

The Punjab School Education Board Travelling Allowance Regulations

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THE-PUNJAB-SCHOOL-EDUCATION-BOARD-TRAVELLING-ALLOWANCE Regulations of 1974

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The Punjab School Education Board Travelling Allowance Regulations Published vide Punjab Government Notification No. 7605-PSEB-PB-EP- 74/671 dated 24.4.1974.

Part I – Preliminary

1. Short title.

- These Regulations shall be known as the Punjab School Education Board Travelling Allowance Regulations

2. Commencement.

- These shall come into force at once.

3. Extent of application.

- These shall apply to the members and employees of the Board, as also to other persons required to perform journeys in the interest of Board.

4. Definitions.

- In these Regulations, unless there is anything repugnant in the subject or context :-(a)'Duty Point' means :-(i)at the headquarters, the place or office where a person remains on duty, i.e. the place of employment of the head quarters;(ii)at outstations, the place/office visited on duty, where there are two or more such points at an outstation, the following shall be taken as the duty points:-If the person concerned 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; andIf 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 headquarters nor the place of duty, it may be treated to have commenced/ended at the residence.(b)'Travelling Allowance' means an allowance granted to cover the expenses, which a member/employee/person incurs in travelling in the interest of Board business. It includes an allowance granted for the maintenance of conveyance.(c)Other terms and expressions have the meanings respectively assigned to them in the Punjab Civil Service Rules, unless any terms and expressions are defined in the Punjab School Education Board Act, 1969 or Regulations framed by the Board. In the latter case, the meaning so assigned shall be applicable.

Part II – Travelling Allowances to the Employees of the Board

5. Grades of employees of the Board.

- For the purpose of travelling allowance/daily allowance the grading of employees in various pay ranges in the revised scales of pay as sanctioned vide the Punjab Civil Services (Revised pay) Rules, 1988 shall be as under :-[Grade-I Employees drawing pay Rs. 5000 and above.Grade-II Employees drawing pay Rs. 3000 and above but less than Rs. 5000.Grade-III Employees drawing pay Rs. 2000 and above but less than Rs, 3000.Grade-IV Employees drawing pay Rs. 1500 and above but less than Rs. 2000.Grade-V Employees drawing pay Rs. 1200 and but less than Rs. 1500.Grade-VI Employees drawing pay below Rs. 1200.] [Amended vide item No. 3(7) dated 30.6.1989.]he grade to which a retired person belongs on his re-employment shall be determined with reference to the pay which he actually receives plus the amount of gross pension, if any, which he is permitted to draw in addition to pay, provided that if such pay plus pension exceeds the pay of the post, if it is on a fixed rate of pay, or the maximum pay of the post if it is on a time scale of pay such excess shall be ignored.Entitlment to Travel by Rail, Road, Air and Rates of Fileage and Daily Allowance :-

6.

(1)(a)The entitlement to travel by Rail shall be as under :-

Grade Pay Range	Travel Entitlement
I Rs. 5000 and above	Ist class A.C.
II Rs. 000 and above but less than Rs. 5000	A.C. two tier sleeper/Ist class

III	Rs. 2000 and above but less than Rs. 3000	Ist class/A.C. Chair Car.
IV	Rs. 1500 and above but less than Rs. 2000	Ist class/A.C. Chair Car.
V	Rs. 1200 and above but less than Rs. 1500	Second class Sleeper.
VI	Below Rs. 1200	Second Class Sleeper.

The reservation charges shall be reimbursed.(b)An employee travelling on Board's business should always purchase return tickets, where available after making enquiries from the Railway Booking Office.(c)An employee travelling by rail will be entitled to travel by the class to which he is entitled under regulation 6(1) (a) supra and shall be paid the actual fare of the class by which he travels, not exceeding the fare of the class to which he is entitled.(2)Journey by road :-The employees shall have the option to travel by any mode of road transport, i.e. whether by Air Condition Bus, Delux Bus or Ordinary Bus, subject to the payment of actual charges or maximum railway fare, whichever is less.In the case of stations not directly connected by rail the entitlement of road transport shall be as under :-

Pay	Entitlement
(i) Rs. 3000 and above	A.C. Bus
(ii) Rs. 2000 and above but less than Rs. 3000	Delux Bus
(iii) below Rs. 2000	Ordinary Bus

(3)Journey by Air :-The criteria of entitlement to travel by air would be as under :-

(i) Pay exceeding Rs. 5000	At discretion.
(ii) Pay exceeding Rs. 3000 but not Rs. 5000	Subject to the provision that the distance is more than 500K.M. and journey cannot be performed overnight by rail

(4)Mileage allowance per PM for journey by road shall be as under :-

Grade	Own Motor Car	Own Motor Cycle/Scooter	Ordinary Cycle	Other means of Conveyance	Single seat in Bus/Taxi etc.
1	2	3	4	5	6
	Rs.	Rs.	Rs.	Rs.	Rs.
I	1.5	0.6	0.25	0.6	0.3
II	1.5	0.6	0.25	0.6	0.3
III	1.5	0.6	0.25	0.6	0.3
IV	...	0.6	0.25	0.3	0.25
V	0.6	0.25	0.3	0.25
VI	0.25	0.3	0.15

Note 1 - [The members of the Board, the Academic Council and special invitees shall be entitled to claim taxi charges @ Rs. 3.25 [per k.m. for attending the meetings of the Board, its sub committees, academic council and other functions of the Board.] [Substituted vide Board Item No. 4(4) Dated 16.12.1997.]

Note 2 - [The Members of the Committees of the Board and the inspectors appointed in connection with the conduct of Board's examinations, etc. shall be entitled to claim Mileage allowance @ Rs 1/- per k.m. if they use their Motor Cycles/Scooters for attending the meetings of the Committees and inspection of Centres, as the case may be.] [Amended vide Boards item No. 20(2) dated 3.10.1991.]

Note 3 - [The member of the Board, Circle Education Officers, Flying Squads,

Officers of the Board or any other person appointed in connection with the conduct of Board's examination shall be paid @ Rs. 3.25 [per km. for hiring taxi or using his own car.] [Substituted vide Board Item No. 4(4) Dated 16.12.1997.](5)[Rates of daily allowance] [Amended vide Boards item No. 3(7) dated 30.6.1989.] :-The rates of daily allowance shall be as under :-

Pay Range	Rates of daily allowance within Punjab	Rates of daily allowance outside Punjab	Rates of daily allowance at Shimla
Rs.	Rs.	Rs.,	
(a) Rs. 5000 & above	50	60	70
(b) Rs. 3000 and above but less than Rs. 5000	40	50	60
(c) Rs. 2000 and above but less than Rs. 3000	35	45	55
(d) Rs. 1500 and above but less than Rs. 2000	30	40	50
(e) Rs. 1200 and above but less than Rs. 1500	25	35	45
(f) Below Rs. 1200	20	25	35

(ii)(a)deleted(b)deleted(iii)Where the officers have to stay in hotels and tourist bungalows run on commercial lines, while on tour outside Punjab and Chandigarh, they shall be reimbursed the actual expenses on the production of receipt, upto the limits as under:-Rate of daily allowance

Grade/Pay Range	Bombay, Calcutta, Madras, Delhi and Simla	Other places outside Punjab State
	Rs.	Rs.
I. Rs. 5000 and above	300	225
II. Rs. 3000 and above but less than Rs. 5000	225	180
III. Rs. 2000 and above but less than Rs. 3000	200	135
IV. Rs. 1500 and above but less than Rs. 2000	120	100
V. Rs. 1200 and above but less than Rs. 1500	100	75
VI. Below Rs. 1200	60	45

(iv)No daily allowance/incidental charges shall be payable to an employee who returns to the head-quarters within eight hours irrespective of the mode of conveyance/journey. In such a case the employee shall be reimbursed bus/rail fare and local charges. If absence from the headquarters exceeds eight hours and travelling is beyond 25 K.M., from the head-quarters, the employee will be allowed full daily allowance. Similarly, full daily allowance would be payable for the days of departure and arrival including days on which journeys are performed while on tour to out stations. When journey on tour involved two calendar days, daily allowance for two days will be allowed irrespective of the time involved on each day.(v)No daily allowance shall be paid for a journey

performed within a radius of 25 K.M. from the Head-quarters of the person concerned.(vi)Except in the case of work connected with the examination, daily allowance may not be drawn for a continuous half of more than 10 days at any one place unless the same is sanctioned by the Chairman in each case on the ground that the prolonged halts are necessary in the interest of Board's work.(vii)The rate of daily allowance of a person, 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.Note :- In the case of re-employed pensioners, the provisions of note below regulations 5 apply in regard to mileage, incidental and daily allowance.

7.

Except as provided above, and in Part III below the rates etc. relating to matters of T.A. not provided for in these regulations shall be determined by the Chairman.

Part III – 8. Regulation.

- Deleted vide Noti. No. 1968-EP-PSEB-EA-5/81 dated 5.6.1981.

9. Regulation.

- Deleted vide Noti. No. 1968-EP-PSEB-EA-5/81 dated 5.6.1981.

10. [[Vide Boards item No. 3(7) dated 30-6-1989.]

The members of the Board, who do not fall in grade I by virtue of their pay shall be considered as officers drawing pay Rs. 5,000.]

11. [The members of the Board shall be entitled to daily allowance at a flat rate of [Rs. 50/-] [Substituted vide Notification No. 1968-EP-PSEB-EA-5/81 dated 5.6.1981.] per day for attending the meeting of the Board or its Committee or on other work of the Board. They will be paid full daily allowance for the day.]

12. [[Amended vide Boards item No. 5(5) dated 29.6.1993.]

(a)The local members of the Board, Academic Council and local special invitees to the Academic Council and local members of other Committees constituted by the Board or by the Chairman shall be entitled to conveyance allowance per days as under :-

Members of the Board, Academic Council and special invitees to the Academic Council including local members.	Rs. 150/- per day.
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Members of any other committee or including local members and enquiry Officers. 100/- per day.

(b) When a member has to perform work for the Board on separate days but with an interval between them of less than four days, he shall be entitled to charge only daily allowance for the intervening days.]

13. [[Substituted vide Notification No. 1968-EP-PSEB-EA-5/81 dated 5.6.1981.]

A member of the Board who is entitled to travel by air/air conditioned rail accommodation by virtue of his office may also avail himself of this facility when performing duty on business of the Board. Other members may travel by air/air conditioned rail accommodation only with the prior approval of the Chairman who will certify that air/air-conditioned travel was urgent and necessary in the interest of the Board's business. Single air fare each way or return fare shall be allowed. (Provision regarding Chairman deleted).] Note. - (1) In respect of journeys performed by rail/air return- tickets, where available shall invariably be purchased. In case of journeys, where such concession is available the railway/air fare claimed shall be restricted to the actual cost of the return ticket. The person concerned shall have to furnish the following certificate, according to the circumstances of the case, before he can claim the reimbursement of the railway/air fare :- "Certified that the return tickets at reduced rates were not available for the stations between which the journey was performed." OR "Certified that the journey was performed by purchasing return ticket at reduced rate and fare claimed is only that actually paid." (2) The railway air/air fare will be admissible from the permanent place of residence of the member concerned or from any other place from which the journey is actually performed, with the permission of the Chairman. (3) T.A. will not be paid unless the person concerned certifies that he actually travelled by the class for which T.A. has been claimed. (4) When it is possible to travel between two places by alternative routes and the journey is performed by a route longer than the shortest, the Chairman may allow the fare calculated according to the route actually taken, provided that he is satisfied that the journey by longer route was necessary in the interest of the Board.

14.

If a member resides or is on duty outside the territorial jurisdiction of the Board, he shall be entitled to T.A. only from and to the point at which he enters and leaves the territorial jurisdiction of the Punjab Board.

15.

A member of the Board or a member of a Committee constituted by the Board who has to attend meetings on two or more consecutive days may return to his headquarters after completion of Board's business each day if the distance involved in the return journey does not exceed 120 k.m. : Provided that the Chairman may, in exceptional cases, permit a member to return to his headquarters, on the same day even though the distance exceeds 120 k.m. if he is satisfied that the

second journey is unavoidable.

Part IV – T.A. to Persons other than Members and Employees

16.

Payment of travelling allowance admissible to persons other than members and employees who perform duty in the interests of the Board may be made in accordance with the decision of the Board from time to time. In the case of non-officials, their declared income will be taken as pay for the purpose of regulating travelling allowance.

Part V – Journey on Transfer

[17. An employee on transfer shall be entitled to T.A. as under :-(a)For journey by rail :-(i)He may draw one fare of the class of accommodation to which his grade entitled him and daily allowance for himself as well as for each member of his family irrespective of age.]Note. - The definition of family as contained in rule 2.17 of the Punjab Civil Services Rules, Volume I, Part I for the purpose of travelling allowance, would also include the employee's dependent parents.(ii)The employees shall be entitled to the transport charges for the carriage of their personal effects on transfer, according to the following scales :-

Grade	Officers possessing no family	Officers possessing family
	Quintals	Quintals
I	30	45
II	30	45
III	20	30
IV	15	20
V	15	20
VI	10	15

(iii)The packing charges shall be paid Rs. 10 per quintal.(iv)For the carriage of personal effects by road, the employees shall be reimbursed the actual transport charges by road or admissible charges by rail plus an amount not more than 25 percent thereof whichever is less.(v)[Once fare of the class entitled shall be allowed to the employee himself on his transfer when his family does not accompany him in the first instance.] [Amended vide Board item No. 3(7) dated 30.6.1989.]

Part VI – Journey by Staff Car

18. [[Substituted vide Board item No. 3(7) dated 30.6.1989.]

- When a member/employee of the Board uses a staff car or is provided with means of locomotion at the expenses of the Board and does not pay the cost of its use or propulsion, he shall be paid full

daily allowance in case absence from head quarters exceeds eight hours and if it is followed by night halt out-side the Headquarters the daily allowance shall be admissible at the rates of the place of night halt.] [Substituted vide Notification No. 1968-EP-PSEB-EA-5/81 dated 5.6.1981.]

Part VII – General Regulations

19.

A person is on tour when absent on duty from his headquarters with proper sanction. The Chairman may, in case of doubt, decide whether a particular absence from headquarters is absence on duty.

20.

The Chairman may impose such restrictions, as he may think fit, upon the frequency and duration of journeys to be made on tour by the employees of the Board.

21. [[Substituted vide Notification No. 1968-EP-PSEB-EA-5/81 dated 5.6.1981.]

An employee travelling by road between stations connected by rail shall be entitled to the actual fare paid for the road transport, viz., motor car, omnibus, etc. provided the claim for the actual fare for the hire of conveyance does not exceed the railway fare to which he is entitled.]

22.

If an employee travels in another person's car and does not pay anything for the use propulsion of vehicle, he will be entitled to daily allowance with regulation 6(5)(ii).

23.

If due to some emergent work, under orders of the Chairman a person is required to undertake journey which costs him more than the railway fare of the class to which he is entitled or the mileage allowance admissible to him by road, he shall be paid the actual cost of the journey, whether or not the two stations are connected by rail.

24.

An employee may be permitted in emergency to travel in full car/taxi between stations connected by rail or to perform journey by a longer route, by the Secretary for work connected with the conduct of examinations and by the Chairman for other Board's work.

25.

Unless specially permitted by the Chairman, no person whose ordinary place of residence is the same as the place of Board's business or duty shall be entitled to T.A. and D.A., if he comes from an out-station to attend the Board's business or to a place of duty at that place.

26.

Unless specially permitted by the Chairman, no person residing within the territorial jurisdiction of the Board shall be entitled to charge T.A. from a place farther than the one in which he ordinarily resides.

27.

Bills not presented within six months from the dates of journey shall lapse and shall not be entertained without the special sanction of the Chairman for good cause shown.

28.

Notwithstanding anything contained in these Regulations, the Chairman may, in exceptional circumstances, for reasons to be recorded sanction special rates, i.e., in excess of those mentioned in these Regulations.

29.

The Secretary is authorised to sanction the reimbursement of berth cancellation charges when it is got done in the interest of the Board.

30.

An employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which neither the Board nor the State is a party shall not be entitled to any payment other than that admissible by the Rules of the Court.

31.

An employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which State is a party, he shall be entitled to usual T.A. from the Board, and whatever he gets from the Court, shall be credited to the Board.

32. [[Substituted vide Notification No. PSEB-EA-5/82/2003 dated 7.7.1982.]

The following authorities shall be the controlling officers for the purposes of sanctioning tour programmes and countersigning travelling allowance bills of the employees of the Board :-]

Sr. No.	Category of employee	Authority to which the power is delegated
1	Chairman	Chairman, subject to the condition that he shall send a copy of his each tour programme as well as intimation regarding his leave and absence from headquarters to the Secretary to Government, Punjab Education Department well in advance.
2	Vice-Chairman, Secretary and Officer-on-Special Duty.	Chairman
3	Director, Evaluation and Academic Planning, Director, Publications, Deputy Secretaries and Finance and Accounts Officer (now Deputy Secretary Finance and Accounts) and other officers of equal status.	Secretary
4	Assistant Secretaries and other staff.	Deputy Secretaries or Officers of equivalent or higher status under whom they work.

33. [[Substituted vide Notification No. 1968-EP-PSEB-EA-5/81 dated 5.6.1981.]

The travelling allowance/daily allowances admissible to the Board employees on travel at the rates indicated above would also Mutatis Mutandis be admissible to the family, of deceased Board's employee, on his death in service and similarly to the employees for journeys on retirements.]

34.

For any matter not provided for in these Regulations, the Travelling Allowance Rules contained in the Punjab Civil Services Rules, Vol. III shall apply, in the case of any dispute arising out of the interpretation of these regulations or otherwise, the decision of the Chairman shall be final.

35. [[Substituted vide Boards item No. 4(2) dated 6.8.1987.]

The Board may adopt Punjab Government Travelling allowance Rules with any modifications as may be considered necessary.]