance from the Government of India in respect of the journey undertaken by him to tender evidence in a Court of Law of the facts which came to his knowledge in the discharge of Governmental functions. He is eligible to draw traveling allowance at the court rates from the summoning Court concerned.

*[D.G., P. & T., Letter No. 17-10/71-P.A.P., dated the 9<sup>th</sup> June 1971.]*

### **Other cases**

**S.R. 155. A Government servant summoned to give evidence in circumstances other than those described in Rule 154 or to serve as an assessor or juror in a Court of Law is not entitled, by reason of his position as a Government servant, to any payments other than those admissible by the rules of the Court. If the Court pays him any sum as subsistence allowance or compensation, apart from payment for traveling expenses, he**

**must credit that sum to Government before drawing full pay for the day or days of absence.**

## **GOVERNMENT OF INDIA'S ORDERS**

**(1) In the case of an employee subject to Payment of Wages Act** – The question has arisen whether an employee who is subject to the Payment of Wages Act, 1936, can legally pay to the Department fees or sums received by the from Court as subsistence allowance or compensation. Such payment will amount to a deduction from wages within the meaning of the Explanation to sub-section (1) of Section 7 of the Payment of Wages Act, 1936 (IV of 1936), and is thus inadmissible under the provisions of that section. The employee, therefore, cannot legally be asked to credit to Government the subsistence allowance granted to him by the court. This difficulty can be solved by the issue of rules by High Courts to the effect that in the case of Government servants who are subject to the payment of Wages Act, 1936, such sums should be deposited by the Courts themselves in the Treasury to the credit of the Government or Department concerned.

*[G.I., F.D., No. 116/40-Judicial, dated the 9<sup>th</sup> September, 1940.]*

**(2) Meaning of terms “subsistence allowance” and “compensation”**- A doubt was raised as to the exact connotation for the terms “ substance allowance” and “compensation” occurring in SR 155. It has been clarified after consultation with the Comptroller and Auditor General that these terms are intended to denote payments of the nature of remuneration for devoting time to the work of the Court, which might otherwise be devoted to earning a living. Under SR 155, a Government servant who draws duty pay or leave salary from the Government for the days on which he attends the Court as a witness or assessor or juror should, therefore, credit the sum, if any, paid to him by the Court as subsistence allowance or compensation which is in the nature of remuneration for his attendance at the court. The payments made by the Court to a Government servant to meet the ordinary daily charges (cost of conveyance and of boarding and/or lodging) incurred by him in consequence of his absence from his headquarters, being of the nature of daily allowance which is a form of Traveling Allowance, vide SR, 21, are, however, not prohibited by SR 155 and may be accepted by the Government servant from the court in addition to his duty pay or leave salary from the Department/Office where he is employed.

*[G.I., M.F., O.M. No. 5 (24)-E. IV (B)/60, dated the 28<sup>th</sup> April, 1960.]*

**(3) T.A. for journeys for court attendance of Government servants involved in legal proceedings.** – Orders regarding the provision of legal and financial assistance to a Government servant for the conduct of legal proceedings by or against him are contained in G.I., M.H.A., O.M. No. F. 45/5/53-Ests. (A), dated the 8<sup>th</sup> January, 1969 [Vide Annexure in Swamy's Compilation of Central Civil services (Conduct) Rules, 1964.] The extent of traveling allowance that should be reimbursed in such cases is indicated below. –

**1. Proceedings initiated by Government in respect of matters connected with the official duties or position of the Government servant:-** T.A. for journeys in respect of such cases cannot form part of the claims for reimbursement of cost to be considered by the UPSC under Article 320 (3) (d) of the Constitution. In view of this, T.A. as for a journey on tour based on the grade to which the Government servant belonged before suspension (if any) may be reimbursed by the Administrative Ministry concerned, provided the legal expenses

incurred by him in defending such proceedings are reimbursed to him, in full or in part, under the aforesaid Article of the Constitution. In cases, where the journeys were performed by the Government servant by rail/steamer in a class lower than the class to which he was entitled before suspension, the fares of the class actually used, in addition to his other entitlements of T.A. as on tour, may be paid to him.

**2. Proceedings instituted by a Government servant on his being required by Government to vindicate official conduct :-** Same as against I above.

**3. Proceedings in respect of matters not connected with official duties or position of the Government servant –** No. T.A. is admissible.

4. Proceedings instituted by a Government servant with the previous sanction of Government to vindicate his conduct arising out of or connected with the official duties or position:- No. T.A. is admissible.

5. Proceedings instituted by a private party against a Government servant in respect of matters connected with his official duties or position – Defence undertaken by Government themselves, with consent of Government servant :- T.A. as for a journey on tour may be paid to the Government servant concerned.

**6. Proceedings instituted by a private party against a Government servant in respect of matters connected with his official duties or position –** Defence undertaken by Government servant :- T.A. may be paid on the lines indicated against I above, subject to the further condition that the traveling expenses are not decreed by the Court of Law as payable by the plaintiff.

*[G.I., M.F., O.M. No. 5 (13) –E. IV/59, dated the 29<sup>th</sup> July, 1960.]*

## **SECTION XVII – JOURNEY TO OBTAIN MEDICAL TREATMENT, ADVICE OR CERTIFICATE OR TO APPEAR BEFORE A MEDICAL BOARD**

**S.R. 155-A Deleted**

**S.R. 155-B Deleted**

**S.R. 156 Deleted**

**S.R. 156-A Deleted**

### **Journey to obtain Medical Certificate**

**S.R. 157. If a Government servant, being stationed where there is no medical officer of Government, is required to obtain a medical certificate from a Medical Officer of Government, he may draw traveling allowance for the journey undertaken to obtain that certificate.**

Note 1 – Traveling allowance is admissible for a journey to obtain a medical certificate in support of an application for an original grant of leave but not for an extension of leave.

Note 2. – A medical officer of Government who considers that a Government servant on whom it is his duty to attend professionally should leave his station to obtain a medical certificate for proceedings on leave, and that it is unsafe for him to travel unattended, may, if he does not himself accompany him, arrange for an attendant to do so and the attendant,

- (a) If a Government servant, shall be deemed to have been traveling on duty and may draw traveling allowance for the outward and return journeys as for a journey on tour, and
- (b) If not a Government servant, may draw actual expenses. When the medical officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose.

### **GOVERNMENT OF INDIA'S ORDERS**

**(1) No T.A. for obtaining fitness certificate.** – Traveling allowance should not be paid to a Government servant for journeys performed by him to appear a medical committee for obtaining a certificate of fitness to return to duty.

*[G.I., F.D., No. 7 (35), R.I./34, dated the 21<sup>st</sup> May, 1935 and G.I., M.F., U.O. No. 4917-E. IV (B)/65, dated the 13<sup>th</sup> January, 1965, to the A.G., P. & T., Shimla.]*

**(2) No. T.A. for procuring health certificate.** – Traveling allowance is not admissible for a journey undertaken to procure health certificate on first appointment to Government service.

*[G.I., F.D., No. 7871-P, dated the 26<sup>th</sup> December, 1903, page 128 of Posts and*

Telegraphs Supplement to C.S.R. and G.I., M.F., U.O. No. 4917-E. IV (B)/65, dated the 13<sup>th</sup> January, 1965.]

**S.R. 157-A. If a Government servant, having obtained a medical certificate in support of an application for an original grant of leave, is required to appear before a medical board, or to appear before a nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, may draw traveling allowance for the journey undertaken to obtain that opinion.**

Note:- Traveling allowance is not admissible for a journey to obtain a second medical opinion in support of an application for an extension of leave.

### **AUDIT INSTRUCTION**

Rules 157 and 157-A of the Supplementary Rules provide that a Government servant may draw traveling allowance for the journey undertaken by him to obtain a medical certificate or a further opinion as to the necessity for the leave recommended in the medical certificate, for an original grant of leave. Such a Government servant, if he undertakes more than one journey for the purpose, may draw traveling allowance for the second and subsequent journey also, if any, provided that he produces a certificate from the medical officer concerned or the medical board, that he was required to undertake such a journey or

journeys at the behest of that authority.

*[Para. 21-A, Section II of Manual of Audit Instructions (Reprint).]*

Previous permission necessary if obtainable.

**S.R. 158. The journeys contemplated by Rule 157 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the Government servant requiring medical advice.**

**S.R. 158-A. Deleted**

**S.R. 159. Deleted.**

Journey to appear before a medical board preliminary to retirement.

**S.R. 160. (a) A Government servant who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual traveling expenses, subject to a maximum of the amount of traveling allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases, his traveling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service and that he did not voluntarily ask to retire.**

**(b) A Competent Authority may allowance actual expenses, as limited by Clause (a) of this rule, to be drawn by a Government servant who voluntarily applies for an invalid pension, provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.**

#### **GOVERNMENT OF INDIA'S ORDERS**

The Heads of Circles of the Indian Posts and Telegraphs Department are authorized to allow the actual cost of journey to appear before a medical board preliminary to voluntary retirement on invalid pension.

*[F.A., P. & T.'s Endorsement No. M 202/33, dated the 20<sup>th</sup> June, 1933.]*

Journey to appear before a Medical Board in other circumstances.

**S.R. 161. Except as provided in Rules 157-A and 160, no traveling allowance is admissible for a journey undertaken in order to appear before a Medical Board.**

Rates of traveling allowance under this section.

**S.R. 162. Traveling allowance under Rules 157, 157-A and 160 (a) should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.**

**For orders issued by Government regarding rationalization of traveling**

**allowance under the various Medical Attendance Rules and the CGH Scheme, See Appendix-4.**

## **GOVERNMENT OF INDIA'S ORDERS**

**(1) No traveling allowance for preliminary medical examination journey.** – Since the preliminary medical examination of the volunteers would be done by the Recruiting Officers while they go on tour, it has been decided that no traveling allowance would be granted to the volunteers for field service who used to be permitted to draw traveling allowance heretofore for visiting Recruiting Offices and making journeys in connection with preliminary medical examination.

**(2) Temporary Commission in the Army Postal Service.** – It has been decided to grant traveling allowance under SR 162 to P & T Officers for journeys from their headquarters station to the nearest hospital and back to appear before a Medical Board for the grant of Temporary Commission in the Army Postal Service.

The expenditure will be initially paid by the P & T Department and debit therefore raised against the Controller of Defence Accounts (Officers), Pune, for adjustment under Main Head 4-A of the Defence Service Estimates.

*[G.I., M.D., Letter No. 45461/QPostal/262-S/D (Mov.), dated the 20<sup>th</sup> April, 1961.]*

**(3) In the case of medical examination ordered under CS (Medical Examination) Rules :-** The entire expenditure for medical examination conducted at the instance of the employing department to ascertain whether a Government servant is fit for continuance in service or not shall be borne by the Government. This will include traveling allowance as on tour with halting allowance where the medical examination is carried out at a station other than the headquarters of the Government servant concerned and also reimbursement of fee charged, if any, for such examination. The expenditure incurred in assembling the Review Board shall also be borne by the Government, provided that the Government servant shall be required to pay a prescribed fee which shall be refunded if the Government servant is not retired or his services are not terminated as recommended by the examining authority.

*[G.I., M.H.A., O.M. No. 38/11/54-Estt. (A), dated the 28<sup>th</sup> December, 1957 and the 12<sup>th</sup> September, 1957.]*

**(4) T.A./D.A. as on tour for journeys and halt in connection with second medical opinion** – Under the provisions of SR 157 and SR 162, any employee who has been asked to proceed to some other station for second medical opinion, is allowed T.A. for the journey period only. He is not allowed any daily allowance for the period of his stay at the outstation.

2. The matter regarding payment of daily allowance for halt at the outstation has been considered in the National Council of JCM and Government have agreed to the request of the Staff side for payment of daily allowance for the period of halt at outstation, in modification of SRs 157-A and 162, subject to the following conditions:-

- (i) The payment of daily allowance shall be made for a maximum period of two days, calculated as on tour.

(ii) The employees should be sent for second medical opinion only in genuine cases and particularly when the employee is habitually on leave on medical grounds.

3. These orders shall be effective from the date of issue.

*[G.I., M.F., O.M. No. 19043/2/89-E. IV, dated the 30<sup>th</sup> May, 1990.]*

## SECTION XVIII

### S.R. 163. Deleted.

## SECTION XIX – JOURNEY ON A COURSE OF TRAINING

**S.R. 164. When a Government servant or student not already in Government service is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw:-**

- (a) Traveling allowance for the original journey to and the last journey from the place of training, and for halts at such place.
- (b) In the case of training at a school, college or similar institution, traveling allowance for similar journeys on the occasion of holidays and vacations; and
- (c) Traveling allowance for journeys, during the course of training.

Provided that the scale so fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training.

## GOVERNMENT OF INDIA'S ORDERS

**(1) No. T.A. for training at headquarters. -** It has been decided in the case of Government servants deputed for training at centres/institutions located at their headquarters station that such centres/institutions should be deemed to be their temporary headquarters during the period of training. No traveling/daily allowance is admissible in such cases whatever be the distance between their normal duty point and the institutions/schools to which they are deputed for training.

2. Doubts have been expressed as to whether a Government servant is entitled to traveling allowance on a day when he is detailed for study/training, etc., by the training institution at another place at the same station and he visits that place directly from his residence. It is clarified that no traveling allowance is admissible in such cases.

3. Where, however, on any day the Government servants under training are required, under proper orders, to attend two or more places at the headquarters station in connection with their training, the actual conveyance expenses by public conveyance between one local place of training and the other such place(s) may be reimbursed to them. They will be entitled to conveyance expense by Rickshaw/Tonga or other cheapest mode of conveyance at the rate fixed by local authorities at the place, where public conveyance like Bus/Tram/Train are not in operation. Wherever possible, two Government servants may hire a rickshaw or four Government servants may hire a tonga and claim the proportionate charges.

**(2) T.A. to probationers attending training institutes. –** There is at present no uniform practice in the matter of grant of Traveling Allowance to probationers of the All

India and Central Service deputed for institutional training at the practice differs not only from institution to institution but also from Service to Service. In order to ensure uniformity in this respect it has been decided that the grant of traveling allowance to probationers of various Service for joining the training institutions and in the course of their training, should be regulated as follows. :-

- (i) No traveling allowance should be allowed for the onward journeys in cases where the probationers join the training institutions direct on first appointment to Government service.
- (ii) Traveling allowance as on tour may be allowed to the probationers who are already in Government service or who first join their respective Department or State of allotment and then proceed to join the training institute or where they move from one training institute to another. No daily allowance will, however, be admissible in any case for the period of their stay in the training institutes; and
- (iii) Traveling Allowance as admissible under the normal rules may be allowed for tours to outstations undertaken from the training institutions as part of the training.

*[G.I., M.F., O.M. No. F. 5 (31)-E. IV (B)/67, dated the 7<sup>th</sup> March, 1968.]*

2. It has been decided that probationers of Central Services, when on transfer to a station during the course of their training are required to stay at the particular place for a period exceeding 180 days on their attachment to field officers or training institutions where either no residential accommodation is attached to the training institution or where stay in residential accommodation provided by training authorities is not compulsory, may, in addition to the T.A. as on tour for self, be further allowed:-

- (i) an adhoc grant of Rs. 100; and
- (ii) Reimbursement of rail fare from home town for family members according to the entitlement of the probationers.

*[G.I., M.F., O.M. No. 19013/2/85-E. IV, dated the 30<sup>th</sup> August, 1985.]*

(3) T.A. entitlement to Government servants deputed to undergo a course of training in India – Consequent on the issue of the revised traveling allowance orders, the question has been raised regarding the regulation of traveling allowance/daily allowance of Government servants deputed to undergo a course of training in India. It has been decided that the grant of traveling allowance/daily allowance in such cases will continue to be governed by SR 164. However, the following changes are hereby made in regard to the extent of power delegated to competent authorities under item No. 49 of Appendix-1 in this part:-

- (i) The distinction between Gazetted and non-gazetted officers is removed.
- (ii) If the period of training does not exceed 180 days in duration and if the pay and allowance of the officer deputed for training have not been increased to meet the expenses of training, he may be allowed traveling allowance and

daily allowance at the sliding scales as on tour, viz.,

When boarding and lodging are not provided :-

First 180 Days	.....	Full D.A.
Beyond 180 days	.....	Nil.

Training institutes where boarding and loading facilities exist :-

Fist 30 day	.....	Full D.A.
Next 150 days	.....	Half D.A.

(iii) Government servants deputed to undergo training in India for periods exceeding 180 days in duration may be given the option to draw either traveling allowance as on transfer or traveling allowance as on tour with daily allowance at the above scale for the first 180 days as at (ii) above.

2 In all cases of Government sponsored training programmes which are residential, and where boarding and lodging at the training institute are compulsory and are provided at fixed rates, a special allowance in lieu of daily allowance will be admissible to Government servants deputed to undergo such training course. The special allowance, irrespective of the period of the training course, will be calculated as follows:-

(i) Outstation Participants	Actual expenditure on board and loading plus $\frac{1}{4}$ of full D.A.
(ii) Local participants	Actual expenditure on board and lodging only.

3. The existing orders at Order (1) above regarding training at the headquarters will continue to hold good, under which no traveling allowance/daily allowance is admissible for training at headquarters.

4. The grant of traveling allowance/daily allowance to probationers will continue to be governed by Order (2) above.

*[ G.I., M.F., O.M. No. 19013/1/75-E. IV (B), dated the 22<sup>nd</sup> September, 1975; No. 19013/3/76-E. IV (B), dated the 17<sup>th</sup> November, 1977; No. 19030/1/76-E. IV (B), dated the 30<sup>th</sup> January, 1978; No. 19030/2/86-E. IV*

The existence of lodging and boarding facilities at particular training centre would also include cases where a mess available at the centre is run on co-operative basis. In such cases D.A. would be admissible as under in accordance with the above GIO.

For 30 days	.....	Full D.A.
Next 150 days	.....	Half D.A.

*[G.I., Dept. of Telecom No. 21-51/88-PAT (Pt), dated the 10<sup>th</sup> October, 1991.]*

**(4) Halt at training station to be treated as continuous despite absence on tour to another station.** – If a Government servant sent on training to a particular station goes out on

tour to another station, the halt at the place of training should not be deemed to have been terminated for the purpose of determining the rate of daily allowance admissible to him.

*[G.I., M.F., O.M. No. 19013/I/79-E. IV, dated the 17<sup>th</sup> October, 1979.]*

**(5) Special Allowance in lieu of Daily Allowance to the outstation participants attending residential training programmes** – Instructions have been issued by this Department from time to time indicating the rates of special allowance admissible in lieu of daily allowance to the outstation participants attending the various residential training programmes, both from non-Plan and Plan side, e.g. Management Development Programme, Executive Development Programme, Management in Government Programme, etc., sponsored by the Training Division of the Department of personnel and Training at various institutions.

2. The rates of weekly special allowance in lieu of daily allowance in various residential training programmes fixed by the Training Division of the Department of Personnel and Training from time to time would not be applicable consequent upon issue of the Ministry of Finance, Department of Expenditure, O.M. No. 19030/2/86-E. IV, dated 24-3-1986 and revision of daily allowance.

3. In accordance with the instructions contained in the Ministry of Finance, Department of Expenditure, O.M., dated 24-3-1986, referred to above, in all cases of Government sponsored training programmes which are residential and where board and lodging at the Training Institute are compulsory and are provided at fixed rates, a special allowance in lieu of daily allowance will be admissible to Government servants deputed to undergo such training courses. The special allowance, irrespective of the period of the training course, will be calculated as follows:-

Outstation participants	Actual expenditure on board and lodging plus 1/4 of full D.A.
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Local participants	Actual expenditure on board and lodging only.
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These instructions of the Ministry of Finance, Department of Expenditure are equally applicable to the training programmes (under Plan and Non-Plan) sponsored by the Training Division of the Department of Personnel and Training except IAS training programmes where expenditure on working lunch, boarding and lodging charges is borne by the Training Division as per prescribed rates.

4. In residential training programmes, the participants who are permitted to stay outside the institutions are eligible to draw only the daily allowance admissible to them under the normal rules.

5. This Office Memorandum supersedes all the previous circulars issued on the subject by the Training Division of the Department of Personal and Training.

*[G.I., Dept. of Per. & Trg. (Trg. Dn.), O.M. No. 14011/5/87-T.N.P., dated the 12<sup>th</sup> January, 1988.]*

**(6) D.A. Admissible also for pre-promotion training** – The Staff Side in the 33<sup>rd</sup> Meeting of the National Council (JCM) had raised the demand for payment of Daily

Allowance to Central Government employees deputed for training prior to appointment to higher posts. Since the demand was not acceptable to Government, it was decided to record a disagreement. However, before the disagreement could be formally recorded, the matter has been reconsidered. It has now been decided that Daily Allowance will be admissible to the Central Government employees deputed for training prior to appointment to higher posts.

These orders take effect from the date of issued.

*[G.I., M.F., O.M. No. 19050/11/89-E. IV, dated the 5<sup>th</sup> March, 1992.]*

### **DG, P & T'S DECISIONS**

**(1) Daily Allowance beyond 180 days admissible if the theoretical and practical training are at different stations.** – With reference to GI order (3) above, references have been received seeking clarification as to the admissibility of the daily allowance for a course of training beyond 180 days on Morse code where the theoretical training of 180 days is followed by the practical training of 90 days. The matter has been considered in consultation with the Ministry of Finance and it is hereby clarified that the daily allowance will be admissible for the first 180 days only where the practical training is continuous with theoretical training at the same station without any break. In cases where the theoretical training of 180 days is at one station and the practical training of 90 days has to be organized at another station, daily allowance for the other 90 days will also be admissible at the new station by treating it as a fresh course of training.

*[D.G., P. & T.'s Letter No. 17-6/80-P.A.P., dated the 26<sup>th</sup> July, 1982.]*

The above order will apply to all training course where theoretical training is at one station and the practical training is organized at another station. These orders are applicable in respect of in-service/refresher training course only. In so far as departmental officials selected as outside candidates and deputed for a course of training are concerned, this aspect is under consideration.

*[D.G., P. & T.'s Letter No. 17-6/80-P.A.P., dated the 12<sup>th</sup> January, 1984.]*

**(2) Admissibility of T.A. and D.A. when the officials cannot complete the training due to health/unforeseen cause.** – The question whether the concession of traveling allowance as on tour/temporary transfer with halting allowance at sliding scales will be admissible to those officers who are deputed for cross bar or refresher courses training but cannot complete the training successfully for reasons of health or other unforeseen causes has been under consideration and it has been decided as follows:-

- (i) The discretion for allowing/denying traveling allowance for return journey should vest with Head of Department who may decide the cases in consultation with the officer in charge of the respective training centre based on merits and the transit period benefit for return journey should be allowed in those cases only where the trainees are allowed traveling allowance for return journey. Normally traveling allowance for return journey will be allowed only in cases where the training is discontinued for unforeseen circumstances.
- (ii) Cases, where the trainees perform the return journey during leave, are not

covered by (i) above and such cases should be referred for Government sanction under SR 135.

(iii) Up to the date the trainees remain in the training centres they should be allowed traveling/daily allowance as admissible under the orders.

*[D.G., P. & T., Letter No. 21/48/68-P.A.T., dated the 31<sup>st</sup> October, 1969.]*

**(3) Eligibility of T.A. to Outside Candidates in P & T sent for training** – It has been decided that the ‘outside candidates’ (after completion of training) who are posted as Clerks in the P & T Department may be granted T.A. as on tour without halting allowance from the training centre to the place of posting.

In partial modification of the above, it has been decided that ‘outside candidates’ (whether locally trained or trained in a training centre) may be granted T.A. as on tour but without halting allowance for the journeys from the place of training to the first place of their posting.

It has further been decided ‘outside candidates’ who were given practical training after theoretical training may also be granted T.A. as on tour without halting allowance in respect of their journeys from the place of training to the place/places of practical training and then to the place of first posting.

*[D.G., P. & T., Memo No. P.E. 24-27/54, dated the 19<sup>th</sup> October, 1956 and P.E., 24-27/54/P. & A., dated the 2<sup>nd</sup> December, 1958.]*

**(4) Grant of D.A. to P & T officials deputed for refresher/in-service training** – A question has been raised whether the GI Order (3) above supersedes the orders contained in Appendix – 22 of FR and SR, Volume-II (P&T), in so far as they relate to training of departmental candidates in the P & T Department. The question has been considered in detail.

**2. In exercise of the powers under Serial No. 49 of Appendix** – 13 to FR and SR, Volume – II, Appendix- 1 of this compilation, the Director General is pleased to decide that daily allowance to P & T officials deputed to undergo a course of refresher/in service training may be granted in accordance with the provisions of the orders above and that the orders contained in Appendix -22 ibid and all subsequent instructions issued on the subject stand superseded to that extent.

3. It may be emphasized that in accordance with the instructions contained in GI Order (3) above, daily allowance at sliding scales shall be admissible only if the pay and allowances of the officer deputed for training had been increased to meet the expenses of training.

4. It is clarified that these instructions are not applicable to probationers of the All India and Central Services deputed for training; they will be governed by GI Order (2) above.

*[D.G., P. & T.’s Letter No. 17-25/76-PAP, dated the 16<sup>th</sup> February, 1978.]*

**(5) D.A. to employees deputed for various training courses in the Department of Posts** – The question regarding grant of D.A. to the employees deputed for

induction/refresher training courses in various Postal Training Centres has been under consideration of this Directorate for sometime past. The training programmes conducted by the Department fall under one of the following two categories:-

(1) Pre-Induction Training and

(2) In – service training.

2. It is clarified that all training programmes organized/sponsored by the Postal Training centres or the Postal Staff College are Government sponsored training programmes and the Traveling Allowance/Daily Allowance of the participants should be governed accordingly under SR 164 and the Government of India's Orders on the subject. As regards pre-induction training (pre-promotional training), the position in this regard already stands clarified vide the Ministry of Finance, Department of Expenditure, O.M. No. 19050/11/89-E. IV, dated 5-3-1992, (G.I. Order No. 6) circulated, vide the Directorate No. 16-18/90-PAP (pt.) dated 12-3-1992. In future, all T.A. claims may please be settled in the light of these orders. The past cases which have already been settled need not be reopened.

3. The issues with the concurrence of Finance Advice Branch, vide their U.O. No. 5301-FA/93, dated 28-12-1993.

*[D.G., Posts Lr. No. 16-18/90-PAP (pt.), dated the 28<sup>th</sup> December, 1993.]*

S.R. 164-A A Military Officer in civil employ, while detailed to attend a military course of instruction, is entitled to draw mileage and daily allowance at rates admissible to a military officer in military employ in similar circumstances.

## **SECTION XX – JOURNEY TO ATTEND A LEVEE**

**S.R. 165. A Government servant who is permitted to attend a levee elsewhere than at his headquarters may draw traveling allowance for journey as for a journey on tour.**

### **GOVERNMENT OF INDIA'S ORDERS**

**(1) T.A. for journey to receive gallantry award.** – It has been decided by the Ministry of Home Affairs, in consultation with the Ministry of Finance, that Government servants who come to Delhi to receive the gallantry medals from the President formal investitures, will be allowed traveling allowance and daily allowance under the normal rules, the expenditure being borne by their parent office. As regards non-official Civilian recipients, Ministry of Home Affairs will reimburse the expenditure traveling and halt at Delhi, to those (or their next of kin in case of posthumous award) who are unable to meet the expenditure themselves.

*[G.I., M.H.A., U.O. No. F. 39/17/53-Public, dated the 3<sup>rd</sup> October, 1953, to all Ministries of the Government of India.]*

**(2) No T.A. for attending social functions.** – It has been decided that when officers are invited to attend social functions by the President and others, the journey undertaken in attending such functions should not be regarded as public duty and no traveling allowance claimed for such journeys.

*[G.I., M.H.A., Letter No. 2/12/54-A. & C.'s dated the 16<sup>th</sup> June, 1955, to all State Governments.]*

## CHAPTER IV

### Traveling Allowance admissible when means of transport are supplied without cost to Government Servant traveling

#### SECTION XXI – SUPPLY OF FREE ACCOMMODATION ON RAILWAY JOURNEYS

**S.R. 166.** The provision by Government of special railway accommodation for the exclusive use of particular Government servants requires the sanction of the President.

**S.R. 167 to S.R. 169.** Deleted.

Reservation of first class compartments

**S.R. 170.** Not printed

#### GOVERNMENT OF INDIA'S ORDERS

**HOR Facility withdrawn.** – The facility to requisition a First Class compartment in a train available under SR 170 is withdrawn with effect from 1-2-1978.

*[G.I., M.F., O.M. No. 19030/1/76-E. IV (B), dated the 30<sup>th</sup> January, 1978.]*

**S.R. 171.** Deleted.

Procedure for requisition

**S.R. 172.** Not printed.

Effect of requisition of a carriage

**S.R. 173.** Not printed.

Free passes

**S.R. 174.** Not printed.

#### SECTION XXII – TRAVELING ALLOWANCE ADMISSIBLE WHEN THE WHOLE OR PART OF THE MEANS OF CONVEYANCE IS SUPPLIED WITHOUT CHARGE

##### SUB-SECTION (I) – JOURNEYS BY RAILWAY

Journey made by railway in accommodation reserved by requisition.

**S.R. 175.** The traveling allowance admissible to a Government servant who makes a journey by railway in accommodation reserved by requisition is prescribed in sub-section (iv) of Section IX and elsewhere in these rules.

Free transit by railway otherwise than in accommodation reserved by requisition.

**S.R. 176.** When a Government servant is entitled to or is allowed free transit by

**railway otherwise than in accommodation reserved by requisition, whether on a free pass or otherwise, the mileage allowance which he draws for the journey must, except in cases covered by Rules 82,83,84 or 85, be reduced by the amount of the fare which, but for such free transit, he would have paid. This rule applies to cases in which a free pass is issued on any railway, whether worked by Government or not. The reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.**

#### **DG, P & T'S INSTRUCTIONS**

**(1) Travel by entitled class by paying difference in fares.** – In cases where the duty passes issued by railway for P & T officials are of a class lower than that to which the officials would be entitled under the Supplementary Rules, the P & T Department employees concerned are permitted to travel in the higher class to which they are entitled under the SR on pre-payment of the difference in fares.

The difference in fares should be charged in the T.A. bills of the officials supported by the railway excess fare receipts, or the numbers of the excess fare tickets which may be verified from the Railway authorities, if necessary.

*[D.G., P. & T.'s Memo No. P.E. 24-31/48, dated the 26<sup>th</sup>/30<sup>th</sup> August, 1948, endorsed to Audit by the M.F. (C's), on the 24<sup>th</sup> February, 1950 and M.F.C. Endorsement No. P.E. 24-31/48, dated the 22<sup>nd</sup> November, 1951.]*

When road mileage is claimed for journeys by road between places connected by railway, brief particulars why the journey was not performed by railway and the public interest served thereby, should be noted in the traveling allowance bills before they are submitted to the countersigning authority who should decide where the full rate of traveling allowance should be passed in such a case or whether it should be limited to what would have been admissible had the officer availed himself of the free pass supplied to him.

Inspectors of Posts Offices and cash overseers should also deduct from their traveling allowance bills, the cost of the railway fare for journeys actually performed by railway, and they should, for all ordinary journeys between stations connected by railway, use the free passes supplied to them. In cases requiring immediate attention, they may travel by motor buses, instead of by rail, but in every such case, i.e., when they travel by motor buses between places connected by railway, clear reasons for not using the free passes, should be noted in the traveling allowance bills and the purpose of each such journey should be distinctly stated. The countersigning officer should examine these reasons carefully and when assured of their validity, should make a remark that in his opinion, it was in the interest of the public service that the official concerned did not avail himself of the free pass supplied to him. The principles laid down in the Government of India's Orders reproduced below SR 31 should be followed in such cases.

*[D.G., P. & T.'s Endorsement No. S. 249/22, dated the 29<sup>th</sup> March, 1940.]*

#### **S.R. 176-A. Deleted.**

Government servant in receipt of permanent traveling allowance

**S.R. 177.** When a Government servant in receipt of permanent traveling allowance uses a free pass on a railway within his sphere of duty, he must deduct from his permanent traveling allowance for the month the amount of the railway fares which he would have paid if he had not traveled on a pass.

*Government servant entitled to travel in higher class on payment of a lower fare.*

**S.R. 178.** When a Government servant is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

*Government servant traveling with a free pass on an un-opened line of railway.*

**S.R. 179.** Except as provided in Rule 84, a Government servant traveling with a free pass on an un-opened line of railway is entitled to the traveling allowance prescribed in rule 182 as limited by Rule 184.

#### **SUB-SECTION (II) – JOURNEY BY SEA OR RIVER STEAMER**

*Journey by Government vessel*

**S.R. 180.** When a Government servant travels by sea or river, otherwise than on payment of passage money, in a steamer the cost of which is paid by Government or by a local fund, he may draw no traveling allowance except the daily allowance at the ordinary rates prescribed in Supplementary Rule 51.

*Journey by other than Government vessel.*

**S.R. 181.** When a Government servant is allowed free transit by sea or river steamer, otherwise than in a Government vessel, he mileage allowance which he draws for the journey must be reduced by the amount of the fare which but for such free, transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass unless the Government servant certifies that he did not use the pass in respect of any fare or fares of which no reduction is made. This rule does not apply to cases in which a Government servant is allowed a free pass by a steamship company without cost to Government; unless the free pass is issued in connection with his officials status or duties or as part of a regular arrangement with Government for the conveyance of mails, etc.

#### **SUB-SECTION (II-A) – JOURNEY BY AIR**

**S.R. 181-A.** When a Government servant is allowed free transit by air in a machine owned or chartered by Government, he is entitled to an allowance for incidental expenses calculated under SR 48-C.

**NOTE** – In case the journey is performed by the Government servant on transfer, the allowance for incidental expenses shall be calculated under SR 116 (a) 1 –A.

**S.R. 181-B .** A Government servant, when making a journey by air in a Government machine or in a machine chartered by Government for the purpose, shall

**pay a first class full or half railway fare, as the case may be, to Government on behalf of each person not entitled to travel in that machine who may accompany him.**

**NOTE-** If a Government servant wishes to take with him any 'non-entitled' person in a Government machine or in a machine chartered by Government, he should obtain the sanction of the Head of the Department or if he himself is the Head of the Department, of the Department of the Government of India administratively concerned. The sanctioning authority; in giving such sanction, should satisfy itself that no extra expenditure is caused to Government thereby.

### **SUB-SECTION (III) OTHER JOURNEYS**

*Free transit by boat, road, etc.*

**S.R. 182. Except where otherwise expressly provided in these rules, a Government servant who uses a means of locomotion provided free of charge and does not pay cost of its use of propulsion may draw an allowance for incidental expenses at the rates admissible under SR. 36.**

**NOTE-** The incidental allowance in such cases should be calculated for the distance between the two stations reckoned from bus stop to bus stop and not between the duty points at the two stations.

### **GOVERNMENT OF INDIA'S ORDER**

**(1) No payment other than daily allowance for journeys by Government conveyance.** – Under SR 182, the officers using locomotion free of charge and not paying for its propulsion at present draw incidentals as for rail journeys. As the system of incidentals has been done away with from the 1<sup>st</sup> June, 1974 and as the Government servants will be drawing daily allowance for the entire absence from headquarters, no payment over and above the daily allowance referred to above will be payable to Government servants for the journeys undertaken in Government conveyance.

*[G.I., M.F., O.M. No. 19030/1/73-E IV (B), dated the 29<sup>th</sup> June, 1974.]*

*When the Government servant pays the cost of propulsion.*

**S.R. 183. When a Government servant is provided with means of locomotion as in Rule 182, but pays all the cost of its use or propulsion; he may draw traveling allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as a Competent Authority may fix.**

### **DG, P & T'S DECISION**

**(1) Sharing of cost of use/propulsion of Government conveyance.-** A question arose as to how traveling allowance should be regulated if two or more Government servants travel together in Government conveyance by sharing the charges on account of petrol and oil.

It has been explained that the underlying principle in SR 183 is that, before a Government servant is allowed to draw full traveling allowance for travel in Government

conveyance, he should pay for full charges in respect of the vehicle, that is, both the petrol and oil charges and also the fixed hire or charges to be determined by the Competent Authority. The Head of Department, under SR 183, has full power to determine the hire or fixed charges of the vehicle used by the Government servants. In determining the charges, the Controlling Officer should bear in mind the general principle that traveling allowance is not to be a source of profit to the recipients, nor is it intended to be a loss to them. The heads of departments may decide each case individually according to the circumstances involved.

*[D.G., P. & T., Letter No. 50/66/61-P. & A. (D), dated the 31<sup>st</sup> July, 1962.]*

#### *Exceptions*

**S.R. 184. The provisions of Rules 182 and 183 do not apply to Government servant or class of Government servants to whom a Competent Authority may declare them to be inapplicable.**

They do not apply to Government servants who are provided with elephants required for the conduct of professional operations and not for their private use.

#### *Journeys by Government motor car*

**S.R. 185. A Government servant, who travels by a motor car which has been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw traveling allowance as for a journey on tour, but the amount of the mileage allowance which he may draw is limited by the following conditions:-**

- (a) If he travels by the motor car more than 32 kilometres in one day, he may draw for the first 32 kilometres the mileage allowance of his grade and for the remainder of the journey three fourths of such mileage allowance.
- (b) If he combines with a journey by the motor car a road journey by other conveyance, he may draw the mileage allowance admissible for the first 32 kilometres or for the journey by other conveyance, whichever is greater, and for the remainder of the journey three fourths of such mileage allowance.
- (c) If he combines with a journey by road whether made wholly or partly in the motor car, a journey by railway or steamer, he may draw mileage allowance for the journey by railway or steamer in addition to the allowances admissible under Clauses (a) and (b) of this rule for the journey by road.

#### *Chauffeurs of Government motor cars*

**S.R. 186. The chauffeur or cleaner of a motor car supplied at the expense of Government, when making a journey by road on the motor car in his charge, may draw traveling allowance under the provisions of Rule 182 if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such an absence he is entitled to no traveling allowance.**

## GOVERNMENT OF INDIA'S ORDER

(1) T.A. entitlement to drivers of Government vehicles- In partial modification of the provisions of SR 186, a driver of a Government vehicles who performs a 'local journey' or journey on tour on the Government vehicle in his charge, may draw traveling allowance under the ordinary rules as admissible to other Central Government employees even if the journey does not involve an absence of at least one night from his headquarters. The drawal of traveling allowance by drivers for the journeys mentioned above is subject to the condition that no overtime allowance would be payable for the period with reference to which daily allowance has been drawn. The drivers will, however, have the option to draw either overtime allowance as admissible under the Overtime Allowance Rules or daily allowance on any day on which such journeys have been undertaken. In the case drivers having fixed weekly hours of work like drivers in the Civil Aviation Department, who perform 'local journeys' or return from tour to headquarters on the same day on the vehicle in their charge, the period in excess of eight hours for which daily allowance has been drawn should be excluded for the purpose of grant of overtime allowance, provided that they may also, at their option, forgo daily allowance for any day and draw overtime allowance as admissible under the Overtime Allowance Rules applicable to them.

*[G.I., M.F., O.M. No. 19043/6/76-E. IV (B), dated the 25<sup>th</sup> January, 1979.]*

**Not admissible to Drivers having beat duty.** – Clarifications have been sought for whether daily allowance under decision ibid will also be payable to drivers of motor vehicles, who have beat duty, such as drivers of Mail Motor Service in the P & T Department. The matter has been considered carefully and it is hereby clarified that the provisions of above decision would not apply to drivers having beat duty.

*[G.I., M.F., O.M. No. 19043/6/76-E. IV, dated the 29<sup>th</sup> December, 1980.]*

**(1) Grant of T.A. to drivers.** – It has been pointed out that the benefit of normal traveling allowance envisaged in Order (1) above is denied to the drivers working in the P & T Department with the issue of clarification under Order (1) above. The matter has been considered and it is hereby clarified that the benefit of normal traveling allowance as envisaged in Order (1) above is admissible to all the drivers of the P & T Department who are not having any beat duty. But this facility would not be available to the drivers having the beat duty, viz., drivers of the Mail Motor Organization.

This takes effect from the date of issue of Order (1) above.

*[D.G., P. & T., Letter No. 17/6/80/PAP, dated the 26<sup>th</sup> July, 1982.]*

**S.R. 186- A Not printed, superseded by GIO below.**

## GOVERNMENT OF INDIA'S ORDER

**(1) D.A. for journeys by Government vessels.** – In partial modification of rates of daily allowance admissible under SR 186-A, for journeys by Government vessels, with effect from the 1<sup>st</sup> February, 1978, the Government servants will draw daily allowance as follows:-

(i)	If the absence from headquarters does not exceed six hours	Nil
(ii)	If the absence from headquarters exceeds six hours but does not exceed twelve hours.	70%
(iii)	If the absence from headquarters exceeds twelve hours.	Full

*[G.I., M.F., O.M. No. 19030/1/73-E. IV, dated the 29<sup>th</sup> June, 1974 and G.I., M.F., O.M. No. 19030/1/76-E. IV (B), dated the 30<sup>th</sup> January, 1978.]*

## CHAPTER V

### Traveling Allowance to persons Who are not in the Civil Service

#### ***SECTION XXIII – GOVERNMENT SERVANTS IN MILITARY EMPLOY***

S.R. 187. Not printed.

S.R. 188. Not printed.

#### **SECTION XXIV – OTHER PERSONS**

*Persons attending Commissions of inquiry, etc.*

**S.R. 190. (a) When any person, not being a Government servant, is required to attend any meeting of a commission of inquiry or of a board, conference, committee or departmental inquiry convened under proper authority, or is required to perform any public duties in an honorary capacity, a Competent Authority may grant him traveling allowance for the journey calculated under the ordinary rules for the journey of a Government servant on tour; and for this purpose may, with due regard to such person's position in life, declare by general or special order, the grade to which he shall be considered to belong.**

**(b) In a case of the kind contemplated by Clause (a) of this rule a Competent Authority may, in its discretion, grant to the person concerned his actual traveling, hotel and carriage expenses instead of traveling allowance under that clause, if it considers that such allowance would be inadequate.**

**(c) A Competent Authority may delegate the power conferred upon it by clause (a) of this rule or other body which the person concerned is required to attend.**

*[For Orders issued by Government of India regarding traveling allowance, etc., to non-official members of committees, Commissions of inquiry, etc., appointed by the Government, please see Appendix-2].*

**CHAPTER VI**  
**CONTROLLING OFFICER**  
**SECTION XXV – SIGNATURE ON TRAVELING  
 ALLOWANCES BILLS**

*Controlling Officer to be declared by competent authority.*

**S.R. 191.** A competent authority shall declare what authority shall be the Controlling Officer, for traveling allowance purposes, of each Government servant or class of Government servants. It may, if it thinks fit, declare that any particular Government servant shall be his own controlling officer.

**GOVERNMENT OF INDIA'S DECISION**

**Officers of rank of Under Secretary and above declared as own Controlling Officer.** – The Finance Minister in his 1993-94 Budget Speech had highlighted the need to review the laws and procedures and to identify changes to bring them in line with the emerging economic environment. The Finance Minister had also stated that a special review would be done in each Ministry for this purpose.

2. Pursuant to the above, a Committee was constituted in the Department under the Chairmanship of Additional Secretary (Expenditure) to review the laws and procedures. The Committee has, inter alia, recommended that all officers of the rank of Under Secretary and above may be declared as their own controlling Officer for purpose of traveling allowance under SR 191. Accordingly it has been decided that Government of India Declaration Nos. 1 and 2 under SR 191 may be amended as follows:-

**(1) One's own Controlling Officers-** All Officers of the rank of Under Secretary and above may be declared as their own Controlling Officers.

**(2) In other Cases –** In respect of non-gazetted and Gazetted Staff below the rank of Under Secretary, Under Secretary concerned may be the Controlling Officer.

(3) The tour programmes, will however, continue to be approved by Joint Secretary and equivalent concerned.

(4) In so far as person serving in the India Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General.

(5) Necessary notification for amending the provision of SR 191 will be issued separately.

*[G.I., M.F., O.M. No. F. 19041/3/94-E. IV, dated the 12<sup>th</sup> August, 1994.]*

*Signature of Controlling Officer necessary on a traveling allowance bill.*

**S.R. 192. Except as provided in Rule 193, no bill for traveling allowance other than permanent traveling allowance, shall be paid unless it be signed or countersigned by the Controlling Officer of the Government servant who presents it.**

NOTE:- A certificate to the effect that there has been no change in the nature of duties of the Government servant or the extent of his touring to justify the withdrawal for or a reduction in the rates of the conveyance allowance shall be endorsed by the Controlling Officer on the pay bills of the Government servants concerned for the months of January, April, July and October in each year.

**S.R. 1193. The following classes of Government servants may present bills for traveling allowance without the countersignature of the Controlling Officer:-**

- (i) Senior Deputy Director, Deputy Directors and Assistant Directors of Audit Defence Services in charge of a Command Officer; Regional Deputy Directors of Commercial Audit, Mumbai, Bangalore, Kolkata, Ranchi and New Delhi.
- (ii) Superintendents of Archaeology, Superintendents, Excavations Branch, Museums Branch, Arabic and Persian Inscriptions, Garden Branch, Temple Survey Projects, Pre-history Branch, Archaeological Chemist, Government Epigraphist, Superintendents of Epigraphy;
- (iii) Chief Accounts Officer, Telegraph Stores and Workshops, Kolkata;

Provided that duplicate bills are at the same time forwarded to the Controlling officers concerned for countersignature and transmission to the Accounts Officer.  
Delegation of duty of countersignature

**S.R. 194. Except where expressly permitted by a Competent Authority, a Controlling Officer may not delegate to a subordinate his duty of countersignature.**

**S.R. 194-A. The right of a Government servant to traveling allowance, including daily allowance, is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date of which it became due.**

#### **GOVERNMENT OF INDIA'S ORDERS**

**(1) Non-applicability of this rule to LTC claims-** This rule applies to transfer traveling allowance and conveyance allowance claims also but not to Leave Travel Concession claims which are governed by separate orders.

*[G.I., M.F., O.M. No. F. 5 (16)-E. IV(B)/67, dated the 18<sup>th</sup> October, 1967.]*

**(2) Disposal of belated claims –** If the traveling allowance claim is not preferred by the administrative authority concerned for payment within one year from the date of its becoming due, it shall not be paid unless the reasons for delay are investigated in detail by the authority competent to sanction and if the investigation shows that the claim could not be preferred in time due to administrative delay without adequate and cogent reasons, suitable

action may be taken against the officer(s) concerned so that such delays do not recur in future.

[Note 2 below Rule 82 of General Financial Rules, 1963, as inserted by G.I., M.F., No. F. 23 (5)-E II/67, dated the 24<sup>th</sup> July, 1968.]

**(3) How recovery of advance taken has to be made.** – When after drawal of an advance under the above rule, a Government servant has not submitted the adjustment bill in the due time and consequently his right to traveling allowance claim stands forfeited under SR 194-A, the advance so drawn shall be recovered from his pay bill or any other dues in one installment by the authority competent to sanction such an advance.

[G.I.'s Decisions below Rules 226 and 234 of General Financial Rules, 1963, as inserted by G.I., M.F., O.M. No. F. 23 (5)-E. II (A)/67, dated the 5<sup>th</sup> March, 1969.]

**(4) Reckoning of dates on which claims falling due for payment and submission of claim.** – As per SR 194-A, all Government servants are expected to prefer their Traveling Allowance claims within one year of their becoming due and where the claims have not been preferred by that period they stand forfeited. Of late, a large number of cases are being received in this Ministry seeking admission of claims in relaxation of the above rules on humanitarian grounds, viz, sickness in the family, loss of receipts, etc. In some cases relaxation has been sought due to misunderstanding/wrong interpretation of the provisions. In order to settle the cases in time and to avoid unnecessary references to this Ministry in future, the procedure to be allowed in the settlement of these cases has been restated below for guidance of all concerned.

**(1) Date on which the claim should be considered as falling due for payment-** A Claim for Traveling Allowance should be considered as falling due for payment on the date succeeding the date of completion of a journey to which the claim relates. In the case of transfer Traveling Allowance also, the claim falls due on the date succeeding the date of completion of journey and not from the date of assumption of charge at the new station. In cases, where the Officer and members of family travel separately, the dates should be reckoned separately for each on the date succeeding the date of completion of each individual journey. Similarly, traveling allowance claims in respect of transportation of personal effects and conveyance should be considered as falling due on the dates succeeding the date on which these are actually delivered to him at the new station.

**(2) Date of submission of claim.** – For purposes of determining whether the claim has been submitted within one year of its falling due or not, the date of submission of the claims has to be taken into account as indicated below :-

In the case of claims falling under category (ii), where they have been submitted by the Government servant within one year, but which are presented to the Treasury after a period of one year of their falling due, SR 194-A is not attracted, but the prescribed procedure

for processing such claims laid down in Rule 82 of General Financial Rules has to be followed.

The Ministry of Home Affairs, etc., are requested to bring these instructions to the notice of the staff serving under them and also enforce the provisions of SR 194-A strictly in all cases of belated claims.

*[G.I., M.F., O.M. No. 19038/I/75-E. IV (B), dated the 18<sup>th</sup> February, 1976.]*

(5) Relaxation in cases of delay in revision of pay scale and/or fixation of pay. – See Order (3) under SR 17.

**(6) Reckoning of time limit for reimbursement of T.A. to retired Government servants appearing in a Court of Law** – The retired Government servant becomes eligible for reimbursement of traveling expenses only when the judgment relating to his honourable acquittal is pronounced by the Court. The submission and forfeiture of Traveling Allowance claims under SR 194-A or Note 2 below Rule 82 of GFRs would, therefore, be with reference to the date of pronouncement of judgment.

*[C. & A.G., Circular Letter No. 660-Audit/I/69-85, dated the 3<sup>rd</sup> September, 1985.]*

## SECTION XXVI – DUTIES AND POWERS

**S.R. 195. It is the duty of a Controlling Officer, before signing or countersigning a traveling allowance bill,-**

- (a) To scrutinize the necessity, frequency and duration of journeys and halts for which traveling allowance is claimed, and to disallow the whole or any part of the traveling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration.
- (b) To scrutinize carefully the distances entered in traveling allowance bills.
- (c) To satisfy himself that mileage allowance for journeys by railways or steamer, excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible;
- (d) To check any tendency to abuse the option of exchanging daily allowance for mileage allowance;
- (e) To observe any subsidiary rules or orders which a Competent Authority may make for his guidance;
- (f) To satisfy himself before permitting a claim under Rule 38 that the Government servant actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of

the journey where accommodation of that class was available; and

(g) To satisfy himself that, where the actual cost of transporting personal effects/servants is claimed under these rules, the scale on which such effects/servants were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfill that condition. In respect of claim for transporting personal effects, he shall also scrutinize the details and satisfy himself that the claim is reasonable.

### GOVERNMENT OF INDIA'S ORDER

**(1) Controlling Officer in the case of deputations/delegation abroad.** – See Paragraph 51 of Appendix – of Part -1 of this Compilation.

**(2) Special instructions in the case of claims of accompanying officials.** – A case has come to the notice of the Government of India in which a stenographer attached to an officer claimed traveling allowance in respect of a journey stated to have been performed by him in connection with the tour of the officer to whom he was attached and the bill was passed by the Accounts Officer. According to further information obtained, it transpired that this journey was never performed by the stenographer concerned. A fraud of this kind is possible whenever the controlling authority does not, before countersigning the bill, verify from the officer concerned whether his stenographer had actually performed the journey. To prevent the recurrence of such fraudulent claims, it is essential that all Controlling Officers, before countersigning traveling allowance bills of non-gazetted officers (particularly of Stenographers, Personal Assistants and

1. *Substituted by G.I., M.F., Notification No. 5 (3)-E. IV (B)/71, dated the 12<sup>th</sup> November, 1971. This takes effect from the 11<sup>th</sup> December, 1971.*

2. *Inserted by G.I., M.F., Notification No. 5 (3)-E. IV (B)/71, dated the 12<sup>th</sup> November, 1971. This takes effect from the 18<sup>th</sup> December, 1971.*

Group 'D' Government servants) should see that the particulars of the journeys are certified by the Gazetted Officer under whose instructions the journeys were performed.

*[G.I., M.F., O.M. No. F. 5 (30)-E. IV/52, dated the 27<sup>th</sup> May, 1952.]*

**(3) Touring Officer's primary responsibilities – 1.** (a) It is the duty of any touring officer, who is treated as a State guest, for any period during his official tour/deputation, to give full particulars of the fact in his Traveling Allowance bills and to claim daily allowance for that period only at reduced rates in accordance with the provisions of SR 51.

(b) The above instruction will be applicable equally in cases where Government servants, who while on tour, are allowed free board and/or lodging at the expense of the Central Government or State Government or an autonomous Industrial or Commercial Undertaking or Corporation, or a Statutory Body or a local authority, in which Government funds have been invested or in which Government have any other interest or who stay, during tours, in Circuit Houses/Inspection Bungalows/Rest Houses, etc., without having to pay any charges for accommodation. The touring officers should record on their traveling allowance bills full particulars of the facilities by way of free board and/or lodging enjoyed by them at

the expense of the Central or State Government or other authorities (including their free-of-charge stay in Circuit Houses, etc.) referred to above, and claim daily allowance at the appropriate reduced rate.

(c) It is the duty of the Government servant on tour to give full particulars of his journeys and to claim road mileage allowance at the correct rates.

2. The suppression of any material information in this regard on his part would be regarded as a breach of discipline and would render him liable to disciplinary action. It is equally the responsibility of the Controlling Officer to ensure at the time bills are countersigned by him that such information is not withheld.

*[G.I., M.F., O.M. No. F. 5 (55) –E IV/53, dated the 4<sup>th</sup> September, 1953, No. F. 5 (94) –E. IV/57, dated the 2<sup>nd</sup> April, 1959 and No. 2 (2)-E. IV (B)/63, dated the 19<sup>th</sup> February, 1963.]*

**(4) When UPSC interview combined with official tour-** The Union Public Service Commission allow single rail fares of second class to candidates (including Government servants) summoned by them for interview for appointment to posts. The payment is made to all the candidates (including Government servants) by the Commission direct. Instances have come to notice where Government servants called for interview before the commission performed some official work also at the place of interview and claimed full traveling allowance as for a journey on tour.

2. The question as to what check should be exercised to guard against possible double payment of traveling allowance in cases where Government servants combine a journey to attend a Union Public Service Commission interview with that on tour has been considered. It has been decided that in such cases, where the Government servant claims traveling allowance as on tour for performing some official work at the place of interview, he should not claim or draw any traveling allowance from the Union Public Service Commission in connection with the interview, before he is allowed to draw traveling allowance as for a journey on tour. Since, however, cases of this nature must be extremely rare, and since the office which has to prepare the traveling allowance bills in such cases, would, as a rule, be aware, whether the officer claiming traveling allowance as on tour was also summoned at the same time for interview with the Union Public Service Commission, it would suffice if a certificate as above is insisted upon only in cases where it is within the knowledge of the administrative authority that the officer concerned combined an official tour with the journey to attend a Union Public Service Commission interview.

*[G.I., M.F., O.M. No. 5 (73)-E IV/58, dated the 23<sup>rd</sup> July, 1958.]*

#### **DG, P & T'S INSTRUCTION**

**(1) Transporting of personal effects to be supported by receipts/voucher.-** All Controlling Officer are requested to see that claims for the cost of transporting personal effects under SR 116 (a) I (iii) are supported by receipts or vouchers.

*[D.G., P. & T.'s (P.O.), G.O. No. (2), dated the 10<sup>th</sup> April, 1924.]*

**APPENDIX 1**  
**[Supplementary Rule 2 (6)]**

**AUTHORITIES WHICH EXERCISE THE POWERS OF A COMPETENT AUTHORITY UNDER THE SUPPLEMENTARY RULES**  
**NOTE – The Government has not so far issued any correction to the various monetary limits appearing in the this Appendix**

Sr. No.	SR Number	Name of Power	Authority to which the Power is delegated	Extent Power delegated
1	2	3	4	5
1.	.....			
2.	.....			
3.	.....	Printed in Part – 1		
4.	.....	Deleted		
5.	.....			
6.	.....	Deleted		
7.	18	Deleted Deleted Power to order inclusion in a grade higher than that prescribed by Rule 17.	Railway Department.	Full Power
8.	20.	Power to declare the grade in which a part-time or fee paid Government servant shall rank.	1. Governor of Assam for Tribal Areas, Shillong, acting as Gent to the President. 2. Chief Commissioners. 3. *** 4. Departments of the Government of India. 5. Railway Board. Not printed	Full Power
9.	22	Power to grant a permanent traveling allowance.	Not printed	

10.	24	Power to decide the amount of permanent traveling allowance to be drawn by a Government servant holding more than one post to which permanent traveling allowance is attached	Not printed.	
11.	25	Power to grant a conveyance or horse allowance.	Not printed	
12.	30(b)	Powers to decide the shortest of two or more routes.	All Heads of Departments	Full power, for journeys within their jurisdiction
13.	31	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest.	<ol style="list-style-type: none"> <li>1. All Heads of Departments</li> <li>2. Chief commissioner, Andaman and Nicobar Islands.</li> <li>3. Consulting Engineer to the Government of India (Roads).</li> <li>4. Lt. Governor, Pondicherry</li> </ol>	<p>Full power, for journeys within their jurisdiction, provided that the selection of such route is in the interest of Government</p> <p>Full power in the case of Government servants proceeding to join duty in the Andamans, if they are required to travel by the first available steamer.</p> <p>Power of a Head of a Department, as against Item 1 above, in respect of technical officers and staff of the Roads Organization of the Transport</p> <p>Power to permit officers of the Pondicherry Administration to undertake journey by road from Pondicherry and Karaikal to Chennai City and to places situated in the districts of Chingleput, South Arcot, North Arcot, Thanjavur and Tiruchirappalli in the Tamil Nadu State in emergent cases and when</p>

Serial No. (1)	SR Number (2)	Nature of power (3)	Authority to which the power is delegated (4)	Government cars are not available. Extent of power delegated (5)
17.	42.	Power to decide in cases of doubt or hardship the class of steamer accommodation to which a Government servant is entitled.	All Heads of Departments	Full Power
17-A	48-B	Not printed		
18.	52	Power to allow daily allowance at a higher rate than that of the Government servant's grade.	Railway Board	Full power up to maximum of Rs. 10
19.	59	Power to prescribe a Government Servant's headquarters.	<p>1. (i) Director of Railway Audit.  (ii) Director of Audit, Defence services.  (iii) Accountants General.  (iv) Chief Auditors.  (v) Director of Commercial Audit.  (vi) Director of Audit, Food, Rehabilitation, Supply, commerce, Steel and Mines.  (vii) Director of Audit, Indian Accounts in U.K.</p> <p>1-A Head of Departments not</p>	Full power except in the case of IA & AS Officers.

			mentioned in 1 above.	Full power.
20.	60	Power to define the limits of a Government servant's sphere of duty.	2. Meteorologist in charge of the Upper Air Observatory Agra. 3. Superintending Engineers, Central Public Works Department. 1. All Heads of Departments. 2. ***	Power in respect of the staff employed at the pilot Balloon observatories under his control. Full powers in respect of Section Officers employed in their respective circles Full Power
21.	62.	Power to decide whether a particular absence is absence on duty.	All Heads of Departments.	Full Power
22.	63	Power to restrict the frequency and duration of journeys.	All Heads of Departments	
23.	64.	Power to declare that the pay of a particular Government servant has been so fixed as to compensate for all journeys by road within his sphere of duty.	1. Governor of Assam for Tribal Areas, Shillong, Acting as Agent to the President. 2. Chief Commissioners. 3. *** 4. Department of the Government of India. 5. Railway Board. 6. Chief Engineer, Central Public Works Departments.	Full Power
24.	66	Power to prescribe the scale of Government tents to be supplied.	1. Government of Assam for Tribal Areas, Shillong acting as Agent to the President. 2. Chief Commissioner.	Full Power

25.	Proviso 2 under Rule 67	Power to allow exchange of double permanent traveling allowance for mileage allowance.	<ul style="list-style-type: none"> <li>3. Departments of the Government of India.</li> <li>4. Railway Board.</li> <li>5. Surveyor General .</li> </ul> <ul style="list-style-type: none"> <li>1. Governor of Assam for Tribal Areas, shillong, acting as Agent to the President.</li> <li>2. Chief Commissioners</li> <li>3. ***</li> <li>4. Departments of the Government of India.</li> <li>5. Railway Board.</li> <li>6. Auditor General.</li> </ul>	
25-A	72	Power to sanction daily allowance to the members of the inspection staff on Sundays and Holidays when they have to stay while on tour at a place other than the place of duty in relaxation of SR 72.	Heads of Departments in the Indian Audit and Accounts Department.	<p>Full Power</p> <p>Power in the case of non-gazetted establishment.</p> <p>Power subject to the condition that the delegated power is exercised only in cases where it is certified that the Government servant concerned had to stay at a place other than the place of duty due to non-availability of boarding and lodging facilities at the latter place and not to suit his private convenience.</p>
26.	73	Not printed		
27.	75	Not printed		
28.	76	Not printed		
29.	77	Not printed		
30.	79	Not printed		
31	80	Not printed		

<b>Sr. No.</b>	<b>SR Number</b>	<b>Name of Power</b>	<b>Authority to which the Power is delegated</b>	<b>Extent Power delegated</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
32.	81(a)	Power to permit the recovery of the actual cost of conveying camp equipment, horses camels, motor cars, etc.	1. All Heads of Departments 2. Administrative Superintendents of the Survey of India Department. 3. Deputy/Assistant Director in Defence Audit.	Full Power
33.	81(b)	Power to limit the number of conveyances, etc., and the weight of camp equipment carried as in Rules 81 (a) and 81 (c).	All Heads of Departments.	Full Power
33-A	81(c)	Power to permit the recovery of the actual cost of conveying camp equipment between places connected by road only.	All Heads of Departments.	Full Power
33-B		Deleted		
34.		Deleted		
35.	91	Power to permit the recovery of the actual cost of maintaining camp equipage during a halft at or near headquarters.	All Heads of Departments.	Full Power

35-A	105-A	Not printed.		
35-B	105-A	Note printed		
36.		Deleted.		
37.	108	Power to allow a free passage to a person joining a post by sea.	All Heads of Departments.	Full Power in the case of persons appointed by them.
38.	Proviso to Rule 116 (a) I (iii)	Power to fix maximum weights of personal effects lower than those prescribed by Supplementary Rule 116 (a) I (iii) for transportation at Government expense by a Government servant on transfer.	Governor of Assam for Tribal Areas, Shillong, acting as Agent to the President, Chief Commissioners and	Full Power.
39.	116 (a) II (iii)	Power to fix a rate of mileage allowance for journeys by road on transfer.	Governor of Assam for Tribal Areas, Shillong, Acting as Agent to the President, Chief commissioners.	Full Power
39-A	116 (b) (iii)	Power to extend the time limits of six months and one month within which the members of the family of a Government servant may be treated as accompanying him in individual cases attendant with special circumstances.	<ol style="list-style-type: none"> <li>1. Ministries of the Government of India.</li> <li>2. Comptroller and Auditor General.</li> <li>3. All Heads of Departments.</li> </ol>	Full Power
40.	116 (c)	Power to prescribe the scale of tents to be carried at Government expense on transfer.	All Heads Departments.	Full Power.

41.	Proviso (a) to Rule 128	Not printed.		
42.	Proviso (a) to Rule 128	Not printed.		
43.		Deleted.		
44.	Proviso (a) to Rule 128	Power to disallow traveling allowance for a journey to attend an obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for its.	All Heads of Departments	Full Power.
45.	132	Power to permit recovery of traveling allowance for a journey to attend an examination other than those mentioned in supplementary Rules 130 and 131.	<ol style="list-style-type: none"> <li>1. Governor of Assam for Tribal Areas, Shillong, Acting as Agent to the President.</li> <li>2. Chief Commissioners.</li> <li>3. Department of the Government of India.</li> <li>4. Railway Board.</li> <li>5. All Heads of Departments.</li> <li>6. Comptroller and Auditor General of India.</li> </ol>	Full Power  Power in the case of departmental examination. Full Power
46.	135	Power to sanction traveling allowance for a journey made during leave.	Railway Department.	Full power
46-A	135	Power to sanction traveling allowance as for a journey on tour to a Government servant who is required, while on leave in India, to perform any public duty at a place other than the one where he is	All Heads of Departments.	Full powers, provided T.A. may not be granted for a journey while proceeding on leave or while returning from leave.

46-B.	135	<p>spending his leave.</p> <p>Power to sanction traveling allowance as on tour to a Government servant who proceeds on regular Leave from a tour station and resumes duty at another tour station or who proceeds on regular Leave from headquarters and resumes duty at a tour station after the expiry of regular Leave.</p>	All Heads of Departments.	<p>Full Powers, provided that traveling allowance is granted from the place where earned leave is pent to the place of tour limited to that admissible between headquarters/tour station and the other tour station.</p>
46-C.	135	<p>Power to sanction traveling allowance as on tour to a Government servant who proceeds on regular leave while on tour and returns direct to headquarters on the expiry of leave.</p>	All Heads of Departments.	<p>Full powers, provided leave is taken due to reasons beyond the control of the Government servant, such as his own illness/or serious illness/death in family and the period of leave is kept to minimum called for in such situations. The T.A. admissible will be that from the place where leave is pent, or the tour station from where he proceeds on leave, to headquarters, whichever is less.</p>
47.	147	<p>Power to sanction traveling allowance for a journey made after the termination of Government service.</p>	Railway Department	<p>Full power.</p>
48.	160 (b)	<p>Power to allow the actual cost of a journey to appear before medical board preliminary to voluntary retirement on invalid person.</p>	<p>1. (i) Director of Railway Audit.  (ii) Director of Audit, Defence Services.  (iii) Accountants General.  (iv) Chief Auditors.  (v) ***  (v) ***</p> <p>2. Heads of Departments not</p>	<p>Full power.</p>

49.	164	Not printed See Decisions below SR 164.	mentioned in I above.	
50.	183	Power to fix amount of hire or charges when a Government servant is provided with means of locomotion at the expense of the State etc., but pays all the cost of its use or propulsion.	All Heads of Departments.	Full Power
51.	188	Not Printed	***	
52.	190 (a) & (b)	Power to grant traveling allowance, or actual traveling, hotel and carriage expenses instead of traveling allowance, to persons not in Government service attending commissions of enquiries, etc., or performing public duties in an honorary capacity, and to declare the grade to which such person shall be considered to belong for purposes of grant of traveling allowance.	All Heads of Departments.	Full Power
53.	190(c)	Power to delegate the power conferred upon them by Serial No. 52 to the person presiding over the commission, etc.	<ol style="list-style-type: none"> <li>1. Governor of Assam for Tribal Areas, Shillong, acting as Agent to the President.</li> <li>2. Chief commissioner.</li> <li>3. ***</li> <li>4. Departments of the Government of India.</li> <li>5. Railway Board.</li> </ol>	Full Power
54.	191	Power to declare who shall be controlling officer.	<ol style="list-style-type: none"> <li>1. Departments of the Government of India.</li> <li>2. All Heads of Departments.</li> <li>3. Comptroller and Auditor General of India.</li> </ol>	Full Power
				Full Power, provided that they may not declare a Government servant to be his own Controlling Officer.

				Full Power .
<b>Sr. No.</b>	<b>SR Number</b>	<b>Nature of Power</b>	<b>Authority to which the power is delegated.</b>	<b>Extent of power delegated.</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
55.	195 (e)	Power to make rules for the guidance of Controlling Officers.  Not printed  Printed in Part-1	All Heads of Departments.	Full Power
55-A to 67				
68 to 70				
71 to 89				

## APPENDIX 2

### (Supplementary Rule 190)

#### T.A. TO NON-OFFICIAL MEMBERS

**G.I., M.F., O.M. No. F. 6(26)-E. IV/59,**

*Dated the 5<sup>th</sup> September, 1960, as amended from time to time.*

1. In supersession of all previous orders on the subject, the grant of Traveling allowance and daily allowance to the members (including members of Parliament and State legislatures) appointed to Committees and Commissions of Enquiry set up by the Government of India will be regulated as follows:-

Non-officials, other than Members of Parliament and State Legislatures and retired Judges of the High Courts and the Supreme Court.

#### **(A) TRAVELING ALLOWANCE:-**

**(i) Journey by rail** – Normally a non-official will be treated at par with Government servant drawing pay of Rs. 2,800 and above but less than Rs. 5,100 P.M. and will be entitled to travel on Government duty by First Class or AC-2-tier, by all trains, including Rajdhani Express Trains.

Where, however, the Administrative Ministry considers that non-official should travel by I ACC, they may, at their discretion, allow I ACC where this concession, in their opinion, is justified by either or both of the following conditions.:–

- (i) Where a person is or was entitled to travel in I ACC under the rules of the organization to which he belongs or might have belonged before retirement.
- (ii) Where the Administrative Ministry is satisfied that the I ACC travel by rail is the customary mode of travel by the non-official concerned in respect of journeys unconnected with the performance of Government duty.

This facility may also be allowed in case of Rajdhani Express.

These orders take effect from the date of issue.}

Refund of cancellation charges on unused railway tickets. – It has been decided that where a rail journey is cancelled by a non-official member due to the postponement of the meetings he may prefer to the appropriate Railway authority his claim for refund of cancellation charges (excluding reservation charges) on unused railway tickets. The claim should be accompanied by a certificate from the officer authorized by the Secretary of the Ministry or by the Head of the Department to countersign his T.A. bills, stating that the journey had to be cancelled due to postponement of the meeting.

*[G.I., M.F., O.M. No. F. 9 (8)-E. IV (B)/64, dated the 6<sup>th</sup> June, 1964.]*

**(ii) Journey by road** – In respect of journeys by road between places not connected by rail, the member will be entitled to road mileage admissible to an officer of the First Grade under the Supplementary Rule 46, for travel in own car/full taxi or on motor cycle/scooter.

In a case where journey between two places connected by rail, is performed by road, he will be entitled to the prescribed road mileage limited to first class fare by rail.

However, if, in an individual case, the Administrative Ministry is satisfied that the journey by road was performed in the public interest, full road mileage allowance may be granted without restricting it to rail fare.

**(iii) Journey by Sea or by River Steamer.** – In respect of journey by sea or by river steamer, a non-official member will be entitled to one fare at the lowest rate (exclusive of diet) of the highest class of accommodation.

**(iv) Journey by air** – Air travel should not be permitted as a matter of course. Each case will be examined on merits by the Ministry concerned and permission for air-travel granted only if it can be certified that air-travel is urgent and necessary in the public interest.

A non-official member when authorized to travel by air shall be entitled to travel by Economy (Tourist) class where two classes of accommodation, i.e., First and Economy (Tourist) class accommodation, are available on the airlines.

In case where air-travel is authorized, a non-official member will be entitled to one standard air-fare.

Every member is required to purchase return ticket, wherever it is available, when it is expected that the return journey can be performed before the expiry of the period for which the return ticket is available. The mileage allowance for the forward and the return journeys when such return ticket is available, will, however, be the actual cost of the return ticket.

If, in any individual case, a non-official asks for general permission to travel by air in connection with his duties as a member of particular Committee/Commission of Enquiry, the Administrative Ministry may examine the case on merits and grant general permission to the individual concerned to travel by air at his discretion, if they are satisfied that the non-official concerned habitually travels by air on journeys not connected with the performance of official duty.

**Applicability of 'ban' on air travel to non-officials** – It has now been decided that retired Government officers who at the time of their retirement were drawing a pay of Rs. 2,250 and above, and salaried employees of Universities, instructions and autonomous bodies who draw a pay of Rs. 2,250<sup>1</sup> and above, and the total of whose pay plus dearness allowance is not less than Rs. 3,465<sup>1</sup> per month, may be permitted to travel by air by Ministries/departments in connection with the work of the Government provided the distance involved is not less than 500 km and the journey cannot be performed overnight by train. In the case of all other non-officials, however, prior approval of Ministry of Finance would be necessary for allowing air travel.

*[G.I., M.F., O.M. No. F. 19024/7/82-E. IV, dated the 8<sup>th</sup> June, 1982.]*

The following categories of non-officials appointed on Commissions, Committees, Sub-committees and Panels or appointed as Consultants, Advisers, etc., may be permitted to travel by air in connection with Government work with the personal approval of the Secretary of the Ministry/Department concerned:-

- (a) Retired Government servants, who before their retirement were entitled to travel by air on official duty.
- (b) Salaried employees of Universities, Institutions, Autonomous Bodies, etc., how are entitled to travel by air under the rules applicable to them in their own organizations.
- (c) Private individuals, who are reputed experts in their own disciplines.

It may be emphasized that air journeys to non-officials may not be permitted as a matter of course and wherever possible, journeys by the non-officials should be performed by train, particularly in cases where the distance involved is not more than 500 km and the journey can be performed overnight by train. A quarterly statement indicating the air journeys permitted to non-officials during the preceding quarter may be furnished by the Ministries/Departments to the Ministry of Finance, by the 15<sup>th</sup> January, April, July and October each year.

*[G.I., M.F., O.M. No. F. 19024/7/82-E. IV dated the 8<sup>th</sup> October, 1982.]*

#### **Air-travel within the country by executive class. :-**

2. Under this Ministry's O.M. No. 19024/7/82-E. IV, dated the 6<sup>th</sup> August, 1982 [Vide GIO under SR 48-B], it was also clarified that non-officials authorized to travel by air within the country at Government expenses, are entitled to travel by standard class only, where two classes of accommodation, i.e., standard class and executive class, are available on the airlines.

3. Representations have been received from some quarters that eminent person appointed as non-officials on Committees/Commissions/Panels may be allowed to travel by the executive class in the domestic airlines within the country. The matter has been considered in the light of the instructions issued earlier and it has been decided that the Secretary in the Administrative Ministry, consultation with the Financial Adviser, may allow non-officials to travel by the executive class in the domestic airlines within the country keeping in view the following conditions :-

- (i) Where a non-official is or was entitled to travel by air by executive class under the rules of the organization to which he belongs or might have belonged before retirement.
- (ii) Where the Administrative ministry is satisfied that the travel by executive class by air is the customary mode of travel by the non-official concerned in respect of journeys unconnected with the performances of Government duty.

#### **4. These orders take effect the date of issue.**

**Refund of cancellation charges on unused air tickets.** – For non-officials appointed to Committees and Commissions set up by the Government of India, refunds may be allowed by the Administrative Ministries themselves where the journeys on tour are cancelled due to circumstances which were unavoidable and beyond the control of the non-officials, e.g., on account of some urgent meeting of another Committee/Commission set up by the

Government or immediate work which could not be postponed for illness, etc. All such claims will, however, be scrutinized by an officer not below the rank of a Deputy Secretary in the Ministry proper before the claims are admitted.

*[G.I., M.F., O.M. No. 19028/I/76 -E IV (B), dated the 21<sup>st</sup> February, 1977.]*

### **(B) DAILY ALLOWANCE AND (C) CONVEYANCE ALLOWANCE**

It has been decided that the ordinary rates of daily allowance as admissible to the highest Grade of Government employees may be paid to non-official members during the period of official journeys.

*[G.I., M.F., O.M. No. 19020/4/95-E. IV, dated the 16<sup>th</sup> August, 1995.]*

The rates of Daily Allowance and Conveyance Allowance for non-official members appointed on various types of Committees/Commissions will be as follows:-

#### **(i) High Powered Committees/Commissions**

**Room Rent and Daily Allowance for outstation non-official members-** Outstation, non-official members nominated on High Powered Committees/Commissions constituted by the Government of India will be allowed reimbursement of single room rent and D.A. in partial modification of the instructions contained in the OM of 23<sup>rd</sup> June, 1986, as follows:-

- (i) Reimbursement of rent in any State Guest House or for single room in medium range ITDC hotels like Lodhi Hotel, Qutab Hotel, Janpath Hotel, Ashok Yatri Niwas or State Government run Tourist Hotels/Hotels or residential accommodation provided by registered societies like India International Centre and India Habitat Centre.
- (ii) Room rent for stay in private lodges/hotels will continue to be allowed up to the limits specified.
- (iii) D.A. at the rate of 90% of ordinary rates of D.A. as admissible to the highest grade of civil servant for boarding purpose.
- (iv) In addition to the above, the outstation, non-official members will be entitled to sitting fee as decided by the Administrative Ministry/Department concerned.

#### **Conveyance allowance for local non-official members:-**

‘A’ Class Cities	Actual conveyance hire charges subject to a ceiling of Rs. 100 per day.
‘B’ Class Cities	
‘C’ Class Cities	Actual conveyance hire charges subject to a ceiling of Rs. 75 per day.

**(ii) For routine/less important Committees/Commissions.**

<b>Classification of Cities</b>	<b>Daily Allowance (for outstation non official numbers)</b>	<b>Conveyance Allowance (for local non-official members)</b>
‘A’ Class Cities	At a flat rate of Rs. 150 per day if the member stays in a hotel and Rs. 100 per day if the member does not stay in a hotel, irrespective of the classification of the city.	Actual conveyance hire charges subject to a ceiling of Rs. 75 per day, irrespective of the classification of the city.
‘B’ Class Cities		
‘C’ Class Cities		

2. The other terms and conditions for the grant of these allowance as prescribed, as amended from time to time, will remain unchanged.

*[G.I., M.F., O.M. No. 19020/I/94-E. IV, dated the 23<sup>rd</sup> June, 1986; No. 19020/4/91-E. IV, dated the 28<sup>th</sup> July, 1992 and O.M. No. 19020/2/94-E. IV, dated the 10<sup>th</sup> August, 1994.]*

(iii) Daily allowance will be subject to the usual conditions laid down in SR 73, as amended from time to time.

(iv) When a non-official appointed to a Committee, Commission or Board of Enquiry, is allowed free board and lodging at the expense of the Central Government or a State Government or an Autonomous Industrial or commercial Undertaking or Corporation, or a Statutory Body or a Local Authority, in which Government funds have been invested or in which Government have any other interest, he shall be entitled to only one fourth of the daily allowance admissible to him under these orders. If only board is allowed free, daily allowance shall be admissible at one-half of the admissible rate. If only lodging is allowed free, daily allowance shall be admissible at three fourth of the admissible rates.

**When traveling allowance paid to spouse and members of family** – The assignments to which non-officials are appointed are of two types, i.e. short term assignments, such as appointments to Committees/Commissions which are required to give their report within a short period, and long term appointments such as appointments as members, etc., of Law Commission for Scheduled Caste and Scheduled Tribes, Finance Commission, etc. In the case of long term assignments, the need for shifting the family as also personal effects to the new station of posting is far more than in the case of short term appointments. It has, therefore, been decided that in cases of appointments of non-officials to Committees/Commissions for periods of one year or more, traveling allowance to join the posts and for going back to home town on completion of assignment may be allowed as follows:-

- (i) First Class/AC 2 tier fare for self and for each member of family consisting of spouse and dependent children.
- (ii) Cost of transportation of baggage (including car) and necessary incidental charges, as admissible to a First Grade Central Government Officer; and

- (iii) Composite Transfer Grant at the minimum of the pay scale or fixed pay of the post to which non-official is appointed.

In the cases of short term appointments (i.e., which are of less than one year's duration), only First Class/AC 2-tier fare for the officer and spouse may be allowed.

*[G.I., M.F., O.M. No. F. 29020/3/82-E. IV, dated the 19<sup>th</sup> June, 1982; O.M. No. 19020/7/86-E. IV, dated the 14<sup>th</sup> November, 1986 and O.M. No. 19020/1/88-E. IV, dated the 9<sup>th</sup> March, 1988; Read with O.M., dated the 17<sup>th</sup> April, 1998.]*

Members of Parliament appointed to Committees/Commissions of Enquiry set up by Government

A Member of Parliament is entitled to traveling allowance in respect of journeys performed by rail, road, air and steamer in connection with the work of Committees/Commissions, etc., set up by the Central Government on the same scale as admissible to him under Section 4 of the Salary, Allowance and Pension of Members of Parliament Act, 1954, which reads; Allowances and Pension of Members of Parliament Act, 1954, which reads;

#### **(A) TRAVELING ALLOWANCE**

(1) There shall be paid to each member in respect of every journey performed by him (in India) for the purpose of attending a session of a House of Parliament or a meeting of a Committee or for the purpose of attending to any other business connected with his duties as a member from his usual place of residence to the place where the session or the meeting is to be held or the other business is to be transacted and for the return journey from such place to his usual place of residence.:-

- (a) If the journey is performed by rail, an amount equal to one (first class) fare plus one second class fare for each such journey, irrespective of the class in which the member actually travels;
- (b) If the journey is performed by air, an amount equal to one and one-fourth of the air fare for each such journey.
- (c) If the journey or any part thereof cannot be performed by rail or air:-
  - (i) Where the journey or any part thereof is performed by steamer, an amount equal to one and three fifths of the fare (without diet) for the highest class in the steamer for each such journey or part thereof, or, if there is no regular steamer service. Such amount for each such journey or part thereof may be prescribed by rules made under Section 9;
  - (ii) Where the journey or any part thereof is performed by road, a road mileage at the rate of (Rs. 2 per kilometer or at such higher rate as may be prescribed by rules made under Section 9 having regard to the highest rate allowed to a Central Government Officer of the First Grade in respect of road Journeys for each such journey or part thereof;

Provided that where the spouse, if any, of a member performs such journey or part thereof by road unaccompanied by such member, the road mileage prescribed under this sub-clause shall be allowed to him for such journey or part thereof.

**Explanation :-** For the purposes of sub-clause (ii) of Clause (c) of this sub-section, the expression 'journey' shall include the journey from and to railway station, port or aerodrome to and from the usual place of residence of the member or, as the case may be, the residence of the member at the place where the session of the House of Parliament or a meeting of the Committee is to be held or where any other business is to be transacted.

(2) Notwithstanding anything contained in sub-section (1), a member who performs a journey by road between places connected by rail or steamer, either wholly or in part, may draw the mileage allowance referred to in sub-clause (ii) of Clause (c) of sub-section (1) in place of the traveling allowance which would have been admissible to him if he had traveled by rail or steamer, as the case may be.

Provided that the total amount of traveling allowance drawn by such member for the entire journey shall not exceed the amount which would have been admissible to him had he performed such journey by rail or by steamer, as the case may be.

(3) There shall be paid to a member in respect of journey performed by him in the course of a tour outside India undertaken in the discharge of his duties as such member, such traveling and daily allowances as may be prescribed by rules made under Section 9.

*[Lok Sabha Secretariat, O.M. No. F. 11/5/MSA/86, dated the 13<sup>th</sup> March, 1986, circulated under G.I., Dept. of Per. & Trg., O.M. No. H. 11021/10/86-Parl., dated the 21<sup>st</sup> March, 1986.]*

#### **(B) DAILY ALLOWANCE**

A Member of Parliament is entitled for each day of the meeting to daily allowance at the same scale as is admissible to him under Section 3 of the Salary, Allowances and Pension of Members of Parliament Act, 1954, i.e., Rs. 150 per day. He will also be entitled to daily allowance for two days preceding and two days following the meeting if the Member of Parliament actually stays at the place of the meeting.

*[Lok Sabha Secretariat, O.M. No. F. 11/5//MSA/86, dated the 13<sup>th</sup> March, 1986, circulated under G.I., Dept. of Per. & Trg., O.M. No. H. 11021/10/86-Parl., dated the 21<sup>st</sup> March, 1986.]*

<sup>1</sup> When the Parliament or a Parliamentary Committee on which a Member is serving is in session, the Member will not be entitled to draw any daily allowance in connection with his assignment on the official Committee, Commission, etc., as he will be drawing his daily allowance under Section 3 of the Salaries and Allowances of Members of Parliament Act, 1954, from the Parliament Secretariat concerned. However, if he certifies that he was prevented from attending the session of the House or the Parliamentary Committee, because of his work connected with the Committee, commission or Board of Enquiry and did not draw any daily allowance from the Parliament, he would be entitled to draw daily allowance as indicated above. 2[When a Member of Parliament appointed to a Committee, Commission or Board of Enquiry, is allowed free boarding and lodging at the expense of the Central

Government or State Government or an autonomous industrial or commercial undertaking or corporation, or a statutory body or a local authority, in which Government funds, have been invested or in which Government have any other interest, the payment of daily allowance will be regulated under Members of Parliament (Traveling and Daily Allowance.) Rules, 1957.]

### **(C) HOUSE RENT ALLOWANCE**

If house rent allowance is allowed to a Member of Parliament in connection with the work of a Committee or Commission, etc., the house rent allowance will be restricted to the actual expenditure incurred by the Member concerned in connection with performance of his function relating to the Committee or Commission, etc.

(D) These orders also regulate the daily allowance, traveling allowance and house rent allowance admissible to Members of Parliament appointed as Chairman, Directors or Members of Corporation and Companies owned or controlled by the Government of India, in which the Power of determining the remunerations and allowances payable to such Chairman, Directors or Members vests in the President.

(E) (i) The claims for the drawal of traveling allowance, daily allowance, and house rent allowance, payable to Members of Parliament appointed to Committees and Commissions, etc., shall be prepared in the same forms and submitted in the same manner as prescribed for drawal of the aforesaid allowances of non-official members of the Committees and Commissions, etc.

(ii) Appropriate certificates in the following forms shall be appended to claims for traveling for traveling allowance, and house rent allowance:-

- (a) Certified that the expenditure actually incurred by me in performing the functions as ..... for which traveling allowance has been claimed in this bill was not less than the amount claimed.
- (b) Certified that the house rent actually paid by me for accommodation rented by me in connection with my functions as ..... was not less than the amount of the house rent allowance claimed.

### **(Signature of Member of Parliament)**

(iii) Where the amount of the actual expenditure incurred by a Member of Parliament is less than the maximum amount payable under the Government sanction, and he is, therefore, unable to furnish certificates as above, the amount of the allowances should be reduced to the amount of the actual expenditure which can be certified by him as above.

### **C**

Members of State Legislatures appointed to Committees/Commissions of Enquiry Set up by Government.

The T.A. and D.A. (including conveyance allowance) of members of the State Legislatures appointed to service on Committees, etc., will be regulated under the T.A. Rules

of the State Government concerned and they will be treated as their first Grade Officers for this purpose during non-session of the State Legislature; and during the session of the State Legislatures they will be governed by their respective Payment of Salaries and Allowances and Removal of Disqualification Acts. The member concerned may be informed beforehand that he will not draw T.A. and D.A. (including conveyance allowance) which may disqualify him from the State Legislature. This provisions may also be embodied in the sanction itself.

Retired Judges of the High Courts and Supreme Court appointed to Committees and Commissions of Enquiry set up by the Government.

## D

When a retired Judge of the High Court or the Supreme Court is appointed in an honorary capacity to work as a member of a Committee/Commission, his T.A. and D.A. will be regulated under the High/Supreme Court Judges Traveling Allowance Rules as in force on the date of appointment and as amended from time to time.

## 1E

Employees of Commercial/Industrial Undertakings of a Central or State Government or of Statutory Bodies controlled or financed by the Central/State Government and State Government servants appointed as members of Committees/Commissions of Enquiry set up by the Central Government.

When the Central Government appointed a Committee or a Commission in which officers of the State Government or employees of Government Industrial or Commercial Undertakings or other bodies mentioned above are appointed as members or are required to attend to meetings of such committees, etc., the expenses on their Traveling Allowance/Daily Allowance in that connection incurred in accordance with the rules in force in the parent Government/Body, should be borne by the respective Government/Body, unless in any particular case it is decided otherwise. The same principle should be followed in the case of Central Government, servants appointed to serve on or attending meetings of committees, commissions of Enquiry, etc., set up by the State Governments/Government Undertakings, etc.

The question whether, in any particular case, the Traveling Allowance and Daily Allowance should borne by the Central Government or not, may be decided by the concerned Administrative Ministries of the Government of India themselves in consultation, whenever necessary, with the State Government or Industrial or Commercial Undertaking or Statutory Body, as the case may be.

**Vice-Chancellor, Professors or any member of the teaching Staff of Universities appointed to serve as members of Committees/Commissions set up by the Central Government in an honorary capacity.**

When a Vice-Chancellor, Professor or any member of the teaching staff of a University is appointed to serve as a member of a Committee/Commission set up by the Central Government in an honorary capacity, i.e., without receiving additional remuneration of any kind therefore, he may for the purpose of the grant of traveling allowance, be regarded as a non-official and granted traveling allowance/daily in accordance with the provisions of

Para . 1, section 'A' above. The claims on account of traveling and daily allowances will be paid by relevant Ministry/Department direct to the persons concerned, and the procedure for drawal and payment will be as laid down in paragraph 4 of Section G below.

Central Government servants appointed as Members of Committees/ Commissions of Enquiry set up by the Government.

The T.A. of Central Government servants appointed to Committees/Commissions of Enquiry set up by the Government.

The T.A. of Central Government servants appointed to Committees/commissions of Enquiry set up by the Government will be regulated under the rules applicable to them as Central Government servants.

2. <sup>1</sup>Members referred to in Sections 'A', 'B' and 'C' are eligible for traveling allowance for the journeys actually performed in connection with the meetings of the Committees, etc., from and to the place of their permanent residence to be named in advance. If any member performs a journey from a place other than the place of his permanent residence to attend a meeting or returns to a place other than the place of his residence to attend a meeting or returns to a place other than the place of his permanent residence after the termination of the meeting, traveling allowance shall be worked out on the basis of the distance actually traveled or the distance between the place of permanent residence and the venue of meeting, whichever is less.

3. <sup>2</sup>[(a) The traveling and daily allowance of non-official members (including Members of Parliament and Members of State Legislatures) under Section 'A', 'B' and 'C' above will be admissible on production of a certificate by the member to the effect that no traveling allowance in respect of the period mentioned in the bill has been or will be claimed from any other official source.

(b) Whenever a bill for such T.A./D.A. of a Member of Parliament is passed by the officer authorized by the Secretary to the Ministry or the Head of the Department concerned in accordance with Paragraph 4 below, he should send an intimation to the Pay and Accounts Officer, Lok Sabha/Rajya Sabha Secretariat indicating the dates for which T.A./D.A. claims have been passed. The latter while scrutinizing the T.A./D.A. bills of the Members of Parliament will take these particulars into account. In case payment for these dates has already been made by the Pay and Accounts Officer before receipt of intimation from the Ministry or the Department of the State Government, etc, he may take suitable action to ensure that there is no double payment.].

<sup>1</sup>[(C) Similarly, whenever a bill for such T.A./D.A. of a Member of a State Legislature is passed by the Officer authorized by the Secretary to the Ministry or the Head of the Department concerned in accordance with Paragraph 4 below, he should sent an intimation to the Pay and Accounts Officer of the State Legislature concerned indicating the dates for which T.A./D.A. claims have been passed.]

4. <sup>2</sup>[(i) The Traveling Allowance bills of non-official members (including members of Parliament and Members of State Legislatures) shall not be pre-audited except in cases where all payments relating to a particular Ministry/Department are made after pre-audit. The bill prepared and signed by the members will be countersigned by the officer authorized by the

Secretary of the Ministry or the Head of the Department concerned and payment made on the last of the meeting by the Ministry/Department out of the advance drawn for the purpose [vide sub-para. (iii) below]. These bills will be carefully scrutinized by the Ministry or Department before making the payment. Daily Allowance may be claimed in the bill for the full period admissible. The Traveling Allowance for onward journey and return journey will be included in the bill and the payment will be treated as final irrespective of the date of completion of the journey. However, the Administrative Ministry or Department will obtain a formal intimation to the effect that the return journey has, in fact, been completed. The provisions of Rule 224 of the Central Treasury Rules will apply mutatis mutandis in the case of overpayments made on account of traveling allowance. In order to enable the Accounts Officers to scrutinize the traveling allowance bills of non-official members of the Committees and Commissions, etc., the names, designations and specimen signatures of the officers authorized to countersign the T.A. bills should be communicated to the Accounts Officer concerned. It is to be understood that the certificates to be furnished by the non-officials along with their claim should be in conformity with the certificates furnished by Gazetted Officers alongwith their traveling allowance bills and the scrutiny to be exercised by the Controlling Officer with reference to Supplementary Rule 195 should be made to verify the claim and satisfy himself among other things, that the journey has been performed by the class by which traveling allowance is claimed. The instructions may be supplemented by relevant detailed instructions contained in the Supplementary Rules in regard to the preparation, scrutiny and acceptance of traveling allowance claims.

(ii) If a member desires payment to be made at his place of residence, the Administrative Ministry or Department will arrange for payment by demand draft.

(iii) The total amount of T.A. intended for payment to the Members may be drawn in advance by the Ministry/Department concerned on a simple receipt or T.A. bill form by debit to the final head of account as in the case of advance of T.A. on tour after getting the sanction of competent authority. Copy of the sanction for the drawal of the advance should be attached to the bill. The amount to be drawn in advance should be worked out on the basis of the entitlements of T.A. to each member should be expected to attend the meeting and it should be restricted to the amount required for disbursement of T.A. for each meeting. After the amount is disbursed to the members, the Ministry/Department concerned should render an account setting forth the particulars of the amount of T.A. drawn in advance from the Treasury, giving reference to voucher No. and date of the encashment of the bill, and the amount disbursed to each individual member who attended the meeting duly supported by the detailed T.A. bills, countersigned and passed for payment by the competent authority. Amounts drawn in excess, if any, should be immediately refunded to the Treasury and challan enclosed along with the account rendered to the Accountant General.

(iv) The Ministry/Department concerned should ensure that a second advance is not drawn unless the account of the first advance has been rendered to the Accountant-General.

**One the spot payment of T.A./D.A. to private persons appearing as witnesses in departmental enquiries.** – It has been decided that the procedure for the payment of T.A./D.A. laid down in Paragraph 4 in Section 'G' above shall apply mutatis mutandis in the case of private persons appearing as prosecution or defence witnesses in departmental enquiries including those conducted by the Commissioner for Departmental Enquiries.

2. If an inquiry is held by a Ministry/Department other than the Ministry/Department under whom the Government servant, against whom the inquiry is held, is for the time being serving, the Ministry/Department holding the enquiry will make on the spot payment of T.A./D.A. to a private person called as a witness in a departmental inquiry and bear the charges in relaxation of the general instructions contained in Para. 5 of Government of India's Order (5) below SR 154.

3. In the cases where the enquiry is ordered by an Administrative Ministry/Department to be conducted by a Commissioner of Enquiries, who is an officer of the Central Vigilance Commission, the Commissioner conducting the enquiry will determine the grade to which the witness3s may be considered to belong for the purpose of T.A./D.A. under S.R. 190 (a) and the expenditure on T.A./D.A. of the witnesses will be debited to the Central Vigilance Commission and not to the Ministry/Department to which the enquiry relates.

*[G.I., M.F., O.M. No. 5 (15)-E. IV (B/68, dated the 15<sup>th</sup> September, 1969.]*

## II

### **Grant of “Fees” to Members of Parliament or State Legislative Assemblies / Councils appointed as Chairman/Directors/Members of Government owned/controlled Companies/ Corporation.**

*[G.I., M.F., O.M. No. 15 (43)-E II (B)/59, dated the 16<sup>th</sup> September, 1960].*

A Member of Parliament appointed as a Chairman/director/member of a Government owned/controlled Company/Corporation, in which the power of determining the remuneration and allowance payable to such Chairman/Director/Member vests in the President, shall not be entitled to any “fee” or any sum of money in lieu thereof other than “compensatory allowance” as defined in Section 2 (a) of the Parliament (Prevention of Disqualification) Act, 1959 (the definition reproduced below). It should be particularly noted in this connection that lumpsum payment of ‘fees’ per meeting of the said Act and that payments for the purpose should, where necessary, be brought in conformity with the definition of the expression, “compensatory allowance” in that Act.

Similarly, in the case of a Member of State Legislative Assembly/ council appointed as a Chairman/Director/Member of Government Owned /controlled company/Corporation, in which the power of determining the remuneration and allowances payable to such Chairman/Director/Member vests in the President, the remuneration payable should be determined having regard to the relevant provisions in regard to the incurring of disqualification for being chosen as or for being a Member of the State Legislative Assembly/Council.

Definition of “compensatory allowance” as given in Section 2 (a) of the Parliament (Prevention of Disqualification) Act, 1959.

“2. In this Act, unless the context otherwise requires, -

(a) ‘compensatory allowance, means any sum of money payable to the holder of an office by way of daily allowance (such allowance not exceeding the amount of daily allowance, to which a Member of Parliament is entitled under the Salaries and Allowances of members of Parliament Act, 1954), any conveyance allowance, house rent allowance or traveling allowance for the purpose of enabling him to recoup any expenditure incurred by him performing the functions of that office. ....

**APPENDIX**  
**FEES AND T.A. TO GOVERNMENT SERVANTS,**  
**APPOINTED AS DIRECTORS, REPRESENTATIVES**  
**OR NOMINEES OF GOVERNMENT**

**A INDUSTRIAL UNDERTAKING/INSTITUTIONS**

In supersession of all previous orders on the subject, it has been decided that the grant of traveling allowance, fees, etc., to the Government servants appointed in their official capacity as Directors, Representatives, or Nominees of Government on the various industrial undertaking/institutions will henceforth be regulated in the manner laid down in the following paragraphs.

**2. Fees or other remuneration**

Fess in respect of Government servants attending meetings or for doing other work in connection with the affairs of Statutory organizations, Corporate Bodies, industrial and commercial undertaking (not departmentally run) will be recoverable only if these are not wholly owned by the Central Government but in which Central Government funds are invested or which are financed partly by such funds. The cases of semi Government/non-Government institutions receiving grants from the Central Government should, however, be considered on merits, in consultation with the associate Finance. No fees or other remuneration should be directly accepted by Government servants unless they are specially permitted to receive such fees under FR 46 and SRs 11 and 12.

**3. Traveling and Daily Allowance**

3.1 The officers before proceeding on tour on behalf of PSUs, autonomous bodies, etc., should get their tour programme approved by the Controlling Officers.

3.2 If such journeys are solely or mainly in connection with the affairs of the Undertaking, etc., the whole expenditure on traveling and daily allowance of the Government servants should be directly met by the Public Sector Undertaking/Institutions concerned without the expenditure entering into the Government accounts. The question of issuing of exchange voucher for air tickets, sanction of tour advances, etc., by the Departments/Ministries will, therefore, not arise.

3.3 In case, however, the journeys and halts are mainly in connection with the affairs of the Government and only partly for the work of the Public Sector Undertakings/Institution, the entire expenditure should be met by the Ministries/Departments and no amount need be recovered from the Undertakings, etc.

3.4 The entitlements of the officers should correspond to the entitlements under the Government rules. In such cases, the claim for the daily allowance due to the Government Directors/representatives/nominees, etc., for attending the meetings of the Board of Directors of the Public Sector Undertakings will be paid by such Public Sector Undertakings/Institutions directly to these officers, as mentioned above on the rates applicable to Government servants.

4. Foreign travel on behalf of PSUs/ABs

Officers proceeding on tour on behalf of PSUs/ autonomous bodies/institutions, etc, should get their foreign tour programmes approved by following the normal procedure, i.e., under the delegated powers of the Ministry/Department or with the prior approval of the Screening Committee as is applicable in each case. The Public Sector Undertakings/autonomous bodies/Institutions will bear the cost of deputation abroad of the Government official concerned on a scale applicable to them under the Government instructions. It will be ensured that these officers will be given facilities strictly as per their entitlements under the Government rules in respect of cash allowance, accommodation and class of travel by air, etc. The entire expenditure will be borne by the PSUs/Institutions directly without the expenditure entering the Government accounts.

*[ G.I., M.F., O.M. No. 19045/I/E. IV/93, dated the 12<sup>th</sup> February, 1993 – Paras. 6 and 7.]*

##### **5. Mode of recovery of fees or other remuneration.**

The claims in regard to fees, or other remuneration referred to in Paragraph 2 above, should be preferred against the undertakings, etc., by an officer not below the rank of an officer not below the rank of an Under Secretary of the Ministry/Department hereinafter referred to as “authorized officer”. The claims shall be preferred by the authorized officer against the undertakings, etc., for and on behalf of the Government of the Government servants concerned, for which purpose the latter shall execute in favour of the former a power of attorney authorizing the claim and receipt of the amount from the undertakings, etc. The authorized officer shall, at the time of preferring claims, endorse a copy thereof to the Audit Officer concerned to enable him to watch the actual recovery from the undertakings, etc., and its credit to Government. The amounts recovered from the undertakings, etc. instead of being credited as a revenue receipt of the Ministry/Department concerned, shall be adjusted as a recovery under the expenditure head in the Accounts. This change in the classification in accounts will make no change in regard to the need for budget provision. Budget provision should continue to be made for the gross amount of expenditure and the recoveries to be taken in deduction of expenditure shown separately by way of footnotes in the Demands for Grants.

*[G.I., M.F., O.M. No. F. 5 (47)-E. IV (B)/63, dated the 5<sup>th</sup> July, 1965 and O.M. No. F. 5 (27)-E. IV (B)/67, dated the 18<sup>th</sup> September, 1968.]*

NOTE – In a case where an officer of a State Government served in his official capacity as a Director on the Board of Directors of a Central Government Public enterprise, it has been decided that he should be paid T.A./D.A. as is applicable to the officer concerned in accordance with the State Government rules for undertaking official tours. Any departure from this principle as also allowing sitting fee to the officer concerned on the same basis as in the case of non-official Directors on the Board of the concerned Public Enterprise should be agreed to only on the basis of reciprocity, i.e., if the same procedure is adopted by the concerned State Government Organizations in respect of the Central Government Officers who may be associated with the affairs of any of the Government Officers Public Undertaking of the State in question. Of course, if under the agreed arrangement, a Central Government servant receives any fees, etc., it shall have to be credited by him to the Central Government. He will draw only T.A./D.A. as admissible to him under the rules of the Central Government as applicable to him.

*[G.I., M.F., O.M. No. 16011/3/E. II (B)/75, dated the 25<sup>th</sup> May, 1976.]*

## **B. PRIVATE COMPANIES**

A question has been raised whether a Government servant appointed in his official capacity as Director, etc., in connection with the affairs of a private company, which does not receive any financial assistance from the Central Government or in which Central Government Funds are not invested, can receive and retain fee for attending meeting, etc., of the Board of Directors of the Company. It is clarified that, even in such cases the intention in that such a Government servant shall draw only traveling allowance under the rules applicable to him and from the source from which he draws his pay and he should credit to Government whatever fees, traveling allowance or their remuneration which may be received by him from such bodies under their rules and regulations. Such credits will be treated as the revenue of the Department concerned.

It has been decided that the amount in respect of traveling allowance received from the private company whether during the same financial year or subsequently, shall be adjusted as recovery under the minor head "Deduct Amounts recovered from other Government, Departments etc.", under the same Major Head under which the traveling allowance, initially borne by the Government was adjusted.

In cases in which Government officers already on foreign service are required to work in some capacity for a third party and receive fees from that party, such fees less the amount of expenditure incurred on them by the foreign employer by way of traveling allowance (which should be reimbursed to the foreign employer) should be credited to Government.

*[G.I., M.F., O.M. No. 7 (1) – E 11 (B)/71, dated the 16<sup>th</sup> April, 1971 and the 17<sup>th</sup> April, 1972.]*

## APPENDIX 4

{See S.R. 162}

### T.A. UNDER THE MEDICAL ATTENDANCE RULES AND THE C.G.H.S. SCHEME

1. The question of rationalization of the admissibility of traveling allowance under the Central Service (Medical Attendance) Rules, 1944 and the Central Government Health Scheme, had been under consideration of the Government of India. It has been decided in supersession of all previous orders and the provisions made in the Supplementary Rules or Orders issued theretofore that Central Government servants and members of their families will be entitled to traveling allowance at the rates and under the conditions specified below for journeys undertaken by them to obtain appropriate medical attendance and treatment to which they are entitled under the aforesaid rules and orders issued thereunder.

#### **1. Journey by rail/road/sea/air**

The patient (whether Government servant or a member of his family dependent on him) and also his attendant (wherever recommended by the attending doctor) should be entitled to traveling allowance plus daily allowance for the period of journey undertaken by rail as per entitled class or the lower class by which the journey is actually performed, road, sea (ship, steamer, etc.) and air (within the country) for obtaining appropriate medical attendance or treatment.

**Special provision** – Government may consider refund of air fare paid in individual cases on merits, provided they are satisfied that air travel was absolutely essential and that travel by any other means, i.e., by rail or road, etc., would have definitely endangered the life of the patient or involved a risk of serious aggravation of his/her conditions.

It is clarified that the above decision is also applicable to the Central Government employees and/or their family members in Manipur, Nagaland, Mizoram and Meghalaya who are referred for treatment to Kolkata.

#### **2. Journey by other means of conveyance.**

If the patient travels by means of conveyance, other than those specified in these orders or by his/her private conveyance, traveling allowance would be admissible to the extent otherwise admissible under these orders.

#### **3. Certificate required to claim T.A.**

Traveling allowance at the rates specified in these orders will be admissible only when –

- (a) The journey undertaken is outside the limits of the same city – Municipal or Corporation area, Military Station, Cantonment Board area, etc., and exceeds 8 kilometres each way; and
- (b) It is certified in writing by the authorized medical attendant or by the specialist whom the patient was referred by the authorized Medical Attendant or by a competent medical officer attached to the hospital to which the patient was

referred by the authorized medical attendant for medical attendance and treatment, that the journey was unavoidably necessary to obtain appropriate medical attendance and treatment under the relevant Medical Attendance Rules and Orders.

#### **4. Conveyance Charges.**

Where the journey is undertaken within the same city – Municipal or Corporation area, Military Station and Cantonment Board area, etc., - and the distance traveled is more than 8 kilometres each way, Central Government servants and members of their families will be entitled to conveyance allowance only at the following rates, provided it is certified by the Medical authorities mentioned in the preceding para. In writing that it was necessary for the Government servant or members of his/her family to travel by a conveyance : -

- (a) For the Government servants – Actual conveyance charges limited to mileage allowance at tour rates under the rules in force (without daily allowance).
- (b) For the members of their families – Actual conveyance charges limited to half the mileage allowance at tour rates (without daily allowance) admissible to Government servants themselves under the rules in force.

**Note** – The above concession will not be admissible to CGHS beneficiaries for the present when they are referred to Specialists/Hospitals for medical attendance and treatment by doctors in CGHS dispensaries.

#### **6. Ambulance charges :**

Central Government servants will be entitled to reimbursement of charges paid for an ambulance used for their conveyance or the conveyance of members of their families subject to the following conditions :-

- (i) If it is certified in writing by the medical authorities mentioned in these orders that conveyance of the patient by any other means of conveyance would definitely endanger the life of the patient or grossly aggravate the conditions of his/her health.
- (ii) If the ambulance is used to convey a patient to a place of treatment or to convey a patient from one hospital to another for purposes of certain medical examinations, etc.
- (iii) If the ambulance used belonged to Government or local fund, or a social service organization such as the Red Cross Society, etc; and
- (iv) If the ambulance is used within the same City – Municipal or corporation area, Military Station and Cantonment Board area, etc.

#### **7. T.A. for attendant/escort.**

An attendant/escort will be entitled to traveling allowance both ways at the rates admissible under these orders to a member of family of the Government servant concerned,

provided it is certified in writing by the medical authorities mentioned in these orders that it is unsafe for the patient to travel unattended and that an attendant/escort is necessary to accompany him/her to the place of treatment. Similarly, traveling allowance will also be admissible if it becomes necessary for an attendant/escort to travel again to fetch the patient on production of the necessary certificate mentioned above.

#### 7. T.A. for donor of kidney

Central Government servants will be entitled to claim reimbursement of T.A. expenses in connection with the journeys undertaken by the donor of a kidney at the following rates:-

- (i) If the donor is a private person – T.A. will be admissible at the rates applicable to the recipient Government servant and
- (ii) If the donor is another Government servant or his family member – T.A. will be admissible at the rates applicable to the donor Government servant.

#### 8. Railway concessions.

The orders contained in Government of India, Ministry of Health, Office memorandum (see item 2 below) No. F. 28-48/60 – H.I., dated the 15<sup>th</sup> October, 1960, regarding regulation of T.A. bill as a result of rail concessions granted by the Ministry of Railways (Railway Board) to TB and cancer patients will remain in force.

#### 9. Commencement and termination of the journeys

The journey for the purpose of these orders should be deemed to have commenced from the place from which the patient actually travels to the place of treatment and the return journey to have ended at the place from which the patient proceeded for obtaining treatment or at the place to which the patient actually travels, whichever is nearer. For the purpose of conveyance charges as admissible vide Paragraph 6, the return journey should be deemed to have ended at the residence of the Government servant concerned.

#### 10. Presentation of claims

Traveling allowance claims should be countersigned by the controlling authorities in all cases before they are presented for payment.

#### 11. Advance of T.A.

(i) Advance of traveling allowance to the extent admissible under these orders may be granted to Government servants at the discretion of the authority competent to sanction advance of T.A. on tour on production of a certificate in writing from the medical authorities mentioned in these orders to the effect that the Government servant or a member of his/her family has been advised medical attendance and treatment outside the station (name of the station at which the patient has been recommended medical attendance and treatment to be specified) in accordance with the relevant Medical Attendance Rules and Orders.

(ii) The advance of T.A. for medical attendance and treatment should, unless otherwise specified, be treated as an advance on tour. Accordingly, the following instructions should be followed regarding the grant of such advance to Government servants:-

- (a) In the case of temporary Government servants, the advance would be subject to the production of surety from a permanent Government servant.
- (b) Authorities competent to sanction advance of T.A. may under these orders sanction such advances for themselves also, if otherwise admissible.
- (c) The amount of advance granted should be adjusted against the subsequent claim for T.A. on completion of journey or on 31<sup>st</sup> March, whichever is earlier.
- (d) The amount of advance should be debited as a final charge under the service head concerned and the sanctioning authority would be primarily responsible for watching the adjustment of the advance.
- (e) A second advance will not be admissible under these orders until an account has been given of the first advance.

*[G.I. M.F., O.M. No. F. 61 (15)-E V (B)/62, dated the 14<sup>th</sup> December, 1962 as amended from time to time including O.M. No. S – 14025/24/91-MS, dated the 6<sup>th</sup> November, 1992.]*

## **2 Special Concession to TB and Cancer Patients**

In so far as T.A. bills in respect of TB and Cancer patients covered by the CS (MA) Rules, 1944, are concerned, the same will be regulated vide O.M. No. T.C. II/2183/59, dated the 6<sup>th</sup> November, 1959, from the Ministry of Railways (Railway Board) to the Director – General of Health Services, New Delhi (reproduced below).

Central Government servants should avail of the concessions granted by the Ministry of Railways in the appropriate class of accommodation or lower accommodation and the T.A. bills should be regulated to the extent admissible under the above orders.

*[G.I., M.H., O.M. No. F. 28-48/60-H.I., dated the 15<sup>th</sup> October, 1960.]*

**COPY OF O.M. NO. TC II/2183/57, DATED THE 6<sup>TH</sup> NOVEMBER, 1959 (AS MODIFIED) FROM THE MINISTRY OF RAILWAYS (RAILWAY BOARD) TO THE DIRECTOR GENERAL OF HEALTH SERVICES, NEW DELHI.**

Subject :- Rail Concession to TB and Cancer Patients

The undersigned is directed to refer to the Directorate General of Health Services, Letter No. 2-13/56-CHS-II (IV), dated the 27<sup>th</sup> October, 1959 and to state that all TB and Cancer patients are granted the following concessions for admission to or on discharge from a Hospital/Sanatorium/Institute/Clinic in connection with their re-examination or periodical check up :-

<b>For whom available</b>	<b>Nature of concession</b>
(i) Patient traveling accompanied by an attendant.	A combined blank paper ticket for the journey of the patient and his attendant on payment of $\frac{1}{2}$ of the normal journey fare for the patient in the class occupied.
(ii) Patient traveling alone.	Single journey ticket on payment of $\frac{1}{4}$ th the normal fare due.

Full details of the concession and the procedure for availing of it are given in the Serial Numbers 10 and 11 of the Annexure to Rule 118 of the IRCA Coaching Tariff No. 23. – Part-I, a copy of which is available at all Railway Stations and can also be had, on payment, from the General Secretary, Indian Railway Conference Association, Chelmsford Road, New Delhi.

2. Ministry of Railways has not issued any special instruction for the grant of rail concession to the Government servants suffering from TB and Cancer. They can, however, avail of the facility of the above concession by following the prescribed procedure.

## **APPENDIX - 5**

### **TRANSPORT ALLOWANCE**

The 5<sup>th</sup> Central Pay Commission, vide Paras. 107.11 to 107.13 of Volume III of their Report, have recommended the grant of Transport Allowance to Central Government employees to suitably compensate them for the cost incurred on account of

2. The matter has been considered and the Government have accepted the recommendation of the Commission, and announced vide Resolution No. 50 (1)/IC/97, dated 30-9-1997, the President is, accordingly, pleased to decide that the Central Government employees shall be entitled to Transport Allowance at the following rates:-

Pay Scale of the Employee	Rate of Transport Allowance per month (in Rupees)	
	“A-1”/ “A” Class city	Other places
1. Employees drawing pay in the scale of pay of Rs. 8,000-13, 500 or above.	800	400
2. Employees drawing pay in the scale of Rs. 6,500-6,900 or above but below the scale of Rs. 8,000-13,500.	400	200
3. Employees drawing pay below the scale of Rs. 6,500-6,900.	100	75

3. The grant of transport allowance under these orders shall be regulated according to, and will be subject to, the following conditions :-

(i) The cities referred to as "A" and "A-1" in these orders shall be the same as those classified as such for the purpose of Compensatory (City) Allowance (CCA) in terms of the Central Government employees;

Authors Note :- as “A” and “A-1” Class Cities (for CCA):-

## Ahmedabad UA      Hyderabad UA

## Bangalore UA Kanpur UA

(ii) The allowance shall not be admissible to those employees who are provided with Government accommodation within a distance of one kilometer or within a campus housing the places of work and residence.

Note :- The grant of the allowance under these orders would be subject to furnishing of a certificate by the employee that the Government accommodation is not

located within one kilometer from the place of work of the concerned employee or within a campus housing the place of work and residence.

- (iii) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.
- (iii) In case of employees who have opted to draw pay in the pre-revised scales of pay, the transport allowance shall be regulated in accordance with the revised scales of pay to which such employees would have been entitled to, had they opted to come over to revised scales.
- (v) In case of officers of the level of Joint Secretary and above, who have been provided with the facility of staff car for commuting between office and residence on prescribed payment basis under O.M. No. 20(5)-E. II (A)/93, dated 28-1-1994, an option may be given to them either to avail themselves of the existing facility or to switch over to the payment of Transport Allowance, as admissible under these orders. In case they opt for the latter, they may be paid the allowance at rates as applicable to them, subject to the condition that the existing facility of staff car shall be withdrawn from the date they opt for the allowance. In case they opt for the latter, they may be paid the allowance at rates as applicable to them, subject to the condition that the existing facility of staff car shall be withdrawn from the date they opt for the allowance. In case they opt for the former, the allowance shall not be admissible to them and they would not be required to make any payment for the facility of staff car between residence and office.
- (vi) Vide O.M. No. 19029/1/78-E. IV (B), dated 31-8-1978, as amended from time to time, (order No. 2 in this Appendix), conveyance allowance is admissible to such of the Central Government employees borne on regular establishment (including work-charged staff) as are blind or are orthopaedically handicapped with disability of lower extremities. Consequent upon coming into force of these orders, such conveyance allowance shall be abolished and instead all such employees may now be paid transport allowance at double the normal rates prescribed under these orders. In case, however, such handicapped employees have been provided with Government accommodation within a distance or one kilometer from the place of work or within a campus housing the places of work and residence, the allowance shall be admissible at normal rates as applicable under these orders. The allowance shall not be admissible in case such employees have been provided with the facility of Government transport.
- (vii) This allowance will not be admissible if a Government servant is absent from duty from full calendar month(s) due to leave, training, tour etc.

4. These orders shall take effect from 1-8-1997.

5. In their application to the employees serving in the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor – General of India.

6. These orders shall also apply to the civilian employees paid from the Defence Services Estimates and expenditure will be chargeable to the relevant Head of the Defence Services Estimates. In regard to Armed Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.

*[G.I., M.F., O.M. No. 21 (1)/97/E. II (B), dated the 3<sup>rd</sup> October, 1997, as amended by O.M., dated the 22<sup>nd</sup> February, 2002.]*

## CLARIFICATIONS

### **I. Admissibility of Transport Allowance during absence from duty due to leave, training, tour, etc.**

Absence from duty means absence from Headquarters/place of posting due to any of the reasons such as leave, training, tour, etc. If a Government servant is absent from Headquarters/place of posting for a full calendar month, he will not be entitled to any Transport Allowance during that calendar month. If the absence covers more than one calendar month, it will not be admissible for calendar month(s) wholly covered by the absence. If the absence does not cover any calendar month(s) in full, Transport Allowance will be admissible for full month.

### **II Transport Allowance during training treated as duty:-**

Transport Allowance may be granted during such training period, if no transport facility/T.A./D.A. is provided for attending the Training Institute. During Official tour in the training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport Allowance will be admissible when the period of such training covers the whole calendar month.

### **III. Transport Allowance to Members of Special Parties who are on inspection duty within the city but exceeding 8 kms from Headquarters or where the officials are continuously on field duty either in or outside the Headquarters:-**

Transport Allowance is given to compensate for the expenditure incurred for commuting for both to and fro between the place of duty and residence. In case when one gets road mileage Daily Allowance or free transportation for field duty/inspection duty or tour for a period covering the whole calendar month, he will not be entitled to Transport Allowance during that Calendar month.

### **IV. Transport Allowance to vacation staff, i.e., School Teachers:-**

Vacation staff is entitled to Transport Allowance, provided they are not granted free transportation and all other conditions governing the allowance prescribed in the general orders, dated 3-10-1997 are satisfied. During vacation spell, including all kinds of leave, envelops the entire calendar month(s).

### **V. Transport Allowance during suspension :-**

As a Government servant under suspension is not required to attend office, he is not entitled to Transport Allowance during suspension where suspension covers full calendar

month (s). This position will hold good even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowance payable for that month shall be reduced proportionately.

**VI. Transport Allowance in the case of cities where classification has been downgraded after V CPC:-**

Grant of Transport Allowance would be governed by the new classification of cities for the purpose of CCA as given in Annexure – I to O.M. No. 2 (30)/97-E. II (B), dated 3-10-1997. The special dispensation extended to HRA/CCA is not applicable to Transport Allowance.

**VII. Admissibility of Transport Allowance during tour :-**

No Transport Allowance will be admissible where tour covers a full calendar month (s). Where tour covers any calendar month in part, Transport Allowance will be admissible for full Calendar month.

*[G.I., M.F., O.M. No. 21 (1)/97-E. II (B), dated the 22<sup>nd</sup> February, 2002.]*

**Comptroller and Auditor – General's Clarification**

I am directed to state that orders regarding payment of Transport Allowance to Central Government employees were issued vide Ministry of Finance, Department of Expenditure, O.M. No. 21 (1)/97-E. II (B), dated 3-13-1997. Following issue of these orders, a number of doubts were raised by various field offices, which were clarified by the then existing pay commission cell of this office. Against certain points, it was advised that clarifications may be awaited. The matter has again been examined and following further clarifications are issued. Wherever these are at variance with clarifications on some of these points issued earlier, the clarifications issued now will prevail.

Sl. No.	Points	Clarification
3.	It is presumed that the Certificate contemplated in note under Sub-para. (ii) of O.M., dated 3-10-1997 is to be obtained in beginning and after only if change in residence is involved.	

2

**Transport Allowance to Blind or Orthopaedically Handicapped employees (See Para. 3 (vi) of Order 1 above).**

*G.I., Ministry of Finance, O.M. No. 19029/1/78-E. IV (B),*

Dated the 31<sup>st</sup> August, 1978 as amended from time to time.

**1. Conditions for grant of allowance. -**

- (i) An orthopaedically handicapped employee if he or she has a minimum of 40% permanent partial disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together. For purposes of estimation of disability, the standards as contained in the Manual for orthopaedic Surgeon in Evaluating Permanent Physical Impairment brought out by the American Academy of Orthopaedic Surgeons, USA, and published on their behalf by Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.
- (ii) The conveyance allowance will be admissible to the orthopaedically handicapped employees on the recommendation of the Head of Orthopaedics Department of a Government Civil Hospital.
- (iii) In the case of blind employees, the allowance will be admissible on the recommendation of the Head of Ophthalmological Department of a Government Civil Hospital. Government servants having vision less than 3/60 or field vision less than 10 in both eyes, will also be eligible for grant of the allowance in terms of the above orders. For those who develop the disability at a future date, the relevant date of eligibility will be the date of receipt of the recommendations of the competent Medical Authority by the Head of the Department.
- (iv) The allowance will not be admissible during leave (except casual leave), joining time or suspension.

**2. Sanctioning authority** – All Heads of Departments are authorized to sanction conveyance allowance in terms of these orders. The Government servants concerned shall accordingly apply for the grant of conveyance allowance to the Heads of their Departments. It shall be the responsibility of the Head of the Department concerned to refer the cases of the concerned employees to the appropriate medical authorities for obtaining their recommendations for the grant of the conveyance allowance. The allowance may be granted with effect from the date the recommendation of the concerned medical authority is received by the Head of the Department.

*[G.I., M.F., O.M. No. 19029/I/78-E. IV (B), dated the 31<sup>st</sup> August, 1978.]*

**3. Traveling allowance and medical examination fee concessions.** – It has also been decided that in cases where handicapped employees are referred by Heads of Departments concerned to Government Civil Hospitals located at stations outside their headquarters for getting recommendations for grant of conveyance allowance, they may be reimbursed the actual traveling expenses subject to a maximum of traveling allowance admissible for a journey on tour without any daily allowance for the period of journey and for halts. The period spent on journeys, as also at the hospital, shall, however, be treated as duty. It has also been decided that no fee shall be charged by the Central Governments/Union Territories Hospitals from the handicapped employees when they are referred to such hospitals by the Heads of Departments for making recommendations regarding grant of conveyance allowance. However, the fee charged by the State Government hospitals, if any, shall be reimbursed to the employees concerned. These orders shall have effect from the date of issue.

*[G.I., M.F., O.M. No. 19029/I/78-E IV (B), dated the 3<sup>rd</sup> December, 1979.]*

**Clarifications** – (1) Admissible only to those satisfying the prescribed conditions. – it is clarified that the concessions referred to above will be admissible only to those who satisfy the prescribed conditions and are recommended conveyance allowance by the Competent Medical Authority and not to others.

*[G.I., M.F., O.M. No. 19029/1/78-E. IV (B), dated the 31<sup>st</sup> December, 1981.]*

**(2) Ad hoc employees.** – It is clarified that such ad hoc Central Government employees who are borne on regular establishment on regular pay scales can be granted conveyance allowance provided they fulfill conditions prescribed.

*[G.I., M.F., O.M., No. 19029/1/78-E. IV (B), dated the 31<sup>st</sup> December, 1981.]*

**(3) Not admissible to one eyed employees.** – It is clarified in consultation with the Ministry of Finance that conveyance assistance is not admissible to the one eyed (partially blind) employees under the orders of the Ministry of Finance.

*[D.G., P. & T.'s Letter No. 34/2/80-PAT, dated the 17<sup>th</sup> June, 1980.]*

(4) The Conveyance Allowance was granted to blind or orthopaedically handicapped Central Government employees vide this Ministry's O.M. No. 19029/1/78-E. IV (B), dated 31-8-1978 [Order (2)]. The criteria for grant of Conveyance Allowance to the handicapped Central Government employees was modified vide O.M. No. 19029/1/78-E IV (B), dated 30-12-1979, [Order (3)] by which an orthopaedically handicapped employee was granted conveyance allowance if he or she has a minimum of 40% permanent partial disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together. The conditions as laid down in O.M. No. 19029/1/78-E. IV (B), dated 3-12-1979 continue to apply to determine whether a Government servant is handicapped and entitled to Transport Allowance at double the rate in terms of Para 3 (iv) of this Ministry's O.M. No. 21 (1)/97-E II (B), dated 3-10-1997 [Order (1)]. This is however, subject to the other conditions prescribed in Para. 3 (iv) of O.M. dated 3-10-1997.

The cases of physically handicapped Central Government employees for the grant of Transport Allowance may be regularized accordingly and Transport Allowance at double the rates should not be restricted only in case of persons with disability of lower extremities only.

*[G.I., M.F., O.M. No. 21 (1)/97-E. II (B), dated the 26<sup>th</sup> May, 2000.]*

**4. One-eyed person not to be compared with orthopaedically handicapped having deformity in one limb.** – A doubt has been raised regarding the admissibility of conveyance allowance granted to the blind and orthopaedically handicapped Central Government employees, if the permanent deformity is above 40% in one hand on the analogy of one-eyed officials who are not entitled to these benefits.

Ministry of Finance have clarified that one-eyed man could not be compared with an orthopaedically handicapped person with disability in one of his limbs, as these are two different cases and should be viewed and estimate with two different procedures. Moreover, conveyance allowance is granted only on the estimation of disability by the Competent Medical Authority.

*[C. & A.G. of India, New Delhi, Letter No. 26-Audit I/31-87/III/91 (5), dated the 15<sup>th</sup> January, 1991.]*

**5. Employees with spinal deformity (hunchback disability) are eligible for Conveyance Allowance, from 1-8-1989.** – It has been decided that such of the Central Government employees borne on regular establishments (including work-charged staffs), suffering from the spinal deformity causing permanent/partial disability of above 40%, estimated as per the standards laid down in the booklet on Uniform Definitions of the Physically Handicapped issued by Ministry of Welfare and certified by the Competent Authority mentioned therein, shall be granted Conveyance Allowance. However, the allowance will not be admissible during leave (except Casual Leave), joining time or suspension.

2. All Heads of Departments are authorized to sanction conveyance allowance in terms of these orders. The Government servants concerned shall accordingly, apply for the grant of conveyance allowance to the Heads of their Departments. It shall be the responsibility of the Head of the Department concerned to refer the cases of the concerned employees to the appropriate Medical Authorities for obtaining their recommendation for the grant of the conveyance allowance. The allowance may be granted with effect from the date the recommendation of the concerned Medical Authority is received by the Head of the Department. However, in the case of existing employees, the allowance may be granted with effect from 1<sup>st</sup> August, 1989.

*[G.I., M.F., O.M. No. 19029/I/89-E. IV, dated the 12<sup>th</sup> September, 1989.]*

From 1-8-1997. – Such employees are also covered for grant of transport Allowance at double the rates with effect from 1-8-1997 as admissible under OM of even number, dated 3-10-1997 subject to the terms and conditions laid down in the said OM.

*[G.I., M.F., O.M. F. No. 21(1)/97-E. II(B), dated the 3<sup>rd</sup> May, 2002.]*

**6. Not admissible to those provided with attached accommodation.** – I am directed to refer to your letter No. Estt. 1-65 (A)/D-195-V, dated 27-3-1985, on the above subject and to say that the case has been examined in consultation with the Ministry of Finance. It has been clarified That in a case where residence is attached to officer, the employee will not be needing any physical assistance or spending anything for reaching the place of duty. As such, conveyance allowance may not be granted in such cases during the period the official has been provided attached accommodation.

*[G.I., Dept. of Posts, New Delhi, Circular Lr. No. 18-5/PAP, dated the 26<sup>th</sup> June, 1985, addressed to PMG, Karnataka Circle.]*

**APPENDIX 6**  
**CONVEYANCE ALLOWANCE TO**  
**MEDICAL OFFICERS/SPECIALISTS**

**G.I., Ministry of Finance, Office Memorandum No. 19039/I/87-E.IV, dated the 6<sup>th</sup> November, 1987**

**Subject:- *Conveyance Allowance to no -CHS Medical (including dental) Officers/Specialists working in Hospitals.***

The question of grant of Conveyance Allowance to non-CHS Medical (including dental) Officers/Specialists working in hospitals has been under the consideration of the Government for some time. It has been decided that Medical (including dental) Officers/Specialists working in hospitals may be granted Conveyance Allowance at the following rates:-

SI.No.	Mode of Conveyance	*Maximum amount of Conveyance Allowance Per month
(i)	For those who maintain their own motor car ... ...	Rs. 550
(ii)	For those who maintain scooter/motor cycle ... ...	180
(iv)	For those who do not maintain either car or motor cycle/scooter ...	150

Grant of the allowance will be subject to the fulfillment of the following conditions:-

I. The Specialist/Medical Officer should be residing at a distance of more than one kilometer from the hospital.

II. For entitlement to the maximum amount of Conveyance Allowance mentioned above, every Specialist/Medical Officer is required to pay, on an average (to be computed for a three-month period), a minimum of 20 visits to the hospital, outside his normal duty hours. Where, however, the number of visits to the hospital falls short of this minimum limit of 20 but not below 6, there should be a proportionate reduction in the conveyance allowance, subject to minimum grant of conveyance allowance of Rs.80, Rs.40 and Rs.30 pm. in the case of Specialists/Medical Officers referred to at (i) , (ii) and (iii) above respectively. In case the number of visits to the hospital falls below six, no conveyance allowance will be admissible. The limit fixed for the minimum number of 20 visits will not however detract a Specialist/Medical Officer from their responsibility towards the patients to render a visit to the hospital if the situation so warrants.

III. Every Specialist/Medical Officer who draws this allowance will have to maintain a visit book giving details of the visits made, the date and the time of such visits. The controlling officer will certify on the basis of the visit book maintained by the Specialist/Medical Officer as to the admissibility of the conveyance allowance in a particular month.

IV. No conveyance allowance will be admissible during joining time, leave and any period of temporary transfer.

V. In case the conveyance is not maintained or is not available for use, owing to its being out of order or is not used for official journeys/hospital visit for any other reason for a period of more than 15 days at a time, conveyance allowance will be admissible during such period at the rate prescribed at S. No. (iii) above.

VI. Specialists/Medical Officers who draw conveyance allowance at the minimum rates specified at (II) above, and those who do not maintain a motor car or a motor cycle/scooter and draw conveyance allowance @ Rs. 150 p.m. will be required to furnish a certificate along with the monthly pay bill to the effect that the expenditure incurred by them by way of transport/conveyance hire in connection with the hospital visits on official duty was not less than the amount claimed by them as conveyance allowance.

VII. Specialists/Medical Officers in receipt of conveyance allowance will not be entitled to draw any daily allowance or mileage allowance for journeys on official duty, whether, within or beyond a radius of eight kilometers, within the city/municipal limits.

2. These orders will take effect from the 1<sup>st</sup> July, 1987.

3. The expenditure involved will be met from the source from which the pay of Specialists/Medical Officers are drawn.

4. These orders will not be applicable in case of Specialists/General Duty Medical Officers of CHS/CGHS working in hospitals as also to those under the Ministries of Railways and Defence and Department of Atomic Energy, for which separate orders will be issued by the concerned Ministries.

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**G.I., Ministry of Health & Family Welfare, Letter No. A-27023/2 (A)/87-CHS.V, dated the 10<sup>th</sup> November, 1987 as amended by O.M.No.A-45012/8/97-CHS.V,dated the 2<sup>nd</sup> September, 1998**

**Subject:- Conveyance allowance to Specialists/General Duty Medical Officers working under the Central Government Health Scheme.**

It has been decided that the maximum amount of conveyance allowance per month admissible to Specialists/General Duty Medical Officers of the CHS employed under the CGHS for paying domiciliary visits and performing other official duties will be revised as indicated below under the existing terms and conditions—

SI.No.	From 1-8-1997
(i) For those who maintain their own motor car	Rs. 1,650 p.m.
(ii) For those who maintain scooter/motor cycle	Rs. 540 p.m.
(iii) For those who do not maintain either car or motor cycle/scooter .....	Rs. 450 p.m.

2. Other conditions as contained in Ministry's Letter No. 4/11/72-CGHS (P), dated the 10<sup>th</sup> July, 1947, remain unchanged except that the minimum rates of conveyance allowance of Rs. 40 p.m. Rs. 15 p.m. and Rs 10 p.m. prescribed in sub-para. (2) of the letter, dated 10-7-1947, will be raised to Rs. 80 p.m., Rs. 40 p.m. and Rs. 30 p.m. respectively in respect of categories mentioned at (i), (ii) and (iii) above.

3. The orders will take effect from 1-8-1997.

4. This letter issues with the concurrence of the Department of Expenditure, *vied* their U.O No. 19039/1/98-E. IV, dated 1-7-1998 and 31-7-1998.

### **Other conditions**

*Letter, dated 10-7-1974 (Extract)*

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(2) For entitlement to the maximum amount of conveyance mentioned above in sub-para. (1), every Medical Officer/Specialist is required to pay on an average (to be computed for a three-month period) a minimum of 20 domiciliary visits in a month. Where, however, the domiciliary visits fall short of this minimum limit of 20 but not below 6, there shall be a proportionate reduction in the conveyance allowance, subject to minimum grant of the conveyance allowance of Rs. 40 p.m., Rs. 15 p.m. and Rs. 10 p.m. in the case of Medical Officers/Specialists referred to at (i), (ii) and (iii) respectively. In the case domiciliary, the limit fixed for the minimum number of 20 domiciliary visits, requires to be made by the Medical Officers/ Specialists will not, however, detract from their responsibilities/ towards the beneficiaries of the CGHS to render domiciliary services in accordance with the rules providing for such service.

(3) \* \* \* \*

(4) No conveyance allowance will be admissible during joining time, leave and any period of temporary transfer.

(5) In case the conveyance is not maintained or is not available for use owing to being out of order or is not used for official journeys/domiciliary visits for any other reasons for a period of more than 15 days at a time, no conveyance allowance will be admissible during any such period.

(6) Medical Officers/Specialists who draw conveyance at the minimum rates specified at (2) above and those who do not maintain a motor car or a motor cycle/scooter and draw conveyance allowance\*\*\* will be required to furnish a certificate along with the monthly pay bill to the effect that the expenditure incurred by them by way of transport/conveyance hire in connection with domiciliary visits was not less than the amount claimed by them as conveyance allowance.

(7) Medical Officers/Specialists in receipt of conveyance allowance will not be entitled to draw any daily allowance or mileage allowance for journeys on official duty, whether within or beyond a radius of eight kilometers but falling within the area covered by CGH Scheme.

(8) \* \* \* \*

### **Residence condition and maintenance of logbook dispensed with.---**

It has been declared that Conditions (3) and (8) laid down in Letter No. F. 4-11/72-CGHS (P), dated 10-7-1974, regarding maintenance of visit/logbook will not be applicable while considering the claims of conveyance allowance. Hereafter, every Medical Officer/Specialists of Central Health Service claiming conveyance will be required to furnish a certificate, along

with monthly pay bills to the effect that he is drawing conveyance allowance in fulfillment of the Conditions (2) and (8) laid down in Letter, dated 10-7-1974.

2. The rate of conveyance allowance and other conditions for grant of this allowance remain unchanged.

3. These orders will take effect from 1-10-1987.

[G.I.,Min. of H. & F.W.,Lr. No. A-27023/2/87-CHS. V (A), dated the 2<sup>nd</sup> November, 1989.]

**APPENDIX 7**  
**T.A. TO MEMBERS OF JCM**

**1. National/Departmental Council.**---It has been decided that members of the Staff Side of the National Council/Departmental Councils, who are either serving employees of Government or the ex-employees or retired employees, may be allowed the following rates of traveling and daily allowances and incidentals in connection with the journeys performed by them and their halts, for attending the following:--

- (i) Meetings of the National Council/Departmental Councils.
- (ii) Meetings held for finalization of the agenda of the meetings of the National/Departmental Council;
- (iii) Meetings of Committees set up by the National/Departmental Councils;
- (iv) Meetings held for finalization of the Minutes of the meetings of the National/Departmental Council or its Committees; and
- (v) Meetings or discussions attended by Staff Side members in pursuance of the decisions taken at the National/Departmental Council, including meetings with Committee of Ministers on items on which disagreement has been recorded in such Council, but which items are not compulsorily arbitrable under the JCM Scheme.

(1) *Time spent for attending meeting.*---The time taken in attending the meetings including the time for travel will be treated as duty. If the Chairman of the Joint Council certifies that a member was detained for informal consultation or was called earlier for such consultation, the period of days so certified will also be treated as duty.

(2). (a) *T.A.*---Members of the Staff Side including retired employees and ex-employees irrespective of their entitlement while traveling of duty, may travel by Second Class AC 2-tier of First Class by all trains except Rajdhani Express. For traveling by Rajdhani Express, the entitlement will be \*Air-conditioned III Tier Sleeper. In the case of a retired employee or an ex-employee, the traveling allowance will be reckoned on the distance from the place of normal residence to the place of meeting or on such shorter distance which he actually travels.

*Travel by air.*—Members of the Standing Committee of the National Council may travel by air, instead of by train, if they so desire to attend the meetings of the National Council or the Standing Committee.

[O.M.No. 8/86-JCA, dated the 2<sup>nd</sup> April, 1986.]

*(b) Daily Allowance:*

<ul style="list-style-type: none"> <li>(i) When the member avails himself of Government or Public Sector Guest House or makes his own arrangements</li> </ul>	Rs. 230 per day.
<ul style="list-style-type: none"> <li>(ii) When the member stays in a hotel or other establishment providing boarding and/or lodging at scheduled tariff</li> </ul>	Rs. 505 per day.

The rates effective from 1-10-1997 are flat rates and no deduction on any account is to be made. These are the special rates sanctioned for the JCM members in consultation with the Finance Ministry and they are not governed by the normal D.A. rules--- vide *Dept. of Per. & Trg., O.M. No. 8/4/98-JCA, dated the 17<sup>th</sup> November, 1998.*

The daily allowance will be irrespective of the entitlement of the serving employees while traveling on duty and will be admissible in respect or period of absence from the headquarters commencing from the time of departure from headquarters and ending with the arrival at headquarters to cover both on the way expenses as well as expenses for halt at outstations and will be drawn subject to the provisions indicated below—

(i) Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight. For absence from headquarters for less than 24 hours, the daily allowance will be drawn subject to the provisions indicated below—

(a) If the absence from Hqs. does not exceed 6 hours	Nil
(b) If the absence from Hqs. exceeds 6 hours but does not exceed 12 hours ....	70%
(c) If the absence from Hqs. exceeds 12 hours ....	Full

(ii) In case of the absence from headquarters falling on two calendar days, it is reckoned as two days and daily allowance is calculated for each as above. Similarly, daily allowance for days of departure from and arrival at headquarters, will also be regulated accordingly.

No incidental charges will now be admissible, in view of the daily allowance being admissible for the entire period of absence from headquarters.

The existing instructions in regard to local attendance/journeys for members of the Staff Side of the National/Departmental Councils, contained in O.M. No. 8/10/71-JCA, dated the 16<sup>th</sup> March, 1973, shall remain unaltered and the reference of D.A. occurring therein will be for of Full D.A. mentioned in Paragraph 1 above.

(3) *Conveyance hire.*—(a) *On holidays or outside office hours.*—If the meetings of the Joint Councils are held on holidays or outside office hours at such time as to require a member to come from his residence, specifically for attending meeting only, he will be allowed conveyance hire in accordance with the scheduled scale be the charges for the conveyance used. The conveyance hire reimbursable shall be the fare by bus, tram, local train or a combination of them, if these places, where meetings are to be held, are connected by any of these public conveyances or a combination of them, as the case may be. If on such routes, any other conveyance is hired, the hiring charges may be reimbursed on the certificate of the Chairman, Joint Council or any other officer authorized by him, to the effect that in interest of public service or due to certain urgency, it was necessary for the persons concerned to hire such a conveyance. The reimbursement will also be subject to the condition that the person concerned was called for duty in public interest. If meetings are held at a place more than 8 km from the office or place of duty, traveling allowance will be admissible from the office or residence depending upon the place from where a member has to go to the meeting.

(b) *Working days/within office hours.*— It has been decided that, where meetings are held at a place not more than 8 km from the office or place of duty, Conveyance Hire in accordance with the scheduled scale of charges for the conveyance used may be allowed. The Conveyance Hire reimbursable shall be as already laid down in Paragraph (a) above, for attending meetings on holidays or outside office hours. In other words, it will be normally the fare by bus, tram, local train, or a combination of them, as the case may be. If, on such routes, any other conveyance is hired, the hiring charges may be reimbursed on the certificate of the Chairman of Joint Council or any other officer authorized by him to the effect that, in concerned to hire such a conveyance.

The statement below explains the T.A./D.A./Conveyance Hire admissible in different circumstances.

*T.A./D.A./Conveyance Hire admissible to the Staff Members of the Joint Councils (JCM) for attending meetings held locally, i.e., at the place of their headquarters.*

### **A. MEMBERS WHO ARE SERVING EMPLOYEES**

#### 1. For Journeys within 8 km of place of duty:

- (a) Where meetings are held on holidays. Conveyance hire at Scheduled rate (i.e., actual expenses) by the mode of conveyance actually used.
- (b) Where meetings are held outside office Conveyance hire as at (a) above from hours on working days and the residence to the place of meeting and employee comes from his residence to back to office or residence, as the case may be.
- (c) Where meetings are held outside office Conveyance hire at Scheduled rate hours and the employee goes to the (i.e., actual expenses) by the mode of duty to the place of meeting and from there to residence.
- (d) Where meetings are held during office Conveyance hire at Scheduled rate hours.

#### 2. For Journeys beyond 8 km of place of duty (within Municipal limits):

- (a) When the member goes to the place of  $\frac{1}{2}$  D.A.
- (b) When the member goes to the place of  $\frac{1}{2}$  D.A. meeting from residence and attends office or after the meeting.
- (c) When the member attends meeting from his residence and does not attend office on that day.
  - (i) Where the distance from residence to place of meeting minus distance from residence to the place of duty is less than 8 km. Conveyance hire at Scheduled rates from residence to place of meeting and back.
  - (ii) Where the difference of the distance in (i) is more than 8 km.  $\frac{1}{2}$  D.A.

### **B. MEMBERS WHO ARE RETIRED EMPLOYEES OR EX-EMPLOYEES**

- (a) Where meeting is held beyond 8 km  $\frac{1}{2}$  D.A. admissible.

- (b) Where meeting is held within 8 km Conveyance hire at Scheduled rates residence (i.e., actual expenses) by the mode of Conveyance actually used from residence to place of meeting and back.

(4) *Advance of traveling allowance.*-Advance of traveling allowance as admissible under the normal rules applicable to the member, and payment from imprest, if

any, of the rail/road fare both ways may also be granted. The grant of T.A. advance will be subject to the conditions prescribed in Rules 231 and 234 of the GFRs, 1963.

(5) *Retried Government servants.*- Retired/ex-employees of the Government who are Members of the Joint Councils may be granted an advance of T.A./D.A. to the extent of 75% of the amount admissible to them subject to the condition they sign an undertaking as in the form annexed.

(6) *Ex-employees who are Member of Parliament.*- Such of the ex-employees who are Members of a Joint Council of the Staff Side, and who are also Members of Parliament shall be entitled to draw daily allowance and traveling allowances (including incidentals) at the highest rate admissible to Government servants of the first grade. The allowance will be subject to the general conditions and restrictions laid down in the Finance Ministry's O.M. No. 6 (26)-E. IV/59, dated the 5<sup>th</sup> September, 1960 and F.9 (7)-E. IV (E)/66, dated the 1<sup>st</sup> October, 1966, as amended from time to time. [See Appendix-2].

(7) *Special Casual Leave.*- (i) At the request of the Leader of the Staff Side, the Head of Department/Office, under which a Member of Joint Council is serving, may sanction special casual leave as mentioned below-

(a) one day's special casual leave for each meeting of the Departmental Council (No T.A./D.A. is admissible for these days) and in addition,

(b) one day's duty period on the preceding day of the Departmental Council Meeting for consultations. T.A./D.A. is admissible for the day.

(ii) Similarly, the Leader of the Staff Side and, at above the Departmental Joint Council Level, one Secretary from the Staff Side designated as such by the Leader, may be allowed additional special casual leave of not more than ten days in a year for preparing Staff Side cases; and

(iii) The orders contained in O.M. No. 24/33/59-Ests. (B), dated the 4<sup>th</sup> January, 1960 (*not printed*) regarding the grant of special casual leave up to a maximum period of ten days to the office bearers of the recognized service Associations for participation in the activities of their Associations will also continue to be applicable.

The T.A. and D.A., etc., paid to the retired Government employees or ex-employees who might be permitted by Government to be members of the Councils will be borne by the Ministry of Home Affairs in the case of meetings of the National Council and the concerned Ministry/Department in respect of the meetings of Departmental/Regional/Office Councils.

In so far as persons working in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor-General.

From of Agreement (See para.5)

To

The President of India,

I, .....Member, of the National Council/Departmental Council/Regional Council, of the Ministry/Department of .....having received a sum of Rs.....(Rupees in words.....) from the President of India for performing journeys connected with my duties as member of the aforesaid Council hereby agree that the amount shall be adjusted against my traveling allowance bill immediately after the completion of the specified journeys and that I shall forthwith refund to the President any portion of the advance not so adjusted. If for any reason the specified journeys are not performed, I hereby agree to refund forthwith to the President the entire sum of the advance on demand.

The stamp duty if any payable on this agreement shall be borne by the Central Government .

Revenue Stamp  
*Signature of Member*

[G.I.,M.H.A., O.M. No.F.8/1/64-JCA, dated the 18<sup>th</sup> October,1966;F.8/69-JCA, dated the 28th July, 1970;8/60/70-JCA, dated the 30<sup>th</sup> October, 1970;8/10/71-JCA, dated the 2<sup>nd</sup> September, 1971;8/10-72-JCA, dated the 16<sup>th</sup> March, 1973;8/17/74-JCA, dated the 21<sup>st</sup> May, 1975;8/16/78-JCA, dated the 31<sup>st</sup> January, 1979;8/5/77-JCA, dated the 9<sup>th</sup> May, 1977 and 8/1/87-JCA, dated the 25<sup>th</sup> May, 1987.]

**2. Third Level/Regional Councils.**- It has been decided that the members of the Staff Side of the Third level/Regional Councils may be allowed the following rates of T.A./D.A. in connection with the journeys performed by them and their halts, for attending the meetings of the Third level/Regional Councils:-

(a) *Traveling Allowance.* -Members of the Staff Side (including retired employees and ex-employees), irrespective of their normal entitlement while traveling on official duty, will be allowed First Class rail fare for journeys to attend meetings of the Third level/Regional Councils. In the case of retired employees and the ex-employees, traveling will be reckoned on the distance from the place of normal residence to the place of meeting or on such shorter distance which he actually travels.

(b) *Daily Allowance.*- The Staff Side Members of the Third level/Regional Council would be entitled to Daily Allowance at the normal rates admissible to them while on duty, subject, however, to the following minimum:-

<i>Cities</i>	<i>State/PSU Guest House or makes his Own arrangements</i>	<i>Hotel or other Estt. providing boarding/lodging</i>
A-1      ...      ...	Rs .200	Rs. 380
A      ...      ...	Rs. 160	Rs. 305
Other Cities      ...	Rs. 105	Rs. 200

It is also clarified that where a member of the Departmental Council/National Council is also a member of the Regional/Office Council, he would be entitle to D.A. rates as permissible to member of the Regional Council/Office Council for meetings of these Councils.

[O.M.No. 8/51/75-JCA, dated the 9<sup>th</sup> June, 1977 and 8/4/98-JCA, dated the 17<sup>th</sup> November, 1998.]

*One day prior to the meeting allowed as duty for consultations.*-It has been decided in consultation with the Ministry of Finance, to grant Staff Side members of the Regional Councils of JCM one day in advance of meetings of such Councils for consultation among themselves to be treated as duty with appropriate daily allowance.

This issues with the concurrence of the Ministry of Finance, *vide* their U.O.No. 3395-E. IV/85, dated the 17<sup>th</sup> October, 1985.

[O.M.No.8/14/85-JCA, dated the 14<sup>th</sup> November, 1985.]

*Conveyance hire.*- Same as for Members of National/Departmental Council—*see* Para.3 under National/Departmental Council.

[O.M.No. 8/10/71-JCA, dated the 16<sup>th</sup> March, 1973.]

**3. Local Councils.**—The case regarding grant of T.A./D.A. to Staff Members of the Local Councils was under examination in consultation with Department of Personnel and Training.

2. In terms of the existing instructions, the time spent in attending the JCM Meetings including time of travel is treated as duty and normal T.A./D.A. is permissible. On the same basis T.A./D.A. would be permissible to the Staff Members of the Local Councils as admissible during journey performed on duty.

[G.I., Dept. of Telecom. Letter No. 4-2/88-SRT, dated the 17<sup>th</sup> April, 1989.]

**4. Staff Side members who are on foreign service.**—It has been decided that the members of the Staff Side of the Joint Councils under the JCM, who are Central Government servants on foreign service with Unions/Associations/Federations of Central Government employees, and who represent such Unions/Associations/Federations on the Joint Councils, may be allowed traveling and daily allowance and incidentals at rates applicable to Staff Side members, who are Central Government servants not on foreign service, for the journeys performed, and halts made, by them in connection with the meetings of the Joint Councils, subject to the condition that such members of the Staff Side shall not be entitled to any T.A./D.A., etc., from their foreign employers in respect of such journeys and halts.

2. The expenses in connection with the T.A./D.A., etc., of such Staff Side members will be borne by the Ministry/Department from where they have been deputed on foreign service to the Unions/Associations/Federations.

[O.M.No. 8/19/70-JCA, dated the 20<sup>th</sup> April, 1971.]

**5. T.A. for appearing as witness or for representing the case before Board of Arbitration.**—The question has been examined in consultation with the Ministry of Finance, and it has been decided that the period spent by Government servants in appearing as witnesses of the Staff Side of the National Council or Departmental Council, or for representing the case of such Council, before the Board of Arbitration should be treated as duty, and the normal T.A. should also be granted to them. This concession will, however, be restricted to a maximum of three persons in respect of each dispute referred to the Board of Arbitration.

[O.M.No. 6/2/69-JCA, dated the 9<sup>th</sup> July, 1969 and No. 8/18/85-JCA, dated the 24<sup>th</sup> September, 1985.]

NOTE.—It has been decided that the 'ex-employees' who appear before the Board of Arbitration as Witnesses on behalf of the Staff Side of the National Council/Departmental Councils should be allowed T.A./D.A. at the special rates admissible to members of the Staff Side of the National Council/Departmental Councils for the purpose of attending meetings of the National Council/Departmental Council, etc., as per O.M.No. F.8/6/69-JCA, dated 28-7-1970, read with O.M.No. 8/5/71-JCA, dated 26-3-1971.

These orders are extended to cover the cases of 'ex-employees' who appear before the Board of Arbitration to represent the cases of the Staff Sides of the National/Departmental Councils.

[O.M. No. 8/12/74-JCA, dated the 26<sup>th</sup> September, 1974 and dated the 30<sup>th</sup> January, 1975.]

**6. T.A. to members of Departmental Council for training in techniques of Management Administration.**—With reference to O.M.No. 8/5/70-JCA, dated Nil, November, 1970, relating to deputation for training/staff courses within the country for Management Training of the Staff Side Members of the National Council, the question of extending such facilities to the Staff Side Members of the Departmental Councils has been engaging the attention of the Government of India. After discussion on the subject, held at

the meeting of the National Council in July, 1976, the President has now been pleased to approve the extension of the above Scheme for training, to the Staff Side Members of the Departmental Councils also and to decide in this connection that the expenditure on T.A./D.A. (at the normal rates admissible to them and not at special rates admissible as members of the National/Departmental Councils to be paid to the Staff Side Members of Departmental Councils) for the journeys performed by them for attending such course, and on the fees, etc., Departmental Councils for training in the techniques of Management Administration within the country should be borne by the Administrative Ministries/Departments concerned. The expenditure in connection with the including retired or ex-employees who are members of the Departmental Councils will also be borne by the respective Ministries/Departments. The period of the training in these course will be treated as duty.

[O.M.No. 8/21/74-JCA (i), dated the 14<sup>th</sup> December, 1976.]