

TRAVELLING ALLOWANCES

ALLOWANCES TO GOVERNMENT SERVANTS

COMMON ALLOWANCES :

1. DEARNESS ALLOWANCE
2. HOUSE RENT ALLOWANCE
3. TRANSPORT ALLOWANCE
4. TRAVELLING ALLOWANCES
5. CONVEYANCE ALLOWANCES
6. CHILDREN EDUCATION ALLOWANCE
7. OVERTIME ALLOWANCE
8. FAMILY PLANNING ALLOWANCE

SPECIFIC ALLOWANCES APPLICABLE TO CERTAIN OFFICES

1. UNIFORM ALLOWANCE
2. DEPUTATION ALLOWANCE
3. DIET ALLOWANCE
4. BAD CLIMATE ALLOWANCES

TRAVELLING ALLOWANCE

- Allowance sanctioned to Government officers to execute official work – Travelling allowance on tour – Tour T A
- Allowance sanctioned on account of official change of posting i.e. transfer from one station to another.- Transfer TA
- Permanent Travelling allowance – is an allowance granted to officers who travel extensively.
- Conveyance allowance – granted to officers who are required to travel extensively within a short distance from Hqrs and as such are not eligible for Daily allowance

FRSR- TRAVELLING ALLOWANCE RULES

- The eligibility and sanction of travelling allowances is governed by FRSR – Travelling allowance rules.
- Some definitions :
- Competent authority – in relation to the exercise of any power means , the President or any authority to which the power has been delegated. By or under these rules.
- Family – Government servants wife / husband and any family members who reside with him and are wholly dependent on him / her.

Modes of travel

- By rail
- By road
- By air
- By sea / steamer

TRAVELLING ALLOWANCE ON TOUR

- Encompasses

- 1. Mileage allowance – Allowance of actual travel for the tour as per the shortest route.
 - By rail : Entitlements : as per DOPT instructions G I M F OM F No 19039/2/2008 E IV dated 23.9.2008

S1.No	Grade Pay	Travel entitlements
1.	Rs 10,000 and above	AC First class
2.	Rs 7600, Rs 8700 and Rs 8900	AC First class
3.	Rs 5400 and Rs 6600	AC 2- tier
4.	Rs 4200, Rs 4600 and Rs 4800	AC 2- tier
5.	Below Rs 4200	First class/ AC 3 tier / AC Chair car.

MILEAGE BY ROAD

Sl.No	Grade Pay	Travel entitlements
1.	Rs 10,000/- and above	Any public bus incl A C Bus / prescribed rate by AC taxi when journey is actually performed by AC Taxi.
2.	Rs 8900, Rs 8700/-, Rs 7600/- , Rs 6600/- , Rs. 5400/-	As above, However, AC taxi is not allowed.
3.	Rs 4200/- , Rs 4600 and Rs 4800/-	As above.
3.	Rs 2400/- and above till Rs 4200/-	Actual fare by any type of public bus other than AC bus
4.	Below Rs 2400/-	Actual fare by ordinary bus

MILEAGE BY AIR

S1.No	Grade Pay	Travel entitlements
1.	Rs 10,000 and above	Business / Club class
2.	Rs 7600, Rs 8700 and Rs 8900 , Rs 6600 and Rs 5400	Economy class

SOME CLARIFICATIONS

- Sports persons can travel by First class/ economy class by air .
- Tatkal charges / service tax etc is reimburseable
- Can book on internet for rail
- Can book only in Air India through internet on Air India site/ Balmer and Laurie and M/s Ashoka Travels – for flight.
- Travel to some sectors where Air India doent fly is allowed by private airlines
- Non entitled officers can travel by air however, only entitled fare will be reimbursed.

DAILY ALLOWANCE

- Consequent on acceptance of recommendations of 6th pay commission, no daily allowance is paid to the officers.
- However, the actual expenditure on lodging and boarding and local transport is paid subject to entitlement.
- The entitlement is as follows.

ENTITLEMENT OF LODGING/FOOD/LOCAL TRANSPORT CHARGES.

Sl.No	Grade Pay	Daily allowance lodging	Mileage allowance for local tour	Food allowance
1.	Rs 10,000/- and above	Rs 7800/- per day for hotel accomodation	AC taxi charges for upto 50 kms per day	Rs 780/- per day
2.	Rs 8900, Rs 8700/-, Rs 7600/- , Rs	Rs 4688/- per day for hotel accomodation	Non AC taxi charges for upto 50 kms per day	Rs 470/- per day
3.	Rs. 6600/- , Rs. 5400/-	Rs 2344/- per day for hotel accomodation	Non AC taxi charges for upto Rs 234 per day	Rs 313/- per day
3.	Rs 4200/- to Rs 4800/-	Rs 781/- per day for hotel accomodation	Non AC taxi charges for upto Rs 156 per day	Rs 234/- per day
4.	Below Rs 4200/-	Rs 469/- per day for hotel accomodation	Non AC taxi charges for upto Rs 78 per	Rs 156/- per day

INCREASE IN ENTITLEMENTS WITH INCREASE IN DA

Sl.No	Grade Pay	Daily allowance lodging per day for hotel accomodation in Rs			Mileage allowance for local tour (Taxi charges per day)			Food allowance		
		As on 23.9.2008	As on 1.1.2011 (after increase of DA by 50%)	As on date (DA increased by another 50%)	As on 23.9.2008	As on 1.1.2011 (after increase of DA by 50%)	As on date (DA increased by another 50%)	As on 23.9.2008	As on 1.1.2011 (after increase of DA by 50%)	As on date (DA increased by another 50%)
1	Rs 10,000/- and above	5000	6250	7813	For 50 kms by AC Taxi			500	625	781
2	Rs 8900, Rs 8700/-, Rs 7600/- , Rs	3000	3750	4688	For 50 kms by non AC taxi			300	375	469
3	Rs. 6600/- , Rs. 5400/-	1500	1875	2344	150	187.5	234	200	250	313
3	Rs 4200/- to Rs 4800/-	500	625	781	100	125	156	150	187.5	234
4	Below Rs 4200/-	300	375	469	50	62.5	78	100	125	156

ENTITLEMENTS ON TRANSFER

- Actual fares for transport (Mileage allowance) for self and family members
- Transport of personal effects
- Transport of conveyance
- Composite grant

- Rates for transportation of personal effects :

Grade pay		X and Y cities	Z class cities
Rs 7600/- and below upto Rs 4200/-	6000 kgs by goods train / wagon	Rs 47/- per km (Rs. 30/- initially revised twice)	Rs 28/- per km (Rs. 18/- revised twice)
Grade pay Rs 2800/	3000 kgs by goods train / wagon	Rs 23.4/- per km (Rs. 15/- revised twice)	Rs 14/- per km Rs. 9/-revised twice)

- Composite grant :
- Composite transfer grant is equal to one month basic pay.

- No allowance is permissible if transfer on own request.
- Officer can be claim fare of second time within six months to bring his family

- Requisites for transfer/ TS claim

Actual proof of journey – tickets / boarding passes.

Documentary sanction for the tour – transfer order / tour order.

To be sanctioned by the controlling officer – not below the rank of Under Secretary.

ADVANCE FOR THE TOUR

- Advance of upto 75% can be paid to the officers for the tour.
- Final claim to be made within one month

CASE STUDY – I

- Mr. X presently working in New Delhi has been assigned official duty in Hyderabad.
- His Grade pay is Rs 4600/-
- He starts from New Delhi at 15.00 Hrs from his home on 2.6.2015
- By AP Express – AC 2 tier – Fare is Rs 2545/- Time of departure of rail is 17.25
- He reaches Hyderabad on 3.6.2015 at 19.50 Hrs.
- Mr X attends official work in Hyderabad from 4.6.2015 to 10.6.2015
- He again starts from Hyderabad by AP express on 11.6.2015 and reaches New Delhi on 12.6.2015 – Fare is Rs 2545/-
- He has submitted the hotel and food bills for the stay in Hyderabad.
- Hotel bills – Rs 2500/- per day
- Food bills – Rs 400/- per day
- Taxi fares for local journey and to and from the railway station
- He had taken an advance of Rs 10,000/- for the journey

- Calculate his final T A claim.

CASE STUDY – II

- Mr X is drawing Grade pay Rs 8700/-
 - He has travelled from New Delhi to Mumbai and back
 - Distance from his residence to airport – 18 km
 - Travelled by air to Mumbai and back.
 - 13.6.2015 – left for Mumbai 7.15 P M
 - 13.6.2015 – arrived at Mumbai – 9.15 P M
 - Halt at Mumbai – 14.6.2015 to 16.6.2015.
 - Left from Mumbai on 16.6.2015 at 6 P M
 - Arrived at New Delhi 7.55. PM same day.
 - Was provided staff car at Mumbai to and from Airport and at New Delhi on his return.
 - Hired a taxi from residence to airport in New Delhi on 13.6.2015 – Rs 16/- per KM.
 - He stayed in three star hotel and paid Rs 3000/- per day. He incurred Rs 420/- per day for meals.
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- Calculate his final T A claim.

CASE STUDY III

- Prepare the transfer traveling allowance of an officer transferred from Kolkata to New Delhi on the basis of the following information:-
 - Pay at the time of transfer Rs. 27900 + Grade Pay Rs. 7600
 - His family consists of wife, 2 unmarried daughters, aged 20 years and 15 years respectively, one son, aged 18 years, his widowed mother – in – law and his brother, aged 24 years. Are all them are stated to be dependent on him. All reside with him except his elder daughter who is studying in Indian Institute of Technology, Kanpur. There is also a domestic servant residing with him.
 - The distance by road between Kolkata and Delhi is 1,440 Kms. Distances between residence and Railway Station at Kolkata and Delhi are 9 Kms and 11 Kms respectively.
 - The officer along with his wife, mother-in-law, son and younger daughter traveled on 1-3-by AC 2-tier, leaving kolkata at 16.30 hours and reaching Delhi at 09.30 hours the following morning.
 - At both places, they traveled by taxi between residency and railway station. At both the places, the taxi rate is Rs. 16 per km.
 - The domestic servant traveled by rail in sleeper class on 2-3.
 - His elder daughter went to Delhi during summer vacation in June. She traveled by train in first class on 5-6 leaving Kanpur at 08.00 hours and reaching Delhi at 17.00 hours same day.
 - His car was taken by road from Kolkata to Delhi by his brother. He left Kolkata at 08.00 hours on 27-2- and reached Delhi 16.00 hours on 2-3-. The actual expenditure incurred on fuel was Rs. 19000. The prescribed rate of transport of car by road is Rs. 16 per km.
 - His personal effects weighing 60 quintals were carried by road through a transport agency which was paid Rs. 31400 by the officer. He spent Rs. 2500 per packing his personal effects and Rs. 1600 on loading and unloading.
 - Rates / fares :

Rail fare (Kolkata to Delhi)	Adult fare	AC 2-tier		Rs.	1655.00
Sleeper Class			----	Rs.	440.00
Kanpur to Delhi ---- First Class			----	Rs.	630.00
Charges for transport of personal effects per km.			----	Rs.	30.00
Charges of transport of car by passenger train from Kolkata to Delhi			----	Rs.	26000.00

 - The officer draw a T.A advance of Rs. 90,000.