

TRAVELLING ALLOWANCE

- OM NO 19030/3/2008-E IV Dt. 23/09/08 of Deptt. Of Expenditure.
- Grade pay –Determination Factor for all entitlements and pay band no link.
- Applicable from 01/09/08.
- Past Claims be regulated in terms of this O.M. if journeys performed from 01/09/08 to date of this O.M.
- Journeys on tour –Air,train&ship.

-continued-

Grade Pay	Air	Train	Ship
10000 & above	Business Class	AC 1 st Class	Highest Class
7600,8700,8900	Economy Class	Do	Do
5400, 6600	Do	AC-2Tier	Do
4200, 4600, 4800	Nil	Do	Lower Class
Below 4200	Nil	1 st Class/AC 3 tier/AC Chair Car	Lowest Class

-CONTINUED-

- If places not connected by train,
- (1) Officers eligible to travel by AC 2 Tier & above—
Eligible to travel by AC Bus
- (2) Others ---Deluxe Bus
- If connected by train & journey by bus, bus fare not to exceed entitled train fare.
- Officers, entitled to travel by air, if travelled as such and earned additional mileage points i.e.; free travel coupon should surrender them to Govt. Otherwise departmental action will be taken.

ENTITLEMENTS BY ROAD BUS/AUTO/TAXI/CAR/SCOOTER

SL .NO.	GRADE PAY	ENTITLEMENT
1	10000&ABOVE	AC BUS/AC TAXI/CAR
2	5400,6600,7600,8700, 8900	AC BUS/TAXI/CAR
3	4200,4600,4800	DO
4	2400&ABOVE BUT BELOW 4200	EXCEPT AC BUS/AUTO/MOTOR CYCLE
5	BELOW 2400	ORDINARY BUS/AUTO/MOTOR CYCLE

-CONTINUED-

- In all the above cases, officers at sl.no.1,2,3, are entitled to travel by own car and officials at sl.no.4and5 are entitled to travel by own scooter/motor cycle/moped.
- Rates by taxi/own car is @16Rs/km and by auto @8Rs/km if rates were not notified by respective state/neighbouring state govts.
- All officials are entitled to travel in a lower type of vehicle.

DAILY ALLOWANCE ON TOUR

SL. NO.	GRADE PAY	LODGING MAX.	BOARDING MAX.	CONVEYANCE AT TOURING STATION MAX.
1	10000&above	5000	500	AC TAXI UPTO 50 KM
2	7600 TO 8900	3000	300	NON AC TAXI UPTO 50 KM
3	5400 TO 6600	1500	200	150/DAY/TAXI
4	4200 TO 4800	500	150	100/DAY
5	BELOW 4200	300	100	50/DAY

Above charges are on reimbursable basis.

TA on Transfer

- As applicable on tour –including mileage allowance.
- **Transfer grant and packing allowance**
- 1. equal to 1 month's pay – change of station and located – more than 20 kms.
- 2. one third of one month pay – less than 20 km and of transfer within same city provided change of residence involved. Eg: Tambaram.

Personal effects Transportation

Grade PayA	Train/Steamer	Rate/Km/if by road(C and unclassified cities)	Rate/km/if by road(A1, ACities)
7600+	6000Kg/4 wheelerWagon/one double container	18.00 0.003/kg/ km	30.0 0.005/kg/km
4200, 4600, 4800, 5400,6600	-do- /single container	-do-	-do-
2800	3000 kg	9.0 0.0031/kg/km	15.0 0.005/kg/km
Below 2800	1500 kg	4.60 0.0031/kg/km	7.5 0.005/kg/km

Transportation of Conveyance

- Grade pay 4200 One Car or one M.C.
- Less than 4200 One M.C.

- **Retiring employees: Lump sum grant**
- 1 month pay - more than 20 kms with change of residence
- 1/3 Pay - less than 20 kms. Change of residence
- Increase by 25% in Daily allowance if DA increase is upto 50%.

CONVEYANCE ALLOWANCE

- GRANTED FOR REGULAR EXTENSIVE TRAVEL WITHIN SHORT DISTANCE FROM H.Q FOR WHICH TA NOT ALLOWED.
- CONDITIONS
- MONTHLY TRAVEL TO EXCEED 200KM.
- EMPLOYEE TO MAINTAIN LOG BOOK.
- ALLOWANCE GRANTED FOR TWO YEARS.
- REVIEW TO BE DONE AFTER 2 YEARS.
- MAINTENANCE OF LOG BOOK WAIVED FOR THOSE OWNING CARS.

CONTINUED

- NOT ADMISSIBLE DURING JOINING TIME LEAVE AND PERIOD OF TEMPORARY TRANSFER.
- AGAIN NOT ADMISSIBLE DURING PERIOD OF TOUR OR TEMPORARY DUTY OF 15 DAYS OR MORE.
- NOT ADMISSIBLE WHILE OWN CAR IS NOT USED BECAUSE OF REPAIR WHERE SUCH PERIOD EXCEEDS 15 DAYS.
- CAR OWNERS EXEMPTED IN MAINTAINING LOG BOOK ARE PAID LOWEST RATE OF ALLOWANCE i.e. RS 1120.

CONVEYANCE ALLOWANCE FOR MEDICAL OFFICERS

- BOTH MEDICAL OFFICERS OF C H S /NON C H S ARE ELIGIBLE.
- PAY MINIMUM AVERAGE 20 VISITS (THREEMONTHS) OUTSIDE DUTY HOURS WHERE ALLOWANCE PAID AT MAX RATE.
- IF AVERAGE VISITS LESS THAN 20 BUT NOT BELOW 6 ALLOWANCE REDUCED PROPORTIONATELY.
- IF FALLS BELOW 6 NO ALLOWANCE.

RATES OF ALLOWANCE

MODE OF CONVEYANCE	RATE/MAX	RATE/MIN
OWN CAR	3300	160
OWN SCOOTER/MOTOR CYCLE	1080	80
NO OWN CAR/MOTOR CYCLE	900	60

REIMBURSEMENT OF CONVEYANCE HIRE

- PAYABLE UNDER PROVISIONS OF DELEGATION OF FINANCIAL RULES.
- INCREASED TO RS 300 p.m. As maximum.
- PAYABLE TO EMPLOYEES WHO ARE SENT TO ATTEND OFFICIAL DUTY WITHIN 8 KM AND TO ATTEND OFFICE ON HOLIDAYS. NOT ADMISSIBLE ON WORKING DAYS IF THEY SIT LATE.
- IF MORE THAN 8 KM ENTITLED TO GET T A FOR LOCAL JOURNEY UNDER T A RULES.
- IF OWN CONVEYANCE USED T A AS PER ROAD MILEAGE ADMISSIBLE .
- MINISTRY TO SANCTION TO HOD.
- HOD TO SANCTION TO GAZETTED OFFICERS.
- HOO TO SANCTION TO NON-GAZETTED EMPLOYEES.

TRANSPORT ALLOWANCE

GRADE PAY	A1 / A CITY	OTHER PLACES
5400 & ABOVE	3200+DA	1600+DA
4200, 4600, 4800. Below 4200 but pay 7440 and above in the pay band	1600+DA	800+ DA
Below 4200 and 7440 in the pay band	600+DA	400+DA

TRANSPORT ALLOWANCE

- Salient feature—All are eligible. Physically disabled are eligible for double the rates. But in no case it should be less than Rs.1000+DA month.
- Rates are on the basis of Grade Pay and classification of cities.
- Officers with GP of 10000,12000 have option either to avail Govt. Transport from residence to office and back or draw Rs7000+DA as allowance.
- Not admissible to officers provided govt transport for pick up and drop at residence to attend office.
- Not admissible to those on suspension and on leave, training, tour if it happens to be complete calendar month. For suspended employee, payable proportionately for duty period and for others if on duty just for a day in a month, full allowance is payable.
- No staff car facility for late hour sitting in respect of employees who are in receipt of transport allowance.

LEAVE TRAVEL CONCESSION- ELIGIBILITY

- ANY EMPLOYEE WITH ONE YEAR CONTINUOUS SERVICE ON DATE OF JOURNEY..
- IF SPOUSE IN RAILWAYS,NATIONAL AIRLINES, NO LTC .
- IF BOTH ARE IN CENTRAL SERVICE,INDEPENDENT DECLARATIONS CAN BE MADE AND LTC CAN BE CLAIMED SEPARATELY FOR RESPECTIVE FAMILIES
- EITHER OF PARENTS CAN CLAIM LTC FOR CHILDREN IN A PARTICULAR BLOCK
- FAMILY FOR LTC INCLUDE TWO SURVIVING CHILDREN,DEPENDENT PARENTS,MINOR BROTHERS,UNMARRIED SISTERS PROVIDED THEY DONT HAVE PARENTS OR PARENTS THEMSELVES ARE DEPENDENT ON GOVT. SERVANT
- CONDITION OF RESIDING WITH NOT NECESSARY IN RESPECT OF ABOVE FAMILY MEMBERS. BUT CLAIM RESTRICTED FROM HEADQUARTERS TO PLACE OF VISIT OR IF DISTANCE FROM PLACE OF STAY TO PLACE OF VISIT IS LESS THEN THAT CLAIM IS ADMISSIBLE.

SALIENT POINTS

- CAN BE AVAILED OF FOR SELF AND FAMILY SEPARATELY ON DIFFERENT OCCASIONS BUT IN THE SAME BLOCK.
- CAN TRAVEL IN ONE GROUP OR DIFFERNT GROUPS BUT EACH GROUP COMPLETE RETURN JOURNEY WITHIN 6 MONTHS FROM DATE OF OUTWARD JOURNEY.
- CAN BE AVAILED OF DURING ANY LEAVE
- CANNOT BE AVAILED DURING CLOSED HOLIDAYS, WITHOUT TAKING LEAVE.
- CAN BE CARRIED FORWARD TO FIRST YEAR OF NEXT BLOCK.

CONTINUED

- RESERVATION CHARGES REIMBURSIBLE.
- CHARGES FOR BOOKING RAIL TICKETS THRO INTERNET/E TICKETING ARE REIMBURSIBLE.
- IF JOURNEYS ARE BY LONGER ROUTE AND BY DIFFERENT MODES OF TRANSPORT,FARE PAYABLE ON PROPORTIONATE BASIS.FOR EACH/ ACTUAL MODE OF JOURNEY/DISTANCE COVERED WITH REFERENCE TO DISTANCE BY SHORTEST ROUTE.
- OFFICERS NOT ENTITLED TO TRAVEL BY AIR,IF TRAVELLED BY PRIVATE/GOVT.AIRLINES,CLAIM RESTRICTED TO ENTITLED TRAIN FARE.BUT OFFICERS ENTITLED TO TRAVEL BY AIR, HAVE TO TRAVEL ONLY BY AIR-INDIA.

CONTINUED

- LEAVE ENCASHMENT LIMITED TO SIXTY DAYS IN THE CAREER AND TEN DAYS ON ONE OCCASION.
- NOT TO BE DEDUCTED AT THE TIME OF RETIREMENT.
- BALANCE AT CREDIT SHOULD NOT BE LESS THAN THIRTY DAYS AFTER DEDUCTING LEAVE ENCASHED AND LEAVE AVAILED.
- NEED NOT TAKE EARNED LEAVE WHILE ENCASHING.
- IF HUSBAND AND WIFE ARE GOVERNMENT SERVANTS BOTH CAN ENCASH LEAVE SEPARATELY.
- INTENDED PLACE OF VISIT TO BE DECLARED IN ADVANCE AND CANNOT BE CHANGED.
- CONTROLLING OFFICER CAN APPROVE CHANGE IF THE EMPLOYEE CANNOT REACH THE DECLARED DESTINATION DUE TO REASONS BEYOND HIS CONTROL.
- PNR NUMBER TO BE GIVEN FOR RAIL JOURNEY AND FOR ROAD AND AIR JOURNEY TICKET IS TO BE PRODUCED.
- IF UNABLE TO PRODUCE BUS TICKET CONTROLLING OFFICER CAN WAIVE THE PRODUCTION OF TICKET.

MISUSE OF LTC

- DISCIPLINARY ACTION TAKEN AND DURING PENDENCY CLAIM WITHHELD AND FURTHER LTC NOT ALLOWED.
- IF FOUND GUILTY WITHHELD CLAIM DISALLOWED;NEXT TWO SETS HOME TOWN AND ANY PLACE IN INDIA FORFEITED ;GRAVE MISUSE COMPETENT AUTHORITY MAY DISALLOW EVEN MORE THAN TWO SETS.
- ABOVE ARE IN ADDITION TO DISCIPLINARY ACTION.
- IF NOT GUILTY,WITHHELD CLAIM ALLOWED AND ADDITIONAL SETS ALLOWED WHICH COULD NOT BE CLAIMED DURING PENDENCY OF PROCEEDINGS.HOWEVER THESE ARE TO BE AVAILED BEFORE SUPERANNUATION

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SPECIAL ALLOWANCES

- CASH HANDLING ALLOWANCE-MINISTRY OR HOD COMPETENT TO SANCTION TO LDC,UDC AND ASSISTANTS WHO HANDLE CASH .
- AMOUNT DEPENDS ON AVERAGE MONTHLY CASH DISBURSEMENTS AND NOT TO INCLUDE RECEIPTS.
- TO BE REVIEWED EVERY YEAR AND TO GET SECURITY FROM CONCERNED EMPLOYEE. TO BE PAYABLE FROM DATE OF HANDLING CASH OR FROM DATE OF FURNISHING SECURITY WHICHEVER IS LATER.
- CAN BE GRANTED TO ONLY ONE OFFICIAL

RATE

AVERAGE MONTHLY CASH DISBURSED/RS	RATE OF CASH HANDLING ALLOWANCE/RS
UPTO 50000	150
50001 TO 200000	300
200001 TO 500000	400
500001 TO 1000000	500
1000001 ONWARDS	600

TO INCREASE BY 25% WHEN DA GOES UP BY 50%

DEPUTATION ALLOWANCE

DEPUTATION WITHIN SAME STATION	5% OF BASIC PAY(BAND PAY+GRADE PAY)SUBJECT TO MAX RS 2000 p.m.
DEPUTATION OUTSIDE THE STATION	10% OF BASIC PAY(BAND PAY+GRADE PAY) SUBJECT TO MAX RS 4000 p.m.