

A.P.Travelling Allowance Rules - 1996

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Basis for these Rules.

- Proviso to Article 309 of the Constitution.

Extent of Rules

These Rules shall apply to all Government employees

- (1) Under the administrative control of the A.P. Government.
- (2) Subject to the Fundamental Rules.
- (3) Whose pay is debitable to the consolidated fund of the state.

Definitions (Rule 2)

- **Travelling Allowance** -An Allowance to cover the expenses which he/she incurs on travelling in the interest of public service (Rule 2 (i))
- **Day** -_Continuous absence of 24 hours from headquarters (Rule 2(ii))
- **Pay** - The basic pay referred to in Fundamental Rule 9 (21) (a) (i) , actually drawn by a Government employee.
- **Public Conveyance** – A train or other conveyance which ply regularly for the conveyance of passengers.
- **Transfer** – The movement from one headquarter station to another such station to take up the duties of a new post or in consequence of a change of his headquarters.
- **Head quarters** – Duty point as defined in the explanation to rule 22.

Family — Includes the following, if they are residing with Government employee and are wholly dependent.

- Wife/Husband.
- Children including step children and adopted children.
- Married daughter till she is placed under her husband's protection.
- Widowed daughter.
- Father and Mother (excluding step/adopted father and mother) (only for Transfer Traveling Allowance).

Travelling Allowance is admissible for journeys on:

- a) Official Tours**
- b) Transfer**
- c) Leave Travel Concession.**

Different Kinds of Travelling Allowances

- a) Fixed Travelling Allowance.
- b) Tour T.A.
- c) Transfer T.A. and
- d) Leave Travel Concession

- **Every bill for Traveling Allowance, other than FTA, shall be paid only after it is countersigned by the controlling officer of the claimant. (Rule 3)**
- **The controlling officer shall be the head of the office. If the head of the office is NGO, then the immediate superior Gazetted Officer shall be the controlling Officer. In case of Heads of offices themselves, the next superior officer shall be the controlling officer. (Rule 4)**
- **Heads of Depts., Chief Justice of A.P. High Court, Govt. Pleaders, Dist. Collectors etc. may present their bills without the countersignature of a Controlling Officer. (Rule 5)**

Duties of the Controlling Officer (Rule 7):

- **Scrutinize the necessity, frequency and duration of journeys and halts.**
- **Scrutinize carefully the distances, rates and calculations.**
- **Satisfy himself that the bill is in accordance with the rules in force.**
- **Countersign the TA bill for net amount only in the case of TA bills containing recoveries of advances of TA.**
- **The controlling officers have no discretion to restrict the TA for journeys on transfer to TA admissible for journeys on tour.**

Rule-8

- **A Government employee's claim for TA shall be regulated by the rules in force at the time of performing the journeys.**
- **TA claims of Govt. employee who are promoted or reverted with retrospective effect should not be revised.**
- **For the purpose of regulating the TA claims the Govt. employees are divided into three grades.**

(G.O.Ms.No.124 dt.21.08.99)

Grades of Officers in Revised Pay Scales 2010

<u>Grade</u>	<u>Scale of Pay</u>	<u>AIS officers</u>	<u>UGC Scales 1996/2006</u>
Grade – I	Rs.25,600 – 50,560 and above	Officers above Jr.Time Scale	Rs.10,000-15200 and Rs. 15600-39100 + AGP 7000 and above
Grade – II	Rs.13,660 -38,570 and up to inclusive of 23,650-49360	Junior Time Scale	Other than the above
Grade – III	Rest of the Employees.		

- ❖ **Employees continuing in RPS 2005, shall have the same grades prior to the introduction of RPS of Pay 2010.**

(G.O.Ms.No.128 Finance (T.A) Dept. dated 17/04/2010.)

Fixed Travelling Allowance

- **This allowance may be granted to employees required to tour for a specific period within a specified area.**

(G.O.Ms.No.128 dt.24.08.99)

- **Not admissible during joining time or leave other than casual leave.**
- **FTA shall be reduced by 25% if Govt. vehicle/hired vehicle is used , and if such days included in minimum touring days.**
- **An employee holding two or more posts , may draw only the largest of the allowances.**
- **FTA should be claimed in the main pay bill.**

2) Fixed Traveling Allowance (Revised in 2010 PRC)

<i>Details</i>	<i>Minimum Number of days required to be toured in a month</i>	<i>Rate to be allowed if the jurisdiction is</i>		
		<i>Within the Mandal</i>	<i>Within three Mandals but one division</i>	<i>Revenue Division</i>
Officers on a pay scale upto and inclusive of Rs.9200/- to Rs. 27000/-.	15 days	450	550	650
	20 days	550	650	750
Officer on a pay scale of Rs.9460/- to Rs.27700/- .	15 days	500	600	700
	20 days	600	700	800

G.O.Ms.No.99 Finance (T.A) Dept. dated 06/04/2010, w.e.f. 01/04/2010.

Tour Travelling Allowance

Journey by train

- **All Government employees who are drawing pay in RPS 2010 of Rs.13660-38570 and above shall be eligible to travel by 1st class. (i.e., Gr. I and II)**
- **All other employees shall be eligible to travel by Second class.**
- **Officers eligible to travel by First Class may travel either in I class or in II A.C or in III A.C or in A.C Chair Car.**
- **Officers eligible to travel by Air may travel by AC first class in rail.**
- **All the employees are permitted to travel by all types of express trains i.e., Super fast Sampark kranti, Rajdhani, Satabdi, Garib Rath, “Duranto”.**
- **The pay scales assigned for Automatic Advancement Scheme in r/o Govt. Servants/Non-teaching staff and the Career Adv. Scheme in r/o teaching staff shall not be taken into acct. for determination of the eligibility to travel by train. Only the Pay Scale attached to the posts shall be taken into a/c for determination of the eligibility to travel by train.**

(G.O.Ms.No.129 dt.17.04.99 Finance(TA) Dept Dt.17/04/2010.)

Journey by Road:

- **between places connected by railway – entitled for actual bus fare paid or the railway fare of the entitled class whichever is less.**
- **Not connected by railway – entitled for the actual bus fare paid.
(entitled for ordinary, Express, Deluxe coach but not by A.C bus).**
 - **Grade I AC Bus irrespective of whether the places are connected by rail or not.**
 - **Grades II, III RTC buses of any type except AC buses between places connected by train.**
 - **The pay scales assigned for automatic advancement scheme shall not be taken into account to travel by AC buses of APSRTC. Only the pay scale attached to the post shall be taken.
(GO Ms No. 129 Fin(TA) Dept. Dt. 17.4.2010)**
- **Not connected by railway or public motor service – entitled for the payment of mileage allowance as detailed below.**

Grade – I	-	Rs.6-00 per kilometer
Grade – II	-	Rs.4-50 per kilometer
Grade – III	-	Rs.4-00 per kilometer

(G.O.Ms.No.128 Finance (T.A) Dept dated 17/04/2010, w.e.f. 1/4/2010).

MILEAGE ALLOWANCE

❖ **Mileage allowance is calculated on distance travelled.**

- The rates of mileage for travel by officers who are entitled to maintain and use own Motor Car(19050-45850&>/Motor Cycle/Scooter on tour shall be as follows:-

•	Motor Cycle/Scooter	Motor Car
	Rs.4/- per K.M.	Rs.11/- per KM (Petrol)
		Rs. 7/- per KM (Diesel)

❖ **The shortest route by the ordinary modes of travelling is taken into account.**

(G.O.Ms.No.128 Finance (T.A) Dept dated 17/04/2010, w.e.f. 1/4/2010).

Journey by air :

Who are eligible

- **Officers (including All India Service Officers) drawing the scale of pay of Rs.18,355 -30,065 and above shall be eligible to perform journey by air on official duty.**
- **All Heads of the Departments and**
- **Deputy Secretaries to Govt. drawing a scale of pay of less than of Rs.18,355-30,065 may also travel with prior permission of the concerned Secretaries to Government.**

(G.O.Ms.No.262 Finance (T.A) Dept dated 15/10/2005, w.e.f. Date of issue of G.O. i.e., from 15/10/2005).

Journey in Government Vehicle

- ❖ **If the Govt. employee perform journey in a Govt. Vehicle in connection with his official tour no charges are payable for the journey.**
- ❖ **Only DA is payable for the period of his absence.**

Daily Allowance

DA is to meet, the Cost of

Boarding.

Accommodation in camp.

Hiring a conveyance for which no mileage is admissible.

- **For every completed 24 hours of absence – 1 DA**
- **For every completed 12 hours and more – 1 DA**
- **6 hours and more but less than 12 hours – $\frac{1}{2}$ DA**
- **Less than 6 hours – No DA**

D.A. is admissible

- ❖ only for journeys outside the radius of 8 k.m.
- ❖ May be drawn for holidays occurring during the tour provided the employee does not avail the holiday.
- ❖ Scheduled timings of arrival & departures of the mode of transport have to be taken into account.
- ❖ Applicable for all modes of journey i.e. by Air, Train, Bus and by Government Vehicle.

D.A. is not admissible

- **On availing Casual leave, Holiday or Optional Holiday.**
- **When Mileage is claimed.**
- **If free boarding and lodging is provided D.A. is admissible at 1/4th rate.**
- **If either boarding or lodging alone is allowed D.A. is admissible at half of the rate.**
- **Officers of the rank of Secretary to Government may be reimbursed actual charges towards lodging, boarding and transport as per actual vouchers. In such cases no D.A. is payable.**

6) Rates of Daily Allowance :

Grades and Rates of Daily Allowance

<i>Grade</i>	<i>D.A for tours within the State</i>	<i>D.A for tour to any places outside the State</i>
Grade – I Rs.25,600-50,560 & above	300/-	400/-
Grade – II Rs.13,660 – 38570 inclusive of Rs.23650-49360	200/-	300/-
Grade III Rest of the employees	150/-	200/-

(G.O.Ms.No.129 Finance (T.A) Dept dated 17/04/2010, w.e.f.01/04/2010 in respect of the journeys performed after 01/04/2010 or commenced prior to 01/04/2010 and continued beyond 01/04/2010.)

Conveyance Charges:

- Government employees on official tour outside the State shall be eligible to claim actual taxi or Auto fare from arrival point to place of stay and vice-versa on production of actual vouchers.
- Actual taxi or Auto fare subject to a maximum of Rs.400/- per day for visiting the offices of the GOI & Ministries on official work, if Govt. vehicle was not provided.

(G.O.M S.No.129 Finance (TA) Dept Dt: 17.04.2010)

- The officers of the rank of Secretary to Government and above on tour, outside the State can hire a taxi, the expenditure on hiring of taxi shall be reimbursed to the touring officer.

Reimbursement of Lodging Charges (Rule 41):

I. Lodging Charges within the state:

Government Servants visiting Visakhapatnam, Vijayawada, Tirupathi, Kurnool, Guntur, Warangal and Hyderabad/Secunderabad on official duty from outside the District concerned and Hyderabad from any place shall be paid lodging charges subject to the maximum limit as indicated below.

Rates of Reimbursement:

25600-50560	Grade – I	Not exceeding Rs.250/-
13660-38570	Grade – II	Not exceeding Rs.200/-
Rest of employees	Grade – III	Not exceeding Rs.100/-

➤ **The employee shall produce the original receipt.**

II. Lodging Charges Outside the state:

Grade	A Class	B Class	Other classes
Grade – I	Rs.300	Rs.240	Rs.210
Grade – II	Rs.210	Rs.180	Rs.150
Grade – III	Rs.120	Rs.90	Rs.75

(G.O.Ms.No.129 Finance (T.A) Dept. dated 17/04/2010, w.e.f. 1/4/2010.)

Newly Appointed Govt. Employee to Join his first post (Rule 52):

- **TA is not admissible to any person for the journey to join his first post in Government Service.**
- **When direct recruits are deputed to undergo training, may be granted TA as on tour for the journeys from the place of training to join their posts after the conclusion of the training.**

Journeys – Jurisdiction .(Rule 47)

- 1) The controlling officer can give permission within his jurisdiction.
- 2) The HoD may allow his subordinates within the State & outside the State but within India.
- 3) The State Govt. may permit HoDs to proceed outside the State.
- 4) The State Govt. may permit any employee to proceed on duty outside India.

Journeys on Casual Leave (Rule 48)

- If the employee avails CL/ CL- cum- Holidays or Optional Holidays, while on tour and perform return journey without resuming duty , he is not eligible for T.A. for return journey.

(48 (4)(i) An AIS Officer can avail himself of CL or CL-cum-holidays, including OHs while on official tour outside the State and within the India, and perform return journey to Hqs. without resuming duty at the outstation, on the lines of clarification issued by DoPT vide Ir.No. 11019/6/2001-AIS-III Dt. 4.8.03 and 5.12.07)

(G.O.Ms.No. 238 Fin(TA) Dt. 1.7.2010.)

- If the C.L. availed is due to ill health the controlling officer may permit to draw T.A.

TRANSFER TRAVELLING ALLOWANCE

Rule 55:

Travelling allowance is admissible to a Government Servant if transferred from one station to another in public interest. If the transfer is at the request of the Government Servant, **Travelling allowance is not admissible.**

I. Self - 2 mileages (Rule 56):

- a) Places connected by railway
 - 2 fares of entitled class
- b) Places not connected by railway
 - 2 mileages
- c) Places partly connected by railway & partly not connected by railway
 - 2 fares + 2 mileages

II. Family (Rule 57):

Train	– actual fares
Not connected by railway	– 1 mileage for 3 members
	- 2 mileages for more than 3 members

III. Personal Effects (Rule 58):Goods Train:

Scale

25600-50560	Grade – I - 5000 KG	@ Rs. 0.003 per Kg/K.M. subject to a maximum of Rs. 15/- per K.M
13660-38570	Grade – II- 4000 KG	@ Rs. 0.003 per Kg/K.M. subject to a maximum of Rs. 12/- per K.M
Rest of the employees	Grade – III-3000 KG	@ Rs. 0.003 per Kg/K.M. subject to a maximum of Rs. 9/- per K.M

- **Between places not connected by train – 3 mileages**
- **Between places partly connected by railway & partly not connected by railway**
 - **Rail portion – Goods Train**
 - **Road portion – 2 mileages**

IV. Receipts in support of actual expenses should be produced.

V. Disturbance Allowance (Rule 63):

Transfer from the state to Delhi & places outside the state

Grade – I	-Rs.10000 (How ever , employees drawing pay in the scale of pay of
25600 - 505600	Rs. 29200 – 53060 and above shall be allotted Rs. 12000/- for carrying personal effects by road)

Grade – II - Rs.7500/-
13660 – 38570

Grade – III - Rs.5000/-
Rest of the employees

VI. Claim in respect of transport of conveyance (Rule 60):

- **Motor Car / Motor Cycle- Actual cost of transport by rail – distance travelled should exceed 150 KMs.**
- **Motor Car transported under its own power or by lorry – 1 road mileage.**

VII. Claim in respect of Driver / Cleaner (Rule 61):

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In the case of a motor car & if the car is not taken by its own power the cost of transporting by a driver / cleaner may be drawn.

Time limit for preferring TA claims (Rule 72):

The TA 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 A.P. Fin. Code Vol. I)**

T.A. during foreign tours

Rule 95(1): The State Govt. employees including all India Service officers shall be paid travelling allowance on foreign tours as per the Govt. of India Rules and Regulations issued from time to time.

(2) The Grades of State Govt. Employees for TA i.e. I,II,III shall be equal to the pay ranges of (a)m (b) and (c) of GoI order respectively for drawing Daily allowance on foreign travel.

(3) The State Govt. officers may claim the differential amount between their daily allowance entitlement as per the Govt. of India norms and the subsistence allowance paid by the foreign host Govt./Institution organizing the Training/Seminar/Study tours etc. Subject to the condition that such foreign tour is for a period not exceeding two weeks. In case no cash/subsistence allowance is paid but free meals are provided or the officer is treated as a State Guest, the claim shall be restricted to 25% of the daily allowance permissible as per the GoI norms.

(G.O.Ms.No. 124 Fin &Plg (FW-TA) Dept. Dt. 31.8.2000)

TA for other purposes

- 1. If passing an examination is obligatory only T.A. allowed twice for a particular exam (*Rule 73*).**
- 2. If an employee is compulsorily recalled to duty before the expiry of leave, thereby if leave is curtailed by not less than one month, TA as on tour may be allowed. (*Rule 77*)**
- 3. On retirement, TA as on transfer from :**
 - Head Quarter → Home town i.e. self (only one fare), family & Personal effects.**
 - Journeys should be performed within 6 months from the date of Retirement.**
 - If Home town is not declared as per LTC rules, this is not admissible (*Rule 79*)**

4. To give evidence etc. (Rule 82)

- **Summoned to give evidence in a court of law or in a departmental enquiry – TA as on tour.**
- **Under suspension – summoned to attend any departmental enquiry – TA as on tour.**
- **An employee who performs journey to peruse any official records relating to the charges pending against him – TA if he is honorably acquitted of the charge.**
- **No TA is admissible if the enquiry at an out station is at the request of the employee.**
- **TA as on tour – If employee performs journey to appear in a court of law where in he was involved in legal proceedings provided the legal expenses for defense of the case are reimbursed to him either in full or in part.**

5. Journey to attend training courses (*Rule 86*)

- **TA is allowed & DA at the rate applicable to the place of training is admissible**

6. In case of death while in service (*Rule 89*)

- **TTA from Head Quarter → Home Town / Any place within 3 months from the date of death**

Certificates:

Rule 94. A. The following certificates have to be furnished by the claimant.

1. In the case of **Tour Travelling Allowance**:

(a) I certify that for the railway journeys included in this bill, I actually travelled by class for which the railway fare is claimed.

(b) I certify that the bus fare claimed in this bill was actually paid by me for the journeys performed by bus.

(a) I certify that the places, for which mileage allowance is claimed in this bill, are not connected by either railway or by regular public motor service.

(b) I certify that I was not provided with any Government conveyance the or any other conveyance at Govt. expense, for the journeys included in this bill.

(c) I certify that either boarding, or lodging or both were not provided to me free of cost.

OR

I certify that boarding/lodging/conveyance was provided to me free of cost on (Dates to be specified).

(d) I certify that my own motor car / motor cycle was used for the distance for which mileage allowance is claimed under rule

(e) I certify that no travelling allowance / daily allowance is claimed by me for the period during which I was on casual leave, or availed public holiday / Optional Holiday.

Certificates: In the case of **Transfer Travelling Allowance** bill:

(a) I certify that myself and members of my family and personal servants have actually travelled in.....for which the claim is made in this bill for rail journeys.

(b) I certify that myself and members of my family, and personal servants actually travelled by road for which bus fare and/or mileage allowance is claimed in this bill for the road journeys.

(c) I certify that the personal effects were actually transported by road and spent sum of Rs..... (Rupees only) towards their freight and the claim is limited to the amount that would be admissible, had the maximum number of kilograms of personal effects, been taken by goods train at the rate of Rs..... (here specify the goods rate) per kilogram.

(d) I certify that the claim made for the members of my family is in respect of those who are actually residing with me at the time of receipt of orders of transfer and they are wholly dependent on me.

(e) I certify that the personal effects (including conveyances) transport as claimed in this bill were actually under my possession at the time of receipt of orders of transfer.

**The following certificates have to be furnished by the
Countersigning Officer:**

- (a) I certify that I have satisfied myself about the necessity, frequency and duration of journeys and halts claimed in this bill;**
- (b) I have satisfied my self about the distances and rates claimed in this bill.**

LEAVE TRAVEL CONCESSION

- **[Rule 92 & Annexure VII]**
- **LTC- Reimbursement of expenditure incurred by the Government employee and family members to travel from his Head Quarters → Home Town / Any place within the state.**
- **Eligibility – not less than 5 years of service.**
- **Amount of reimbursement – Actual amount as per entitlement.**
- **Frequency – Once in every block of two consecutive calendar years**
- **2013-2014 - To go to Home Town**
- **2015-2016 - To visit any place in the State**
- **Home Town declaration need to be made**

- **Sanctioning authority -Earned leave sanctioning authority.**
- **Leave required to be taken – at least Casual Leave**
- **Family –**
 - **Gaz.Officers – Parents not eligible**
 - **NGOs - Parents if not pensioners, Adopted son - 1**
- **Home Town declaration:**
 - **Change – Once in service.**
 - **Submitted to the controlling officer and shall be communicated to the Head of the Office for entry in S.R.**

- Journeys:

- **Train** – **Fares**
- **Bus** – **Bus fares**
- **No Train /Bus** –
 - **More than 2 persons in a group – 2 mileages**
 - **Less than 2 persons in a group – 1 mileage**

2 Regulation of claims:

- **Train travel –Train Tickets**
- **Bus travel – Bus tickets**
- **Air travel – restricted to eligible train class.**

**3 Time limit for claims – 30 days of completion of the return journey
15% cut on gross amount upto 1 year.**

**4 Advance – 80% of the Total Estimated Expenditure
(Article 84 of AP Fin. Code)**

Govt. employees are permitted to travel to any place in India on LTC once in entire service during second block period Upto a maximum distance of 3,500KMs to and fro and subject to restricting the claim to Rs.12,500/-

(G.O.Ms.No.98, Finance (TA) Dept. Dt.21.5.2011 read with G.O.Ms.No.151 Finance TA Dept. Dt.4.5.2010)

GENERAL PRECAUTIONS- Leave Travel Concession 1

- **LEAVE TRAVEL CONCESSION**

- 1) To be sanctioned to The Government Servant who had put in 5 years service. (G.O. Ms. No. 20 Fin (PC) Department. dt. 18.1.1972, G.O. Ms. No. 15 Fin. (PC) Dept. dt. 17.1.1973).
2. The permission granted to avail the L.T.C. is given by the authority competent to sanction leave other than casual leave (Govt. Memo No. 55427/TA/76-1 dt. 12-7 -76 of F&P (PC) Department).
3. Prior permission shall be obtained before commencing the upward journey (Govt. Memo 1165/PC/72-1 dt. 12.5.72 of F&P (PC) Department).
4.
 - i) The Govt. servant should touch the destined place for which he/she is permitted (Govt. Memo No. 39873/1005/TA/85-1, dt.16.12.85 of F&P (FW.TA) Dept.
 - ii) The LTC concession shall be availed correctly with reference to block periods.
 - iii) Whether the Home town declared is an out station or a place within the State, should be checked before sanction.
- 5) The claim shall be supported with money receipts in original (Bus Journeys) (G.O.Ms.No. 15 & G.O.Ms. No. 228 F & P (FW.TA) Dept. dt. 7.9.1981).
- 6) The claim shall be preferred by the Govt. servant within 30 days from the date of return journey or otherwise 15% cut will be imposed (G.O. Ms. No. 312 Fin & Plg. (FW.TA) Dept. Dated 2.9.1977).

GENERAL PRECAUTIONS- Leave Travel Concession 2

- 7) The certificates as prescribed by the Government should be furnished

(G.O.Ms.No.15 read with G.O. Ms. No. 247 F& P (FW. TA) Dept. dt. 20.9.1982).

- 8) S.R. entry should be made and certificate in token of having availed the facility shall be furnished with the bill (Rule 11 (h) of L.T.C. Rules).

- 9) Certificate stating whether spouse is employed either in State/ Central /Quasi Government etc., where similar facilities are available and not availed those facilities separately shall be obtained from the Govt. Servant and attested by D.D.O. (Rule 11(a) (i) and (ii) of L.T.C. Rules, G.O.Ms.No. 15 read with Govt. Memo No. 83808/C/564/TA/79-1, dt. 23.1.1979.

- 10) Bill shall be preferred in T.A. bill form (APTC Form No. 52)

GENERAL PRECAUTIONS- Leave Travel Concession 3

- 11) The LTC should be limited to only two dependent children from 1.4.96 onwards and any child born after 1.4.96 is not entitled to L.T.C., But in respect of children born prior to 1.4.96 all the dependent children are eligible for L.T.C. (G.O. Ms. No. 140 Fin. & Plg. (FW.TA) Dept. dt. 3.4.96).
- 12)
 - i) Parents of Gazetted Officers shall not be treated as family members.
 - ii) Parents of Married female Govt. employees will be treated as members of family provided they are dependent on them.
 - iii) Pensioners can not be defined as dependent parents in L.T.C.
- 13)
 - a) If the places are connected by Train, journey shall be performed by Train only.
 - b) In case if journey is performed by bus (APSRTC & Tourism Development Corporation), the fare shall be limited to train fare.
 - c) Journeys by private services or Ca/Hired Car/Private Taxis, Van etc., shall not be allowed.
- 14) If the "Home Town" is situated outside the state the claim shall be limited to the last point within the state in that direction.

Penalties for Misuse/abuse of LTC

- If Misuse/abuse is proved as a result of departmental enquiry..
 - i. The entire amount if drawn and disbursed shall be recovered in one lumpsum.
 - ii. The right of the Government employee for availment of LTC shall be forfeited for the rest of the service and
 - iii. Disciplinary action has to be taken against the Govt. employee as per A.P. C.S.(CC &A) Rules 1991.
- Penalties for misuse/abuse of advance drawn for LTC:
 1. The entire amount of unutilized advance along with penal interest at (18%) per annum shall be recovered in one lump sum (GOMs.No. 43 Fin. & Plg Dt. 8.1.99.)
 2. The action referred to in (ii) and (iii) above para also has to be taken.

Check list for Traveling Allowance

- 1) Time scale of pay in which the government servant's pay drawn is indicated to identify the grade of the individual.
- 2) Claim is to be received within 3 months from the date of last journey or a certificate to the effect that the T.A. bills preferred within the time limit and the delay is due to administrative reasons is appended by the controlling officer (art 54 of APTC vol. I)
- 3) D.A is admissible only when a government employee reaches a point outside a radius of 8kms from the head quarters from a similar point.
- 4) D.A is to be regulated irrespective of mode of travel (rule 3r)
 - a) Full DA for absence of 12 hours and above.
 - b) Half D.A for absence of 6hours and more but less than 12 hours.
 - c) No D.A for absence of less than six hours.
 - d) one D.A is admissible for 24 hours of absence from head quarters.

5) Those who draw house rent allowance at the rates admissible to a qualified town on the ground that the place of duty is within 8 kilometers from that qualified town are not eligible for travelling allowance daily allowance when they perform journey to that qualified town for official purpose (Rule 3 a (6)(4))

6) Whether permission is obtained to perform journey outside the jurisdiction within the State and also for journey outside the State by the competent authority.

7) When C.L. is availed on tour, D.A is not admissible. Rule 40(1) to (3).

8) The Govt servant should resume duty after availing C.L. while on tour otherwise the fare for the return journey is not admissible.(Rule 48 (4))

9) Reimbursement of boarding and lodging charges is made on production of original receipts in and outside the State and DA is regulated accordingly (Rule 41)

10) Insurance premium paid by the govt.officers to cover the risk of air travel is reimbursed subject to furnishing the certificate by the claimant to the effect that insurance premium was actually paid to the insurance company (Rule 34 (3)).

11) Cancellation charges paid by the govt.employee on air ticket in connection with the Tour shall be reimbursed through their T.A. bill if certified that the cancellation is due to circumstances which were unavoidable and beyond the control of the Government employee.

12) TA watch register has to be maintained to watch the recovery of amounts Advanced.

15) Certificates to be insisted.

- a) Certified that the rail journeys included in this bill were actually travelled by _____
Class for which railway fare is claimed.
- b) Certified that the bus fare claimed in the bill are actually paid by the journeys performed by bus.
- c) Certified that I was not provided with any govt conveyance for the journeys included in this bill.
- d) Certified that neither boarding or lodging provided for me is free of cost.
- e) Certified that my own motor car/motor cycle was used for the distance for which mileage allowance is claimed.
- f) Certified that no traveling allowance/daily allowance is claimed for the period during while I was on casual leave or availed public holiday/optional holiday

- g) The govt.servant should always travel by the shortest and the cheapest route and claim T.A.
- h) If a govt servant is provided with free boarding and lodging in camp, he is entitled to only $\frac{1}{4}$ D.A. if either boarding or lodging is allowed he may draw $\frac{1}{2}$ D.A.
- I) The reservation charges incurred for the reservation of rates and berths may be reimbursed to the govt servants.

There are different kinds of traveling allowances which are drawn in different Circumstances.

- 1) Daily allowance.
- 2) Mileage allowance.
- 3) Actual expenses.
- 4) Fixed traveling allowance.
- 5) Conveyance allowance.

Travelling allowance – Conveyance charges.

- 1) When a journey by public conveyance is not possible within the twin cities of Hyderabad and Secunderabad, Govt employee may claim actual charges incurred subject to the limit at Rs.1.50 per kilometer subject to maximum of Rs 25/- each way.
- 2) In the case of journeys by government employees to go to Andhra Pradesh Administrative Tribunal and other courts and to the governments pleader's office, the Maximum amount permissible to Rs.50/- per each trip subject to a ceiling of 20 trips per month or a maximum of Rs 1000/- per month.

Check list of Leave Travel concession

- 1.To be sanctioned to the Government servant who had put in 5 years of service.
- 2.The permission granted to avail the LTC is given by the authority competent to sanction leave other than casual leave
- 3.Prior permission is obtained before commencing the upward journey
- 4.The Govt. servant should touch the destination for which he/she is permitted
- 5.The LTC concession is availed correctly with reference to block period

- 6.The claim is supported with money receipts in original
- 7.The claim is preferred by the Govt.servant within 30 days from the date of return journey or otherwise 15% cut is imposed.
- 8.SR entry should be made and certificate in token of having availed the facility is furnished with the bill
- 9.Certificate stating that the spouse has not availed the similar facility is to be enclosed and attested by DDO
- 10.Bill shall be preferred in TA Bill form

11. From 1.4.96 onwards the LTC should be limited to only two dependent children. Any children born prior to 1.4.96 all the dependent children are eligible for LTC
12. Parents of Gazetted officers shall not be treated as family members
13. Parents of married female Government employees will be treated as members of family provided they are dependent on them
14. Pensioners cannot be defined as dependent parents in LTC
15. Journeys by private services or car, hired car, private taxis vans etc. shall not be allowed.

16. LTC should be allowed within the State only. If the Employee's Home Town is outside the State the LTC Claim should be restricted to last point of the State in that direction only.
17. LTC advances watch register should be maintained to watch the recovery of amounts advanced.
18. Govt.employees are permitted to travel any place in India on LTC once in entire service during second block period Upto a maximum distance of 3,500KMs to and fro and Subject to restricting the claim to Rs.12,500/-

(G.O.Ms.No.98, Finance (TA) Dept. Dt.21.5.2011)

19. LTC should not be availed during holidays.
20. LTC travels can be performed but he/she should touch the destination
21. LTC can be availed by the Govt. employee himself and the family separately. But the employee has to avail LTC otherwise it will be lapsed.

Check list for Fixed Travelling allowance

- 1.Fixed Travelling allowance will not come under the purview of Treasury Control(Govt.circular memo.no.16240/642/BGA1/2002 Finance(BG) Dept. dt.9.9.2002.
- 2.For deciding FTA normal pay scales have to be taken into account.
- 3.FTA is not allowed during CLs, joining time and other leaves.
- 4.Employee has to certify for how many days he was on tour.
- 5.If an employee is kept in additional charge for another post which is also FTA post, he will have to draw only the highest FTA only.

T. A. BILL OF HANUMAN FOR SANJEEVANI BOOTI

After the great war in Ramayana, Hanumanji submitted his T.A. Bill for his official tour for collecting Sanjeevani Booti to Ayodhya administration. The LDC (Lower Division Clerk) in T.A. Bill section raised 3 objections:

(1) Hanumanji did not take prior permission of the appropriate authority (Bharat), the King of Ayodhya, during the relevant time for his travel;

(2) Hanumanji being Grade-D officer was not entitled to air travel;

(3) Hanumanji was asked to bring Sanjeevani Booti, just a single plant, but he carried a whole mountain (unauthorized excess baggage).

The LDC returned the bill.

King Ram could do nothing except mark it down for re-examination.

T. A. BILL OF HANUMAN

- A worried Jambavan approached the LDC and offered a bribe of 10% of the T.A. Bill amount.
- **The LDC now wrote on the Bill:
Re-examined:**
 - 1. Even during the relevant time, Ram was the de-jure king through his Paduka.**
 - 2. Further in an emergency, non-entitled officers can be authorized ex-post facto to fly.**
 - 3. Also excess baggage is justified as bringing a wrong plant would have entailed multiple journeys with extra cost; hence bill may be paid.**
- **The T.A. Bill was paid accordingly.**

Thanks