

Background Material for DVD Course

ANDHRA PRADESH TRAVELLING ALLOWANCE RULES



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INTRODUCTION

This handout on "A.P.Travelling Allowance Rules" is prepared to help as a reference material. It is not the true text of what is presented in the Digital Versatile (Video) Disc (DVD). In fact, the DVD reflects the position, which existed up to 1999. Subsequent changes are brought out in this handout bringing out important aspects of A. P.Travelling Allowance Rules.

The handout contains two parts.

Part-I: Synopsis of the A.P.Travelling Allowance Rules

Part-II: Questions and Answers as given in the DVD on the subject

Contents covered by the synopsis are:

1. Definitions
2. Some important guidelines
3. T.A. for journeys performed on Tour
4. Journeys between places connected by Train
5. Journeys between places not connected by train but connected by public conveyance by road
6. Journeys for places not connected either by train or by a public conveyance by road
7. Journeys by Air
8. Journey in own motor cars and motor cycles/scooters
9. Journey in Government Vehicle
10. Daily Allowance
11. Reimbursement of Lodging Charges
12. Payment of conveyance charges
13. Journeys on Transfer
14. Claim for the Transport of Personal Effects
15. Packing and unpacking charges
16. Disturbance Allowance/Lumpsum Transfer grant
17. Claim in respect of transfer of conveyance
18. Claim in respect of Driver/Cleaner
19. Claim in respect of Personal Servants
20. T.A. for other purposes
21. Grades of Government Servants and eligibility of DA etc.- Statement
22. Transfer TA and personal effects – Statement
23. Fixed Travelling Allowance
24. Leave Travel Concession

Part.II: Questions and Answers as given in the DVD on the subject.

ANDHRA PRADESH TRAVELLING ALLOWANCE RULES

(1) DEFINITIONS

- (a) "Travelling allowance" means an allowance granted to a Government employee to cover the expenses, which he incurs in travelling in the interest of public service (Rule 2 (i)).
- (b) (i) "Pay" means the actual basic pay as per F.R. 9(6)(21)(a)(i); personal pay granted to protect the loss of emoluments (Rule 2(vi)).
(ii) In the case of retired and re-employed persons pay is inclusive of the pension sanctioned to him (Note (i) under rule 2 (vi)).
(iii) Persons appointed on contract basis pay and grade shall be decided by Government (Note (2) under rule 2(vii)).
- (c) "Public conveyance" means a train or other conveyance which plies regularly for the conveyance of passengers. Any other conveyance, which is hired, is not a public conveyance (Rule 2(vii)).
- (d) "Headquarters" means 'duty point' as defined in rule 22.
- (e) "Duty point" means the place of office where a Government employee remains on duty (explanation under rule 22).

SOME IMPORTANT GUIDELINES

(2) Travelling Allowance is admissible for the journeys on:

- (a) Official Tours
- (b) Transfer
- (c) Leave Travel Concession
- (d) Other purposes

(3) In cases where the Government employees are required to tour for a minimum period in a month within the specified area, Government may sanction a fixed travelling allowance to them (Rule 12).

(4) The controlling officer shall be the head of the office. If the Head of the office is NGO then the next superior Gazetted Officer shall be the controlling officer. In

the case of Heads of offices themselves, the next superior officer shall be the controlling officer (Rule 4).

(5) Every T.A. bill (other than F.T.A.) shall be drawn only after it is countersigned by the controlling officer (Rule 3). However, the T.A. bills of the following officers do not require the countersignature (Rule 5).

- i) Chief Justice of High Court & Judges of High Court
- ii) Ministers
- iii) Heads of Departments
- iv) Advocate General
- v) Government Pleaders & Assistant Government Pleaders
- vi) Public prosecutors
- vii) Secretaries to Government (including Secretary, Legislature)
- viii) District Collectors and all officers who hold the posts in the rank of District Collectors
- ix) District & Sessions Judges and officers holding the post in the rank of District & Session Judges
- x) Chief Judge, City Small Causes Court or City Civil Court
- xi) Official Receiver
- xii) Administrator-General and Official Trustee
- xiii) Superintending Engineers
- xiv) Additional Inspector General of Police
- xv) Deputy Inspector General of Police
- xvi) Chief Executive Officer of Zilla Parishad
- xvii) Conservators of Forest

6) (i) Before countersigning a T.A bill, the controlling officer shall:

- a) Scrutinize the necessity, frequency and duration of journeys and halts;
- b) Scrutinize carefully the distances, rates and calculations (Rule 7).

(ii) The Controlling Officer may disallow the whole or any part of the amount claimed if he considers that :

- a) A journey was unnecessarily or unduly protracted, or
- b) A halt was of excessive duration (Rule 7).

(iii) The Controlling Officers have no discretion to restrict the T.A. for journeys on transfer or for journey on tour (Rule 7(2)).

- (iv) The Head of the Department may take along with him one member of staff either Senior Assistant / Senior Steno or Junior Assistant / Steno Typist and one Attender in connection with tour (Rule 7(3)).
- (v) The Head of the Department may permit the subordinate officers to take one Senior Assistant / Junior Assistant and one Attender along with them on tour (Rule 7(3)(b)).
- (vi) If the camp establishment is more than the above, the approval of Government is necessary (Rule 7(3)(c)).
- (7) (i) The T.A. claims of Government employees should be regulated by the rules in force at the time of performing the journeys (Rule 8(2)).
(ii) Revision of T.A. claim is not permissible in cases where the employees are promoted / reverted or due to allowing of revised scale of pay, with retrospective effect (Rule 8(3)).
- (8) The controlling officer may permit the Government employees working under his control to proceed on duty within his jurisdiction. Similarly Heads of Department may permit the Government employees to proceed on tour to any place within the State (Rule7).
- (9) All Heads of Departments are empowered to permit their subordinates to proceed on tour to any place outside the State (Rule 47(3)).

10. T.A. FOR JOURNEYS ON TOUR

The following are the various kinds of allowances admissible for journeys on tour:

- (i) Railway / Bus fares
- (ii) Daily allowance
- (iii) Mileage allowance, and
- (iv) Reimbursement of lodging charges at certain places

11. TOUR T.A.

- (a) T.A. / D.A. is admissible only in cases where the journeys were performed from headquarters to a place which is outside a radius of 8 kms. from headquarters (Rule 51).

- (b) In cases where a place is situated within a distance of 8 kms. in a straight line from headquarters, but more than 8 kms. by the only practicable route to reach that place, T.A. may be allowed by that practicable route (Rule 39(2)).
- (c) T.A. / D.A. is not admissible to visit several places none of which was more than 8 kms. from headquarters by the ordinary direct route though the total distance travelled exceeds 8 kms (Rule 39(2)).
- (d) In cases where the Government employee comes to a halt without reaching a distance exceeding 8 kms. from headquarters, T.A. is not admissible. However, if the journey is continued without interruption to a place, which is more than 8 kms. distance from headquarters T.A. is admissible (Rule 39(3)).
- (e) Several short journeys made to a number of places all of which are situated within a radius of 8 kms. from headquarters are not to be added to separate journeys made on the same day to a place which is beyond 8 kms. from headquarters / camp for purposes of claiming T.A. (Rule 39(5)).
- (f) T.A. and D.A. is not admissible to go to a town in cases where the employees are drawing H.R.A. at their place of duty which is within 8 kms. from that town, at the rates applicable to that town (G.M.No.B-89-01-098/1672/PC.I/92-1, Dt: 21-11-1992 of Finance Department (Note 4 under Rule 39)).
- (g) (i) In cases where a Government employee performs a journey of less than 8 kms. from his headquarters, he is entitled to recover the actual amount spent by him in payment of ferry and other tolls.
- (ii) In the case of journeys by Government employees in twin cities of Hyderabad and Secunderabad on official work, actual charges may be reimbursed at a rate not exceeding Rs.1.00 per km. subject to a maximum of Rs.10/- each way. However, in the case of journeys performed to go to High Court, Andhra Pradesh Administrative Tribunal and other courts, Government Pleader's office, the maximum amount reimbursable is Rs.25/- per each trip subject to a ceiling of 20 trips per month or a maximum of Rs.500/- per month (G.O.Ms.No.179, Finance & Planning (FW-TA) Department, Dt:2-11-1999).

12. JOURNEY BETWEEN PLACES CONNECTED BY TRAIN

- (a) All Government employees who are drawing pay in the scale of pay of Rs. 5000-10,000 and above (not automatic advancement scheme scale) are entitled to travel by first class in train. They may also travel either in A.C. Chair Car or in II A.C. or III Tier A.C. while on tour. All others in lower scales

of pay are entitled to travel in Second Class including Sleeper Class (Rule 27) (G.O.Ms.No.124, Finance & Planning (FW-TA) Department, Dt: 24-8-1999).

- (b) If the Government employee performs journey by road either in a public conveyance or in a hired conveyance between the places connected by train, either the actual expenses incurred by him or the amount admissible had he performed the journey in the entitled class by train, whichever is less, is admissible (Rule 23(1)).

13. JOURNEY BETWEEN PLACES NOT CONNECTED BY TRAIN BUT CONNECTED BY PUBLIC CONVEYANCE BY ROAD

The employees are eligible for the payment of actual bus fares paid by them. The journeys have to be performed only by recognized public conveyance, by road, (Rule 23(2)). May be by ordinary, express, deluxe bus but not by A.C. bus.

14. JOURNEYS BETWEEN PLACES NOT CONNECTED EITHER BY TRAIN OR BY A PUBLIC CONVEYANCE BY ROAD

In such cases the employees are eligible for mileage allowance provided the distance travelled exceed 8 kms. (Rule 8).

15. JOURNEYS BY AIR

All Officers drawing a pay of Rs.12,550/- p.m. and above in A.P.R.P.S. 1999 and the Heads of Departments are authorized to travel by air. They may also travel by A.C. 1st class in train. (Rule 34(2)) (G.O.Ms. No. 129, Finance & Planning (FW -TA) Dept, Dt: 24-8-1999).

Deputy Secretaries to Government drawing a pay of less than Rs.12,550/- per month may also travel by air on official duty provided they are permitted to do so by the concerned Secretaries to Government.

16. JOURNEY IN OWN MOTOR CARS AND MOTOR CYCLES / SCOOTERS (Rule 24)

- (a) The categories of officers who are eligible to use their own conveyance are as follows:

Category	Officers	Name of conveyance
1.	Officers who are drawing pay in the scale of Rs.7,400-15,475 and above	One motor car
2.	Officers who are drawing pay in the scale of pay of Rs.5,000-10,000 to Rs.6,950-14,425	One motorcycle / scooter.

(b) The rates of mileage allowance admissible for journeys by officers on tour in their own motor cars and motor cycles / scooters are as follows:-

- (i) Motor Car Rs.5.00 per km
(ii) Motor Cycle/Scooter Rs.1.50 per km

(G.O.Ms No. 124, Finance & Planning (FW -TA) Department, Dt: 24-8-1999). For the first 80 kms. at full rates and thereafter at 2/3rd of the above rates.

(c) The mileage allowance at the above rates is admissible for a maximum distance of 125 kms. per day in the case of officers whose jurisdiction is a district and upto a maximum of 250 kms. per day in the case of those whose jurisdiction is more than a district.

(d) When mileage allowance is claimed at the above rates daily allowance is not admissible (Rule 24(2)).

(e) If the distance travelled in their own motor cars exceeds 8 kms. but does not exceed 32 kms. the amount of mileage allowance shall be limited to one full D.A. at ordinary rates (Rule 24(3)).

(f) Mopeds like Luna, TVS etc. do not come under motor cycle / scooter (G.M. No.26832/662/TA/65, Dt: 9-9-1995 of Finance Department).

17. JOURNEY IN GOVERNMENT VEHICLE (Rule 42)

If the Government employees perform journey in a Government vehicle in connection with their official tour no charges are payable for the journey.

18. GRADES OF EMPLOYEES

The grades of Government employees, rates of D.A. admissible, maximum rates of reimbursement of lodging charges and the rates of mileage allowance as given in G.O.Ms No. 124. F&P. Dept. Dt: 24-8-99 are:

Grade	DA for tours within the State	DA for tours to any place outside the State	Reimbursement of lodging charges for visit to				Class of fare
			Vizag, Vijayawada, Tirupathi & Warangal from outside the district & Hyderabad from any place	Places outside the state			
				** A1 Class	A Class	Other Classes	
<u>Grade-I</u> Rs.9600-16525 & above	Rs. 120	Rs. 180	Rs. 180	Rs. 300	Rs. 240	Rs. 210	1 st Class
<u>Grade-II</u> Rs.5000-10600 to Rs.9000-16525	90	135	120	210	180	150	1 st Class
<u>Grade-III</u> Rest of employees	60	90	60	120	90	75	2 nd Class

- Payable on certification that Government accommodation was not available and production of original receipts of the lodging house.
- In case of Bombay and Calcutta lodging charges are increased by 50% of normal rates
- Officers of AIS in junior time scale and employees in UGC Scales of 1986 below 3000-5000 shall come under Grade-II. Other officers of AIS and employees in UGC Scales of 3000-5000 and above come under Grade-I

19. DAILY ALLOWANCE

- (a) Daily allowance is intended to meet not only the cost on account of boarding over and above, what an officer would have incurred if he had remained at headquarters and the cost of accommodation in camp, but also the cost of hiring a conveyance for journeys for which no mileage is admissible under the rule (Note under Rule 36(2)).
- (b) Daily allowance is admissible for each day of absence from headquarters. A 'Day' should be reckoned to cover 24 hours of absence from headquarters, commencing from the time of leaving the headquarters and ending at the time of reaching the headquarters after completion of tour. The D.A. shall be regulated as follows:

- (i) For every completed 24 hours of absence ... One D.A.
- (ii) For the remaining fraction of the absence:
 - (a) if the fraction is 12 hours and more ... One D.A.
 - (b) if the fraction is 6 hours and more but less than 12 hours ... Half D.A.
 - (c) if the fraction is less than 6 hours ... No D.A.

This is applicable for all modes of journey, i.e. journey by air, train, bus and by Government vehicle (Rule 37 & 38).

- (c) Only the scheduled timings of arrival and departures of the mode of transport have to be taken into account (Note under Rule 40(1)).
- (d) D.A. is not admissible if the journeys do not extend to a place which is situated outside a radius of 8 kms from headquarters (Rule 39(1)).
- (e) D.A. is not admissible if casual leave or permission to avail holidays / optional holidays is availed while on tour (Rule 40(2)).
- (f) If a Government servant returns to headquarters without resuming duty at camp place after availing casual leave / optional holiday / holiday, T.A. for the return journey is not admissible. However, if the return journeys are made while on casual leave / holiday / optional holiday availed on account of illness the controlling officers may allow the T.A. for return journey (Rule 48 (4)).
- (g) Daily allowance is not admissible where mileage allowance is claimed for journeys performed by own motor car and motor cycle / scooter (Rule 24 (2)).

20. REIMBURSEMENT OF LODGING CHARGES

- (a) (i) Employees visiting Hyderabad, Visakhapatnam, Vijayawada, Tirupathi and Warangal are eligible for the reimbursement of lodging charges actually spent by them subject to the maximum limits indicated in Annexure I (Rule 41(1)).
- (ii) The reimbursement of lodging charges at Visakhapatnam, Vijayawada, Tirupathi and Warangal is admissible to such of the employees who perform the journey from outside the district (Rule 41(1)).

- (b) (i) Employees visiting any place outside the State are eligible for reimbursement of the lodging charges actually spent by them subject to the maximum limits indicated in the statement appended (Rule 41(2)).
- (ii) The classification of cities as 'A' 'B' & 'C' shall be as laid down by Government of India.
- (c) The reimbursement of lodging charges is permissible on production of original receipts of lodging houses (including TTD Guest Houses) and subject to furnishing a certificate by concerned officer to the effect that Government accommodation was not available (Rule 41(3)).
- (d) In cases where lodging charges are reimbursed, the normal daily allowance shall be reduced by 25% (Rule 41(4)).

21. PAYMENT OF CONVEYANCE CHARGES

- (a) In the cases of journeys to Delhi and other places outside the State, actual taxi / auto charges can be paid from the arrival point to the place of stay and vice-versa (Rule 40(6)).
- (b) In addition to the above, actual taxi/auto charges spent at places outside the State, subject to a maximum of Rs.100/- per day are also admissible for visiting the offices of Government of India and Ministries or any other place on official work (Rule 40(7)).
- (c) The payment of conveyance charges shall be made based on the original receipts or on furnishing a certificate of payment.
- (d) (i) In respect of officers of the rank of Secretary to Government and above, the A.P. Bhavan at New Delhi has to keep a vehicle at the disposal of the officer. If no vehicle is available, a taxi should be obtained on hire and placed at the disposal of the officer and the hire charges should be got reimbursed from the budget of the department to which the officer belongs (Note (ii) under Rule 40(7)).
- (ii) The above concession is extended in the case of visits to Bombay and Calcutta also by the officers of the rank of Secretary to Government and above.

22. JOURNEYS ON TRANSFER

- (a) T.A. on transfer is admissible only in cases where there is change of headquarters consequent on transfer (Rule 55(1)).
- (b) It is not admissible if the transfer is at the request of the employee (Rule 55(1)).
- (c) In addition to the claim for self, claims relating to family, personal effects and conveyances (Motor Car including Driver / Cleaner) are also permissible.
- (d) 'Family' for purpose of transfer T.A. means wife/husband, children including step children, adopted child, widowed daughter, married daughter until she was placed under her husband's protection and parents provided all the above are residing with and are wholly dependent on the employee (Rule 2(iii)).
- (e) If both husband and wife are State Government employees and if they are transferred either at the same time or within 6 months from the same old station to the same new station, only one of them is entitled to claim TTA and the other being treated as a member of the family (Note (5) under Rule 2(iii)).

Claim admissible in respect of journeys by Government employee and family:

		For Government employee	For family
i)	If travelled in the entitled class	Two fares of the entitled class (Rule 56(1)(i))	Actual fares paid Rule 57(1)(i)
ii)	If travelled in a class lower than the entitled class	One actual fare paid and one entitled class (Rule 56(1)(i))	Actual fares paid (Rule 57(1) (i))
iii)	If travelled in a class higher than the entitled class	Two fares of the entitled class (Rule 56(1)(iii))	Fares admissible by the entitled class
iv)	(a) If traveled by bus or motor car	Either actual charge or the amount admissible had he traveled by rail whichever is less (Rule 56(1) (iv))	<u>By Bus</u> : Actual bus fare limited to rail fare of the entitled class. (Rule 57(1) (iii)) <u>By Car</u> : Actual charges or two fares of the entitled class. (Rule 57(1) (iv))

	(b) If both the places are not connected by train	2 mileages (Rule 56(2) (i))	One mileage if 3 members accompany him and one extra mileage if more than 3 members accompany him. (Rule 57(2)).
	(c) If the places are partly connected by train and partly not connected by train. (i) If actually travelled in rail for the rail portion	2 fares of the entitled class for the rail portion and two mileages for the road portion (Rule 56(3))	<u>For Rail portion</u> Actual fare paid by the entitled class (Rule 57(3)). <u>For Road portion</u> One or two mileages as indicated against (b) above.
	(ii) if not traveled in train for rail portion but travelled otherwise	Actual charge limiting to the amount admissible against item(c)(i) above (Rule 56(3)(iii)).	Actual charges limiting to the amount admissible against item(c)(i) above.
	(d) if traveled by air	As entitled if the journey is performed by rail or road Rule 56(4) & 57(4).	

III. CLAIM FOR THE TRANSPORT OF PERSONAL EFFECTS (Rule 58)

The maximum quantity of personal effects for which the claim admissible is as shown below:

Grade – I	50 quintals
Grade – II	40 quintals
Grade – III	30 quintals

had the maximum quantity of personal effects been transported by goods train whichever is less are reimbursable (Rule 58(1)(ii) & (iv)).

(b) If transported by "quick transit service" rates, the actual charge may be allowed on furnishing a certificate to the effect that they were actually transported by "Quick Transit Service" and that they reached the destination within the specified period (Rule 58(1)(iii)).

(c) Between two places not connected by railway.

Three mileages (Rule 58(2))

(d) Between the places partly connected by railway and partly not connected by railway.

(i) For the rail portion Admissible as at (b) above

(ii) For the road portion Two mileages
(Rule 58(3))

(e) Receipts in support of actual expenses should be produced

IV. PACKING AND UNPACKING CHARGES (Rule 59)

They are admissible as shown below:

Grade of Employee	If transferred		
	Within the Zone	Outside the Zone but within the State	Outside the State
I	Rs.175 at each end	Rs.350 at each end	Rs.2500 (Lumpsum) (But it is Rs.3100 for those drawing pay in the scale of pay of Rs.10950-17575 and above)
II	Rs.110 at each end	Rs.225 at each end	Rs.2200 (lumpsum)
III	Rs.75 at each end	Rs.150 at each end	Rs.1350 (lumpsum)

G.O.Ms No.24, Finance & Planning (FW -TA) Department, Dt: 28-3-2000.

V. DISTURBANCE ALLOWANCE / LUMP SUM TRANSFER GRANT (Rule 63)

If the employees are transferred to Delhi and places outside the State and transferred from Delhi and places outside the State to places within the State, the following amounts are also payable in lumpsum:

Grade – I	Rs.5500 (but persons drawing pay in the scale of Rs.10950 – 17575 and above are eligible for Rs.6,500/-)
Grade – II	Rs.3,700/-
Grade – III	Rs.1,500/-

VI. CLAIM IN RESPECT OF TRANSPORT OF CONVEYANCE

- (i) The officers who are entitled to transport a conveyance (motor car or motor cycle), may claim the actual cost of transport by rail, subject to the condition that the distance traveled exceeds 150 kms (Rule 60(1)).
- (ii) If the car is transported under its own power or by lorry, one road mileage as on tour limited to the amount admissible had he transported his car by rail over the distance is admissible (Rule 60(2)).

VII. CLAIM IN RESPECT OF DRIVER / CLEANER

In the case of a motor car and if the car is not taken by its own power the cost of transporting a driver / cleaner may be drawn (Rule 61(1)).

VIII. CLAIM IN RESPECT OF PERSONAL SERVANTS (Rule 62)

The number of personal servants permissible is indicated below:

- | | |
|--|---------|
| (i) Grade-I | 2 |
| (ii) Other (Gazetted Officers in Grade-II) | 1 |

- (a) If the personal servants travel by train the claim is admissible by the lowest class.
- (b) If the journeys are performed by bus between two places not connected by train, actual fare of the bus paid, is admissible

(c) If the places are partly connected by train and partly by road

The train fare of the lowest class and bus fare is admissible. If the places are not connected by train or bus, the personal servants shall be included in the family members for allowing mileage.

- IX If family members travel to a station other than the new station or travel from other than the old station to the new station, either the actual fares or the fares admissible from old to the new headquarters, whichever is less is permissible. In the case of transport of the personal effects either the amount admissible from the old to the new headquarters or the actual expenses spent, whichever is less, are reimbursable (Rule 65).
- X A member of the family of the employee may follow the employee within six months from the date of joining at the new station or may precede him by not more than one month from the date of relief at old station. In such cases, the journey by family members may be treated as having accompanied the employee (Rule 66).
- XI If a Government employee is appointed to a new post while in transit, he is entitled to draw TA for so much of the journey on transfer as has been completed and also to the new station from the place at which he received the revised transfer orders (Rule 61).
- XII (a) Transfer TA is admissible in the case of transfer after return from leave of any kind for a period not exceeding four months (including the period of vacation, if any)(Rule 68(1)).
- (b) If the leave is in excess of 4 months and is on medical certificate, TTA, is admissible (Rule 69).
- (c) If the period of leave is more than four months, the employee may claim the charges admissible for the transport of personal effects, conveyances and driver/cleaner (Rule 70).

24. T.A. FOR OTHER PURPOSES

- (i) If passing of an examination is obligatory, T.A.(except D.A.) can be paid for the journeys. But this should not be allowed more than twice for the same examination (Rule 73).
- (ii) If an employee is compulsorily recalled to duty before the expiry of leave thereby if leave is curtailed by not less than one month, T.A. as on tour

may be allowed for the journey from the place at which the order of recall reached him, to his headquarters (Rule 77).

(iii) On retirement (Rule 79)

- (a) After retirement, the employees may be allowed T.A. as on transfer from the headquarters to the Hometown i.e., self (only one fare), family and personal effects.
- (b) If the Hometown is outside the State, T.A. is admissible upto the State limits.
- (c) The journey should be performed within 6 months from the date of retirement.
- (d) If "Hometown" is not declared by the employee as per LTC rules before the date of retirement, this is not admissible.

(iv) In case of death while in service (Rule 89)

The family members are entitled for T.A. to go to home town of the deceased employee or to any other place where they wish to reside provided that the amount shall not exceed what would be admissible for journey from the headquarters of the deceased employee to his home town(Rule 106).

(v) To give evidence etc (Rule 82)

- (a) If an employee is summoned to give evidence in a court of law or in a departmental enquiry he is eligible for T.A. as on tour.
- (b) If an employee who is under suspension is summoned to attend any departmental enquiry, he may be paid TA as on tour.
- (c) An employee who performs journey to peruse any official records relating to the charges pending against him is eligible for TA if he is honourably acquitted of the charge.
- (d) No T.A. is admissible if the enquiry at an out station is at the request of the employee.
- (e) T.A. as on tour is admissible in cases where the employee performs journey to appear in a court of law wherein he was involved in legal

proceedings provided the legal expenses for defence of the case are reimbursed to him either in full or in part.

(vi) Journeys for Medical purposes (Rule 83-85)

(a) T.A. (except D.A.) is admissible in the following cases:

- (i) For consultation elsewhere if there is no medical officer at the place of duty of the employee.
- (ii) For the journeys to another place to undergo treatment if the local doctor certifies that necessary treatment cannot be provided locally.
- (iii) In addition, one members of his family may travel with him and travelling allowance for the journey of that family members (to & fro) may be allowed i.e., either rail fare by the class in which the Govt. employee is entitled to travel or the bus fare, as the case may be excluding daily allowance.

(vii) Journey to Attend Training Courses (Rule 86)

A Government employee who is deputed to undergo a training in any institution in India, (other than at his place of duty) may be allowed travelling allowance as a journey on tour. Daily allowance at the rates applicable to the place of training is admissible (if the period of training does not exceed 90 days). If the period of training exceeds 90 days duration, only transfer travelling allowance is admissible. (G.O.Ms.No.43, Fin & Pig, Dt: 8-1-1999).

Government employees who were provided hostel facilities with free boarding and lodging during the course of training: the daily allowance is admissible only at half the rates. However, if the charges towards boarding and lodging are met by the Government employee, daily allowance is admissible at full rate. If either boarding or lodging is provided free of cost, daily allowance is admissible at three-fourths rate (Rule 86(6)).

(25) Special rules for high official i.e.. Governor, Ministers and Chief Secretary are contained in Rule 91 and Annexure-VI (Rule 91).

(26) Time Limit for preferring T.A. claims (Rule 72)

The T.A. bills shall be preferred within 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 AP Fin.Code Vol I)

Details about TRANSFER T.A. – PERSONAL EFFECTS as given in G.O.Ms.No.24.Fin.Dept, Dt:28-3-2000 are as follows:

Grade	Maximum No. of Kgs admissible	Packing & Unpacking charges			Disturbance allowance in case of transfers to Delhi & places outside State	Journey by self		Journey by family		Mileage allowance
		Transfers outside the State	Transfers within the State but outside the Zone	Transfers within the Zone in the State		By train	By road where the places are not connected by train	By train	By road where the places are not connected by train	
Grade-I	50 qtls	Rs.2500 but Rs.3100 for those drawing pay of Rs.10950-17575	Rs.350 at each end	Rs.175 at each end	Rs.5500 lumpsum but Rs.6500 for officers drawing a pay of Rs.10950-17575	One fare of the eligible class or the class actually travelled whichever is less 2 mile-ages	2 mileages	Fare paid for each member of family of the eligible class actually travelled which-ever is less	One mileage if 3 member of his family accompany him and another mileage if more than 3 members of his family accompany him	Rs. 3.25 KM
Grade-II	40 qtls	Rs.2200/-	Rs.225/-	Rs.110/-	Rs.3700/-	---	-do-	-do-	-do-	Rs. 2.50 KM
Grade-III	30 qtls	Rs.1350/-	Rs.150/-	Rs.75/-	Rs.1500/-	---	-do-	-do-	-do-	Rs. 2.25 KM

NOTE: 1. Receipts must be produced for the above payments

2. If goods are transported by passenger train, by air or by lorry instead of goods train, he may draw actual cost of carriage upto a limit of the amount which would have been admissible and be taken the maximum number of KGs by goods train.

FIXED TRAVELLING ALLOWANCE (F.T.A)

- (a) FTA is admissible to the persons holding the category of posts specified in Annexure II to the TA rules, who are required to tour every month for specified number of days within their jurisdiction (Rule 12(1)).
- (b) The monthly rates of FTA and the minimum number of days to be toured are detailed below (Rule 12(2))

Details	Minimum number of days required to be toured in a month	Rate to be allowed if the jurisdiction is		
		Within the Mandal	Within 3 Mandals but one Division	Revenue Division
Officers on a pay scale up to Rs.3,550-7,150/-	15 days	300	350	400
	20 days	400	450	500
Officers on a pay scale of Rs.3,750-7,650/- and above	15 days	350	400	425
	20 days	450	500	550

- (c) The FTA should be drawn along with the monthly pay bill (Rule 17(2)).
- (d) FTA should not be drawn if the employee is on leave (other than casual leave) or for the period of joining time (Rule 13(2)).
- (e) For purposes of arriving at the total number of days toured in a month, a portion of a calendar day(on tour) shall be treated as one day (Rule 17(5)).
- (f) After expiry of the month, the tour journal has to be approved by the controlling officer. If there is any short tour, the FTA, already paid, for the number of days short toured shall be recovered from his FTA claim for the subsequent months (Rule 17(3)).
- (g) The amount of FTA for each day of short tour shall be arrived at as shown below:

$$\text{Day's FTA} = \frac{\text{Total amount of FTA for the month}}{\text{Minimum number of tour days}}$$

- (h) If a Government vehicle was used while on tour, the FTA shall be reduced by 25% proportionately for the number of days on which the Government vehicle was used, if such days go to make up the minimum period of touring.

If all or any of such days do not go to make up the period of minimum touring, no deduction need be made (Rule 15(1)).

- (i) In the case of tours outside the jurisdiction of the employee, FTA can be exchanged to regular TA for the journeys involved. No DA is admissible (Rule 50).
- (j) While deducting proportionate FTA for exchange the deduction shall be at the rate of 1/28, 1/29, 1/30 or 1/31 as the case may be, of the monthly rate of FTA (Rule 17(6)).
- (k) If the rate of FTA, admissible in a specified period differ, each part of the period should be considered separately and the eligibility for full FTA for each period of duty with reference to the actual number of days toured in that period determined separately (Rule 14(2)).
- (l) If an employee is holding two or more posts in the same place and if FTA is admissible for all the posts, he may draw the largest amount of the FTA. If he is holding additional charge of another post with a different headquarters, then the additional charge post shall be treated as outside his jurisdiction and TA for the journeys (without DA) in such additional charge post jurisdiction is admissible in exchange of FTA (Rule 16).
- (m) The exchange of FTA (in the case of journeys outside the jurisdiction) is for the entire journey including such part of it as is within the specified area (Rule 50).
- (n) Exchange of FTA is not applicable in cases where journeys had to be performed to a place outside the specified area to reach a place situated within the specified area (Exception under Rule 50).

26. LEAVE TRAVEL CONCESSION (Rule 92 & Annexure VII)

- A. It is a concession allowed by the Government to claim reimbursement of the expenditure incurred by the Government employee and family members in connection with their journeys from headquarter to Home town/any place within the State performed in their own interest (Para I).
- B
 - (i) This concession is admissible to all employees (including temporary employees) who have put in a continuous service of five or more years. This is not admissible to the following categories of employees :

- (a) Who are not whole time employees
 - (b) Who are paid from contingencies
 - (c) Who are borne on work charged establishment &
 - (d) Who are industrial employees
- (ii) This concession is not admissible if a Government employee proceeded on leave and resigns the post after going to Home town/any place within the State (Para 11 (c)).

C Family for purposes of this concession shall be the same as admissible in the case of transfer TA.

Exceptions:

1. (i) The parents of all Gazetted officers will not be treated as family members.
 - (ii) If the parents are pensioners, they are not treated as family members (Govt. Memo No.48977-A/17/AI/TA/97, dt. 23.7.97 of Finance department).
 - (iii) The children born on or after 1-4-96, shall not be included, if the children born prior to 1-4-96 and are alive on the date of availing this concession are two or more (G O Ms No.140, Finance & Planning (FW.TA) Department dt. 3.4.96).
 2. In the case of married female employees (NGOs) her parents will be treated as members of family provided they are dependent on them (para 7).
 3. Every Government employee should furnish a list of family members who are actually dependent on him and the same has to be recorded in the SR. As and when there is any change of family members, the employee is expected to furnish a revised list, explaining the reasons there for, and it should also be recorded in the S.R., At the time of applying for this concession, the employee should furnish the list of family members for whom this concession is going to be utilized. The authority competent to permit the employee to avail this concession should verify the correctness of the family members with reference to the entries recorded in the SR, and after satisfying that it is correct, he shall permit the employee to avail this concession (Para 16(b)).
- (D) (i) This concession can be availed once in every block of two consecutive calendar years. In the first block, this concession is admissible to go to Home Town and in the second block to visit any place within the State.

Illustration:

1997/1998	To go to Home town
1999/2000	To visit any place in the State
2001/2002	To go to Home town
2003/2004	To visit any place in the State

and so on for every block of two consecutive calendar years

- (ii) During the second block in which they may avail the concession to visit any place within the State, they may go to Home Town (instead of visiting any place within the State) (Para 4(d)).
 - (iii) If the concession is not availed in any block, it will lapse (para 4(1)).
 - (iv) Only after obtaining the written orders permitting the employees to avail the concession, the journeys should be performed i.e., in anticipation of the orders, journeys should not be performed (Para 4 (h)).
 - (v) In the second block, permission should be given to visit any place within the State only. In other words, it should not be stated in the orders that the employee is permitted to visit any place outside the State, but the claim should be limited up to the last point within the State in that direction (Para 4 (b)).
 - (vi) If the Family members of a Government employee are living away from the Government employee and this concession is not being availed by the family members in any block period, the Government employee is eligible for this concession to go to "Home Town" once in every calendar year. But in the case of Government employee who is not having family this concession is not admissible once in every calendar year (Para 11 (1)).
- (E) The journeys have to be performed during the period of leave (including casual leave) plus public holidays, but not during the period of public holidays alone. Therefore, the employees have to apply for at least a day's leave. In the case of employee belonging to vacation Department this can be availed during the period of vacation. It is for the sanctioning authority to satisfy that the leave and public holidays put together is sufficient to cover the to and fro journeys (Para 6).

- (F) The authority competent to sanction earned leave to the employee is the authority competent to permit the employee to avail this concession (Para 5).
- (G) (i) Every employee has to give a declaration in the prescribed form, of his 'Home Town' at any time before availing this concession to go to "Home Town" for the first time (Para 8 (a)).
- (ii) Even if the Home Town is not declared by any employee, the concession to visit any place within the State admissible during the second block, can be permitted (Rule 4 (e)).
- (iii) The "Home Town" shall be the place duly supported by reasons such as native place, being the permanent residence of parents/grand parents (either paternal or maternal) or owning any immovable property (Para 8 (b)).
- (iv) In exceptional circumstances, the employees are permitted to submit revised declaration, changing the "Home Town" once in the entire service, if any of the following criteria is satisfied (Para 8 (b)):
1. The place declared should be the one to which the employee has been visiting frequently.
 2. The employee should own a residential property.
 3. The near relations are residing permanently at that place.
 4. The employee lived there prior to joining the Government Service.
- (v) The "Home Town" or "Revised Home Town" declaration should be submitted to the controlling officer, who after satisfying himself, has to approve it and communicate the approval to the Head of the office where the employee is working. It shall be recorded in the service book of the employee and attested by the Head of the office (Para 8).

H. JOURNEYS

i. If the places are connected by train:

- (a) The employee & family members may travel in the entitled class and claim the actual fares paid after furnishing original Tickets in the T.A., bill (Rule 9 (a) (i) & 10) Cir.Memo.No.11818/48/A2/TA/2001, dt.7.3.2002.

b) If they perform journey in other than the entitled class the employee can claim either actual railway fare paid by noting the ticket numbers or the railway fare admissible by the entitled class whichever is less (Para 9 (a) (ii)). Railway tickets have to be enclosed.

c) If the employee and or family members perform journey by regular public service (between places connected by train), the employee can claim either the actual bus fare paid or the amount of railway fare admissible by the entitled class which ever is less. For this purpose, the actual bus tickets have to be enclosed to the T.A. bill (Para 9 (a) (iii)).

ii. If the places are connected only by Public Motor Services:

The employee and family members may perform journey by any type of bus, i.e., ordinary, express, semi luxury and deluxe bus (not by A/C buses) and claim the fare paid by producing the bus tickets for which the T.A. claimed (Para 9 (b)).

iii. if the places are not connected either by train or by public motor services:

One mileage at the rates specified in Annexure II to the T.A. Rules appropriate to the Grade, is admissible for a group not exceeding two. If the group exceeds two persons, two mileages are admissible. The maximum number of mileages admissible is only two, irrespective of the number of family members.

NOTE: Journeys made through Andhra Pradesh Tourism Development Corporation buses are recognized as journeys made by regular public motor service (Para 9).

I. Regulation of claim : (a) when the journeys are performed by train original tickets (Circular Memo No.11818/48/A2/TA/2001, dt: 7-3-2002) shall be produced along with TA bill.

(b) When the journeys are performed by regular public motor service, the actual bus tickets purchased shall be enclosed.

Exception: If the sub-vouchers are not enclosed in support of the journeys performed between the following places, the claims may be admitted, to the extent of proof produced:

(a) Journeys between Srikakulam Road (Amudalavalasa Town) Railway Station and Srikakulam Town

(b) Between Nuzvid Railway Station and Nuzvid Town

(c) Between Madanapalli Railway Station and Madanapalli Town

(d) Between Nellore and Rehamatabad

(e) Between Tirupati and Tirumala

(f) Between Visakhapatnam and Simhachalam

(g) Between Bhadrachalam Road Railway Station and Bhadrachalam Town.
(Exception under para 10(b)).

- J. The journeys by air are not permitted while availing this concession. If any employee and or family members actually perform the journey by air, the claim shall be limited to the amount admissible had the journey been made by train / bus or mileage, as the case may be, on production of the air ticket (*para 10(c)*).
- K. The employees who are entitled to maintain a motor car or motor cycle / scooter, as specified in para 21 above (*vide Annexure-IV to T.A. Rules*) and who actually perform the journey by own conveyance, the actual cost of propulsion, i.e. cost of fuel and lubricants (excluding repairs, depreciation or driver's wage) as per sub vouchers may be reimbursed limiting the amount admissible had the journey been performed by train / bus, or mileage, as the case may be (*para 10(d)*).
- L. If the Home Town is situated outside the State, the claim is admissible to the last point within the State in that direction(*Note V under Para 10(d)*).
- M. The journeys may be performed by a longer route, partly by the eligible class or partly by the lower class in train, the claim by the entitled class shall be for the corresponding portion of the shortest route and for the balance of the distance by the shortest route at the lower class rate (*Note IV of para 10(d)*).
- N. The journeys maybe performed by any route with or without halts on the way. But, it is necessary that the employee and family members shall touch the place permitted, i.e. either "Home Town" or "any place within the State". In such cases the claim shall be allowed on the basis of distance by the shortest route between the headquarters and the place to which permitted (*para 11 (a) & (b)*).
- O. i) It is open to the employee to perform the journey along with the family members at one time or they may perform the journey independently. The claim is not admissible only for the family members, i.e. it is necessary that the Government employee should avail the concession if he has to claim for family members also (*para11(c)*).
- ii) If the journeys are performed in separate groups, the claims also may be preferred separately. But the journeys, (either onward or return) of the last

group shall be within a period of six months from the date of performing the journey by the first group. This condition of performing journey within six months by the last group, may be relaxed by the Head of the Department, in special cases (Para 11 (d)).

- P) This concession can be availed while under going training. In such cases the claim of the Government employee shall be from the place of training to the Home Town/any place within the State, as the case may be. But in respect of family members, the claim shall be from the head quarters of the employee (Para 11 (e)).
- Q) In cases where the employee wants to avail the concession in combination with a journey on transfer, the employee & family members may avail the concession, with the prior permission of the competent authority to do so and after applying for the necessary leave to avail this concession after relief from old station. In such cases, the claim shall be made from the old Head quarters to the Home Town/any place within the State, as the case may be and from that place to the new head quarters, subject to deduction of the distance for which the TTA is admissible from the old station to the new station direct (Para 11 (f)).
- R) i) If both husband and wife are State Government employees only one of them is eligible to avail this concession while the other may be treated as family member. However, if they wish to avail the concession independently, they should not claim as one of the family members in respect of the claim of the other spouse and the claim for the remaining family members shall be made only with either of them but not with both the employees (Para 11 (a)).
- ii) If one of the spouse is a State Government employee while the other is a non State Government employee where a similar concession is not admissible, the spouse working in State Government may avail this concession treating the other spouse as a family member provided a certificate is furnished by the Government employee to the effect that the other spouse is not eligible for a similar concession (Para 11 (j)).
- iii) If one of the spouse is working in A.P.S.R.T.C. where the free bus pass facility is available, the Government employee is not entitled to claim this concession on behalf of the spouse working in APSRTC. The claim for the remaining family members is admissible on furnishing a certificate to the effect that they did not / are not going to avail the bus pass facility along with the spouse working in A.P.S.R.T.C. (Para 11 (k)).
- S. In the following cases, the concession is admissible for the outward journey only:

- i) a) Government employee and family members performing the journey during leave preparatory to retirement, refused leave and terminal leave
- b) Family members after going to Home Town have no intention to return to head quarters or return after the expiry of six months from the date of performing onward journey.
- c) If the dependent son got employed after reaching Home Town or if the dependent daughter gets married after going to Home Town.

Where the members of the family of a Government employee is living away from the employee and the concession is not being availed by the family in any block period, the Government employee making a declaration to that effect; is eligible to avail the concession of visiting "Home Town" once in every calendar year. A Government employee having no family is not however, eligible to avail this concession once in every calendar year.

- ii) In the following cases, this concession is admissible only for the return journey, (not admissible for onward journey)
 - a) After going to Home Town, if the employee marries, the spouse is eligible for return journey.
 - b) A son legally adopted at Home Town after performing journey to go to Home Town.
 - c) Any other member of the family of the Government employee living for long time at the Home Town or when this concession for onward journey was not claimed (Para 11 (m)).

T) Penalties for misuse of the concession:

If it is established that this concession was not actually availed (without performing the journey as per the claim) the following action has to taken.

- i) The entire amount paid has to be ordered to be recovered in one lumpsum along with penal interest at the rate of 8% p.a.
- ii) The right of the employee to avail this concession shall be forfeited for the rest of the service; and
- iii) Disciplinary, action has to be taken against the employee as per C.C.A. Rules

All the above three actions have to be taken (but not only one or two of them) (Para 14).

U. ADVANCES

- i) An advance not exceeding 80% of the amount admissible can be sanctioned simultaneously on issuing orders permitting the employee to avail this concession. This advance has to be sanctioned by the authority competent to sanction advance of tour T.A. Advance can be sanctioned separately for onward journey & for return journey. Similarly separate advance can be sanctioned for Government employee and family members.
- ii) If advance sanctioned is not utilized within thirty days from the date of drawal, the entire amount has to be refunded.
- iii) If the return journey is not performed within six months from the date of onward journey, 50% of the advance shall be returned.
- iv) If the journey could not be performed due to the death of the employee after drawing the advance, the entire amount shall be recoverable from the family members. If the employee dies after actually performing the journeys but before submitting the TA claim the family members may claim the TA (Para13).

V. THE FOLLOWING CERTIFICATES HAVE TO BE FURNISHED:

- i) By the Government employee:
 - a) Certified that for the block period of.....I have not submitted any claim so far for leave travel concession in respect of the persons for whom travelling allowance is claimed in this bill.
 - b) Certified that the advance of travelling allowance for the leave travel concession has been fully adjusted in this bill.
 - c) Certified that the persons for whose journeys the claim is preferred in this bill performed the journeys to and from
 - d) Certified that my wife/husband is not a Government employee/is an employee ofand that the concession has not been availed of by her/him separately for

herself/himself or for any of the family members covered by this claim for the block period

- e) Certified that the family members for whom claim has been made in this bill are wholly dependent on me.

ii) By the Controlling Officer/Drawing Officer:

- a) Certified that the claim was preferred in time by the claimant and that the delay in presentation at the Treasury is due to administrative reasons.
- b) Certified that the claim was not preferred and paid previously.
- c) Certified that necessary entries were made in the service register of the individual regarding the availment of leave travel concession during the block period.
- d) Certified that, apart from normal checks, I have verified the claim after obtaining all the required details, as to the actual travel, correctness of number of family members, distance travelled, Fares and mileage claimed and I am satisfied that the claim is in order (Para 12 (c) & (d)).

- X) A record of all concessions sanctioned under these rules shall be made in the S.R. of the employee indicating the dates of journeys and the amount of T.A. paid (Para 12(e)).

T.A. RULES QUESTION & ANSWERS

1. What are the responsibilities of the controlling officer in regard to TA claims ?

A: As per Rule 7 of AP TA Rules, he has to check up the correctness of the claims, arithmetical accuracy, duration, necessity of the journey etc.

2. What are the emoluments taken into consideration for purpose of TA claims ?

A: Only Basic pay is taken into consideration for the purpose of TA claims.

3. How are the claims towards fares regulated when a Government employee travels between places connected by rail, in a public motor transport ?

A: Under Rule 23(iv) the claim must be restricted to the extent of admissibility by train, or actual fare whichever fare is less.

4. How is the mileage claim regulated when the journey not exceeding 32 kms by car is performed by an officer eligible to travel by car ?

A: As per the DA admissible under Annexure-1 of TA rules (Rule 23 (iv)).

5. Is mileage permissible for a journey by road in a hired conveyance ?

A: Under rule 24 (vi) of APTA rules, where a journey is performed in a hired conveyance, if the complete charges are borne by the employee, he may claim mileage for such conveyance as per normal rules.

6. What is the criteria to allow an officer to travel by 1st class air conditioned in respect of rail journeys ?

A: As per Rule 27, those officers who are entitled to travel by air, are entitled to travel by 1st class AC in train journey for journeys on duty.

7. Supposing two officers are travelling in a borrowed conveyance and the entire charges for running the vehicle are borne equally by them. Can both of them claim mileage ?

A: No - The mileage claim in such cases should be claimed by only one among them by mutual arrangement. The other person will be entitled only for the Daily allowance.

8. What is the criteria to allow journeys by air by government officials ?

A: As per Rule 33&34 of APTA Rules, all officers drawing a pay of Rs.12,550/- and above and the All India Service Officers and Heads of Departments are eligible. Deputy Secretaries, though drawing less than Rs.12,550/- may also travel by air, with permission of the concerned secretaries.

9. Are conveyance charges permissible in addition to DA for the journeys covered by an employee for visiting local offices while on camp ?

A: Not permissible within the State. Rule 36(i) which provides DA includes lodging and boarding charges as well as the conveyance charges. As per rule 40(7), for such journeys while touring outside the State, subject to a maximum of Rs.100/- per day actual Auto/ Taxi fare is admissible.

10. Is DA permissible for a day of halt in a camp when some journeys are made on that day and mileage also has been claimed for that day ?

A: As per rule 40 DA is not permissible

11. How are the TA claims regulated when a journey is performed in a government vehicle not specifically supplied to the government servant but the government servant himself meets the expenditure on petrol and oil ?

A: Under Rule 43 sub rule (2) where a journey performed by government employee in a Government Vehicle not specifically provided for him, if he meets the expenditure of petrol and diesel, mileage is allowed but a deduction of 1/3 of mileage will be made.

12. How the claim of daily allowance regulated where a claim towards lodging charges is made for the government employee for halts made by him on tour?

A: Rule 41 sub rule (4) where lodging charges are claimed by government employee 25% cut should be imposed on DA

13. Who is the competent authority to permit government servant tour outside his jurisdiction ?

A: Rule 47 sub rule 2 stipulates, the controlling officer may permit the subordinate to proceed on tour, provided that the place is under the Jurisdiction of the controlling officer.

14. Is it permissible to allow TA for the return journey from camp of an officer when he avails CL while on camp and does not resume back to duty before proceeding on the return journey ?

A: Rule 48 sub rule 4 no TA is permissible, except when the CL is on Medical grounds.

15. What are the circumstances under which TA is permissible to a government employee appointed to government service on new appointment ?

A: No TA is permissible to newly appointed government servants

16. How are the claims of TA of Government employee transferred from government dept to foreign service or repatriated to foreign service to govt service regulated?

A: As per Rule 55 of APTA rules, both for onward and return journeys the expenditure towards transfer TA should be borne by the foreign employer only.

17. Is it permissible to reduce the quantum of transfer TA ?

A: Under Rule 55, in the event of availment of excess joining time HODs can impose cut on transfer TA.

18. How are the transfer TA claims of the employee and his spouse who are govt servants regulated and when both of them are transferred to the same place from different stations ?

A: Rule 55 regulates the claiming of transfer TA by both the wife and husband when both are government employees when both of them are transferred to the same place from different stations.

19. How are the Transfer TA claims for self of a Government employee regulated when he performs the journey in his own car between places partly connected by train and partly connected by road ?

A: Rule 56(iii) stipulates an employee is entitled for the actual charges for the transport of car or the eligible fares of a railway journey + two mileages for self which are other wise admissible, which ever is less.

20. How are the claims towards transport of personal effects of government employee regulated when he transports his personal effects by a motor car transport company when the transfer between the places is partly connected by rail and partly connected by road ?

A: As per Rule 58 (iii), the claims should be restricted to the actual expenditure incurred, or as per the eligibility in relation to rail and road transport whichever is less.

21. When a government servant is transferred from one place to other, whether the family members residing with him at the old station can perform the journey to a place other than the new head quarters of the government employee ?

A: Yes. Permissible when it is in consequence to the transfer.

22. When the motor car of a government is transferred from old to new station under its own power whether the driver is entitled to fares ?

A: No, Rule 61 (iii).

23. What is the scale of personal servants allowed to a government servants when he is transferred from one place to other ?

A: As per Rule 62, Grade I officers - Two personal servants and others to one personal servant.

24. Is the government servant permitted transfer TA if transferred from one place to other while on leave ?

A: Rule 60 permits the admission of Transfer TA to government employee if he is on any kind of leave not exceeding 4 months of leave.

25. Is a government employee who is on leave entitled to TA for the journeys performed by him in public interest ?

A: As per explanation 3 rule 75 a government servant who performs the journey in public interest while on leave is entitled for TA. But, Government sanction is to be obtained.

26. Is a government servant who is on leave and recalled to duty entitled to TA for the return journey performed by him to join the new post

A: Yes (Under Rule 76).

27. Is a government employee entitled to TA for the journeys performed by him while on leave to tender evidence before a court of law in connection with matters which have come to his official knowledge while on duty ?

A: Yes. As per rule 82 sub rule(iv) TA is permissible.

28. How are the claims of TA of a government employee when he performs journeys to appear before the medical officer to obtain a certificate regarding his extension of leave regulated ?

A: Rule 84 for the journeys performed by government employee to obtain medical fitness to rejoin duty are not permissible.

29. Is TA permissible to a journey performed by government employee to receive an incentive award ?

A: Yes. As per Rule 87 subrule(9) TA is permissible.

30. Is a Government servant who participate in a tournament as a player entitled to TA for the journeys made by him in that connection ?

A: Rule 87 sub rule (2) .They are eligible for TA.

31. What are the responsibilities of the claimant in regard to his TA claim ?

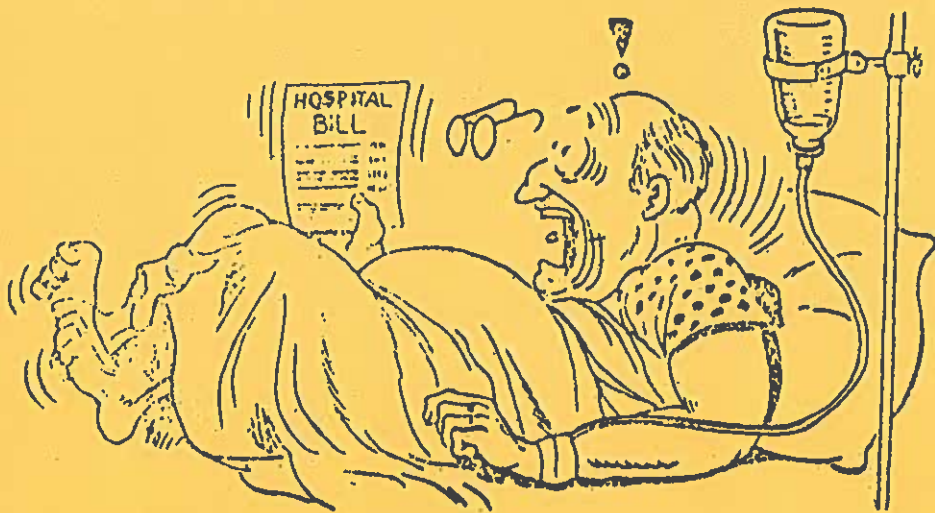
A. The duties and responsibilities of Government servant in regard to TA claims are as under Rule 93 of APTA rules. He should furnish all the particulars about the journey in the claim form.

32. What are the certificates to be furnished by the claimant and the controlling officer in regard to regulation of Tour TA and Transfer TA Claims ?

A: Rule 94 of APTA rules contains certificates to be furnished by the controlling officer.



In early life, people give up
their health to gain wealth



Then, in later life,
they give up some wealth
to regain health