



**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**The Punjab Civil Service Rules  
Volume - III**

**(As applicable to Haryana State)**

**(Amendments incorporated upto 31<sup>st</sup> March, 2015)**

**TRAVELLING ALLOWANCE RULES**

**PREFACE**

This is an updated compilation of Punjab Civil Services Rules, Volume-III (Travelling Allowance Rules), as applicable in Haryana State. All the amendments made after last re-print/edition, i.e. during the period between November, 1965 and 31<sup>st</sup> March, 2015 have been incorporated in the respective rule of this Volume. The notification number and date vide which the amendment(s) were made after last re-print have also been given in footnote(s) below the respective rule. Whenever any amendment is made in future the same will also be incorporated in the relevant rule to make available updated copy of the rules.

Presently, the existing rules are under revision, once these rules are finalized, the same will be published in the form of Haryana Civil Services (Travelling Allowance) Rules and will be uploaded on the website of Finance Department, Haryana i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

If any error or omission is found in this Volume the same may please be brought to the notice of Finance Department (FR Branch), Haryana Civil Secretariat, Chandigarh so that the same can be corrected.

Dated : 24<sup>th</sup> April, 2015.

**P. K. DAS**  
Principal Secretary to Government, Haryana,  
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**THE PUNJAB CIVIL SERVICES RULES, VOLUME-III  
TRAVELLING ALLOWANCE RULES**

**CHAPTER - 1**

**DEFINITIONS**

- 1.1 (a) Except as provided in clause (b) below and unless there is anything repugnant in the subject or context, the terms defined in Chapter-II of Volume-I (Part-I) of these Rules have the same meaning and implications when used in this Volume.
- (b) The term "Head of Department" as used in this Volume means the authority shown in Appendix D to the Punjab Budget Manual in respect of the Government employees whose pay is debited to the corresponding head of account in the Appendix, with the following exceptions:-
- [(1) The Governor is the Head of the Department with respect to himself and his personal staff.
  - (2) Commissioners of Divisions are Heads of Departments with respect to Government employees whose pay is debited to the minor heads "Commissioners" "District Establishment" and "other Establishment" and also to the major head "229 - Land Revenue Survey and Settlement Operations" for the purpose of note 1 below rule 2.20]<sup>1</sup>;
  - (3) Deputy Commissioners are Heads of Departments with respect to Potedars who accompany remittance for purposes of the exercise of powers under serial No. 13 of the table in Chapter-3 of these rules.
  - (4) A competent authority may appoint any other authority to exercise the powers of a Head of Department.
  - (5) [*Omitted*]<sup>2</sup>

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<sup>1</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>2</sup> *Omitted* vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

**CHAPTER - 2**  
**TRAVELLING ALLOWANCE RULES**  
**SECTION - I**  
**GENERAL**

**2.1. General Rule.**— The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government employees:-

- (a) Permanent travelling allowance.
- (b) Conveyance and horse allowance.
- (c) Mileage allowance.
- (d) Daily allowance
- (e) The actual cost of travelling

The nature of these allowances and the method of calculating them are explained in the subsequent sections.

**[Note.**— For the purpose of these rules, the terms “mileage allowance” shall mean reference to allowance admissible for a kilometer.]<sup>3</sup>

**2.2 Travelling allowance calculated with reference to the purpose of the journey.**— The travelling allowance admissible to a Government employee for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in Sections VII to XX.

A competent authority may direct a Government employee to perform a journey in the interest of the public service for any purpose not specified in these rules. The travelling allowance in such a case will be that admissible for a journey on tour, unless a special rate is sanctioned by a competent authority.

**Note.**— A list of special orders passed under this rule is given in Appendix O.

**2.3 Recovery of cost of transporting personal luggage etc.**— Unless in any case it be otherwise expressly provided in these rules, a Government employee making a journey for any purpose is not entitled to recover from Government the cost of transporting his family, servants, personal luggage, conveyances, tents and camps equipage.

**2.4. Revision of travelling allowance due to promotion or reversion.**— A Government employee’s claims to travelling allowance should be regulated by the rules in force at the time the journeys in respect of which they are made, are undertaken. The travelling allowance of a Government employee, who is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of the promotion or reversion or grant of increased rate of pay and that on which it is notified, [except where employee concerned had been actually performing duties of the post to which he is promoted or from which he is reverted with retrospective effect.]<sup>4</sup>

In the case of all bills audited before the notification appears, the audit officer should be guided by the facts officially known at the time, but in the case of travelling allowance bills

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<sup>3</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>4</sup> Substituted vide Notification No. 5895-3FR-75/6948, dated 01.04.1976.

not presented or audited before the promotion is gazetted, there is no objection to the audit office recognizing the retrospective effect of the notification.

## SECTION - II

### PERMANENT TRAVELLING ALLOWANCE

**2.5. Conditions of grant.**— A permanent monthly travelling allowance may be granted by a competent authority to any Government employee whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the Government employees sphere of duty and is drawn all the year round, whether the Government employee is absent from his headquarters or not. The allowance is calculated so as not to exceed the average amount which would be drawn under rules 2.40 to 2.49 in sub- sections (ii) and (iii) of Section VII by a Government employee of the same grade. The authority granting the allowance may attach to it the condition of a horse or conveyance being maintained.

**Note.** A list of permanent travelling allowances is given in Appendix B.

**2.6** In order to prevent permanent travelling allowance being turned into a source of profit, a controlling officer may in any month reduce the amount of allowance if, in his opinion, a Government employee is neglecting the due performance of the duties for which he receives the allowance. This power should be used with due regard to the fact that the allowance is based on an average of the whole year, and, therefore, the allowance should not be reduced with reference to touring done in any single month but on evidence of habitual neglect of touring and after the Government employee has been warned. If the conditions attached that a conveyance should be maintained, controlling officers should also from time to time satisfy themselves that this is fulfilled. All bills for fixed travelling allowance mentioned in Appendix B which are specifically subject to a horse or other means of conveyance being actually kept, must be supported by a certificate to the effect that the horse or other means of conveyance in respect of which allowance is claimed, is his own property and was maintained at the station of duty during the period from \_\_\_\_\_ to \_\_\_\_\_ for which fixed travelling allowance is claimed.

**Note.**— If the means of conveyance ceases to be actually kept, it shall be replaced within one month or the fixed travelling allowance shall cease to be drawn with effect from the date on which the means of conveyance ceased to be kept provided that if the prescribed conveyance is a horse or pony the period of replacement may, with the sanction of the Controlling Officer, be extended to two months.

**2.7. When inadmissible.**— A permanent travelling allowance may not be drawn during joining time, or unless in any case it be otherwise expressly provided in these rules, during any period for which travelling allowance of any other kind is drawn. The extent to which it can be drawn during leave is governed by rules contained in Chapter-V of Volume-I (Part I) of these Rules. For periods of temporary duty, it can be drawn with the sanction of competent authority.

#### Notes.

(1) *Zilladars in the Public Works Department, Irrigation Branch, deputed to undergo a course of training at the Agricultural College, or required to undergo training in the work of Kanungo or Naib-Tehsildar and Naib-Zilladars who are Zilladars candidate, when deputed to undergo training in the Civil Department may draw the permanent travelling allowance during the course of their training; provided they actually maintain conveyances, and the*

authority sanctioning the deputation certifies that on the expiry of the period of training they are likely to return to posts to which the allowance is attached.

- (2) (i) [Excise Inspector and Taxation Inspector]<sup>5</sup> in receipt of permanent travelling allowance on the condition of maintaining a horse when deputed to undergo a course of training at any of the distilleries or breweries, may draw their permanent travelling allowance during the course of their training, provided that
- (a) the period of training does not in any one case exceed three months without the previous sanction of Government;
  - (b) the period of training does not in any one case exceed three months without the previous sanction of Government;
  - (c) the certificate of the likelihood of the [Inspectors]<sup>6</sup> to return to post to which the allowance is attached is recorded in the original orders of his being placed on training.
- (ii) Other [Excise Inspector and Taxation Inspector]<sup>7</sup> will not, however, be allowed to draw permanent travelling allowance while under such training. They may draw travelling allowance at tour rates for journeys performed for joining and leaving the places of training plus halting allowance at the rate of Rs. 30 per mensem providing that the period of training does not in any one case exceed three months without the previous sanction of government.
- (3) When permanent travelling allowance is subject to the condition of keeping a horse or other animal, it may be drawn during joining time, provided .
- (a) the horse of other animal was maintained in the post from which the Government employee concerned is transferred and is actually maintained during joining time; and
  - (b) the Government employee proceeds to join a post in which the maintenance of such horse or other animal is necessary for the proper discharge of his duties.

If the rate of permanent travelling allowance in the new post differs from that attached to the old post, the lower of the two rates will be admissible during joining time.

**2.8 Combination of Posts.**— When a Government employee holds, either substantively or in an two or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance not exceeding the total of all the allowances, as the competent authority may consider to be necessary, in order to cover the travelling expenses which he has to incur.

**2.9 Travelling allowance in addition to or in exchange for permanent travelling allowance.**— A Government employee in receipt of permanent travelling allowance may not draw any other travelling allowance in place of, or in addition to, permanent travelling allowance, provided that a competent authority may permit—

- (1) A Government employee or class of Government employees to draw, in addition to permanent travelling allowance, single fare for a journey by rail;

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<sup>5</sup> Substituted vide Notification No. 9456-3FR-67/24508, dated 11.10.1967.

<sup>6</sup> Substituted vide Notification No. 9456-3FR-67/24508, dated 11.10.1967.

<sup>7</sup> Substituted vide Notification No. 9456-3FR-67/24508, dated 11.10.1967.



- (2) by general or special order, a Government employee to draw, in addition to permanent travelling allowance, mileage by rail for a journey expressly authorized by a specified authority;
- (3) by general or special order, a Government employee to draw, in addition to permanent travelling allowance, mileage by rail for a journey expressly authorized by a specified authority;
- (4) by special or general order, a Government employee or class of Government employees, to draw in addition to or in lieu of permanent travelling allowance mileage by road or actual expenses for a journey expressly authorized by a specified authority. Such order will be given only in very exceptional circumstances when there is clear proof that the permanent travelling allowance was not intended to cover the particular journeys for which the concession is asked.

**2.10 Mileage Allowance In Addition To Permanent Travelling Allowance.**— When a Government employee in receipt of permanent travelling allowance, travels on duty with proper sanction, beyond his sphere of duty, he may draw (a) mileage allowance by rail for the whole journey, and (b) mileage by road for such portion of the journeys including such part of it as is within his sphere of duty, as is in excess of 32 kilometers. This rule does not apply to a Government employee who travels beyond his spheres of duty in the course of journey from one place within that sphere to another such place. In addition, he may draw permanent travelling allowance for any day of his absence for which no mileage allowance is drawn.

### SECTION - III

#### CONVEYANCE AND HORSE ALLOWANCES

**2.11 Calculation of.**— A competent authority may grant, on such conditions as it thinks fit to impose, a monthly conveyance or horse allowance to any Government employee who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance. Where circumstances require it, a competent authority may grant a daily conveyance allowance under this rule.

**Notes.**

- (1) *A list of monthly conveyance and horse allowances is given in Appendix C.*
- (2) *The pay of a Government employee is supposed to include the cost of upkeep such means of conveyance as are necessary for his ordinary duties and the same is in accordance with his official status. Therefore, only a few exceptional cases, should the claim for a conveyance allowance be admitted. After conveyance allowance has been granted, it is not necessary to enquire in what precise manner it is being spent as long as the Government employee moves about adequately in the discharge of his duties and fulfils the conditions imposed by the competent authority while sanctioning the conveyance allowance.*

**2.12 When drawn.**— Except as otherwise provided in these rules or in Appendix C and unless the authority sanctioning it otherwise directs, a conveyance or horse allowance is drawn all the year round, and is not forfeited during absence from headquarters and may be drawn in addition to any other travelling allowance admissible under the rules:-

Provided that the T.A. of a Government employee who is in receipt of a conveyance allowance specifically granted for a upkeep of a motor car or motor cycle, for journeys beyond a radius of 8 kilometers from headquarters, shall be regulated as under:-

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- (a) if performed by railway, conveyance allowance may be drawn in addition to T.A. (daily allowance or railway mileage) that may be admissible;
- (b) if performed by road, only the conveyance allowance will be admissible but the Government employee may at his option exchange it (at the rate of 1/30<sup>th</sup> for each day) for any T.A. (daily allowance or road mileage) that may be admissible to him under the rules;
- (c) if performed partly by rail and partly by road, conveyance allowance may be drawn in addition to T.A. (daily allowance or railway mileage) but the officer may at his option draw railway mileage and exchange the conveyance allowance (at the rate of 1/30<sup>th</sup> for each day) for road mileage or daily allowance that may be admissible to him under the rules; and
- (d) if performed by a Government vehicle provided to him free of cost, the Government employee will have the option either not to claim any T.A. or to claim daily allowance admissible for journeys by Government vehicles under rule 2.100 and 2.105 after deducting 1/30<sup>th</sup> of his conveyance allowance.

**Notes.**

- (1) *It is open to the controlling officer to reduce the conveyance allowance in any month if the Government employee appears to be neglecting the duties for the performance of which the allowance was granted and in so doing they should bear in mind the conditions mentioned in rule 2.6.*
- (2) *The amount of a conveyance allowance other than an allowance for the maintenance of a horse, pony or camel, drawn by an officer permitted to recess in a hill station shall be reduced by one-half during every period spent in recess.*

**2.13 During leave or joining time.**— A conveyance or horse allowance may be drawn during joining time if (a) the conveyance or horse was maintained in the post from which the Government employee concerned is transferred and is actually maintained during joining time, and (b) the Government employee concerned proceeds to join a post in which the maintenance of such conveyance or horse is necessary for the proper discharge of his duties. Its drawl during leave is governed by rules contained in Chapter-V of Volume-I (Part-I) of these rules. During joining time granted after leave, the grant of conveyance or horse allowance will be subject to the condition that it was admissible and drawn during leave. A conveyance or horse allowance can only be drawn for periods of temporary duty, other than in a post for which it has been sanctioned when ordered by the competent authority.

**Notes.**

- (1) *A portion not exceeding Rs. 25 of an allowance, granted on condition that a motor car or motor cycle is maintained, may be drawn during joining time if the Government employee certifies that he continued to maintain the vehicle, that the amount claimed was spent by him on garage hire or wages to staff or both for the period for which the amount is claimed and that the vehicle was not during that period in use by anybody.*
- (2) *A conveyance allowance to which the condition of maintaining a cycle is attached, will not be drawn during joining time as no expense is incurred on the maintenance of a cycle when not in use.*
- (3) *No allowance shall be drawn for Head Constables and Constables sick or on leave except to meet expenditure actually incurred on the feeding shoeing and maintenance of the animals, and for chanda Subscriptions for the period of absence of the men concerned.*

- (4) *Mounted Police Officers proceeding on [earned leave not exceeding 120 days]<sup>8</sup> or undergoing promotion courses at the [Police Training School, Madhuban]<sup>9</sup>, and Sub-Inspectors when posted to the mobile patrols, who are in possession of horses or camels shall hand over their mounts to the Lines Officer or the Officer in charge of the Mounted Police who shall be responsible for the feeding and keeping of such animals under the supervision of a Gazetted Officer. No conveyance allowance shall be drawn for them for the period of their absence on leave or training at the [Police Training School, Madhuban]<sup>10</sup> and in the case of Sub-Inspectors when posted to the Mobile Patrol except to meet expenditure actually incurred on the feeding, shoeing and maintenance of animals which should in no case exceed the conveyance allowance admissible in each case. The accounts shall be kept in the relevant form prescribed in the Police Rules. Such horses and camels shall be looked after and may be used for instruction duty by mounted upper subordinates under orders of the gazetted officer in supervisory charge. In such cases, responsibility for loss or injury by misconduct or neglect shall rest with the officer so ordered to look after or use the animal at a time. Where, however, adequate accommodation for horses and syces is not available in the police lines the Superintendent of Police may authorize such officers to make their own arrangements for the care and maintenance of animal and draw the prescribed conveyance allowance admissible to each of them. Assistant Sub-Inspectors are not mounted Police Officers and are exempted from the operation of this rule.*
- (5) *Subordinates of the Public Works Department, Buildings and Roads and Irrigation Branches, deputed to attend the reinforced concrete class at the Government School of Engineering, may draw the conveyance allowance during the course of their training: Provided they actually maintain conveyance, and the authority sanctioning the deputation certificates that on the expiry of the period of training the subordinates are likely to return to posts to which the conveyance allowance is attached.*

**2.14** All conveyance allowances are except where otherwise specifically exempted in Appendix C, subject to the means of conveyance being actually kept and a certificate to the effect that the conveyance in respect of which allowance is claimed is his own property, and was maintained at the station of duty during the period from \_\_\_\_\_ to \_\_\_\_\_ may be attached to each bill on which the allowance is drawn.

**Not e** *lf the means of conveyance ceases to be actually kept, it shall be replaced within one month or the conveyance allowance shall cease to be drawn with effect from the date on which the means of conveyance ceased to be kept : Provided that if the prescribed conveyance is a horse, camel or pony, the period for replacement may, with the sanction of the controlling officer, be extended to two months.*

## SECTION - IV

### GRADES OF GOVERNMENT EMPLOYEES FOR ROAD MILEAGE

**2.15** For the purpose of calculating Road Mileage allowance, Government employees are divided into four grades as follows:-

<sup>8</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>9</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>10</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.



**2.17 Part-Time Government employees etc.**— A Government employee whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

The following part-time Government employees are included in the grades shown against each:-

(1)	Assistant to the Advocate General	Grade I
(2)	Assistant Legal Remembrancer	Grade I
(3)	Administrator-General and Official Trustee	Grade II
(4)	Departmental Sub-Registrars	Grade II
(5)	Chairmen and members of Debt Conciliation Boards constituted under the Relief and Indebtedness Act	Grade II
(6)	Government Pleaders and Public Prosecutors are included in the appropriate grade according to their pay, as if they were whole-time Government employees.	

## SECTION - V DAILY AND MILEAGE ALLOWANCES

### (i) GENERAL

**2.18 Definition of daily allowance and the rule as to its drawal.**— A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by a Government employee in consequence of such absence.

Unless in any case it be otherwise expressly provided in these rules, it may be drawn while on tour by every Government employee whose duties require that he should travel and may not be drawn except while on tour.

**2.19 Definition and principles of calculation of mileage allowance.**— A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey on the following principles:-

- (a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short, provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.
- (b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt a competent authority may decide while shall be regarded as the shortest of two or more routes.
- (c) If a Government employee travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

**Notes.—**

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- (1) *Where the question is merely one of measurements of routes, Commissioners of Divisions can issue a correction slip to the Polymetrical Tables which, for practical purposes shall be taken as a declaration of the shortest routes under the above rules.*
- (2) *The following road routes shall be regarded as the shortest routes for purposes of travelling allowance:-*
- (i) *Between Gurgaon and Palwal*
  - (ii) *Between Rohtak and Sonipat*
  - (iii) *Between Sirsa and Rania via Out (during the rainy season only, viz., from 1<sup>st</sup> July to 30<sup>th</sup> September).*
  - (iv) *Between Hisar and Rohtak.*
  - (v) *Between Kalka and Ropar.*
  - (vi) *Between Dabwali and Sirsa.*
  - (vii) *Between Rohtak and Bhiwani.*
  - (viii) *Between Bhiwani and Loharu.*
  - (ix) *Between Chandigarh and Ropar.*
  - (x) *Between Chandigarh and Patiala*
  - (xi) *Between Narnaul . Mohindergarh -Charkhi Dadri.*
  - (xii) *Between Muktsar and Malout.*
  - (xiii) *Between Hoshiarpur and Nangal.*
  - [(xiv) *Between Jind and Hansi.*]<sup>14</sup>
  - [(xv) *Between Faridabad and Gurgaon*]<sup>15</sup>
- (3) *When journey is performed between places, partly connected by rail and partly not so connected, a Government employee will draw rail mileage or if such journey is performed by road actual fare plus incidentals by rails subject to the provisions contained in Note (7) below rule 2.24 (D) for the portion of journey between stations connected by rail and road mileage only for the portion of journey between stations not connected by rail. The competent authority in case of doubt may decide under Rule 2.19 (b) above, whether the places are partly connected by rail and partly not so connected indicating the rail heads between which the journey should ordinarily be performed by rail.*
- 2.20** A competent authority may, for special reasons which should be recorded permit mileage allowance to be calculated on a route other than the shortest or cheapest: provided that the journey is actually performed by such routes.

**Notes .**

- (1) *When Road mileage is claimed for a journey between places connected by Rail, the competent authority should decide whether the full rate of T.A. be passed in such a case or whether it should be limited to what would have been admissible if the officer had traveled by rail in the ordinary way. The principle which should be followed in deciding such questions is whether any real public interest was served by the road journey which would not have been served had the officer traveled by rail, such as the saving of public time or inspection work. In cases where road mileage is allowed, a certificate giving brief reasons for doing so should be recorded by the competent authority on the T.A. bill. If the Government employee concerned is himself a Competent Authority or Secretary to Government, the certificate should be recorded by the next senior Administrative Officer, if*

<sup>14</sup> Inserted vide Notification No. 5279-3FR-68/20282, dated 14.08.1968.

<sup>15</sup> Substituted vide Notification No. 1120-3FR-75/10609, dated 07.04.1975.

any, or by the Chief Secretary. In the case of the Secretary, Haryana Legislative Assembly Secretariat the required certificate should be recorded by the Speaker.

- (2) When [ ]<sup>16</sup> the Governor travels by road, members of the personal staff accompanying him are permitted to travel by road between stations connected by rail.

**2.21** A journey on transfer is held to begin or end at the actual residence of the Government employee concerned. Any other journey (excluding a journey of the type referred to in the Note below) is held to begin or end in any station at the duty point in that station.

**Explanation.** [ ] or office where a Government employee remains on duty, i.e. the place of office of employment at the headquarters. As for outstations the duty point shall be taken to be the place office visited by the Government employee on duty. Where there are two or more such points at an outstation, the following shall be taken as the duty point:-

- (a) If the Government employee reaches that station by rail, steamer or air, the point which is farthest from the railway station, harbour (or jetty) or the air booking centre, as the case may be; and
- (b) If he reaches that station by road, the point which is farthest from the point where the journey to that station commenced.

**Note.** Where a journey commences/ ends at a station which is neither the Government employee's [ ] nor ended at his residence.

**2.22** A Government employee is required to travel by the class of accommodation for which travelling allowance is admissible to him. The provisions of all rules regulating mileage allowance contained in these rules are subject to the condition that if a Government employee travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used plus incidental on the basis of his pay.

**2.23 Different rates of different classes of journey.**— Mileage allowance is differently calculated, as shown in the following rules, according as the journey is, or could be made by railway, by sea or river steamer or by road, or by air.

## (ii) RATE OF DAILY AND MILEAGE ALLOWANCES

**2.24 Class of accommodation to which Government employees are eligible.**— The following are classes of railway and steamer accommodation and rates of daily and other allowance for different classes of Government employees:-

### A - Class of Railway accommodation

[(a)	(i)	A Government employee drawing pay exceeding Rs. 500.	First Class or the highest Class if there is no First Class.
	(ii)	A Government employee belonging to the I.A.S or I.P.S. or I.F.S. cadre.	
	(iii)	All other Gazetted Officers State Class I and (State Class II Services)	

<sup>16</sup>

Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

(b)	All other employees	Second Class.] <sup>17</sup>
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**Exception.** [Omitted]<sup>18</sup>

**Notes.**

[(1) (a) An officer of the 1st grade who is in receipt of pay of one thousand and six hundred rupees or more per mensem, may travel by air-conditioned coach and in such a case he shall be allowed to draw fare for air conditioned coach reduced by one paise per kilometer, such an officer while performing journeys, on official tour in his own car between stations connected by rail shall be allowed to draw road mileage or air conditioned coach fare reduced by one paise per kilometer, plus incidentals, whichever is less, subject to the condition that air conditioned coach service is running and is not discontinued for specified for unspecified period.

**Explanation.—** Cancellation of air-conditioned coach service for any day or days shall not be deemed discontinuance within the meaning of this rule.

- (b) An officer other than that referred to in clause (a) may travel by air-conditioned coach and in such a case he shall be allowed to draw the fare for the class of accommodation to which he is entitled to travel under these rules.
- (c) An officer eligible to travel by air conditioned coach under clause (a) may travel by 1<sup>st</sup> class in rail motor or Shimla-Kalka Section without any reduction from his T.A. Bill. An officer of the 1<sup>st</sup> grade not entitled as such may also travel by 1<sup>st</sup> class in rail motor on Shimla-Kalka Section and if he so travels he shall be allowed to draw T.A. by 2<sup>nd</sup> Class in rail motor only. The entitlement to travel by the rail motor will not extend to journeys on transfer.]<sup>19</sup>
- (2) If a Government employee mentioned in (b) above travels by a train which does not provide the class of accommodation to which he is entitled he may be allowed to draw a single railway fare for the next higher class plus allowance for incidental expenses as prescribed in Rule 2.25-A, provided that the journey is actually performed by the higher class and the controlling officer attaches to his travelling allowance bill a certificate to the effect that it was necessary in the public interest for him to travel by that train.
- (3) When through booking involves the payment for part of a journey of rates for accommodation of class higher than that to which the Government employee concerned is entitled, the Government employee may draw a single railway fare for the whole journey at the rate at which he is actually required to pay for the through booking plus allowance for incidental expenses as prescribed in Rule 2.25-A.
- (4) Financial Commissioners are entitled to reserve by requisition one first class coupe or, failing that, one ordinary first class compartment, when making journeys by railway on
- [(5) Government employees of all grades will be entitled to reimbursement of reservation charges actually incurred for a seat (for day journeys), and sleepers berth (for night journeys) in addition to the fare for New Second Class; Provided that for sleeper berth the

<sup>17</sup> Partly amended vide Notification No. 6006-68/24265, dated 18.09.1968 and later on substituted vide Notification No. 5/6(1)-78-3FR-II, dated 22.05.1978.

<sup>18</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>19</sup> Substituted vide Notification No. 5/6(1)-78-3FR-II, dated 22.05.1978.



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distance traveled by rail is not less than 300 KM and the night journey involved is for a period of not less than six hours between 2100 hours and 0600 hours.

- (6) Government employee in receipt of pay upto Rs. 300 p.m. performing journeys by ordinary/express bus (not Deluxe and Air Conditioned Bus) between stations connected by rail will be entitled to draw actual fare of the bus in addition to incidental charges, even if it is more than the new Second Class railway fare. <sup>20</sup>

**B - Class of accommodation by sea or river steamer**

- (i) For a Government employee of the first grade-Highest class.
- (ii) For a Government employee of the second grade- If there are two class only on the steamer the highest class; and if there are three classes, middle or second class.
- (iii) For a Government employee of the third grade- If there are two classes only on the steamer, if there are more than two classes, middle or second class, and if there be four classes third class
- (iv) For a Government employee of Lowest Class, the fourth grade.

**Notes .**

- (1) In cases where the steamer company has two rates of fare, one inclusive and one of diet.
- (2) If suitable accommodation on a Government vessel is offered to a Government employee, he is entitled to travelling allowance under rule 2.96 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

**C - Daily Allowance**

[Government employees drawing pay:-

(i)	Upto Rs. 100	3.00
(ii)	Exceeding Rs. 100 but not exceeding Rs. 175	4.00
(iii)	Exceeding Rs. 175 but not exceeding Rs. 250	5.00
(iv)	Exceeding Rs. 250 but not exceeding Rs. 375	6.50
(V)	Exceeding Rs. 375 but not exceeding Rs. 500	7.50
(vi)	Exceeding Rs. 500 but not exceeding Rs. 750	9.00
(vii)	Exceeding Rs. 750 but not exceeding Rs. 1500	11.00
(viii)	Exceeding Rs. 1,500/- but not exceeding Rs. 2,000/-	14.00
(ix)	Exceeding Rs. 2,000/-	15.00] <sup>21</sup>

<sup>20</sup> Note 6 Added vide Notification No. 3511-3FR-69/19315, dated 10.07.1969 and later on Note 5 & 6 were Substituted vide Notification No. 5/6(1)-78-3FR-II, dated 22.05.1978.

<sup>21</sup> Substituted vide Notification No. 8242-3FR-71/337, dated 03.01.1972.

**Exceptions 1.** Government employees travelling in hill tracts ordinary and special are entitled to an increase of 25 percent and 50 per cent respectively over these rates subject to maximum of Rs. 15.00.

**Exceptions 2.** When a Government employee who while on tour is allowed free board and lodging at the expenses of the Central Government or State Government or an autonomous industrial or commercial undertaking or corporation or a statutory body or a local authority in which Government funds have been invested or in which Government have any other interest may draw only one-fourth of the daily allowance admissible to him at the station concerned. If only board or lodging is allowed free to such a Government employee he may draw daily allowance at one-half of the admissible rate. The same rate of daily allowance will be admissible to Government employees on tour in Pakistan when they are treated as State Guests.

**[ Notes .**

- (i) When an official spends less than 24 hours as State Guest only 3/4 of the daily allowance for one day should be deducted from the T.A. Bill.
- (ii) If board and lodging is enjoyed for half a day, 1/2 deduction should be made.
- (iii) If only board or lodging is enjoyed for half a day, 1/4 deduction should be made.<sup>22</sup>

**D - Mileage Allowance for travel by road**

[The following are the different rates of mileage for the various kinds of conveyances:-

Grant under Rule 2.15	Motor Car	Motor Cycle/ Scooter	Ordinary Cycle	Other means of Conveyance	Single seat in a Bus or Taxi etc.
1 <sup>st</sup> Grade	0.85	0.30	0.15	0.45	0.20
2 <sup>nd</sup> Grade	0.65	0.30	0.15	0.45	0.20
3 <sup>rd</sup> Grade	-	0.30	0.15	0.20	0.15
4 <sup>th</sup> Grade	-	-	0.15	0.20	0.10
These rates are per kilometer. This will take effect from 1 <sup>st</sup> April, 1975. ] <sup>23</sup>					

**Notes .**

- (1) The rates prescribed for motor car in the above table apply to journeys performed by a Government employee in his own car or a full taxi motor omnibus motor lorry, but not in the case of journeys performed in Government- [ , } ^ à Á & æ! Á [ ; Á ã } Á æ} [ c @^ ! Á Government employee does not bear the charges of its propulsion.
- (1-a) Government employees of Grade II are not ordinarily expected to perform journeys by motor car and accordingly for such journeys they should not draw mileage in excess of the rate prescribed for other means of conveyance. The mileage allowance for motor car should only be drawn by such officers when it is certified by the controlling officer

<sup>22</sup> Inserted vide Notification No. 328-3FR-68/4169, dated 12.02.1968.

<sup>23</sup> Substituted vide Notification No. 5/6(1)-78-3FR-II, dated 03.07.1978.

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concerned that it was absolutely necessary in the public interest that the journey should have been performed by a motor car.

- (2) Travelling by road includes travelling by sea or river in a stream or motor launch or in any vessel other than a steamer and travelling by canal.
- (3) Travelling by road includes travelling by sea or river in a stream or motor launch or in any vessel other than a steamer and travelling by canal.
- (4) [Omitted]<sup>24</sup>
- (5) A certificate should be given by the Controlling Officer in respect of claims for mileage for journeys by motor cars, motor cycles, etc., to the effect that the journey has been performed in the relevant vehicle and if the Government employee is himself the Controlling Officer, he himself may give a similar certificate.
- (6) The rates of road mileage prescribed in the above table shall apply to all journeys, whether on tour or transfer. The rate prescribed in the last column of the Table shall also apply to a Government employee who while making a journey by road takes a single seat in any public conveyance (excluding a steamer) which plies regularly for hire between fixed points and charges fixed rates e.g., a tram, a motor launch or a boat.
- (7) A Government employee may, while on tour travel by road transport viz., motor car, omnibus between stations connected by rail and charge the actual fare paid for such transport, and draw in addition half daily allowance for the days of departure and arrival plus allowance for incidental expenses admissible to him for journeys on tour: provided that if the fare paid for the road transport is more than the railway fare of the class to which the Government employee is entitled by rail he will be allowed road fare subject to the maximum of the rail fare admissible to him [except in the case of Class III and IV Government employees drawing pay not exceeding [Rs. 500]<sup>25</sup>, who will be allowed actual fare paid for an ordinary seat in the public conveyance.]<sup>26</sup> When such journeys are performed by cards, the claim of Government employee must be supported by actual ticket but, in case the journeys are performed by bus, a certificate in the form given in Rule 2.109 will suffice.

The concession mentioned above will also apply in the case of a Government employee

- (8) The mileage allowance admissible to Government employees of grades I and II for journeys by road shall be paise [85]<sup>27</sup> and paise [65]<sup>27</sup> per kilometer respectively, when the journey is performed by motor car, which term includes a taxi, motor omnibus or motor lorry, plying for hire, all the accommodation of which is reserved by the officer making the journey. In the case of Government employees of grade II, the mileage allowance at the rate of paise [65]<sup>27</sup> per kilometer shall be allowed provided the condition imposed in Note (1) above is satisfied, otherwise mileage allowance shall be calculated at paise [45]<sup>27</sup> per kilometer.
- (9) Government employees performing journeys on foot between places where a single seat in a taxi, motor omnibus, lorry, or any other public conveyance is ordinarily available shall be entitled to draw road mileage at the rates prescribed in the last column of the above

<sup>24</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>25</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>26</sup> Added vide Notification No. 6921-3FR-68/679, dated 28.12.1968.

<sup>27</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

table whereas in other cases they shall draw the rates prescribed for journeys by other means of conveyance.

**2.25 Rate of mileage by rail or steamer or air.**— Except for journeys on transfer (the rules about which are contained in Section IX) the mileage allowance admissible to a Government employee is—

**A - For a journey by rail**

Actual fare of the class in which he is entitled to travel plus allowance for incidental expenses at the following rates:-

Pay exceeding Rs. 999	15 paise for every 4 K.M. or fraction thereof.
Pay exceeding Rs. 200 but not exceeding Rs. 999	10 paise for every 4 K.M. or fraction thereof.
Pay not exceeding Rs. 200 (except those in Grade IV)	5 paise for every 4 K.M. or fraction thereof.
Government employee of Grade IV	1/2 fare of [second class] <sup>28</sup> (Passenger Train)

Provided that the amount of incidental charges admissible to a Government employee on tour shall be subject to a minimum of half daily allowance admissible to him for outward or both outward and inward journeys.

**Note 1.** A Government employee is ordinarily expected in respect of journey by road (including journeys on transfer) to travel on rail-cum-road tickets issued by some of the railways in India, wherever rail-cum-road services exist and are controlled by the railway authorities. In such a case, the mileage allowance for the road portion of the journey shall be calculated as for journeys by rail. The cost of transportation of personal effects on transfer will, however, be regulated under Rule 2.59 (a)-II (ii)

**Note 2.** Government employees who are entitled to travel by second class will, for journeys other than those on transfer be entitled to the fare by the train by which they are required to travel provided they actually travel by the aforesaid train. The Government employee concerned should accordingly certify on each travelling allowance bill in which mail/express train fare is claimed that the journeys were actually performed by the mail/express train and the controlling officer should certify in respect of such journeys that these were performed by mail/express trains in the public interest. The check contemplated in rule 2.109 of the Travelling Allowance Rules will, however, continue to be exercised by controlling officers, as at present.

**Note 3.** Journeys on transfer may be performed by passenger or mail express train at the Government employee's request. A Government employee on such a journey should produce to the controlling officer a certificate to the effect that the journey was performed by such a train should be recorded by the claimant on the travelling allowance bill.

**Note 4.** The incidental expenses at the flat rate given above shall be calculated on the number of kilometers (including the assumed or weighted mileage on certain sections) (as on the Kalka-Shimla Section) for which the fare is actually charged by the Railway concerned.

**Note** *The allowance for incidental expenses specified above will be admissible irrespective of the class of accommodation actually availed of.*

**Note** *When under the rules of the railway or steamer company, return tickets are issued and the route of the return journey and the period within which it will be performed are covered by such rules, return tickets at reduced rates should always be purchased. The mileage allowance for the forward and the return journeys, admissible under A and B of this rule, wherever such return tickets are available and are purchased or would have been purchased will be the actual cost of the return ticket plus the usual allowance admissible for incidental expenses each way.*

### **B - FOR A JOURNEY BY STEAMER**

1½ fares of the class of accommodation in which he is entitled to travel.

**Note** *See note 5 above.*

### **C - FOR A JOURNEY BY AIR**

A Government employee, authorized to travel by air on tour under rule 2.31 is entitled to mileage allowance equal to one standard air fare for the journeys *plus* an allowance for incidental expenses at one-fifth of the standard air fare limited to a maximum of Rs. 20 for each journey. See also note 3 below.

A Government employee not entitled to travel by air under rule 2.31 but authorized by the competent authority to travel by air on tour is entitled to one standard air fare for the journey, *plus* an allowance for incidental expenses in respect of a journey by rail or steamer in the case of a journey between stations connected by rail, or by sea, as the case may be, and half the mileage by road in the case of a journey between stations connected by road, to which he would have been entitled had he traveled by the surface route, or one-fifth of the standard air fare limited to a maximum of Rs. 20 for each journey, whichever is less :

Provided that if at either end of the journey by air a Government employee has to perform a connected journey by rail, road, or steamer, he may draw the mileage allowance admissible for such journeys subject to the conditions laid down in clause (b) of rule 2.44 :

#### **Notes.**

- (1) *[Standard air fare means the actual single journey air fare including an inland air travel tax and a foreign travel tax levied by the Government of India w.e.f. the 15th November, 1971 and the 15th October, 1971, respectively for the service by which the journey is performed.]<sup>29</sup>*
- (2) *If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and the return journey when such return tickets are available, will however be the actual cost of the return ticket plus an allowance for incidental expenses calculated as for a single journey each way.*
- (3) *When a Government employee eligible to travel by air under rule 2.31 (1) travels by air in a plane owned or chartered by Government between places not connected by scheduled air service, he will be entitled to 3 np, per kilometer limited to Rs. 30 for each single*

<sup>29</sup> Substituted vide Notification No. 45-3FR-73/3907, dated 26.02.1973.

journey, Government employees who are not entitled to travel by air but are authorized to do so, will also be entitled to incidentals at 3 np, per kilometer limited to Rs. 30 for each single journey, or the amount of incidental expenses, admissible by the surface route, whichever is less. Between places not connected by surface transport they will be entitled to 3 np, per kilometer limited to Rs. 30 for each single journey.

In cases where a Government employee undertakes more than one air journey between places connected by scheduled air service as also between places not so connected on the same day, he will be entitled to incidental expenses under rule 2.25 C and this note subject to the overall limits of Rs. 30 for all air journeys on that day.

**2.26 Special Accommodation.**— A competent authority may for special reasons, which should be recorded, declare any particular Government employee or class of Government employees to be entitled to accommodation of a higher class than that prescribed for his grade in rule 2.24.

**Note.** If it is necessary for a Personal Assistant or a Clerk to accompany a Minister in reserved accommodation, he may do so by purchasing a ticket for the class of accommodation in which he is entitled to travel.

### (iii) HIGHER RATES FOR EXPENSIVE LOCALITIES

**2.27** A competent authority may, by general or special order, direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all Government employees travelling in any specified locality in which travelling is unusually expensive.

#### Notes.

(1) When a Government employee halts outside the territories administered by the Haryana Government, he shall draw daily allowance at the following rates:-

(a) Within the territories administered by the Government of Himachal Pradesh and that portion of Rajasthan State which previously constituted the Bikaner State at the same rates as for halts in Haryana (India).

(b) For halt at Delhi, Madras, Bombay and Calcutta including Dum Dum, at the rates fixed by the Government of India for Central Government Employees (see Appendix 10)

(c) Elsewhere, 25 percent over the ordinary rates

(d) For halts at places mentioned below within Pakistan, Government employees shall draw daily allowance in Pakistan currency at the following rates:-

ALL INCLUSIVE RATE			
	Lahore	Karachi, Peshawar, Rawalpindi	Elsewhere
	Rs. P.	Rs. P.	Rs. P.
First Grade Officer	45.00	32.00	30.00
Second and Third Grade Officers	33.75	24.00	22.50
Fourth Grade Government employees	15.00	10.69	10.00

<sup>i</sup> This takes effect from 15<sup>th</sup> April, 1960.

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(2) When a Government employee travels by road within the territories administered by another Government, within the Indian Union, which has fixed special rates for Government employees under its administrative control, he must draw travelling allowance at the rates fixed for a Government employee drawing the same pay in those localities or at his discretion mileage allowance at Haryana rates; daily allowance when admissible being drawn at the rates mentioned in note (1) above.

(3) [The rates of daily allowance for hill tracts (ordinary) given in exception (1) below rule 2.24(C) may be drawn in the following localities and on the hill roads mentioned below:-

(a) Localities

District	Locality
Ambala	Morni

(b) Hill Roads

Kalka to Shimla (excluding Kalka)]<sup>30</sup>

(4) [Omitted]<sup>31</sup>

(5) The rates of daily allowance of a Government employee who spends part of a day in one locality and part of it in a place for which a different rate of daily allowance prevails should be determined according to the place where he spends the night succeeding such day.

(6) The mileage rate by road for journeys in the hill tracts (special and ordinary) is 33 ½ percent above the rates given in rule 2.24 (D) except when a Government employee takes a single seat in a motor omnibus or motor lorry in which case the increase is 50 percent.

(7) The ordinary rates of daily allowance and road mileage as given in rule 2.24 may be increased in the following ratio for journeys performed in

(a) Jammu and Kashmir State (except on the roads which have been declared as plain roads by the Jammu and Kashmir Government); and

(b) The Bara Bhangal of the Kangra District :

(i) Road Mileage - In the case of journeys which can be performed by motor transport 33 ½ percent except when a Government employee takes a single seat in a motor omnibus or motor lorry in which case the increase is 50 percent and in the case of journeys which cannot be performed by motor transport, the increase is 100 percent, 150 percent increase in the case of journeys beyond Leh.

(ii) Daily Allowance - 100 percent subject to a maximum of Rs. 15.

(8) [Omitted]<sup>32</sup>

(9) The mileage allowance for journeys performed within Pakistan shall be calculated at the rates admissible for journeys performed in Haryana (India).

**2.28 Special daily allowance.**— A competent authority may, for reasons which should be recorded and on such conditions as it may think fit to impose, sanction for any

<sup>30</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>31</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>32</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

Government employee class of Government employee a daily allowance higher or lower than that prescribed in rule 2.24 or 2.27.

**2.29 Special rates for mileage allowance.**— A competent authority may, for special reasons to be recorded, prescribed for a Government employee or class of Government employees or for journeys made by any special mode of conveyance, mileage allowance by road at a different rate from that prescribed in rule 2.24 or 2.27.

#### (iv) MILEAGE FOR JOURNEYS BY AIR

**2.30** For the purpose of the rules in this sub-section, travelling by air means journeys performed in the machine of a public air transport company regularly plying for hire, it does not include journeys performed by private aero planes or air taxis.

**2.31 Travel by air is permissible on tour—**

(i) in the case of officers in the Table of Precedence for the time being in force and officers in receipt of actual pay of Rs. 1600/- per mensem and above and the Commissioners of Divisions, the Secretaries to Government and Heads of Departments irrespective of the pay, whether it exceeds or not the above limit of Rs. 1600 at their discretion :

Provided that officers in receipt of actual pay of Rs. 1300 to Rs. 1599 may also for journeys on tour, travel by air at their discretion in cases where distance involved is more than 800 kilometers and the journeys cannot be performed overnight by rail.

(ii) In other cases, whenever a competent authority certifies that air travel is urgent and necessary in the public interest : provided that a competent authority may grant general permission to any Government employee or class of Government employees to travel by air as a matter of routine in connection with a specified journey or journeys.

**[Note.—** General permission to travel by air has been accorded to the following Government employees irrespective of their pay:-

(a) *Joint Secretaries and Deputy Secretaries to Government, Secretary to Governor, Principal Secretary to Chief Minister and all I.A.S. Officers posted against Senior Scale posts in various departments at Chandigarh.*

(b) *Secretaries, Private Secretaries and Officer on Special Duty to Chief Minister/Ministers while traveling with the Chief Minister/Ministers.*

(c) *Officer on Special Duty in respect of such journeys as may be performed by him by air under the orders of the Chief Minister. j<sup>33</sup>*

**2.32** A Government employee who is not authorized to travel by air but who performs a journey by air on tour can draw only the mileage allowance to which he would have been entitled if he had traveled by rail, road or steamer or the mileage allowance as calculated under rule 2.25-(C) whichever is less.



## SECTION - VI ACTUAL EXPENSES

- 2.33 Actual Expenses not admissible except under special rule.**— Unless in any case it is otherwise expressly provided in these rules, no Government employee is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as travelling allowance, the actual cost or part of the actual cost of travelling.
- 2.34 Journeys by special conveyance.**— When a Government employee of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer, stating that the use of the special means of conveyance was absolutely necessary and specifying the circumstances which rendered it necessary.

## SECTION VII - JOURNEYS ON TOUR

### (i) GENERAL RULES

- 2.35 Definition of tour.**— A Government employee is on tour when absent on duty from his headquarters either within, or with proper sanction, beyond his sphere of duty. For the purposes of this Section, a journey to a hill station is not treated as a journey on tour. A competent authority may, in case of doubt, decide whether a particular absence from headquarters is absence on duty.
- Not e* When power is exercised under this rule, a copy of the sanction briefly giving the grounds of sanction should be sent to the Accountant- General for audit.
- 2.36 General principles on which travelling allowance is drawn for journeys on tour.**— The travelling allowance drawn by a Government employee on tour ordinarily takes the shape of either permanent travelling allowance, or daily allowance, if either of these is admissible to him. Permanent travelling allowance and daily allowance may, however, in certain circumstances, be exchanged for mileage allowance or for the whole or part of the actual cost of travelling. In certain other circumstances, actual cost may be drawn in addition to daily allowance or for journeys for which no daily allowance is admissible.
- Not e* The exchange of mileage allowance for permanent travelling allowance should be made at the rate of 1/30<sup>th</sup> of the permanent travelling allowance for each day on which the mileage allowance is drawn.
- 2.37 Restrictions on the duration and frequency on tours.**— A competent authority may impose such restrictions, as it may think fit, upon the frequency and duration of journeys to be made on tour by any Government employee or class of Government employees.
- 2.38 Government employees who are not entitled to travelling allowance for journeys on tours.**— If a competent authority declares that the pay of a particular Government employee or class of Government employees has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government employee's sphere of duty, such a Government employee may draw no travelling allowance for such journeys, though he may draw mileage allowance for journeys by rail or steamer. When travelling on duty with proper sanction, beyond his sphere of duty, he may draw travelling allowance, calculated under the ordinary rules for the entire journey including such part of it as it within his sphere of duty.

**Notes.—**

- (1) *A list of the appointments so declared is given at Appendix E.*
- (2) *Head Constables and Constables of Police on escort duty are entitled to draw the actual cost of the conveyance of their baggage by road in addition to the daily and mileage allowance admissible to them under the ordinary rules.*
- (3) *Tent pitchers in the Police Department may draw travelling allowance when accompanying an officer on a journey on tour for which travelling allowance for more than two class IV Government employees (whether orderly or tent- pitcher) is not drawn.*
- (4) *Police officers are permitted to draw travelling allowance for journeys by road within their sphere of duty made in public motor vehicles provided that the amount is not more than the railway fare between the two places and provided also that the journeys, if it had not been performed by a public motor vehicle would have been performed by rail.*
- (5) *A police officer below the rank of Inspector may draw travelling allowance for a journey performed by him by road either within or beyond his sphere of duty provided the Superintendent of Police certifies in writing that the journey was necessary in the public interest.*
- (6) *The Deputy Rangers [ ]<sup>34</sup> and Foresters not incharge of Rangers may draw Travelling Allowance calculated under the ordinary rules within their sphere of duty except on occasions when they return to the headquarters the same day. For such occasions when they return to the headquarters the same day they may be allowed actual bus and/ or rail fare only.*

**2.39 Carriage of tents supplied by Government.—**

- (a) *A competent authority may prescribe the scale of Government tents to be supplied to any Government employee or class of Government employees for office, or if it thinks fit, for personal use.*
- (b) *When such tents are used by a Government employee on tour, half of the carriage will be borne by Government and the other half shall be paid by the Government employee or servants for using the tent or tents.*
- (c) *Government employees who are allowed tents for their office establishment only are not entitled when they go into camp without on office establishment, to the use of tents at Government expense, and must, therefore, bear the whole cost of their carriage.*

**Exception.** *Tents occupied by Assistant Commissioner, while under Settlement Training, Inspectors and Sub-Inspectors of the Fisheries Department, Tehsildars, Naib-Tehsildars, Settlement Tehsildars and Naib-Tehsildars, Excise Inspectors [ ]<sup>35</sup>, whatever their pay, District Kanungos, officials/ officers of the Haryana Forest Department while on tour in places where Rest Houses and other facilities are not available, surveying instructions of the Government School of Engineering, accompanying students in their annual survey camp and by ministerial officers drawing Rs. 175 per month or less, and tents occupied by chaprasis or police guards will be carried wholly at Government expense.*

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<sup>34</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>35</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

**(ii) DAILY ALLOWANCE ON TOUR**

**2.40 General Rule.**— Except where otherwise expressly provided in these rules, a Government employee, not in receipt of permanent travelling allowance, draws travelling allowance for journeys on tour in the shape of daily allowance.

**2.41 Drawn during absence from headquarters on duty.**— Daily allowance may not be drawn, except during absence from headquarters on duty and unless a Government employee reaches a point outside a radius of 8 kilometers from his headquarters or returns to his headquarters from a similar point and also subject to note 5 below rule 2.100. A period of absence from headquarters begins when a Government employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

**Notes.**

- (1) *The terms radius of 8 kilometers should be interpreted as meaning a distance of 8 kilometers by the shortest practicable route by which a traveller can reach his destination by the ordinary modes of travelling.*
- (2) *If an officer of a Vacation Department combines tour with vacation, i.e., proceeds on tour and then avails himself of vacation without returning to his headquarters, he should be granted tour travelling allowance under these rules for the outward journey only.*
- (3) *A canal patwari halting at the headquarters of a Zilladars, or the Division, which is within 8 kilometers, but more than 3 kilometers of his own headquarter may draw halting allowance when the halt is for the work connected with the final check and preparation for seasonal demand statements.*

**2.42 Halts on tour.**— Subject to the conditions mentioned below, daily allowance may be drawn during a halt on tour or on a holiday occurring during the tour:-

- (i) Daily allowance may not be drawn for a continuous halt of more than ten days at any one place: provided that a competent authority may grant general or individual exemptions from the operation of this rule, on such conditions as it thinks fit, if it is satisfied:-
  - (a) that prolonged halts are necessary in the interests of the public service; and
  - (b) that such halts necessitate the maintenance of camp equipage or, where no camp equipage is maintained continue, after the first ten days, to entail extra expenses upon the halting Government employee.

**Notes.**

- (1) *A list of exemptions is given in Appendix F.*
- (2) *Exemptions from the operation of clause (i) of this rule, which prohibits the drawal of daily allowance by a Government employee for a period in excess of ten days in respect of a halt at an outstation may be granted only in cases where the conditions prescribed at (a) and (b) are satisfied and in granting such exemptions, the competent authority may impose such conditions as it thinks fit. One such condition is the reduction in the amount of daily allowance that may be drawn and the principle under lying reduction is that the expenses incurred by a Government employee in respect of a halt at an outstation ordinarily, decreases in proportion to the length of his stay at that station. This principle should be borne in mind by the authorities to whom powers under this rule have been delegated and the rate of daily allowance should be suitably reduced after the first ten days in all cases except those which present special features. Cases in which special*

*treatment can be justified will in addition to those of the kind mentioned at (b) above be generally those in which the half of a Government employee at an outstation is of uncertain duration which makes it impossible for him to arrange for more permanent and cheaper accommodation.*

- (3) *The sanction of the competent authority for admitting daily allowance in excess of ten days would be necessary only when the number of full daily allowances drawn (inclusive of the half daily allowance) under rule 2.45 exceeds ten, the daily or half daily allowance, if any admissible for the days of travel covered by clause (iv) below, should be excluded in calculating the ten daily allowances.*
- (ii) After a continuous halt of ten days' duration, the halting place shall be regarded as the Government employee's temporary headquarters.
  - (iii) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding 8 kilometers for a period including not less than three nights.
  - (iv) In calculating the duration of a halt, any day on which the Government employee travels or halts at a distance from the halting place exceeding 8 kilometers shall be excluded. On such a day, the Government employee may draw daily allowance or exchange it for mileage allowance, if admissible.
  - (v) A Government employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave.
  - (vi) Daily allowance is not admissible for any day whether Sunday or holiday, unless the Government employee is actually and not merely constructively in camp.
  - (vii) When bodies of police are moved from one tehsil to another for special temporary duty, the new tehsil will not be regarded as their sphere of duty for the first ten days and halting allowance will be admissible to all ranks for the first ten days. After that time, the new tehsil will be regarded as their sphere of duty and mileage and daily allowance will be governed by the ordinary travelling allowance rules.
  - (viii) Teachers of Government institutions accompanying candidates to the Matriculation Examination centers, who act as Superintendents, Assistant Superintendents or invigilators of examinations conducted by the Panjab University, may, besides travelling allowance to and from the examination centers, draw at their option, daily allowance at the rate admissible to them for the period of the examination or the fees paid by the Panjab University. If daily allowance is drawn, the fees paid by the University should be credited to Government.
  - [(ix) In all cases of enforced halts occurring en route on tour/journeys necessitated by break down of communications due to blockade of roads on account of floods, rains, heavy snow fall, landslides, etc., the period of such halts shall be treated as duty and the Government employee concerned shall be paid daily allowance at 3/4th of the rate applicable to him at the station in which the enforced halt takes place for the period of enforced halt after excluding first day of such halt for which no daily allowance shall be allowed.]<sup>36</sup>

### **Notes .**

- (1) *In cases where fees paid by the University are credited to Government the treasury receipt should be attached to the travelling allowance bill in support of the claim.*

<sup>36</sup>

Inserted vide Notification No. 4849-1FR-I-66/14948, dated 12.08.1966.

- (2) *The claim on account of travelling allowance should be accompanied by a certificate to the effect that either no travelling allowance was paid by the University or if any travelling allowance was paid, it was credited to Government. In the later case, the treasury receipt should also be produced.*
- (3) *Travelling allowance to and from the examination centers as contemplated in this rule may not be drawn in respect of journey or a portion of a journey performed on the same day as that on which such teachers also act as Superintendents, Assistant Superintendents or Invigilators etc., unless the fees paid by the University for that particular day or credited to Government and no further daily allowance is claimed for that date.*

**(iii) MILEAGE ALLOWANCE AND ACTUAL EXPENSES IN PLACE, OR IN ADDITION TO DAILY ALLOWANCE ON TOUR.**

**2.43 Exchange of daily allowance for mileage allowance during the whole period of a tour.**— A competent authority may, by general or special order and on such conditions as it thinks fit to impose, permit, any Government employee or class of Government employees to draw mileage allowance instead of daily allowance for the whole period of any absence from headquarters if it considers that the nature of the Government employee's duty is such that daily allowance is not sufficient to cover his travelling expenses.

**2.44. Exchange of daily mileage allowance on any particular journey.**— (a) Subject to any conditions which a competent authority may, by general or special order impose, a Government employee may exchange his daily allowance for mileage allowance on any day on which.—

- (i) he travels by railway or steamer or both, or
- (ii) he travels more than 32 kilometers by road; provided that, if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part only of them.

[Omitted]<sup>37</sup>

**Note.** *Short journeys, within a radius of 8 kilometers from headquarters, may not be added to other journeys, when calculating the distance traveled by road or the amount of mileage allowance admissible for road journeys.*

- (b) When a journey by road is combined with a journey by railway or steamer, under clause (a) (i) of this rule, mileage allowance may be drawn on account of such journey by road but such mileage is limited to the amount of daily allowance, unless the journey by road exceeds 32 kilometers.

**Note.** *If actual places of duty fall outside the 8 kilometers radius at the outstation, road mileage allowance limited to daily allowance unless the journey by road exceeds 32 kilometers may be allowed under Rule 2.44 (b) (ii). But if places of duty are situated in localities within the 8 kilometers radius at the outstation, road mileage is admissible to and from the first place of duty only. The above distinction of places within a 8 kilometers radius and beyond can be made as daily allowance is a uniform allowance for each day of absence from the headquarters, which is intended to cover the ordinary daily charges incurred by a Government employee in consequence of such absence. The ordinary daily charges can reasonably be held to include the cost of journeys within a radius of 8*

<sup>37</sup>

Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

kilometers from the place of halt. Thus a Government employee who halts at a place for a day and draws daily allowance will not be entitled to draw mileage for journeys within 8 kilometers of his camp. Similarly, it may be held that when a Government employee arrives at his camp after making a railway journey and performs short journeys within 8 kilometers of his camp he is not entitled to any road mileage, if he halts at his camp and draws daily or half daily allowance, as the case may be.

- 2.45** In addition to the mileage allowance for journeys by [air]<sup>38</sup>, rail, or by sea, or river steamer or by road admissible under rule 2.44, the Government employee may draw a half daily allowance for the days of departure and arrival, including days of departure from and arrival at headquarters.

**Notes.**

- (1) *If on any one day two separate journeys are performed, one ending at, and the other commencing from headquarters, one half daily allowance will be admissible in respect of each separate journey.*
- (2) *In the case of a Government employee who, while on tour, is treated as a State Guest, the half daily allowance, admissible to him for the days of arrival at and departure from his place of halt where he is treated as a State Guest, will be half of the reduced daily allowance to which he may be entitled under note (2) below Rule 2.24 (C), where as the half daily allowance for the days of departure from and arrival at other places will be half of the daily allowance ordinarily admissible to him.*
- (3) *In the case of a Government employee whose absence from his headquarters does not exceed 24 hours but falls on two calendar days, half daily allowance will be admissible for the first calendar day as well as for the second notwithstanding the provisions of Rule 2.15 of Civil Services Rules, Volume-I Part I provided that rail fare or mileage is drawn under Rule 2.44 for journeys to and from his headquarters.*

*The criterion for admitting half daily allowance in such cases being whether any Government duty was performed at the outstation or not no half daily allowance should be allowed to Government employees simply for stopping at a place for rest or for catching the available train/ bus on the following day. The controlling officer of the Government employee shall have to record a certificate to this effect.*

- 2.46.** When a journey by road is performed in a private motor vehicle which is not the property of the Government employee, travelling allowance will be regulated by rule 2.100.

**Notes.**

- (1) *When two or more Government employees travel in a motor vehicle belonging to one of them the travelling allowances of the owner of the vehicle will be regulated by the ordinary rules and the travelling allowance of the other Government employee travelling with the owner will be regulated by rule 2.100 even though he may have incurred some expenses for the use of propulsion of the vehicle in question.*
- (2) *V @^ Á , [ ! á • Á %o] ! ā ç æc ^ Á { [ c [ ! Á ç ^ @ā & | ^ + Á ~ • ^ á Á ā } Á c @*  
*plying for the hire or cars borrowed from friends or relatives other than officers subordinate or junior to the person performing the mileage, if the officer pay all the charges for their propulsion.*
- (3) *When a Government employee travels in a motor vehicle borrowed from a friend or a relative who is a private individual, between stations connected by rail and pays only half*

<sup>38</sup>

Inserted vide Notification No. 5968-3FR-72/17103, dated 08.05.1973.

*the propulsion charges he shall be entitled to actual cost of propulsion paid by him not exceeding half the railway fare of the class of accommodation to which he is entitled to travel and in addition half daily allowance for the days of departure and arrival plus allowance for incidental expenses admissible to him for journey by rail.*

**Exception.** *When a Government employee connected by rail and does not pay any expenses for the use of propulsion of the vehicle, his travelling allowance shall be regulated under Note (7) below Rule 2.24 (D). The Government employee shall be entitled to daily allowance under Rules 2.100 and 2.105, for such a journey between stations not connected by rail. When such a journey is performed between places partly connected by rail and partly not so connected he shall be entitled to daily allowance for the portion of journey not connected by rail and for the part of the journey between stations connected by rail he shall be allowed the incidental expenses under note (7) below rule 2.24 (D) but the half daily allowance admissible to him in addition under this note shall not be allowed for the days on which he gets daily allowance in respect of the portion not connected by rail.*

*The Government employees will not, however, be entitled to anything for journeys covered by this rule, from duty point (i.e. the place/ office of employment at his headquarters) to Railway Station and vice versa, except that they will draw half daily allowance for the days of departure or arrival as the case may be under the normal rules.*

**Exception.** *V @^ Á c ^ ; { Á %o] ; [ ] ~ | • ã [ } Á & @æ! \* ^ • + Á ~ • ^ á Á ã } Á c @ã* i.e. the cost of petrol and mobile oil etc., but does not include the charges on account of the wear and tear of the vehicle or the pay of the driver.

**2.47 Actual expenses of maintaining camp during a sudden Journey away from it.** — A competent authority may permit any Government employee, who is compelled by a sudden emergency to leave his camp and travel rapidly on duty to a place more than 32 kilometers distant, to draw, in addition to mileage allowance, the actual cost of maintaining his camp, whether the camp be moved or not : provided that the amount of actual cost drawn shall not exceed the daily allowance of his grade.

**2.48 Actual expenses on first and last journey of an extensive tour.**— A Government employee entitled to daily allowance, whose sphere of duty extends over the whole State may, when making a journey of more than 160 kilometers to the first or from the last camp of an extensive tour, recover, in lieu of the daily allowance admissible for the days occupied by such journey, the whole necessary cost of the journey, including the cost of transportation of camp equipment and of servants, horses, motor cars, motor cycles bicycles and private baggage on such scale as a competent authority may prescribe.

**Note** *For the scale fixed under this rule see Appendix-N.*

**2.49 Government employees whose duties require them to travel constantly by railway.**— When a member of the railway police, or any other Government employee or class of Government employees, whose duties involve, constant travelling by railway and to whom a competent authority may declare this rule to be applicable, makes a journey by railway on tour:-

- (i) He is entitled either to a free pass under the free pass rules of the railway or to the fares for himself and the servants and luggage accompanying him which a free pass would cover.
- (ii) He may draw daily allowance for any day on which he is absent from his headquarters for more than eight consecutive hours.

- (iii) He may not exchange for mileage allowance the allowances admissible under sub-clauses (i) and (ii) of this rule.
- (iv) If he combines with a railway journey, a journey by steamer or road, he may, if he travels to a place distant at least 8 kilometers from the point where he leaves the railway or returns to the railway from a place similarly distant, draw mileage allowance for the journey by steamer or road in addition to daily allowance, if any, admissible under this rule: provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of the absence from his headquarters.

**Note** *If in the exigency of public service, such officers travel by road only, their travelling allowance will be governed by rule 2.44.*

**Note** *The travelling allowance of the Stenographer to the Assistant Inspector General, Government Railway Police, Haryana, will be governed by these rules.*

*This takes effect from 1<sup>st</sup> July, 1960.*

**(iv) TRAVELLING ALLOWANCE ADMISSIBLE FOR JOURNEYS AND HALTS  
WITHIN 8 KM OF HEADQUARTERS.**

**2.50 Conveyance Hire.**— (a) A competent authority may, by general or special order, permit any Government employee or class of Government employees to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these rules.

**Notes .**

- (1) *This rule is designed to cover cases in which it is equitable to allow Government employees to draw the actual cost of conveyance where the circumstances are not exactly covered by any other existing rule. It is, therefore, applicable to cases in which a Government employee is transferred from one office to another within the same stations accompanied by a change in residence.*
- (2) *This rule is not intended to cover cases where a non-gazetted Government employee or class IV Government employee is dispatched on duty to a place at some distance from his office or is summoned to his office by a special order of a gazetted officer outside the ordinary hours of duty. In such cases, the expenditure involved may be paid by Government and charged to contingencies, provided*
  - (a) that the head of the office certifies that the expenditure was actually incurred was unavoidable and is within the scheduled scale of charge for the conveyance used;
  - (b) that the Government employee concerned is not entitled to draw travelling allowance under the ordinary rule for the journey, and that he is not granted any compensatory leave, and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

**2.51 Ferry charges tolls and railway fare.**— A Government employee travelling on duty within 8 K.M. of his headquarters is entitled to recover the actual amounts which he may have to spend to payment of ferry and other tolls and fares for journeys by railway or other public conveyance.

**2.52 Actual expenses of maintaining camp equipage during the halt at headquarters.**— On the following conditions and any other conditions which it may think fit to impose, a competent authority may, by general or special order, permit any Government employee



or class of Government employees to recover the actual cost of maintaining camp equipage during a halt at headquarters or within 8 kilometers of headquarters or during the interval between the Government employee's departure from or arrival at headquarters and that of his camp equipage:-

- (a) The amount drawn, together with any amounts recovered under rule 2.51, should not exceed the daily allowance of his grade.
- (b) The period of the halt or interval for which it is granted should not exceed ten days. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval.
- (c) The Government employee must certify that he had maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not been less than the amount drawn. In the case of a non-gazetted or class IV employee, the head of the office must certify that such maintenance was necessary.
- (d) The expenses of maintenance of camp equipage during halts at headquarters is the difference between the actual outlay incurred by a Government employee in maintaining the equipage during that time and the outlay he would incur if he could discharge it and had nothing to do with it till he wanted it again. Interest on capital outlay, and charges on account of depreciation and repairs as well as the upkeep of horses, etc., used only for the conveyance of the Government employee on his marches, cannot be reckoned in actual expenses, of keeping up camp equipage. The cost of maintaining camp equipage hired by the month may be included in the expenses. A Government employee who, while halting at headquarters and drawing allowance under this rule makes a journey of 8 kilometers or less, returning the same day to headquarters, may be granted allowances under both this rule and rule 2.51 (b) subject to the restriction contained in clause (a) of this rule that the total sum received shall not exceed the daily allowance.
- (e) A Government employee who, while halting at headquarters and drawing allowance under this rule makes a journey of 8 kilometers or less, returning the same day to headquarters, may be granted allowances under both this rule and rule 2.51 (b) subject to the restriction contained in clause (a) of this rule that the total sum received shall not exceed the daily allowance.
- (f) In the case of Clerks and Munshis, riding horses and riding camels are included in the camp equipage in maintenance of which during halts at headquarters, allowances within certain limits are admissible under this rule.

## SECTION - VIII

### JOURNEYS TO JOIN A FIRST APPOINTMENT

**2.53 General Rule.**— Except as otherwise provided in this Section travelling allowance is not admissible to any person for the journey to join his first post in Government service.

**Note .** *Travelling allowance is not admissible for a journey undertaken to procure a health certificate required on first appointment to Government service.*

[Omitted]<sup>39</sup>

- 2.54 Concession to persons re-employed in Government service.**— When a pensioner or Government employee who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is re-appointed to Government service, the authority, which sanction his re-appointment may, permit him to draw travelling allowance for so much of his journey to join his new post as falls within India as for a journey on tour without any allowance for halts on the journeys.
- 2.55 Concessions to persons appointed in Europe.**— Any person appointed, while resident in Europe, by the High Commissioner for India in London, may draw mileage allowance for the journey to join his first post from any port in India at which, with the permission of the authority appointing him, he may disembark.
- 2.56** When travelling allowance is drawn under rules 2.53 to 2.55, the rate admissible is that of the grade to which the Government employee will belong after joining his post.

## SECTION - IX

### JOURNEYS ON TRANSFER

- 2.57 General conditions of admissibility.**— Travelling allowance may not be drawn under this Section by a Government employee on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

**Note 1 .** *A Government employee appointed to a post under the Haryana Government as a result of competitive examination which is open to both Government employees and others*

- (a) *if already holding a substantive appointment under Government (including other Governments in India) should be granted travelling allowance for joining the post, and*
- (b) *if already employed in a temporary capacity under Government (including other Governments in India) should not be granted travelling allowance for joining the post, unless in any particular case, the competent authority otherwise directs.*

**Note 2.** *No travelling allowance shall be admissible in cases where no change of residence is involved consequent on the transfer of a Government employee, as it is quite contrary to the spirit of the rules to allow Travelling Allowance when no move has actually taken place.*

**Audit Instruction.** *When a Government employee is transferred otherwise than for the public convenience, a copy of the order of transfer should be sent to the audit officer of the circle to audit in which he is serving, with an endorsement stating the reason for transfer. In the absence of such an endorsement the audit officer shall assume that the Government employee has been transferred for the public convenience. In the case of non-gazetted Government employees, a certificate from the head of the office will be accepted in lieu of the copy of the order of transfer.*

- 2.58 Journeys from military to civil employ.**— A Government employee may draw travelling allowance under this Section for a journey on transfer from military to civil employ.

**2.59(a)** Unless in any case it be otherwise expressly provided in these rules, a Government employee is entitled for a journey on transfer, to the following concessions:-

**I. For journeys by rail or steamer:-**

- (i) He may draw actual fare of the class of accommodation to which his grade entitles him, plus 4 times the allowance for incidental expenses, prescribed in rule 2.25-A.
- (ii) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid.

**Note 1 .** A Government employee and/ or his family member (s) may travel by road transport, viz., motor omnibus etc., between stations connected by rail, and charge actual fare paid for such transport, supported by actual car tickets, or the Railway fare (s) of the class to which he is entitled, whichever is less, and draw, in addition, the allowance for incidental expenses admissible to him for journeys on transfer. In case a Government employee travels by omnibus, a certificate to the effect that the amount charged was actually incurred as bus fare (s) should be given.

**Note 2.** The concession as envisaged under Note (5) below Rule 2.24 (A) may be availed of for journeys on transfer also.

- <sup>1</sup>(iii) He may draw the actual cost of carriage by goods train, steamer, or other craft, including country boats, of personal effect, up to the following maxima.

Grade of Government employee	Officers possessing no family	Officers possessing family
	Quintals	Quintals
1 <sup>st</sup> Grade	30	45
2 <sup>nd</sup> Grade	15	22
3 <sup>rd</sup> Grade	10	12
4 <sup>th</sup> Grade	2½	4

The Government employee may in addition draw a packing, loading and unloading allowance at the rate of Rupee One and twenty five paise per quintal, subject to maximum of Rs. 40.

Provided that (1) competent authority may prescribe lower maxima in the case of any specified class of Government employees and (2) if a Government employee who carries his personal effects by road between stations connected by railway or steamer, may draw actual expenses up to a limit of the amount which would have been admissible had he taken the same, quantity by goods train or steamer provided that in cases where the actual expenses claimed exceed this limit, a competent authority may allow such claims for valid reason subject to the limit of amount which would have been admissible if the maximum number of quintals had been transported by goods train or steamer.

**Notes .**

- (1) If a Government employee carries his personal effects by passenger, instead of by goods trains he may draw the actual cost of carriage upto a limit of the amount which would have been admissible, had he taken the maximum number of quintals by goods train.

<sup>1</sup> This takes effect from 1<sup>st</sup> January, 1965.

- (1)(A) Subject to the prescribed maximum number of quintals, a Government employee who carries his personal effects by air, may draw actual expenses up to the limit of the amount which would have been admissible had he taken the same quantity by passenger train (upto the limit of the amount which would have been admissible had he taken the maximum number of quintals by goods train), road or steamer, as the case may be, under the normal rules.
- (2) Charges for the transport of personal effects, tents, horses and motor cars of a Government employee on transfer may be admitted in audit if they do not for good and sufficient reasons accompany him but are carried within a reasonable time before or after the date of his journey on transfer.
- (3) Claims preferred under this rule for the carriage of personal effects should be admitted in themselves do not constitute a working load for the unit of railway transport, the wagon. The minimum load constituting a wagonload is specified by each of the railways who quote reduced rates for wagon loads in its tariffs.
- (4) Subject to the prescribed maximum number of quintals a Government employee may draw the actual cost of transporting personal effects to his new station from a place in India other than his old station (e.g. from a place where they are purchased en route, or have been left on the occasion of a previous transfer) or from his old station to a place in India other than his new station, provided that the total amount drawn, including the cost of transporting these personal effects, shall not exceed that admissible, had the maximum number of quintals been transported by goods train from the old to the new station direct.
- (5) Motor cars or other conveyances shall be deemed a part of personal effects for the purpose of this rule in all cases where a Government employee is not entitled to travelling allowance for transport under rule 2.59 (a) (i).
- (6) The cost of transportation of personal effects on transfer may be allowed, subject to the rates, if personal effects are actually transported by such service, A certificate to the effect reached the destination within the specified period, should be recorded by the claimant on
- (iv) He may draw the actual cost of transporting at owner's risk conveyances and horses on the following scales:-

Grades of Government employee	Scale allowed
First	Two horses and a carriage or motor car or motor cycle or ordinary cycle.
Second	One horse and a carriage or motor car (whichever is less) or a motor cycle or ordinary cycle.
Third	One horse or a motor cycle or ordinary, cycle except for Zilladars in the Irrigation Branch, for whom the scale is two horses or one horse and one mule.

Provided that—

- (1) the distance traveled exceeds 128 kilometers;
- (2) the Government employee is travelling to join a post in which the possession of a conveyance of horses is advantageous from the point of view of his efficiency; and
- (3) conveyance or horses are actually carried by rail, steamer, or other craft.

(A list of officer by whom the possession of free conveyances may be considered to be in the interest of public service who are entitled to recover the actual cost of transporting their conveyances on transfer under this rule is given in Appendix G.)

### **Notes .**

- (1) *In the case of a motor car, the cost of transporting a chauffeur or cleaner; and for each horse, the cost of transporting one syce, may be drawn.*
- (2) *When a Government employee transports his motor car, motor cycle or horse and a carriage horse, by road under its own power between stations connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance of 8 paise per kilometer in respect of the motor car 4 paise per kilometer in respect of the motor cycle or horse, and 6 paise per kilometer for a horse and carriage, the distance to be reckoned for the purpose of this concession being limited to the distance between the stations by rail or steamer or both combined as the case may be. If the Government employee himself and or any member of his family travels by the motor car, motor cycle, horse or horse and a carriage he may at his option, draw in lieu of this allowance the railway fares which would have been admissible, if the journey had been performed by rail. No railway fare will be allowed for the Chauffeur or Syce, as the case may be, even though he actually travels by rail.*
- (3) *The actual cost of transporting includes empty haulage charge, if any is leveled by the railway authorities, for a covered carriage, or a motor car, truck if one is not available at the station of dispatch, and has to be obtained from elsewhere. When a conveyance or a horse is transported by steamer, the actual cost of transporting it may, for purpose of this rule, include the incidental charges such as ghat pass, river dues, loading and unloading charges.*
- (4) *If a Government employee possessed a conveyance or horse at the station from which he is transferred, he may draw the actual cost of transporting a conveyance or horse, respectively from a place in India other than his former station: provided that the amount so drawn shall not exceed that admissible had the conveyance or horse been transported from the old to the new station direct, and provided further that the conveyance or horse is actually transported to the new station within a reasonable time before or after the officer is transferred. In the case of a Government employee who has not possessed a conveyance or horse in the station, from which he is transferred, but takes one to the new station from some other place, the above expenses may be allowed, with the sanction of Government.*
- (5) *When a Government employee, who is transferred from a post in which the possession of a conveyance or horse is advantageous from the point of view of his efficiency to another post in which it is not advantageous, is again transferred within a period not exceeding four months, to a post in which the possession of the conveyance or horse is advantageous from the point of view of his efficiency, he may draw the cost of its transport, from the first station to the last station, provided that the conditions in sub-clause (iv) are fulfilled and he certifies that the conveyance or horse was possessed by him at the first station.*

(6) [Omitted]<sup>40</sup>

**EXCEPTION.** A Government employee who travels by a Government steamer is not entitled for the journey by steamer to the concessions allowed by this clause. He is entitled to free transport of himself, his family, servants and their bona fide personal effects and of conveyances and horses subject to the limits prescribed in sub clause (iv) and may draw to addition the daily allowance of his grade.

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 incidental charges incurred by an officer travelling by a Government steamer.

## II. For a journey by road.

- (i) He may draw two mileages at the rate to which his grade entitles him, a third if two members of his family accompany him and a fourth, if more than two members accompany him.
- (ii) For the transportation of personal effects within the limits prescribed in clause I (iii) of this rule, he may draw mileage allowance at the rate fixed by competent authority, for the means of transport prescribed by such authority. Should the prescribed means of transport be not available, he shall append to his bill a certificate, duly countersigned by his Controlling Officer, to the effect that he used the cheapest form of transport (to be specified) available and he may then draw mileage allowance, at the rate prescribed for that form of transport.

[Omitted]<sup>41</sup>

## Notes .

- (1) Ô @ã | á ! ^ } Á , @æc ^ ç ^ ! Á c @ ^ ã ! Á æ \* ^ Ê Á æ ! ^ Á ã } & | ~ á ^ á Á ã }  
 clause I (ii) above.
  - (2) Appendix H prescribes the ordinary means and the rate for free transport by road of personal effects of Government employees on transfer under this rule.
  - (3) If the number of quintals of personal effects transported by a Government employee exceed the limits prescribed in clause 1 (iii) of this rule, he may draw actual expenses subject to the limit of amount which would have been admissible if the maximum number of quintals had been transported by him.
- (b) The following explanations are given of terms employed in rule 2.59 (a):-
- (i) the term "personal effects" is not subject to definition, but the Controlling Officer must satisfy himself that a claim to reimbursement on account of their transportation is reasonable.
  - (ii) The term "motor cycle" includes a side car.
  - (iii) A member of a Government employee's family who follows him within six months or twelve months in the case of Government employees transferred to or from a place in [ ]<sup>42</sup> from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. If such member travels to the new station from a place other than the Government employee's old station, the Government employee may draw the actual fare for the journey made by such members, by rail or steamer plus the road mileage, if any, at the rate and subject to

<sup>40</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>41</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>42</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

the conditions prescribed in clause (a) II (ii) for the actual distance of the road, journey performed by such member: provided that their sum shall not exceed the total mileage allowance that would have been admissible, had such members proceeded from the old to the new station. For the purpose of this rule, the grade of a Government employee should be determined with reference to the facts on the date of his transfer while the number of fares admissible should be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer.

- (c) Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government employee himself may be transported at the expense of Government: provided that they do not exceed a scale to be prescribed to a particular Government employee or class of Government employees. If they exceed this scale, the excess may be treated as a part of personal effects.
- (d) A Government employee who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers of and relationship of the said members.
- (e) A Government employee claiming the cost of transporting personal effects, must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately by rail, road, steamer or other crafts and the [Controlling Officers shall scrutinize the details and satisfy himself that the claim is reasonable.]<sup>43</sup>

**Note .** Every claim for the actual cost of transporting personal effects made in a travelling allowance bill on transfer should be supported by receipts and vouchers, whenever possible in respect of the expenditure incurred. The railway and steamer authorities grant receipts for the charges actually paid when personal effects and the like are booked by rail or steamer and there should be no difficulty in producing the receipt in such cases.

- (f) A Government employee claiming the cost of transporting a conveyance or a horse by rail or steamer must support his claim by the railway or steamer receipt. In case, where the receipt has been lost or has been surrendered to the railway or steamer authorities without a cash receipt having been obtained in exchange and where the production of a duplicate receipt is likely to involve a disproportionate amount of trouble, the audit officer may at his discretion, dispense with the production of the receipt and accept a certificate to the effect that the amount claimed was not more than the expenses actually incurred.

**2.60** A Government employee transferred from one post to another who under the orders of competent authority, is permitted to have over charge of his old post or to take over charge of the new post at place other than the headquarters, is entitled to—

- (1) Actual fare plus allowance for incidental expenses from the place of handing over charge to the place of taking over; as prescribed in rule 2.25-A.
- (2) Three times the allowance for incidental expenses, as prescribed in rule 2.25-A from his old to his new headquarters;
- (3) All the further concessions admissible under rule 2.59 (a) except the actual fare by rail plus four times the allowance for incidental expenses, allowance by road referred to in clause II (i).

43

Substituted vide Notification No. 4280-3FR-72/23370, dated 10.07.1972.

**2.61** A Government employee who, in consequence of his transfer or deputation on a course of training in which travelling allowance at transfer rates is allowed, is obliged to send his family to a station other than his new headquarters or place of training, may draw travelling allowance for his family to that other station, subject to the condition that it does not exceed the travelling allowance which would have been admissible if his family had accompanied him to his new headquarters or place of training.

**2.62 Government employees whose duties involve constant traveling by railway.**— The members of the railway police or other Governments, whose duties involve constant travelling by railway specified in rule 2.49 may draw travelling allowance under that rule for journeys on transfer within the limits of the railway to which they are attached, and are entitled, in addition to a free pass or fares for their families: provided that they must not draw daily allowance for halts in the course of the journey unless such halts are made in connection with their duty. When transferred from one railway to another, they are entitled to travelling allowance under rules 2.57 to 2.59 as on transfer.

**2.63 Government employee appointed to a new post while in transit.**— A Government employee appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this Section for so much of the journey on transfer as he has accomplished when he received the fresh orders and for the journey from the place at which he receives such orders to his new station.

**2.64 Government employee taking short leave before joining a new post while in transit.**— A Government employee, who goes on leave not exceeding [120 days]<sup>44</sup> after he had made over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance under this Section from his old headquarter to his new station.

**Note** *The provisions of note 4 to clause I (iii) and of note 5 to clause I (iv) of rule 2.59 (a) apply here also.*

**2.65** A Government employee who received, order of transfer while on leave not exceeding [120 days]<sup>45</sup> at a station other than his headquarters and proceeds by railway direct therefrom with his family to join his new post, travelling by a class lower than that to which he is entitled, may draw travelling allowance as below:-

- (i) For self:-
  - (a) Actual Railway fare for the direct railway journey plus
  - (b) Four times the allowance for incidental expenses from the old to the new station.

- (i) For family:-

For each member, one or half fare as the case may be, as in (i) (a) above subject to the provisions of rules 2.59 (b) (iii).

**Note** *in the case of an officer who proceeds to the new station partly by the class of accommodation to which he is entitled and partly by a lower class, the one fare referred to in clause (i) (a) should be calculated partly by the class of accommodation to which he is entitled and partly by the lower class actually used in proportion to the distance actually traveled by those classes from the station at which leave was being spent to the new*

<sup>44</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>45</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.



*station even though the total amount actually paid by the officer be more than what would have been admissible for a direct journey from the old to the new station by the appropriate class of his grade.*

**2.66 Government employee taking long leave while in transit.**— A Government employee who takes leave exceeding [120 days]<sup>46</sup> while in transit from one post to another, may draw travelling allowance as on transfer under rules 2.58 or 2.59 (a) except the transportation charges of his personal effects and conveyances; for so much of the journey to join the new post as he has accomplished before the order granting his leave is received in addition to any allowance admissible under rule 2.67.

**2.67 Government employee posted to a new station on return from long leave.**— When on return from leave, exceeding four months or 120 days, as the case may be, a Government employee is posted to a station other than that at which he was posted when he went on leave, the Controlling Officer may permit him transportation charges of his personal effects and to recover the travelling allowance under clause I (iii) and (iv) and II (ii) of rule 2.59 (a) as for a journey from his old to his new station.

**Note** *e*The provisions of note 4 to clause I (iii) and note 5 to clause I (iv) of rule 2.59 (a) apply here also.

**2.68** When a Government employee under the administrative control of one Government is transferred to the control of another Government which had made rules prescribing amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under the borrowing Government and for the return journey will be governed by the rules of the borrowing Government relating to travelling allowance on transfer. This rule will also apply even to cases where the Government employee takes leave either before joining that post or before returning to his original post.

**Note.**— The Controlling Officer for the purpose of travelling allowance for the journey of a Government employee to join his post under a borrowing government as well as for the return journey, will be the controlling officer in regard to his post under that Government.

## SECTION - X

### JOURNEY TO A HILL STATION

**2.69** Special rules, which are not included in these rules, govern the grant of travelling allowance to Government employees moving to hill station with the headquarters of Government.

*[Omitted]*<sup>47</sup>

**2.70 Journey made under the orders of superior authority.**— A Government employee, other than a Government employee moving with the headquarters of Government, who travels on duty, to a hill stations, within his sphere of duty, or is required by the orders of a superior authority to travel to a hill station on duty, may draw travelling allowance during his absence as for a journey on tour. Such a Government employee will, however, forfeit all claim to travelling allowance for the halt at the hill station and the journey between the hill station and the stations visited immediately before and after the half at that station, other than permanent travelling allowance, if he prolongs his stay at the hill station,

<sup>46</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>47</sup> *Omitted* vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

beyond a period of ten days or the period necessary for the performance of the duty on which the journey is made, whichever is less, provided that a competent authority may by general or special order preserve the Government employee's claim to travelling allowance by—

- (a) Sanctioning a halt in excess of ten days, or
- (b) Officially intimating that his presence was required on duty throughout the period or that he was permitted to extend his stay during holidays immediately following his period of duty.

**Explanations.**

- (1) *V @^ Á c ^ ! { Á %o@[ | ã á æ ^ • + Á æ • Á ^ • ^ á Á ã } Á c @ã • Á ! ^ | ^ Á ã } & |*
- (2) *A competent authority may give a Government employee, who has come to a hill station on casual leave and is there required to perform duty, mileage to and from the hill station and daily allowance for the days, he performs duty. Consent of the Finance Department is not presumed to the grant of mileage allowance in this case nor to the grant of daily allowance, if the total stay at the hill station, including casual leave, exceeds ten days. Save in altogether exceptional cases, the grant of mileage is not admissible.*

**Exceptions.**

- (1) *Where station leave or other leave not exceeding two days (including a Sunday or other holiday) is combined with a tour to a hill station the Government employee concerned will be allowed T.A. for journeys both to and from the hill station as admissible under the rules and daily allowance for the actual days of duty only.*
- (2) *Where station leave or other leave is taken in excess of two days in combination with a tour to a hill station the Government employee concerned will be allowed T.A. for the journey to the hill station plus daily allowance for the actual days of duty only. No T.A. shall be permissible for the return journey. If an officer uses a staff car on such journeys, he shall have to pay for the return journey as for a private journey. This concession of T.A. for the forward journey and daily allowance for the actual days of duty will be admissible only if the leave does not exceed sixteen days (the size of a normal spell of casual leave).*

**Notes.** (1) *The concession in Exception (1) and (2) above are subject to the conditions that*

- (a) *permission for leave has been obtained before the performance of the journey ; and*
  - (b) *the sanctioning authority is satisfied that the particular tour is not one specially fixed by the Government employee to fit in with such a leave arrangement.*
- (2) *The Administrative Department or the officer who normally sanctions the tour and signs the T.A. bills of the Government employee concerned will be competent to sanction the grant of T.A. and daily allowance on the lines indicated above.*

**2.71 Deleted.**

**Section - XI**

**JOURNEY TO A STATION OTHER THAN A HILL STATION**

**2.72** When a Government employee is permitted for his own convenience, to perform his duties at a station other than his headquarters, he is not entitled to daily allowance or mileage allowance, for the journey to or from such station or for the period during which he halts at it, and such Government employee must go to the station and back to his place of duty,

wherever that may be, without expense to Government. A competent authority may decide what should be considered to be the place of duty.

### **Section XII - Journey to attend an Examination**

**2.73 General rule.**— Except for halts on the journeys, a Government employee is entitled to draw travelling allowance at tour rates for the journey to and from the place at which he appears for an examination of any of the following kinds:-

- (a) An obligatory departmental examination.
- (b) In the case of a military officer in civil employ, an examination for promotion in military rank.
- (c) In the case of a Medical officer, Assistant Medical Officer an examination designed to test his fitness to rise above an efficiency bar in a time scale :

Provided that—

- (1) Travelling allowance shall not be drawn more than twice for any particular examination; and
- (2) a competent authority may disallow travelling allowance under this rule to any candidate who, in its opinion—
  - (i) has culpably neglected the duty of preparing himself for an obligatory examination.
  - (ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.
- (d) Any other examination specified by the competent authority.

**Note.** For a list of examination specified by competent authority under clause (d) (see Appendix-L.)

**2.74.** With the sanction of competent authority, travelling allowance under this section may be permitted to a Government employee who while travelling or during the examination, is on [earned leave not exceeding 120 days]<sup>48</sup>. The travelling allowance admissible in such cases would be that admissible from his previous (where he was last on duty) headquarter to the place of examination or from the place where he is spending his leave to the place of examination, whichever is less.

### **SECTION - XIII**

#### **JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE OR WHILE UNDER SUSPENSION**

**2.75 General Rule.**— Except as otherwise provided in these rules, a Government employee is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave or while under suspension. A competent authority may, for special reasons which should be recorded, permit any Government employee to draw for such a journey, travelling allowance as for a journey on tour. For this purpose a Government employee under suspension shall be regarded as in the grade to which he belonged before suspension.

**Note 1.** *Travelling allowance under this rule will be regulated by the pay and grade of the post which a Government employee would have held had he not proceeded on leave.*

**[Note 2.** *A Government employee under suspension, whose headquarters are changed in public interest, shall be entitled to travelling allowances at transfer rates but no travelling allowance shall be admissible to him if the headquarters are changed by the competent authority at his request.]<sup>49</sup>*

**Exception 1.** *Once in every three years, Warders of the Jail Department in service on 1<sup>st</sup> April, 1950, may be granted, when proceeding on and returning from [earned leave not exceeding 120 days]<sup>50</sup> single fare of the class to which they are entitled, each way to and from their homes for themselves only, provided their conduct has been uniformly good.*

**Note.** *This concession is admissible also to Warders appointed on contract basis.*

**Exception 2.** *Members of the Haryana Railway Police whose homes lie in areas not served by the [Northern Railway]<sup>51</sup> and who were in service on 1<sup>st</sup> April, 1950, may, when proceeding on leave to their homes, and returning from such leave be granted warrants for the fare by rail to which they are entitled, provided that .*

(1) *they would be eligible for free passes if they were living within an area served by the Northern Railway<sup>52</sup>, and*

(2) *the number of warrants shall not exceed three return warrants per man in one year.*

**Note.** *The intention underlying this exception is that Railway Police Officers who live within the areas served by foreign lines should have the same facilities as are enjoyed by officers who live at stations on the East Haryana Railway. Railway warrants should, therefore, be granted not only to Railway Police Officers living at stations on foreign lines but also to members of their families.*

**2.76** *[Deleted]<sup>53</sup>*

**2.77 Government employees recalled to duty from leave.**— (a) When a Government employee is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him or, if the return journey involves travelling by sea, from the port at which he lands in India, to the station to which he is recalled. If the period by which the leave is curtailed is less than a month, mileage allowance may be allowed at the discretion of the authority recalling the Government employee.

(b) If the Government employee, recalled to duty is entitled to travelling allowance under rule 2.64, he may not draw mileage allowance under clause (a) of this rule, unless he abandons his claims to the mileage allowance for himself specified in rule 2.59 (a) I (i) and II (i).

**2.78** *[Omitted]<sup>54</sup>*

<sup>49</sup> Inserted vide Notification No. 1761-3FR-74/10795, dated 29.03.1974.

<sup>50</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>51</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>52</sup> Substituted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

<sup>53</sup> Deleted vide Notification No. 529-1FR-I-66/3945, dated 04.03.1966

<sup>54</sup> Omitted vide Notification No. 3/2(1)/79-AO(FD), dated 09.11.1979.

**SECTION - XIV****JOURNEY BY THE FAMILY OF A GOVERNMENT EMPLOYEE ON HIS DEATH**

- 2.79** (1) A competent authority may grant to the family of a Government employee who dies while in service the concessions for the transport at Government expense of the families as defined in rule 2.17 of the Punjab Civil Service Rules, Volume-I, Part I and personal effects, provided the journey is completed within six months after the death of the Government employee.
- (2) Travel expenses will be admissible by the shortest route from the last headquarters of the Government employee to his normal place of residence which shall be the permanent home as entered in his service book or record or such other place as might have been declared to be the permanent home by the Government employee while in service.
- (3) The amount of travel expenses payable to the members of the family will be:-
- (a) for journey by rail.—
- (i) Actual fare (without the incidentals) of the class of accommodation to which the deceased Government employee was himself entitled for each member of family.
- (ii) Actual cost of transportation of personal effects on the scale as admissible under Rule 2.59 (a) I (iii).
- (b) for journeys by road.—
- (i) One mileage allowance for one member of family, a second mileage allowance if [ ]<sup>55</sup> two other members of family and a third mileage allowance if more than two other members of family travel, at the rate applicable to the deceased government employee.
- (ii) Actual cost of transportation of personal affects on the scale of admissible under Rule 2.59 (a) II (ii).
- (4) If at the time of the death of a Government employee a member of his family happens to be at a station other than the Government employee's last headquarters or being there proceeds to a station other than the normal place of residence such member may draw the actual fare for the journey made by rail or steamer, road mileage for the actual distance of road journey and cost of transport of personal effects from the place where he was at the time of the Government employee's death to the place to which he actually traveled provided that the total expenses shall not exceed the total mileage allowance and cost of transportation of personal effects up to the prescribed limit that would have been admissible had such member traveled from the headquarters of the Government employee to the normal place of residence.
- (5) This rule will not apply to—
- (a) Government employees engaged on contract and those who are not in the whole time employment of Government.
- (b) Government employees paid out of contingencies.
- (c) Government employees who die while on leave preparatory to retirement.

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- (d) Retired Government employees who have been reemployed.
- (e) [Temporary Government employees who have not rendered three years continuous service]<sup>56</sup>
- (6) An advance to meet traveling expenses may be sanctioned subject to the following terms and conditions:-
- (i) An advance may be sanctioned by the authority who would have been competent to countersign the Travelling Allowance claim if the officer were alive.
- (ii) The amount of the advance may be limited to 3/4<sup>th</sup> of the probable amount of travelling expenses that may be admissible.
- (iii) The advance will be admissible to only one member of the family of the deceased Government employee on behalf of all. It should be the widow/ widower or any other member of the family (within the definition of term "family") who is a major and of sound mind. The decision of the sanctioning authority as to whom the advance may be given shall be final.
- After the advance is sanctioned by the competent authority it may be drawn by the Head of the Office and paid to the member of the family authorized in this behalf.
- (iv) Only one advance will be admissible irrespective of the fact that the members of the deceased Government employee's family travel in separate batches from the same or different stations.
- (v) The account of the advance drawn should be rendered within one month of the completion of the journey if the family travels in one batch. In case the family travels in more than one batch the account may be rendered within one month after the completion of the journey by the last batch. In any case the journey must be completed before the stipulated period of six months and the account of the advance rendered within one month of the expiry of the stipulated period at the latest. The advance should, however, be refunded forthwith if the journey is not completed within the stipulated period.
- (vi) The surety of permanent Government employee of status comparable to or higher than that of the deceased Government employee should be obtained in the prescribed form before the advance is sanctioned. The person receiving the advance should also give an undertaking in that prescribed form in writing to the effect that he/ she would abide by the provisions contained in clause (v) above. This is necessary in order to enable the sanctioning authority to effect recovery of overpayments resulting from non-performance of journey within the stipulated period or non-submission of the adjustment bill within the prescribed period.
- (vii) The advance will be interest free and will be treated as an "advance recoverable". The adjustment of the advance will be watched through Objection Book by the Accounts Officer concerned.

**Surety Form**

Know all men by these presents that we (1) \* \_\_\_\_\_ (hereinafter called the %o[ à | ā \* [ ! † D'Á æ} ' ã' Á Ç GD Á ' Á Ç @^ ! ^ ā } æ~ c ^ ! Á & æ| | ^ ã Á c @^ Á % firmly bound upto the Governor of Haryana Ç @^ ! ^ ā } æ~ c ^ ! Á & æ| | ^ ã Á c @^ Á % sum of \* \_\_\_\_\_ to the payment of which amount well and truly to be made, we jointly and severally bind ourselves, our respective heirs, executors, administrators, legal representatives and assigns.

Whereas the Government has paid to the obligor a sum of Rs. \_\_\_\_\_ (receipt of which the obligor hereby acknowledges on account of advance of travelling expenses to the family of the late \*\* \_\_\_\_\_ Á Ç @^ ! ^ ā } æ~ c ^ ! Á ! ^ ~ ^ for their journey to \_\_\_\_\_ and for the transport of the personal effect of the late \*\*\* \_\_\_\_\_ to \_\_\_\_\_.

Now the condition of the above written bond is such that if the said obligor shall account to the satisfaction of the Government and within one month of the completion of the journey to ( \_\_\_\_\_ by the family or when the family travels in more than one batch) within one month of the completion of the journey by the last batch or within six months of the date of the receipt of this advance whichever is earlier, for the proper expenditure of the aforesaid advance then the above written bond shall be void and of no effect, otherwise the bond shall remain in full force and virtue and it is hereby declared that :

- (a) any forbearance, extension of time, or indulgence on the part of the government or any officer to the obligor whether with or without the knowledge or consent of the surety, shall not in any way release the said surety, shall not in any way release the said surety, his heirs, executors, administrators, legal representatives and assigns from his or their liability under the above written bond; nor shall it be necessary for the Government to sue the obligor before suing the surety.
- (b) That the stamp duty on this bond shall be borne by the Government.

Signed and delivered by the above named obligor in the presence of :

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_

Signed and delivered by the above named surety in the presence of :

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_

Accepted for and on behalf of the  
Governor of Haryana in the  
presence of:

\_\_\_\_\_  
\_\_\_\_\_

\* Herein insert the name of the individual to whom the advance is paid.  
 \*\* Herein insert the name of the surety.  
 + Here specify the amount of advance paid.  
 \*\*\* Insert the name of the deceased Government employee.  
 @ Insert the normal place of residence of the Government employee to which a journey is admissible under the rules.

**SECTION - XV**  
**JOURNEY ON RETIREMENT**

- 2.80** (1) A Government employee on retirement may be granted travelling allowance on the scale and the conditions set out in the succeeding paragraphs to enable him to proceed to the place where he intends to reside permanently after retirement.
- (2) The travelling allowance referred to will be admissible in respect of the journey of the Government employee and members of his family from the last station of his duty to his home town and in respect of the transportation of his personal effects between the same places. The precise entitlement under the concession will be as follows :
- (a) For journeys by rail and/ or steamer:
- (i) Actual fares including the tax on fares, of the class of accommodation to which the Government employee was entitled on the date when he was last on duty in respect of self and members of his family, as defined in Rule 2.17 of the Punjab Civil Services Rules, Volume-I, Part I. No allowance for incidental expenses would be admissible.
- (ii) Actual cost of transportation of personal effects on the scale admissible under the rule 2.59 (a) (iii).
- (b) For journeys by road :
- (i) One mileage allowance for the Government employee, a second mileage allowance if two members of the family travel with him, and a third mileage allowance if more than two members of his family travel with him, at the rate applicable to the Government employee on the date when he was last on duty.
- (ii) Actual cost of transportation of personal effects on the scale admissible under Rule 2.59 (a) II (ii).
- (c) For journeys partly by one mode of travel and partly by another :
- As admissible under sub-paras (a) and (b) above, in so far as they are respectively applicable.
- Note 1.** *The actual cost of transporting a motor car or other conveyance maintained by a Government employee before his retirement is not reimbursable under these orders, but the motor car or conveyance may be treated as part of the personal effects for the purpose of application of the scale referred to in clauses (a) to (c) above.*
- Note 2.** *No mileage allowance will be admissible for journeys between residence and the Railway Station or Bus terminals as the case may be at either end.*
- (d) For journeys performed in the Officer's own car or in a private car between stations connected by rail/ steamer :
- As admissible under sub-para (b), limited to Railway steamer fares admissible under sub-para (a).
- (3) The grant of the concession will be further subject to the following conditions, clarifications and subsidiary instructions:-
- (i) The concession will be admissible by the shortest route from the last place of duty of the Government employee to his hometown. The place which a Government employee may have declared to be his home town for purposes of leave travel concession by Haryana Government shall be regarded as his home town for the purposes of these orders also. Failing a declaration by the Government employee of



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his home town for the purpose of the leave travel concession, the place entered in his service book or other service record may be treated to be his home town.

- (ii) Where a Government employee wishes to settle down not in his 'home town' but at another place, he may be permitted to avail of the concessions up to the latter place. In that event the amount reimbursable to him would be that which would have been admissible had he actually proceeded to his hometown, or the amount reimbursable had the latter place been the 'home town' whichever is less.
- (iii) The concession may be availed of by a Government employee who is eligible for it, at any time during his leave preparatory to retirement, or during refused leave, or within 6 months of the date of his retirement.
- (iv) The concession will be admissible to permanent Haryana Government employees who retire on retiring pension or on superannuation, invalid or compensation pension. It will not be admissible to Government employees who quit service by resignation or who may be dismissed or removed from service or compulsorily retiree as a measure of punishment.
- (v) The concession will also be admissible to (i) Quasi-permanent employees and (ii) temporary employees who retire on attaining the age of superannuation or are invalided or are retrenched from service without being offered an alternative employment provided that they have put in a total service of not less than 10 years under the Haryana Government at the time of retirement/ invalidment/ retrenchment.
- (vi) In the case of a person whose domicile is elsewhere than in India or who intends to reside permanently outside India after retirement the concession will be admissible up to the railway station nearest to the port of his embarkation. In the case of such a person who travels by air the concession of travelling allowance by rail/ road under these orders will be admissible up to the airport of empanelment for himself and members of his family and up to the port of dispatch for his personal effects.
- (vii) Where an officer is re-employed under the Haryana Government while he is on leave preparatory to retirement or within six months of the date of his retirement the concession admissible under these orders may be allowed to be availed of by him within six months of the expiry of the period of his re-employment.
- (viii) In the case of a Government employee who availed of the Leave Travel Concession during one year preceding the date of retirement or commencement of leave preparatory to retirement as the case may be, the amount of travelling allowance admissible under this rule will be reduced by the amount reimbursed to him on account of the Leave Travel Concession as above.
- (ix) In case of the family of a retiring Government employee, who do not actually accompany him, the provisions of Rule 2.59 (b) (iii) may be applied mutates mutandis. A member of a Government employee's family who follows him within six months or precedes him by not more than one month may, therefore, be treated as accompanying him. The period of one month or six months as the case may be, may be counted from the date the retiring Government employee himself actually moves. The claims of travelling allowance in respect of the family members will not be payable until the head of the family himself or herself actually moves.

These conditions may be waived by the Controlling Officer in the case of invalidment from service.

- (4) The Travelling Allowance claims admissible under this rule will be drawn on Travelling Allowance Bill forms like Transfer Travelling Allowance claims. The claims of the officers

who were their own controlling officers before retirement, will, however, be countersigned by the next superior administrative authority. The certificates required to be furnished by the offices in respect of Transfer Travelling Allowance claims will also be required to be furnished in respect of claims for Travelling Allowance under this rule.

- (5) Before reimbursing the Travelling Allowance admissible under this rule the countersigning authorities should satisfy themselves as far as possible, that the claimant and members of his family actually performed the journeys to the home town or the other place to which he might have proceeded to settle there e.g., by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance etc.
- (6) Payment of Travelling Allowance claims under this rule may be made by the Treasury Officer concerned in relaxation of Rule 23 of Punjab Treasury Rules i.e., he may make the payment of such claims even after the issue of a last pay certificate and without asking the retired officer to surrender the last pay certificate which will be required for the purpose of the finalization of his pension.
- (7) In regard to the grant of an advance of travelling allowance to such retiring Government employees it has been decided that such an advance may be sanctioned by the authorities competent to do so in cases of journeys performed during the leave preparatory to retirement or during refused leave but not in cases of journeys performed after the date of retirement.
- (8) The concession admissible under this rule shall be admissible to all persons who retire on and after the 5<sup>th</sup> January, 1961.
- (9) This rule does not apply to persons who—
  - (i) are not whole time employ of the Government or are engaged on a contract; or
  - (ii) are paid from contingencies.

## SECTION - XVI

### JOURNEY TO GIVE EVIDENCE OR TO ATTEND A COURT OF LAW AS ASSESSOR OR JUROR

**2.81(1) Journey to give evidence.**— (1) A Government employee, whether he is on duty or on leave, who is summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in any criminal case, or in any civil or revenue case, to which Government is a party, or in a case before a court martial, or in a departmental enquiry held by a properly constituted authority, may draw travelling allowance as for a journey on tour attaching to his bill, certificate of attendance granted by the court or other authority summoning him. When he draws such travelling allowance, he may not accept any payment of his expenses from the Court or the authority. Any fees which may be deposited in the Court for the traveling and subsistence allowance of the witness, must be credited to Government. If the Court in which he gives evidence is situated within 8 kilometers of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the Court may make.

#### **Notes.**

- (1) *A Government employee of a vacation Department, when summoned to give evidence during vacation from a place other than his headquarters, is entitled to*

*travelling allowance as on tour from his headquarters or from the place where he might be enjoying his vacation, whichever is less.*

- (2) *When a Government employee summoned as a witness in a criminal case, or in a civil case to which Government is a party, claims travelling allowance under this rule, a certificate from the court should be attached to the bill showing the amount of travelling or subsistence allowance which he has been paid under the rules of the court. This certificate is required to enable the Audit Officer to determine the amount of travelling allowance due under these rules.*
- (3) *[The Haryana Government have entered into reciprocal arrangements with the State Government of Orissa, Bihar, [Chandigarh Administration]<sup>57</sup> U.P., Maharashtra, Madras, Punjab, [Himachal Pradesh]<sup>58</sup> Rajasthan, Madhya Pradesh, Andhra Pradesh, Mysore, Kerala, Gujarat, J. & K., West Bengal and with the Government of India, for the payment of expenses of Government employees who are summoned by the Criminal Courts to give evidence in their official capacity on the following lines]<sup>59</sup>:-*
- (i) *In Criminal cases to which the State is a party, a Government employee giving evidence regarding facts of which he has official knowledge will, on production of a certificate of attendance issued by the summoning court, be paid travelling allowance by the Government under whom he is serving.*
- (ii) *In Criminal cases to which the State is not a party a Government employee giving evidence regarding facts of which he has official knowledge will be paid travelling allowance by the summoning court according to the rules under which such Government employee draws his travelling allowance for a journey on tour. In order to enable the court to assess the amount admissible to him, the Government employee should carry to the Court a certificate duly signed by the Controlling Officer of the Government employee showing the rates of travelling and daily allowance admissible to him for a journey on tour. If the Government employee is his own Controlling Officer, the certificate will be signed by him as such.*
- (iii) *When a Government employee serving in a Commercial Department or when any other officer is summoned to give evidence as a technical or expert witness the pay of the Government employee concerned for the period of his absence from his headquarters and travelling allowance and other expenses due to him will first be borne by the Government under whom he is serving and subsequently will be recovered from the requisitioning Government.*
- (4) *A Government employee summoned to give evidence while on leave is entitled to travelling allowance under this Rule from and to the place from which he is summoned, as if he were on duty.*
- (5) *The Haryana Government have entered into reciprocal arrangements with the Government of Punjab, Himachal Pradesh, and Chandigarh Administration for the payment of expenses of Haryana Government employees who are summoned to appear in their official capacity in departmental enquiries pertaining to the pre-*

57

Substituted Vide Notification No. 1003-3FR-II-76/16000, dated 02.06.1976.

58

Substituted Vide Notification No. 1003-3FR-II-76/16000, dated 02.06.1976.

59

Substituted Vide Notification No. 10700-3FR-67/1855, dated 18.01.1968. w.e.f. 01.01.1966.

*recognized Punjab by those States and Administration on the production of attendance certificated from the enquiry officer.]<sup>60</sup>*

- (2) A Government employee summoned to give evidence under any other circumstances, or to attend, a court of law as assessor or juror, by reason of his position as a Government employee, is not entitled to any payments other than those admissible by the rules of Court. If the Court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

**2.82** A competent authority may sanction travelling allowance under clause (1) of Rule 2.81 in cases in which Government employees are compelled to answer criminal or civil cases brought against them in respect of acts done by them in the discharge of their official duty and in which Government has decided to undertake their defence at the public cost.

**2.83 Journey to obtain medical advice or medical certificate.—**

- [(a) If, in order to obtain medical advice a Government employee is compelled to leave a station at which he is posted & at which there is no medical officer of Govt. and travels to another station, he may, on production of a certificate from the Medical officer consulted that the journey was in his opinion absolutely necessary, draw travelling allowance for the journey.]<sup>61</sup>
- (b) If a Government employee, being stationed at a place where there is no medical officer of Government, is required to obtain medical certificate from a medical officer of Government he may draw travelling allowance for the journey undertaken to obtain that certificate.

**Note 1.** *Travelling Allowance is not admissible for a journey to obtain a medical certificate in support of an application for an original grant of leave but not for an extension of leave.*

**Note 2.** *[Deleted]*<sup>62</sup>

- (c) If, having obtained such a certificate, he is required to appear before a medical board or committee or to appear before a nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, he may draw travelling allowance for the journey undertaken to obtain that opinion. He may draw travelling allowance for the second and subsequent journey also, if any, provided that he produces a certificate from the medical officer concerned or the medical board or committee that he was required to undertake such journey or journeys at the behest of that authority.

**Note.** *Travelling allowance is not admissible for a journey to obtain a second medical opinion in support of an application for an extension of leave.*

- (d) The journeys contemplated by this rule should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the Government employee requiring medical advice.

**2.84 Journey to appear before a medical board preliminary to retirement.—**

- (a) A Government employee, who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual traveling expenses subject to a maximum of the amount of traveling allowance calculated for the journey. If it be

<sup>60</sup> Inserted Vide Notification No. 1003-3FR-II-76/16000, dated 02.06.1976.

<sup>61</sup> Inserted Vide Notification No. 6291-3FR-72/34664, dated 09.11.1972.

<sup>62</sup> *Deleted* Vide Notification No. 6291-3FR-72/34664, dated 09.11.1972.

necessary for him to return to his headquarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases, his traveling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interest of public service and that he did not voluntarily ask to retire.

- (b) A competent authority may allow actual expenses, as limited by clause (a) of this rule to be drawn by a Government employee, who voluntarily applies for an invalid pension, provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.
- (c) A Government employee, who has been directed to apply for or is in receipt of a wound, or disability pension from State revenues, may for the journeys made to obtain a certificate from a Medical Board for the grant of or the continuance of his pension, draw his actual expenses, subject to a maximum of the amount of traveling allowance calculated for the journey from his headquarters to the place where the Medical Board is held, and back.
- (d) Except as provided in this rule, no travelling allowance is admissible for a journey undertaken in order to appear before a medical board.

**2.85 Rates of Traveling allowance under this section.**— Travelling allowance under the rules in this section should be calculated as for a journey on tour but no allowance may be drawn for halts on the journeys. In case of a patient who is a family member of the Government employee he/ she will be allowed single railway fare of the class to which Government employee is entitled or the fare of the class in which he/ she actually travels and in case of journeys by bus single fare of the bus, whichever is less.

**2.86** Deleted with effect from 29<sup>th</sup> April, 1965.

**2.87** In case of a Government employee, entitled to free medical relief who is seriously ill, and the local medical officer in attendance is of opinion that a consultation is necessary, it is open to him to move the Director of Health Service to depute another medical officer for the purpose of consultation, and if an officer is so deputed, Government will bear his traveling expenses. In selecting an officer, the Director of Health Services should pay due regard alike to consideration of propinquity and to the interests of the patient.

## SECTION - XVII

### JOURNEY OF A COURSE OF TRAINING

**2.88** When a Government employee or a student not already in Government service, is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw –

- (a) Traveling allowance for the original journey to and the last journey from the place of training, and for halts at such place;
- (b) In the case of training at a school, college of similar institution, traveling allowance for similar journeys on the occasion of holidays and vacations; and
- (c) Traveling allowance for journeys during the course of training:

Provided that the scales so fixed shall not exceed that admissible to Government employees of similar status on duty at the place of training.

[(d) If the period of training exceeds 6 weeks the T.A./ D.A. may be allowed as under:-

- (i) Daily Allowance at full rates for the first 30 days and at half rates for the remaining period. Where food or lodging is provided free, 1/2 D.A. may be allowed for the first 30 days and 1/4th D.A. for the remaining period. Where both food and lodging are free, the amount of D.A. may be reduced to 1/4th for the first 30 days and to 1/8th for the remaining period.
- (ii) T.A. may be allowed at four rates without any daily allowance.]<sup>63</sup>

**Note.** [Deleted]<sup>64</sup>

**2.89 Deleted.**

### SECTION - XVIII

#### JOURNEY IN CONNECTION WITH DUTY FOR LOCAL FUND

- 2.90(a)** Except as provided in clause (b), the traveling allowance to Government employee for journeys performed in connection with a local fund is governed by the rules of the Local Funds, and is payable from that source.
- (b) When a Government employee who is an ex-officio member of a local body, travels to attend meetings of the local body or when a Government employee travels for purposes of supervision or control of affairs of a local body as a part of his regular duties, his traveling allowance shall be paid from the State revenues, and shall be governed by these rules.
  - (c) When a Government employee paid from State revenues travels on duty connected with a local fund (for which the traveling allowance is payable by the Local Fund) he should prepare a separate bill for such journeys, but should forward this bill, if any, with the bill for the same month payable from State revenues to his controlling authority for the latter bill. This authority will scrutinize the bills, and will forward the bill, payable by a local body to the local body concerned for necessary action under the rules of the Local Fund.

### SECTION - XIX

#### TRAVELLING ALLOWANCE ADMISSIBLE WHEN MEANS OF TRANSPORT ARE SUPPLIED WITHOUT COST TO THE GOVERNMENT EMPLOYEE TRAVELLING.

##### (i) Journeys by railway

- 2.91** The Financial Commissioner and Chief Secretary have been granted the general right to reserve by requisition [a single berth in an air-conditioned coach or]<sup>65</sup> one first class coupe or, failing that one ordinary first class compartment, when making journeys by railways on duty for over six hours duration or journeys, any part of which, falls between the hours of 11 p.m. and 6 a.m.

The procedure to be followed in submitting the requisition for reserved accommodation shall be such as may be prescribed by the Railway Board.

**Note** *a first class compartment means a compartment with the smallest number of berths (or seats where seats only are provided) other than count compartments available in the train by which the Financial Commissioners are to travel.*

<sup>63</sup> Inserted Vide Notification No. 6291-3FR-72/34664, dated 09.11.1972.

<sup>64</sup> Deleted vide Notification No. 953-3FR-71/5190, dated 25.02.1971.

<sup>65</sup> Substituted Vide Notification No. 1579-3FR-68/11353, dated 08.05.1968.

**2.91-A.** When a Financial Commissioner or Chief Secretary travels in a reserved accommodation on tour:-

- (a) the entire cost of haulage is borne by Government;
- (b) any persons traveling with him in the reserved accommodation must pay the usual fares to the railway by the purchase of first class tickets, and in every bill for traveling allowance in respect of a journey performed in reserved accommodation he must specify the number of persons who traveled with him and certify that necessary tickets were purchased by them.

**Note** *The Financial Commissioner shall be required before beginning the journey to have the number and other details of the tickets purchased for the persons traveling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which the journey is commenced. This is necessary in order to enable an adjustment to be made between the Civil and Railway Department in respect of the fares realized by the railway.*

*When in the case of a Financial Commissioner, who travels in reserved railway accommodation no traveling allowance bills are received by the Audit Officer, but only details are received on account of Railway requisition, the Audit Officer will call for a certificate from him to the effect that the journey covered by the requisition was for public duty.*

- (c) if he desires additional accommodation for his staff or luggage, he must make arrangements with the railway administration for the provision of such accommodation, the haulage and other charges being met at his expense.
- (d) he is entitled to draw no traveling allowance for the journey; but he shall have the option of drawing—
  - (i) allowance for incidental expenses at an amount not exceeding 4 paise per kilometer as if performed by purchasing a ticket, or
  - (ii) actual expenses, up to the limit of allowance for incidental expenses admissible for rail journeys, subject to his furnishing the details of the actual expenses;
- (e) the amount of luggage which may be transported free of cost, is the amount covered by the number of tickets which a member of the public would have to purchase to reserve such accommodation.

**2.91-B. Free passes.**— The issue of free passes for journeys by railway is regulated by rules made in this behalf by the Railway Board.

**2.92 Free transit by railway otherwise than in accommodation reserved by requisition.**—

When a Government employee is entitled to or is allowed free transit by railway on a free pass or otherwise, the mileage allowance which he draws for the journey must, except in the case of Government employees, whose duties require them to travel extensively by railway and who are covered by rule 2.49, be reduced by the amount of the fare which, but for such free transit he would have paid. This rule applies to cases in which a free pass is issued on any railway. The reduction made must include the full number of fares covered by the pass unless the Government employee certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

**2.93 Government employee in receipt of permanent travelling allowance.**— When a Government employee in receipt of permanent traveling allowance uses a free pass on a railway within his sphere of duty, he must deduct from his permanent traveling allowance

for the month the amount of the railway fares which he would have paid if he had not traveled on a pass.

**2.94 Government employee permitted to travel in a higher class on payment of lower fare.**— When a Government employee is permitted to travel by railway in a higher class on payment of a lower fare his mileage allowance must be reduced by the amount by which the fare of the class in which he travels, exceeds the fare actually paid.

**2.95 Government employee travelling with a free pass on an un-opened line of railway.**— A Government employee traveling with a free pass on an un-opened line of railway or by railway trolley is entitled to the traveling allowance prescribed in rule 2.92.

### (ii) Journeys by Sea or River Steamer

**2.96 Journey by Government vessel.**— When a Government employee travels by sea or river otherwise than on payment of passage money, in a steamer the cost of which is paid by Government or by local fund, he may draw no traveling allowance except the daily allowance of his grade : provided that when his servants and luggage are not conveyed on the vessel but are sent separately at his expense, he may draw in addition the actual cost of transporting them.

**Note.** *Claims under this rule should be supported by receipts or when these are not available by certificates.*

**2.97 Free transit by non-government steamer.**— When a Government employee is allowed free transit by sea or river steamer, otherwise than in a Government vessel, the mileage allowance, which he draws for the journey, must be reduced by the amount of the fare which, but for such free transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass unless the Government employee certifies that he did not use the pass in respect of any fare or fares of which no reduction is made.

This rule does not apply to cases in which a Government employee is allowed a free pass by a steamship company without cost to Government unless the free pass is issued in connection with his official status or duties or as part of a regular arrangement with Government for the conveyance of mails, etc.

### (iii) Journeys by Air

**2.98** When a Government employee is allowed free transit by air in a machine owned or chartered by Government or by an Indian State, he is entitled to an allowance for incidental expenses calculated under Rule 2.25 (C).

**2.99** A Government employee when making a journey by air, in a Government machine or in a machine chartered by government for the purpose, shall pay a first class full or half railway fare, as the case may be to Government on behalf of each person not entitled to travel in that machine who may accompany him.

**Note.** *If a Government employee wishes to take a Government machine or in a machine chartered by Government he should obtain the sanction of the Head of the Department or if he himself is the Head of Department of the Administrative Department concerned. The sanctioning authority in giving such sanction should satisfy itself that no extra expenditure is caused to Government thereby.*



**(iv) Other Journeys**

**2.100 Free transit by boat, road, etc.—** Except where otherwise expressly provided in these rules, when, on a journey other than a journey by railway or by sea or river steamer or by air, a Government employee uses a means of locomotion provided at the expense of Government, a local fund or a Court of wards estate and does not pay the cost of its use or propulsion, he is entitled to traveling allowance as follows -

- (a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of his grade and may not exchange it for mileage allowance. If however, part of the journey is made by other means of locomotion, he may, at his option, draw in lieu of daily allowance, mileage allowance admissible for that part; provided the distance traveled exceeds 32 kilometers.
- (b) If he has to provide separate conveyance at his own expense for his servants or luggage he may if the conditions of rule 2.44 are fulfilled, exchange his daily allowance for half the mileage allowance calculated by the particular mode of conveyance used for their transport or if transported by rail for incidental expenses allowance as the case may be, for the journey and draw in addition the mileage allowance admissible for any part of the journey made by other means of locomotion at full rates.

**Notes .**

- (1) *The inspector-in-charge of the Mobile Police Patrol is permitted to draw the daily allowance admissible under this rule on those days only, when the distance traveled is more than 32 kilometers from his headquarters.*
- (2) *The officials of the Government Cattle Farm, Hisar, using Government Transport, will not be allowed, traveling allowance of any sort for journeys performed on the Farm.*
- (3) *The provisions of this rule apply equally to journey made on transfer and journey on tour.*
- (4) *When a journey under this rule is combined with a journey by railway, the allowance admissible to a Government employee should be regulated in accordance the rule 2.44 modified in respect of the journey other than the railway journey with reference to the provision of the rule. The additional half daily allowance under rule 2.45 is not permissible in such a case.*

*The Government employees will not, however, be entitled to anything for journeys covered by this rule from duty point (i.e. the place- office of employment at his headquarters) to Railway Station and vice versa, except that they will draw half daily allowance for the days of departure or arrival as the case may be under the normal rules.*

- (5) *In case of journeys with a radius of 16 kilometers from the Government employee's headquarters, covered by this rule, only half daily allowance shall be admissible irrespective of the number of trips made on any one day.*
- (6) *Government employees who may be provided with cars at State expense are not entitled to the benefit of clause (b) of this rule, even if they make separate arrangement for the conveyance of their servants and luggage.*
- (7) *When a peon uses a cycle supplied at the expense of Government for taking dak to offices situated beyond a radius of 8 kilometers from his headquarters, he may draw daily allowance, of his grade, if the journey involves an absence of at least one night from his headquarters, but he should not exchange it for mileage allowance.*

[(8) When a Government employee performs a journey in a conveyance supplied at the cost of Government or a Local Fund from an ordinary locality to an expensive locality or from one expensive locality to another similar or more expensive locality, where he halts, the Daily Allowance admissible to him under this rule should be calculated in accordance with provisions of Note (5) below Rule 2.27]<sup>66</sup>

**[Exception (1).—** Secretaries o Ministers, Speaker, Haryana Vidhan Sabha, in the scale of Rs. 900-50-1250 and Private Secretaries in the Scale of Rs. 500-30-650/30-800/50-850, attached to Governor, Speaker, Ministers, Deputy Ministers and Chief Secretary to Government, Haryana, including Personal Assistant to Deputy Speaker and other personal staff of the Speaker while traveling on duty with Governor, Speaker, Ministers, Deputy Speaker, Deputy Ministers and Chief Secretary to Government, Haryana, in their cars or in Government transport are permitted to exchange their daily allowance or mileage allowance admissible under this rule, for mileage allowance at the rate of 4 paise per kilometer and Jamadars and Peons attached to Ministers, Deputy Ministers and Chief Secretary to Government, Haryana at 2 paise per kilometer for the entire journey irrespective of the fact whether the stations between which the journey is performed, are connected by rail or not. In addition to the mileage allowance, they will be entitled to draw half daily allowance of their grade for the days of departure and arrival under rule 2.45.

**Exception (2).—** Private Secretaries in the Grade of Rs. 500-30-650/30-800-50-850 attached to Secretaries to Government, Personal Assistants attached to Governor, Chief Secretary to Government, Haryana, including Personal Assistant to Deputy Speaker and other personal staff of the Speaker while traveling on duty with Governor, Speaker, Ministers, Deputy Speaker, Deputy Ministers and Chief Secretary to Government, Haryana, in their cars or in Government transport are permitted to exchange their daily allowance or mileage allowance admissible under this rule, for mileage allowance at the rate of 4 paise per kilometer and Jamadars and Peons attached to Ministers, Deputy Ministers and Chief Secretary to Government, Haryana at 2 paise per kilometer for the entire journey irrespective of the fact whether the stations between which the journey is performed, are connected by rail or not. In addition to the mileage allowance, they will be entitled to draw half daily allowance of their grade for the days of departure and arrival under rule 2.45.

**2.101** When a Government employee uses a staff car or is provided with means of locomotion as in rule 2.100 he should not draw traveling allowance under the ordinary rules by paying for petrol etc. All the expenses incurred in respect of the propulsion of such vehicles will be borne by Government and the traveling allowance of the Government employee regulated under rule 2.100.

**2.102 Journey by Government motor car.—** A Government employee, who travels by a motor car which has been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw traveling allowance as for a journey on tour but the amount of the mileage allowance which he may draw is limited by the following conditions:-

- (a) If he travels by the motor car alone, he may draw for the first 32 kilometers, the mileage allowance of his grade subject to the limit of daily allowance and for the remainder of the journey, three fourths, of such mileage allowance.
- (b) If he combines with a journey by the motor car, a road journey by other conveyances, he may draw traveling allowance in respect of the journey by motor car as in clause (a) above and for the journey by other conveyance at full rates.

<sup>66</sup> Substituted Vide Notification No. No. 178-1FR-I-66/15403, dated 22.08.1966 and again vide Notification No. 3952-3FR-69/23237, dated 11.08.1969.

<sup>67</sup> Substituted Vide Notification No. 3461-3FR-73/26012, dated 26/28.06.1973.

- (c) If he combines with a journey by road, whether made wholly or partly in a motor car, a journey by railway or steamer, he may draw mileage allowance for the journey by the railway or steamer, in addition to the allowance admissible under clauses (a) and (b) of this rule for the journey by road.

**Note.** *Ordinary maintenance consists of lubrication, washing, tuning of engine, attending to ordinary electrical defects, replacement of engine oil, gear oil etc., repairing of tyres, tubes and any other jobs costing less than Rs. 25.*

*Complete overhauling of engine, overhauling of transmission, replacement of new parts, chassis repairs such as replacement of worn-out chassis numbers or realignment of chassis frame, purchase of new tyres, battery radiator are treated as special repairs.*

**2.103 Chauffeurs of Government motor car.**— [The chauffeur/Driver of a motor car/Jeep/Station Wagon supplied at the expense of Government when making a journey by road on the motor car/Jeep/Station, "Wagon in this charge, may draw traveling allowance under the provisions of rule 2.105]<sup>68</sup>

**Note.** *While traveling on duty by Government owned transport, General Managers, Works Managers, Traffic Managers, Chief Inspector and Station Supervisors of Government Transport Services, Haryana, shall be entitled daily allowance only when they pass the night away from their headquarters or when the distance traveled is more than 48 kilometers from headquarters, inspectors, Drivers and Conductors when on duty with the vehicle shall be paid daily allowance only when they pass the night away from their headquarters. These conditions will be subject to other conditions in these rules.*

**2.104** The following rules have been prescribed in respect of the drawing of traveling allowance by Government employees who accompany His Excellency the Governor:-

- (1) If the Government employees travel in the Governor's special train consisting of nine carriage i.e. the maximum number for a 'special' including wagons, servants, carriages etc., the traveling allowance which they would ordinarily draw should be reduced by the amount of the fare which, but for such free transit, they would have paid. No refund to the Governor's Tour Fund is necessary, as no extra expenditure is incurred out of the grant on this account.
- (2) If the Government employees travel in an ordinary train, they should purchase their own tickets and draw the ordinary traveling allowance. No recoveries are necessary in this case unless their fares are, in the first instance, advanced from the Tour Fund, in which case the account of the fund should be adjusted by the Military Secretary.
- (3) In all cases, where full traveling allowance is drawn by the Government employees, it should be certified on the bills that the journey was performed by an ordinary train, or in an extra carriage attached to His Excellency the Governor's special train. On the authority of this certificate and on the understanding that the accounts of the Tour Fund Will (if necessary) be adjusted by the Military Secretary, the traveling allowance charged by the Government employees will then be passed in full.

## METHOD OF CALCULATING DAILY ALLOWANCE

**2.105** When a government employee who is supplied with means of conveyance without charge, returns to his headquarters on the same day, daily allowance, if admissible under rules 2.95, 2.96 and 2.100 will be calculated as follows:-

If the absence from headquarters does not exceed six hours.	Nil
If the absence from headquarters exceed six hours, but does not exceeds 12 hours.	Half daily allowance
if the absence from headquarters exceeds twelve hours.	Full daily allowance

**Note (1).** See also note 5 below rule 2.100.

**Note (2).** When a Government employee, who, while on tour, is treated as a state guest travels to another station in a conveyance provided at the expense of government or a local fund and returns on the same day on which he departed from there his daily allowance should be regulated in accordance with the manner prescribed in this rule : provided that he does not get less daily allowance for the day than what would have been admissible to him if he had not moved out from the place of halt.

**Note (3).** When a Government employee is provided with free conveyance for part of the journey or for one way journey only (i.e. either for going from, or for return headquarters) and he returns to his headquarters on the same day, the daily allowance, if admissible under the rules, may be calculated as follows:-

If the absence from headquarters exceed six hours, but does not exceeds 12 hours.	Half daily allowance
If the absence from headquarters exceeds twelve hours.	Full daily allowance

He may, at his option, draw in lieu of the aforesaid daily allowance the mileage allowance, admissible for the part of journey for which the conveyance is not provided free of charge; provided the distance travel exceeds 32 kilometers.

## SECTION - XX

### GOVERNMENT EMPLOYEES IN MILITARY EMPLOY

**2.106** (a) Except as provided in clause (b), the travelling allowance admissible to Government employees in military employ is governed by military regulations.

(b) When a Commissioned Indian Military Officer of the regular forces, the military police or the militia, whether on the active or the retired list, is invited to attend a darbar or levee, at a place other than that at which he is stationed or has his residence, a competent authority may grant him traveling allowance for the journey, subject to the following limits :

(i) For the journey from his station or place of residence to the place at which the darbar or levee is held and thence back to his starting point single railway and steamer fares actually paid and actual traveling expenses for journeys by road,

subject to the maximum admissible to a Government employee of the first grade, when on tour.

- (ii) For halts at the place at which the darbar or levee is held, a daily allowance of Rs. 4.50.

## SECTION - XXI

### CONTROL OVER TRAVELLING ALLOWANCE BILLS

**2.107 Controlling Officer to be declared by competent authority.**— A competent authority shall declare what authority shall be the controlling officer for travelling purposes of each Government employee or class of Government employees. It may if it thinks fit, declare that any particular Government employee shall be his own controlling officer. A Controlling Officer shall not, without the sanction of a competent authority, delegate to a subordinate his duty of countersignature.

**2.108 Signature of controlling officer necessary on a traveling allowance bill.**— No bill for traveling allowance other than permanent traveling allowance shall be paid unless it be signed or countersigned by the Controlling Officer of the Government employee who presents it.

**Not eA certificate to the effect that there has been no change in the nature of duties of the Government employee or the extent of his touring to justify the withdrawal or reduction in the rates of the conveyance allowance shall be endorsed by the Controlling Officer on the pay bills of the Government employees concerned for the months of January, April, July and October, in each year.**

**2.109** It is the duty of a Controlling Officer, before signing or countersigning a traveling allowance bill:-

- (a) to scrutinize the necessity, frequency and duration of journeys and halts for which traveling allowance is claimed and to disallow the whole or any part of the traveling allowance claimed for any journey or any halt, if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;
- (b) to scrutinize carefully the distances entered in traveling allowance bills and to satisfy himself, by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
- (c) [to satisfy himself that mileage allowance for journeys by railways or steamer, excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible.]<sup>69</sup>
- (d) to exercise care that there is no evasion or breach of the fundamental principle of travelling allowance viz., that the allowance is not to be a source of profit, especially in the case of journeys by road performed by motor car;
- (e) to observe any subsidiary rules or order which a competent authority may make for his guidance ;

- (f) to satisfy himself that the Government employee actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.
- [(g) to satisfy himself that where the actual cost of transporting personal effects/servants is claimed under these rules, the scale on which such effects/servants were transported was reasonable; and to disallow any claim which in his opinion, does not fulfill that condition. In respect of claim for transporting personal effects, he shall also scrutinize the details and satisfy himself that the claim is reasonable.]<sup>70</sup>

**Note.** *In order to enable the Controlling Officers to discharge their responsibility, all Government employees whether gazetted or not, should, when submitted their T.A. bills for countersignatures appended to their bills the certificates in the following forms. These certificates do not cover all the rules and the Controlling Officers will still have to exercise control otherwise also.*

**CERTIFICATES FOR JOURNEYS ON TOUR**

- (1) Certified that I \_\_\_\_\_ was/was not—
  - (i) provided with means of locomotion at the expense of Government, local fund or a court of wards estate for journeys by road (Rule 2.100);
  - (ii) allowed free transit by railway under a free pass or otherwise. (Rule 2.92 to 2.95) for any journey for which T.A. has been claimed.
- (2) Certified that I traveled by rail/ steamer on all days in the class of accommodation to which I am entitled except on \_\_\_\_\_ when I traveled by \_\_\_\_\_ class.
- (3) Certified that between stations connected by rail viz. \_\_\_\_\_ to \_\_\_\_\_, I performed the journey by car and incurred a sum of \_\_\_\_\_ as road fare, which is supported by actual car ticket.
- (3-a) Certified that between stations connected by rail viz. \_\_\_\_\_ to \_\_\_\_\_, I performed the journey by omnibus by getting a single seat and incurred a sum of \_\_\_\_\_, as road fare.
- (4) Certified that the journey by road was performed by motor car/ motor cycle—
  - (i) which was a hired one and all the accommodation of which was reserved by me, \_\_\_\_\_
  - (ii) which was a private property, details of which are given below :  
\_\_\_\_\_
  - (iii) being my own property.
  - (iv) being a Government vehicle \_\_\_\_\_
- (5) Certified that I did not perform the road journey, for which mileage allowance has been claimed at the higher rates prescribed in Rule 2.24 (d) of the T.A. Rules by taking a single seat in any public conveyance (excluding a steamer) which plies regularly for hire between fixed points and charges fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
- (6) Certified that the journey by road was performed by taking a single seat in a Taxi, Motor Omnibus or lorry.
- (7) Certified that the journey beyond jurisdiction was performed under proper authority.
- (8) Certified that the number of Kilometers shown in the bill are correct.
- (9) Certified that journeys on were performed by Mail/ Express Train in the interest of public service.
- (10) Certified that I was actually and not merely constructively in camp on Sundays and Holidays, for which daily allowance has been claimed.
- (11) Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
- (12) Certified that during my halt at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ while on duty I continued to incur extra expenditure after the first 10 days.

**CERTIFICATES FOR JOURNEYS ON TRANSFER**

1.		Same as for journey on tour, in respect of the Government employee and his family.
2.		
3.		
4.		
5.		
6.		
7.	Certified that the family members for whom T.A. has been claimed actually traveled with me or preceded followed me within the time limit prescribed for journeys on transfer.	
8.		Same as for Journey on tour
9.		
10.	Certified that the actual expenses incurred as cost of transporting personal effects was not less than the sum claimed in the bill.	
11.	Certified that I have transported _____ quintals of luggage on my transfer.	

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### CHAPTER - 3

#### Authorities which exercise the powers of a competent authority under the various Traveling Allowance Rules

**Note 1 .** Conservators of forests have all the powers of a head of department for the non-gazetted establishment serving in the circles (as mentioned in rule 2.25 (3) of the Punjab Civil Services Rules, Volume-I, Part-I, except powers mentioned in serial nos.16 and 20 of the table below.

**Note 2 .** The administrative department and heads of departments may re-delegate the powers delegated to them in the table below, on their own responsibility and subject to such restrictions as they may like to impose, to any officer under them at their headquarter offices. Copies of all such orders should invariably be supplied to the finance department and the accountant general, Haryana.

Powers in respect of Serial Nos. 1, 10, 11, 25, 26 and 27 of the table below may also be re-delegated subject to the conditions and restrictions stated above, to any authority who has been declared as a Controlling Officer for the purpose of countersigning the travelling allowance bills.

Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
1.	2.2	Power to direct a Government employee to perform a journey in the interest of the public service for any purpose not specified in the rules.	1. Department of Government 2. Heads of Departments 3. Superintendent Engineers 4. Heads of Offices 5. Divisional Inspectors and Circle Inspectresses of Schools	Full powers in respect of travelling allowance at tour rates Full powers in respect of travelling allowance at tour rates subject to the limitations of the power to sanction absence from sphere of duty, contained in serial No. 6 of Rule 15.1 in Volume-I (Part I) of these rules. Full powers in respect of Government employees under their control Full powers in respect of Government employees whom they are competent to appoint. Full powers in individual cases in respect of travelling allowance at tour rates to Government employees whose traveling allowance bills are counter signed by them, provided that the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case.
2.	2.5 and 2.11	Powers to grant a permanent travelling allowance or conveyance allowance	1. Departments of Government	For temporary posts which they are competent to create and provided that the allowances granted are the same as are sanctioned for permanent posts of the same description

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Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
			2. Head of Departments and other subordinate authorities who have power to create posts	Ditto
			3. Superintending Engineers	For temporary posts which they are competent to create and provided that the allowance granted are the same as are sanctioned for permanent posts of the same description in respect of Government employees under their control
3.	2.9 (Proviso 2)	Power to allow a Government employee to draw difference between double permanent traveling allowance and mileage allowance	1. Departments of Government and Head of Department 2. Hon'ble Judges of the High Court	Full powers As regards Government employees whom they are competent to appoint and who are in grade not higher than grade II
4.	2.9 (Proviso 3)	Power to permit a Government employee in receipt of permanent monthly travelling allowance to draw in addition to permanent travelling allowance mileage by road or actual expenses whichever is less.	1. Departments of Government 2. Excise and Taxation Commissioner	Full powers provided the journey by road or rail is expressly authorised by the higher administrative authority In the case of Government employees in receipt of permanent monthly allowance to which the condition of maintaining a horse is attached in respect of journey performed urgently by an Excise and Taxation Sub-Inspector within his sphere of duty in circumstances where it is not possible for him to use his horse. Also in respect of journey performed urgently by an Excise and Taxation Sub-Inspector outside his sphere of duty in case in which Deputy Commissioner of Excise and Taxation certifies that such journey was necessary in the interest of Excise work or Passenger and Goods Tax works
4-A	2.9 (Provisos 3 and 4)	Power to permit a Government employee in receipt of permanent monthly Travelling Allowance to draw in addition to permanent	Deputy Commissioner	Full powers in the case of Revenue Assistant who are in receipt of permanent monthly Traveling allowance subject to the condition of maintaining horses, provided that the journeys by rail/road are

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Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
		Travelling Allowance, mileage allowance by rail/road		expressly authorised by the Deputy Commissioner
5.	2.17	Powers to declare the grade in which a part-time or fee-paid government employee shall rank.	Departments of Government	Full powers as regards grades not higher than grade-II
6.	2.19 (b)	Power to decide the shortest of two or more routes	1. Department of Government	In the case of any particular journey
			2. Head of Departments	In the case of any particular journey
			3. Superintending Engineers	In the case of any particular journey in respect of Government employees under their control
7.	2.20	Powers to permit road mileage to be calculated by a route other than the shortest or cheapest	1. Department of Government	Full powers provided that the selection of such routes was in the interest of Government work
			2. Head of Departments	Full powers provided that the selection of such routes was in the interest of Government work within their sphere of duty
			3. Commissioner of Divisions	Full powers provided that the selection of such routes was in the interest of Government work within their sphere of duty in respect of Government employees under their control
			4. Superintending Engineers	Full powers provided that the selection of such routes was in the interest of Government work within their sphere of duty in respect of Government employees under their control
8.	<i>Deleted</i>			
8-A	2.24 (D) Note (7)	Power to grant T.A. without the production of actual car tickets, in cases in which the car tickets have been lost/misplaced or have not been preserved	1. Department of Government	Full powers provided they are satisfied that the journey was actually performed by car and that the fare claimed is in accordance with the prevalent taxi rates
			2. Head of Departments	
9.	2.26	Powers to declare a particular government employee to be entitled to railway accommodation of a higher class than prescribed for his grade.	Departments of Government	In the case of any particular journey.

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Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
10.	2.35	Powers to decide whether a particular absence is absence on duty for the purpose of rule 2.35	1. Department of Government 2. Head of Departments	Full power in individual cases only, provided that the absence is for reason of a public nature which should be stated and that the period of absence does not exceed 14 days in each case
			3. Superintending Engineers	Full power in individual cases only, provided that the absence is for reason of a public nature which should be stated and that the period of absence does not exceed 14 days in each case in respect of Government employees under their control
11.	2.37	Power to restrict the duration and frequency of tours.	1. Heads of Departments	Full powers
			2. Superintending Engineers	Full powers in respect of Government employees under their control
			3. Divisional Forest Officers	
			4. Secretary, Regional Transport Authority	
12.	2.39	Power to prescribe the scale of Governments to be supplied	Department of Government [Head of Department] <sup>71</sup>	Full power
13.	2.42 (i)	Power to grant exemptions from the rule limiting the drawal of halting allowance for a halt on tour to a period of 10 days	1. Department of Government	By special order in individual cases except in hill stations and provided that daily allowances at full rates shall only be granted up to a limit of 30 days, and at half rates for any period beyond 30 days
			2. Hon'ble Judge of the high Court	
			3. Head of Department	By special order in individual cases up to limit of 30 days except in hill stations
			4. Registrar, Cooperative Societies	By special order in individual cases except in hill stations and provide that daily allowance at full rates shall only be granted up to a limit of 30 days and at half rates for any period beyond 30 days not exceeding three months and provided further that these powers shall only be exercised in respect of Educational Inspectors, Educational Assistants, Camp

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Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
				Clerks and Peons of Educational Inspectors making tours in connection with the Sub-Inspectors and Inspector's training class
			5. Superintending Engineers	By special order in individual cases of non-gazetted Government employee under the control up to limit of 15 days except in hill stations
14.	2.43	Power to permit exchange of daily allowance for mileage allowance during the whole period of a tour	Department of Government and Head of Department	By special order in individual cases
15.	2.47	Power to allow the actual cost of maintaining a camp during a sudden journey away from it	1. Department of Government	Full powers
			2. Head of Department	By special order in individual cases
16.	2.48	Power to prescribe the scale of camp equipment, servants horses etc. to be carried at Government expense by a Government employee allowed to receive the actual cost of the first or last journey of an extensive tour	1. Department of Government	Full powers
			2. Head of Departments	By special order in individual cases
17.	2.50	Power to permit a Government employee to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible.	Department of Government	In individual cases only of non-gazetted Government employees
18.	2.51	Power to permit recovery of the actual cost of maintaining camp equipage during a halt at or near headquarter	1. Department of Government and Head of Department	By special order in individual cases
			2. Superintending Engineer	For all gazette Government savants (permanent and temporary) under their control and subordinates in Sub-Divisional charge
			3. Executive Engineer	For officers subordinates to them except gazette Government (permanent and temporary) under their control and subordinates in Sub-Divisional charge
18-A	2.52	To permit a Government employee or class of	Department of Government	Full powers subject to the conditions laid down in clauses (a)

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Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
		Government employees to recover the actual cost of maintaining camp equipage during a halt at headquarters or during the interval between the Government employee departure from or arrival at headquarters and that of his camp equipage		to (f) of rule 2.52
18-B	Note below rule 2.59 (a)-1 (ii)	Power to grant T.A. without the production of actual car tickets, in cases in which the car tickets have been lost/misplaced or have not been preserved	1. Department of Government 2. Head of Departments	Full power, provided they are satisfied that the journey was actually performed by car and that the fare claimed as in accordance with the prevalent taxi rates.
19.	2.59 (a) (iii), proviso (i)	Power to fix the maximum weight of personal effect lower than those prescribed by rule for transportation at Government expense by a Government employee on transfer	Head of Departments	Full power
20.	2.59 (c)	Power to prescribe the scale of tents to be carried at Government expense on transfer.	Head of Departments	Full power
21.		[Deleted] <sup>72</sup>		
22.	2.72	Power to decide in case of dispute or doubt what should be considered the place of duty for purposes of rule [2.72] <sup>73</sup>	1. Department of Government 2. Head of Departments	Full powers Full powers in the case of Government employees whom they can appoint
23.	Proviso 2 (i) to rule 2.73	Powers to disallow travelling allowance for a journey to attend an obligatory examination if the authority considers that the candidate has culpably neglected the duty of preparing for it.	Head of Departments	
23-A	2.73 (d)	[Power to allow travelling allowance for a journey to attend an examination to Government employee who	Department of Government	Full power provided that— (1) Travelling allowance shall not be drawn more than twice for

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Deleted vide Notification No. 3/3(1)79/AO(FD), dated 20.12.1979.

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Substituted vide Notification No. 3/3(1)79/AO(FD), dated 20.12.1979.

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Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
		while travelling or during the examination, is on earned leave not exceeding 120 days.] <sup>73</sup>		any particular examination (2) Travelling allowance is not allowed to any candidate who has culpably neglected the duty of appearing in an obligatory examination or does not display a reasonable standard of proficiency in an examination (3) The examination is an obligatory Departmental examination
24	2.75	Powers to sanction travelling allowance to an employee for journeys while on leave	Head of Departments	For journeys to attend conference in the public interest the travelling allowance being limited in amount to what would be admissible for a journey between the last place at which the Government employee was on duty prior to proceeding on leave and the place where the conference is held
25	2.75	Power to sanction the grant of T.A. in cases where a suspended Government employee is required by the suspending authority to make a journey for the purpose of attending a departmental inquiry (other than a police inquiry)	1. Department of Government	Full powers for the grant of T.A. at tour rates (without daily allowance) for halt from the Government employee's headquarters to the place where the departmental inquiry is held or from the place at which he has been permitted to reside during suspension to the place of inquiry, whichever is less. No T.A. will, however, be admissible if the inquiry is held at the out station at his own request
			2. Head of Departments	Full powers, as above in respect of Government employees whom they or their subordinate authorities can appoint
26	2.82	Power to sanction travelling allowance to a Government employee compelled to answer a criminal or civil cases in certain circumstances	Department of Government and Head of Department	Full power
27.	2.84 (b)	Power to allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension	Department of Government and Head of Department	Full power

## Punjab Civil Services Rules Volume-III (Chapter-3) (Haryana State)

Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
28.	2.88	Power to decide the rates of travelling allowance admissible to a Government employee deputed to undergo a course of training	1. Department of Government 2. Hon'ble Judges of the High Court 3. Financial Commissioner 4. Chief Engineers 5. Superintending Engineers 6. Inspector General of Police	Full powers, except as regards daily allowance and provided that— (1) the scale of travelling allowance for the original journey to, and the last journey from, the place of training shall not exceed— (a) that prescribed for the same class of Government employee on transfer if the training exceeds six weeks, ; (b) that prescribed for the journeys on tour in other cases (2) the scale under clause of rule 2.87 shall not exceed that prescribed for journeys on tour
29	2.88	Power to decide the scale of travelling allowance, if any, admissible to a student not already in Government service selected to undergo a course of training	Departments of Government	Full powers provided that the training is with a view to appointment in Government service and that the rates shall not exceed those which would be admissible to the student on appointment to Government service, and shall be subject to the condition in serial No. 28.
30.	2.106 (b)	Power to grant travelling allowance to military officers, attending darbars on leaves	Departments of Government	Full powers
31.	2.107	Powers to declare who shall be the controlling officer	1. Department of Government 2. Head of Departments	Full powers provided that they may not declare a Government employee to be his own Controlling Officer. Full powers provided that a head of Department they may not declare a Government employee to be his own Controlling Officer
32.	2.107	Powers to permit a controlling officer to delegate his duty of countersignature	1. Department of Government 2. Head of Departments	Full powers Subject to delegation being made only to a Gazetted officer who is immediately subordinate to the controlling officer and is working in his own office



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Sr. No.	No. of Travelling Allowance Rule	Nature of Power	Authority to which the power is delegated	Extent of power delegated
33.	2.108	Power to make rules for the guidance of controlling officer	1. Department of Government	Full powers
			2. Head of Departments	Full powers only in respect of officers subordinate to them

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## **APPENDICES**

### **APPENDIX - A**

Rules governing Travelling Allowance of Ministers, Speaker and Members of the Legislative Assembly, Chairman and Members of the Legislative Council.

*(Not printed)*

*See Government of Haryana (Political Department) Manual containing Acts, Rules, Orders and Instructions relating to the Ministers, Deputy Ministers, Parliamentary Secretaries and Officers and Members of the Haryana Legislature.*

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**APPENDIX - B**

(Referred to in note below rule 2.5)

**LIST OF PERMANENT MONTHLY TRAVELLING ALLOWANCE**

**Note** Unless the sanctioning order contains specific sanction for the grant of permanent monthly travelling allowance, the holder of a temporary post shall not be allowed to draw the same as a matter of course on the authority of the orders as contained in the appendix.

**Note 2.** When a Government employee in receipt of a fixed travelling allowance uses a motor vehicle, his fixed monthly travelling will be reduced by-

(a) 1/60<sup>th</sup> of bus fare whichever is less for journey outward or inward per day; and

(b) 1/30<sup>th</sup> of bus fare whichever is less for both outward and inward journeys, per day.

**Note 3.** Government employees entitled to draw permanent monthly Travelling Allowance when posted in Lahaul and Spiti District shall be entitled to draw open Travelling Allowance as would be admissible to them under this Appendix.

Sr. No.	Designation of Government employee	Rate of permanent monthly travelling allowance	Remarks
1	2	3	4
<b>LAND REVENUE</b>		Rs.	
[1.	Tehsildars	55.00	Without the condition of maintaining a horse but subject to the condition that they remain on tour for at least 15 days and 10 nights in a month.
2.	Sub-Tehsildars (Assistant Consolidation Officers and others)	67.50	This T.A. will be admissible to those who are required to maintain a horse in the public interest on the production of a certificate from the Deputy Commissioner concerned to this effect.
		35.00	This T.A. will be admissible to those who are not required to maintain a horse.
3.	Kanungos (in Plains) (In Hills)	37.30	This T.A. will be admissible to those who are required to maintain a horse in the public interest.
		46.87	
		20.00	Without any condition of maintaining a horse.
4.	Settlement Naib-Tehsildars except those employed as Head Clerk	67.50	This T.A. will be admissible to those who are required to maintain a horse in the public interest
		35.00	This T.A. will be admissible to those who are not required to maintain a horse.

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Sr. No.	Designation of Government employee	Rate of permanent monthly travelling allowance	Remarks
5	Naib Tehsildars employed as Readers to the Settlement Officers who are expected to maintain horse.	67.50	Subject to the condition of maintaining a horse.] <sup>74</sup>
6	Settlement Peons	4.00	May draw in addition single fare for journeys by railway.
7	Tehsil Chaprasis lent for service with Field Kanungos	4.00	
8	Two Chaprasis and Two Khalasis employed on Hoshiarpur Chos areas	4.00	
9	Revenue Assistants	50.00	To such Revenue Assistants as keep their own horses for touring on official duty. May draw in addition mileage allowance for journeys performed by rail/road on public ground with the sanction of the Deputy commissioner.
<b>EXCISE AND TAXATION</b>			
10.	[Excise Inspectors] <sup>75</sup>	(i) Rs. 45.00 to the Excise Inspectors posted at Palwa Rewari, Ambala Cantt, Dharamsala, Kangra, Palapur Kulu, Nangal Township, Pathankot, Batala and Narnaul.	The Excise Inspector shall not draw travelling allowance at ordinary rates except on journeys outside the jurisdiction performed with the permission of competent authority, Exception, however, is made in the following cases:-  (i) The Excise Inspector, Pathankot, is entitled in addition to permanent travelling allowance to draw the actual amount spent by him on the hire of a conveyance, subject to the maximum of mileage rate, for any journey from Pathankot to Dalhousie and <i>vice versa</i> .  (ii) The Excise Inspector, Bhiwani is entitled in addition to permanent travelling allowance to draw single railway fare of the class to which he is entitled for any journey from Bhiwani to Loharu and <i>vice versa</i>

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Substituted vide Notification No. 5667-7FR-I-65/5379, dated 21.03.1966.

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The term Excise Sub-Inspector &amp; Taxation Sub-Inspector substituted to Excise Inspector or Taxation Inspector vide Notification No. 9456-3FR-67/24508, dated 11.10.1967.

## Punjab Civil Services Rules Volume-III (Appendices) (Haryana State)

Sr. No.	Designation of Government employee	Rate of permanent monthly travelling allowance	Remarks
		(ii)Rs. 40.00 to the Excise Inspectors posted to other circles in the Haryana (Except Amritsar City and Patiala City.)	Provided the Excise and Taxation Officer concerned certifies that the journey was undertaken in the public interest.
11.	Taxation Inspectors	15.00	This fixed T.A. will be admissible to those officials while they are actually engaged on duty under the Haryana Passengers and Goods Taxation Act.
12.	Taxation Peons	4.00	
<b>CONSOLIDATION OF HOLDINGS</b>			
13.	Consolidations Patwaris/ Sub-Inspectors	12.50	
14.	Patwaris/ Sub-Inspectors employed on revision of records	12.50	
15.	Peons attached to the consolidations staff, other than those working in the offices of the Director, Consolidation of Holdings and the Settlement officers	4.00	
<b>FOREST DEPARTMENT</b>			
16.	Candidates selected for Forest Ranger Course for admission to the Forest College, Dehra Dun, during the term (3 months) of practical training.	25.00	
<b>GENERAL ADMINISTRATION</b>			
17.	Commissioners of Divisions	250.00	
18.	Officer of the I.A.S.	75.00	Provided a horse is maintained.
19.	[Zilladars	67.50	Zilladars are bound to maintain one riding horse and to certify to this effect monthly. They may draw in addition actual expense on the production of the actual payee's receipt for the carriage of camp equipment while on tour subject to a maximum of Rs. 30 per mensem provided that the officer concerned furnishes a certificate that the amount was actually spent on the hire of conveyance necessary for the

Sr. No.	Designation of Government employee	Rate of permanent monthly travelling allowance	Remarks
			<p>transportation of his camp equipment.</p> <p>Note:-The claim for actual expenses for the carriage of camp equipment will be drawn on the contingent will form. In addition, they may also draw mileage for journeys performed by railway or actual lorry fare for journeys performed by public lorry on public grounds with the sanction of the Executive Engineer provided lorry fares do not exceed the rate fixed for the locality by the Deputy Commissioner concerned and are subject to the mileage rates for the journey by road.</p>
20.	Naib Zilladars	56.25	<p>Naib Zilladars and Daroghas are bound to maintain horse and to certify to this effect monthly. In addition, they may also draw mileage for journey performed by railway or actual lorry fare for journeys performed by public lorry on public grounds with the sanction of the Executive Engineer, provided lorry fares do not exceed the rate fixed for the locality by the Deputy Commissioner concerned and are subject to the mileage rates for journeys by road.]<sup>76</sup></p>
<b>ANIMAL HUSBANDARY DEPARTMENT</b>			
21.	Veterinary Stock Assistants under D-Sub-Establishment	12.50	
<b>PUBLIC WORKS DEPARTMENT IRRIGATION BRANCH</b>			
22.	Zilladars	45.00	<p>Zilladars are bound to maintain one riding horse and to certify to this effect monthly. May draw in addition actual expenses on the production of actual payee's receipt for the carriage of camp equipment while on tour subject to a maximum of Rs. 30 per mensem provided that the officer concerned furnishes a certificate that the amount was actually spent on hire of conveyance necessary for transportation of his camp equipment.</p> <p><b>Note</b>— The claim for actual expenses for the carriage of camp equipment will be drawn on contingent bill form.</p>

Sr. No.	Designation of Government employee	Rate of permanent monthly travelling allowance	Remarks
			<i>May also draw in addition to above mileage for journeys performed by railway or actual lorry fare for journeys performed by public lorry on public grounds with the sanction of the Executive Engineer provided lorry fares do not exceed the rate fixed for the locality by the Deputy Commissioner concerned and are subject to the mileage rates for the journey by road.</i>
23.	Naib-Zilladars	37.50	Naib-Zilladars and Daroghas are bound to maintain one horse and to certify to this effect monthly. May draw in addition mileage for journeys performed by railway or actual lorry fare for journey performed by public lorry on public grounds with the sanction of the Executive Engineer, provided lorry fares do not exceed the rate fixed for the locality by the Deputy Commissioner concerned and are subject to the mileage rates for journeys by road.
24.	Munshi and Clerks in the Irrigation Branch, P.W.D.	14.00	May draw in addition single fare for journeys by railway, or actual lorry fare for journeys.
25.	Artificers	6.25 (maximum)	<p>This fixed travelling allowance may be granted by the Superintending Engineers in the under mentioned cases where in their opinion economy and saving in office work will result without loss of efficiency and provided that the grant is sanctioned for one year only and is renewed annually after careful review of the circumstances necessitating the grant—</p> <p>(i) if, the Artificer is required to tour on the average of at least 20 days in the month; and</p> <p>(ii) he is seldom or never required to travel by rail or lorry within his sphere of duty.</p> <p><b>Notes</b></p> <p>(1) <i>It is necessary to discriminate between an Artificer who seldom tours and one who tour continuously attending to rest-houses and repairing masonry works, Daily allowance at Rs. 1.50 per day and 3<sup>rd</sup> class railway or lorry fare or fare by other conveyance (as considered</i></p>

Sr. No.	Designation of Government employee	Rate of permanent monthly travelling allowance	Remarks
			<p><i>suitable by the controlling officer) or both should be granted to the former when he is required to travel and the fixed travelling allowance to the later.</i></p> <p>(2) <i>The amount of fixed travelling allowance for all such artificers as have to tour continuously may be so fixed as to include as far as possible fare for railway lorry, or other conveyance, within their sphere of duty.</i></p> <p>(3) <i>The rates of fares for lorry and any other conveyance will in no case exceed the rates fixed for the locality concerned.</i></p>
26.	(a) Executive Engineers' Peons and Khalasis (b) Sub-Divisional Officers' Peons, Khalasis, Daffadars and Barkandazes (c) Deputy Collector's Peons and Khalasis (d) Revenue Peons and Khalasis	4.00	May draw railway or lorry fares in addition but Controlling Officer must see that the most suitable means of conveyance is used, and when lorry fares are charged that they do not exceed the rates fixed for the locality concerned.
<b>PUBLIC WORKS DEPARTMENT IRRIGATION BRANCH-CONOLD</b>			
27.	Patwaris and Mirabs in the Irrigation Branch, P.W.D.	6.00	Admissible to Patwaris and Mirabs employed only on chakbandi works, Railway or lorry fares may be drawn in addition but the Controlling Officer must see that the most suitable means of conveyance is used and when lorry fares are charged that they do not exceed the rates fixed for the locality concerned.
<b>FISHERIES DEPARTMENT</b>			
28.	Fisheries Officer	43.75 (in hill tracts special and ordinary) 37.50 (in plain)	1. Without the obligation to maintain a horse, Fisheries Officer may draw in addition mileage for journeys performed by rail on public grounds, with the sanction of Director and Warden of Fisheries, Haryana. Long journeys by rail be strictly limited and allowed only in cases where Fisheries Officer— (i) is required to attend court in district



Sr. No.	Designation of Government employee	Rate of permanent monthly travelling allowance	Remarks
			<p>other than his headquarter district;</p> <p>(ii) has to inspect a place where there are no streams or rivers between it and his headquarters; or</p> <p>(iii) proceeds along a river to the end of his beat one way and returns by train:</p> <p>2. Journeys by rail performed by Fisheries Officer, will be checked by the Director and Warden of Fisheries, Haryana and allowed only when they are clearly necessary in the interest of public service.</p>
29.	Field Assistant	4.00	<p>Provided they remain on tour for at least 20 days in a month. Such of the Field Assistants who do not complete their full quota in a month will draw proportionate fixed travelling allowance calculated at Rs. 4 for 20 days. May draw railway fares for journeys performed by rail subject to the approval of Director, and Warden of Fisheries.</p>
<b>HEALTH DEPARTMENT</b>			
30.	All Sub-Assistant Health Officers except the Sub-Assistant Health Officer in the Kulu-Sub-Division	(i) Plains Rs. 47 (ii) All hill tracts (including hill tracts special) Rs. 68.75	
31.	Sub-Assistant Health Officer in the Kulu-Sub Division	93.75	<p>[Lady Health Rs. 30 provided a Lady Visitors per Health Visitor mensem undertakes touring in Sub-Centres or her duties include an area which is more than 1½ miles from her place of duty and to which effect a certificate should be attached to each Bill by the Drawing and Disbursing Officer concerned.]<sup>77</sup></p>
32.	Sanitary Inspectors of Speical Public Health Staff	(i) Plains 37.60 (ii) All hill tracts (including hill tracts special) 56.25	
33.	Lady Health Visitors	Rs. 30 per mensem	<p>Provided a Lady Health Visitor undertakes touring in sub-centers of her duties include an area, which is more than 2½ K.M. from the main health center, and to which effect a certificate</p>

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Sr. No.	Designation of Government employee	Rate of permanent monthly travelling allowance	Remarks
			should be attached to each bill by the District Medical Officer of Health concerned.
34.	Sanitary Supervisors of Public Health Corps.	(i) Plains Rs. 15 (ii) All hill tracts (including hill tracts special) Rs. 18.75	
35.	Swesthaya Sahayaks Public Health Corps.	i) Plains Rs. 10 ii) All hill tracts (including hill tracts special) Rs. 12.50	
<b>PUBIC WORKS DEPARTMENT BUILDINGS AND ROADS BRANCH</b>			
36.	Road Inspectors	(i) Plains and Ordinary hill tracts Rs. 15 (ii) Special Hill tracts Rs. 25.	
<b>CO-OPERATIVE DEPARTMENT</b>			
37.	Sub-Inspectors Co-operative Societies	(i) Plains Rs. 12.50 (ii) All hill tracts (including hill tracts special) Rs. 15.62	Provided the jurisdiction of the Sub-Inspectors in beyond radius of 8 kilometers and within radius of 32 kilometers. Those who are not required to perform journey beyond 8 kilometers radius will not be allowed the fixed T.A. The Sub-Inspectors whose sphere of duty is beyond at radius of 32 kilometers draw travelling allowance at tours rates.
<b>INDUSTRIES DEPARTMENT</b>			
38.	Inspector, Weights and Measures	Rs. 25	Provided they remain on tour for at least 20 days in a month. The Wild Life Guards who do not complete their full quota in a month will draw proportionate fixed travelling allowance calculated at Rs. 4.00 for 20 days.
39.	Wild Life Guards	Rs. 4 per mensem	

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\* Note- This takes effect from the 1<sup>st</sup> August, 1960.\*\* This takes effect from the 28<sup>th</sup> May, 1957.

## APPENDIX - C

(REFERRED TO IN NOTE BELOW RULE 2.11)

## LIST OF CONVEYANCE AND HORSE ALLOWANCES

**Note** Unless the sanctioning order contains specific sanction for the grant of conveyance of horse allowance, the holder of a temporary post shall not be allowed to draw the same, as a matter of course, simply on the authority of the orders as contained in this appendix.

Sr. No	Class of Government Employee	Nature of Allowance	Rates	Sanctioned	Remarks
			Scale I, Rs. Per mensem	Scale II, Rs. Per mensem	
1			4	5	6
<b>LAND REVENUE</b>					
1.	Field Kanungos (Mahal Settlement Colony or employed for Sub-rectangulation work)	Horse Allowance	25.00	25.00	(1) They will draw up travelling allowance for journeys by road within the district or settlement of colony areas except—  (i) daily allowance at ordinary rates for halts at district and tehsil headquarters, provided these headquarters are not their own headquarters of Naib-Tehsildars on the ordinary sanctioned district staff and of settlement any colony Tehsildars and Naib Tehsildars when at places other than tehsil headquarters, will, for the purpose of this rule count as tehsil headquarters, and  (ii) travelling allowance under the ordinary rules in special cases subject to the concurrence of (a) the Commissioner of the Division in the case of field Kanungos employed in a settlement colony or sub-rectangulation work, (b) the Director of Land Records in the case of Mahal field Kanungos.  [ ] <sup>78</sup>
<b>GENERAL ADMINISTRATION</b>					
2.	[Omitted] <sup>79</sup>				
<b>EXCISE AND TAXATION</b>					
3.	[Omitted] <sup>80</sup>				

<sup>78</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>79</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

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Sr. No	Class of Government Employee	Nature of Allowance	Rates Scale I, Rs. Per mensem	Sanctioned Scale II, Rs. Per mensem	Remarks
4.	Taxation Inspectors and Sub-Inspectors	Bicycle allowance	4.50	..	May be drawn in addition to travelling allowance at ordinary rates for journeys outside the 8 K.Ms. radius subject to a reduction of 1/30 <sup>th</sup> of the conveyance allowance for each day on which the road mileage is drawn.
<b>POLICE</b>					
5.	[Omitted] <sup>81</sup>				
6.	Commandant, Punjab Armed Police	Motor Car allowance	..	75.00	
7.	[Omitted] <sup>82</sup>				
8.	Inspectors incharge of towns, Criminal Investigation Agents, Reserve and Cantonment Inspectors (but not Railway Police Inspectors), Sub-Inspectors (except when employed as Clerks or Accountants or attached to the Railway Police or employed on prosecuting duties or in the Criminal Investigation Department, Police Training School or Finger Print Bureau) [ ] <sup>83</sup> when required to keep horses.	Conveyance allowance	45.00	45.00	(1) Police [ ] <sup>84</sup> stationed in Shimla may also draw the allowance subject to the condition that the total number of such allowance drawn by Inspectors at Shimla does not exceed five.  (2) An Inspector [ ] <sup>85</sup> and a Sub-Inspector of Police are permitted to keep a bicycle instead of a horse or motorcycle when permitted to do to by the Inspector General of Police and to draw allowance of Rs. 4.50 per mensem.  <b>Note.-</b> The Inspector General of Police may exempt a C.I.A. Inspector and Sub-Inspector of Police from maintaining a horse in order to allow him to keep a motor cycle instead.
9.	[Omitted] <sup>86</sup>				
10.	Inspectors, Sub-Inspectors, Assistant Sub-Inspectors employed in the	Conveyance allowance	14.00	14.00	

<sup>80</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>81</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>82</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>83</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>84</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>85</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>86</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

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Sr. No	Class of Government Employee	Nature of Allowance	Rates Scale I, Rs. Per mensem	Sanctioned Scale II, Rs. Per mensem	Remarks
	Criminal Investigation Department				
11.	Assistant Sub-Inspectors	Pony allowance	25.00	32.00 (in special hill tracts)	Assistant Sub-Inspectors stationed at cantonments, cities or large civil stations who are good riders and maintain the prescribed pony equipment, are allowed subject to the sanction of the Deputy Inspector General to maintain bicycle allowance of Rs. 4.50 per mensem instead of the pony allowance.
12.	Inspector and [ ] <sup>87</sup> attached to cantonments, cities and civil stations who are allowed to keep Motor Cycle instead of horses—				
	(a) Inspectors [ ] <sup>88</sup> employed on traffic duties who are required to keep motor-cycle	Motor Cycle Allowance	..	62.50	The grant of conveyance allowance at these rates is admissible only when the Inspectors [ ] <sup>89</sup> are allowed with the sanction of Inspector General of Police to keep a motor cycle instead of a horse.
	(b) Inspectors [ ] <sup>90</sup> employed on traffic duties	Motor Cycle Allowance	..	47.00	The grant of conveyance allowance at these rate is admissible only when the Inspectors [ ] <sup>91</sup> are allowed with the sanction of Inspector General of Police to keep a motor cycle instead of a horse.
	(c) Inspectors [ ] <sup>92</sup> employed on cantonment and city duties	Motor Cycle Allowance	..	37.50	The grant of conveyance allowance at these rates is admissible only when the Inspectors [ ] <sup>93</sup> are allowed with the sanction of Inspector General of Police to keep a motor cycle instead of a horse.

<sup>87</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>88</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>89</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>90</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>91</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>92</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>93</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

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Sr. No	Class of Government Employee	Nature of Allowance	Rates Scale I, Rs. Per mensem	Sanctioned Scale II, Rs. Per mensem	Remarks
	(d) Inspectors employed as Reserve Inspectors	Motor Cycle Allowance	28.00	..	The grant of conveyance allowance at these rates is admissible only when the Inspectors [ ] <sup>94</sup> are allowed with the sanction of Inspector General of Police to keep a motor cycle instead of a horse.
	(e) Inspectors [ ] <sup>95</sup> employed on confidential and other headquarters duties	Motor Cycle Allowance	23.00	23.50	The grant of conveyance allowance at these rates is admissible only when the Inspectors [ ] <sup>96</sup> are allowed with the sanction of Inspector General of Police to keep a motor cycle instead of a horse.
	(f) Reserve Inspector at the Police Training School, Phillaur	Horse allowance	37.50	..	Provided a horse is maintained
	(g) Station House Officer, G.R.P., Delhi	Motor Cycle/ Scooter Allowance	..	20.00	The grant of conveyance allowance is admissible to the Station House Officer, G.R.P. Delhi, provided a motor-cycle/ scooter is maintained by him.
13.	Horse Sowars	Motor Cycle/ Scooter Allowance	30.00	45.00	
14.	Camel Sowars	Camel allowance	25.00	25.00	
<p><b>Notes.</b></p> <p>(1) No allowance shall be paid to an Inspector or [ ]<sup>97</sup> who has a motor-cycle provided and maintained at Government expense.</p> <p>(2) Those officers in charge of police stations of the [District]<sup>98</sup>, who have been permitted to keep a camel instead of horse, will continue to draw conveyance allowance of Rs. 30 per mensem.</p> <p>(3) The allowance for officers mentioned at [Serial No. 8]<sup>99</sup> of this appendix is admissible even when no conveyance is kept but will not be drawn in addition to horse or bicycle allowance.</p> <p>[(4) Mounted Police Officers under suspension shall not be entitled to draw horse, pony or camel allowance as the case may be, but shall hand over their mounts to the Lines Officer or the Officer Incharge of the mounted Police, who shall be responsible for the feeding and keeping of such æ} ā { æ   • É Á V @ ^ Á c ^ ! { Á %oT [ ~ } c ^ â Á Ú [   ā &amp; ^ Á U ~ ~ ā &amp; ^ ! • + Á Upper Subordinates who keep mounts.</p> <p>(5) The Assistant Sub-Inspectors of Police attached to police stations Sadar Hisar and Rori in the Hisar district who have been permitted to keep a camel instead of a pony will continue to draw a</p>					

<sup>94</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>95</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>96</sup> Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>97</sup>

Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>98</sup>

Substituted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>99</sup>

Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

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Sr. No	Class of Government Employee	Nature of Allowance	Rates Scale I, Rs. Per mensem	Sanctioned Scale II, Rs. Per mensem	Remarks
	<i>conveyance allowance of Rs. 25 per mensem.]</i> <sup>100</sup>				
<b>TRANSPORT</b>					
15.	[Omitted ] <sup>101</sup>				
<b>HEALTH</b>					
16.	Medical Officer incharge of Police and Jail Hospitals, Hisar	Conveyance allowance	4.50	..	On condition that he keeps a bicycle if a motor cycle is kept the allowance will be Rs. 15/- per mensem.
17.	[Omitted ] <sup>102</sup>				
18.	<i>Deleted</i>				
19.	Assistant Medical Officer, Hansi	Conveyance allowance	..	5.00	
20.	Government Food Inspectors in the Punjab	Cycle allowance	4.50	4.50	
21.	Government Food Inspectors in the Haryana	Tonga hire allowance	5.00	5.00	Tonga hire allowance up to a maximum of Rs. 5 is admissible even if a tonga is hired and not maintained actually provided that the officer concerned furnishes a certificate that the allowance is actually spent on hire of conveyance necessary for the performance of his duties.
<b>VETERINARY</b>					
22.	Superintendent, Government, Livestock Farm, Hisar	Motor Car Allowance	75.00	..	On condition that the officer keeps a motor-car
23.	Assistant Superintendent Fodder Government livestock Farm, Hisar,	Motor Car allowance	75.00	..	Ditto
24.	[Omitted ] <sup>103</sup>				
25.	[Omitted ] <sup>104</sup>				
26.	[Omitted ] <sup>105</sup>				
<b>INDUSTRIES</b>					

<sup>100</sup> Note 4 *Omitted* and Note 5 & 6 renumbered as Note 4 & 5 respectively vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

<sup>101</sup> *Omitted* vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>102</sup> *Omitted* vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>103</sup> *Omitted* vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>104</sup> *Omitted* vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

<sup>105</sup> *Omitted* vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

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Sr. No	Class of Government Employee	Nature of Allowance	Rates Scale I, Rs. Per mensem	Sanctioned Scale II, Rs. Per mensem	Remarks
27.	[Omitted] <sup>106</sup>				
28.	[Omitted] <sup>107</sup>				
<b>PUBLIC WORKS DEPARTMENT</b>					
29.	Medical Officer in charge of Canal Dispensaries	Horse allowance	35.00	35.00	<p>(a) This allowance is forfeited at the rate of 1/30th of the total amount of the allowance for each day when daily allowance or road mileage is drawn. The term daily allowance used herein does not include the half daily allowance drawn by Government employees on tour on the days of departure and arrival under the normal rules.</p> <p>(b) Each case for the grant of conveyance allowance to Assistant Medical Officer incharge of Canal Dispensaries will be decided on its merits by the Executive Engineer and Chief Medical Officer in consultation with regard to the following questions :</p> <p>(i) Whether any conveyance allowance is admissible at all;</p> <p>(ii) If conveyance allowance is allowed whether it should be Horse Allowance at Rs. 35.00 per mensem, or cycle allowance at Rs. 4.50 per mensem. In the event of disagreement between the Executive Engineer and Chief Medical Officer, the Superintending Engineer is the authority to decide</p>
30.	Incumbents in a substantive or officiating capacity, or permanent posts on the cadre of S.E.S. (now O.E.S.) in the Irrigation Branch (including Upper and Lower Subordinates) sanctioned by Government prior to 1 <sup>st</sup> August, 1931	Horse allowance	35.00	35.00 and in Shimla 45.00	<p>(i) As in serial No. 29</p> <p>(ii) The conveyance allowance of a Section Officer who keeps a camel instead of horse in sandy tracts is Rs. 25 per mensem.</p> <p>(iii) No allowance is admissible if a cycle or motor cycle is kept.</p>

106

Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

107

Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.



## Punjab Civil Services Rules Volume-III (Appendices) (Haryana State)

Sr. No	Class of Government Employee	Nature of Allowance	Rates Scale I, Rs. Per mensem	Sanctioned Scale II, Rs. Per mensem	Remarks
31.	(i) Incumbents in a substantive or officiating capacity, of the following posts:-  (a) permanent posts on the cadre of the S.E.S. in the Buildings and Roads Branch  (b) Temporary post of Engineering subordinates in the Buildings and Roads Branch created prior to 1 <sup>st</sup> August, 1931.  (ii) Senior Section Offices in the Public Health Circle in the grade of Rs. 120-10-270	Horse allowance	35.00	35.00 and in Shimla 45.00	(a) When a horse is not kept the allowance admissible is forfeited at the rate of 1/30 <sup>th</sup> of the total amount of the allowance for each day when daily allowance or road mileage is drawn. The term daily allowance used herein does not include the half daily allowance drawn by Government employees on tour on the days of departure and arrival under the normal rules.  (b) If a bicycle or motor cycle is kept instead of a horse, the allowance will be Rs. 15 for a motor cycle and Rs. 4.50 if an ordinary bicycle is kept  (c) For purposes of allowing conveyance allowance, when a bicycle or a motor cycle is kept instead of a horse, the Senior Section Officers in the scale of Rs. 120-10-270 in the Public Health Circle are to be treated as members of the Subordinate Engineering Service in the Buildings and Roads Branch.
32.	Cashiers	Horse allowance	..	25.00	As in column 6 of item 29.
33.	[Omitted] <sup>108</sup>				
34.	Electrical Engineer to Government Haryana	Motor Car Allowance	..	56.25	(1) On the condition that the officer maintains a motor car  (2) The allowance is subject to the usual condition of forfeiture at the rate of 1/30 <sup>th</sup> of the total amount of the allowance for each day when daily allowance or road mileage is drawn. The term "daily allowance" used herein does not include the half daily allowance drawn by Government employees on tour on the days of departure and arrival under the normal rules.
35.	Section Officers attached to the Gurgaon Bund	Horse allowance	27.00	..	(a) This allowance is forfeited at the rate of 1/30 <sup>th</sup> of the total amount

## Punjab Civil Services Rules Volume-III (Appendices) (Haryana State)

Sr. No	Class of Government Employee	Nature of Allowance	Rates Scale I, Rs. Per mensem	Sanctioned Scale II, Rs. Per mensem	Remarks
			each		<p>of allowance for each day when daily allowance or road mileage is drawn. The term daily allowance does not include the half daily allowance drawn by Government employees on tour on the days of departure and arrival under rule 2.44 and 2.45.</p> <p>(b) The provisions of rule 2.44 may be applied when these Sub-Section Officers desire to exchange their conveyance allowance for travelling allowance under that rule the limit of road mileage in these cases being the amount of conveyance allowance for the day.</p> <p>(c) They will draw no travelling allowance except horse allowance for journeys performed with in 24 K.Ms of their headquarters.</p>
36.	Gauge Readers and Dak Runners in the Irrigation Branch	Cycle allowance	4.50	..	<p>As in column 6 of Serial No. 30 and provided that the normal beat in the case of Gauge Readers in excess of 16 K.Ms and that in the case of Dak Runners is in excess of 22 K.Ms. Superintending Engineers will decide in each case whether the maintenance of a cycle is necessary in the interest of Government work. An extra allowance of Rs. 2 per mensem is allowed to cycle Dak Runners, whose daily beat exceeds 48 K.Ms.</p> <p><b>Note</b> Normal beat means the distance to be covered by a Gauge Reader or Dak Runner normally in one day in the execution of his duties.</p>
37.	[Omitted] <sup>109</sup>				
38.	All the Mates and Mistries working in the Haryana P.W.D. Irrigation Branch	Cycle Allowance	4.50	4.50	<p>(1) Other travelling allowance is not admissible except for journeys outside jurisdiction.</p> <p>(2) The allowance is subject to the</p>

109

Omitted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980.

## Punjab Civil Services Rules Volume-III (Appendices) (Haryana State)

Sr. No	Class of Government Employee	Nature of Allowance	Rates Scale I, Rs. Per mensem	Sanctioned Scale II, Rs. Per mensem	Remarks
					condition that a cycle is maintained.
[39.	Semen Messenger	Cycle Allowance	4.50	4.50	(i) 14 Semen Messengers in the seven artificial insemination centers where jeeps are not provided. (ii) Subject to the condition that a cycle is maintained.] <sup>110</sup>
<p><b>[Note.</b> The rates sanctioned for Scale II will apply where the headquarters of the government employees concerned are at any of the following places:- Ambala Municipal Area and Cantonment, Kalka and the Morni Illaqa of Ambala District.]<sup>111</sup></p>					

110

Inserted vide Notification No. 2055-3FR-70/19702, dated 06.07.1970

111

Substituted vide Notification No. 3/App/4C(1)Sr.AO(FD), dated 25.02.1980

**Appendix – D**

*Deleted*

**APPENDIX - E***(Referred to in note 1 below rule 2.38)*

List of Government Employees not entitled to travelling allowance for journeys on tour within their sphere of duty, except for journeys by rail or steamer.

**EXCISE****1. Excise peons, entitled to draw single [second]<sup>112</sup> class fare, when journeys performed by rail or steamer.**

**Exceptions.** *Excise peons attached to Excise Bureau in Haryana.]<sup>112</sup>*

**Not e.]<sup>113</sup>**

*[(i) An Excise peon accompanying an Excise Inspector or Sub-Inspector of Gurgaon on journey to Sohana, Nuh and Ferozepur-Jhirka may draw the actual lorry fare spent by him, subject to the maximum mileage rate for any journey which the Excise and Taxation Officer, Gurgaon, may certify to have been undertaken in the public interest.*

*(ii) An Excise peon accompanying the Excise Inspector, Rohtak may draw the actual lorry fare subject to the maximum of mileage allowance admissible for any journey within the district which the Excise and Taxation Office concerned certifies to have been undertaken in the public interest.*

*[(iii) An Excise Peon accompanying the Excise Inspector, Narnaul may draw the actual lorry fare for the journeys performed between Narnaul-Mohindergarh-Charkhi Dadri subject to the maximum of mileage allowance admissible for any journey within the District which the Excise and Taxation Officer concerned certifies to have been undertaken in the public interest.]<sup>114/115</sup>*

**FORESTS****2. Forest Guards and Range Assistants.**

**Note.** Range Assistants or Forest Guards employed in the Silvicultural Research Division or on special duty such as working plan work or marking thinnings are allowed to draw travelling allowance at ordinary rates both for march and halts.

**LAW AND JUSTICE****3. Process servers and bailiffs**

**Ex c e p t i o n s.** Bailiff or process server may draw travelling allowance for a journey performed by him by motor omnibus or other road vehicle either within or beyond his sphere of duty:-

(a) between a place not connected by rail; or

(b) between places connected by road as well as by rail when the road route is shorter or when the journey by rail, although shorter in distance would cause inordinate delay :

<sup>112</sup> Substituted vide Notification No. 3-App.-E/(1)-80-AO(FD), dated 23.04.1981

<sup>113</sup> Notes (i) & (ii) Deleted and Notes (iii), (iv) & (v) renumbered as Notes (i), (ii) & (iii) vide Notification No. 3-App.-E/(1)-80-AO(FD), dated 23.04.1981

<sup>114</sup> Note 5 Inserted vide Notification No. 514-3FR-69/5695, dated 22.02.1969.

<sup>115</sup> Notes (i) & (ii) deleted vide Notification No. 3-App.-E/(1)-80-AO(FD), dated 23.04.1981 and Note (iii), (iv) & (v) were renumbered as Note (i), (ii) & (iii).

Provided that the Judge of the Court issuing the process or the officer-in-charge of the Process Serving Agencies certifies that this journey was necessary in the public interest and that no other form of travelling allowance has been drawn.

### POLICE

#### 4. Police Officers and men of all grades (including those employed in the Criminal Intelligence Department) below the rank of Inspector.

**Ex c e p t i** (i) *Sub Inspectors and Assistant Sub Inspectors are entitled to draw daily*

(a) *of more than 16 kilometer, from their headquarters if they travel by a motor conveyance ;*

(b) *of more than 24 kilometer, from their headquarters if they travel by any other mode of conveyance;*

Provided that in both cases if the Sub-Inspector or Assistant Sub-Inspector is attached to a police station the place to which he travels is beyond the limits of the police station:

**Note.** *In the case of a road journey combined with a journey by railway or steamer or both and which exceeds the limits laid down in exception (i), the travelling allowance to Sub-Inspectors and Assistant Sub-Inspectors shall not exceed the amount admissible under rule 2.44.*

**Ex c e p t i** (ii) *Head Constables and Constables may draw actual expenses for journeys by boat where this is the ordinary mode of travelling.*

**Ex c e p t i** (iii) *Policemen employed as Clerks in District or Railway Police Offices*

**Ex c e p t i** (iv) *A Police Officer below the rank of Inspector may draw travelling allowance for a journey performed by him by motor omnibus or other road vehicle either within or beyond his sphere of duty:*

(a) *between places not connected by rail or*

(b) *between places connected by road as well as by rail when the road route is shorts; or when the journey by rail although shorter in distance, would cause inordinate delay:*

Provided that the Superintendent of Police certifies on his travelling allowance bill that the journey was necessary in the public interest and that no other form of travelling allowance has been drawn.

**Note** (1) *The Superintendent of Police shall in certifying that the journey was necessary in the public interest, verify that the purpose of the journey was one for which travelling allowance is ordinarily admissible under the provisions of the Travelling Allowance Rules.*

**Note** (2) *See also Police Rules 22.43.*

[ ]<sup>116</sup>

<sup>116</sup> Exceptions (v), (vi) & (vii) & notes thereunder Deleted vide Notification No. 3-App.-E/(1)-80-AO(FD), dated 23.04.1981

**PUBLIC WORKS DEPARTMENT****5. Petty establishment expressly engaged for service in the field.**

The term 'petty establishment' is not explicitly defined anywhere in the Financial Hand books of the Punjab Government, but examples of the classes of establishment that come within the scope of this term are given in paragraph 1.7 (IV) of the Punjab Public Works Department Code. The State Government, however, in case of doubt; may decide whether any particular government employee or class of government employees comes within the term or not.

- 6.** Canal Mistris are entitled to draw ordinary travelling allowances when proceeding under proper authority beyond a radius of 16 K.Ms from their headquarters.
- 7.** Canal Patwaris :

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**APPENDIX - F***(Referred to in note below 2.42)*

- I. List of Government employees and establishment exempted from the operation of rule 2.42 on the understanding that they maintain camp equipage:-
- (1) Officers of the Forest Department and their establishments.
  - (2) A police or any other officer attending a fair, darbar, or agricultural exhibition provided that the Magistrate of the District certifies that his presence was necessary in the interest of public service, and that he maintained camp equipage during the full period of his halt.
  - (3) Officers of the Public Works Department and their establishment employed on survey.
  - (4) Assistant Engineers employed under the Water Logging Enquiry Committee.
  - (5) Inspectress of Domestic Science, Haryana.
- II. List of officers and establishment exempted wholly from the operation of rule 2.42 :
- (1) All Assistant Surgeons, Class II (Non-gazetted) who are called to headquarters for clinical training, provided they have been reported to have made good use of their time, and subject to the proviso that the daily allowance in any one month shall not exceed Rs. 10;
  - (2) Auditor, Sanitary Board, Haryana;
  - (3) Officials appointed to work as Assistant Superintendents or Superintendents in the departmental examinations;
  - (4) Stamp Auditors;
  - (5) Senior and Junior Auditors and Class IV Government employees of the Local Audit Department governed by the Punjab Travelling Allowance Rules subject to the following conditions:-  
At full rates for the first 30 days of half, 3/4<sup>th</sup> rate for the next 15 days and at half rates for the rest of continuous halt at a station while on tour.
  - (6) Senior Auditors, Junior Auditors, Audit Assistants, Audit Clerks to Senior Auditors and Class IV Government employees to Senior Auditors of the Haryana Co-operative Department subject to the following conditions –  
At full rates for the first 30 days of halt, 3/4<sup>th</sup> rate for the next 15 days and at half rates for the rest of the continuous halt at a station while on tour.
  - (7) Accounts Officers, Senior Auditors, Junior Auditors and Class IV Government employees attached to the Inspection parties of the Finance Department :  
All full rates for the first 30 days of halt at all places.  
Government employees of the Local Audit Department governed by the Punjab Travelling Allowance Rules subject to the following conditions:-  
At full rates for the first 30 days of halt and at 3/4<sup>th</sup> rate for the next 15 days and at half rates for the rest of the continuous halt at a station while on tour.
  - (8) Auditors of the Police Department governed by the Punjab Travelling Allowance Rules subject to the following conditions:-



At full rates for the first 30 days at a station and at half rates for the rest of the continuous halt, if any, of their stay at places other than usual headquarters; provided that in case they are provided with free accommodation, daily allowance shall be regulated keeping in view the provisions contained in exception (2) below Rule 2.24 (c).

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**APPENDIX - G**

*[Referred to in Clause (IV of Rule 2.59)]*

List of posts in which the possession of a conveyance or horse is advantageous for the efficiency of the Government employees holding them:-

**1 - LAND REVENUE AND GENERAL ADMINISTRATION**

Financial Commissioners

Commissioners of Divisions

Military Secretary to Governor

Deputy Commissioners

Settlement and Assistant Settlement, and Extra Assistant Settlement Officers

Colonization, Assistant Colonization and Extra Assistant Colonization Officers.

Director of Land Records

Aide-de-Camp to Governor

Assistant and Extra Assistant Commissioners

Sub-Divisional officers

Tehsildars and Naib-Tehsildars

Personal Assistant to Director of Land Records, Haryana

Sadar Kanungos and Field Kanungos.

Reclamation officer, Inspector General of Reformatory Schools, and Director of Schedule Castes and Backward Classes, Haryana.

Assistants to Reclamation Officer and Director of Scheduled Castes and Backwards Classes, Haryana.

**2 - EXCISE**

Excise Inspectors not serving in a distillery or Charas godown.

Excise Sub-Inspectors not serving in a distillery or Charas godown, but including the Excise Sub-Inspector attached to the Sultanpur Charas godown.

**3 - FORESTS**

Chief Conservator, Conservators and Deputy Conservators.

All other officers of the Forest Classes I and II services and temporary Forests Assistant (except those attached to the Direction Division).

Rangers holding or attached to territorial charges.

Deputy Rangers and Foresters holding territorial charges.

**4 - POLICE**

Inspector General and Deputy Inspector General of Police.

Superintendent of Police,

Deputy Superintendents and Assistant Superintendents of Police with touring duties.

Inspectors of Police except (1), those employed on Railways, in the Criminal Investigation Department, Finger Print Bureau, and in the Police Training School, Phillaur (2) Prosecuting Inspectors.

Sub-Inspectors and Sergeants excepting when employed on Prosecuting duty or attached to Railway, Police Training School, Phillaur, Finger Print Bureau, and Criminal Investigation Department.

Assistant Sub-Inspectors

**5 - EDUCATION**

Assistant Sub-Inspectors.

Director and Deputy Directors of Public Instruction.

Inspectors and Inspectresses of Schools.

District and Assistant District Inspectors of Schools.

Deputy Inspectors of Schools.

**6 - HEALTH DEPARTMENT**

Director and Deputy Directors, Health Services.

Chief Medical Officers or Principal, Medical Officers.

Medical Officers and Assistant Medical Officers when they draw conveyance allowance.

Assistant Directors of Health Services with touring duties.

Deputy Chief Medical Officer (Health)

Sanitary Inspectors.

**7 - INDUSTRIES**

Director of Industries

Industrial Surveyors.

**8 - AGRICULTURE**

Director, Deputy Directors and Assistant Directors and Extra Assistant Directors of Agriculture.

Agricultural Engineer to Government.

Professor of Agriculture.

Agricultural Assistants.

Well Supervisors.

**9 - CO-OPERATIVE**

Registrar, Deputy Registrars, and Assistant Registrars, Co-operative Societies, Inspectors Co-operative Societies.

**10 - VETERINARY**

Director, Veterinary Services.

Superintendents and Deputy Superintendents, Civil Veterinary Department, and Assistant to the Director, Veterinary Services, Haryana (for Breeding).

Superintendents, and Assistant Superintendents, Government Cattle Farm, Hisar.

Veterinary Inspectors and Veterinary Assistant Surgeons and Veterinary Assistants.

The Bir Darogha and the Mukaddam at the Cattle Farm, Hisar.

**11 - FISHERIES DEPARTMENT**

Fisheries Research Officer.

Inspector of Fishers.

**12 - PUBLIC WORKS DEPARTMENT**

Chief Engineers.

Superintending Engineers, Executive Engineers with touring duties, Under Secretaries to Government, Irrigation Branches, and the Superintendent, Central Workshop, but excluding (1) other officers in the Central Workshops Division and (2) other Under Secretaries to Government.

Assistant Executive Engineers (Building and Roads Branches) with touring duties, but excluding offices in the Central Workshops Division, and Under Secretaries to Government.

Assistant Executive Engineers (Irrigation Branch) and Assistant Engineers and Temporary Engineers with touring duties, but excluding officers in the Central Workshops Division, and Under Secretaries to Government.

Sub-Engineers.

Deputy Collectors.

Members of the Subordinate Engineering Service, Supervisors and Sections Officers drawing conveyance allowance.

Zilladars.

Daroghas.

Sub Section Officer drawing conveyance allowance.

Medical Officer and Assistant Medical Officers drawing conveyance allowance.

**13 - JAIL DEPARTMENT**

Inspector General of Prisons.

**14 - ADMINISTRATIONS OF JUSTICE**

District and Sessions Judges and Additional District and Sessions Judges.

**15 - PANCHAYATS**

Director of Panchayats.

**16 - TRANSPORT**

Provincial Transport Controller, Secretaries Regional Transport Authorities.

**17 - BEAS PROJECT ADMINISTRATION**

The Chief Accounts Officer, Beas Project, Talwara.

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**APPENDIX - H***(Referred to in rule 2.59)*

Rates for Free Transport by Road of Personal Effects of a Government employee on transfer.

1. The following means to transport are prescribed for the different localities:-

1.	Plains	Bullock carts or motor vehicles
2.	Hill tracts ordinary:-	Bullock carts or motor vehicles Mules
(a)	Metalled roads [ ] <sup>117</sup>	
(b)	Unmetalled roads	
(c)	[ ] <sup>118</sup>	Motor Vehicles
3.	Hill tracts, special	

2. The rates for each kind of transport are fixed as follows:-

<b>Rates per quintal per kilometer</b>				
	Plains	Hill tracts (ordinary)	Specified Hill tracts	Others
	Paise	Paise	Paise	Paise
Bullock Carts	7	8	12	12
Camel	5	8	8	8
Mule	8	13	35	17
Coolies	..	33	33	33
Motor Vehicle	7	8	17	17

*[Deleted]*<sup>119</sup><sup>117</sup>*Deleted vide Notification No. 3-App.-H/(1)-79-AO(FD), dated 17.09.1979.*<sup>118</sup>*Deleted vide Notification No. 3-App.-H/(1)-79-AO(FD), dated 17.09.1979.*<sup>119</sup>*Deleted vide Notification No. 3-App.-H/(1)-79-AO(FD), dated 17.09.1979.*

**APPENDIX - J**

**PUNJAB HILL ALLOWANCE CODE**

*(Not Printed)*

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**APPENDIX - K**  
*(Referred to in rule 2.73)*

**RECESS RULES**

*(Not Printed)*

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**APPENDIX - L***(Referred to in note rule 2.73)***TRAVELLING ALLOWANCE TO ATTEND EXAMINATIONS**

The Competent authority has permitted Government employees to draw travelling allowance under rule 2.72 for journeys to and from the place of examination in the following circumstances:

- (1) To accepted official candidates for the office of Extra Assistant Commissioner (a) whose names are borne on the Government Register. A, (b) whose names are borne on the lists maintained by the Financial Commissioner and also to persons being already Government employees whose names are borne on the lists maintained by the Financial Commissioners and the High Court of accepted candidates for the posts of Tehsildar, Naib-Tehsildar and Sub-Judge; provided that in each case the candidate passes in at least one subject at the examination for at ending which travelling allowance is claimed.

**(Note.** *This rule does not apply to candidates who are not already Government employees).*

- (2) To Government employees of the Settlement Department when attending the examination prescribed for Tehsildars and Extra Assistant Commissioners.
- (3) To Military Officers appointed to officials as Cantonment Magistrates, without having previously passed the preliminary examination, for subsequently appearing at the examination.
- (4) To Kanungos for attending the examination for the purpose of obtaining a certificate of efficiency.
- (5) To Kanungo candidates who are Patwaris or already in Government service : provided that in each case the candidate passes the examination in whole or in part, and that in no case can travelling allowance be drawn more than twice.
- (6) Assistant Medical Officers and Dispensers are not ordinarily entitled to travelling allowance for journeys to pass English Qualification Examination or to qualify for higher rate of pay but if a dispenser is required by the Chief Medical Officers in special circumstances to attend at headquarters for an examination for promotion to higher grade, he may be granted travelling allowance from the source from which his pay is met.
- (7) To accept candidates for the post of Court Inspectors for journeys to attend the Departmental Examination ; provided that-
  - (i) in each case the candidate passes in at least one subject at the examination for attending which travelling allowance is claimed; and
  - (ii) in no case can travelling allowance be drawn more than twice in respect of any one complete examination.

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**APPENDIX - M**

*(Referred to in note below rule 2.88)*

*[Deleted]<sup>120</sup>*

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<sup>120</sup>

*Deleted vide Notification No. 3-App.-M/(1)-79-AO(FD), dated 20.08.1979.*

**APPENDIX - N***(Referred to in Rule 2.48)*

Scale of camp equipment, servants, horses, motor cars etc., prescribed in lieu of daily allowance under rule 2.48 :

Serial No.	Designation of Officer	Scale	
1.	Chief Conservator of Forests, Haryana	1. Three quintals of luggage	
		2. One servant	For touring in plains a motor car for touring in hill horse.
		3. One Motor Car	
		4. One horse	

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**APPENDIX - O***(Referred to in note below rule 2.2)*

Travelling allowance to Government employees directed to perform a journey in the interests of the public service for any purpose, not specified in Rule 2.2.

**PUBLIC WORKS DEPARTMENT**

I. Engineer Officer of the P.W.D., who are members of the Institution of Engineers (India), and whose subscriptions are up to date, permitted to attend the annual meetings of its Punjab Centre:-

- (i) Actual cost of railway ticket.
- (ii) Daily allowance for halts at the place of annual meetings at ordinary rates save that no half daily allowance will be admissible for each day spent in travelling.

Travelling allowance of Executive, Assistant Executive and Assistant Executive and Assistant Engineers, Temporary Engineers, Temporary Assistant Engineers, Sub-Engineers, Superintendents and Assistant Superintendents of the Central Workshop, may be passed on the counter signature of their Controlling Officers. As regards Superintending Engineer, the signature of the drawing officer should be accepted as final evidence of the fact that he was permitted to attend the meeting.

II. Superintending Engineers, in the Public Works Department, Irrigation Branch, who attend meetings on "Water Distribution."

- (i) Travelling allowance at tour rates for the journey to and from the place of meeting.
- (ii) Daily allowance for halts for the days of the meetings as for halts on tour.

The signature of the drawing officer should be accepted as final evidence of the fact that he attended the meetings.

**HEALTH DEPARTMENT**

I. (a) Officers of the Department who attend an annual conference conveyed by the Director of Health Services to discuss public health problems provided that the conference is held apart from any meeting of the Punjab Public Health Association.

(b) Other Medical Officers of Health who are not government employees and who are permitted to attend a conference of the kind mentioned in Clause (a) will not receive travelling allowance from Government but Government may contribute towards their travelling allowance in the same proportion as Government contributes towards their pay.

**POLICE DEPARTMENT**

(a) Police officers permitted by the Inspector General, a Deputy Inspector General of Police or the Assistant Inspector General, Government Railway Police, to attend police conferences or to participate in physical training, and lower subordinates permitted by Superintendents of Police or the Assistant Inspector General, Government Railway Police, to participate in musketry practice held beyond their spheres of duty:-

- (i) Travelling allowance at tour rates for the journey to and from the place where the conference, musketry practice or physical training is held;
  - (ii) Daily allowance for halts at place of conference, musketry practice or physical training as for halts on tour.
- (b) Staff of the Finger Print Bureau, [Madhuban]<sup>121</sup>, ordered by the Superintendent of Police in charge of the Bureau to undergo eye-test examination by the Ophthalmic Surgeon of the [Medical College Hospital, Rohtak]<sup>122</sup>:-
- (i) Travelling allowance at tour rates for the journey to and from [Rohtak]<sup>123</sup>.
  - (ii) Daily allowance for halts at [Rohtak]<sup>124</sup> for halts on tour.

Travelling allowance of all Police Officers may be passed on the countersignature of their controlling officers.

- (c) Enrolled police officers of the Criminal Investigation Department, Government Railway Police and District Executive Force, sent to [Madhuban]<sup>125</sup> for selection for employment in the Finger Print Bureau and subsequently required to undergo an eye-test by the Ophthalmic Surgeon of the [Medical College Hospital, Rohtak]<sup>125</sup>.
- (i) Travelling allowance at tour rates for the journey from the place of their duty to [Madhuban]<sup>126</sup> and [Madhuban]<sup>127</sup> to [Rohtak]<sup>128</sup> and back to the place of their duty;
  - (ii) Daily allowance for halts at [Madhuban]<sup>125</sup> and [Rohtak]<sup>125</sup> as for halts on tour for those officers only whose headquarters are not at [Rohtak]<sup>129</sup> and [Madhuban]<sup>130</sup>.

The travelling allowance for all such officers shall be passed on the countersignature of the controlling officers concerned.

### EDUCATION DEPARTMENT

- I. [The members of Executive of the Head Masters/Principals Association duly recognized may be allowed actual bus/railway fare of the class to which they are entitled for the journey to and from the place of meeting of the association, but will not be allowed any daily allowance for the days of halts provided the meetings of the association are attended with the permission of the Competent Authority.]<sup>131</sup>
- II. The Block Education Officers are allowed travelling and halting allowance for the purpose below:-
  - (1) Departmental enquiry in their blocks;
  - (2) To attend teachers' associations in their blocks;

<sup>121</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>122</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>123</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>124</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>125</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>126</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>127</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>128</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>129</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>130</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>131</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

- (3) To conduct or attend refresher courses held in their blocks with previous permission of the District Education Officers and outside their Blocks with the previous permission of the Director of Public Instructions.
- (4) To supervise eradication of Pohli weed and locust destruction in their blocks.
- (5) To conduct and attend the District Middle High School Tournaments and Olympic and village games in their blocks.  
To attend meetings of the Rural Community Council when held in their blocks.
- (6) To organize or attend rural melas in their sub-divisions.
- (7) To attend cinema-lorry shows in their blocks.
- (8) To attend educational conference within or outside their blocks.]<sup>132</sup>

### **CO-OPERATIVE DEPARTMENT**

1. Assistant Registrars, Inspectors, Sub-Inspectors and Clerks, of the Co-operative Department permitted by the Registrar, Co-operative Societies, to attend Refresher Courses held within or beyond their circle.
  - (i) Travelling allowance at tour rates for the journey to and from the place where the Refresher Course is held;
  - (ii) Daily allowance for halts at such place not exceeding 10 days as for halts on tour.

### **ADMINISTRATION OF JUSTICE**

1. A Subordinate Judge undertaking a journey to the private residence of a person making a declaration under Section 3 of the Muslim Personal Law (Shariat) Application Act, 1937, will be allowed travelling allowance at the rates noted below.—
  - (a) For a journey to and from the residence of a declarant within a radius of 8 KMs from the Court of the Subordinate Judge  
Two rupees, and paise fifth
  - (b) For a journey to and from the residence of a declarant beyond a radius of 8 KMs from the Court of the Subordinate Judge  
Travelling allowance of tour rates

*[Deleted]*<sup>133</sup>

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<sup>132</sup> Substituted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

<sup>133</sup> Deleted vide Notification No. 3/App.O/AO(FD)-82, dated 03.08.1982.

**APPENDIX - P**  
**T.A. TO PARLIAMENTARY SECRETARIES RULES**

**(Not printed)**

See Government of Haryana Political Department Manual containing Acts, Rules, Orders and Instructions relating to the Ministers, Deputy Ministers, Parliamentary Secretaries and Officers and Members of the Haryana Legislature.

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**APPENDIX - Q****THE HIGH COURT JUDGES T.A. RULES, 1956**

1. These rules may be called the High Court Judges Travelling Allowance Rules, 1956.

1-A *Definitions.* In these rules, unless the context otherwise requires—

(a) 'headquarter' means-

(i) in relation to a judge directed by the Chief Justice to perform his normal duties for a period exceeding three months at a place other than the principal seat of the High Court, such place; and

(ii) in other cases, the principal seat of the High Court;

(b) 'Judge' includes an acting judge and an additional judge.

2. (1) When a Judge travels on duty, he is entitled:-

(a) when travelling by railway to a reserved two-berth compartment of the highest class including air-conditioned and if one such compartment is not available then to a reserved four-berthed compartment of the highest class (but excluding air conditioned) and the fare at lowest class rates actually paid for servants not exceeding two in numbers;

(b) when travelling by a steamer service, to one reserved first class cabin, if available, or to the fare actually paid for himself and the fares at lowest class rates actually paid to the steamer service for servants not exceeding two in number subject to usual deductions on account of messing charges;

(c) when travelling by a public air transport service to the fare paid for himself and, if actually paid, the cost of transporting up to 75 Kilograms of luggage by rail at passenger rates, or steamer and the railway or steamer fare of the lowest class for servants not exceeding two in number, and the expenditure actually incurred on the transport by road of servants or luggage upto a maximum of 32 paise per kilometer of that part of the journey by road for which no allowance is claimed under clause (d) of this sub-rule.

(d) When travelling by road, to an allowance at the rate of 64 paise per kilometer.

Provided that—

(i) no such allowance shall be payable in respect of that portion of a journey by road for which a public air transport service provides its own transport and the fare for which journey is included in the air fare paid under clause (c) for the air journey;

(ii) no mileage allowance shall be admissible for journeys undertaken within a radius of 8 KMs from the residence of the Judge or for a journey between such residence or temporary residence and the place of sitting of the High Court or of Bench of the High Court; and

(iii) where daily allowance is admissible and is claimed for any day, no mileage allowance shall be admissible in addition in respect of any journey undertaken by road within a radius of 8 KMs from the temporary residence of the judge at the place of halt;

(iv) no such allowance shall be payable in cases where the Judge uses transport provided at Government expense.



- (dd) to an allowance for incidental charges limited to the actual expenses incurred by the Judge not exceeding one half of first class railway fare in the case of rail journeys;
- (e) to a daily allowance at the rate of Rs. 15 in respect of any period (including Sundays and other holidays) of halt on duty outside his headquarters.

Provided that—

- (i) when a judge is required to perform functions outside his normal duties in localities away from his headquarters he may, subject to such conditions as the President may in each case determine, be granted daily allowance not exceeding Rs. 25 in respect of ordinary localities and daily allowance not exceeding Rs. 30 and transport charges not exceeding Rs. 10 per day in respect of specially expensive localities like Bombay, Calcutta, or any other locality so declared hereafter by the President;
  - (i a) when a judge is required to perform his normal duties away from his headquarters and in specially expensive localities like Bombay or any other locality so declared hereafter by the President, he may be granted a daily allowance of Rs. 20.
  - (ii) when a judge is required to perform similar functions, whether part-time or whole-time in his own headquarters, he shall not be paid any allowance or charges unless the special work involves extra expense in which case he may be granted such allowance not exceeding Rs. 25 per day as the President may in each case determine :
  - (iii) when a judge is a State Guest or is allowed free board and lodging at the expense of the Central or State Government or an autonomous Industrial or commercial undertaking or corporation or a statutory body or a local authority, in which Government funds have been invested or in which Government have any other interest, the daily allowance shall be restricted to 25 percent of the amount admissible or sanctioned; and if only board or lodging is all well free, the Judge may draw daily allowance at one half of the admissible rate. The Judge may also draw daily allowance at one half of the admissible rate if he stays in circuit houses, inspection bungalows or the like without having to pay any charges for accommodation;
  - (iv) when a judge proceeds on duty to the Andaman and Nicobar Islands, the period from the date of his departure from the main land to the date of his return to the main land shall be treated as a period of halt on duty;
  - (f) to the expenditure, if any, actually incurred on the transport by passenger train or steamer at owner's risk of a motor car and the fare at lowest class rate actually paid to a railway or steamer service in respect of one driver or cleaner for the car.
- (2) If any persons (other than servants) accompany a Judge in a compartment of cabin reserved for him under sub rule (1) fares shall be payable by him on their account, and the fares so paid shall, if full tariff rates have been paid by Government for the reserved accommodation, be credited to Government.
- (3) For the purpose of this rule—
- (i) all journeys to and from headquarters shall be deemed to commence and terminate at the Judge's residence at headquarters or, as the case may be, at an outstation;

- (ii) a Judge shall be deemed to be travelling on duty when, during a vacation of the High Court, he proceeds from any place in India where he was spending the vacation for the purpose of doing duty in the High Court and returns to such place after completion of such duty.
  - (iii) "actual expenses" means the ordinary and normal expenses incidental to the journey and includes any charge for a ferry, payment of tolls, amount spent on transport of camp equipment, but does not include such other charges as hotel charges, rent for occupying traveller's bungalow cost of refreshment's charges for carriage of stores or conveyance or presents to coachmen or tips to bearers or any other allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.
3. (1) When a Government employee, appointed to be Judge travels by railway to join his post, he may at his option and in lieu of drawing travelling allowance under the ordinary rules governing a journey on transfer applicable to him travel in a reserved compartment of the highest class excluding air-conditioned.
- (2) A Government employee availing himself of this concession must pay to Government the fare which he would have paid if no accommodation had been reserved, and must, in addition pay in cash to the station master of the station from which the journey commences the fares for any members of his family accompanying him, whether they share his reserved accommodation or not when Government pays full tariffs rates for the accommodation, all such fares will be credited to Government.

**Explanation.** For purposes of rules 3, 4, 5 and 6 a reserved compartment means a two-berthed compartment or a four berthed compartment if a two-berthed compartment is not available in the train by which a Judge travels.

4. When a person not already in Government service is appointed to be a Judge, he may, when travelling by railway to join his post, travel in a reserved compartment of the highest class, excluding air conditioned and subject to the conditions prescribed in sub-rule (2) of Rule 3.
5. When a Judge—
- (a) proceeds on, or returns from leave or
  - (b) proceeds on, or return from vacation spent in or outside India, or
  - (c) retires from service, or
  - (d) proceeds to join another post after resigning office.

he may when travelling in a railway, travel in a reserved compartment of the highest class, excluding air-conditioned and subject to the conditions prescribed in sub rule (2) of rule 3:

Provided that in the case of a journey on retirement, from service this entitlement will lapse if the journey is not completed within six months from the date of retirement.

- 5-A. When a judge or any member of his family undertakes a journey to obtain appropriate medical attendance and treatment under the provisions of All India Services (Medical Attendance) Rules, 1954, as applicable to such Judge under the High Court Judges Rules, 1956, he shall be entitled to draw the same travelling allowance as is admissible for such journey to a member of the All India Service holding the rank of Secretary to the Government of the State in which the principal seat of the High Court is situated;

6. When a Judge is transferred from one High Court to another or from one headquarter to another, he shall be entitled to the expenditure actually incurred by him on his journey for the transport of—
- (a) when travelling by rail or by steamer
    - (i) the Judge himself, by reserved compartment or cabin of the highest class, excluding air-conditioned;
    - (ii) member of his family not travelling in the reserved compartment of cabin in the highest class of accommodation excluding air-conditioned;
  - (b) when travelling by road
    - (i) the Judge himself at the rate of Rs. 1.26 per kilometer;
    - (ii) for every member of his family accompanying him up to a maximum of four members at the rate of 32 paise per kilometer.

Provided that when any portion of the journey can be performed by railway, the allowance claimed in respect of that portion shall not exceed the amount admissible had the Judge and the members of his family traveled on such portion by railway by the highest class excluding air-conditioned—

- (a) when travelling by air, the Judge himself and the members of his family by a public air transport service ;
- (b) personal servants, not exceeding four in number, by railway or steamer or by public road transport service at lowest class rates;
- (c) one motor car by passenger train or steamer at owner's risk; and
- (d) other personal effects, not exceeding the expenditure which would be incurred in the transport of 2,240 kilograms of goods by road and by goods train or steamer and the expenditure incurred in loading and unloading such personal effects.

**Explanation** For the purpose of this rule and rules 7-A and 7-Ó Ê Á { ^ { à ^ ! • Á [ ~ Á R ^ á \* means his wife, his children and his step-children normally residing with and wholly dependent on him.

7. Where by reason of change in the principal seat of the High Court a Judge changes his ordinary place of residence he is entitled to the same allowance as on transfer from one High Court to another.

- 7-A (1) When a judge, who has been transferred from one High Court to another, visits the place of his permanent residence in his home State either during his leave or vacation, he shall be entitled to be paid one in a year the expenditure actually incurred by him on the journeys to and from that place for the transport of—
- (a) himself and every member of his family, by the highest class, excluding air-conditioned, when travelling by rail or steamer;
  - (b) himself and every member of his family, at the rate of 64 paise per kilometer, when travelling by road;
  - (c) himself and every member of his family by a public air transport service, when travelling by air.

Provided that when any portion of the road or air journey can be performed by railway, the expenditure incurred in respect of that portion shall not exceed the amount which would have been admissible had the Judge and the members of

his family traveled on such portion by railway by the highest class excluding air-conditioned.

- (2) Nothing in this rule shall apply to a Judge, who, after being appointed as Judge of a High Court outside his home State, is transferred to the High Court situated in his home state.
- (3) The family of the Judge, may precede or follow the Judge within one month of the commencement or expiry of his leave or vacation, as the case may be-

**Explanation.**

- I. *For the purpose of this rule and rules 7-B and 7-C*
    - (i) *in the case of a person who has held a judicial office in the territory of India, such place as may have been recorded in his service records, as the State in which is permanent residence is located, and*
    - (ii) *in any other case, the State which has been declared by a Judge of a High Court before the commencement of these rules as the State in which his permanent residence is located, or where no such declaration has been made, such State as the Judge of a High Court may within one year from the commencement of these rules or from the date of his appointment, whichever is earlier, declared to be the State in which his permanent residence is located, and the declaration so made shall not be changed unless the Central Government, having regard to the exceptional circumstances of the case permits such change, provided that not more than one such change shall be permitted by the Central Government during the period of service of a Judge of a High Court.*
  - II. *the succeeding calendar year, such journey shall be deemed to have been performed in the year in which the outward journey had commenced.*
- 7-B. Notwithstanding anything contained in rule 5, a person appointed as a Judge of a High Court outside his home State, whether such appointment has been or is made before or after the commencement of these rules (as distinct from a Judge who has been transferred from one High Court to another), shall be entitled to travel concession for himself and the members of his family for visiting his permanent residence in his home State during his leave, once in a block of 2 years, in accordance with rule 2 of the High Court Judges Rules, 1956, read with the rules applicable in this behalf to a member of the Indian Administrative Service holding the rank of Secretary to the Government of the State in which the principal seat of the High Court is situated. For this purpose, 'leave' shall include vacation.
- 7-C. (1) In the case of a Judge who dies while in service, the members of his family shall be entitled to the following expenses for travel, by the shortest route, from the headquarters of the Judge at the time of his death, to his permanent residence in his home State, provided that such journey is completed within six months from the date of death of the Judge:-
- (a) for journey by rail or steamer or both—
    - (i) actual first class fare, without any incidentals, for every member of the family;
    - (ii) actual cost of transportation of personal effects, upto 2,240 kilograms by goods train or steamer or both;

- (b) for journey by road—
- (i) an allowance of 32 paise per kilometer for the member of the family, a further allowance of 32 paise per kilometer if two other members of the family travel and a further 32 paise per kilometer if more than two other members of the family travel;
  - (ii) actual cost of transportation of personal effects limited to the expenditure which would be incurred in the transportation of 2,240 kilograms by goods train and the expenditure incurred in loading and unloading such personal effects.
- (2) The expenses specified in sub-rule (1) shall also be admissible for travel by a member of the family of the deceased Judge from the headquarter of the Judge at the time of his death to a place other than his permanent residence in his home State or from such other place, as the member happens to be at the time of the Judge's death, to a place other than the Judge's permanent residence, in his home State, provided that the journey is completed within six months from the date of death of the Judge and the total expenses claimed for such journey do not exceed the amount which would have been admissible had such member traveled from the headquarters of Judge to his permanent residence in his home State.
- (3) Nothing in this rule shall apply in the case of a Judge who dies while on leave preparatory to retirement;

**Explanation.** Q } Á c @ã • Á ! ~ | ^

*Reads his widow, his children and his step-children who were normally residing with him and were wholly dependent on him at the time of his death.*

(G.O.I. Ministry of Home Affairs Notification No. F.16/43/64-Judicial-I, dated 4<sup>th</sup> May, 1965.)

8. *Repeal and Savings.* (1) The High Court Judges (Part A States) Travelling Allowance Rules, 1950, are hereby repealed.
- (2) Notwithstanding such repeal, nothing contained in these rules shall have effect so as to give to a Judge who is serving as such at the commencement of these rules less favourable terms in respect of his travelling and daily allowances than those to which he would have been entitled if these rules had not been made.

(G.O.I Ministry of Home Notification No. 11/45/56-Judicial, dated 23<sup>rd</sup> October, 1956).

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**APPENDIX - R***(Referred to in Note 1 (b) below Rule 2.27)*

**Extract for Government of India, Ministry of Finance (Department of Expenditure) Office Memorandum No. 5(44)-EIV-B/62, dated the 14<sup>th</sup> August, 1962.**

**REVISED RATES OF DAILY ALLOWANCE**

[Grade	Delhi, Madras	Bombay, Calcutta
<b>I(a) Pay upto Rs. 1,000</b>	Rs. 19.50	Rs. 24.50
<b>(b) Pay exceeding Rs. 1,000</b>	Rs. 19.50 for the first Rs. 1,000 plus 90 paise for every additional Rs. 250 or fraction thereof effect to a maximum of Rs. 23.50	Rs. 24.50 for the first Rs. 1,000 plus 90 paise for every additional 250 or fraction thereof, subject to a max. of Rs. 28.00
<b>II and III</b>	Rs. 1.00 for every Rs. 20 of pay or fraction thereof subject to a maximum of Rs. 16.00 and a minimum of Rs. 6.00	Rs. 1.50 for every Rs. 20 of pay or fraction thereof subject to a maximum of Rs. 20 and minimum of Rs. 7.50
<b>IV</b>	Rs. 6.00	Rs. 7.50.] <sup>134</sup>

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