

SHORT NOTES ON TRAVELLING ALLOWANCE

TRAVELLING ALLOWANCE

KSRs are divided into 3 parts:

Part 1- Rules 1 to 159

General conditions of service and rules on Pay, Leave, Joining time, and Foreign Service.

Part 2-Rules 1 to 116

Travelling Allowance Rules, and

Part 3- Rules 1 to 151

Rules 1 to 139 for Pension & Rules 140 to 151 for Service Records.

Travelling Allowance

It is an allowance granted to an officer to meet the expenses which he incurs while performing journeys in the interest of public service. TA is considered as a compensatory allowance and it should not be on the whole a source of profit to the beneficiary. R44P1KSR.

Actual Travelling Expenses

This is the actual cost of transporting an officer and his personal luggage, including charges for ferry and other tolls, if found actually required.

II. The following are the 5 kinds of TA which may be drawn in different occasions.

1. Permanent Travelling Allowance (PTA)
2. Permanent Conveyance Allowance (PCA or CA)
3. Mileage Allowance (MA)
4. Daily Allowance (DA)
5. Actual Expenses (AE)

Permanent Travelling Allowance

It is a fixed monthly allowance granted to an officer for frequent travel within his jurisdiction. For the drawal of full amount of PTA, an officer should be on tour outside 8 km from his Head Quarters for 15 days in a month and should spend at least 6 hours outside Head Quarters on each day.

Permanent Conveyance Allowance

This is also a fixed monthly allowance granted to an officer for travelling extensively within Head Quarter.

Mileage Allowance

This is an allowance calculated on the distance travelled, which is granted to meet the cost of a particular journey (Rail, Road, Air and Water).

Daily Allowance

This is a uniform allowance for each day of absence from Head Quarter.

Actual Expense

This is the actual cost or part of the actual cost of TA, where no means of conveyance by or at the expense of the Government, or to be drawn as TA, is permissible.

Important Words

Head Quarter: means the radius of 8 km around the place or an office in which an officer is employed. The office in which the officer employed is called the duty point at the Head Quarter. No TA is admissible for journey within the Head Quarter.

Public conveyance: means train, steamer, bus, boat or other conveyance which plies regularly for conveyance of passengers.

Special conveyance: means a motor car or motor cycle/ scooter engaged or used by an officer during tour for which the entire cost of its use and propulsion is paid by the officer.

Important Points

1. Time limit for claiming TA is 2 years.
2. Journey for a distance within 50kms shall be commenced on the date of official duty, and the return journey shall also be on the day on which the duty is over.
3. In the case of Parallel route, (rail & road), journey shall be made on shortest route.
4. Half DA is allowed for intermediate halt after completing 200km in departmental vehicle.

5. Arrear claims shall not be allowed on revision of scale of pay, retrospective promotion, confirmation etc.
 6. DA for journey and DA for halt will not be allowed on the same day (within 24 hours). An officer performing journey upto 32km on a day on road can draw only DA and he cannot exchange this DA for mileage.
 7. When Government vehicle is provided, no mileage allowance will be allowed; only incidental expenses subject to a minimum of half DA provided the allowance for halt together with incidental expense shall not exceed one Daily Allowance for a tour within 24 hours. If the absence from HQ exceeds 24 hours, both Daily Allowance for halt and incidental expenses will be allowed.
 8. Grade 1 officers travelling to metropolitan cities and other large cities will be allowed to hire taxi cars for the day as in the case of Government of India officials.
 9. Auto rickshaw/taxi charges at the rate admissible will be reimbursed for the journey from residence or office to Airport/Railway station/ Bus station and back, subject to a maximum distance of 8km each way. Only Grade 1 officers are eligible for taxi charge maximum amount of Rs.150 per day.
 10. Daily Wages Drivers are eligible for TA and DA as in the case of regular Drivers. But, no advance TA will be allowed to them.
- Govt.Cir.No.31/88/Fin dated 10-05-88.

Datas required for Tour TA

A) For the calculation of Travelling Allowance, offices are classified into four as follows, as per GO(P) No.85/2011/Fin dated 26.02.2011 (w.e.f. 1.02.2011).

Grade I: Officers with actual pay of Rs.25280 and above.

Grade II (a): Officers with actual pay of Rs.21240 and above, but below Rs.25280.

Grade II (b): Officers with actual pay of Rs.13900 and above, but below Rs.21240.

Grade III: Officers with actual pay of Rs.8960 and above, but below Rs.13900.

Grade IV: Officers with actual pay below Rs.8960. (pay includes basic pay, dearness pay, Personal pay and special pay in lieu of higher scale of pay).

Halt for Daily Allowance

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|---|---------------------------------|
| 1. Up to 6 hours | : No DA |
| 2. Above 6 hours up to 12 hours | : Half DA |
| 3. Above 12 hours up to 24 hours | : Full DA |
| 4. Halt exceeding 24 hours | : apply principles 1 to 3 above |
| 5. Halt constructively in camp on holidays | : DA admissible |
| 6. Halt in camp on holidays; but no work | : No DA |
| 7. When free boarding & lodging are allowed | : $\frac{1}{4}$ DA |

8. When free lodging alone is allowed : $\frac{2}{3}$ DA
9. When free boarding alone is allowed : $\frac{1}{2}$ DA

Maximum period of halt for Daily Allowance

Maximum period of halt for DA is 3 months; and at full rate of DA for the first 10 days, at $\frac{3}{4}$ for the next 20 days and at $\frac{1}{2}$ rate for the remaining 60 days. R.59 P II KSR

Additional Information

1. An officer who takes casual leave or Restricted Holiday while on tour is not eligible to draw Daily Allowance for the period of such leave.
2. Daily Allowance for halt will be calculated computing total number of his halt at an out station.
3. Daily Allowance is admissible by computing halts made within 24 hours.

Rate of Daily Allowance (w.e.f. 01-02-2011)

Grade of officers	Inside State	Outside State
Grade I	Rs.250	Rs.350
Grade II (a)	Rs.200	Rs.250
Grade II (b)	Rs.200	Rs.225
Grade III	Rs.150	Rs.175
Grade IV	Rs.150	Rs.175

Reimbursement of Room Rent:

<u>Grade of officer</u>	<u>New Delhi, Mumbai, Kolkata, Chennai</u>	<u>Other cities/Towns outside State</u>
Grade I	Rs.1500	Rs.1000
Grade II (a)	Rs.1500	Rs.1000
Grade II (b)	Rs.1200	Rs.750
Grade III	Rs.1200	Rs.750
Grade IV	Rs.800	Rs.700

Rail mileage (w.e.f. 01-02-2011)

Grade I	II AC + incidental expenses @ 50paise per km subject to minimum of ½ DA
Grade II (a)	I class (if train doesn't have I class, II AC) + incidental expenses @ 40paise per km subject to a minimum of ½ DA
Grade II (b)	III AC (if train doesn't have III AC, I class) + incidental expenses @ 35paise per km subject to a minimum of ½ DA
Grade III	II class fare + incidental expenses @ 30paise per km subject to a minimum of ½ DA
Grade IV	II class fare + incidental expenses @ 30paise per km subject to a minimum of ½ DA

Road mileage (w.e.f. 01-02-2011)

From 01/2/11, road mileage is fixed @ Rs.1.50 per km for all categories of employee which includes incidental expenses.

For Air journey

Officers in the pay scale of Rs.29180-43640 and above will be eligible for air journey.

Transfer TA Rules

A. Conditions

1. A Transfer should involve a change of station (8kms or more)
2. A Transfer should be in the interest of public service (No TA for transfer "on request" however eligible after completion of one full year excluding period of leave)
3. The distance for the calculation of Transfer TA should be the distance from old residence to the new residence. A Government servant other than Medical Officers should reside within 15kms of radius from his Head Quarters.
4. Family for the purpose of Transfer TA includes only wife/husband, children and step children residing with and wholly dependent on the officer.
5. If both husband and wife are State Government Servants and one of them is transferred within 6 months time of the other from the same station transfer TA won't be allowed and a certificate that the other person has not claimed the TA will be furnished.

B. Rail Journey (On Transfer)

1. Grade I Officer : II AC fare + 3 times incidental subject to a minimum of 1½ DA
2. Grade II (a) : I class fare + 3 times incidental subject to a minimum of 1½ DA
3. Grade II (b) : III AC fare + 3 times incidental subject to a minimum of 1½ DA
4. Grade III & IV : II class fare + 3 times incidental subject to a minimum of 1½ DA

For family members only fare to the class of accommodation as admissible to the officer.
No incidental expenses.

C. By Road

1. For the officer : Twice the normal rate of mileage
2. For the family : (1) For one member – NIL
(2) For 2 members irrespective of age limit one mileage
(3) For more than 2 members – 2 mileages
3. For personal effects : Thrice the mileage as admissible to the officer

D. Personal Effect (Rail)

1. Draws ₹25280 and above : Maximum weight 3000kg.
loading and unloading @ 600 each
2. Draws ₹13900 but below ₹25280 : Maximum weight 2000kg.
loading and unloading @ 300 each
3. All others : Maximum weight 1000kg.
loading and unloading @ 250 each