

WELCOME  
TO  
SESSIONS  
ON  
TRAVELLING ALLOWANCES  
RULES

# Learning Facilitator

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# Domain Focus

- *Public Administration-*
- *Management in Government, Personnel Management, Financial Management*
- *Orientation of new entrants to Public Service.*
- *Skill & Attitude development-*
- *Communication- Spoken, Written, Non Verbal*
- *Team Building, Gender Sensitisation, Women Empowerment & their financial independence through SHGs*
- *Life skill development & Whole some education of the Marginalised & Opportunity deprived Young ones of Rural sector families.*

# Objectives:

***At the end of the session, the participant will be able to:***

- List the different kinds of Travelling Allowances (TA) admissible to the Central Government Servants under the Rule,
- Indicate the types of Journey for which TA is admissible,
- Explain the entitlements, prescribed under the Rules, when a Central Govt. Servant(CGS) has to attend duty at outstation from the Hqrs.
- List the entitlements of a Govt. servant on transfer to another station, in public interest,
- Describe the time limit prescribed under the Rules, for preferring the final claim / settlement of the TA advance drawn,
- Apply the Rule, in a given situation.

# Applicable Rules

- ✓ Instructions/ Provisions enumerated under Fundamental Rule (FR) 44 –
- ✓ Supplementary Rule(SR)17- 91,104-109,112,117,120, 123-128,130,132-135,140,142-150,151 A,153-158, 160-162, 164-165, etc., and
- ✓ Govt. of India's Decisions thereon, quoted in FR SR – Part-II - Travelling Allowances .

# Kinds of TRAVELLING ALLOWANCES (TA)

- Permanent Travelling Allowance (SR 22,23)
  - Conveyance or Horse Allowance(SR25,26)
  - Actual Cost of Travelling (53-A)
  - Mileage Allowance \*
  - Daily Allowance
- 
- (\* SR 29,36,41,48-C,GIO 1, & SR 71)

# General Conditions / Restrictions

- TA claim – not a source of profit – nor entail serious financial loss to the employee.
- **Actual expenses or the entitled one, whichever, is less.**
- Fare claim restricted to direct shortest route, unless otherwise permitted by competent authority.
- Delay in settlement of the advance drawn, results in imposing of penal interest on the advance drawn,
- No second advance normally granted for the tour journey, before **settlement** of the earlier advance, if any, drawn.

## TA -Admissibility – Types of Journey

- ❖ Local Journey –
- ❖ Outstation duty- Tour
- ❖ Transfer- Public Interest-
- ❖ Training
- ❖ Foreign Service /Deputation
- ❖ Abroad- Deputation/Delegation

Contd....



## TA - Admissibility—Types of Journey...

### ❖ *Others:*

- ❖ On Retirement from Govt. Service
- ❖ Medical Treatment at outstation
- ❖ Family members of Deceased employees
- ❖ Leave- Second Medical opinion

Contd..

## TA- Admissibility—Types of Journey...

- ✓ Attending Deptl. enquiry, Police, Court
- ✓ Retired Officials- Deptl.cases, Deptl. Enquiry Officers
- ✓ Re-employed Pensioners
- ✓ Escort/Attendants to GS - PWDs-on Tour, Training.
- ✓ Non-Officials .. ?

## Central Govt. Servants – Entitlements\* for Journeys on Tour or Training

### A.(i) Travel Entitlements within the Country

| Pay Level in Pay Matrix | Travel entitlement                          |
|-------------------------|---|
| 14 and above            | Business/Club class by air or AC-I by train |
| 12, 13,13A**            | Economy class by air or AC-I by train       |
| 6 to 11                 | Economy class by air or AC-II by train      |
| 5 and below             | First Class/AC-III/ AC Chair car by train   |

(\*Min.of Fin. Dept. of Exp.O.M.NO.,19030/I/2017-E.tV dated 10<sup>th</sup> July 2017, \*\*OM dt. 4/9/2017 )

# CGS- Entitlements for travel by premium trains\*- wef. 1<sup>st</sup> Jul 2017

| Pay Level in<br>Pay Matrix | Travel Entitlement  |
|----------------------------|---|
|                            | Rajdhani/Shatabdi/ Durgam/ Premium/Premium<br>Tatkal/ Suvidha Trains-<br>Tejas*/Vande Bharat**/ Humsafar Express**                                    |
| 12 and<br>above            | Executive /AC 1 <sup>st</sup> Class ( in Premium / Premium<br>Tatkal/ Suvidha /Shatabdi/ Rajdhani/Shatabdi/<br>Durgam Trains-Highest class available) |
| 6 to 11                    | AC 2 / Chair Car (in Shatabdi)  |
| 5 and below                | AC 3 / Chair Car  |

*Gol.MoF.19031/1/2017-E.IV. Dt.12/09/22\*, 30/08/23\**

# International Travel Entitlement :

| Pay Level in Pay Matrix | Travel Entitlement  |
|-------------------------|---------------------|
| 17 and above            | First class         |
| 14 to 16                | Business/Club class |
| 13 and below            | Economy class       |

# Entitlement for journeys\* by Sea or by River Steamer

| Pay level<br>in Pay<br>matrix | Entitlement  |  |
|-------------------------------|--|--|
|                               | General  | For Travel^ between mainland and A&N islands and Lakshadweep islands |
| 9 & above                     | Highest class  | Deluxe class   |
| 6 to 8                        | If there be two classes only in the steamer , the lower class  | First / 'A' Cabin Class  |
| 4 and 5                       | If there be :<br>- two classes only in the steamer, the lower class.<br>- three classes only in the steamer, the middle or Second class.<br>- four classes, then the third class | Second/ 'B' Cabin Class  |
| 3 and below                   | The lowest class   | Bunk class   |
|                               |  | <i>^ travel by ships operated by Shipping corporation of India</i>   |

# Mileage Allowance for Journeys by Road

| Pay level in Pay Matrix | Entitlement  |
|-------------------------|--|
| 14 and above            | ACTUAL FARE – Public AC BUS, AC TAXI or Auto Rickshaw etc                      |
| 6 to 13 A               | ACTUAL FARE –Public AC BUS, TAXI or Auto Rickshaw etc                          |
| 4 & 5                   | ACTUAL FARE Any type of Public Bus or prescribed rates for Auto rickshaw etc., |
| 3 and below             | Actual fare – ordinary Public Bus- or prescribed rates for Autorickshaw etc.,  |
|                         |  |

# Daily Allowance (DA)

- ✓ ..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(GS) in consequence of such absence. (SR 49)
- ✓ GS...DA... not drawn except while on tour.(SR 50)
- ✓ Rates of DA–Admissibility on Tour...Scale...(Gol. Orders under SR 51)
- ✓ ...may not be drawn for any day on which a government servant does not reach a point outside a radius of eight kilometres from the duty point (ie., the place /office of employment) at his headquarters or return to it from a similar point. (SR71)



# DA entitlement -

- *Reimbursement of :*
- Accommodation Charges –
- Regd./Licensed Hotel/ Guest house
- City travel charges
- Food bills ... on per day/per *diem*\* basis

# Daily Allowance\* on Tour ..w.e.f.01/07/2017

| Pay level in Pay Matrix  | Entitlement – Reimbursement of...      |  |                               |
|--|--|--|-------------------------------|
|  | Hotel /Guest House Charges^ – up to... | City Travel Charges  | Food Bill #                   |
| 14 & above   | Rs.7,500/* ... day                     | AC taxi charges as per actual expenditure commensurate with official engagements | Not exceeding Rs.1200/per day |
| 12,13 & 13 A   | Rs.4,500/* ... day                     | AC taxi charges upto 50 kms. Per diem for travel within the city                 | Not exceeding Rs.1000/per day |
| 9 to 11  | Rs.2,250/* ... day                     | Non AC Taxi charges up to ^Rs.338/ per diem                                      | Not exceeding Rs.900/per day  |
| 6 to 8   | Rs.750/* ... day                       | Non AC Taxi charges up to ^Rs.225/per diem                                       | Not exceeding Rs.800/per day  |
| 5 and below  | Rs.450/* ... day                       | ^Non AC Taxi charges up to Rs.113/per diem                                       | Not exceeding Rs.500/per day  |
| SR 49,50,51&52 – ^ceiling for reimbursement of (i) hotel/Guest house charges for all, and (ii) city travel charges for level 11 & below - <b>rise by 25% whenever DA increases by 50%</b><br><b># Reimbursement of food charges-</b> |  |  |                               |

# Regulation of DA\* - (v)Timing restrictions

| Length of Absence – If Absence from ..   | Amount Payable          |
|--|-------------------------|
| .. headquarters is < 6hours              | 30% of Lump sum amount  |
| ..headquarters is between 6 and 12 hours | 70% of Lump sum amount  |
| .....headquarters is >12 hours           | 100% of Lump sum amount |

*\*No separate reimbursement of food bills – the lumpsum payable ..... depending on the length of absence from headquarters.. w.e.f.01/07/2017.. No vouchers reqd. (para E (iv) and (v) of OM dt 13/07/2017)*

# TA/DA for local journeys

- GS- Option to claim-
- (a) conveyance hire charges under DFPR, or
- (b) TA/DA as on Tour
- Entitlement:
- Mileage allowance for actual distance travelled or distance from normal duty point to Temp. duty point – whichever is Less.
- DA...?

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# Local Journey- Daily Allowance-

- Hotel Accommodation – NA
- Travel within the City- Reimbursement as per the entitlement
- Food Charges- 50% of the amount payable on tour- based on absence from Hqrs.
- < 6 hours- 15% of the lumpsum amount
- Between 6 to 12 hrs.- 35% of the lumpsum amount
- More than 12 hrs.- 50% of the lumpsum amount

## T.A. – Journeys on Transfer (SR 114)

- ***Movement of an employee from one Hqrs. station to another Hqrs. Station to take up duty of a (new) post / charge of an appointment, **in public interest**, or of change of the Hqrs. of the employee.***
- *Distance- beyond 20 kms. from Old Hqrs. Station*
- *Journey/travel Expense –self, family members,*
- *Composite Transfer Grant\**
- *\*80% of last month's basic pay*
- *Cost of transportation of Personal Effects ,Conveyance.*
- *Joining Time – Pay .*

## Temporary Transfer..?

- Short period not exceeding 180 days
- Entitlement...?
- Gs to draw TA/DA as on Tour
- No joining Time – Only Actual Transit time, as on Tour allowed.
- Not entitled for Advance Pay

# Temporary Transfer....

- When the Temp. transfer duration extended beyond 180 days..?
- Issue Transfer order-
- DA admitted till the date of issue of transfer order
- TA drawn –adjusted in TA claim



# TA- Journeys on retirement\*<sub>(SR-146)</sub>

- Advance – normally not sanctioned
- Admissibility- To any place\* within the Territory of India where the GS intends to settle down after retirement
- Journey- as on transfer
- Mode of Travel & Class of Accommodation ?
- Entitlement – Travel cost\* for Self & Family +
- Composite grant+Transportation cost \*of Personal effects+
- Cost \*of Transportation of Personal Conveyance
- Claim restricted to Actuals or Entitled whichever is Less on Reimbursement basis.

# Joining Time

| Distance between the Old and New Hqrs.                                | Normal cases | When the travel involves continuous journey by road for more than 200 kms. |
|---|--------------|--|
| Upto 1000 kms.  | 10 days      | 12 days  |
| More than 1000 kms and upto 2000 kms.                                 | 12 days      | 15 days  |
| More than 2000 kms.   | 15           | 15   |
| In case of air travel, the maximum joining time available is 12 days. |              |  |
|   |              |  |

## Time limit to settle the TA Bill

- Sixty days from the date of completion of the Journey on Tour/ Training/Transfer.
- If not... ?
- Claim deemed to have relinquished.
- Any exception..?

## Signature on TA bills – Controlling Officer\* *(SR 191)*

- A Competent Authority shall declare what authority shall be the Controlling Officer, for travelling allowance purposes, of each Government servant or class of Government servants.
- It may, if it thinks fit, declare that any particular Government shall be his own controlling officer.
- Officers of the rank of Under Secretary and above – declared One's Own controlling officer.

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\* *MoF OM No. 19041/3/94-E.IV.dt 12 August 1994*

## Signature on TA bills – Controlling Officer\* *(SR 191)*

- In respect of non gazetted and gazetted staff below the rank of Under Secretary, Under Secretary concerned may be the Controlling Officer.
- The tour programme – to be approved by an officer of Joint Secretary or equivalent level concerned.

## Controlling officer – Duties –Powers *(SR 195)*

- Duty – before signing or countersigning a TA bill..
- To scrutinise...
- The necessity, frequency and duration- halts.... disallow..
- Journey was unnecessary, protracted, ..halt –excessive duration
- distance entered in TA bills..
- Satisfy that the claim made is actual and reasonable.
- The claim made is true & correct as per extant rules /orders/ instructions on the subject.

# TA BILL- DETAILS - FORMAT

- Name of the Organisation
- Employee name, Personnel no.
- Designation
- Basic Pay /grade Pay
- Hqrs. Stn
- Journey details – From – to
- Expenses incurred
- Advance, if any, drawn
- Rule / Amount admitted
- Balance payable/ refunded

# ?

- Time to address, any left out query on the topic discussed.
- Summing up...
- Extended learning – Source –
- website of finmin.nic.in ( Dept. of Expenditure)
- Should you require further guidance on the topic / subject ....?
- Mail the details to: [trainermoorthy@gmail.com](mailto:trainermoorthy@gmail.com)



THANKS  
FOR  
THE PARTICIPATION  
IN THE SESSION



# The revised Travel entitlements- conditions

- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- (c) All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government .
- (d) In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

# DA Rates- fixed ?

- VARIES... HOW?
- AUTOMATICALLY INCREASE BY 25%
- WITH INCREASE OF DEARNESS ALLOWANCE PAYABLE ON REVISED PAY GOES UP BY 50% ...

## \*Per diem

- Latin word for "per day" or "for each day"-
- is a daily allowance for expenses—a specific amount of money an organization gives an individual, often an employee ...