

TRAVELLING ALLOWANCE RULES

T.M.Basha
Senior Lecturer
MCRHRD TS Hyd

GIST

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LATEST G.O'S

- ⦿ G.O MS.No 60 Finance Dept. Dated 2-5-2015
- Travelling allowance on tour.
- ⦿ G.O MS.No 73 Finance Dept. Dated 4-5-2015
- Fixed travelling allowance .
- ⦿ G.O MS.No 76 Finance Dept. Dated 13-5-2015
- L.T.C
- ⦿ G.O MS.No 78 Finance Dept. Dated 14-5-2015
- Conveyance Charges.
- ⦿ G.O MS.No 90 Finance Dept. Dated 12-6-2015
- T.T.A
- ⦿ G.O MS.No 71 Finance Dept. Dated 4-5-2017
- Travel by air .

ORIGIN & APPLICABILITY (RULE 1)

- ⦿ Framed Wide G.O.MS.No-226, F&P Dept. dated 21-9-1996.
- ⦿ All Govt.employees under the control of TS Govt.
- ⦿ For whom fundamental rules Apply.
- ⦿ For whom's salary paid from consolidated fund of state.

DEFINITIONS (RULE 2)

- ⊙ Travelling Allowance
- ⊙ Day
- ⊙ Family
- ⊙ First Appointment
- ⊙ H.O.D
- ⊙ Pay
- ⊙ Public Conveyance
- ⊙ Transfer
- ⊙ Duty Point
- ⊙ Shortest Route.

COUNTER SIGNATURE / CONTROLLING OFFICER

- ⦿ All T.A Bills Except F.T.A Bills shall be paid only after counter signature by the controlling officer.
- ⦿ Generally Head of the office is controlling officer.
- ⦿ Cheif Justice of high court, Judges of high courts, Ministers, HOD's , District Collectors, Advocate general, Govt leaders, DGP, Conservtor of forest, Counter signature is not necessary.
- ⦿ Counter Signature should be done for net amount.

GRADES

GRADES	PAY SCALE
I.	Rs.49,870-1,00,070 and above.
II.	Rs.28,940-78,910 and upto inclusive of Rs.46060-98440.
III.	Rest Of Employees.

KINDS OF T.A

- ⦿ Fixed Travelling Allowance
- ⦿ Mileage Allowance
- ⦿ Daily Allowance
- ⦿ Disturbance Allowance/Lumpsum Grant
- ⦿ Tour TA.
- ⦿ Transfer TA.
- ⦿ LTC

FIXED TRAVELLING ALLOWANCE

- In Annexure II ,List of officers mentioned
- In Annexure III,Rates of FTA is mentioned.
- It will be claimed along with salary bill.
- Token provision is necessary in the B.E-DTA authorisation not required.
- FTA not admissible during joining time or leave except C.L
- Grades will be decided basing on original scale but not AAS scale.
- A day FTA arrived at by dividing FTA for the specified period
- If motor cycle is provided 25% of FTA will be reduced

MILEAGE ALLOWANCE

- ⦿ An allowance calculated on distance travelled to meet the cost of journey
- ⦿ It will be allowed to the shortest route.
- ⦿ Mileage allowance claimed no DA will be paid .
- ⦿ There are two ways to admit mileage allowance

DAILY ALLOWANCE

- ⦿ DA is an uniform allowance to cover the charges incurred by an employee during tour.
- ⦿ Distance above 8km from Head quarters.
- ⦿ DA not paid during leave,public holiday
- ⦿ 0-6 hrs no DA, 6-12hrs Half DA , Above 12hrs Full DA.
- ⦿ Boarding and lodging provided by the govt. 1/4th DA allowed.
- ⦿ Either boarding or lodging provided half DA allowed.
- ⦿ If lodging charges claimed full DA also allowed.

DISTURBANCE ALLOWANCE

- ⦿ It will be allowed if the employee transfer from TS to Delhi (or) Other States.
- ⦿ It also allowed one who transfer from delhi to our state.
- ⦿ This is one time lumpsum payment.

HEAD OF ACCOUNT-BILL FORMS

- ⊙ F.T.A ----- 110-114
- ⊙ Tour T.A -----110-111
- ⊙ Transfer T.A-----110-111.
- ⊙ L.T.C-----010-019.

All the above bills shall be preferred in T.S.T.C
Form no.52

For claiming advanced(80%)except F.T.A
T.S.T.C Form no.40 Shall be used.

BUDGET PROVISION & TIME LIMIT

- For LTC , FTA in the BE token provision is sufficient.
- For TA and Tour TA in the BE Sufficient funds are required.
- For Tour TA ,TTA the bills shall be submitted within 3 months from the last date of the return journey.
- For LTC the bills should be submitted with in 1 month from the last date of return journey.If submitted above one month before 1 year 15% shall be deducted .
- For FTA arrears of FTA for 1 Year may also be claimed.

LEAVE TRAVEL CONCESSION(L.T.C)

- ◉ **The Employee who completed 5yrs of service is eligible.**
- ◉ **For first 2yrs home town,next two years any where in TS.**
- ◉ **Both husband wife are employees only 1 is eligible.**
- ◉ **Atleast 1 leave shall be consumed**
- ◉ **Gazetted Officers parents are not eligible**
- ◉ **If NGO's parents are not pensioners then they are eligible.**
- ◉ **only 2 childrens are eligible(1-4-1996).**
- ◉ **Childrens upto 25 yrs are eligible.**
- ◉ **Family should be dependent on employee.**
- ◉ **Employee can avails LTC any where in INDIA during Second block once in Entire Service.**
- ◉ **Travel by public conveyance only.**
- ◉ **Original receipt should be enclosed**
- ◉ **Suspended employee family are also eligible.**
- ◉ **2017-2018 is home town and 2019-2020 any where in TS**

OTHER KINDS OF T.A

- TA on first appointment(Rule 52)
- TA-TTA whom to dismiss/Remove/Resigned from Service(Rule 79).
- TTA to the employee who retired from service(Rule 79-81)
- Travelling allowance to attend departmental Exams(Rule 73)
- TA to attend court cases(Rule 82)
- TA to family Employee dies in service(Rule 89)
- TA to attending training courses(Rule 86)

Q&A



THANK YOU