

# T.A Rules -1996

Go Ms No.33 Fin (TA)Dept.,Dt;20-02-2007

T. Sambasiva Rao

Accounts Officer,D.H.,Hyd-95

## Article - 309 –under F.R.44 - T.A.Rules - 4 Types.

- 1. Tour Allowance (TA):-
- 2. Transfer Travelling Allowance (TTA) :-
- 3. Leave Travel Concession (LTC):-

### 1. Tour Allowance (GOMsNo.129 F&P dt 17-04-2010)

- TA is an allowance granted to an employee for his journey duly authorized by the competent authority in the public interest.
- For TA claims counter signature of a controlling office is must.
- For H.O.D`s and Collectors counter signature of their own allowed (Rule 325).
- Government can allow any employee to proceed on duty to any part of India.
- TA advance also allowed upto 80% of probable expenditure.  
unspent balance within 1 month from the date of return journey along with a detail bill.

- The claim should be within 3 months for the date of completion of journey.
- Above period are liable to be rejected by the controlling officer or 15% cut will be imposed on gross claim. .
- TA is not allowed within a radius of 8k.m from the working place (Rule 43).
- TA claims already paid cannot be revised
- Tour TA can be divided into 4 categories :-
  1. Fixed Travelling Allowance.
  2. Travelling Allowance.
  3. Dearness Allowance.
  4. Millage allowance.

## 1.FTA RATES (GOMsNo.99 F&P dt 06-04-2010).

<b>Scale of pay</b>	<b>Min. no. of days to be toured in a month</b>	<b>Rates allowed with in the mandal</b>	<b>Rates allowed with in the 3 mandals but one division</b>	<b>Rates allow with in revenue division</b>
Up to 5200 to 11715	15 days	450	550	650
	20 days	550	650	750
5470 to 12325 &above	15 days	500	600	700
	20 days	600	700	800

- No FTA during leave or joining time (Rule 13&14)

- If journey performed in government vehicle FTA should be reduced by 25%.

- For each day short toured proportion FTA should be deducted-  
 $450 \times (5 / 15) = 150$   $(450 - 150) = 300$  for 10 days.

- If regular TA is claimed no FTA will be allowed.

- Mopeds like Luna & TVs does not come under government vehicles  
(Memo no 26832/662/TA/65 of fin. dept, dt 9.9.85)

## 2.DAILY ALLOWANCE

- DA is allowed for each day of absence from H.Q

  - Above 12hrs full DA

  - Above 6hrs half DA

  - Below 6hrs, no D.A.

- No DA for millage allowance claims by car/scooter.

- DA is payable for the days of halt at camp including holidays.

- If CL or PH availed no DA. If boarding and lodging is provided 1/4<sup>th</sup> is allowed if either one is provided half DA allowed.

- For the purpose of DA all employee`s were categorized in 3 Categories.

- For payment of DA & Lodging charges, original receipts are must. If it is in Mumbai & Calcutta 50% extra will be paid.

## DA eligible GOMS no 129 F&P Dept dt 17-04-2010.

<b>Grade</b>	<b>DA within state</b>	<b>DA outside state</b>	<b>Lodging charges vsp, vjd, tpt, wgl</b>	<b>Lodging charges Hyd &amp; Scd</b>	<b>Lodging charges Delhi, Mumbai, Chennai &amp; Bangalore</b>	<b>Eligibility class</b>
<u>Grade -I</u> 25600 to 50560 & above	300	400	500	750	875	1 <sup>st</sup> class A.C
<u>Grade-II</u> 13660 to 38570 up to 23650 to 49360 & above	200	300	300	450	525	2 <sup>nd</sup> class A.C
<u>Grade-III</u> rest of the employees	150	200	200	300	350	2 <sup>nd</sup> class

### 3.Travelling Allowance

- Employees, permitted by all types of express trains i.e. super fast trains like samparkranthi. Rajadhani, duranto etc .
- Reimbursement of service charges like online booking/ tatkal will be paid on production of proof of reasoning.
- Employees Grade II & Grade III are eligible to travel by A.P.S.R.T.C buses except A.C. buses.
- Automatic advancement scheme is not be taken into account for determination of eligibility.
- Officers of Pay Rs. 34050/-to 54360/- and above/All India service/HOD`s irrespective of their pay are eligible by Air.They can also permitted to travel by 1<sup>st</sup> class A.C.
- Up to Dy. Sec/Dy. Dir are also eligible with the consent of secretary to Govt. in view of the urgency.
- Journey by air within the state is not permissible.(Go MsNo.129,Fin&Plg (FWTA) Dept., Dt;17-04-2010.

## 4. Millage allowance

- Motor car is eligible of Rs 19050/- to 45850/- and above scale holders. Per K.m. Rs 11 for petrol vehicles & Rs 7 per K.m. for diesel vehicles.
- Motor cycle is eligible of Rs 13660/- - 38570/- and above, but below 19050 - 45850. Rs 4 per K.m.
- Taxi/auto fare to a max. of Rs 400 per day are eligible to outside state tours.
- In the twin cities auto fare to attend high court/A.P.A.T. or any other place for Grade-III category, on production of auto receipt for through fro Rs.25/- each journey. If by car 8 k.m to below 35 k.m. it should not exceed one D.A.
- The day limit for car journey is 125 k.m.per day within district and if it 2 above, 250 k.m. maximum. However this restriction not applicable during election duty.

## 2. Transfer Travelling Allowance (Rule 69 to 80)

(GOMS no 128 fin. Dept. dt 17-04-2010)

- TTA is eligible on transfer in public interest but not at the request of the employee/does not involve the change of residence/after return from the leave exceeding 4 months(on MCTTA is eligible).
- Family for the purpose of TTA is wife, children, dependent parents, dependent widow daughter Rule-2b (iii). Should perform journey within 6 months.
- Personal effects can be transported with in 6 months of the date of joining at the new station(Rule-74)
- TTA is not payable ordinarily In case of over stayal of joining time. Above 4 months the H.o.D. can sanction with 50 % cut.
- If an employee is transferred TA as on tour will be paid and later on TTA to the new H.Q also be allowed (Rule-76)

TTA rates as per GOMS no 128 fin. Dept. dt 17-04-2010

**Packing & unpacking charges**

**Journey by self**

**Journey by family**

<b>Grade</b>	<b>Max. no. of k.g`'s</b>	<b>Transfer out side the state</b>	<b>Transfer with in the state but out side the zone</b>	<b>Transfer with in the zone in the state</b>	<b>Disturba nce allowanc es in case of Delhi and places out side state</b>	<b>By train</b>	<b>By bus not connect ed by train</b>	<b>By train</b>	<b>By bus not connect ed by train</b>	<b>Millag e allowa nce</b>
Grade -1 25900 to 50560	5000 @ max. of Rs 15 per K.m.	Rs 5000 but 5400rfor 16195 to 27965 and above at each end	Rs1000 at each end	Rs 500 at each end	Rs 10000 lumsome & 12000 for employee 's of Rs 29200 to 53060 and above	One fare of eligible class	2 mileages	Actual fare or actual travelled w.e is less	One millage if 3 members and another millage more than three	6.50 per K.m
Grade-II	4000 @ max. of Rs 12 per K.m.	Rs 4000	Rs 600 at each end	Rs 300 at each end	Rs 7500	-	-Do-	-Do-	-Do-	4.50 per K.m
Grade-III	3000	Rs 3000	400 at	200 at	Rs 5000	-	-Do-	-Do-	-Do-	4.00 per

### **3. LEAVE TRAVEL CONCESSION**

- Reimbursement of expenditure for self/family members to travel from H.Q to home town/any place within the state on production of original bus/train tickets.
- On completion of 5yrs service only.
- For home town declaration need to be made.
- EL sanctioning authority is eligible to sanction LTC on at least CL.
- For GO`s parents are not eligible. However, for lady employees parents are eligible, if they are completely depended upon them.
- For NGO`s parents + children even adopted children are eligible.

- Home town can be changed once in a service.
- Journey as per eligibility of TA & DA rules.
- LTC availment should be entered in the SR.
- Employees are entitled to avail LTC with in the country during the second black period once in entire service. The max. distance is of 3500 K.m. thru and fro and subject to claim restriction of Rs.12,500 /-

(GO Ms no. 98 Fin. Dept. dt 21-05-2011 ).

## TA for journeys other than tour or transfer

### Purpose of journey

1. To attend an obligatory examination(Rule 82 to 85).
2. To give evidence when summoned by the court (Rule 92).
3. For medical examination officially insisted(Rule 94 to 100).
4. For a course of training (Rule 102).
5. On retirement of superannuation.

### Restrictions

- a) No DA only TA , only twice for the same exam .
- b) TA & DA eligible.
- c) TA &DA eligible.
- d) Up to 60 days TA&DA eligible above 60 days monthly allowance eligible.
- e) TA to home town for self. If other states up to state limits.

**Thank you**