

Travelling Allowance Rules - 1996

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Whom Applicable: Extent of Rules

These Rules shall apply to all Government employees

- (1) Under the administrative control of the A.P. (includes Telangana) Government.
- (2) Subject to the A.P. Fundamental Rules.
- (3) Whose pay is debitable to the consolidated fund of the respective state.

The Terms that will come across & Definitions (Rule 2)

- **Travelling Allowance** -An Allowance to cover the expenses which he/she incurs on travelling in the interest of public service (Rule 2 (i))
- **Day** -_Continuous absence of 24 hours from headquarters (Rule 2(ii))
- **Pay** - The basic pay referred to in Fundamental Rule 9 (21) (a) (i) , actually drawn by a Government employee (FR.9(21)(a)(i) defines pay as the amount of pay other than Special Pay and Personal Pay).
- **Public Conveyance** – A train or other conveyance which ply regularly for the conveyance of passengers.
- **Transfer** – The movement from one headquarter station to another such station to take up the duties of a new post or in consequence of a change of his headquarters.
- **Head quarters** – Duty point as defined in the explanation to rule 22.

Family – Includes the following, if they are residing with Government employee and are wholly dependent.

- Wife/Husband.
- Children including step children and adopted children.
- Married daughter till she is placed under her husband's protection.
- Widowed daughter.
- Father and Mother (only for Transfer Traveling Allowance).

Different Kinds of Travelling Allowance

a) Fixed Travelling Allowance....For those who are required to tour regularly within the jurisdiction.

b) Tour T.A....for official tours

c) Transfer T.A.... Whenever transfers are effected
(but not for the request transfers)

d) Leave Travel Concession... subject to eligibility &
for the declared block type (Anywhere/Home-Town).

Who is the Controlling Officer:

- **Every bill for Traveling Allowance, other than FTA, shall be paid only after it is countersigned by the controlling officer of the claimant. (Rule 3)**
- **The controlling officer shall be the head of the office. In case of Heads of offices themselves, the next superior officer shall be the controlling officer. (Rule 4)**
- **Heads of Depts., Chief Justice of A.P. High Court, Govt. Pleaders, Dist. Collectors etc. may present their bills without the countersignature of a Controlling Officer. (Rule 5)**

Duties of the Controlling Officers (Rule 7):

- **Scrutinize the necessity, frequency and duration of journeys and halts.**
- **Scrutinize carefully the distances, rates and calculations.**
- **Satisfy himself that the bill is in accordance with the rules in force.**
- **Countersign the TA bill for net amount only in the case of TA bills containing recoveries of advances of TA.**
- **The controlling officers have no discretion to restrict the TA for journeys on transfer to TA admissible for journeys on tour.**

Rule-8 - Rates of T.A. applicable:

- **A Government employee's claim for TA shall be regulated by the rules in force at the time of performing the journeys.**
- **TA claims of Govt. employee who are promoted or reverted with retrospective effect should not be revised.**
- **For the purpose of regulating the TA claims the Govt. employees are divided into three grades.**

(G.O.Ms.No.124 dt.21.08.99)

Grades of Officers in Revised Pay Scales 2015 (Telangana State)

<u>Grade</u>	<u>Scale of Pay</u>	<u>*AIS officers</u>	<u>UGC Scales 1996/2006</u>
Grade – I	Rs.49870– 100770 and above	#Officers above Jr.Time Scale	Rs.10,000-15200 and Rs. 15600-39100 + AGP 7000 and above
Grade – II	Rs.28940-78,910 and up to inclusive of 46060-98440	Junior Time Scale	Other than the above
Grade – III	Rest of the Employees.		

NB: Employees continuing in RPS 2010, shall have the same grades prior to the introduction of RPS of Pay 2015.

(G.O.Ms.No.60 Finance (HRM.IV) Dept. dated 02/05/2015 w.e.f. 1.5.15.)

Senior Time Scale, Super Time Scale and Above Super Time Scales

* The AIS Officers can opt either the rules of GoI or of the State Govt for regulating their Tour TA, Transfer TA and LTC.

Fixed Travelling Allowance

- **This allowance may be granted to employees required to tour for a specific period within a specified area.**
- **Not admissible during joining time or leave other than casual leave.**
- **FTA shall be reduced by 25% if Govt. vehicle/hired vehicle is used, and if such days included in minimum touring days.**
- **An employee holding two or more posts, may draw only the largest of the allowances.**

Fixed Traveling Allowance
(Revised in 2015 PRC-Telangana State):

<i>Details of Eligible Officers</i>	<i>Minimum Number of days required to be toured in a month</i>	<i>Rate to be allowed if the jurisdiction is</i>		
		<i>Within the Mandal</i>	<i>Within three Mandals but one division</i>	<i>Revenue Division</i>
Officers on a pay scale upto and inclusive of Rs.17890-Rs.53950	15 days	600	700	800
	20 days	800	900	1000
Officers on a pay scale of Rs.18400-55410 and above	15 days	800	900	1000
	20 days	900	1000	1200

G.O.Ms.No.73 Finance (HRM.IV) Dept. dated 04/05/2015, w.e.f. 01/05/2015. New Categories of posts operated in Muffasils in (8) Departments are included. Eg. CSDT, CSRI, Sr Inspr., CHO, MEO, ATWO etc.

Tour Travelling Allowance

Journey by train

- **All Government employees who are drawing pay of Rs.28940-78910 in RPS 2015 and above shall be eligible to travel by 1st class. (i.e., Gr. I and II)**
- **All other employees shall be eligible to travel by Second class.**
- **Officers eligible to travel by First Class may travel either in I class or in II A.C or in III A.C or in A.C Chair Car.**
- **Officers eligible to travel by Air may travel by AC first class in rail.**
- **All the employees are permitted to travel by all types of express trains i.e., Super Fast, Sampark Kranti, Rajdhani, Satabdi, Garib Rath, Duranto.**
- **The pay scales assigned for Automatic Advancement Scheme in r/o Govt. Servants/Non-teaching staff and the Career Adv. Scheme in r/o teaching staff shall not be taken into account for determination of the eligibility to travel by train. Only the Pay Scale attached to the posts shall be taken into account for determination of the eligibility to travel by train.**

(G.O.Ms.No.60, Finance(HRM.IV) Dept., dt.01-05-2015)

Journey by Road:

- **between places connected by railway – entitled for actual bus fare paid or the railway fare of the entitled class whichever is less.**
- **Not connected by railway – entitled for the actual bus fare paid.**
(entitled for ordinary, Express, Deluxe coach but not by A.C bus).
 - **Grade I AC Bus irrespective of whether the places are connected by rail or not.**
 - **Grades II, III RTC buses of any type except AC buses between places connected by train.**
 - **The pay scales assigned for automatic advancement scheme shall not be taken into account to travel by AC buses of APSRTC. Only the pay scale attached to the post shall be taken.**
(G.O. Ms. No. 129, Finance (TA) Dept. Dt. 17.4.2010).
- **GO Ms.No.60, Fin.(HRM.IV) Dept.,dt.1.5.15 – not to allow tatkal charges except between originating & terminating stations, unless certified by the C.O. that sufficient time was not available for reseving berths in regular line.**
- **Service charges are also reimbursable.**

MILEAGE ALLOWANCE

- * **Eligibility: All India Service Officers; RTOs & MV Inspectors of Transport Department – Motor Car irrespective of scales of pay held by them.**
- **For others: As per Scales of pay held by them**
- Officers who are entitled to maintain and use own Motor Car {Rs.37100-91450 & and above
- Motor Cycle/Scooter {Rs. 25140-73270 but below the above scale }
- **The rates of mileage** on tour shall be as follows:-

Motor Cycle/Scooter

Rs.5/- per K.M.

Motor Car

Rs.13/- per KM (Petrol)

Rs. 9/- per KM (Diesel)

- ***Mileage allowance is calculated on distance travelled.**
- ❖ **The shortest route by the ordinary modes of travelling is taken into account.**
- ❖ **Restrictions: >8 KM-32 KM -MA not more than one DA; for the first 80 KM—full rates; 80-125 KM 2/3rd of MA per day in a district jurisdiction and camp is not changed; 80-250 KM 2/3rd of MA in more than one district jurisdiction; No MA except for Police, ACB officials performing journey for the purpose of intelligence/investigation.**

Journey by air :

Who are eligible

- **Officers (including All India Service Officers) drawing the scale of pay of Rs.18,355 -30,065 (PRC,2010) and above shall be eligible to perform journey by air on official duty.**
- **Deputy Secretaries to Govt. drawing a scale of pay of less than of Rs.18,355-30,065 may also travel with prior permission of the concerned Secretaries to Government; and**
- **All India Service Officers and Heads of the Departments.**
- Insurance premia to cover the risks of air travel are also reimbursable.
- Return Tickets should also be purchased simultaneously if return journey is ascertained in advance.
- DA is admissible for forced halts during air travel.

Daily Allowance – Components & Calculation

DA is to meet,

-the Cost of Boarding.

-Accommodation in camp.

-Hiring a conveyance for which no mileage is admissible.

- **For every completed 24 hours of absence – 1 DA**
- **For the last fraction if it spreads over 12 hrs and more–1 DA**
- **6 hours and more but less than 12 hours – $\frac{1}{2}$ DA**
- **Less than 6 hours – No DA**

D.A. -- when admissible?

- ❖ Only for journeys outside the radius of 8 k.m.
- ❖ May be drawn for holidays occurring during the tour provided the employee does not avail the holiday.
- ❖ Scheduled timings of arrival & departures of the mode of transport have to be taken into account.
- ❖ Applicable for all modes of journey i.e. by Air, Train, Bus and by Government Vehicle.

D.A. -- when not admissible?

- **On availing Casual leave, Holiday or Optional Holiday.**
- **When Mileage is claimed.**
- **If free boarding and lodging is provided D.A. is admissible at 1/4th rate.**
- **If either boarding or lodging alone is allowed D.A. is admissible at half of the rate.**
- **Officers of the rank of Secretary to Government may be reimbursed actual charges towards lodging, boarding and transport as per actual vouchers. In such cases no D.A. is payable.**

6) Rates of Daily Allowance :

Grades and Rates of Daily Allowance

<i>Grade</i>	<i>D.A for tours within the State</i>	<i>D.A for tour to any places outside the State</i>
Grade – I	450/-	600/-
Grade – II	300/-	450/-
Grade III Rest of the employees	225/-	300/-

Conveyance Charges – Outside the State:

- **Government employees on official tour outside the State shall be eligible to claim actual taxi or Auto fare from arrival point to place of stay and vice-versa on production of actual vouchers.**
- **Actual taxi or Auto fare subject to a maximum of Rs.600/- per day for visiting the offices of the GOI & Ministries on official work, if Govt. vehicle was not provided.**
- **The officers of the rank of Secretary to Government and above on tour, outside the State can hire a taxi, the expenditure on hiring of taxi shall be reimbursed to the touring officer.**

Reimbursement of Lodging Charges (Rule 41):

I. Lodging Charges within the state:

Government Servants visiting Visakhapatnam, Vijayawada, Tirupathi, Kurnool, Guntur, Warangal and Hyderabad/Secunderabad on official duty from outside the District concerned and Hyderabad from any place shall be paid lodging charges subject to the maximum limit as indicated below:

Rates of Reimbursement:

	A Class	B Class	Other Classes
25600-50560&Above Grade – I	Rs.300	Rs.240	Rs.210
13660-38570 & upto 23650-49360 Grade – II	Rs.210	Rs.180	Rs.150
Rest of the employees Grade – III	Rs.120	Rs. 90	Rs. 75

➤ **The employee shall produce the original receipt.**

II. Lodging Charges – Rates of reimbursement:

Grade	Municipal Corporations within & outside the State except those mentioned against Metro cities mentioned by the side	Hyderabad/ Secunderabad	Delhi, Mumbai, Chennai, Kolkota, Benguluru
Grade – I	Rs.750	Rs.1000	Rs.1300
Grade – II	Rs.450	Rs.700	Rs.1000
Grade – III	Rs.300	Rs. 450	Rs. 700

Journeys – Jurisdiction .(Rule 47)

- 1) The controlling officer can give permission within his/her jurisdiction.
- 2) The HoD may allow his subordinates within the State & outside the State but within India.
- 3) The State Govt. may permit HoDs to proceed outside the State.
- 4) The State Govt. may permit any employee to proceed on duty outside India.

Journeys on Casual Leave (Rule 48)- Effect on T.A. Claim

- If the employee avails CL/ CL- cum- Holidays or Optional Holidays, while on tour and perform return journey without resuming duty , he is not eligible for T.A. for return journey.

(48 (4)(i) An AIS Officer can avail himself of CL or CL-cum-holidays, including OHs while on official tour outside the State and within India, and perform return journey to Headquarters, without resuming duty at the outstation, on the lines of clarification issued by DoPT vide Letter No. 11019/6/2001-AIS-III Dt. 4.8.03 and 5.12.07)

(G.O.Ms.No. 238 Fin (TA) Dept., Dt. 1.7.2010)

- If the C.L. availed is due to ill health the controlling officer may permit to draw T.A.

TRANSFER TRAVELLING ALLOWANCE

Rule 55:

Travelling allowance is admissible to a Government Servant if transferred from one station to another in public interest. If the transfer is at the request of the Government Servant, **Travelling allowance is not admissible.**

I. Self - 2 mileages (Rule 56):

- a) Places connected by railway
 - 2 fares of entitled class
- b) Places not connected by railway
 - 2 mileages (Gr.I-Rs.7/-per km; Gr.II-Rs.6/-per km & Gr.III-Rs/5/-per km.)
- c) Places partly connected by railway & partly not connected by railway
 - 2 fares + 2 mileages

II. Family (Rule 57):

- Train** – actual fares
- Not connected by railway**
- 1 mileage for 3 members
 - 2 mileages for more than 3 members

III. Personal Effects (Rule 58):Goods Train:

Scale

Grade – I - 5000 KG @ Rs. 0.005 per Kg/K.M. subject to a maximum of Rs. 15/- per K.M

Grade – II- 4000 KG @ Rs. 0.005 per Kg/K.M. subject to a maximum of Rs. 12/- per K.M

Grade – III- 3000 KG @ Rs. 0.005 per Kg/K.M. subject to a maximum of Rs. 9/- per K.M

LOADING AND UNLOADING CHARGES ARE ALSO PAYABLE at each end:

Grade	Within the Zone	Outside the zone	Outside the State
a) Grade-I	Rs.1000	Rs.2000	Rs.7000
b) Rs.56870-105810 & above	-----	----	Rs. 9000
c) Grade-II	Rs. 600	Rs.1200	Rs.5500
d) Grade-III	Rs. 400	Rs. 800	Rs.4500

Between places not connected by train – 3 mileages

- **Between places partly connected by railway & partly not connected by railway**
 - **Rail portion – Goods Train**
 - **Road portion – 2 mileages**

V. Disturbance Allowance (Rule 63):

Transfer from the state to Delhi & places outside the state

Grade – I	-	Rs.15000
Grade – II	-	Rs.12000/-
Grade – III	-	Rs.8000/-

VI. Claim in respect of transport of conveyance (Rule 60):

- **Motor Car / Motor Cycle- Actual cost of transport by rail – distance travelled should exceed 150 KMs.**
- **Motor Car transported under its own power or by lorry – 1 road mileage.**

VII. Claim in respect of Driver / Cleaner (Rule 61):

- **In the case of a motor car & if the car is not taken by its own power the cost of transporting by a driver / cleaner may be drawn.**

Time limit for preferring TA claims (Rule 72):

The TA bills shall be preferred within three (3) months from the date of completion of journey. In the case of transfer, if journeys are made by self and family separately the limit of 3 months apply to each journey separately.

(Article 54 of A.P. Financial Code Vol. I)

TA for other purposes

1. **Newly Appointed Govt. Employee to join his first post (Rule 52):**
 - **When direct recruits are deputed to undergo training, may be granted TA as on tour for the journeys from the place of training to join their posts after the conclusion of the training.**
2. **If passing an examination is obligatory, only T.A. is allowed twice for a particular exam (*Rule 73*).**
3. **If an employee is compulsorily recalled to duty before the expiry of leave, thereby if leave is curtailed by not less than one month, TA as on tour may be allowed. (*Rule 77*)**
4. **On retirement, TA as on transfer from :**
 - **Head Quarter → Home town i.e. self (only one fare), family & Personal effects.**
 - **Journeys should be performed within 6 months from the date of Retirement.**
 - **If Home town is not declared as per LTC rules, this is not admissible (*Rule 79*)**

5. To give evidence etc. (Rule 82):

- **Summoned to give evidence in a court of law or in a departmental enquiry – TA as on tour.**
- **Under suspension – summoned to attend any departmental enquiry – TA as on tour.**
- **An employee who performs journey to peruse any official records relating to the charges pending against him – TA if he is honorably acquitted of the charge.**
- **No TA is admissible if the enquiry at an out station is at the request of the employee.**
- **TA as on tour – If employee performs journey to appear in a court of law where in he was involved in legal proceedings provided the legal expenses for defense of the case are reimbursed to him either in full or in part.**

6. Journey to attend training courses (*Rule 86*)

- **TA is allowed & DA at the rate applicable to the place of training is admissible.**

7. In case of death while in service (*Rule 89*)

- **TTA from Head Quarters → Home Town / Any place within 3 months from the date of death.**

LEAVE TRAVEL CONCESSION

- **[Rule 92 & Annexure VII]:**
- **LTC- Reimbursement of expenditure incurred by the Government employee and family members to travel from his Head Quarters → Home Town / Any place within the state.**
- **Eligibility – not less than 5 years of service.**
- **Amount of reimbursement – Actual amount as per entitlement.**
- **Frequency – Once in every block of two consecutive calendar years:**
 - **2021-2022 - To go to Home Town**
 - **2023-2024 - To visit any place in the State**
- **Home Town declaration need to be recorded in Service Book³²**

- **Sanctioning authority -Earned leave sanctioning authority.**
- **Leave required to be taken – at least Casual Leave**
- **Family –**
 - **Gazetted Officers – Parents not eligible**
 - **NGOs - Parents eligible...if not pensioners, wholly dependent on the employee and are residing with the employee.**

Home Town declaration:

- **Change – Once in service.**
- **Submitted to the controlling officer and shall be communicated to the Head of the Office for entry in S.R.**

2 Regulation of claims – Proof to be submitted:-

- **Train travel –Train Tickets**
- **Bus travel – Bus tickets**
- **Air travel – restricted to eligible train class.**

3 Time limit for claims – 30 days of completion of the return journey; Beyond 30 days, 15% cut on gross amount upto 1 year. After one year, no claim is entertained.

4 Advance – 80% of the Total Estimated Expenditure (Article 84 of AP Fin. Code)

LTC OUTSIDE THE STATE/ANYWHERE IN INDIA

Govt. employees are permitted to travel to any place in India on LTC once in entire service during second block period Upto a maximum distance of 3,500KMs to and fro and subject to restricting the claim to Rs.18,750/-

(G.O.Ms.No.76, Finance (HRM.IV) Dept. Dt.13.5.2015)

Penalties for Misuse/abuse of LTC

- If Misuse/abuse is proved as a result of departmental enquiry..
 - i. The entire amount if drawn and disbursed shall be recovered in one lumpsum.
 - ii. The right of the Government employee for availment of LTC shall be forfeited for the rest of the service and
 - iii. Disciplinary action has to be taken against the Govt. employee as per A.P. C.S.(CC &A) Rules 1991.
- Penalties for misuse/abuse of advance drawn for LTC:
 1. The entire amount of unutilized advance along with penal interest at (18%) per annum shall be recovered in one lump sum (GOMs.No. 43 Fin. & Plg Dt. 8.1.99.)
 2. The action referred to in (ii) and (iii) above para also has to be taken.

Conveyance charges within twin cities of Hyd/Sec'bad.

TA is admissible when the journey is beyond 8 k.m.

Conveyance charges are payable for journey performed within 8 k.m. fares for journey by railway or any other public conveyance.

- 1) When a journey by public conveyance is not possible within the twin cities of Hyderabad and Secunderabad, Govt employee may claim actual charges incurred subject to the limit at Rs.1.50 per kilometer subject to maximum of Rs 25/- each way.
- 2) In the case of journeys by government employees to go to Andhra Pradesh Administrative Tribunal and other courts and to the governments pleader's office, the Maximum amount permissible to Rs.50/- per each trip subject to a ceiling of 20 trips per month or a maximum of Rs 1000/- per month.

(T15-Rs.2.25 per k.m. max. limit is Rs.40/- each way; If it is for attending to High Court, APAT, GP's Office, Other Courts - Rs.75/-each way – not more than 20 trips per month – ceiling of Rs.1500/- p.m. is fixed; For Court masters, P.Ss. to Judges of H.C./Chairman/V.C. & Members of APAT when attended to their residences on official work – Rs.110/- each trip subject to a max.monthly limit of Rs.4,400/-)

T. A. BILL OF HANUMAN FOR SANJEEVANI BOOTI

After the great war in Ramayana, Hanumanji submitted his T.A. Bill for his official tour for collecting Sanjeevani Booti to Ayodhya administration. The LDC (Lower Division Clerk) in T.A. Bill section raised 3 objections:

(1) Hanumanji did not take prior permission of the appropriate authority (Bharat), the King of Ayodhya, during the relevant time for his travel;

(2) Hanumanji being Grade-D officer was not entitled to air travel;

(3) Hanumanji was asked to bring Sanjeevani Booti, just a single plant, but he carried a whole mountain (unauthorized excess baggage).

The LDC returned the bill.

King Ram could do nothing except mark it down for re-examination.

T. A. BILL OF HANUMAN

- A worried Jambavan approached the LDC and negotiated to admit the T.A. Bill.
- **The LDC now wrote on the Bill:**
Re-examined:
 - 1. Even during the relevant time, Ram was the de-jure king through his Paduka.**
 - 2. Further in an emergency, non-entitled officers can be authorized ex-post facto to fly.**
 - 3. Also excess baggage is justified as bringing a wrong plant would have entailed multiple journeys with extra cost; hence bill may be paid.**
- **The T.A. Bill was paid accordingly.**

Thank you all

...BNN Lakshmaji Rao,
Accounts Officer.