

Travelling Allowance & Daily Allowance

- Of the various types of Travelling Allowance, Mileage Allowance as per SR 29 is an allowance calculated on the distance travelled which is given to meet the cost of particular journey.
- (SR 30:Admitted to Shortest of two or more practical routes provided that when there are alternative Railway routes and the difference between them in point of time and cost is not great).

Exception to above under SR 31

*A Competent Authority may for Special Reasons which should be recorded permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route

Standing Instructions: *G.O.I(1) under SR31-> The existing system of restricting road mileage to rail mileage between places connected by rail will continue to apply. Road mileage will be limited rail fare of the entitled class. Full road mileage may be admitted in those cases where travel by road is in public interest and sanction of CA under SR 31.*

*All Heads of Department.

Class of Accommodation

- SR 34. For the purpose of mileage allowance when travelling by Railways the following scale is followed:

<u>Grade Pay</u>	<u>Travel Entitlements</u>
Rs.10000+& HAG+	AC First Class
Rs.7600, Rs.8700 and Rs.8900	AC First Class
Rs.5400 and Rs.6600	AC Second Class
Rs.4200, Rs.4600 and Rs.4800	AC 2 Tier
Below Rs. 4200	AC 3 Tier

SR 35 Powers to relax the above for travel by higher class rests with the Competent authority.

GIO under SR 34

- Passenger Tax, Reservation charges, Cancellation Charges, Tatkal Seva Charges, IRCTC charges are reimbursable.. Clarification on Reimbursement of Premium Tatkal Scheme not yet received.

Entitlement for travel by SEA (SR 40)

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<u>Grade Pay</u>	<u>Entitlement of class by sea</u>
Rs.5400 and above and those in pay scales of HAG+	Highest Class.
Rs.4200 and below	If there be two class only on the Steamer, the lower class

SR 46. Road Mileage for journeys by road.

Grade Pay	Entitlement
Rs.10000 and above and those pay scales of HAG+	Actual fare by any type of Public Bus including air-conditioned bus; or <i>*At prescribed rates</i> for AC Taxi when the journey is actually performed by AC Taxi or At prescribed rates for autorikshaw for journeys by autorikshaw or own scooter
Rs. 5400, Rs.6600, Rs.7600, Rs.8700 and Rs.8900	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible. <i>(HOD's prior permission is required for journey by Taxi).</i>
Rs. 4200, Rs.4600, Rs.4800	Same as at (ii) above.
Rs.2400 and above but less than Rs.4200	Actual fare by Public bus other than A/C bus or at prescribed rates by Autorikshaw or own scooter
Below Rs.2400	Actual fare by Ordinary Public Bus or by Autorikshaw or own scooter.

*Rates as prescribed by Transport Authorities of Concerned State. In places where prescribed rates are not available then @ Rs.16.00/Km by Own Car/Taxi and @Rs.8.00/Km by Auto.

Prescribed rates in the State of A P & Telengana is Rs. Rs 15/- by Taxi and Rs 9/- by Auto

Journeys by Taxi to and from Airports/Railway Stn. Under SR 46 & G.O.I(1)

In the Metropolitan cities of Delhi, Mumbai, Kolkatta and Chennai whenever taxis are used for official journeys on tour from residence or office to airport/Railway station and back, the actuals of taxis should be reimbursed. (*For allowing reimbursement of actual taxi fare a certificate by the officer concerned should be deemed to be sufficient.*)

In the case of Delhi Airport reimbursement as per the prepaid taxi managed by Delhi Police/Airport Authority and similar system managed by local police/airports authority prevailing in other metropolitan cities also.

Travel by Own Conveyance for temporary duty at Headquarters station SR 46 GIO(1)(6)

Local Journeys: (a) Beyond 8 Km from residence : For journeys beyond 8 km within the limits of the Urban Agglomeration/Municipality or contiguous Municipality, etc., (20 Kms in Hyderabad) in which the headquarters of the Government servant is located should normally be performed in the same way as the Government servants performs the journey to his duty point, i.e. by bus, local trains or his own conveyance. *Where travel by special means of conveyance like taxi, scooter, etc., is considered necessary, prior permission of a superior authority should be obtained* and in such cases, if more than one Government servant are deputed for duty at the same point, they should, as far as possible, perform the journey together by sharing the hire charges.

Mileage Allowance for Local Journeys at tour station- SR 46

Grade Pay	Reimbursement
Rs.10000 and above and those in HAG+ and above	AC Taxi charges of up to 50 Kms for travel within the city
Rs.7600 to Rs.8900	Non-AC Taxi charges of up to 50 Kms per diem for travel within the city
Rs. 5400 to Rs. 6600	Travel charges of upto Rs.150 per diem for travel within the city; <i>Now Rs.225.00 w.e.f. 01.01.14</i>
Rs. 4200 to Rs.4800	Travel charges of upto Rs.100 per diem for travel within the city; <i>Now Rs.150.00 w.e.f. 01.01.14</i>
Below Rs. 4200	Travel charges of upto Rs.50 per diem for travel within the city; Rs.75.00 w.e.f. 01.01.14

Special Concessions: SR 47 A Competent Authority may for special reasons to be recorded, allow to a particular Government servant mileage allowance at higher rate than prescribed above.

AIR TRAVEL

SR 48-B Travel by air is permissible on tour or on transfer.

For Grade Pay of 10000 and above Business Class

For GP below Rs.8900 upto Rs.5400 Economy class

Air travel by non-entitled officers: Powers are delegated to the secretaries of the Administrative Ministries to authorize air travel for non-entitled officers.

SR 49 DAILY ALLOWANCE

- A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by a Government in consequence of such absence.

SR 51 and GOI(1) Rates of Daily Allowance:

Grade Pay	Daily Allowance
Officers drawing grade pay of Rs.10000 and above and those in pay scales of HAG+	Reimbursement for hotel accommodation up to Rs.5000 per day (<u>now Rs.7500</u>); reimbursement of AC taxi charges upto 50 Kms for travel within city and food bills of Rs.500 per day (<u>now Rs.750/-</u>).
Officers drawing GP of Rs.7600 to Rs. 8900	Reimbursement for hotel accommodation of up to Rs. 3000 per day (<u>now Rs. 4500</u>); reimbursement of non-AC taxi up to 50 Kms for travel within city and food bills of Rs.300 per day (<u>now Rs.450</u>).

Exceptions to Rule 51

- SR 52. A competent Authority may, for reasons which should be recorded and on such conditions as it may think fit to impose, sanction for any Government Servant a daily allowance higher or lower than that prescribed in Rule 51, if it considers that the allowance so prescribed is inadequate or excessive.
- SR 56. A competent Authority may by general or special orders direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or any other suitable manner for any or all Government servants travelling in any specified locality in which travelling is unusually expensive.

Daily allowance

SR 70. Daily allowance may not be drawn except during absence from Headquarters on duty.

SR 71. Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of eight kilometers from the duty point at his headquarters.

G.I.O(1) Absence from Headquarters will be reckoned with reference to the scheduled departure/arrival of the train or flight or bus as the case may be.

G.I.O(4) Daily allowance on local journeys admissible up to 180 days.

SR 72 Halts on tour

- Daily allowance may be drawn during a halt on tour on a holiday occurring during a tour except that a Government servant who takes casual leave or restricted holiday while on tour is not entitled to draw allowance

DA for continuous Halt-G.O.I(1) under SR 73

The admissibility of daily allowance at a place outside Government Servant's Headquarters for a continuous halt up to 180 days or more during tour/training/temporary transfer is as follows:

- (i) First 180 days Full Daily Allowance
- (ii) Beyond 180 days Nil.

The intention is to relate the limit to halt and not to the entire absence. Full daily allowance will be admissible for 180 days of continuous halt at any one place.

SR 114 Journeys on Transfer

- Travelling allowance may not be drawn under this section by a Government servant on transfer unless he is transferred for public convenience and is entitled to pay during the period occupied by the journey.
- G.O.I(1) TA on appointment under Central Government through examinations/interview.

Joining time and joining time pay should be permitted for Government servants under Central Government who hold permanent posts in a substantive capacity

SR 114 (2) Temporary transfer

- In all cases of transfers for short period not exceeding one hundred and eighty days, the journeys from the headquarters to the station of deputation and back may be treated as on tour for purposes of regulating travelling allowance.
- First 180 days Full Daily Allowance
- Beyond 180 days Nil

If a temporary transfer initially made for a period not exceeding 180 days is later extended beyond this period, the travelling allowance already drawn shall be adjusted in the transfer travelling allowance claim but the daily allowance admissible up to the date of issue of orders extending the transfer, will not be so adjusted.

Transfer Allowance

- SR 115. A Government Servant may draw mileage allowance for a journey on transfer.
- SR 116 He may draw one extra fare for each member of his family who accompanies him and one-half for each child for whom such fares are paid.
 - A member of a the family who follows him within six months from the date of his transfer or precedes him by not more than one month. The time-limits may be extended by competent authority in individual cases.
- GIO(1) Current Transfer Travelling Allowance entitlements.
 - 1) Composite transfer Grant equal to one month pay in case of transfer involving a change of station located at a distance of or more than 20 Km from each other.
 - 2) In cases of transfer to stations at a distance of less than 20 Kms from old station and of transfer within the same city, then one third of the composite transfer grant will be admissible.
 - 3) If the transfer of husband and wife takes place from the same place to the same place within six months but after 60days of the transfer of the spouse, 50 percent of CTG on transfer shall be allowed to the spouse.

Carriage of personal effects on transfer

Grade pay	By Train/steamer	Rate per km in X and Y class cities by Road	Rate per km in Z class cities by Road
Officers drawing GP of Rs.7600 and above	6000 Kgs By Goods Train/4 wheeler wagon/1 double container	Rs.30.00 (now Rs.45) i.e. (Rs.0.0075 per kg per km)	18.00 (now Rs.27) ie (Rs.0.0045 per kg per km)
Officers drawing GP of Rs. 4200 upto Rs.6600	6000 Kgs By Goods Train/4 wheeler wagon/1 single container	Rs.30.00 (now Rs.45) i.e. (Rs.0.0075 per kg per km)	18.00 (now Rs.27) ie (Rs.0.0045 per kg per km)

SR 116 (5) (v) Transportation of conveyance

- Officers drawing Grade pay of Rs.4200 and above and those in pay scales of HAG+.....One Motor Car etc. or one Motor Cycle
- When conveyance is sent under its own propulsion.....

Between places connected by rail	Between places not connected by rail
Prescribed rates limited to expenditure on transportation by passenger train on rail	At prescribed rates.

When the conveyance is sent under own propulsion and Govt. servant does not travel in the car, he/she will be entitled to a separate fare by rail or air

Journey when Proceeding on or Returning from leave

- SR 134 Except as otherwise provided in these rules, a Government servant is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave.
- SR 135 A competent authority may for special reasons permit any Govt. servant to draw for a journey of the kind specified in Rule 134 travelling allowance as for a journey on tour.
- SR 142. Compulsory Recall from leave: When the leave is curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him to the station to which he is recalled. If the period curtailed is less than one month, mileage allowance is allowed at the discretion of the Authority recalling the Government Servant.

Thankyou.