

TRAVELLING ALLOWENCES

GENERAL

- OM NO 19030/3/2008-E IV Dt. 23/09/08 of Deptt. Of Expenditure.
- Grade pay –Determination Factor for all entitlements and pay band no link.
- Applicable from 01/09/08.
- Past Claims be regulated in terms of this O.M. if journeys performed from 01/09/08 to date of this O.M.
- Journeys on tour –Air,train&ship.

CLASSIFICATION OF EMPLOYEES

ENTITLEMENTS

Grade Pay	Air	Train	Ship
10000 & above	Business Class	AC 1 st Class	Highest Class
7600,8700,8900	Economy Class	Do	Do
5400, 6600	Do	AC-2Tier	Do
4200, 4600, 4800	Nil	Do	Lower Class
Below 4200	Nil	1 st Class/AC 3 tier/AC Chair Car	Lowest Class

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- If places not connected by train,
- (1) Officers eligible to travel by AC 2 Tier & above—
Eligible to travel by AC Bus
- (2) Others ---Deluxe Bus
- If connected by train & journey by bus, bus fare not to exceed entitled train fare.
- Officers, entitled to travel by air, if travelled as such and earned additional mileage points i.e.; free travel coupon should surrender them to Govt. Otherwise departmental action will be taken.

DAILY ALLOWANCE ON TOUR

SL. NO.	GRADE PAY	LODGING MAX.	BOARDING MAX.	CONVEYANCE AT TOURING STATION MAX.
1	10000&above	5000	500	AC TAXI UPTO 50 KM
2	7600 TO 8900	3000	300	NON AC TAXI UPTO 50 KM
3	5400 TO 6600	1500	200	150/DAY/TAXI
4	4200 TO 4800	500	150	100/DAY
5	BELOW 4200	300	100	50/DAY

Above charges are on reimbursable basis.

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- In all the above cases, officers at sl.no.1,2,3, are entitled to travel by own car and officials at sl.no.4and5 are entitled to travel by own scooter/motor cycle/moped.
- Rates by taxi/own car is @16Rs/km and by auto @8Rs/km if rates were not notified by respective state/neighbouring state govts.
- All officials are entitled to travel in a lower type of vehicle.

TA on Transfer

- As applicable on tour –including mileage allowance.
- **Transfer grant and packing allowance**
- 1. equal to 1 month's pay – change of station and located – more than 20 kms.
- 2. one third of one month pay – less than 20 km and of transfer within same city provided change of residence involved. Eg: Tambaram.

Personal effects Transportation

Grade PayA	Train/Steamer	Rate/Km/if by road(C and unclassified cities)	Rate/km/if by road(A1, ACities)
7600+	6000Kg/4 wheelerWagon/one double container	18.00 0.003/kg/ km	30.0 0.005/kg/km
4200, 4600, 4800, 5400,6600	-do- /single container	-do-	-do-
2800	3000 kg	9.0 0.0031/kg/km	15.0 0.005/kg/km
Below 2800	1500 kg	4.60 0.0031/kg/km	7.5 0.005/kg/km

Transportation of Conveyance

- Grade pay 4200 One Car or one M.C.
- Less than 4200 One M.C.

- **Retiring employees: Lump sum grant**
- 1 month pay - more than 20 kms with change of residence
- 1/3 Pay - less than 20 kms. Change of residence
- Increase by 25% in Daily allowance if DA increase is upto 50%.