

HANDBOOK
ON
TRAVELLING ALLOWANCES
(OFFICERS OF THE INDIAN ARMY)
2023

(i)

INDEX

Sr. No.	Subject	Para No.	Page No.
1	CHAPTER - 1		1
	Guidelines for Army Officers for the preparation of their TA Claims and allied matters	1-18	1
	Do's and Don'ts for Army Officers	18 A	18
2	CHAPTER - 2		23
	General Information on TA / DA		
	Duty journey	19-20	23
	Definition of the term 'Family'	21	23
	Mode of Conveyance	22	25
	Classification of journeys	23-27	25
	Routes	28	27
	Admissibility of Supplementary Charges	29-32	28
	Revision of TA on reversion or promotion with retrospective effect	33	29
	Lien on conveyance	34	30
3	CHAPTER - 3		35
	Air journey on Temporary Duty, Permanent Move and LTC		
	Guidelines on Air Journey	42	35
4	CHAPTER - 4		
	Regulation of TA - Temporary Duty Journeys		
	TA when admissible	43	37
	Dispensation of condition of Production of Receipt / Voucher for Reimbursement of Travelling Charges for Travel within City	43A	37

(ii)

Sr. No.	Subject	Para No.	Page No.
	Revised orders on Travel entitlements by train and by air within the country as per 7th CPC orders w.e.f. 01 July 2017:	44-45	38
	Revised entitlement as per 7th CPC for journeys by Sea or by River Steamer w.e.f. 01 July 2017	46	40
	Mileage Allowance for Journeys by Road as per 7th CPC orders w.e.f. 01 July 2017	47	41
	Entitlements - Moves on Temporary Duty	51	43
	DA for journey by Rajdhani Express	55	56
	Regulation of TA/DA for attending an Investiture Ceremony at Rashtrapati Bhavan	56	56
	Regulation of TA/DA to service Officers detailed for Republic Day Parade at New Delhi	57	59
	Entitlements of TA/DA to the Recipients of Sena, Nao Sena, Vayu Sena and Vishista Seva Medal	58	59
	Regulation of TA/DA for journeys at HQ on Temporary Duty	59	61
	TA/DA while appearing for Medical Examination	60	63
	TA for journey to and from manoeuvre or training camp (including artillery practice camps, tactical exercise with or without troops, staff exercises etc.)	62	64
	Admissibility of TA to Officers permitted to attend conferences/congresses or meetings	63	65
	Conveyance admissible in respect of attendance Conference	64	65
	TA/DA for journeys to attend meeting of the Services Sports Control Board (SSCB)	65	66

(iii)

Sr. No.	Subject	Para No.	Page No.
	TA/DA for journeys in connection with Sports activities	66	66
	Circumstances and conditions under which conveyance may be authorized during leave	67	67
	Conveyance for Officers officiating in leave vacancies	68	68
	Conveyance when re-called from leave for duty	69	69
	TA when re-called from leave for duty	70	70
	TA to Colonel / Colonel Commandant visiting units	71	70
	Conveyance for Army Officers including MNS when proceeding to another station to consult or receive treatment and when returning there from	72	71
	Regulation of TA/DA to Officers attached under Para 93 DSR	74	72
	Attachment to Units/Est. for investigations	75	73
	Travelling & Daily allowance to Officers attached to the staff for the college entrance examination	76	73
	Daily allowance admissible in connection with examination in professional subjects	77	73
	Daily allowance when attending course of instruction	78	74
	TA for attending training at Centres/ Institutions at HQ Station	79	74
	Conveyance to Officers attending examinations and courses of instruction and entitlements of their families	80	75
	Conveyance for Obligatory Departmental Examinations	81	76

(iv)

Sr. No.	Subject	Para No.	Page No.
	Conveyance for individuals attending courses of examinations whilst on leave in India	82	77
	Regulation of TA/DA to Officers when called out in aid to Civil Power at a station other than their own	83	77
	Entitlement of TA/DA to MNS Officers on temporary duty	84	78
	Regulation of TA/DA when Officers attached as liaison staff with foreign dignitaries	85	78
	Conveyance Allowance	86	79
	Conveyance to Officers for collection of tickets, Visas, Passport in connection with official journeys	87	80
	Entitlement of TA/DA claims on temporary duty in connection with audit of Non Public Funds	88	80
	Temporary Duty to Bhutan.	89	80
5	CHAPTER - 5		82
	Permanent Duty Journey		
	TA Entitlement for a journey on Permanent Duty	90	82
	Definition of the term 'Family'	91	82
	Travel entitlement for Permanent Duty Journey	92	82
	Travelling Allowance to Commissioned Officers on First Appointment	93	82
	Travel entitlement for Permanent Duty	94	83
	Entitlement for transfer within the same station or within a relatively shorter distance from the old HQrs	95	94
	Entitlement of TA/DA for families of Officer who marry while serving in concessional areas	96	95

(v)

Sr. No.	Subject	Para No.	Page No.
	Entitlement of TA for families of Officer who marry while serving in Peace Stations	97	96
	Families moving apart from the head of the family	98	96
	Grant of free conveyance to families of Army Officers to occupy Govt. accommodation allotted to them in concessional area	99	97
	Field Service Concessions to Army Officers in Operational Areas	100 -101	97
	Transfer whilst on duty away from HQ	102	98
	Transfer whilst on short leave	103	99
	An Officer who proceeds to his new duty station on permanent posting via his leave station and who avails of LTC or use of Form 'D' will be entitled to travelling concessions	104 - 105	100
	Transfer whilst on Leave other than short leave	107 - 108	102
	Free conveyance to Officers proceeding on leave after completion of the authorised courses of instructions	109	103
	TA when both husband and wife are in Central Govt. service	110	104
	Incidents of TA/DA- Officers lent to other Departments/Govt.	111	104
6	CHAPTER - 6		106
	Entitlement of TA on Retirement / Premature Retirement / Release / Transfer to Reserve / Dismissal / Death		
	TA entitlement of Retiring Army Officers and MNS Officers	113	106

(vi)

Sr. No.	Subject	Para No.	Page No.
	Outgoing Chiefs of the three services may travel in aircraft of Indian Air Force on Retirement	114	107
	Premature Retirement	115	108
	Premature Retirement for permanent absorption in Central Govt. undertaking	116	108
	Concessions admissible to Non-Regular Officers on Release	117	108
	Preference of TA/DA claim by Officers	118	108
	Lien on Conveyance on Retirement	119	109
	Conveyance to Officers on dismissal or removal from service	120	109
	TA for families of service Officers including MNS Officers who die while in service	121-124	109
	Transportation of a body of an Officer, if death occurs while at permanent HQ in India	125	111
	Travelling Allowance for journeys to attend Departmental Enquiry by Service Officers after Removal/Dismissal/ Compulsory Retirement from Service	126	111
	Procedure for submission of Travelling Allowance claims in respect of Insane Officer no longer in Service, against whom Travelling Allowance advances are Outstanding	127	112
7	CHAPTER - 7		113
	Travel entitlement of Re-Employed Officers	128	113
8	CHAPTER - 8		115
	Travel Abroad - Official Duties	129 - 136	115
9	CHAPTER - 9		121
	Camp Allowance		
	Camp Allowance to NCC and TA Officers	137 - 139	121

(vii)

Sr. No.	Subject	Para No.	Page No.
10	CHAPTER - 10		122
	Advance of TA / DA / LTC	140 -142	122
	Advances should not be drawn in excess of entitlement	143	122
	Drawal of advance of LTC	146	123
	Submission of Adjustment claims	148	123
	Time Limit of Submission of claims	149	124
	Recovery/Deduction of Penal Interest on Advance of TD/PD/LTC	153	127
11	CHAPTER-11		129
	Use of Form 'D' and Concessional Voucher	154	129
	Use of Form 'D' (IAFT-1709)	155	129
	Issue of Form 'D' to Officers in Civil Employ	157	130
	Use of Form 'D' during Joining Time	158	131
	Issue on additional Form 'D' to Unaccompanied Families of Officers to enable them to break journey en-route	159	131
	Use of Form 'D' when Service Officers travel by AC Chair Car	162	131
	Use of Form 'G' Concessional Voucher	163	131
	Issue of Form 'D' to Husbands of Lady Service Officers	164	132
12	CHAPTER 12		133
	Leave Travel Concessions		
	Definition of 'FAMILY'	167	133
	Mode and Class of Accommodation	168	134
	When the route is wholly or partly by Sea/ River / Road	169	139
	LTC entitlement- clarification regarding	170	139
	Home Town LTC under Rule 177(A) TR	171	145

(viii)

Sr. No.	Subject	Para No.	Page No.
	Issue of more than one Railway warrant	172	145
	When warrant not used	173	146
	Use of warrant to a station other than Home Town	174 - 175	146
	Carry forward of the concession to the next block	176	146
	Conveyance on Medical Certificate	177	146
	When journey commenced in next Calendar Year	178	147
	Independent title of Family	179	147
	Time limit for Completion of Journey	180	147
	Family may perform the journey in batches	181 - 182	147
	When family stays in different stations	183 - 184	148
	Children of Officers staying in Hostels	185	148
	One concession only admissible in a calendar year	186	149
	LTC for One Way Journey	187	150
	Responsibility of verification of use of warrants issued to Army Officers while proceeding on leave	188 - 189	150
	Procedure for change of Home Address	190	150
	Route by which LTC is admissible	191	151
	LTC when Husband and Wife are both Service Personnel	192	151
	Clarification on LTC under Rule 177 (A) TR	193	151
	LTC entitlement under Rule 177(B) TR	194	154
	Use of warrant	195	155
	Admissibility of the concession to other family members.	196	155
	Admissibility of the LTC during First Year of Commissioned Service	197	155

(ix)

Sr. No.	Subject	Para No.	Page No.
	When journey commences in next calendar year	198 - 200	156
	LTC to Spouse of an Officer who Marries while in Service in Operational Area	201	156
	Journey by a mode other than by Rail	202	157
	Issue of more than one warrant	203	157
	LTC not admissible when not returning to duty	204	157
	LTC for one way journey in respect of Spouse	205	158
	LTC to Spouse in respect of Newly Married Officers	206	158
	LTC to family of an Officer under Suspension	207	158
	LTC to Officers and their Spouses proceeding Abroad	208	159
	Cost of Form 'D' for a journey for which warrant is erroneously used	209	159
	LTC under Rule 177(C) TR to Officers serving with Units / Formations, who are in receipt of Field Service Concessions	210	159
	Additional Warrants to Officers serving in Concessional Areas	211	160
	Grant of additional free Railway Warrant (including Sea Passage) to Officers serving in A&N Islands	212	161
	LTC to Service Officers while on Study Leave	213	162
	Use of Own Car / Hired taxi on LTC journey on account of Disability of the Officer or Dependant Family Members	214	162
	LTC to Officers of the Military Nursing Service	215	163
	Road conveyance for Officers while proceeding on Annual Leave	216	163

(x)

Sr. No.	Subject	Para No.	Page No.
	Admissibility of Road Mileage under Rule 177(A) or 177(B) TR	217	166
13	CHAPTER-13 LTC to Army Officers employed as Aviation Pilots		167
	Free warrant for 1600 kms	218	167
	Leave station may be more than 800 kms away	219	167
14	CHAPTER - 14 LTC: MISCELLANEOUS		168
	LTC to Officers posted in Andaman and Nicobar Islands	220 - 222	168
	Commencement and termination of leave of Officers serving in Andaman and Nicobar Group of Islands	223	168
	Transportation by longer route of Officers from Main land to Andaman and Nicobar Group of Islands and vice versa	224 - 227	169
	Leave journey by Air	228	170
	Travel by Service Aircraft during Leave normally not permissible	229	170
	Travel by Assam Courier Service	230	170
	Leave travel concession to Territorial Army Officers	232	173
	LTC to Short Service Commissioned (SSC) Officers granted commission under AI 201/54 for employment with NCC Unit	233	174
	LTC in respect of Senior Division NCC Officers appointed on whole time basis in place of Regular Staff	234	174
	Whole time officer granted permanent commission in NCC	235	174

(xi)

Sr. No.	Subject	Para No.	Page No.
	LTC to Reserve Officers recalled to service	236	175
	LTC in respect of Officers granted NCC Commission under Rule 16 of NCC Rules	237	175
	Home leave passage in respect of Officers serving in Missions / Posts abroad while proceeding on leave to and from India.	238	175
	LTC for Officers serving in Bhutan	239	178
	LTC to Lakshadweep	240	178
	LTC to visit North East Region (NER), Jammu & Kashmir(J&K) and Andaman & Nicobar (A&N) Islands in lieu of Home town LTC under Rule 177(A) TR	241	179
15	CHAPTER - 15		182
	Encashment of Leave along with LTC	242 - 243	182
	APPENDIX - Various formats for Requisitions, Claims etc.	---	183

Guidelines for the Preparation of TA claims & Allied Matters

1. Guidelines for Army Officers for the Preparation of Their TA claims and Allied Matters

General

1. Travelling Allowance (TA) claims while on Temporary Duty (TD) [including claims on account of Daily Allowance (DA), Permanent Duty Move (PDM) and Leave Travel Concessions (LTC)] should give full particulars of the moves. Orders of the Competent Authority, wherever necessary, should be obtained and furnished in original, signed in ink in support of the claim. The countersigning Authority should exercise necessary checks laid down in Rule 9 of TR before countersigning the claims.

If the TD/PDM/LTC/Retirement claims are received in the office of the PCDA(O) with incomplete/insufficient particulars, they have perforce to be returned for non-complying with the audit requirements. This involves avoidable correspondence and delay in the settlement of the claims. As such, the need of correct preparation of TD/PDM/LTC/Retirement claims duly supported with full particulars, requisite sanctions, vouchers and other audit documents and their thorough check by the countersigning Authority is emphasized.

2. TD/PDM/LTC/Retirement claims for supplementary charges shall be linked with the original claim for the movement with full particulars.

3. TA/DA for courses conducted locally other than authorised in Category 'A' or 'B' establishments is not payable. As these officers are entitled to free rations, Daily Messing Allowance in lieu TA/DA for courses conducted and attended locally.

- (a) Defence Travel System (DTS) has been launched in 2014 and being maintained centrally by DAD HQrs, New Delhi for facilitating Officers to book their Air/Train tickets for all types of moves like TD/PDM/LTC, through their respective units.
- (b) Requisitions for advance on account of TD/PDM/LTC may be submitted by officers online through login into PCDA(O)

Handbook on Travelling Allowances - 2023

website. Officers should submit their requisitions separately for TD, PDM or LTC.

- (c) The claims related to DTS advances/tickets should be preferably submitted through DTS Portal only, for early settlement.

4. Blank

5. Endorsement of copies of movement orders for Temporary/Permanent Duty moves to PCDA(O).

As a copy of the movement order is required to be attached with each TA/DA claim in respect of temporary duty/permanent duty move, forwarding of advance copies thereof to the PCDA(O) serves no useful purpose, resulting in unnecessary work and waste of paper and time. Advance copies of movement orders should not, therefore, be forwarded to the PCDA(O).

Auth.: AO 681/1973 and 130/1975

6. Communication of sanction to Audit Authorities

All financial sanctions including sanctions for rail moves, air travel, car conveyance and other types of expenditure should be signed in ink only. Where this is inconvenient due to large number of copies being required to be made out, the copies intended for the audit purpose based on which payment will have to be authorised must be signed in ink. However, other copies may be issued as certified true copies (CTC).

Sanction communicated to audit without the signature in ink will not be accepted in audit by the PCDA(O).

Auth.: AO 775/1973

7. Certificates on claims - signing of

Officer signing a certificate is personally responsible for the correctness of all the facts stated therein and is liable to suitable action for false or incorrect statements. All ranks must, therefore, exercise great care in signing any certificate. Nothing, which is not in their knowledge and belief, should be certified.

If a prescribed form of a certificate does not in conformity with the facts or if the facts are not known to him, the Authority authorised to sign it should either amend it suitably or not sign it at all. Travelling

Guidelines for the Preparation of TA claims & Allied Matters

and other claims must be preferred with due care. In such claims, it is the amount of the claim as well as the facts on which such claim is based, which have to be certified.

If an officer has any doubt about a certificate or claim, which he/she is required to sign, he/she should seek the advice of the audit department or staff officer concerned, before signing it.

Auth.: AO 6/2002

8. Delegation of Powers in Travel Regulations

The correct position regarding the delegation of powers by the Controlling Officers and Competent Authorities under the provisions of Rules in Travel Regulations is as under:

(a) Delegation of Powers under Rule 3 TR

Powers mentioned in this rule are either of the local Superior Officer or of the Controlling Officer. This fact should, therefore, be specifically mentioned while delegating powers under the above rule.

If delegation of powers is of those of the Controlling Officer (as distinct from those of the local superior), the provisions of rule 3 TR have to be complied with. According to this rule, the Controlling Officer has to obtain the express permission of the Competent Authority (as defined in rule 2 TR) before he can delegate his powers to a subordinate officer. The letter regarding delegation of powers of a Controlling Officer to a subordinate officer (as distinct from local superior officer) should, therefore, invariably contain a reference to the number and date of the letter from the Competent Authority under which permission has been granted to the Controlling Officer for delegation of his powers to the subordinate officer. In case the delegation of powers is of those of the local superiors, such specific permission of the Competent Authority is not required.

(b) Delegation of Powers by Competent Authority

Delegation of powers of the Competent Authority is different from the delegation of powers of the Controlling Officers. The

Handbook on Travelling Allowances - 2023

latter is governed by the provisions of rule 3 TR, whereas delegation of powers by the Controlling Officer can be to any subordinate officer, the Competent Authority can authorise only an officer, holding or officiating in a first grade staff appointment to sign on his behalf vide rule 3(b) TR. It should, therefore, be ensured that in case of an authorisation of powers by the Competent Authority under rule 3(b) TR, it should normally be to a first grade staff officer. If it is to a second grade appointment, a clear indication of the first grade appointment in which the officer is officiating, should be given in the letter of delegation.

(c) Delegation of Powers under Rule 65(b) Financial Regulations (FR) Part I

Delegation of powers under the rules in FR is quite different from that under rules in TR. Under rule 65(b) FR Part I, a Competent Financial Authority may authorise a staff officer to sign communications and documents of a financial character on his behalf. Such a staff officer need not necessarily be holding a first grade staff appointment. However, for delegation of powers of a Competent Authority under the rules in TR, the staff officer should be holding or officiating in the first grade staff appointment vide rule 3(b) TR. This distinction should clearly be kept in view, while delegating powers of Competent Authority under rules in TR.

Auth.: AO 90/1977

9. Correspondence with the Office of the PCDA(O)

Officers will address all queries on Pay matters and TA matters to their CO/OC Units/Formations, who will refer only actual and not hypothetical cases to the PCDA(O). The CO/OC will address the PCDA(O) in the form of a letter containing interalia, the following information:

- i. Rank, Full Name, Personal No., CDA (O) Account Number of the officer as per the latest Statement of Account.
- ii. Subject of the communication.

Guidelines for the Preparation of TA claims & Allied Matters

- iii. Previous communication with and/or from PCDA(O), if any.

Separate references should be made in respect of each officer for each subject. Precedence classification like OP IMMEDIATE or PRIORITY will not be used. All such communications shall be done online only on the official website of PCDA(O), Pune through log-in ID provided to the individual Army Officer.

Auth.: AO 4/2003

10. Remittance of Govt. dues in favour of PCDA(O)

Any Govt. dues, such as unutilized/excess advances on TD/PDM/LTC drawn etc. are required to be refunded by the officers through e-MRO/MRO only in favour of PCDA(O), Golibar Maidan, Pune 411001. The specific ten digit code number allotted by RBI to PCDA(O) viz. 4021000009 is required to be indicated on the MRO so as to avoid possibility of mixing of receipt among other PCsDA/CsDA. In addition, the particulars i.e. on what account the amount is remitted, are also required to be indicated clearly on the e-MRO/MRO. Officers may preferably deposit the amount online by e-MRO through State Bank of India, Portal also. The facility of e-MRO is available on official website of PCDA(O), Pune.

11. TA/DA claims which are subject to audit and payment by the Regional PCsDA

The following types of claims are subject to audit and payment by the Regional PCsDA. These claims should be submitted to the Regional PCsDA concerned under whose jurisdiction the unit falls and not to the PCDA(O).

- i. Claims on account of preservation and transportation of dead bodies of officers killed in war/CI operations and such other operations.
- ii. Travel by fastest means including air (w.e.f. 01 Sep 2008) shall be authorised for onward and return journeys to dependents of deceased officer for conducting customary social rites.

Auth.: Rule 216, 217A, 218 B TR and GoI, MoD letter No. 12630/Mov C/3737 /D(Mov)/ 08 dated 29 Dec 2008.

Handbook on Travelling Allowances - 2023

- iii. Conveyance granted to two relatives of battle casualties at Govt expense to meet officers admitted in a Military Hospital, is admissible to all officers irrespective of rank w.e.f. 01 Sep 2008.

Auth.: Rule 162 TR & GoI, MoD letter No. 12630/Mov C/3737/D (Mov)/08 dated 29 Dec 2008.

12. Forms on which claims are to be preferred

The TA/DA on temporary duty, Claims for moves on permanent duty, LTC and Conveyance Allowance claims are to be preferred on the prescribed forms only.

These forms are available at appendix after last chapter No. 15.

13. Manner of preparation of claims and certificates / documents required in support thereof

Guidelines for the correct preparation of TD, PDM and LTC claims and the certificates/documents which are required in support thereof are indicated in the succeeding Paras:-

- (a) All claims should be preferred legibly in ink or typed in the prescribed form (refer Para 12 above).
- (b) In cases where an advance is drawn, the adjustment claims should be preferred immediately on completion of return journey, within 60 days of completion of return journey in case of TD & PDM, and 30 days of completion of journey in case of LTC, so as to avoid recovery of the advance with Penal Interest as contemplated in Rule 17 - A TR and as amended vide GoI, MoD letter No. 12630/TA/Mov C/198/D(Mov)/2018 dated 06 Dec 2018 extending the provisions of GoI, MoF, DOE OM No. 19030/1/2017-E.IV dated 13 March 2018.
- (c) The instructions printed on the forms are based on the regulations and therefore, to be complied with and the relevant columns are to be completed in full. It should be ensured that the correct amount of advance drawn for TD/PDM/LTC is given in the claim, indicating the date of drawal of the advance and the source from which it was drawn.

Note : Amount of tickets booked through DTS is treated as an advance

Guidelines for the Preparation of TA claims & Allied Matters

drawn in the system, as such the same needs to be reflected in claim as DTS advance. However, care is to be taken to prefer adjustment claim within permissible period of time following the provisions of limitations of claims, failing which, advance drawn from PCDA(O), Pune shall be recovered with Penal Interest thereon from Pay and Allowances.

- (d) The specific duty for which the journey undertaken and the Authority thereof should be indicated on the claim. If the move was of a secret nature, which cannot be divulged, it should be so stated confirming at the same time that the move is not in connection with any training or exercise. In such cases, the Authority sanctioning the move should also furnish a certificate to the effect that the move is in the interest of public service & is secret and its nature cannot be disclosed in the interest of security. It should also be certified by him that the move is not in connection with any training and is debitable to ordinary grant.

Auth.: AHQrs, QMG's Br Letter No. 98369/Q Mov C dated 18 Nov 1959.

- (e) The claim should be countersigned as per rule 6 TR by the local superior officer or the Controlling Officer as the case may be, unless the claimant is exempted under rule 7 TR.
- (f) A copy of the sanction for the move and copy of the movement order and detention certificate should invariably be attached with the claim.
- (g) The time limit for submission of claims has been specified in rule 17-A TR and as amended vide GoI, MoD letter No. 12630/TA/Mov C/198/D(Mov)/2018 dated 06 Dec 2018, extending the provisions of GoI, MoF, DOE OM No. 19030/1/2017-E.IV dated 13 March 2018, DoPT OM No. 31011/3/2015-Estt(A-IV) dt 01/04/2015, Rule 290 & 292 GFR-2017 edition, may also be adhered to for provisions regarding the time limit for submission of TD, PDM and LTC claims and forfeiture of entitlements etc.
- (h) Copy of special sanction, such as sanction for the move ordered

Handbook on Travelling Allowances - 2023

under rule 4(ii) TR accorded and countersigned by Controlling Authority, should be attached in original. Certified true copies of sanctions are not sufficient for audit purpose.

- (i) Original receipt from Railways/Roadways/Freight paid for conveyance of baggage or motor car/motor cycle/scooter should be attached with the claim. If the receipts are lost, a certificate of payment from the Railways/Roadways should be obtained and attached with the claim. If neither is possible in exceptional or extraordinary circumstances, sanction of the Controlling Officer, if he is otherwise convinced of the genuineness of the claim, waiving this requirement vide rule 23 TR should be obtained and attached with the claim.
- (j) Controlling Officers under rule 23 (ii) TR may waive the condition of production of cash receipts for road journeys viz. bus tickets in respect of leave journeys undertaken by officers and their families under rule 177(A), 177(B) and 179 TR, whenever they are satisfied in regard to the genuineness of the claim and the journey having been performed. The above relaxation will be made by the Controlling Officers themselves, purely on merits in really deserving cases and not as a general measure.

The ticket number and the PNR number indicated in the Railway ticket should be furnished in the LTC claims. This requirement cannot be waived.

When required by rule, the orders of the Competent Authority will be obtained and furnished in support of the claim as mentioned vide rule 23 (iii) TR.

Auth.: GoI, MoD letter No. 12647/Q Mov/ 2464/D(Mov)/2001 dated 11 Sep 2001 and AHQ letter No. 32012/Q Mov C dated 13 Jun 1993

- (k) Claims relating to cost of warrant under rule 47(iii) TR should be countersigned by the appropriate Controlling Officer (not the local superior officer) specified in rule 6 TR. This is one of the frequent omissions and should be avoided.
- (l) The rank, name and designation, appointment of the officer

Guidelines for the Preparation of TA claims & Allied Matters

countersigning the claim should be indicated in BLOCK letters to enable eventual verification of the signature in audit.

- (m) When a claim originally submitted to the PCDA(O) is lost or misplaced and a fresh claim is preferred subsequently, a certificate prescribed in rule 43(i) FR Part II should be furnished with the fresh claim. Specimen of certificate is given below :

"Certified that (here mention the missing document i.e. nature of claim) in respect of Personal Number.... Rank.... Name..... CDA (O) Account No.....has been lost and to avoid the possibility of double charge being made, a note has been made in (here mention in which document) on record in my office."

- (n) The CDA(O) Account Number of officer as shown in the latest Statement of Account issued by the PCDA(O) should be indicated on the claim. This is essential to locate the records in the office of the PCDA(O). Failure to furnish the correct CDA(O) Account Number of the officer is likely to delay the payment of the claim.
- (o) The particulars of advance ticket and boarding passes Railway warrants and Form 'D' (viz. the number and date, the stations between which used and the quantity of baggage conveyed) used, if any, should be furnished clearly.
- (p) When conveyance of car on transfer is claimed, please furnish full details like date of purchase of car and copy of Registration Certificate (RC) together with the claim.

14. Countersignature of TA/DA & LTC claims

In cases where Competent Authority has sanctioned the move, the countersignature of claims by the local superior officer is sufficient. In other cases, all the claims are required to be countersigned by Controlling Officer as mentioned in Appendix- II TR.

14 (A). Powers to submit TA claims without countersignature of Controlling Officer

- (i) All officers of the rank of Major General and above irrespective of their appointments and posting are permitted to submit their

TD/PDM/LTC claims without countersignature. However, they are not authorised to sanction their own move.

- (ii) Similarly, Officers mentioned in Appendix IV TR are also permitted to submit their claims without countersignature of Controlling Officer.

Auth.: Rule 6 TR and Appendix IV TR.

15. Particulars/Certificates required with different types of claims

The certificates, documents, particulars and other requirements, which in addition to those specified in preceding Paras, that would be required with specific types of claims are indicated in the succeeding Paras:

(A) Temporary duty claims

- (i) Move sanction, in original, of the Authority sanctioning the move under Appendix III or rule 4 (ii) TR, as the case may be.
- (ii) The specific duty performed by the officer at the outstation should be clearly indicated.
- (iii) Number and date of the warrant used.
- (iv) The actual mode of conveyance used and the actual expenditure/fare paid from duty point to Railway station and vice-versa, supported by a certificate to that effect. In case of journey performed under own arrangement, specific sanctions from the Competent Authority shall be ensured under the relevant orders in Travel regulations.
- (v) Copy of detention certificate.
- (vi) All printed certificates on the reverse of IAFIT - 1716 are to be completed, scoring out the inapplicable portions.
- (vii) As per Seventh Pay Commission orders, there will be no separate reimbursement of food bills. Instead, the lump sum amount per day will be payable depending on the Pay Level in Pay Matrix and length of absence from HQrs. Since the concept of reimbursement has been done away with, w.e.f. 01 July 2017, no

Guidelines for the Preparation of TA claims & Allied Matters

vouchers will be required.

Auth.: GoI, MoD letter 12630/Mov C/242/D (Mov)/2017 dated 15 Sept 2017.

- (viii) Special sanction under rule 4(ii) TR, wherever accorded, to be sent in original.
- (ix) Ration allowance is recoverable from the amount of food bills. If the officer has not drawn ration/ration money, it should be supported with the certificate from the CO/OC at the HQ station that the officer has not drawn free ration in kind or cash in lieu of free ration.
- (x) The exact distance involved should be indicated in case where road mileage allowance (RMA) is claimed for journeys by road along with receipt of expenditure.
- (xi) In case of Conveyance Allowance under rule 222 TR monthly average Running Certificate must be enclosed.

(B) Permanent duty claims

- (i) The certificates at page 2 of the form IAFI-1715 should be completed.
- (ii) The correct ages of children, sisters and minor brothers for whom TA on PDM/LTC is claimed, should be specified.
- (iii) Certificate to the effect that the family members, for whom TA on PDM/LTC has been claimed, are wholly dependent on the Officer.
- (iv) The stations between which the journey was performed by each member of the family and the dates of their moves should be clearly indicated.
- (v) Certificate to the effect whether free Govt. transport is utilised for the conveyance of self, family members.
- (vi) Number and date of Railway warrant used.
- (vii) IHQ of MoD(Army)/DGMS letter notifying posting and movement order.
- (viii) Receipts for conveyance of car and baggage with consignment note.

Handbook on Travelling Allowances - 2023

- (ix) Copy of RC book for claiming conveyance of car.

(C) Claims on account of Leave Travel Concessions

- (i) The stations between which the journey was performed by the individuals, for whom LTC is claimed, should be furnished.
- (ii) The dates of onward and return journey should be furnished in respect of each member, for whom LTC is claimed.
- (iii) If the journey is by rail, the class of accommodation should be indicated. If the journey is by a mode other than by rail, the full details thereof should be furnished.
- (iv) The period of leave sanctioned to the officer and a copy of the order sanctioning the leave should be furnished alongwith copy of Part II Order notifying the leave is accorded.
- (v) The home station as recorded in the officer's service documents should be furnished.
- (vi) A certificate to the effect that the Officer has not availed of a similar LTC either under rule 177(A) or 177(B) TR previously during the calendar year _____ for himself and for wife and children', should be furnished.

A certificate to the effect that 'the Officer has availed/not availed LTC either under rule 177(A) or 177(B) or 177(C) TR previously during the calendar year _____ for himself, in case, the officer is serving in field/concessional area, should be furnished.

- (vii) If the claim is under rule 177(B) TR, a certificate to the effect that 'the officer and/or his wife have/has not availed of the concession previously should be furnished.
- (viii) The particulars of warrant/form 'D' used, if any, should be furnished.
- (ix) A certificate to the effect that 'the station to which LTC is claimed is the home station of the officer as recorded in his/her service documents' should be furnished.
- (x) The details of the family member(s) and his/her/ their relation with the officer should be specified.

Guidelines for the Preparation of TA claims & Allied Matters

- (xi) When LTC is claimed for children, sisters or minor brothers, their age should be indicated.
- (xii) A certificate to the effect that 'LTC under rule 177(A) TR has not been claimed previously during the calendar year _____ in respect of the dependent(s) for whom LTC is claimed under this claim, should be furnished.
- (xiii) A certificate to the effect that 'the members, for whom LTC is claimed, are wholly dependent on the officer and that their income does not exceed Rs.9,000/- per month from all sources including pension (inclusive of temporary increase in pension and pension equivalent to DCRG benefits)', should be furnished.
- (xiv) In all cases of Air Travel where the Govt of India bears the cost of Air Passage, Air Tickets shall be purchased and booked from the three authorised agents viz.:
 - a. M/s Balmer Lawrie & Compay Ltd.(BLCL)
 - b. M/s Ashok Travels & Tours(ATT)
 - c. Indian Railways Catering and Tourism Corporation Ltd.(IRCTC)

This order is applicable with effect from 01st Jan 2022

Auth.: GoI, MoF, DoE, New Delhi letter No. 19024/03/2021-E.IV dated 16th June 2022

- (xv) Correct facts should be furnished in the LTC claims. Officer signing a certificate is personally responsible for the correctness of all facts stated therein. LTC is not intended to be a source of profit. Claiming of fares by a higher class than actually travelled or claiming LTC for a journey not performed or claiming any amount in excess of that actually incurred for the journey will lead to serious consequences.
- (xvi) The LTC claim should be preferred in the standard form as shown in Appendix 'A' to AO 30/89.

Auth.: AO 194/1972 & 30/1989 and GoI, MoD letter No. 12647/Q Mov C / 2464/D (Mov)/2001 dated 11 Sep 2001

D. Claims for journeys on retirement from service

- (i) The travelling allowance claims for officers and their family on

Handbook on Travelling Allowances - 2023

retirement will be preferred in the same manner as in case of permanent duty moves. The claims of Officers who are their own controlling officers should, however, be countersigned by their immediate superior Administrative Authority.

- (ii) In addition to documents like IHQ of MoD(Army)/DGAFMS letter approving retirement/release of the officer, tickets, stamped receipt for conveyance of baggage, car etc., Part II Order notifying permanent address of the officer after retirement/release is also required to be enclosed with the claim. Time limit for submission of claims for TA on Retirement w.e.f. 15/06/2021 onwards, stands modified from existing Sixty (60) days to 180 days (Six months), succeeding the date of completion of journey.

16. Some aspects on TA entitlements

- (a) All moves on temporary duty should be sanctioned by the Appropriate Authority mentioned in Appx III TR as amended. These authorities can sanction the move of an officer only when the move in question is authorised in Regulations or adhoc Govt. letters. Where move is not so covered by any specific rule or order, specific sanction of the Competent Authority under rule 4(ii) TR would be necessary for admitting the move, in audit. Competent Authority, cannot however, sanction his own move under rule 4(ii) TR. Approval of the next higher Authority would be necessary in their cases.

Auth.: AO 237/1970.

- (b) Competent Authorities and Controlling Officers should exercise a strict control in sanctioning moves under their discretionary powers so as to affect maximum economy in expenditure consistent with efficiency.
- (c) Conveyance of servants at Govt. expenses is not admissible for journeys on temporary or permanent duty.
- (d) The scale of baggage authorised in rule 119(iii) TR for courses of instructions less than 180 days duration, the officer is entitled to 20 kgs of baggage over and above RFA at Govt. expense. This

Guidelines for the Preparation of TA claims & Allied Matters

is admissible only to officer on move from one peace station to another peace station.

- (e) When an officer proceeds to officiate in a leave vacancy and claims TA/DA, full particulars of the officer in whose leave vacancy the officiating arrangement is made, should be furnished.
- (f) Officers when transferred for medical treatment from one hospital to another will not be entitled to any daily allowance, for the stay at the hospital.
- (g) Conveyance at Govt. expense is not admissible for journeys to attend Regimental re-unions, Corps Day Celebrations, Trooping of Colors, Ceremonial Parades, Anniversaries, Dinner Day and so on.

Auth.: AO 342/1965

- (h) No TA/DA is admissible for the journey in respect of interviews with the superior authorities in connection with the officer's release, appointments, promotion, retention and allied matters.

Auth.: AO 20/1996

- (i) A separate certificate issued by the Controlling Authorities permitting the employees to go by 'Tatkal service' under unavoidable circumstances in the interest of state would be required. This is effective from 04 Sep 2006.

Auth.: GoI, MoF, Dept of Expdr (Exp) ID No. 299/E.IV/2006 dated 21Jul 2006 and CGDA letter No. AT/IV/4513/XVII dated 10 Jan 2007.

- (j) W.e.f. 01 Sep 2008, the drawal of various allowances and other benefits in the revised structure based on pay in respect of re-employed officers shall be regulated with reference to pay that is fixed on re-employment. Pay for these allowances will be the pay fixed before deducting the pension.

Auth.: GoI, MoD letter No. 1/69/2008/D(Pay/Services) dated 24 Jul 2009.

Handbook on Travelling Allowances - 2023

17. Use, issue and completion of Railway Warrants and Form 'D'

- (a) Before a railway warrant/Form 'D' is issued to an officer, it should be ensured by the authority issuing the same that the officer is entitled to use it for the journey in question. All the columns of the form should be filled in and the inapplicable ones scored through. The CDA(O) Account Number of the officer should invariably be quoted on the form. In case, CDA(O) Account Number has not yet been allotted (in r/o newly commissioned officers), the personal number should invariably be furnished. The fact that the cost thereof is adjustable by PCDA(O) in respect of Army Officers should also be clearly indicated on the top of the form.

Auth.: AO 179/1978

- (b) When more than one railway warrant or Form 'D' is used for a particular move (e.g. one warrant for self and another for family and baggage subsequently in consequence of the transfer of the officer), the forms should be linked and counter linked.
- (c) The correct Authority for the move should invariably be noted on the forms, where warrants have been issued for moves requiring special sanction under the provisions of rule 4(ii) TR, rule 150-A TR etc., mention of the sanction issued by the Competent Authority should invariably be made on the warrants.
- (d) When a warrant is issued in respect of the journey of the children, parents, sisters and minor brothers of an officer, consequent on his permanent transfer, it should be ensured that they are dependent on the officer. These conditions should also be ensured when a warrant or form 'D' is issued in respect of such members of the officer's family for their journeys. W.e.f. 01 Sep 2008, parents/step parents living away from the officer and wholly dependent on the Officer are entitled for travelling expenses for LTC under rule 177(A) TR.
- (e) When a warrant is issued to an officer for his leave journey under rule 177(A) TR, it should be ensured that the station to which the warrant is issued is the home station of the officer, as

Guidelines for the Preparation of TA claims & Allied Matters

recorded in his service documents. In respect of the members of the family, a warrant can be issued to the home station of the officer only and not to any other station even though the distance involved may be less.

- (f) Reference to the number and date of order granting leave, the nature and period of the leave should be indicated on the forms issued for journeys during leave. The number and date of the order authorising the move on duty, should be indicated on the warrants issued for duty moves.

When endorsing a receipt for the tickets received in exchange of a form 'D', it is advisable that the officer receiving the ticket(s) indicates in the receipt portion of the form 'D', the number of full and half tickets purchased.

- (g) Use of railway warrant for journeys on retirement is not permissible.

18. Procedure to be adopted when an Officer is unable to commence or complete the journey to be performed on tickets already obtained in exchange of Railway Warrant or Form 'D'

Under the existing rules, Railways grant a full refund (less 10% where the cancellation was due to other than official reasons) on unused or partly used tickets issued in exchange of warrants or Form 'D', provided these are deposited at the station where the journey terminated or was due to have commenced. In the event of the journey having to be put off due to official reasons or due to exigencies of service, in the public interest, the Railway authorities afford full refund, provided the claim is supported by a certificate from the Competent Authority to this effect.

The following procedure will be adopted by the officer who for some reason is unable to commence or complete the journey to be performed on tickets already obtained in exchange of warrants or concession vouchers:

- (a) Unused or partly used tickets will be deposited with the Station Master at the station where journey was to have commenced or was terminated and a certificate to this effect obtained in lieu.

Handbook on Travelling Allowances - 2023

- (b) An application for refund giving full particulars will be handed over to the Station Master and two copies thereof given to the administrative authorities (parent unit/formation) to enable for processing the case for refund.
- (c) The certificate obtained in lieu of surrendered tickets will be handed over to unit (administrative authorities) along with the copies of application submitted to Station Master concerned.
- (d) Unit authorities will be responsible for obtaining refund and PCDA(O) will be responsible for watching the recovery.

If the officer fails to apply within the period of limitation of six months, the loss caused to the Defence Services Estimates will be debited to the IRLA of the officer.

- (e) Immediately on surrendering of the unused or partly used tickets, unit authorities should initiate expediting action with the railway authorities concerned, endorsing a copy thereof to PCDA(O) along with the copy of the officer's application for refund giving full particulars of concession vouchers/warrants and circumstances under which the journey could not be completed.

Auth.: Appx E to SAO 07/S/1984

Where the cancellation was due to other than official reasons, the element of 10% not accepted for refund by the Railways under their rules, will be debited to the officer's IRLA immediately. The remaining portion will also be debited to the IRLA if the Railways do not afford credit within a reasonable time and do not also accept an original debit from this office.

Auth.: CGDA letter No. 4401/AT-P dated 22 Jul 1969

18 (A). Do's and Don'ts for Army Officers while submitting claims

Do's

(a) General

- (i) Please quote full CDA(O) Account Number in all correspondence including enclosures, FAX, telegrams, E-mails etc.
- (ii) Please furnish your E-mail address to PCDA(O).

Guidelines for the Preparation of TA claims & Allied Matters

- (iii) Please correspond separately on matter pertaining to T Wing, Ledger Wing and Rent Cell.
- (iv) Please visit PCDA(O) website before sending reminders for status of claims.
- (v) Please observe courtesy and politeness while corresponding with PCDA(O).
- (vi) Please prefer TA/DA & LTC claims in prescribed forms viz. IAFI-1715 for permanent moves, IAFI-1716 (Revised) for temporary duty moves and Appendix A to AO 30/89 for LTC claims.
- (vii) Please complete all certificates prescribed on the forms for permanent duty, temporary duty and LTC claims.
- (viii) Please ensure that the claim is countersigned by the local superior authority or controlling officer as mentioned in Appendix II TR.
- (ix) Please ensure that air tickets along with boarding pass, as a proof of having undertaken the journey, are enclosed with the claim wherever journey is performed by air. As per the clarification received vide GoI, MoD, DMA, New Delhi No. 12630 / Tpt.A / Mov C / 205 / D(Mov) / 2020 dated 16th December 2020, in case the officer is unable to submit the Boarding Pass alongwith TA bill, he/she can submit a Self - Declaration certificate as per the proforma, in lieu of Boarding Pass alongwith TA bill. However original Boarding Pass is required for LTC claim.

Auth.: GoI, MoF, Dept of Expenditure OM No. 19030 /3/2014 -E.IV Dated 08 Oct 2014.

- (x) Please give details of advance drawn, if any, in the adjustment claim. Please furnish the details of DTS tickets booked in the claim, as an advance, and submit the claim along with DTS tickets and boarding passes.
- (xi) Please submit the claim within the prescribed time limit.
- (xii) Please enclose dependency certificate if TA is claimed for

Handbook on Travelling Allowances - 2023

parents, brothers and sisters etc.

(b) Requisitions for advances

- (i) Please indicate stations between which move is involved, details of family and break-up of the amount claimed in requisition for advance of TA/DA & LTC.
- (ii) Requisitions for advance on account of TD/PDM/LTC may be submitted by officers online through login into PCDA(O), Pune website. Officers should submit their requisitions separately for TD, PDM or LTC. The claim should be completed by uploading relevant documents with requisitions.
- (iii) For admittance of requisition of advance, following documents invariably submitted along with claims -
 - (a) For Temporary Duty - Sanction for movement.
 - (b) For Permanent Duty - Transfer Order.
 - (c) For LTC - Leave sanction letter.

(c) Temporary duty claims

- (i) Please ensure that the nature of temporary duty performed is indicated in the move sanction.
- (ii) Please enclose Detention Certificate with the claim.
- (iii) Please ensure that the sanction of Competent Authority as listed in Appendix I TR is enclosed with the claim when full RMA is claimed as per Note 2 under rule 40 (A) TR.
- (iv) Temporary duty claims have to be supported by receipt/vouchers for reimbursement of accommodation charges and charges for travel within the city.

Auth.: GoI, MoD letter No. 12630/Mov C/242/D (Mov)/2017 dated 15 Sept 2017.

- (v) The 7th CPC has recommended to continue the concept of reimbursement of Hotel Accommodation, Food Bills and Taxi Charges, with the exemption that the vouchers are not required to be produced for Food Bills. Daily Allowance is admitted to officers as a reimbursement of the expenditure incurred by him

Guidelines for the Preparation of TA claims & Allied Matters

on tour for his stay, food and travel at the station. In case of free lodging and boarding, an officer, if incurring any expenditure on local travel, can claim the same as per the provisions of Para 2 E (i) and (iii) of GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017. As such, the earlier system of giving 25% of DA has been discontinued. Also, after implementation of 7th CPC orders, the facility of option to claim DA at 5th CPC rates is done away w.e.f. 01 July 2017.

Auth.: GoI, MoD letter No.12650/TA/Mov C/198/D (Mov)/2018 dated 06 Dec 2018 extending provisions of GoI, Dept of Expenditure, E.IV branch OM F. No. 19030/1/2017-E.IV dated 01 Feb 2018.

- (vi) Please use air warrant/exchange order for travel abroad on duty.

(d) Permanent duty claims

- (i) Please submit Part II Order for Posting in and Posting Out as well as copy of Authority for Move alongwith the TA claim.
- (ii) Please submit consignment note duly mentioning weight of baggage and printed cash receipt duly affixed with revenue stamp for conveyance of baggage and car.
- (iii) Please enclose a copy of RC book in your name along with the TA/DA claim and indicate date of purchase of car when conveyance of car is claimed.
- (iv) Please obtain sanction of the Competent Authority for extending the lien period for conveyance of family & baggage after expiry of the lien period.
- (v) Please forward a copy of letter allotting Govt married accommodation at duty station along with the TA/DA claim in case family/baggage is moved to new duty station in field area.

(e) TA/DA on Retirement/Release

- (i) Please enclose a copy of Pt II order notifying retirement/release from Army service and address after retirement with the retirement TA claim.
- (ii) Please perform journey on cash basis while proceeding on

Handbook on Travelling Allowances - 2023

retirement/release. Please don't claim advance for journey of these moves.

- (iii) Please ensure that retirement TA claim is countersigned by the next administrative superior Authority. This requirement is also applicable to officers who are authorized to submit their claims without countersignature while in service.

(f) LTC & Use of Form 'D'

- (i) Please ensure that Form 'D' is not used by family members of MNS Officer.
- (ii) Please quote PNR & ticket No. on the claim.
- (iii) Please enclose Rail tickets /Bus tickets /Air tickets with boarding passes along with the claim.

Don'ts

- (i) Do not visit or call up PCDA(O) on Saturdays, Sundays and holidays.
- (ii) Do not remind on TA/DA claims before 30 days of dispatch of claims.
- (iii) Do not book Air tickets from private agents from private websites like yatra.com, udchalo.com, makemytrip.com or through website of airlines ... etc. It should be booked from the three Authorised agents viz. M/s IRCTC, M/S Balmer and Lawrie co. Ltd, M/s Ashok Travels and Tours only.
- (iv) Do not correspond on frivolous matters.
- (v) Do not send copy of move sanction/posting order in advance.
- (vi) Do not travel by private vehicles including own car while availing LTC.
- (vii) Do not use Railway warrant for family members while availing LTC under rule 177(B) TR.
- (viii) Do not use Railway warrant while proceeding on retirement.
- (ix) Do not draw advance of TA for journey on retirement/release.



2. General Information On TA/DA

19. TA is admissible for duty journeys

Travelling allowance is admissible to an officer when he travels on Bonafide Duty/Official Duty only.

Auth.: Rule 2 TR

An officer is considered for the purpose of the rules regarding travelling allowance to be on Bonafide Duty/Official Duty when performing a journey specified by Regulations in the interest of public service and not at the request or for the personal convenience or in consequence of the misconduct of the officer concerned. An Area or Independent Sub Area Commander or a Competent Authority may, however, at his discretion permit an officer transferred for misconduct, to travel on duty.

A transfer at an officer's own request will be treated as a transfer in the public interest if the Competent Authority for special reasons, which should be recorded, so directs.

Auth.: Note 2 below definition of 'Duty' at Rule 2 (n) TR

20. Journey of an officer to attend as an accused in a court of inquiry or a court martial at an outstation would not be equated to a journey on transfer for misconduct. So long as the enquiry is not conducted at the outstation at the request of the officer, such a journey would be viewed as falling within the normal purview of the term 'Duty' and travelling and daily allowances regulated accordingly, provided the move is sanctioned by the Competent Authority mentioned in Appx III TR.

Auth.: Note 1 below the term 'Duty' under Rule 2 TR

21. Definition of the term 'FAMILY'

- (i) Family means officer's wife or husband as the case may be and two surviving unmarried children or step children wholly dependent on the officer irrespective of whether they are residing with the officer or not.
- (ii) It includes married daughters who have been divorced,

Handbook on Travelling Allowances - 2023

abandoned or separated from their husband and residing with the officer or not and are wholly dependent on the officer.

- (iii) Parents and/or step parents residing with and wholly dependent on the officer.
- (iv) Unmarried minor brothers as well as unmarried divorced, abandoned, separated from their husband or widowed sister, residing with, and wholly dependent on the officer, provided their parents are either not alive or are themselves wholly dependent on the officer.

Auth.: Rule 2 (p) TR

Note :

- (a) Not more than one wife is included in the term "Family" for the purpose of these rules. However, if an officer has two legally wedded wives and the second marriage is with specific permission of the Govt., the second wife shall also be included in the definition of "Family".

Auth.: Note 4 Rule 2 (p) TR

- (b) Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family".

Auth.: Note 5 Rule 2 (p)TR

- (c) As per Sixth Pay Commission (SPC) orders, w.e.f. 01 Sep 2008, the parents and/or step parents (step mother and step father), who are wholly dependent on the officer, shall be included in the definition of the family for the purpose of LTC, irrespective of whether they are residing with the officer or not.

Auth.: Note 2 Rule 2 (p)TR

- (d) Further, the definition of dependency is linked to the minimum family pension prescribed in Central Government and Dearness Relief thereon. The extant conditions in respect of other relations included in the family including married/divorced/abandoned/separated/widowed daughters shall continue without any change.

General Information On TA/DA

Auth.: Note 1 Rule 2 (p)TR

- (e) The minimum family pension w.e.f. 01 Jan 2016 is Rs. 9,000/- p.m.

Auth.: GoI, MoD letter No. 17(01/2016-D(Pen/Pol) dated 29 Oct 2016.

22. Mode of conveyance

Conveyance may be provided directly by warrant, requisition, credit note or on cash payment, and indirectly in the form of passage or travelling allowance.

Auth.: Rule 24 TR

Reimbursement of the cost of conveyance to an officer who adopts a mode and/or a class of conveyance other than to which he/she is entitled will be limited to the actual fares paid by him/her or the cost that Government would have incurred had the officer availed of the authorised mode and class of conveyance.

Auth.: Rule 35 TR

When a warrant is not used by the officer who may be required to travel on duty on warrant by rail, a reimbursement of the value of the warrant may be allowed with the sanction of the Controlling Officer provided that the officer incurred expenditure on the method of travel adopted and that no extra expense is caused to the state thereby.

Auth.: Rule 47(iii) TR

23. Classification of journeys

All moves, for which conveyance at public expense is authorised, are classified under two categories viz.

- (i) on temporary duty
- (ii) on permanent duty

24 (A). The classification is determined by the Authority ordering the move according to his expectations of the period of the officer's stay at the outstation. If that Authority expects that duration of duty at an outstation will exceed more than 180 days, he will classify the move as permanent duty. Otherwise, the move will be classified as "temporary

Handbook on Travelling Allowances - 2023

duty". However, a transfer classified initially as temporary shall be re-classified as permanent, if and when the period of continuous halt on duty in the said station actually exceeds 180 days. He will indicate the classification of the move in the officer's movement/posting order and also the nature of duty.

Auth.: Rule 56 and Rule 91 TR

24(B). An officer, who is posted on permanent duty to one station and moves to that station, becomes entitled to permanent transfer benefits. In case due to operational/administrative reasons, the officer is again transferred to another station within 180 days of present posting, permanent transfer benefits cannot be denied to him. However, these benefits are not admissible if transfer is made at the request of the officer.

Auth.: CGDA letter No. AT/IV/4513/XIV dated 24 Dec 2003.

25. Notwithstanding the above mentioned provision, no move of an officer shall be classified as permanent, if it is undertaken in pursuance of a tour of inspection.

26. In the case of an officer attending an authorised course of instructions at an outstation, the move will be classified as permanent or temporary as explained below.

- (a) When a course is initially intended to exceed 180 days, the move will be treated as on permanent duty.
- (b) In determining the classification of moves in respect of courses of instructions, the duration of the course in a particular station will be the deciding factor. If a course is held at two different stations, the moves will be classified separately according to the period spent in each station and not with reference to the total period of the course.

27. Moves of officers on attachment to other units/formations at the discretion of IHQ of MoD(Army)/ GOC-in-C Command concerned for the purpose of investigation and progress of disciplinary cases shall not be classified as permanent even if the period of attachment exceeds 180 days but will be treated as only temporary and such attachment being not for the performance of any specific duty in the unit/formation to

General Information On TA/DA

which so attached, no DA will be admissible for the period of halt with the attached unit/formation, unless an Officer is detailed to perform some specific duty during such attachment.

Auth.: Note 2 Rule 91 TR

28. Routes

- (a) All Officers travelling on warrant or requisition are required to travel by the main route unless medical or military reasons render the use of an alternate route desirable.

Auth.: Rule 39 (a) TR

- (b) For the purpose of calculating mileage allowance, where admissible, 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.

Auth.: Rule 39 (b) (i) TR

- (c) The shortest route is that by which the Officer can most speedily reach his destination by the ordinary modes of travelling adopted by the general public. In case of doubt, a Competent Authority may decide which will be regarded as the shortest of two or more routes.

Auth.: Rule 39 (b) (ii) TR

- (d) If an officer travels by a route which is not the shortest but is cheaper than the shortest, his/her mileage allowance will be calculated on the route actually used.

Auth.: Rule 39 (b) (iii) TR

- (e) Routes which are not actually the shortest but recognized as shortest mentioned at Note 1 to 21 of rule 39 TR for the purpose of mileage allowance, may be used for all journeys i.e. whether on cash TA or on warrant journeys mentioned above.

Grant of mileage allowance by routes other than the shortest route

A Competent Authority for special reasons, which should be recorded, may permit mileage allowance to be calculated on a route other

Handbook on Travelling Allowances - 2023

than the shortest or cheapest, provided that the journey is actually performed by such a route.

Auth.: Rule 40 (A) TR

Travelling allowance by longer route is not admissible in cases where journey could not be performed by shortest route due to non-availability of reserved accommodation of the entitled class by that route.

Auth.: Note 1 under Rule 40(A) TR

29. Admissibility of supplementary charges

The supplementary charges levied by the railways for journeys in super-fast/express trains on duty moves are reimbursable to all the officers and their families. The above charges levied by the Railways are to be claimed through a TA claim.

Auth.: AO 23/1980

30. Ferry charges, Tolls and Railway fare

Officer travelling on duty within 8 kms of his permanent station is entitled to claim the actual amount which he may spend in payment of ferry, other tolls and fares for journeys by rail.

Officer travelling on duty on warrant by road, on which a municipal or other toll is levied, is entitled to the reimbursement of the same.

Auth.: Rule 42 TR

31. Reimbursement of reservation charges

Reservation charges levied by the railways in respect of all classes of rail accommodation will be reimbursed to the officers, treating the same as part of the fare.

Auth.: Rule 43(b) TR

32. Reimbursement of cancellation and reservation charges

Where an official journey by Rail/Air/State Transport Corporation Bus is cancelled in public interest, cancellation and reservation charges shall be reimbursed to the officer with the sanction of CFA. In similar circumstances, these charges in respect of members of family of an officer shall also be reimbursed.

General Information On TA/DA

Auth.: Rule 44 (a), (b), (c) & (d) TR

Following charges will be reimbursable:

- i. 'Tatkal Seva Charges' for railway journeys undertaken for official purpose in extremely emergent circumstances which may be duly certified by the concerned Controlling Officers.
- ii. Internet charges for booking of rail tickets through internet/e-ticketing booked through the website of Indian Railways for rail journeys undertaken for official tours.
- iii. The element of Service Tax/Education Cess and other similar levies being charged by Government on travel by air/rail/steamer on tour/transfer or LTC.
- iv. Charges admissible by public transport is reimbursable for collecting air/rail tickets from railway station/booking offices etc.

Auth.: Rule 57 (h) TR

33. Revision of TA on reversion or promotion with retrospective effect

The travelling allowances of an officer who is promoted/granted increased rate of pay (including annual increment)/reverted with retrospective effect **should not be revised** in respect of the period intervening between the date of promotion/grant of increased rate of pay (including annual increment)/reversion and that on which it is notified, except when the notification implies a change of duties. In the case of all travelling allowance claims audited before the notification appears, the audit authorities should be guided by the facts known officially at the time but in the case of travelling allowance claims not presented or audited before the promotion/grant of increased rate of pay (including annual increment)/reversion is notified, audit authorities will recognise the retrospective effect of the notification.

The family of the officer in such cases will be entitled to TA of the grade allowed to the Officer himself irrespective of whether the family precedes or follows him within the prescribed lien period.

Auth.: Rule 14 TR

Handbook on Travelling Allowances - 2023

34. Lien on Conveyance

- (i) Officers entitled to free conveyance to their home/SPR in India on retirement/death may retain a lien on conveyance for one year, which may be extended by the Competent Authority mentioned in Appx XI TR.

Members of their families and baggage may precede the officer by not more than two months from the date on which the officer superannuated/retired or follow them within one year from the date on which the officer himself moves.

Auth.: Rule 16 (i) (a) and 204 TR

- (ii) A family entitled to conveyance within Indian limits under Travel Regulations, may precede or follow the head of the family, provided that the journey is undertaken within six months of the date on which the head of family moves. Such a family is regarded as accompanying him.

Auth.: Rule 16(ii) (a) TR

- (iii) Family of an officer who is transferred from station 'A' to station 'B' and is again transferred to station 'C' is entitled to conveyance from Station 'A' to Station 'C' by the direct route when the move of the officer between these stations takes place within the time limit of six months from the date of commencement of the journey from station 'A' by the Officer himself. The same principle applies, if an officer is transferred to more than two stations within the time limit of six months.

Auth.: Note 1 below Rule 16 (ii) (a) TR

- (iv) The family conveyance admissible as stated above is subject to the conditions that no TA will be admissible to a member added to the family after the date of transfer of the officer.

Auth.: Note 1 below Rule 16 (ii) (b) TR

- (v) Officer, who sends his family in advance, will do so at his own risk and if the orders for the move for the head of the family be changed or cancelled subsequently, compensation or conveyance in respect of the return journey of the family is not admissible.

General Information On TA/DA

Auth.: Rule 16 (ii) (c) TR

- (vi) A warning order issued by the General Staff Branch to a unit will constitute a posting order for the purpose of regulating free conveyance for the family of an officer proceeding to a non-static unit/formation/establishment whose personnel are in receipt of field service concessions. A family proceeding to their home/selected place of residence (SPR) etc. on receipt of the warning order, which is followed by a Q Mov Order/Signal/posting order etc. and the head of the family actually moves out to the new duty station will be entitled to free conveyance to and from their home/SPR etc., in the event of the warning order being cancelled later. In case the family moves to their home/SPR etc. on receipt of warning order but the warning order is not followed by a Q Mov order/Signal etc. and the head of the family does not move out, the move of the family to and from their home/SPR etc. will be regulated under Govt. sanction.

Auth.: Rule 63 TR

35. Claims for conveyance of the family which moves under these rules in advance of the head of the family, will not be admitted finally in audit until the head of the family actually moves.

Auth.: Rule 16(ii)(d) TR

36. In the case of officers, serving at stations where families are permitted to reside, but cannot accompany or join the head of the family for want of accommodation at those stations, the time limit of six months will be calculated from the date, married accommodation becomes available at those stations.

The above stated provisions are applicable to the conveyance of personal effects also. However, in the case of conveyance of car, the time limit will be within six months from the date of officer's own move.

Auth.: Rule 16 (ii) (e) TR and AO 387/1973

37. Time limit of six months mentioned in Para 34 (ii) & (iii) above are also applicable to the transportation of personal effects and conveyance subject to the condition that the cost of conveyance of personal effects

Handbook on Travelling Allowances - 2023

from the first to the last station will be regulated as follows:

- (i) The total weight carried from station 'B' to station 'C' and from station 'A' to station 'C' should not exceed the maximum entitled scale and
- (ii) The total cost of transporting the personal effects from station 'A' to station 'B' to station 'C' and from station 'A' to station 'C' should not exceed the amount admissible from station 'A' to station 'B' plus that admissible from station 'B' to station 'C'.

Auth.: Rule 16 (f) TR

38. Officer, under orders of transfer to another station who sends his authorised baggage or a portion thereof in advance of his move does so at his own risk and is not ordinarily entitled to any compensation in the event of his move being changed or cancelled. Competent Authority, as per Appx I TR, however, may if satisfied that the officer did not dispatch his baggage unduly in advance of his own move as originally ordered, sanction a refund of the actual cost of conveyance at goods train rate of the quantity of baggage within the authorised scale as covered in relevant provisions of rule 67 TR, which the change or cancellation of the move has involved.

Auth.: Rule 16(ii)(g) TR

39. In special cases, a Competent Authority as given in Appx I TR may sanction an extension of the time limit mentioned in sub clause(ii) (a) and (f) of rule 16 TR, provided he is satisfied that the circumstances of the case are such as to justify the grant of this concession.

Auth.: Rule 16(ii) (h) TR

40. DGOL & SM is the Competent Authority to sanction lien on conveyance for family and baggage on permanent transfer beyond one year.

DGOL is the Competent Authority to sanction lien on transportation of private conveyance on permanent transfer beyond one year from the date of move of an officer.

Auth.: Rule 16 read with Appx XI TR

General Information On TA/DA

41. TA/DA Entitlements as per 7th CPC orders w.r.t. Pay level in the Pay Matrix and subsequent increase in the rates

The term 'Pay in the Level' for the purpose of implementation of 7th CPC orders refers to 'Basic Pay' drawn in appropriate Pay Level in the Pay Matrix as defined in SRO 12 (E), 17(E) and 21(E) will determine the revised TA/DA entitlements as per 7th CPC orders applicable from 01 July 2017. This does not include Non-Practicing Allowance (NPA), Military Service Pay (MSP) or any other type of pay like Special Pay etc.

The entitlements of Daily Allowance on Tour i.e. reimbursement of Hotel charges, Travelling charges and Food charges as per rule 114 TR, and Reimbursement charges on Transportation of Personal effects and Conveyance on Transfer admissible under Rule 61, 67, 200-A and B TR mentioned in GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017, shall automatically increase by 25% whenever Dearness Allowance payable on the revised pay structure goes up by 50%.

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017

Handbook on Travelling Allowances - 2023

Pay Matrix Level as per 7th CPC w.r.t. the ranks held by Officers.

Sr. No.	Rank	Pay Matrix Level
1.	Lieutenant	10
2.	Lieutenant (MNS)	10
3.	Capt	10B
4.	Capt (MNS)	10A
5.	Major	11
6.	Major (MNS)	10B
7.	Lt. Colonel	12A
8.	Lt. Colonel (MNS)	11
9.	Colonel	13
10.	Colonel (MNS)	12
11.	Brigadier	13A
12.	Brigadier (MNS)	12B
13.	Maj. General	14
14.	Maj. General (MNS)	13B
15.	Lt. General (HAG)	15
16.	Lt. General (HAG+)	16
17.	Vice chief of Army Staff & Army Commanders	17
18.	Chief of Army Staff	18



Air Journey On Temporary Duty, Permanent Move & LTC

3. Air Journey On Temporary Duty, Permanent Move And LTC

42. Orders on Air Journey:

In view of the decision taken by the Govt. of India for disinvestment of Air India, it has since been decided by the Govt. of India that effective from 01st January 2022, in all cases of Air Travel where the Govt of India bears the cost of Air Passage, Air Tickets shall be purchased and booked from any one of the three authorised agents only.

The following may be followed while booking of the Air Tickets;

- i. In all cases of Air Travel where the Govt of India bears the cost of Air Passage, Air Tickets shall be purchased and booked from the three authorised agents viz.:
 - a. M/s Balmer Lawrie & Compay Ltd.(BLCL)
 - b. M/s Ashok Travels & Tours(ATT)
 - c. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)
- ii. The choice of the Travel Agent for booking of ticket for Tour and LTC from those in Para (i) is left open to the Ministry/Depts and to the official in case of self booking, based on convenience and service quality.
- iii. Army Officers are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-Stop flight in a given slot at the time of booking;
- iv. On the day of travel in the desired 3 hours slot of following time band - 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00.
- v. With provision of optimizing within 10% price band, for convenience and comfort.

Handbook on Travelling Allowances - 2023

- vi. Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of Self Declared justification by the Army Officer.
 - vii. Cancellation made less than 24 hours before intended travel on Tour, will require the submission of Self Declared justification by the Army Officer.
 - viii. In case of unavoidable circumstances, where booking of ticket is done from unauthorized travel agent/website, the Financial Advisor of the Ministry/Department and Head of Dept not below the rank of Joint Secretary in subordinate/attached offices are authorised to grant relaxation.
 - ix. Tickets of all employees for a Single Tour should be done through One Selected Travel Agent only.
 - x. No Agency Charges/Convenience Fees will be paid to these three Booking Agencies.
 - xi. To ensure the timely payment of Air Ticket to the Travel Agents and to confirm the performance of journey, the Army Officer has to submit a Certificate/Undertaking in prescribed proforma (Annx -I) within Seven (7) days of completion of journey. TA bill may be submitted later as per the existing rules.
 - xii. This ibid OM has been issued by the GoI, MoF, DoE, New Delhi in supersession of all existing instructions on the subject.
- Auth.:** GoI, MoF, DoE, New Delhi letter No. 19024/03/2021-E.IV dated 31st December 2021, GoI, MoF, DoE OM No. 19024/03/2021-E.IV dated 16th Feb 2022, letter no. 19024/03/2021-E.IV dated 16th June 2022 and GoI,MoPG&P, DoPT letter no. 31011/12/2022-Estt.A-IV dated 29th August 2022.



Regulation Of TA - Temporary Duty Journey

4. Regulation Of TA - Temporary Duty Journey

The rules in this chapter deal with the travelling allowance/daily allowance admissible for journeys on temporary duty.

43. TA when admissible

- (i) Travelling allowance is not admissible for any day on which an officer does not reach a point outside a radius of 8 kms from the 'duty point' (i.e. place/office of employment) at his HQ or returns to it from a similar point.

Note: The term 'radius of 8 kms' shall be interpreted as meaning a distance of 8 kms by the shortest practicable route by which an officer can reach his destination by ordinary mode of travel.

Auth.: Rule 114 (V) TR

- (ii) For journeys within the radius of 8 kms, please see Rule 223 TR read with AO 110/1977.

43 A. Dispensation of condition of Production of Receipts/ Vouchers for Reimbursement of Travelling Charges for Travel within City.

Effective from 16th March 2021, condition of production of Receipts/Vouchers by Army Officers, from Pay Level 9 to 11(only) i.e. upto the rank of Major, for obtaining and seeking Reimbursement of Travelling Charges for Travel within City admissible under Daily Allowance on Tour has been dispensed off subject to furnishing of Self Certification with following details viz.;

- a. Period of Travel
- b. Vehicle Number
- c. Undertaking to the effect that-
 - i. No Service Transport or Civil Hired Transport was provided for any part of the journey or travel performed for which the claim has been preferred.
 - ii. Travel was necessitated and carried out for bonafide Military Tasks and bonafide Military Duties only.

Handbook on Travelling Allowances - 2023

Auth.: Govt of India, MoD, DMA letter No. 12630/TA/DA/7th CPC/Mov C/43/D (Mov)/21 dated 16th March 2021, GoI, Min of Finance, Deptt of Expenditure, New Delhi O M No. 19030/2/2020-E.IV dated 22nd Dec 2020.

44. Revised orders on Travel entitlements by train and by air within the country as per 7th CPC orders w.e.f. 01 July 2017:

(i) Travel Entitlement by train and by air (Rule 92 and Rule 108 TR):

Pay Level in Pay Matrix by	Travel Entitlement by train and air
14 and above	Business/Club class by air or AC-I by train
12 , 12A, 12B, 13, 13A, 13B	Economy class by air or AC-I by train
10, 10A, 10B,11	Economy class by air or AC-II by train

Officers are allowed to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains. The reimbursement to Premium Tatkal Charges for booking of tickets, the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duranto Trains while on official tour/training (rule 95-A TR refers) and the reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed.

(ii) Travel entitlement for the journey in Premium/Premium Tatkal/ Suvidha/Shatabdi/Rajdhani/Duranto Trains will be as under:

Pay Level in Pay Matrix	Travel Entitlements in Premium/Premium Tatkal/ Suvidha/Shatabdi/Rajdhani/ Duranto Trains
12 and above	Executive/AC 1st Class (in case of Premium/Premium Tatkal/ Suvidha/Shatabdi/Rajdhani Trains as per available highest class)

Regulation Of TA - Temporary Duty Journey

11, 10, 10A, 10B	AC 2 nd Class/Chair Car (in Shatabdi Trains)
------------------	---

The revised Travel entitlements are subject to following:

- a. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- b. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- c. All mileage points earned by officers on tickets purchased for official travel shall be utilised by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.

Auth.: Note 1 below Rule 62 TR read with 108 TR

- d. In case of non-availability of seats in entitled class, Officers may travel in the class below their entitled class.

(iii) International Travel Entitlement by Air w.e.f. 01 July 2017 - Rule 245 TR:

Pay Level in Pay Matrix	Travel Entitlement
17 and above	First class
14 to 16	Business/Club class
13B, 13A, 13 and below	Economy class

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017.

(iv) Travel by helicopter -

Officers who are entitled to travel by air on duty can make use of helicopter service operated by Helicopter Corporation of India between certain places within Indian limits, if the fare

Handbook on Travelling Allowances - 2023

charged for helicopter is not more than the air fare otherwise admissible on that sector while travelling by IAC flights.

Similarly, travel by helicopter while availing LTC is not recognised.

Auth.: GoI, MoF, DoE ID No. I/E/IV/2007 dated 27 Feb 2007 received vide CGDA Office letter No. AT/IV/4026/X dated 27 June 2007.

Air travel by re-employed officers

Consequent on SPC orders w.e.f. 01 Sep 2008 and 7th CPC Orders w.e.f. 01st July 2017, re-employed officers may perform journey by air. Further, the drawal of various allowances and other benefits in the revised structure based on pay in respect of re-employed Officers shall be regulated with reference to pay that is fixed on re-employment. Pay for these allowances will be the pay fixed before deducting the pension.

Auth.: GoI, MoD letter No. 1/69/2008/D(Pay/Service) dated 24 Jul 2009 and No. 1(14)/2017-D(Pay/Services) dated 09 Jan 2018.

45. Air/Rail travel for hospital admission of officers

As per SPC orders w.e.f. 01 Sept 2008, the recognized class of travel for hospital admission by rail and air shall be the same as that recognized for official tours.

Auth.: Rule 94 & 108 (2) TR and GoI, MoD letter No. 12630/ Mov C/3737/D (Mov)/08 dated 29 Dec 2008.

46. Revised entitlement as per 7th CPC for journeys by Sea or by River Steamer w.e.f. 01 July 2017 (Rule 58 and 107 TR)

- (A) For places other than A&N Group of Islands and Lakshadweep Group of Island:

Pay Level in Pay Matrix	Travel Entitlement
10 and above	Highest class

- (B) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :

Regulation Of TA - Temporary Duty Journey

Pay Level in Pay Matrix Travel Entitlement

10 and above Deluxe class

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017.

47. Mileage Allowance for Journeys by Road as per 7th CPC orders w.e.f. 01 July 2017 (Rule 102, 106 and 111 TR)

- (i) At places where specific rates have been prescribed:-

Pay Level in Pay Matrix	Entitlement
14 and above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
10, 10A, 10B, 11, 12, 12A, 12B, 13, 13A, 13B	Same as above, with the exception that journeys by AC Taxi will not be permissible.

- (ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighbouring States:

For journeys performed in own car/taxi	Rs. 24/- per km.
For journeys performed by auto rickshaw, own scooter, etc.	Rs. 12/- per km.

The rate pre km will be further rise by 25% whenever DA increases by 50%.

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated

Handbook on Travelling Allowances - 2023

15 Sept 2017.

48. Travel by Railway Saloons/Special Reserved accommodation

- (a) The following officers will be entitled to the use of Saloons, when absolutely necessary and desirable.
 - i. Chief of the Army Staff
 - ii. Vice Chief of the Army Staff
- (b) When not using a saloon, the above officers may requisition a two or four berth first class compartment. In special cases, however, when the above officers consider it necessary, a four berth air conditioned compartment may be requisitioned.
- (c) Army Commanders may use saloons within their own command only, when required, as travelling officers and for overnight accommodation at halts. In certain special cases, when it is considered by an Army Commander, that it is economical to bring his saloon to Delhi, he may do so with the prior permission of the Chief of the Army Staff.
- (d) In case when Army Commanders are not using a saloon, they may requisition a two berth or four berth first class accommodation or a two berth Air Conditioned compartment. In special cases, when considered absolutely necessary, a four berth air conditioned compartment may be requisitioned in lieu of a saloon.
- (e) PSOs at IHQ of MoD (Army), DGAFMS, Corps Commanders, Director Generals and Defence Planning Staff of the Chief of Staff Committee are allowed an air-conditioned coupe or a two berth AC-II compartment. When an air conditioned coupe or a two berth AC-II compartment is not available, a four berth AC-II compartment may be requisitioned.
- (f) No other officer will be entitled to the use of saloon, reserved compartment or coupe.

Auth.: Rule 93 TR

49. In every bill for travelling allowance in respect of a journey performed in reserved accommodation, the officer reserving the

Regulation Of TA - Temporary Duty Journey

accommodation must specify the number of persons who travelled with him and certify that the necessary first class/AC-II tickets were purchased by them, otherwise NIL certificates are required. He shall also be required before beginning the journey to have the numbers and other details of the first class/AC-II tickets purchased for the persons travelling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which journey is commenced. This is necessary in order to enable an adjustment to be made between the Defence and Railway department in respect of the first class/AC-II fares recognised by Railways.

Auth.: Note 1 below Rule 93 TR

50. The wife of the COAS may travel free as an entitled person i.e. without purchasing a ticket, in the Railway saloons reserved exclusively for the COAS, when his wife accompany him on tour in connection with the visit to the Welfare Organisation of which she is a member.

The total number of persons (other than attendants) travelling in the reserved saloon, including the COAS shall not exceed six.

Auth.: Note 2 below Rule 93 TR

51. Entitlements - Moves on temporary duty

The components of TA/DA admissible for move on temporary duty are as under:

(a) Road Mileage

Govt. transport when available and considered essential, may be provided at the discretion of the appropriate authorities from the transport within their pool, to officers for journey on temporary duty as laid down in AI 24/1977. If Govt. transport is not used, road mileage allowance is admissible as under:

- (i) One road mileage each between HQ station to Railway station and from Railway station to temporary duty point and vice versa will be admissible. The rate of road mileage is the charge fixed by the RTO at that station for Taxi/Rickshaw etc. The rates of taxi/auto rickshaw are to be obtained by the Ministry/Department concerned and furnished to the audit authorities. Rate chart will be periodically revised and for places where the

Handbook on Travelling Allowances - 2023

states have not updated the rates and presently prevailing rates are more than 2 years old as on date of journey w.e.f. 01/10/2022, the claims shall be admitted @ Rs. 24/- per Km.

Auth.: AI 36/1973 read with Rule 61 TR, DGOL & SM letter no. B/89621/RMA/Mov C dated 15/09/2022.

- (ii) Road mileage allowance admissible for journeys performed by sharing the hire charges or by taking a single seat in a Taxi/Auto Rickshaw will be actual share of the hire charges limited to the amount calculated at half of the rate notified by the concerned Director of Transport for Taxi/Auto Rickshaw.
- (iii) One road mileage each between HQ/residence at HQ to Railway Station/Air Port/Bus Stand/ disembarkation HQrs to duty point at the outstation will be admissible. However, for local journey performed at outstation, no road mileage will be admissible.

Auth.: Rule 111 (e) TR read with Rule 61 TR

Note: Where intermediate journeys by road are necessary to catch the next train/aeroplane, road mileage at appropriate rate is admissible irrespective of whether the journey is on tour.

Auth.: CGDA letter No. AT/IV/4518/Vol. II dated 14 Feb 1983

- (iv) Rates of Daily Travel entitlement at temporary duty station as per 7th CPC orders w.e.f. 01 July 2017 (Rule 114 TR)

Pay Level in Pay Matrix	Entitlement
14 and above	Reimbursement of AC Taxi charges as per actual expenditure commensurate with official engagements for travel within the city.
12 , 12A, 12B, 13, 13A, 13B	Reimbursement of AC Taxi charges of up to 50 kms per day for travel within the city.
10, 10A, 10B, 11	Reimbursement of Non- AC Taxi charges of up to Rs. 338/- per day for travel within the city.

Regulation Of TA - Temporary Duty Journey

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017.

(b) For journey by rail

- (i) Free Railway warrant in entitled class of accommodation will be issued for both onward and return journeys. If no warrant is used and the journey is performed by modes other than by rail between stations connected by rail, the entitlement of TA will be limited to the actual fares paid by the officer or the cost that would have incurred had the officer availed of the recognized mode and class of accommodation available on shortest route viz. cost of warrant at public tariff rate whichever is less, with the sanction of the Controlling Officer under rule 47(iii) TR.
- (ii) Journey by recognize Railway season tickets.
- (iii) In cases where officer performs a rail journey on duty, utilising the monthly/quarterly season tickets taken out by him for his personal use for attending office, no mileage allowance will be admissible but only the usual daily allowance, as admissible, in such cases.

Auth.: GoI, MoD letter No.B/89621/Q Mov C/5862/D (Mov)dated 29 Nov 1976.

(c) Journey by Road

- (i) The mileage allowance is admissible for the journeys on temporary duty between places connected by road, between stations connected by rail, the road mileage at the appropriate rate would be restricted to entitlement for journey by rail on warrant i.e. cost of warrant, whichever is less.
- (ii) Officer travelling by road between places connected by rail may travel by any type of bus (viz. Ordinary bus, express bus, deluxe bus and Air-conditioned bus) and draw the fare actually paid limited to the cost of warrant by rail by the entitled class, whichever is less.
- (iii) When two or more Officer may draw the actual share of hire paid by him limited to half of the Road Mileage admissible.

Handbook on Travelling Allowances - 2023

Auth.: Rule 111 (c) TR

- (iv) When a road journey is performed between places connected by rail, road Mileage will be limited to the fare of the class of the railway accommodation to which the individual is entitled. However, the above Road Travel by Private arrangement (Own Car etc.) will be subject to obtaining approval of the controlling officer for travel by own arrangement.

Auth.: Rule 111 (d) TR, MoD letter No. 12630/TPT.A/Mov C/81/D(Mov)/2022 dated 25/02/2022.

- (v) When a group of officers travel by a chartered bus sharing their charges, each will be entitled to actual share of the hire charges limited to -
 - a. The fare of the entitled class by rail between stations connected by rail.
 - b. between places not connected by rail, fare of the regular buses plying on the route.

Auth.: GoI, MoD letter No.B/89621/Q Mov C/ 5862/ D(Mov) dated 29 Nov 1976.

- (vi) **When full Road Mileage Allowance is claimed.**

When road mileage is claimed for a journey performed by motor car between stations connected by rail, the Competent Authority should decide whether the full rate of travelling allowance should be allowed in such a case or whether it should be limited to what would have been admissible, had the officer travelled by rail in the ordinary way. The principle which should be followed in deciding such question is whether any public interest was served by the road journey which would not have been served had the officer travelled by rail, such as the saving of public time or inspection work enroute etc.

Auth.: Note 2 below Rule 40 (A) TR

- (vii) **Journey by a conveyance for which no expenditure incurred.**

No mileage allowance is admissible for a journey on temporary

Regulation Of TA - Temporary Duty Journey

duty performed by an officer in a vehicle provided free of charge or along with another officer in his vehicle, as no expenditure for the conveyance would be incurred by the officer in such cases.

An officer who is specially permitted to take his family with him while travelling on temporary duty by staff car or other Govt. vehicle, outside the HQ and who is required to pay hire charges for the use of the staff car will be regarded as having been provided with free conveyance and will not be entitled to mileage allowance although payment for the use of staff car is made by him for family members and not for himself.

(viii) **Journey where rail cum road tickets are issued**

Officers travelling by road on duty, where rail cum road services exist and are controlled either by the Railways or by other authorities who recognise the tickets issued by the Railways and vice versa shall perform such journeys on rail cum road tickets.

Auth.: Rule 112 TR

(d) Daily Allowance

- (i) An individual when performing temporary duty will, in addition to the mileage allowance at the appropriate rate for the journeys involved, be entitled to daily allowance for the entire absence from HQ, starting with departure from HQ and ending with arrival at HQ to cover both way expenses as well as expenses for halt at outstation.
- (ii) Daily allowance for the entire absence from HQ is regulated as follows.

(a) If the absence from HQ does not exceed 6 hours	No DA
(b) If the absence from HQ exceeds 6 hours but does not exceed 12 hours	70% DA
(c) If the absence exceeds 12 hours	Full DA

Auth.: Rule 114 (ii) TR

- (iii) In case the period of absence from HQ falls on two calendar

Handbook on Travelling Allowances - 2023

days, it is reckoned as two days and daily allowance is calculated for each day as above. Similarly, daily allowance for date of departure from and arrival at HQ will also be regulated accordingly. One daily allowance only will be admissible in respect of halts on any day on which an individual is entitled to such allowance under rules.

Auth.: Rule 114 (ii) TR

- (iv) (a) As all Army Officers are entitled to free issue of Rations or compensation by Ration Allowance in lieu of Rations, during absence from duty, their daily allowance will be reduced by an amount of ration allowance per day when detailed on temporary duty. Accordingly, officers proceeding on temporary duty will move on LRC and draw ration from the unit to which they proceed on temporary duty. For this, they will be entitled to full DA for the journey and halt at outstation less ration allowance for the duration of the halt at outstation. When an officer is proceeding to a non-military station on temporary duty, the officer will claim full DA without any deduction. In stations where ration drawing facilities exist but the officers either stay in MES Inspection bungalow or make their own arrangements, they will also be entitled to full daily allowance.
- (b) In all such cases, the TA/DA claims of temporary duty will be accompanied by a certificate from the officer, certifying that he has not drawn rations in kind or cash allowance in lieu of rations, for the period involved including journey periods or if already drawn will be adjusted in subsequent drawal duly countersigned by the OC Unit/ Controlling Officer.

Auth.: Rule 114(xi) TR and GoI, MoD letter No.3 (1)-13/D (OS) dated 12 Apr 1983, AHQ letter No. 01026/(B) dated 28 Sep 1983 received under CGDA letter No.AT/VII/7041 dated 06 Oct 1983, GoI, MoD letter No. 03(01)/2016/D(QS) dated 31 July 2017, letter No. PC-12045/Q/ST 6/(Common Ration) /1411 /D(QS)/2019 dated 04 Apr 2019, letter No. PC-12045/Q/ST 6/(Common Ration) /3837/D(QS)/2019 dated 24 Oct 2019,

Regulation Of TA - Temporary Duty Journey

letter No. 03(01) /2016 /D(QS) dated 07 Aug 2019, CGDA letter No. AT/I/1484/VII dated 23 Sept 2019 and dated 25 Oct 2019 addressed to SAPCS, ADGPS, IHQ of MoD (Army).

- (v) Officers may preferably stay in Circuit houses, Messes, Government Guest houses, Inspection Bungalows etc., if they are available.

Auth.: GoI, MoF, Deptt of Exp letter FNo 7(1)/E.Coord/2008 dated 01 Oct 2008.

- (vi) Daily Allowance Entitlement - Clarifications regarding

Point of doubt	Clarification
(i) Whether any advance on account of Hotel charges, food bills, taxi fare etc. may be paid	Advance of Travelling Allowance is admissible under provisions of Rules 48 to 51 of Compendium of Advances contained in GFR. This advance may include elements of Daily Allowance. These orders will continue to remain in force.
(ii) Whether hotel/guest house should be registered/ recognized	Note 1 below GoI decision 1 below SR 51 clarifies that for stay in a Hotel, the Government servant must have stayed in an establishment registered/licensed as a hotel, by proper Authority. This continues to be in force.
(iii) Whether cash receipt/Cash memo will be mandatory in support of the claims	Yes, as clarified in MoF letter No. 19030/3/2008-E.IV dated 19 Nov, 2008, actual expenditure incurred within the prescribed limit will be reimbursed as per normal procedure of re-imbursement. (see Note below)

Handbook on Travelling Allowances - 2023

Note : As per 7th CPC orders, w.e.f. 01 July 2017, there will be no separate reimbursement of food bills. Instead, the lump sum amount will be admissible depending upon the length of absence from HQrs. As such no vouchers will be required for reimbursement of food charges.

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept. 2017.

- (vii) As per Para 3 of Annexure of MoF letter No. 19030/3/2008.E.IV dated 23 Sep 2008, reimbursement of taxi charges upto 50 kms for travel within city for Officers having Grade Pay of Rs.7600/- & above and Rs.50/- to Rs.150/- per diem for others is admissible. The doubts raised by PCsDA/CsDA on this issue and clarification on each by CGDA are given below.

Point of doubt	Clarification
(i) Whether reimbursement is admissible for actual distance travelled from point of stay to duty point	Clarified vide MoF letter No. 19030/3/2008-E.IV dated 14 Oct 08 that the present provision of GoI order 7 below of SR-46 continues to be applicable in addition to reimbursement of taxi/travel charges within the city within prescribed limits.
(ii) Whether maximum limit of taxi charges i.e. for 50 kms prescribed is admissible straightway	As clarified in GoI, Min of Personnel, Public Grievances and Pension, DoPT letter No. 31011/3/2015-Estt.(A.IV) dated 04 th Feb 2021 received vide HQrs Office letter No. AN / XIV / LTC /Medical dated 11 th Feb 2021
(iii) Reimbursement of Hotel Bills when No of Guest appeared as 2	Clarified vide CGDA Letter No. AT/IV/4462/Officers dated 08/07/16 that hotel tariff of a single person is required to be obtained from Hotel authorities.

Regulation Of TA - Temporary Duty Journey

- (viii) Facilitation of guest room allotment for officers moving on TD will be the responsibility of the HQ/Dte/Br/Est detailing the officer on TD, in case an officer is not utilizing ARMAAN for booking of guest room. The detailing HQ/Dte/Br/Est will then coordinate with the Detention Certificate issuing Authority to facilitate the officer in obtaining the necessary endorsement on the Detention Certificate in case guest room is not available.
- (ix) In stations where there is no guest rooms held, Detention Certificate will be suitably endorsed. For Non-Military Stations, where no Station HQ exists, the officer will render a Certificate that no Station HQ exists, in a Non-Military Station, which shall be countersigned by the claim Countersigning Authority.

**The detention certificate should be submitted in prescribed format as per QMC letter No.43012/Guest Rooms/LW&E/Qtr dated 12/12/2018.

Detention Certificate

1. Certified that IC/SS/WS ----- Rank----- Name -----Unit -----
CDA(O)A/c No.-----was detained at-----from-----to-----
2. During the period of stay, the Officer was provided with,
 - i. Hotel Accn/Guest Room Accn
 - ii. Free Messing - Yes/No
 - iii. Free Transport - Yes/No
3. It is hereby certified that Guest Room Accn was not avlb on the day of the stay of the a/m offr(s) in the hotel

Case file No.-

Station -

Dated

(Signed of the issuing Officer)

(Note : The issuing authority will ensure that the hotel accn is availed only if all avlb guest rooms are occupied)

Handbook on Travelling Allowances - 2023

**Clarifications received vide CGDA letter No. AT/ IV/ 4462/
Orders dated 13 May 2009:**

Point of doubt	Clarification
In case of officer is detailed on temporary duty at two points located at distances more than 50 kms in the same city. What is the entitlement of TA, in case of Govt. transport not provided ?	As per Note 4 below Rule 114(vi) TR, local journeys beyond 8 kms should normally be performed in the same way as the service personnel / civilians perform the journeys to his duty points i.e. by bus, local trains or his own conveyance, where travel by special means of conveyance like taxi, scooter etc. is considered necessary, prior permission of Superior Authority should be obtained. Mileage as per prescribed rates may accordingly be admitted.
Reimbursement of accommodation charges, food bills and taxi bills Whether food bills and ration allowance are concurrently payable or ration money per day as stipulated in rule 114 (xii) TR is recoverable ?	Provisions of rule 114(xii) TR still in force. Hence their food bills would be reduced by the cost of Rations.

On day(s) when a serving officer on temporary duty is provided with free boarding and lodging, earlier system of giving 25% DA has been discontinued. In case, the officer is provided free lodging and boarding and he is incurring any expenditure on local travel, the same will be restricted to his per day entitlement of conveyance. Further, after implementation of 7th CPC orders, the facility of DA at 5th CPC rates has been done away with.

Auth.: GoI, MoD No. 12650/ TA/ Mov C/198/D (Mov)/2018 dated 06 Dec 2018 duly extending provisions of GoI, MoF, DoE E.IV Branch OM No. 19030/1/2017-E.IV dated 01 Feb 2018.

Regulation Of TA - Temporary Duty Journey

Rates of Daily Allowance as per 7th CPC w.e.f. 01 July 2017 are as follows:

Pay Level in Pay Matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/ guest house of up to Rs. 7,500/- per day. Reimbursement of AC Taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding Rs.1200/- per day (also refer to Para (i) below)
12 , 12A, 12B,13, 13A,13B	Reimbursement for hotel accommodation/ guest house of up to Rs. 4,500/- per day. Reimbursement of AC Taxi charges of up to 50 kms per day for travel within the city. Reimbursement food bills not exceeding Rs.1000/- per day (also refer to Para (i) below)
10, 10A, 10B,11	Reimbursement for hotel accommodation/ guest house of up to Rs. 2,250/- per day. Reimbursement of non-AC Taxi charges of up to Rs. 338/-per day for travel within the city. Reimbursement of food bills not exceeding Rs.900/-per day (also refer to Para (i) below)

(i) Reimbursement of Food Charges :-

There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table above and depending on the length of absence from headquarters, would be regulated as per Table (ii) below. Since the concept of reimbursement has been done away with, no vouchers will be required for claiming lump sum grant.

The lump sum amount will increase by 25 % whenever DA increases by 50%.

Handbook on Travelling Allowances - 2023

(ii) Timing Restrictions

Length of absence	Amount Payable
If absence from HQ is <6 hours	30% of Lump sum amount
If absence from HQ is between 6-12 hours	70% of Lump sum amount
If absence from HQ is >12 hours	100% of Lump sum amount

Absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per day basis.

(iii) Reimbursement of Hotel Charges :-

For level 10 and above, production of vouchers for reimbursement of Hotel Charges are mandatory.

The ceiling for reimbursement of hotel charges will further rise by 25% whenever DA increases by 50%

(iv) Reimbursement of Travelling charges:- Reimbursement of travelling charges may be paid for level 12 and above, only with production of vouchers for reimbursement of Travelling Charges. Production of vouchers for reimbursement of Travelling Charges is mandatory.

For Pay Level upto 11, requirement of production of vouchers has been waived off.

The ceiling for level 11 and below will further rise by 25% whenever DA increases by 50%.

For journeys on foot, an allowance of Rs. 12/- per km travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

- (v) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc., for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the

Regulation Of TA - Temporary Duty Journey

Head of Department/Controlling Officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs. GoI, Ministry of External Affairs (FD Sn) Order No. Q/FD/695/3/2000 dated 21 Sept 2010 refers.

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017.

52. Regulation of Daily Allowance (Food Bills) during holidays/ Casual leave

- i. Daily allowance (Food Bills) is admissible on holidays occurring during temporary duty. It is not admissible on restricted holidays and casual leave availed of by the officer. However, if he takes $\frac{1}{2}$ day's casual leave permissible under the rules, $\frac{1}{2}$ DA is admissible.
- ii. It is further clarified that the daily allowance (Food Bills) for the entire absence from HQ should correspond to the minimum period, which in the opinion of the Controlling Officer, is necessary for the officer to be away on temporary duty. If on account of holidays at either end of the temporary duty, an officer starts from the HQ earlier than otherwise necessary or returns to HQ later than otherwise necessary, the Controlling Officer can make such deduction from the total number of daily allowances as are excessive in his opinion. Similarly, when an officer avails of casual leave any time during the period of temporary duty, the calendar days on which he avails of casual leave will be excluded from the calculation of daily allowance.

Auth.: Rule 114(vii) TR and GoI, MoD Letter No. B/89621/Q Mov C/3826/D (Mov) dated 03 Aug 1976.

DA is not admissible for any day whether it is Sunday or holiday unless the Officer is actually and not merely constructively remains in camp.

Auth.: Rule 114(ix) TR

53. Continuous halt

Full DA will be admissible for the first 180 days of continuous halts

Handbook on Travelling Allowances - 2023

at places outside the Officer's HQ during tour/temporary transfer/attachment. Beyond this period, no DA will be admissible and in such cases, the appropriate course of action would be to issue necessary transfer orders.

Auth.: Rule 114(viii) TR

54. To enable the Controlling Authority to check travelling claims, the officers shall append therewith a certificate from the CO of the temporary duty station, showing particulars of the nature and extent of State hospitality viz. free messing and accommodation enjoyed during the period covered by their claims.

Auth.: Note below Rule 9(a) TR

55. DA for journey by Rajdhani Express

Even though the fare for Rajdhani Express includes charges for meals provided in the train, the daily allowance for the journey period will be admissible at full rate.

Auth.: Rule 95 TR, GoI, MoD Letter No.B/89621/PC-16/Q Mov C/3497/D (Mov) dated 17 Aug 1978.

56. Regulation of TA/DA for attending an Investiture ceremony at Rashtrapati Bhavan

(a) Conveyance

- (i) Journey by Air :** The recipients, serving as well as retired officers irrespective of rank or next of kin in the case of posthumous awards and their entitled guests will be entitled to travel by air from the nearest airport to Delhi and back.
- (ii) Journey by Rail :** The recipients and their entitled guests travelling by train will be entitled to travel by the highest class available on the Railway line or the class by which the journey is actually performed, whichever is less. If the journey between the places connected by rail is performed by road, only the actual expenses restricted to rail fare admissible, will be allowed.
- (iii) Journey by Road :** The recipients and their entitled guests performing journeys by road either by private vehicle or taxi between places not connected by rail will be entitled to road

Regulation Of TA - Temporary Duty Journey

mileage at the rates notified by the concerned Directorate of Transport for taxis for one full taxi if the recipients and their entitled guests are travelling from the same destination or one full taxi each, if travelling from separate destinations or the actual expenditure whichever is less.

Note 1: Journey by rail will be performed by warrant, where free warrant is admissible, and where it is not, recipients/guests will be entitled to reimbursement of actual fare each way.

Note 2: Recipients of the award can move the entitled guest(s) at Government expense from any place in India irrespective of the place of duty of the awardees.

Auth.: GoI, MoD letter No. 3(7)/2008/D(Ceremonials) dated 23 Feb 2009.

Officers may also refer to the provisions vide GoI, MoD letter No. 3(7)/2003/D(Cer) dated 09 Apr 2015 and No. 3(54)/2017/D(Cer) dated 08 March 2018 issued for further amendments to GoI, MoD letter No. 3(7)/2008/D(Ceremonials) dated 23 Feb 2009.

(b) Entitlement for expenditure during journey by rail

- (i) **Allowances:** W.e.f. 23 Feb 2009, serving as well as retired officers irrespective of rank or next of kin in case of posthumous awards travelling by rail and their entitled guests will be entitled to Rs.150/- as incidental expenditure for each day of journey. If the journey does not cover a full day, 12 hours or more spent on the journey on any day, will qualify for full allowance and less than 12 hours on any day, will qualify for an allowance of Rs.75/-

Auth.: GoI, MoD letter No. 3(1)/89/D(Cer) dated 07 Nov 1989 and letter No. 3 (7)/2008/D(Ceremonials) dated 23 Feb 2009

- (ii) **Out of Pocket Allowance:** W.e.f. 23 Feb 2009, each recipient whether coming from outside or residing in Delhi will be allowed a total amount of Rs. 900/- for out of pocket expenses, for his/her entire period of stay. Guests will not be allowed out of pocket expenses or road mileage allowance.

Handbook on Travelling Allowances - 2023

Auth.: GoI, MoD letter No. 3(7)/2008/D(Ceremonials) dated 23 Feb 2009.

(c) Guest of recipients/next-of-kin:

Each awardee/next-of-kin will be entitled to bring at Government expenses:

- (i) Two personal guests for the award of Param Vir Chakra and Ashoka Chakra.
- (ii) One personal guest for awards other than Param Vir Chakra and Ashoka Chakra.

Orders regarding Boarding and Lodging facilities at Delhi w.e.f. 23 Feb 2009:

Arrangements for board and lodging of the recipients and their entitled guests who are coming from outside Delhi to attend the investiture ceremony will be made by the Government for four days for the investiture at Rashtrapati Bhavan and six days in case of special investiture held at Rajpath on 26 Jan. The arrangements may be made at any ITDC hotel subject to the condition that the tariff of a double bed room does not exceed by more than 20% of the normal tariff of Hotel Janpath. The period of boarding and lodging will cover the day of rehearsal and the day following the day of investiture.

The following procedure will be adopted by the Units/Formations/Record Offices concerned, with regard to the settlement of TA/DA claims in respect of their awardees:

- (i) Officers who are normally eligible to travel by air on warrant/cash TA basis, will be paid advance of TA/DA by the Unit/Formation in which the recipient is serving. The final claims will be adjusted on return of the officer to the duty station.
- (ii) In the case of ex-servicemen and next-of-kin recipients of posthumous award (of all ranks) who are eligible to travel on cash TA basis, where the cost of one way journey exceeds Rs.50/, Regimental or Corps Centres/nearest Formation HQ concerned, will pay, if necessary by TMO/MO, an advance not exceeding one single fare of the appropriate class and inform the

Regulation Of TA - Temporary Duty Journey

Service HQ concerned of the amount so advanced. Similarly, advance would also be payable in respect of the entitled guests of recipients.

- (iii) On arrival in Delhi, the Service HQ concerned viz. Station HQ, Delhi Cantt. in respect of IHQ of MoD (Army) will make the payment to the individuals in full settlement of their entitlement minus advance paid, if any, which will be reimbursed to the Centre/Formation HQ concerned or adjusted under normal rules.
- (iv) TA/DA claims in respect of retired service officers and next-of-kin recipients of posthumous awards will be paid as prescribed above and after that payment will be forwarded to PCDA(O) as the case may be for necessary post audit.

Note :

- (i) No advance will be paid if the cost of journey is less than Rs. 50.
- (ii) The fare for return journey will be paid according to the class of accommodation in which they intend to travel, subject to the entitlement.

Auth.: GoI, MoD letter No. 3(7)/2008/D(Ceremonials) dated 23 Feb 2009.

57. Regulation of TA/DA to service officers detailed for Republic Day Parade at New Delhi

The entitlements of officers who are detailed from outstations, for participating in Republic Day Parade in New Delhi has been laid down in rule 114(iv) TR read with rule 119 TR. Accordingly, normal TA/DA will be admissible in such cases.

Auth.: Sub Para 3 of Para 8 of GoI, MoD UO No. B/68529/Q/RRC/1373/D (Mov) dated 30 Nov 1977 and dated 21 Feb 1978.

58. Entitlement of TA/DA to the Recipients of Sena and Vishist Seva Medals

- (a) **Entitlement of travel to and from place of investiture ceremony**

Handbook on Travelling Allowances - 2023

- (i) Serving recipients will be treated as on temporary duty and will travel from their units to the places of presentation and back.
- (ii) Ex-servicemen recipients and the next of kin in respect of the posthumous awardees will be entitled to travelling allowance or free Railway warrant, as the case may be, from the normal place of residence to the place of presentation and back in accordance with the entitlement of the winners of the award while they were in service, or by a lower class, if they actually travelled by that class.
- (iii) **Road Mileage Allowance :** The recipients and their entitled guest (only one guest per recipient) will be entitled to Road Mileage Allowance as admissible for the journey performed by road between places not connected by rail.
- (iv) **Daily Allowance :** The recipients and the entitled guest (one guest only) travelling by rail will be entitled, either to incidentals @ Rs.37/- per day for the period of journey limited to 4 days or Daily allowance whichever may be advantageous to the awardees/guests. For this purpose, journey for 12 hours or more on any day will qualify for full allowance and journey for less than 12 hours on any day; will qualify for an allowance at half rate viz. Rs.18.50.

(b) Entitlement of DA to the Ex-servicemen Recipients and Next-of-kin

Ex-Servicemen recipients, who were commissioned officers at the time of retirement, will be entitled to daily allowance at the rates applicable to them while in service and for a period not exceeding three days during their stay, in their place of investiture.

The next of kin in the case of posthumous awardees will be entitled to free boarding and lodging at Govt. expenses for not more than three days at the place of the investiture.

(c) Guest of Recipients/Next of kin

Recipients/next of kin of the posthumous awardees can have one guest at Govt. expense from any place in India to the place of presentation and back. He or she will be entitled to a single fare each way

Regulation Of TA - Temporary Duty Journey

of the class to which the winner of the award is or was entitled to. The fare will be restricted to lower class if he or she actually travelled by that class.

(d) Mode of payment of TA/DA to awardees/Next-of-Kin of Posthumous awardees

- (i) In the case of serving officers who are normally eligible to travel on warrant/cash TA basis, they will be paid advance of TA/DA by the unit/formation in which the recipient is serving. The final claim will be adjusted on return of the officer to the unit/duty station.
- (ii) In the case of Ex-Servicemen/Next of Kin recipient of posthumous awards (of all ranks) who are eligible to travel on cash TA basis, where the cost of one way journey exceeds Rs.10/-. The nearest unit/formation will pay, if necessary, by TMO/MO the advance not exceeding one single fare of the appropriate class and inform the service HQ concerned of the amount so advanced. The entitled guest also can be paid the advance similarly.
- (iii) On arrival at the place of investiture, the concerned HQ will forward the TA/DA claims to PCDA(O), PCDA(N), PCDA (AF)/concerned PAO's in respect of the retired/serving officers/JCOs etc. and next of kin recipient and their entitled guest for payment.

Note : The fare for return journey will be paid according to the class of accommodation in which they intend to travel subject to their entitlement.

Auth.: GoI, MoD letter No. 3(24)/85/D (Ceremonials) dated 01 May 1987.

59. Regulation of TA/DA for journeys at HQ on temporary duty

Travelling allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 kms from the normal place of duty irrespective of whether the journey is performed by the individual from the residence or from the normal place of duty. Daily allowance in respect of local journeys will be admissible at half of ordinary rates.

Handbook on Travelling Allowances - 2023

Auth.: Rule 114 (vi) TR

Local journeys (i.e. journeys beyond 8 kms within the limits of the urban agglomeration/Municipality or Contiguous Municipality etc. in which the HQ of officer is located) should normally be performed in the same way as the officer performs the journey to his duty point i.e. by bus, local trains or his own conveyance, where travel by special means of conveyance like taxi, scooter etc. is considered necessary, prior permission of the superior authority should be obtained and in such cases, if more than one officer are deputed for duty at the same point, they should, as far as possible, perform the journey together by sharing the hire charges of the taxi or scooter or other conveyance, if necessary, by assembling at the normal point. The bus/rail fare/mileage allowance for local journeys shall be regulated with reference to the actual distance travelled or the distance between the normal duty point and TD point, whichever is less.

Daily Allowance would not be payable in cases where the officer is required to perform duty at a TD point for more than 180 days. In such cases, the TD point will be treated as the temporary HQ of the officer concerned. The above would also apply to cases where any single assignment is performed in two or more spells and total period of duty at the TD point is more than 180 days. However, Mileage Allowance will be paid for all the days spend on TD.

Auth.: Note 4 below Rule 114 (vi) TR

Accordingly, journeys between the following places will also be treated as local journey.

- (a) Pune-Kirkee-Dighi-Khadakwasla-Girinagar-Dehuroad - Talegaon Dabhade-Pimpri -Chinchwad New Township (Pune).

Auth.: CGDA letter No. 87011 (I)/66-ANC dated 31 Jan 1969, dated 24 Apr 1969 and GoI, MoF (Deptt of Expdr) OM No.F (33) II(B)/72 dated 24 Oct 1973.

- (b) Mumbai -Karanja- Thane (Mumbai).

Auth.: CGDA letter No. 87011(I)/66-ANC dated 07 May 1969 and GoI, MoD No.4(20)/64/1850/D/(Civ) dated 04 Mar 1964.

Regulation Of TA - Temporary Duty Journey

- (c) Chennai -Avadi (Chennai).
- (d) Bengaluru - Jalahalli (Bengaluru).

Auth.: CGDA letter No. 87011(1)/66/AN/C dated 07 May 1969

- (e) Delhi-New Delhi-Palam-Delhi Cantt- Faridabad Complex (New Delhi).
- (f) Begumpet - Hakimpet - Hyderabad - Hajatnagar - Kalsa (Hyderabad).
- (g) Clement Town - Dehradun.

Auth.: CGDA letter No. 4133/AT-P dated 24 May 1965 and dated 29 Sep 1965.

The phrase "Local Journey" shall be construed to mean a journey within the Municipal limits or city in which the duty point is located. It shall include journeys performed within the limits of suburban or other Municipalities, notified areas or Cantonments contiguous to the Municipality, Corporations of the town/or city in which the duty point is located.

Example : Since Faridabad Municipality is contiguous to the Municipality of Delhi, journeys between Faridabad Municipality and Municipality of Delhi are to be treated as local journey.

Auth.: Note 2 under Rule 114(vi) TR

60. While appearing for medical examination :

- (i) One entitled class warrant i.e. AC II tier for a journey performed by rail and road mileage at the rate for taxi/auto rickshaw prescribed by Director of Transport as amended from time to time, for journeys performed by road, from the place of residence to the place of medical examination and back.

If the stations are not connected by rail and the popular means of public conveyance is omnibus, mileage allowance admissible to an individual shall be at such lower rates as may be fixed by the Competent Authority. If the distance involved exceeds 80 kms, one bus fare or two fares for a return journey will be paid.

- (ii) One first class single fare, exclusive of the cost of meals, for

Handbook on Travelling Allowances - 2023

journey performed by steamer.

- (iii) If a journey is performed by rail or steamer by a class lower than entitled class, one fare of the class in which the journey is actually performed will be admissible.
- (iv) If the journey by rail or steamer begins or ends at a place nearer to the place of medical test than the ordinary place of residence, TA will be admissible only to and from such nearer places.
- (v) TA for a journey will be admissible, as for a journey performed by the cheapest practical route, irrespective of the methods by which the journey is performed.
- (vi) Daily Allowance will be admissible at normal rates at par with the Service Officer. As per 7th CPC orders, the term 'Daily Allowance' may be read as lump sum amount payable on account of food bills during temporary duty.

Note: The travelling allowance specified above will be admissible within Indian limits only.

Auth.: SAI 1/S/80 and GoI, MoD letter No. 12630/Mov C/242/D (Mov)/17 dated 15 Sept 2017.

61. Blank

62. TA for journey to and from manoeuvre or training camps (including artillery practice camps, tactical exercise with or without troops, staff exercise etc.)

- (a) Officers, who move as participants to and from training camps, exercises, demonstrations and local courses will travel on Railway warrant. An officer who is required to travel on Railway warrant but travels by any mode of travel involving expenditure may be allowed the refund for the cost of the warrant.
- (b) The following officers will, however, draw TA/DA on temporary duty scale under the normal rules.
 - (i) Officers taking part in staff exercise at IHQ of MoD (Army).
 - (ii) Officers attending artillery practice camps excepting
 - a. Those attending with units or detachments from units and

Regulation Of TA - Temporary Duty Journey

- b. Those attending as spectators for purpose of instructions.
- (iii) Officers of IHQ of MoD (Army), Commands, Area, Sub Area or Bde HQ or those on the strength of active formation HQ detailed to attend manoeuvres in their official capacity e.g. on inspection or as spectators.

Auth.: Rule 121 TR

63. Admissibility of TA to Officers permitted to attend conferences/congresses or meetings

- (i) Officers permitted on their own request to attend conferences, congresses or meetings held in India if any Govt. interest is served thereby, will be allowed conveyance of the entitled class for the journey each way.
- (ii) TA/DA for a journey on temporary duty will, however, be admissible when an Officer is officially sent to attend a conference, congress or meeting.

Note .: Sanction for the moves of individuals in connection with the conferences, congresses or meetings, including departmental conferences, not authorised in the basic regulations or in separate Govt. letters, will be accorded under Rule 4(ii) TR. Moves in connection with conferences, congresses, meetings authorised in the basic regulations or in separate Govt. letters will be sanctioned by the Competent authorities mentioned in Appx III TR.

Auth.: Rule 136 TR

64. Conveyance admissible in respect of attendance at Regimental Conferences

Travelling and daily allowance on temporary duty scale is admissible to the following:

- (a) An officer of an Infantry Battalion attending regimental conference at the HQ of the regimental centre of his group. TA/DA is limited to one officer per unit biennially.
- (b) Commanding Officers of Gorkha Units attending Annual Regimental Conference at Kunraghat.

Handbook on Travelling Allowances - 2023

Auth.: Rule 138 TR

65. TA/DA for journeys to attend meeting of the Services Sports Control Board (SSCB) and committees subordinate thereto and Participation of Services Teams, Sportsmen, Officials in National Championships, All India Tournaments conducted by National Bodies, National Coaching Camps and International events

When an officer is detailed for temporary duty in connection with participation of Service teams, sportsmen/officials in National Championships, All India tournaments, conducted by National Sports bodies, National Coaching Camps and International events shall be entitled to TA/DA at normal temporary duty in respect of under mentioned journeys:

- (a) To the venue of national and other mandatory championships conducted by All India Federations.
- (b) To the venue of International Competitions within the country.
- (c) To the venue of National Coaching/Final Selection Camps.
- (d) Internal journey in connection with International competitions abroad.

The President, SSCB will be the Competent Authority to order such moves.

Auth.: Rule 141 and 141-A TR

66. TA/DA for journeys to attend meetings of the Service Sports Control Board and Committee

- (a) Members travelling from one station to another within Indian limits to attend committee meetings convened by the Services Sports Control Board and Committee Subordinate thereto are entitled to normal TA/DA as for a temporary duty. All claims for TA/DA on this account must be countersigned by the officer convening the meeting.

Auth.: Rule 141 TR

However, army officers participating in preliminary and final

Regulation Of TA - Temporary Duty Journey

rounds of Services Championships organised by Sports Control Board, only free conveyance on warrant as per entitled class i.e. AC II/AC III /Ist class /AC chair car/sleeper class is admissible. Daily allowance for the period of the journey and halt at the outstation will not be admissible. Travel by Air/AC first class is also not admissible.

Auth.: Rule 142 TR

67. Circumstances and conditions under which conveyance may be authorised during leave

- (a) Normally, no TA is admissible for a journey made during leave or while proceeding on or returning from leave.
- (b) However, an officer who is detailed for temporary duty whilst on leave including casual leave, may, if such duty entails a journey from the place where he is spending his leave when so detailed, draw the travelling allowance admissible for the particular duty performed from the leave station to the place of temporary duty and back, provided he actually performs the return journey.

In the case of an officer who combines casual leave with temporary duty before commencement of the temporary duty or during the temporary duty or on completion of the temporary duty, no DA will be admissible for the days of casual leave. TA may be allowed as may be admissible from HQ station to temporary duty station and back, by shortest route, provided prior permission of the Controlling Officer is obtained.

Note : The phrase "the place where he performs the duty" referred to above also includes the HQ station of the officer, provided the temporary duty is not connected with his appointment or with his unit/formation/establishment.

- (c) The following authorities mentioned in rule 150 (iii) TR may, for special reason which should be recorded, authorise conveyance in the following circumstances:
 - (i) When detailed for temporary duty while proceeding on or returning from leave or,
 - (ii) When detailed for temporary duty at the place where he spends his leave.

Handbook on Travelling Allowances - 2023

(a) DGOL & SM :	PSO at IHQ of MoD(Army) and GOsC-in-C Commands
(b) Heads of branches at IHQ of MoD(Army)/ DGOL & SM :	Officers placed under their control
(c) GOsC-in-C Commands	
(d) DGAFMS	
(e) DGOF ^F	Officers placed under their control
(f) DGNCC	
(g) DGQA	

Conveyance admissible under above (i) & (ii) clause shall be limited to that admissible for a single journey on temporary duty from HQ to the temporary duty station.

Auth.: Rule 150 TR

68. Conveyance for officers officiating in leave vacancies

- (i) With the sanction of the Competent Authority mentioned in Appx. I TR, temporary duty scales of TA/DA for the journey performed from one station to another, to officiate in a purely privilege/annual leave vacancy is admissible, provided the duties of the officer proceeding on leave cannot be left unattended to, during his absence or be performed by another officer serving at the station. In the case of AMC and NCC officers, the Competent Authority to sanction the move will be DGAFMS and DGNCC respectively.
- (ii) AMC officers who are deputed from one station to another to officiate in a vacancy caused on proceeding of the Medical Officer/Specialist on casual leave for more than 5 days will be entitled to normal TA/DA as on temporary duty move, provided there is no other Medical Officer Specialist of that particular specialty available at that station. This provision is admissible only to AMC officers.

Auth.: Rule 150-A TR

Regulation Of TA - Temporary Duty Journey

69. Conveyance when recalled from leave for duty

- (i) Army officers including MNS officers on leave, other than casual leave, when recalled for active service or duty with his Corps/unit/formation by the leave sanctioning authority before the expiry of the leave, are entitled to travelling allowance at temporary duty scale, for the return journey to his station from the leave station at which the order of recall reaches him, provided that a certificate is issued by the leave sanctioning Authority that the emergency necessitating his return could not have been foreseen at the time of his proceeding on leave and leave is curtailed by more than half the period originally sanctioned.
- (ii) Officers who are recalled from leave for active service or duty with their corps/unit to perform duty connected with their own appointment, will be entitled to LTC for the final return journey, provided they avail of the balance of annual leave immediately on completion of the duty for which he was recalled. In cases, where the balance of annual leave is not immediately granted on completion of the duty, due to exigencies of service, the refusal to grant leave having been recorded by the Authority Competent to sanction the leave, the leave travel concession for the final return to their HQ station will be admissible when the balance of leave is granted later. In no case will the LTC for the final return journey be granted to those who do not avail of the balance of annual leave for personal reasons immediately on completion of duty for which the Officer was recalled from leave.
- (iii) To become entitled to LTC for the final return journey, the officer should spend the balance of leave at the same station to which the officer had availed of the leave travel concession for the onward journey. The OC shall, however, have discretionary powers to authorise the leave to a station other than the first station, provided no extra expenditure to the state is caused.
- (iv) In relaxation of Para 69(ii) above, travelling allowance at temporary duty scale for the move from their duty station to the leave station in respect of officers recalled from leave and

Handbook on Travelling Allowances - 2023

permitted to avail the balance of leave on completion of duty, will be granted subject to the following conditions:

- (a) Orders for recall from leave will be issued by the Army Commanders in the case of officers serving in Commands. In case of officers of IHQ of MoD (Army), the orders will be issued by the DGOL & SM. This power will not be delegated to any other officer.
- (b) Quantum of leave initially granted should be 30 days or more and the officers before recall should have consumed/less than half the period.
- (c) When an officer is recalled on grounds other than national emergency or internal disorder, he should return to the station from which he was recalled on completion of temporary duty, if permitted to avail balance of annual leave.
- (d) However, the entitlement to LTC for the final return journey to duty station, for those who are permitted to avail themselves of the balance of leave on completion of duty shall remain unaffected.

Auth.: Rule 151 (i) TR

70. TA on recall from leave for duty

Army officers including MNS officers on leave, other than casual leave, recalled for active service or duty with his corps/unit/formation or in his appointment by the appropriate leave sanctioning authority before the expiration of his leave are entitled to TA at TD scale for the return journey to his station from the place at which the order of recalled reaches him, provided that the emergency necessitating his return could not have been foreseen at the time of proceeding on leave. TA at the same scale for the journey from their duty station to the leave station in respect of the officers who are permitted to avail the balance of leave on completion of duty will be admissible as per provisions of rule 151 (i) & (ii) TR.

71. TA to Colonel/Colonel Commandants visiting their units

The Colonels of Regiment/Colonel Commandants of the Corps shall be entitled to conveyance within Indian Limits at the TD scale for

Regulation Of TA - Temporary Duty Journey

journeys by air, Rail, Road and Sea as admissible under the rules. The Colonels of Regiment/Colonel Commandants of the Corps will be entitled to visit to units during each financial year as indicated below:

- (a) Colonel of an Armoured Regiment: One visit to Regiment.
- (b) (i) **Colonel of an Infantry Regiment** : The Colonel of an infantry regiment having twelve or less Battalions in his regiment is authorised six visits during a financial year and to the extent of 50 percent of the number of battalions in the regiment, in case the number of battalions is more than 12. Such visits, however, will not exceed 8 in a financial year but without any constraints regarding the number of visits to a unit in that year.
- (ii) In addition to the visits authorised in Para (b) (i) above, a Colonel of an Infantry Regiment is authorised to visit the Regimental Centre of his Regiment once in each financial year.
- (iii) Colonel Commandants of Artillery, Army Air Defence, Army Aviation, Engineers, Army Medical Corps, Corps of Signals, Army Service Corps, Army Ordnance Corps, Corps of Electronics and Mechanical Engineering, Corps of Military Police, Pioneer Corps, Intelligence Corps, Remount and Veterinary Corps: Six visits.

Auth.: Rule 152 TR

72. Conveyance for officers including MNS when proceeding to another station to consult or receive treatment and when returning there from

(i) Travelling allowance at a temporary duty scale for journey period only will be admissible when proceeding to another station under the orders of the Competent medical Authority to consult or receive medical treatment from another hospital or when transferred to a service hospital from a station in which no such hospital exists. Similar concession will be admissible when an officer proceeds for dental treatment from an officer of Army Dental Corps or civilian dentist employed under the regulations for medical services in circumstances which entitle them to the treatment.

Handbook on Travelling Allowances - 2023

No daily allowance is admissible in such cases.

The above provision is also applicable in cases where an officer (including MNS) when appearing before a Medical Board for a prescribed medical examination and when returning there from. No DA, will however, be admissible for admittance to medical tests.

Auth.: Rule 157 TR & 157-A TR

As per SPC and 7th CPC orders, the authorised class of travel for hospital admission shall be the same as that authorised for official tours w.e.f. 01 Sept 2008.

Auth.: Rule 94 and 108 TR and GoI, MoD letter No.12630/Mov C/3737/D(Mov)/08 dated 29 Dec 08 and No. 12630/Mov C/242/D (Mov)/2017 dated 15 Sept 2017

Similarly, conveyance is admissible for attendants when accompanying a sick officer, an invalid or a case of mental disease provided their services are considered essential by the medical authorities.

Auth.: Rule 158 TR

73. Blank

74. Regulation of TA/DA to officers attached under Para 93 DSR

Officers may be temporarily attached to or employed on the staff of IHQ of MoD (Army), Inter Services Organisations, Command, Corps, Div/Area or other formation HQrs, for periods not exceeding six months at a time. They will not be replaced in their units nor will they be entitled to any extra pay.

Auth.: Para 93 DSR

Officers who are appointed as attached officers at Service HQrs, Command HQrs and Area HQrs or on the Staff of a Formation or Sub Area, under Defence Services Regulations and who move on TD scale will be eligible for DA at full rates for the first 20 days and at half that rate for each subsequent day up to 42 days. Beyond the above total period of 42 days, DA at ½ rates can be allowed by the Competent Authority authorising the attachment subject to the following conditions:

Regulation Of TA - Temporary Duty Journey

- (a) That prolonged halt is necessary in the interest of public service.
- (b) That such halts continue after 42 days to entail extra expense upon the attached officer.
- (c) That no DA will be payable beyond 90 days in all.

Auth.: Rule 116 TR

75. Attachment to Units / Establishment for Investigations

Officers who are attached to other units/establishments for the purpose of investigation & progress of disciplinary cases are not entitled to DA for the period of halt, since such attachments are not for the performance of any specific duty. In case, an officer is detailed for the performance of some duty during such attachment, he would be entitled to DA.

Auth.: Note 2 under Rule 91 TR

76. Travelling and Daily allowance for Officers attending Command Preparatory Staff College Course for preparing candidates for the Defence Services Staff College Entrance Examination

Travelling and daily allowance will be admissible to officers, both student officers and instructors, attending the Command Preparatory Staff College Course at a station other than his permanent station.

Auth.: Rule 117 TR

77. Daily allowance admissible in connection with examination in professional subject

- (i) Daily allowance is admissible for halts on duty (or on a holiday occurring during such duty) in connection with examination in professional subjects including entrance examination for the Staff College, whether as member of a board, superintending Officer, examiner or examinee except to,
 - (a) an officer who may be on leave at the station where the examination is held and
 - (b) an officer who presents himself for an examination in any subject after having once failed in the same, unless he is

Handbook on Travelling Allowances - 2023

ordered to attend the examination at a station outside the command in which he is stationed.

- (ii) In the case of voluntary language examination, daily allowance is admissible for members of boards, superintending Officers or examiners only.

Note : An Officer attending the entrance examination for the Staff College is eligible for daily allowance on each occasion on which free conveyance under Rule 124 TR is admissible subject to the conditions as above.

Auth.: Rule 118 TR

78. Regulation of daily allowance when attending Courses of Instructions

(a) Officer detailed or permitted by Competent Authority to attend an authorised course of instruction either as a student or as an instructor at a station other than his own, shall be entitled to draw daily allowance as under, provided the journey is not classified as permanent under Rule 91 TR.

Where free boarding / lodging are not provided

First 180 days	Full DA
Beyond 180 days	NIL

Full DA up to 180 days at each of the stations separately will be allowed when the course is conducted in two different stations irrespective of the total duration of the course.

Auth.: Rule 123 TR

79. Travelling allowance to an officer deputed for training at Centres/Institutions at his HQ Station

Officers detailed on training/courses of instructions at HQ station will be entitled to the following TA/DA.

Place of course of Instruction	Entitlement of TA/DA
(a) Training Centres/Institution located at the Officer's HQ station.	No daily allowance or Road mileage allowance is admissible.

Regulation Of TA - Temporary Duty Journey

(b) Training at Centres located in areas contiguous to HQ station and where the officer performs journey beyond 8 kms.	Road mileage allowance at the appropriate rate plus 50% of the daily allowance for the period of absence from HQ station.
(c) Training at places located outside the HQ station or contiguous areas.	Road mileage allowance for onward and return journey once only plus normal daily allowance for the entire period of absence from HQ.

Note : For the purpose of temporary duty/courses of instructions, the area covered under the municipal limits for the town or city in which the normal duty point of the officer is located is to be treated as the HQ station of the officer. A journey performed beyond the 'HQ station' but within the limit of urban agglomeration in which the Officer's HQ station is located is to be treated as 'Areas contiguous to HQ station'.

Auth.: Rule 129 TR

Student officers undergoing the Technical Staff Officer's course when detailed on instructional tours, which forms part of the course, will be entitled to daily allowance under normal rules.

Auth.: GoI, MoD letter No.59739/GS/MT 18/3072-C/C(GS-II) dated 20 Sep 1958

80 (I). Conveyance to officers attending examinations and courses of instruction:

- (a) Conveyance is admissible to officers ordered or permitted to attend any of the following whether they pass or fail.
 - (i) an authorised Course of Instruction.
 - (ii) an examination in professional subject.
 - (iii) a language examination in an Indian or in foreign language, including interpretership examination in foreign language.
 - (iv) a language re-qualification examination.
- (b) Conveyance as authorised above, is admissible once only in respect

Handbook on Travelling Allowances - 2023

of the same course or examination unless the officer concerned is compelled to withdraw on account of illness or circumstances beyond his control or is ordered to attend the examination/course at a station outside the command in which he is stationed, or in the case of an army officer is detailed to attend the same course for the second time four years after he has first qualified in it, or is ordered by Competent Authority to attend a course for the purpose of renewing a certificate obtained by him at a previous course, or is ordered to attend a Seniors Officers Course All Arms at College of Combat, Mhow, on a subsequent occasion provided that the No. of vacancies allotted to units for that course are not exceeded. In the case of an officer attending the Staff College Entrance Examination on second and subsequent occasion, conveyance is admissible on each occasion on which he qualifies whether admitted or not.

- (c) In cases, where an officer attended the courses or examination held at his station where the journey is not involved and he fails, free conveyance for the same course or examination on a subsequent occasion will not be admissible except in the circumstances mentioned in (b) above.

Auth.: Rule 124 TR

(II) Conveyance of family to course station:

When the duration of the course, referred to in this Para exceeds 90 days, the family of the officer concerned is entitled to conveyance subject to the restrictions under rule 91 TR. However conveyance of baggage and CTG are not admissible unless the duration of the course exceeds 180 days.

Auth.: Rule 124 (iv) TR and CGDA letter No. AT/IV/4505-XII-PC dated 03 Feb 2004 and 26 Apr 2004.

81. Conveyance for obligatory departmental examinations

A Competent Authority may authorise the grant of conveyance on temporary duty to officers for journeys to and from the place at which they appear for any obligatory departmental examination (other than those specified in Rule 124 and 125 TR) in connection with their

Regulation Of TA - Temporary Duty Journey

retention/promotion. No daily allowance will be admissible in respect of halts at the outstation.

Auth.: Rule 127 TR

82. Conveyance for individuals attending courses of examinations whilst on leave in India

- (i) Conveyance to the extent specified below is admissible to an officer ordered or permitted to attend an authorised course of instruction or examination whilst on leave.
 - (a) If the individual is on annual leave, not combined with other kind of leave, conveyance to the extent admissible had he remained at duty.
 - (b) When other leave is taken, conveyance from his place of residence to the station to which he proceeds for attending the course or examination and then to his place of residence or to his own station, provided that the expenditure caused thereby does not exceed that which would have been incurred, had he not been on leave.
- (ii) Conveyance is not admissible to an officer who for his own convenience does not proceed to the station to which he had been originally ordered but is permitted to attend the course or examination in question at the station at which he is residing whilst on leave.

Auth.: Rule 150-B TR

83. Regulation of TA/DA to officers when called out in aid to Civil Power at a station other than their own

When an officer is detailed on duty in connection with Aid to Civil Authority, either independently or with detachment at a station other than their own, will be entitled to normal TA/DA under the provisions of rule 114 TR read with rule 119 TR. If the officers are provided with any kind of State Hospitality, the entitlement of DA for halt will be regulated under rule 114(iv) TR.

Auth.: GoI, MoD UO No. B/68529/Q/RRC/1373 D(Mov) dated 30 Nov 1977 and 21 Feb 1978.

Handbook on Travelling Allowances - 2023

84. Entitlement of TA/DA to MNS Officers on temporary duty

Regular Officers of the Military Nursing Services will be entitled to TA/DA as admissible to other service Officers.

Auth.: GoI, MoD letter No. B/83878/DGAFMS/MNS/2204/D (Mov) dated 01 Jun 1981.

85. Regulation of TA/DA when officers attached as liaison staff with foreign dignitaries

- (a) Officers who are attached to foreign dignitaries/delegations for liaison, security duties etc. are entitled to travelling allowance under normal rules for their journey from their duty station to the places where they are asked to join the dignitaries/delegations and back again to their duty stations from the places where they are asked to return on completion of their liaison, security duty etc.
- (b) During the period of liaison/security duty, the officer will be governed by the following terms of TA/DA:
 - (i) **For journeys by rail:** The officer will as far as possible travel by the class of accommodation to which he is entitled under the normal rules. In cases, however, where it is considered absolutely necessary for the accompanying Officer to travel in a higher class of accommodation than that to which he is normally entitled e.g. travel by air conditioned accommodation along with the dignitaries/members of the delegation, he may be allowed to do so with prior sanction of Ministry of Defence.
 - (ii) **For journeys by road and by air :** The officer may, wherever necessary, travel by road and by air with the dignitary/members of the delegation.
 - (iii) Daily allowance for the journeys by rail, road and air will not be admissible to the accompanying officer. His expenses on food in transit and other essential incidental expenses, e.g. porter charges will, however, be met from Government funds as for the dignitary members of the delegation.

Regulation Of TA - Temporary Duty Journey

- (iv) The officer should, wherever possible, make his own arrangement for boarding and lodging at an outstation, in which case, he may draw the daily allowance admissible to him under normal rules. Where, however, it is considered absolutely necessary that he should stay in the same hotel as the dignitary/members of delegation, accommodation appropriate to his status may be arranged for him in that hotel. In such cases, the officer will be entitled to daily allowance as per clause (iv) of rule 114 TR read with rule 114-A TR.

Auth.: Rule 149 TR

86. Conveyance Allowance

A monthly conveyance allowance may be granted to individuals who are required to travel extensively on duty at or within a short distance of their HQ. Revised rates w.e.f. 01 Jan 2014 and 01 Jan 2017 are as follows:

Average monthly travel on official duty	Rates of Conveyance Allowance for journeys by			
	Own Motor Car		Other modes of conveyance	
	w.e.f. 1st Jan 2014 Rs.	** w.e.f. 1st July 2017 Rs.	w.e.f. 1st Jan 2014 Rs.	** w.e.f. 1st July 2017 Rs.
201 to 300 kms	1,680/-	1680/-	555/-	556/-
301 to 450 kms	2,520/-	2520/-	720/-	720/-
451 to 600 kms	3,105/-	2980/-	960/-	960/-
601 to 800 kms	3,645/-	3646/-	1,125/-	1126/-
> 800 kms	4,500/-	4500/-	1,275/-	1276/-

- i. Average monthly running on duty should exceed 200 kms.
- ii. Journeys between residence and normal place of work will not be treated as running on official duty.

Handbook on Travelling Allowances - 2023

- iii. Journeys performed by foot or on bicycle are excluded from the purview of this allowance.

Auth.: Rule 222 TR, ** GoI, MoF, DoE letter No. 19039/03/2017 - E.IV dated 19.07.2017.

87. Conveyance to officers for collection of tickets, Visas, Passport in connection with official journeys

Officers who either go themselves or are deputed for collecting air/rail/bus/ship tickets, passports, visa etc. from Railway stations booking offices, passport offices, Embassies etc. are entitled to conveyance charges in connection with official journeys within India as well as abroad. The facility is allowed only by Public transport and is subject to control by Controlling Officer.

Auth.: Rule 175 TR

88. Entitlement of TA/DA claims on temporary duty in connection with audit of Non Public Funds

Officers detailed on temporary duty in connection with audit of non-public funds will be entitled to normal TA/DA with sanction of Competent Authority under rule 4(ii) TR, provided a certificate from the move sanctioning authority to the effect, that the required number of officers is not available locally and that only minimum of officers are detailed from the nearest outstation for the purpose.

Auth.: CGDA letter No. AT/IV/4416/Vol.II dated 10 Jul 1984

89. Temporary Duty to Bhutan

Payment of DA for visits on duty abroad including Bhutan is governed as per provisions of rule 268 TR. Officers detailed for duty abroad including Bhutan are to be paid the full entitled DA at the rates prescribed for that country by the Govt. subject to the terms and conditions as laid down in Move Sanction/Govt. letter, except in case the officer is treated as state guest and the host country provides for accommodation and also all meals or he is provided all meals and entitled accommodation. In such a scenario, only 25% of the prescribed entitled amount is admissible.

In so far as visit of officers to Bhutan as a part of Joint Training

Regulation Of TA - Temporary Duty Journey

Cycle with Royal Bhutan Army is concerned, payment of DA in this instance would also be governed as per rule 268 TR as amplified vide Para above. Accordingly, officers detailed to Bhutan as part of Joint Training Cycle are also entitled to DA as per their entitlement subject to the terms and conditions as provided for in the Move Sanction/Govt. letter including those relating to accommodation and meals.

As per rule 114(iv) TR, improvised accommodation provided free of charge in a tent for temporary structure of other sort in a locality where regular accommodation of the kind mentioned above is not available, will not be treated as free lodging and the provision of such improvised accommodation should have no effect on DA of the officer. This provision mutatis mutandis applies to the officers detailed to Bhutan as part of Joint Training Cycle with Royal Bhutan Army. Hence, if the officer is staying in tented accommodation, it cannot be treated as a regular/entitled accommodation and hence, cannot form the basis of restricting the payment of DA to 25% of the entitled amount.

Payment of DA is subject to the terms and conditions of duty as laid down in the Move sanction/Govt letter, it is incumbent upon all move sanctioning authorities that all move sanctions among other things should clearly states the nature of duty as also the status of boarding and lodging.

Accordingly, the status of accommodation i.e. improvised accommodation, if any, provided free of charge in a tent for temporary structure of any other sort (due to non-availability of regular accommodation) need to be specifically brought out in Govt. Sanction Letters (GSL) based on justification projected through Statement of Cases (SoCs).

Auth.: ADGSM/Mov C, DGOL & SM, GS Branch, IHQ of MoD (Army) letter No. 15449/TA/DA/Mov C dated 18 March 2016 and CGDA letter No. AT/IV/4388/X dated 16 Mar 2017 and 12 May 2017 addressed to ADGSM/Mov C, GS Branch, IHQ of MoD (Army) and PCDA(O) respectively.



5. Regulation of Permanent Duty Journey

90. TA Entitlement for a journey on 'Permanent duty'

The entitlement of TA for a journey on permanent duty broadly consists of the facility to travel at Govt. expense for the officer and each member of his family by rail/air/road/sea as the case may be.

Auth.: Rule 57 & 58 TR

91. Definition of the term "Family"

For definition of the term "Family", please refer Para 21 at Chapter 2.

92. Travel entitlement for Permanent Duty Journeys

Travel entitlement for journeys on permanent transfer is same as journey on temporary duty by different modes of transport as indicated in Para 44, 45, 46 at Chapter 4.

93. Travelling allowance to commissioned Officers on first appointment

Young Officers on grant of commission will be entitled to the following Travelling allowance:

- (i) **Self :** By rail in AC II on free warrant from home/OTA, Chennai/IMA, Dehradun etc. For journey by road, one mileage allowance at the rate under rule 64 TR as amended.

In case, the officer is required to report at one or two temporary duty stations before proceeding to the station of permanent posting, the entire journey from home/OTA, Chennai/ IMA, Dehradun/Pre-Commission Training Institute to the permanent duty station will be performed on warrant. Daily allowance to be admissible as per rule 114 and 114(A) of TR - 2014. Composite Transfer Grant is not admissible. Similarly, DA for post commission training is not admissible.

Auth.: CGDA letter No. 4199/AT-P dated 09 Apr 1973 and Rule 65 TR.

- (ii) **Family** - Free conveyance from home of the officer to the

Regulation of Permanent Duty Journey

permanent duty station by the direct route will be admissible. Mode and class of travel will be the same as of the head of family. Conveyance for families will not be admissible during the period of attachment, but will be granted from their homes to the station of permanent posting of the officers.

Free conveyance of baggage up to 225 kgs (including 55 kgs from the training unit/attachment if so availed of) on warrant, from home to the station to which permanently posted.

Auth.: Rule 64 TR

94. Travel Entitlements on Permanent Duty

(A) Conveyance

(1) Self- Free conveyance from the old to the new duty station by direct route as under:

- (a) **By Air :** As per the class entitled to the officers.
- (b) **By Rail :** The officer's entitlement is on warrant unless otherwise authorised by the Competent Authority (under Appx I TR) to travel on cash payment. If travel on cash payment is authorised, one fare of the class of accommodation in which actually travelled or the entitled class whichever is less, will be admissible. An officer performing the journey by rail, without using a warrant and with sanction of the Controlling Officer, will be entitled to reimbursement of cost of warrant at public tariff rate under rule 47(iii) TR or the actual expenditure incurred whichever is less. For journeys performed by mode other than by rail, the individual will be entitled to actual expenses/road mileage/cost of warrant whichever is less. In such cases, claims for reimbursement as per the entitlement of the officer for fares applicable on Rajdhani/Shatabdi Express/Duranto etc. will not be entertained since the same is admissible only if the journey in question has been actually performed by these trains.
- (c) **By Road :** The entitlement is specified at rule 61 TR. However, if journey is to and from unit/formation whose officers are in receipt of field service concessions, it will be by Govt. transport or on warrant if contract system exists. However, road mileage

Handbook on Travelling Allowances - 2023

for journeys between residence and the Railway station/bus stand/airport at old and new duty station is not admissible for self and the members of his family.

- (d) **Journey by road where rail-cum-road services exist:** Officers travelling by road on permanent duty wherever rail-cum-road services exist and are controlled either by the Railways or by other authorities, who recognise the tickets issued by the Railways and vice versa, shall perform such journeys on rail-cum-road tickets.

Auth.: Rule 80 TR

- (e) Officers of all ranks are entitled to perform journey by air .
For detailed instructions, please refer to Chapter 3.
- (f) **By Sea :** (within Indian limits) -Highest class.
- (2) **Family:** Free conveyance from old to the new duty station by direct route or in case of officers proceeding to and from a unit/formation where officers are in receipt of field service concessions, to SPR/Home station or the station where Govt. accommodation is made available.
- (a) **By Air :** As per the class entitled to the officers.
- (b) **By Rail:** On free railway warrant as in the case of head of the family. However, for journeys performed by rail without using warrant, one fare for the class in which travelled or entitled class whichever is less, for each adult member and half fare for each child above 5 years but below 12 years will be admissible. For journeys by mode other than by rail between stations connected by rail, the reimbursement for each member will be actual expenses/ road mileage or entitled class rail fare whichever is less.
- (c) **By Road:** Appropriate road mileage allowance at the rate under rule 61 (TR). However, road mileage for journeys between residence and the Railway station/bus stand/airport at old and new duty station is not admissible.
- (d) **By Sea:** Same as head of the family.

Regulation of Permanent Duty Journey

B) Daily Allowance:

No daily allowance is admissible for self and each member of family for time spent in journey/enforced halts enroute etc.

C) Additional Fare:

An additional fare/free warrant by the entitled class i.e. the class entitled at the time of initial move of the officer (self) for both onward and return journey will be allowed for journey to the previous duty station in case the officer has to leave the family/household effects behind, due to non-availability of Govt. accommodation at the new station of posting for bringing his family.

An officer who could not take family members along with him/her on their second trip due to genuine reasons may also be entitled to an additional fare/free warrant to and fro by the entitled class.

Additional fare is not admissible in case where family has been left behind at old duty station for the personal reasons like children's education etc. This provision will, however, not apply to officers who have reserved accommodation at the place of posting.

Auth.: Rule 67 (a)(i)(5) TR and GoI, MoD letter No. 12630/TA/DA /Mov C/3003/D(Mov)/2006 dated 16 Oct 2006

D) Composite Transfer Grant (CTG):

- (i) **If husband and wife both are in service,** (a) only one CTG is permitted if the transfer of husband and wife takes place within 6 months of each other from the same place to same place. (b) In cases of both husband and wife transferred from same place to same place within 6 months, but after 60 days of the transfer of the spouse, 50% of the CTG on transfer shall be allowed to the spouse transferred later. (c) No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. (d) Full CTG will be admissible to both husband and wife, in case of transfers after a period of 6 months or more. (e) No CTG shall be admissible in case of transfer at own request or transfer other than in public interest.

Handbook on Travelling Allowances - 2023

Auth.: GoI, MoD letter No. 12630/Mov C/3737/D (Mov)/08 dated 29 Dec 2008 and Rule 67(c) TR

- (ii) Officers on their deployment on CI Operation will be entitled to CTG if stay in CI Operation area exceeds 180 days and temporary duty move is re-classified as permanent transfer in terms of rule 56 and 91 TR.
- (iii) CTG will also be admissible to officers moving as part of body of troops when such move of unit is for a period of more than 180 days.
- (iv) CTG will also be admissible to officers who move along with their unit from one field area to another field area, provided the move of the unit/formation is permanent and the move of the unit was accorded by the Army Commander in the case of move within the Command and IHQ of MoD (Army) in the case of move outside the Command.

Auth.: DSR Para 1031, Para 11 SAO 12/S/81 and GoI, MoD letter No. 12630/Q Mov C/3198/D (Mov)/98 dated 28 Oct 1998

Note : With the introduction of Composite Transfer Grant, transfer incidentals for the officer and his family and as well as road mileage for journeys between the residence and the Railway station/bus stand/airport at the old and new duty stations which were earlier admissible are no longer admissible. **These will be subsumed in the Composite Transfer Grant.**

Auth.: GoI, MoD letter No. 12630/Q Mov C/3198/D(Mov)/98 dated 28 Oct 1998 and GoI, MoD ID No.783/QA/2000 dated 24 Jan 2000 & AHQrs QMG Branch letter No. 12630/Q Mov C dated 31 Jan 2000

Entitlement of CTG as per 7th CPC orders w.e.f. 01 July 2017.

- (i) The CTG shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other.
- (ii) For transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100%

Regulation of Permanent Duty Journey

of last month's basic pay.

- (iii) **Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.**
- (iv) From 06th Jan 2022, grant of the Composite Transfer Grant (CTG) on Retirement in respect of Army Officer who wishes to settle down at the last duty station or other than last duty station, after retirement, the condition of 20 Km from the last duty station, has been done away, with subject to the condition that the change of residence is actually involved. To settle down at the last duty station or other than the last duty station, after retirement, full CTG, i.e. at the rate of 80% of the last month's basic pay is admissible. The Army Officer has to submit a Self-Declaration Certificate regarding change of residence in the prescribed format.

Auth.: GoI, MoD letter No. 12630/Mov C / 242 /D(Mov)/2017 dated 15 Sept 2017 and GoI, MoF, DoE, New Delhi OM No. 19030/1/2017-E. IV dated 06th January 2022

E) Transportation of personal effects:

(a) By Rail:

**Transportation of Personal Effects as per 7th CPC w.e.f.
01 July 2017 :**

Pay Level in Pay Matrix	By Train/Steamer	By Road
12 and above	6,000 kg by goods train/4 wheeler wagon/1 double container	Rs. 50/- per km
10 to 11	6,000 kg by goods train/4 wheeler wagon/1 single container	Rs. 50/- per km

The rates will further rise by 25% whenever DA increases by 50%.

- (i) The rates for transporting the entitled weight by Steamer will

Handbook on Travelling Allowances - 2023

be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

- (ii) The claim for reimbursement shall be admissible subject to the production of actual receipts/vouchers by the officers. Production of receipts/vouchers is mandatory in respect of transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.
- (iii) Transportation of personal effects by road is as per kilometer basis only. The classification of cities/towns for the purpose of transportation of personal effects is done away with.

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017.

- (b) For conveyance of baggage by road the provisions of 61 - A TR will apply.
- (c) Service tax and education cess included in the transportation bill are reimbursed upto the permissible limit of the claim. Any tax paid beyond permissible limit of claim is not reimbursable. If a transportation bill/claim has been submitted for Rs.15,000/-, but the admissible amount as per rules is Rs.10,000/-, the service tax and education cess is reimbursed for Rs.10,000/- only even though these taxes have been charged on the bill amount of Rs.15,000/-.

Auth.: GoI, MoF, Deptt of Expenditure No. 316/E-IV/2006 dated 14 Feb 2006 and Note 5 under Rule 61-A TR.

- (d) Conveyance of baggage when the head of family moves to and from field area.

W.e.f. 18 Apr 2018, the provisions of Rule 67-(d) (vii) sub clause (i) (ii)(A) (B) (C) and (iii) TR are replaced with the following:

Officer can convey 100 kg along with him on warrant and balance baggage less the amount carried by the officers can be conveyed to the hometown/SPR of the officer. The total quantity of baggage carried by the officer and conveyed to the hometown/SPR shall not exceed his maximum entitlement.

Regulation of Permanent Duty Journey

Auth.: Rule 67 (d) (vii) sub clause (i) (ii)(A) (B) (C) and (iii) TR

GoI, MoD letter No. 12630/TA/DA/Mov C/13/D (Mov)18 dated 18 April 2018.

Similar conveyance as stated above will also be admissible to the new duty station of the officer consequent on his move on posting back to a peace station.

Auth.: Rule 67 - (d) (vii) sub clause (iv) TR

Note : The term "Baggage" is not subject to definition. It is for the Controlling Officer to satisfy himself that a claim to reimburse on account of the transportation of baggage is reasonable. On occasions when an officer is not permitted to transport his private conveyance at Govt. expense, his motor vehicle may be viewed as covered by the term "baggage".

Auth.: Note 1 under Rule 67 (d) TR

Calculation of distance for luggage claim

It has been intimated by CGDA that while admitting the luggage claims on permanent transfer, calculation of distance, fare and time table charts, in cases where data is not available in audit office, the distance can be accepted on the responsibility of Countersigning Officer who is required to ensure the correctness of distance claimed

Auth.: Rule 9(C) TR and CGDA letter No. AT/Army/TA/DA/4462/PCDA(O0/E-1712 dated 03rd Jan 2022

F) Transportation of car/scooter/motor cycle etc.

All officers are entitled for transportation of one own motor car or one motor cycle/scooter on permanent transfer.

Auth.: Rule 67 (e) TR

Entitlement of transportation of conveyance as per 7th Pay Commission orders w.e.f. 01 July 2017:

Pay Level as per Pay Matrix	Reimbursement
10 and above	One motor car etc. or One motor cycle/scooter.

Handbook on Travelling Allowances - 2023

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017.

- (i) An officer when moving on permanent duty may draw actual cost of transporting his car at transporter's risk provided the car is actually transported by rail or steamer or, other craft.

Auth.: Rule 67 (e) (ii) TR

- (ii) As there is no provision in military tariff for booking of private cars on railway warrant, such vehicles to the extent authorised will be transported against cash payment.

Auth.: Note 2 Rule 67 (e) (ii) TR

- (iii) When an officer transports his motor car by road under its own propulsion, between stations connected by rail, he may draw an allowance at the rates for taxi approved by Directorate of Transport at the starting point **limited to the expenditure on transportation by passenger train. If, however, the car is moved between stations connected by road only (including those where the road journey is in continuation of the rail or steamer journey), he may draw an allowance at the rates for taxi approved by Directorate of Transport at the starting point.

Auth.: Note 4 below Rule 67 (e) (ii) TR

****Consequent upon abolition of Coaching Tariff No. 24 Part IV containing rates table by the Indian Railways since 18 Feb 2010, conveyance of private cars, scooter, motor cycle may be admitted/restricted at the rates for taxi approved by Directorate of Transport at the starting point or actual expenditure whichever is less.**

Auth.: Strat Movement Dte/Mov C, GS Br., IHQ of MoD (Army) letter No. 86535/GTR/Mov C dated 13 Apr 2015 along with MoD (Fin) ID No. 9(4)/QA/98(Dy No. 208) dated 27 Mar 2015, MoF, DoE ID Note No. 26493/2015-E.IV dated 25 Mar 2015, DoE OM No. 19030/3/2008-E.IV dated 23 Sept 2008 as amended by OM of even No. dated 08 June 2010 and 24 Jan 2011, GoI, MoD letter No. 12630/Mov C/1673/D(Mov)-10 dated 09 July 2010 received vide HQrs Office Important Circular AT-IV/O016/Fys Kolkata dated 20 May 2005 and HQrs Office

Regulation of Permanent Duty Journey

Circular No. AT-IV/O016/Fys Kolkata dated 03 Nov 2014.

- (iv) Where the conveyance is sent under its own propulsion, but the officer does not travel in it, he/she will be entitled to separate fare by rail/air or to separate road mileage for himself/herself. However, when the Officer travels in own car, he/she will not be entitled any separate fare by rail/air. Appropriate mileage allowance will be admissible for the members of his family, if they travel otherwise than by the conveyance being transported under its own propulsion.

Auth.: Note 5 below Rule 67 (e) (ii) TR

Note 1: When the officer and/or his family members travel between two stations on transfer by own car, separate fare for himself and/or his family members by way of reimbursement of cost of railway warrant is not authorised in addition to the cost of transportation of his car at Govt. expense.

Note 2: No sanction from the Competent Authority for conveyance of car/scooter/motor cycle is required consequent on the move of the officer on permanent posting.

Auth.: CGDA letter No. 4071/AT-P dated 17 Mar 1980

CGDA, HQrs Office, New Delhi has since clarified that reimbursement of Cost of Transportation of Personal Vehicle by Road on Permanent Move will be on per Km basis only. Accordingly, as per Note 7 under 67(e) Travel Regulations (2014 Edition), Officer may be allowed to be provided with actual expenditure, limited to the rates for Taxi approved by Dte of Transport of the starting point on per Km basis or the freight charges by passenger train for Transportation of conveyance whichever is less.

Auth.: CGDA, HQrs Office, New Delhi letter No. ABTDL-4462/55/2020/E-2539 dated 05th Feb 2021

- (v) **Conveyance of car in respect of officers posted in Field Area**

W.e.f. 15 Jan 2001, officers posted in field areas are eligible for Motor Car Advance vide GoI, MoD letter No 29310/ Q Mov

Handbook on Travelling Allowances - 2023

Coord/3688/D (Mov)/2000 dated 15 Jan 2001. officers who have purchased/taken delivery of motor car while serving in field area (irrespective of source of finance) are entitled to conveyance of motor car on posting to the new duty station in peace area.

(vi) Transportation charges of car etc. when not admissible

In the case of an officer who does not own a car at the time of his transfer from one station to another but purchases one to take it to the new duty station from some other place, the above expenses will not be admissible at Govt. cost. It can, however, be allowed with the sanction of Govt. However, it is admissible in following cases:

- (a) In case, where car was purchased prior to the date of move of the officer but the RTO registration was made in the name of the officer at a subsequent date, provided the officer produces collateral evidence like Cash Receipt and sanction of Competent Authority for purchase of movable property etc.
- (b) For a conveyance purchased after the date of SOS but prior to the date of actual move of the officer from the old duty station, provided officer produces collateral evidence as per (a) above.

Auth.: Note 8 below Rule 67(e)(ii) TR & CGDA letter No. AT/IV/4462(O)-III dated 02 Feb 1993.

- (c) If an officer owned a car at a station other than from which he is transferred, he may draw the cost of transportation of the car from that station to which he is transferred, limited to the cost of its conveyance from his old to the new duty station, provided it is conveyed within prescribed time limit of 6 months extendable to one year with the sanction of the Competent Authority. In the case of an officer who does not own a motor car at the time of his transfer from one station to another but purchases one to take it to the new duty station from some other place, the above expenses may be allowed with the sanction of the Government.

Regulation of Permanent Duty Journey

Auth.: Note 8 below Rule 67 (e) TR

G) Conveyance of a Chauffeur

The cost of transporting a chauffeur or cleaner will also be admissible, provided the officer renders a certificate to the effect that a chauffeur or a cleaner other than a domestic servant was actually employed and the charges were actually incurred on that account. The chauffeur or cleaner need not necessarily travel in the same train/streamer/loaded track/other craft in which the car is carried. Conveyance charges for the journey actually performed by him will be admissible as under:

- (a) When travelling by rail: actual second class fare by the shortest route from and to the station to which the car is carried.
- (b) When travelling by Steamer/other craft: actual fare of the lowest class from that station for which cost of transportation of car by steamer/other craft is claimed.
- (c) When travelling by bus or other public conveyance: actual fare paid limited to second class rail fare.
- (d) No TA is admissible for the return journey from the new duty station to the previous duty station.

Auth.: Note 1 below Rule 67(e) (ii) TR and CGDA letter No. AT /IV/ 4462-IV dated 30 Sep 1986.

H) Conveyance of private servants for journeys on permanent posting

Conveyance of private servants at Govt. expense for journeys on permanent posting is not admissible. The cost of conveyance of servants will be met by the officer himself.

Auth.: GoI, MoD Letter No. B/89621/7/Q/Mov. C/ 2690/ D (Mov) dated 09 Jun 1976.

I) Conveyance of pet animals on permanent posting

Charges for the conveyance of pet animals on cash payment may be claimed, provided the baggage charges for the entitled quantity plus the charges for the pet animals should not exceed the maximum entitlement

Handbook on Travelling Allowances - 2023

admissible by Goods Train on warrant. In the case of officers utilising a full wagon, the cost of conveying pet animals is not admissible. In all such cases, claiming full quantum of baggage and separate conveyance of pet animals on Railway warrant is not in order.

Auth.: GoI, MoD Letter No. B/89621/Q Mov C/1428/D (Mov) dated 24 Mar 1975 & No. B/89621/Q Mov C/1550/D (Mov) dated 02 Apr 1975.

95. (I) Entitlement for transfer within the same station or within a relatively shorter distance from the old HQrs

(A) For move within the same station:

- (i) No TA including CTG is admissible, if no change of residence is involved.
- (ii) If there is a change of residence, the following reimbursement shall be allowed:
 - a) Self and family :** Actual cost of conveyance limited to that under rule 67 TR.
 - b) Baggage :** Actual cost of transportation limited to that under rule 67 TR.
 - c) CTG :** At the rate of 1/3rd of pay in the Pay Level of respective rank mentioned in Pay Matrix in the pay structure of 7th CPC.

Note 1: The term 'same station/city' will mean, the area falling within the jurisdiction of the Municipality or Corporation, including such of suburban Municipalities, notified areas or Cantonments as are contiguous to the above named municipalities and within the limits of Urban Agglomeration etc., where the officer was posted immediately before his transfer.

Note 2 : The above provisions will also be applicable to the officer who has to change his residence due to:

- a. Transfer from one appointment to another in the same unit/formation etc.
- b. Change of domestic camp from one site to another site in the

Regulation of Permanent Duty Journey

same station i.e. a unit/formation moving from its temporary premises to the permanent building in the same station/city.

(B) For moves between two stations when the distance between the new and old duty stations does not exceed 20 kms:

- (i) No TA including CTG is admissible, if no change of residence is involved.
- (ii) If there is a change of residence, full TA including CTG at 1/3rd rate will be admissible.

Auth.: Rule 81 TR read with Note 2 under Rule 67 (c) TR

(II) Admissibility of CTG on account of permanent transfer from New Delhi to Greater Noida.

The matter regarding admissibility of CTG on account of permanent transfer from New Delhi to Greater Noida was referred to MoD (Finance) for clarification. MoD(F) has clarified that municipal boundaries of Delhi are not contiguous to Greater Noida area boundary and thus Greater Noida is not to be treated as last/same station of duty for Delhi based officers for the purpose of settlement of TA claims, Baggage, CTG etc.

Auth.: CGDA Letter No. AN/XIV/14162/TAJDA/CTG/RKK dated 09 Apr 2013.

96. Entitlement of TA/DA to families of officers who marry while serving in concessional areas

- a. In case of an officer who marries while serving in an operational area or field service area, where families are not permitted to reside, conveyance is admissible under rule 85 TR, to his newly married wife on his posting back to peace station limited to the cost of conveyance from the rail head nearest to the old duty station of the officer in field/operational area to the new peace duty station to which he is posted or from the place of residence of the family to the new peace duty station of the officer, whichever is less.
- b. Conveyance of family scale of baggage may be allowed at Govt. expense from place of residence of the newly married wife of

Handbook on Travelling Allowances - 2023

the officer to the new peace duty station on his return from the field / concessional area within his entitlement under rule 67(d) TR.

Auth.: Rule 72-A TR

97. Entitlement of TA to families of officers who marry while serving in peace stations

The entitlement of a newly married wife for her journey to join her husband for the first time in a peace station where the officer is serving will be one way LTC under rule 177 (B) TR. In terms of rule 16 TR, no TA will be admissible to a member added to the family after the date of transfer of the officer. Hence, the crucial criteria for determining the TA benefits to the officer will be whether he was a single or married officer at the time of his posting to such a peace station. No separate title to permanent duty scale of TA accrues to the officer consequent upon his marriage and as such TA is not admissible for move of his newly wedded wife to his duty station in peace area.

98. Families moving apart from the head of the family

In the case of an officer whose family does not accompany him consequent on the move of the officer on posting, but precede or follows him under rule 16 TR from old duty station to the new duty station or from old duty station to a station other than the new duty station or from a station other than the old duty station to the new duty station will be entitled to the following:

a. Conveyance:

- (i) Air fare as per the entitled class or cost. Warrant or in the case of cash payment, the fare of the entitled class or actual fare paid whichever is less.
- (ii) Families of officers will be entitled to travel by air at Govt. expense.

b. Personal effects:

Conveyance of personal effects of the maximum entitled scale less the quantity carried by the officer, without the sanction of the Competent Authority.

Regulation of Permanent Duty Journey

Note : The Govt. liability in all the above circumstances will be limited to the distance between the old and the new duty station of the officer.

Auth.: Rule 85 TR

99. Grant of free conveyance to families of officers to occupy Govt. accommodation allotted to them in concessional area

a. The families of officers are entitled to free conveyance from their SPR/ home town/old peace duty stations as the case may be, where they may be actually residing to join the head of the family where Govt. built married accommodation as distinct from hired or requisitioned accommodation is allotted and to the new duty station when posted out. Similar conveyance will be allowed in respect of baggage limited to the quantity originally conveyed at Govt. expense to the SPR/home town, as the case may be. This is one time concession and will be available only till the station in question is classified as a family station.

b. Transportation of private motor car/motor cycle held by the officer at the old peace duty station/home town/selected place of residence of the family at the time of his posting to the concessional area may also be allowed at Govt. expense to the stations where Govt. married accommodation is allotted, provided all other conditions in rule 67(d) TR are fulfilled.

Auth.: Rule 85-A TR

100. Field Service Concessions to Army Officers in Operational Areas:

Option to retain accommodation at old duty station or move of the family to SPR/Home town or to the place where separated family accommodation allotted

In accordance with the existing orders contained in SAO 10/S/86, officers posted to field areas are entitled to retain family accommodation at the old duty station or to move the family to a selected place of residence/home town or to the place where separated family accommodation exists. In such cases, the officers concerned will be required to exercise an option choosing any one of the above options, within two months from the date of the posting of the officer to such an

Handbook on Travelling Allowances - 2023

area. The time limit of two months may, however, be extended to three months, in individual cases, by the Station Commander, where for special reasons such an extension is justified.

In case where an officer has given the option within two months to move his family to SPR and the concession is not availed within six months, the lien on free conveyance will lapse. Similarly, if the officer has not given an option within the stipulated period of two months extended to three months, the old duty station will be treated as SPR for all purposes and no TA/DA will be admissible to the family for their move subsequently.

Auth.: GoI, MoD Letter No. A/01117/Q3(B-1)/246-S/D(Q&C) dated 04 May 1965 reproduced in Appx to AO 508/65 & AO 261/1970, CGDA letter No. AT/IV/4439/Vol.1 dated 08 Sep 1983 and SAO 10/S/86.

- 101.** TA to family and conveyance of baggage/car etc. is not admissible to an officer posted to field area where families are not permitted, even if the officer makes his own arrangements for accommodation.

Auth.: AI 146/66 and CGDA UO No.AT/IV/4390 -II dated 31 Mar 1987.

102. Transfer while on duty away from HQ

- (A)** An officer transferred whilst on temporary duty away from his HQ station is entitled to travelling allowances as follows:

- (i) Travelling allowance on temporary duty scale from the temporary HQ station to the new duty station and
- (ii) Difference between permanent and temporary duty scales of travelling allowance from the old to the new duty station by the direct route.

Note : The Authority Competent to sanction move on temporary duty may permit the individual to rejoin duty at the old duty station before proceeding to the new duty station, if such a course is in the public interest. When such permission is granted, a copy of the order should invariably be attached to the travelling

Regulation of Permanent Duty Journey

allowance claim. Travelling allowance in such cases will be as under:

- (a) Travelling allowance on temporary duty scale for the journey to the old duty station, and
 - (b) Travelling allowance on temporary duty scale from the old to the new duty station.
- (B)** An officer whose unit moves to another station while he is away from the unit on temporary duty/courses of instruction will be entitled to the travelling allowance as under:
- i. TA on temporary duty from the temporary HQ to the new location of the unit for self, and
 - ii. TA for his family, if any, at permanent duty scale from old duty station to new duty station by the direct route

Note: Baggage of the officer will go from the old duty station to the new duty station by the direct route.

- (C)** The officer will be entitled to Composite Transfer Grant also in the above cases. In the case of an officer's unit having moved from the old duty station while he is on annual leave, Composite Transfer Grant in such cases will also be admissible.

Auth.: Rule 86 TR

103. Transfer whilst on short leave

An officer to whom travelling allowance is admissible and who goes on leave not exceeding four months (irrespective of the nature of leave) after he/she has given over charge of one appointment and before he/she has taken charge of another, is entitled, whether the order of transfer is received before or after the commencement of his leave, to the conveyance which would have been admissible had he remained on duty.

In the case of an officer who travels from a station at which he is spending his leave with his family to join a new post by a class lower than the one to which he is entitled, his travelling allowance will be regulated as under :

- (i) **Self :** One fare from the old duty station to the new duty station

Handbook on Travelling Allowances - 2023

by the class of accommodation, by which the journey was actually made as a result of the transfer.

- (ii) **Family :** For each member of the family one or half fare, as the case may be, as in (i) above.

Auth.: Rule 87 TR

104. An Officer who proceeds to his new duty station on permanent posting via his leave station and who avails of LTC or use of Form 'D' will be entitled to travelling concessions as under:

'A' represents old duty station, 'B' the new duty station and 'C' the leave station.

(1) When the Officer avails of leave travel concession:

- (a) In all cases except as in (b) below:

Self : TA for journey by direct route between 'A' & 'B' plus leave travel concession under Rule 177 TR between 'A' and 'C' and 'C' and 'B'.

Family: Leave travel concession only, but when LTC for one way journey is not availed of i.e. either from the old duty station to leave station or from leave station to new duty station, the entitlement will be TA under rule 85 TR less cost of LTC for one way journey already availed of, and when LTC for both way journeys is not availed of i.e. from old duty station to leave station and from there to the new duty station, the entitlement will be TA under rule 85 TR.

- (b) When 'C' is at a greater distance from 'B' than 'A'.

- (i) **Self :** Full LTC admissible plus the actual extra fare paid by the officer for a distance equivalent to the difference between 'BC' and 'AC' restricted to the fare from 'A' to 'B' by the direct route.

- (ii) **Family :** LTC as at (i) above.

(2) When officer avails of Form 'D' only:

- (a) **Self :** If Form 'D' is used for the entire journey via leave station,

Regulation of Permanent Duty Journey

cost of railway warrant from 'A' to 'B' less total cost of Form 'D' as for a direct journey from 'A' to 'B'.

- (b) (i) When Form 'D' is used between station 'A' and station 'C'

In case the distance between 'B' and 'C' is greater than or is equal to the distance between 'A' and 'B', no deduction will be made on account of cost of Form 'D'. If the distance between 'B' and 'C' is less than that between 'A' and 'B', the cost of Form 'D' for the difference between AB and AC will be deducted.

- (ii) When Form 'D' is used between station 'C' and 'B'.

In case, the distance between 'A' and 'C' is greater than or equal to the distance between 'A' and 'B', no deduction will be made on account of Form 'D'. If the distance between 'A' and 'C' is less than that between 'A' and 'B', the cost of Form 'D' for the difference in distance between 'AB' and 'AC' will be deducted.

- (c) **Family :** Deduction as in (b) (i) and (ii) above will be effected in the case of family members who use Form 'D'. When Form 'D' is not availed by them for both way journeys i.e. from 'A' to 'B' via 'C', normal TA entitlement under rule 85 TR is admissible.

Note.: In case Form 'D' is used for the entire journey, TA will be regulated in accordance with provisions of Rule 181 TR.

- (3) An officer whilst away from his permanent duty station on leave when transferred to a unit/formation whose personnel are in receipt of field service concessions and also whilst on leave from such unit/formation when transferred to a Unit/formation whose personnel are not entitled to field service concessions, will be entitled to the following:

Self : LTC for journey to the leave/home station and warrant for the journey from leave/home station to the new duty station.

Family : LTC to the officer's leave/home station and free conveyance to the SPR from leave/home station of the officer on his posting to unit/formation whose personnel are entitled to field service concessions. Similarly, if an officer serving with unit/formation whose

Handbook on Travelling Allowances - 2023

personnel are entitled to field service concession is transferred to a Unit/formation whose personnel are not entitled to field service concession, whilst on leave and his family has joined him at leave/home station at the expense of LTC, free conveyance will be provided to the family from the leave/home station to the officer's new duty station.

Auth.: Rule 87 TR

105. In no case an officer who is transferred whilst on leave be allowed to return to his original duty station unless such a course is ordered in the interest of public service.

106. CTG admissible under the rules will also be admissible in the above cases.

Auth.: Rule 88 TR

107. Transfer whilst on leave other than short leave

When an officer returns from leave in or out of India (other than mentioned in Para 103 above) and is not entitled to conveyance at the public expense for a journey within Indian limits to rejoin his appointment, is posted to a station other than that from which he proceeded on leave, the Controlling Officer referred to in rule 6 TR read with Appendix II TR, may authorise free conveyance on warrant from the old to the new duty station of the officer's personal effects within the authorised scale and motor car/scooter/motor cycle, subject to the provisions of TR, left at the old duty station.

In those cases where an officer performs longer journey by reason of his transfer and is, therefore, necessarily put to extra expenditure on account of conveyance of himself and family and personal effects, the Controlling Officer referred to in rule 6 TR read with Appendix II TR, may also grant such travelling allowance, as is considered necessary, to meet this extra expenditure limited to travelling allowance at the temporary duty scale for the officer and travelling allowance for his family from old to the new duty station. The maximum extra expenditure admissible in such cases will be limited to the difference between TA at the temporary duty scale for the Officer and travelling allowance for his family, if any, from the leave station in India to (a) the new duty station and (b) the old duty station.

Regulation of Permanent Duty Journey

Auth.: Rule 89 TR and Para 9 of AI 13/1978

Note 1: The term 'extra expense' referred to above means any expenditure over and above that which would have been incurred, had the individual been required to return to his original station on expiry of his leave.

Auth.: Note 1 Rule 89 TR

Note 2: Entitlement of CTG on returning/posting from study leave under Rule 89 TR:

When an officer is posted to a new unit on completion of study leave, in addition to the benefits admissible under rule 89 TR, he will be entitled to Composite Transfer Grant.

Auth.: CGDA Letter No. AT/IV/4376 and No. AT/IV/4376 dated 09 Sep 1986.

Note 3 : Officers proceeding on study leave are not entitled to TA/DA for the move to study leave station and TA for the move for joining duty at new station is restricted to TA from place of residence of family to the new duty station or from old duty station, whichever is less.

Auth.: AI 13/78, 18/79, 42/82 & Para 47 of SAO 10/S/86

108. The provisions referred to in Para 114 are also applicable to cases of:

- (a) Officers transferred whilst on sick leave, other than short leave, to a station other than the one from which they proceeded on leave after an attachment to a station of less than three months duration pending posting order and
- (b) Officer transferred whilst on sick leave, exceeding four months without attachment pending posting orders.

Auth.: CGDA Letter No. 4030/AT-P dated 20 Feb 1970.

109. Free conveyance to Officers proceeding on leave after completion of the authorised course of instructions

Travelling allowance admissible to officers, who under the Leave Rules, are allowed to proceed on leave after attending a course of less

Handbook on Travelling Allowances - 2023

than three months duration, may be regulated as under:

- a) From the station at which the course is held to the leave station: Actual expenses limited to LTC in one direction if admissible on the occasion.
- b) From the leave station to the permanent duty station (old or new): LTC for a journey on leave in one direction from the leave station to the station at which course is held, if admissible on the occasion.

Note : Where the officer has been transferred during the course/leave, he/she, in addition to the above, will remain eligible for the difference between permanent and temporary duty scales of TA from the old to the new duty station.

Auth.: Rule 90 TR

110. Admissibility of TA, CTG, personal effects and car conveyance etc. when both husband and wife are in Central Govt. service

In cases when both husband and wife require separate cars in public interest, reimbursement of transportation expenses of personal cars to both the officers on transfer from one station to another, subject to existing terms and conditions, will be admissible.

Auth.: Rule 82(a) (i) TR

In cases where both husband and wife are posted from one and the same station to different stations, both husband and wife will be entitled full CTG and TA independently. However, TA for children, if any, will be admissible to the husband or wife, whom they accompany to the new duty station. For the purpose of entitlement to personal effects, both husband and wife together will be eligible to the full quantity of baggage admissible under normal rules. In other words, for the purpose of transportation of personal effects, both (husband and wife) will be considered as a single family.

Auth.: Rule 82 (b) TR

111. Incidence of TA/DA in respect of Officers whose services are lent to other Departments/ Govt.

Regulation of Permanent Duty Journey

- (a) Officers whose services are lent to other Department /Govt. will, for the purpose of TA & LTC, be governed by the Travel Rules applicable to lending or borrowing department depending on whether they draw the rates of pay of the lending or borrowing department during the period of loan, unless otherwise specifically provided for in the Govt. letter incorporating the terms and conditions of loan. The expenditure involved will be borne by the borrowing department/ Govt. in all cases.
- (b) An officer on the personal staff of a State Governor will, while so employed, be governed for the purposes of TA in respect of journeys on duty by the rules of the State Government under which he is employed.

Auth.: Rule 83 (a) & (b) TR



6. Entitlement of TA on Retirement/ Premature Retirement / Release/Transfer to Reserve/ Dismissal/Death

112 (i) Army Officers on their retirement on superannuation, retirement under own request, transfer to reserve, discharge, release, reduction in establishment, invalidment from service are entitled to conveyance, transportation of baggage and private conveyance from last duty station to home station or to the place where they and their families are to settle down permanently even if it is other than their declared home town as admissible under Rule 67 TR (i.e. as for permanent transfer, see Para 94). Officers are also entitled to CTG at the same rate as admissible under Rule 67 TR.

(ii) Officers and members of their families are required to travel on cash TA basis. Railway warrant cannot be used for retirement journey.

Auth.: Rule 200 -A(a) TR and GoI, MoD letter No. 12630/Mov C/242/D (Mov)/2017 dated 15 Sept 2017.

113.(A) TA entitlement of retiring Army Officers and MNS Officers

(i) Travel entitlement for self and family

Travel entitlements as prescribed for tour/transfer, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility as laid down in TR will, however, continue to be applicable.

(ii) Reimbursement of charges on transportation of personal effects and conveyance.

The expenditure on transportation of conveyance by officers on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

Entitlement of TA on Retirement

Auth.: Note 1 below Rule 200 A (a) and Rule 207 (B) of TR

(B) TA entitlement of Retiring Officers

The travel entitlements for self and family and reimbursement of charges on transportation of personal effects and conveyance are admissible as prescribed for tours/ transfer. However, the entitlement of CTG will be as follows:

(i) CTG entitlement of retiring officers w.e.f. 06th January 2022 : With effect from 06th January 2022, grant of the Composite Transfer Grant (CTG) on retirement in respect of Army Officer who wishes to settle down at the last duty station or other than last duty station, after retirement, the condition of 20 Km from the last duty station, has been done away, with subject to the condition that the change of residence is actually involved. To settle down at the last duty station or other than the last duty station, after retirement, full CTG, i.e. at the rate of 80% of the last month's basic pay is admissible. Army Officer has to submit a Self-Declaration Certificate regarding change of residence in the prescribed format as provided in GoI, MoF letter dated 06th January 2022. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

Auth.: GoI, MoF, DoE, New Delhi OM No. 19030/1/2017-E. IV dated 06th January 2022

(ii) The general conditions of admissibility of TA on Retirement as laid down in TR will, however, continue to be applicable.

Auth.: GoI, MoD letter No. 12630/Mov C/242/D (Mov)/2017 dated 15Sept 2017, GoI, MoF Dept. of Expenditure OM No. F. No. 19030/ 1/ 2017 E.IV dated 13 July 2017 and dated 18 Aug 2017.

114. Outgoing Chiefs of the three services may travel in aircraft of Indian Air Force on retirement

Handbook on Travelling Allowances - 2023

The outgoing Chiefs of the three services are entitled to avail one free airlift by aircraft of Indian Air Force along with their family and baggage to the extent allowed in the aircraft from the HQrs (Delhi) to the airport nearest to their home town or SPR within India and from the airport to the home town/SPR by surface route after handing over the charge at the HQrs on their retirement.

Auth.: Note 4 under Rule 200 - A TR

115. Premature Retirement

Premature Retirement is accepted at par with retirement on superannuation for the purpose of pensionary benefits and as such, all benefits of normal retirement TA will accrue to officers proceeding on premature retirement also. Accordingly, TA, baggage entitlement, etc. is admissible in cases of premature retirement also.

Auth.: CGDA Letter No.AT/IV/039 dated 04 Aug 1980.

116. Premature retirement for permanent absorption in Central Govt. undertaking

TA/DA under Rule 200 TR is not admissible to officers proceeding on premature/voluntary retirement for permanent absorption in Central Govt. undertaking.

Auth.: CGDA Letter No. AT/IV/4505-II dated 19 Jan 1987.

117. Concessions admissible to non-regular officers

TA/DA concessions admissible to non-regular Officers viz. SSC etc. on the termination of their service will be as laid down in the Army Instructions/Govt. letters under which they are commissioned. Wherever it is laid down that the entitlement of TA on termination of service of such officers are as for a regular permanent commissioned officers, they will be entitled to TA/DA etc. as per para 112 to 113 above.

118. Preference of TA/DA claim by officers

Travelling allowance claims of officers and their families will be preferred in the same manner as in the case of permanent duty moves. The claim of officers who are their own Controlling Officers should, however, be countersigned by their immediate superior administrative authority.

Auth.: Rule 202 TR

Entitlement of TA on Retirement

119. Lien on conveyance on Retirement

Retirement TA is required to be availed by officers within one year of the date of retirement. Lien on conveyance as laid down in Rule 16 TR will apply to moves of officers. This lien period of one year may be extended by the DGOL & SM, IHQ of MoD (Army). Members of their families and baggage may precede officer by not more than two months or follow them within one year. The period of two months will be counted from the date on which the officer superannuated/retired whereas the period of one year will be counted from the date on which the officer himself moves. The time limits may be extended by Competent Authority as stated in Appendix-XI in individual cases under special circumstances.

Note: In such cases, officers will prefer TA claims only after considering their actual date of retirement/ their self-move, as the case may be, to home town/SPR is completed.

Auth.: Rule 204 TR

120. Conveyance to Officers on dismissal or removal from service

- (i) When the Chief of the Army Staff is satisfied that an officer who is dismissed or removed from service or who is allowed to resign or retire in order to avoid removal from the service, is unable to pay for his own conveyance and/or that of his family, he may at his discretion authorise free conveyance on warrant to the railway station nearest to the officer's home. The scale of baggage shall be restricted to the Railway Free Allowance.
- (ii) The class of accommodation to be provided shall be ordered in each case by the Chief of the Army Staff.

Auth.: Rule 209 TR

Note: The powers conferred on the Chief of the Army staff are delegated to GOC-in-C, Commands. These powers are personal and shall not be delegated further.

Auth.: Note under Rule 209 TR

121. TA entitlement of families of officers including MNS Officers who die while in service

Handbook on Travelling Allowances - 2023

In the case of an officer who dies while in service, the TA claim will be preferred by the OC of the unit and submitted to the PCDA(O).

Auth.: SAO 10/S/1976

On the death of an officer, including MNS officer in peace area or field station including those killed in action, the families will be entitled to the following:

- (i) Conveyance of family, CTG as well as transportation of personal effects and conveyance will also be admissible as per permanent duty scale.
- (ii) In case the officer had no family, the entitled scale of baggage may be conveyed on warrant to the permanent place of residence of the next of kin or to any other station where the next of kin may be residing for the time being, provided no extra expenditure to the state involves. The lien on conveyance of family and baggage etc. of an officer will be one year from the date of demise of the officer.
- (iii) In the case of death of an Officer while absent from his HQ station on a course of instruction or on other duty, entailing temporary attachment from his unit, conveyance of baggage as in (i) above is admissible. In such cases, the total quantity of baggage conveyed from the temporary duty station plus the permanent HQ station should not exceed the entitled scale of the officer as on permanent duty.

Auth.: Rule 216 TR

122. In case the family of the deceased officer wishes to settle down permanently at a place other than the normal place of residence (home town), travel expenses may be allowed to them by the shortest route from the last HQ of the Officer to the SPR.

If a member of the family proceeds from a station other than the last HQ of the deceased Officer to the SPR or proceeds from the last HQ station to other than SPR, the travelling expenses claimed will be limited to what would have been admissible had such member travelled from the HQ of the deceased officer to the SPR.

Entitlement of TA on Retirement

Auth.: Rule 216 (i)(b) TR and GoI, MoD letter No. 12311/ Q/ Mov C /2065/D(Mov) dated 23 May 1981.

123. Before allowing reimbursement of the travelling expenses under the above para, the Controlling Officer/Countersigning Authority should satisfy themselves, as far as possible, about the claim for the travelling expenses for the family of the deceased officer by instituting suitable checks inter alia, whether the family has actually transported the baggage to the selected place of residence in accordance with the scale and instructions laid down by the Govt. from time to time.

124. Reimbursement of transportation charges of conveyance to home town/SPR at Govt. expenses is also admissible in the event of the death of the officer while in service.

Auth.: GoI, MoD Letter No. Air HQ/23952/304/PP&R4/988 /D (Mov) dated 13 Mar 1979.

125. Transportation of the body of an officer, if death occurs while at permanent HQ in India

- (a) If the family of the deceased officer desires to transport the body of deceased to his home town, this will have to be done under their own arrangements subject to the reimbursement of the amount due to them under the provisions of relevant rules in TR on retirement.
- (b) If the death of the Officer occurs while on tour in India or abroad, the body may be brought by air on a commercial flight to the HQ or to hometown according to the wishes of the family. In such cases, the expenditure will be met by the Govt.

Auth.: Rule 218 A TR

126. Travelling allowance for journeys to attend Departmental Enquiry by officers after removal/dismissal/compulsory retirement from service

In the case of an officer who was removed/dismissed or compulsorily retired from service is called upon to attend a departmental enquiry, the officer concerned may be allowed TA as for a journey on tour from the place where the summons to attend the enquiry reaches him to the place of enquiry and back, but not exceeding that to which he

Handbook on Travelling Allowances - 2023

would be entitled, had he performed the journey from his home town to the place of enquiry and back. The TA may be regulated in accordance with the pay of the post held by the officer immediately before his removal/dismissal or compulsory retirement from service.

Auth.: GoI, MoD Letter No.12266/Q(Mov)C/2275/D(Mov) dated 24 Jun 1980.

127. Procedure for submission of TA claims in respect of insane officer no longer in service, against whom TA advances are outstanding

The following procedure will be adopted for submission of TA claims in respect of insane officers who are no longer in service and against whom TA advances are outstanding:

The TA/DA claim may be preferred by the head of the office in which the officer was serving at the time of invalidment on account of insanity, with reference to known facts, relating to the particular journey and on the basis of special authority issued by the Govt. of India under exception to Rule 244(1) of the Central Treasury Rules. The furnishing of certificates which depend on the personal knowledge of the officer concerned may be dispensed with and the claim thus preferred may be countersigned by the appropriate Controlling Officer.

If, as a result of the adjustment of the advance of TA, any amount is payable to/recoverable from the officer, will be credited/debited to his IRLA, if still open, or disposed-off under the Army Act.

Auth.: AO 62/1969, SAO 10/S/1976



7. Travel Entitlement of Re-employed Officers

128. Entitlement of TA to retired regular officers on re-employment is as under:

(A) When proceeding for duty on first appointment

If an Officer is re-employed within 6 months from the date of retirement and has not availed of the retirement TA under Rule 200 (A) TR, may be allowed the retirement TA within one year of the expiry of the period of his re-employment.

Auth.: SAI 1/S/80, Para 6 of Appx to SAO 13/S/65 and Rule 201 and 206 TR

- (i) Officer will travel in AC II tier on warrant on lines where AC II Tier is available otherwise by next lower class from home town to the station to which they are required to report.
- (ii) Family will also travel on warrant by rail in AC II tier from Home of the officer to the permanent duty station by direct route. For other modes of conveyance, actual fares limited to what the officer is entitled to, will be refunded. In case, the family travels by lower class, the entitlement will be same as for the officer as mentioned at Para (i) above.
- (iii) Officers may convey baggage on warrant upto 225 kgs in addition to the RFA of 40 kgs.
- (iv) CTG is not admissible.

Auth.: Rule 64 TR

(B) During the re-employment: Same as applicable to serving commissioned officers.

Consequent on 7th CPC Orders, w.e.f. 01st July 2017, re-employed officers may perform journey by air. Further, the drawal of various allowances and other benefits in the revised structure based on pay in respect of re-employed officers shall be regulated with reference to pay that is fixed on re-employment. Pay for these allowances will be the pay fixed before deducting the pension.

Handbook on Travelling Allowances - 2023

Auth.: GoI, MoD letter No. 1/69/2008/D(Pay/Service) dated 24 Jul 2009 and No. 1(14)/2017-D(Pay/Services) dated 09 Jan 2018.

(C) TA on release from re-employed service

On release from re-employment, officers and their families will be entitled to free conveyance to SPR limited to Home Town.

Transportation of personal effects, CTG and charges for transportation of conveyance will not be admissible except 225 kgs of baggage as for a journey on first appointment as mentioned at Para A(ii) above.

Note: If an Officer is re-employed within 6 months from the date of retirement and has not availed of the retirement TA under Rule 200 (A) TR, may be allowed retirement TA within one year of the expiry of the period of his re-employment.

Auth.: Rule 64, 201 and 206 TR and SAI 1/S/80



8. Travel Abroad - Official Duties

129. Approved Routes

- (a) Approved routes for journeys from India to abroad and vice versa, and from one station to another station abroad are prescribed by the Govt. from time to time.
- (b) If an officer or member of his/ her family or Indian servant, at his/her own option, performs journey by a route, class of accommodation/ mode of travel, other than the approved entitled route/ class/ mode, his/ her entitlements of TA will be limited to what would have been admissible had he/ she travelled by the approved route, entitled class of accommodation and mode of travel.

Auth.: Rule 244(a) &(c) TR

130. International Travel entitlement by Air w.e.f. 01 July 2017 as per 7th CPC Orders

Grade Pay/Rank/Pay Levels in Pay Matrix as per 7th CPC orders	Travel entitlement
Pay level in Pay Matrix 17 and above	First Class
Pay level in Pay Matrix 14 to 16.	Business/Club Class
Pay level in Pay Matrix 10, 10A, 10B, 11, 12,12A,12B,13,13A and 13B.	Economy Class

Auth.: (Rule 245 TR) GoI, MoD letter No. 12630/Mov C/3737/D (Mov)/08 dated 29 Dec 2008 and letter No. 12630/Mov/242/D(Mov)17 Dt. 15/9/2017

For detailed guidelines on Air journey, please refer to Chapter 3.

131. Ticketing procedure to be adopted by officers while travelling abroad on official duties

Claims on air fare where use of air warrant is mandatory will not be

Handbook on Travelling Allowances - 2023

paid by PCDA (O). However, claim for other incidentals like DA, incidental charges are payable by PCDA (O).

Sr. No	Ex-India (including Nepal and Bhutan) claims in respect of	Course of action
1	TA/DA while proceeding abroad	PCDA (O) will pay the advance as well as deal with the final claims.
2	Air Passage claims	PCDA, New Delhi will continue to deal with Ex-India Air Passage claims in respect of officers as stipulated in Para 242 of Defence Audit Code. Further, the Cases pertaining to organization like NDC that are being dealt with under specific orders will also be dealt with as usual by PCDA, New Delhi.
3	All claims where Ex-India posting is not involved e.g. deputation, long term courses, Joint Exercise etc.	May be dealt with by PCDA, New Delhi.

Auth.: CGDA letter No. AT/IV/4462/ ORs/Vol. X dated 18 Feb 2016, dated 11 Jul 2013 and dated 04 Jan 2013.

132. Daily Allowance (DA) for tours abroad

DA means an allowance given for each day or part thereof for absence from HQrs on duty or on authorised halt. In addition to the TA admissible under the rules, an officer may draw DA in the circumstances which entitle him to draw TA. DA admissible for a fraction of a day is as under:-

- | | | |
|-----|------------------|---------|
| (a) | Up to 6 hrs | Nil |
| (b) | 6 hrs to 12 hrs | 50% |
| (c) | Exceeding 12 hrs | Full DA |

Travel Abroad - Official Duties

The entitlement will be for each night spent away from headquarters i.e. from period between sunset to sunrise. The stay at an outstation in a country abroad starts from the time the officer arrives and ends at the time he leaves the station.

Regulation of DA for tours abroad

(a) For tours by the officers within the country of their posting or for tours from one Mission to another by officers posted abroad, DA for each tour is regulated as under:-

- (i) For the first seven days - Full admissible DA.
- (ii) For the next seven days - 75 % of full admissible DA.
- (iii) For subsequent additional days - 50 % of full admissible DA.

(b) For tours by the officers posted in India , from India to one or more countries abroad, DA for each tour is admissible as under :-

- (i) For the first fourteen days - Full admissible DA.
- (ii) For the next fourteen days - 75 % of full admissible DA
- (iii) For subsequent additional days - 60 % of full admissible DA

DA regulated as at (a) & (b) above will be restricted to rank foreign allowance in case of tours / temporary duty exceeding 30 days. The number of days shall be counted on basis of stay at a particular station only.

Note : Sliding rates of DA are applicable only if stay is exceeding 14 days at one place only.

Auth.: Rule 268 TR

133. (i) Officers moving abroad for attending training courses and who are provided with full hospitality in the form of boarding and lodging would be entitled to DA @ 25% of the admissible cash allowance for the entire duration of deputation without any sliding scale. This is effective from 18 Aug 2004.

(ii) Officers moving abroad on official duty other than training and who are provided with free boarding and lodging would be entitled to 25% of DA on sliding scale.

Handbook on Travelling Allowances - 2023

Auth.: Rule 268 TR.

134. Composite Transfer Grant

Army Officers proceeding abroad with their families on permanent posting or on deputation/ courses of instructions of more than one year from India or other station Ex-India/ returning to India from abroad are entitled to draw CTG.

As per 7th CPC orders w.e.f. 01 July 2017, CTG shall be paid at the rate of 80% of the last month's basic pay drawn in the appropriate Pay Level in the Pay Matrix. Further, the NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.

Note 1: In the event of drawal of CTG, the transfer incidentals such as taxi/ conveyance charges for self and family, transportation of personnel effects from residence to railway station/ bus stand/ airport and vice versa will not be admissible. No separate packing charges will be admissible. These will instead be subsumed in the CTG.

Note 2 : As regards transfer from one Mission to another or to Headquarters in India, the panel of packers scheme shall continue to be applicable. In such cases, CTG will not be admissible.

Auth.: Rule 258 TR and GoI MoD letter No. 12630/Mov C/242/D (Mov)/17 dated 15 Sept 2017.

(i) Entitlement of CTG while on deputation to UN Mission as Military Observers (MILOBs):-

CTG will be admitted only if the Officer is posted to another station than the one he/she earlier left from, for the UN mission on deputation.

(ii) Entitlement of CTG while on deputation to UN Mission as Staff Officer (SO) and Contingent Personnel of Armed Forces Troops:-

The entitlement of CTG while on deputation to UN Mission as SO will be as admissible to Indian Army Officers as per rules contained in relevant TR. If the Govt Sanction Letter (GSL) received duly

Travel Abroad - Official Duties

notifying deputation period of one year, CTG will be admitted at the time of officer proceeding to UN, without waiting for confirmation regarding completion of one year tenure at UN mission. However, if an officer comes back to India before completion of one year, CTG is not entitled.

Auth.: Rule 258 TR and GoI, MoD letter No. 17(21)/2006/D(GS-I) dated 24 Aug 2009.

135. Luggage Allowance to officers proceeding abroad for a period exceeding one year on deputation/ course of instructions:-

- i. Total weight entitlement stands revised to 6000 Kgs for personal effect. The detailed bifurcation of 6000 kgs is shown below viz.;

Pay Level as per 7 th CPC	Total weight entitlement (Kgs)	Weight entitlement for Posting Abroad* (Kgs)	Weight entitlement for storage purposes in India (Kgs)**
Level 6 & above	6,000	4,850	1,150

* Inclusive of Air Cargo (upto 350 Kgs/Family)

** Limit for storage purpose is not restricted to the prescribed limit but the total weight entitlement cannot cross the prescribed limit.

- ii. In addition, it has also been decided to offer full container load facility as mentioned below viz;

Pay Level as per 7 th CPC	Container entitlement
Level 6 to 11	Single Container (20 ft)
Level 12 and above	Double Container (40 ft)

This order will be in force with effect from 08th March 2022.

Auth.: Rule 259 C (a) (i), GoI, MoD, DMA, New Delhi letter No. 12709/Mov C/55/D(Mov)/2022 dated 08th March 2022.

Handbook on Travelling Allowances - 2023

136. Temporary Duty Claims for Foreign Travel in respect of Army Officers posted in Border Road Organisation (BRO).

Audit and Payment of TA/DA claims for Foreign Travel in r/o Army Officers posted in BRO/HQrs DGBR, New Delhi may be dealt by the Office of PCDA (O), Pune.

Auth.: DAD HQrs Office, New Delhi letter No. AT/ Army/ TA/ DA/ 4462/ E-1402 dated 28th April 2022



9. Camp Allowance

137. When admissible

Officers of the Regular Army and NCC Officers appointed on whole time basis, on the permanent staff of units of the senior and junior Div NCC are entitled to Camp Allowance as under:

For the duration of training in NCC camps:

- (i) Up to a maximum period of 4 days for the preparation and 3 days for striking NCC camps and
- (ii) Camp Allowance for the actual period of camps

Auth.: GoI, MoD Letter No. 0106 / 60 / NCC/Coord (B) / 1217 / US-D(GS-III) dated 20 May 1960 as amended vide Corrigendum No. 0106/62/NCC/Coord(B)/3419/US-D(GS-III) dated 27 Dec 1962.

138. Regular Officers posted to NCC units for attending NCC Camps will be entitled to DA at 1/4th of the rates laid down in Rule 114-A TR.

Auth.: Rule 119-B TR

139. Camp Allowance to TA Officers

As per 7th CPC orders w.e.f. 01 July 2017, Camp Allowance and TA Bounty applicable for TA Officers are merged into a single allowance called Territorial Army (TA) Allowance and will be payable @ Rs. 2,000/- p.a.

These rates shall automatically increase by 25%, each time the Dearness Allowance rises by 50%.

100% of the amount of TA Allowance shall be granted for completing full training and 75% of the amount shall be granted for completing more than 80% of the training.

Auth.: GoI, MoD letter No. 20(1)/2017/D(GS-III) dated 21 Sept 2017.



10. Advance of TA/DA on Temporary Duty/ Permanent Move/ LTC

140. When admissible

Advance of TA/DA on TD/ entitlements on Permanent Move/ TA on LTC to the extent of actual entitlement may be drawn by Officers, provided the amount is more than Rs.50/-.

Auth.: Rule 17(i) (A) TR

No advance of TA is admissible for journeys on retirement.

Auth.: AHQ letter No.12059/Q Mov C dated 01 Jul 1992.

141. Online utility for submission of requisitions has been provided on PCDA(O) website by login through user-id password.

142. Officers can book Air and Train tickets through DTS portal. Recently DTS portal has been upgraded for payment of advance for DA/ accommodation portion also.

Tickets booked through DTS will also be treated as advance as other normal advance. All the provisions of submission of claim within 60 days or charging of penal interest are also applicable for DTS booking / advance. Officers are required to submit the corresponding claim for tickets booked through DTS. To nullify the advance, officers are required to mention the details of amount of the tickets both in the credit and debit side. Copy of the tickets and boarding passes are also required to be enclosed with the claim.

143. Advances should not be drawn in excess of entitlement

The amount of the advance drawn should not exceed the amount of travelling allowance admissible under the rules. If in any case the advance drawn by an officer is found to be more than the amount of travelling allowance admissible, the unadjusted balance together with penal interest will be recovered from him in lump sum from his IRLA under preparation or by depositing the amount in the treasury by the officer. Nevertheless, the initial drawal of advance in excess of the normal entitlement will be deemed highly irregular and improper.

Advance of TA/DA on Temporary Duty/ Permanent Move/ LTC

Auth.: Rule 17 (vi) TR and CGDA letter No. AT/IV/4378 dated 12 Feb 1982.

144. The grant of concurrent advance is not ordinarily permissible and should be avoided. Before claiming payment of an advance, it should be verified that no previous advance is outstanding against the Officer concerned.

Auth.: Rule 17 (vii) TR

145. Blank

146. Drawal of advance of LTC

To facilitate the reservation of Rail accommodation, an advance in respect of LTC to the extent authorised and admissible under the rules may be drawn by an officer sufficiently in advance to ensure timely reservation but not exceeding 125 days (i.e. 4 months and 5 days) w.e.f. 01 Apr 2015, prior to the actual date of the move of the officer. The payment of advance will, however, be subject to the conditions that the advance amount thus drawn will be refunded immediately in one lump sum if the move of the officer for which the advance has been drawn, is cancelled or otherwise.

In all the cases where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Officer to produce the outward journey tickets to the Competent Authority within 10 days of drawal of advance in order to verify that he/she has actually utilised the amount to purchase the tickets.

The advance of leave travel concession will have to be refunded forthwith if the outward journey is not commenced within 120 days of the grant of advance.

Auth.: Rule 17(i) (B) (i) TR and GoI, MoD/D(Mov) letter No. 12647/LTC/Mov C/62/D(Mov)/2016 dated 19 Jul 2016 extending the provisions of DoPT OM No. 31011/8/2015-Estt(A.IV) dated 13 May 2016

147. Blank

148. Submission of Adjustment claims

All advances including those of families drawn in the manner stated above shall be adjusted in the TA bill which should be submitted to

Handbook on Travelling Allowances - 2023

PCDA (O) immediately on the completion of journeys, completed in all respects, failing which the PCDA(O) shall have the liberty to recover summarily the amount of the advance along with Penal Interest from the pay of the officer for the second month after that in which the journey is completed.

Auth.: Rule 17 (v) TR

149. Time Limit of Submission of claims

A. Temporary/ Permanent Duty Claims

1. Consequent upon the issuance of General Financial Rules (GFR)-2017, vide Rule 290 of GFR-2017, time limit for submission of claim has been changed from one year to 60 days succeeding the date of completion of the journey. Accordingly, that the claim of Govt. Servant to travelling allowance/daily allowance on Tour/ Transfer/ Training is forfeited or deemed to have been relinquished if the claim for it is not preferred within 60 days succeeding the date of completion of the journey.
2. In respect of the claim for Travelling Allowance for journey performed by the officer and the member of his family, the dates should be reckoned separately for each journey and the claim shall be submitted within 60 days succeeding the date of completion of each individual journey. Similarly, TA claims in r/o transportation of personal effects and conveyance shall be submitted within 60 days succeeding the date on which these are actually delivered to the officer at the new station.
3. The date of submission of the claims shall be determined as indicated below.

i In case of officers who are their own Controlling Officer	The date of presentation of the claim at the treasury/cash section [PCDA(O)] in case of officers.
ii In case of officers who are not their own Controlling Officer	The date of submission of the claim to the Head of Office/ Controlling Officer.

Advance of TA/DA on Temporary Duty/ Permanent Move/ LTC

4. In the case of claims falling under category 3(ii) which are presented to the treasury after a period of 60 days succeeding the date of completion of the journey, the date of submission of the claim will be counted from the date when it was submitted to the head of the office/Controlling Officer within prescribed time limit of 60 days.
5. A claim for travelling allowance of a Govt. Servant which has been allowed to remain in abeyance for a period exceeding one year should be investigated by the Head of the Department concerned. If the Head of Department is satisfied about the genuineness of the claim on the basis of supportive documents and there are valid reasons for the delay in preferring the claims, the claims should be paid by the Drawing and Disbursing Officer or Accounts Officer, as the case may be, after usual checks.
6. These orders are not applicable in respect of Leave Travel Concession (LTC) Claims.
7. The above orders will be effective from 06 Dec 2018 i.e. issuance of MoD Orders.

Auth.: Rule 17-A TR and GoI, MoD letter No.12630/TA/Mov C/198/D(Move)/2018 dated 06 Dec 2018 extending the provision of MoF, DoE OM No. 19030/1/2017-E.IV dated 13 Mar 2018 received vide ADG of Movement/ Mov C GS Br. IHQ of MoD(Army) letter No. 12630/TPT.A/Mov C/(1) dated 10 Dec 2018.

B. Leave Travel Concession (LTC) claim

LTC claim of a government servant shall fall due for payment on the date succeeding the date of completion of return journey. The time limit for submission of the claims shall be as under:

- (i) In case advance drawn: Within thirty days of the due date.
- (ii) In case advance not drawn: Within sixty days of the due date.

In case of (i) above if the claim is not submitted within one month of the due date, the amount of advance shall be recovered but the Govt. Employee shall be allowed to submit the claim as under (ii) above. In

Handbook on Travelling Allowances - 2023

case of failure to submit the claim in both the cases within the prescribed time lines, the claim shall stand forfeited.

Auth.: DoPT OM No. 31011/3/2015-Estt(A-IV) dt 01/04/2015 and Rule 292 GFR

The claim for LTC journey when advance is drawn, will be preferred by the officer within one month of completion of journey. However, in case of default, penal interest will be charged at the rate prescribed for the GPF interest rates (other than motor car) plus 2% from the date of drawal of advance to the date of refund of advance.

- (i) In cases where the advance is not utilised fully but the adjustment bill is submitted in time, interest is charged at the rate mentioned above on the unutilised portion of advance from the date of drawal of advance to the date of refund of advance.
- (ii) In cases where the adjustment bill is not submitted within the prescribed time, the entire amount of advance is recoverable in one lump sum immediately on expiry of such time limit prescribed above. In such cases also, interest is charged at the rate of interest prescribed above on the entire amount of advance from the date of drawal of advance to the date of recovery of amount.

Auth.: Rule 17-A, 3(a), (b) TR.

150. Drawal of TA/DA advance by Officers deputed to Assam Rifles

Advance of TA/DA/LTC authorised under rules may be drawn by the officers on deputation to Assam Rifles from PCDA(O) under Rule 17 TR.

Auth.: GoI, MoD Letter No.1137/D (Pay/Services) dated 15 Feb 1963 and No. 84048/ AG/PS3(d)/323 - S/D(Pay - Services) dated 21 Apr 1980.

151. Advance for conveyance of family of an Officer who dies while in service

An advance to meet travelling expenses of family of an officer who dies whilst in service is admissible under Rule 216 of TR. The advance

Advance of TA/DA on Temporary Duty/ Permanent Move/ LTC

may be drawn by the Commanding Officer of the Unit/Formation, subject to the terms and conditions in Rule 21 TR.

Auth.: Rule 18 TR

152. Advance to proceed to a Course of Instruction

An officer deputed on a course of instruction in India and entitled to travelling allowance on the temporary duty scale will be paid an advance of travelling allowance plus daily allowance for the period of the course at the scale laid down in Rule 123 TR, ten days before leaving for the course. TA for the return journey will be paid ten days before completion of the course.

Auth.: Rule 17(iv) TR

- (a) With effect from 01 Jan 2015, officers will be allowed to draw the advance online/by Fax/Post etc. individually on account of TA/DA for courses of instructions in CAT 'A' and 'B' Establishments, comprising of all elements i.e. Airfare, Hotel Accommodation Charges, Lump sum amount payable for Food Bills, Conveyance Charges at course station etc., at one go for remittance into their nominated bankers.
- (b) The adjustment claims along with all requisite documents will be preferred by the Officers individually to their units/formations duly countersigned by CO/OC of their unit/formations, instead of erstwhile procedure submitting the consolidated adjustment claims to the Commandant CAT 'A' or 'B' Institutes.

153. Recovery/Deduction of Penal Interest on Advance of TD/PD/LTC

- i. According to Para 17A of TR (Edition - 2014) it has been stipulated that Penal Interest will be charged on the default TA Advance at the rate of Two (2) % over the Rate of Interest prescribed for advance for purchase of Conveyance (other than Motor Car), on the unutilized portion of advance.
- ii. However, following the discontinuation of Advance for Purchase of Conveyance, the base rate of Interest that will be levied on the default TA Advances will be 2 (Two) % over the

Handbook on Travelling Allowances - 2023

Interest Rate which is allowed by the Govt on the Provident Fund Balances of its employees. In case of Army Officers, at present it will be Two percent (2%) over the Interest Rate viz.: $7.1\% + 2\% = 9.1\%$ p.a.

- iii. As per Rule 43(2) of 'Compendium of Rules of Advances to Govt Servants', where the Govt Servant has not submitted the adjustment travelling allowance bill in due time and consequently his right to travelling allowance claim stands forfeited under SR 194-A, the advance drawn by him shall be recovered from his pay bill or any other dues in one installment by the authority competent to sanction such an advance.

Auth.: Govt of India, Min. of Defence, Dept of Military Affairs, New Delhi letter No. 12692/PI/Mov C/42/D(Mov)/2022 dated 18th January 2022



11. Use of Form 'D' (IAFT-1709) and Form 'G' Concessional Voucher

154. When permissible to officers

All Officers when travelling by rail on leave including CL at their own expense are allowed on production of Form 'D' (IAFT-1709) to travel by entitled class or lower class on payment of 60% of the fare of the class travelled. While no reservation fee shall be levied, all other charges such as surcharge for AC II Tier, supplementary charges for Super-Fast Train, sleeper charges for II Class etc. levied by the railways at Public Tariff rates will be payable in full by the Officers.

Auth.: Rule 181 TR

155. Use of Form 'D'

Officers who are entitled to Form 'D' and wish to take advantage of this concession while travelling on leave at their own expense by rail will use Form 'D'. This form will not be used for journeys during weekends/closed holidays unless these are combined with or covered by leave duly sanctioned.

Officers are authorised to claim reimbursement of concessional component of form 'D' when journey is performed by rail without using form 'D' due to non-availability of form 'D' in Unit/Establishment.

Reimbursement is allowed for the concessional component of form 'D' only for the journey fare and not for other charges e.g. reservation charges, etc.

Before performing journey, the officer will obtain non-availability of form 'D' certificate from the Controlling Officer.

On completion of journey, reimbursement will be claimed from the Imprest holder based on NAC issued by Controlling Officer.

PCDA(O) is responsible for post audit of such claims.

Auth.: Rule 181 TR, AO 299/58, GoI, MoD letter No. 12522/Q Mov C/1634/D(Mov)/98 dated 26 Jun 1998 and CGDA letter No. AT/IV/4522/IV dated 02 Dec 1998.

Handbook on Travelling Allowances - 2023

156. The total number of form 'D' to the officer, his wife/husband and dependent children for travel to any station within Indian limits will be restricted to six one way journey forms in a calendar year accompanied or unaccompanied by the head of the family. Two of these six one way journey forms may in addition to the officer, his wife/husband and other dependent children also include the officer's parents, sisters and minor brothers, residing with the officer and wholly dependent upon the officer for a combined onward/return journey.

Note: Form 'D' issued in conjunction with LTC availed under Rule 177 TR will, however, be in addition to the 6 one way journey form 'D' referred above.

Auth.: Rule 181(b) TR

157. Issue of Form 'D' to officers in civil employ

Army Officers in civil employ who are in receipt of service rates of pay are entitled to use form 'D' in the circumstances stated above for themselves and their families. The cost of form 'D' in such cases will be debitable by the Railways against the department under which the officer is serving.

Form 'D' to such officers will be issued by the nearest SSO/OC Station on production of a certificate from the Head of the department under whom the officer is serving to the effect that the officer is in receipt of service rates of pay and that the cost of form 'D' will be adjusted through civil estimates. The Head of Account and the designation and address of the Civil Accounts Officer responsible for adjusting the expenditure should also be included in the certificate. The issuing authorities will ensure that the form 'D' is endorsed as under in Red ink at the top of the form.

"Cost debitable to _____ Department."

The Head of Account and the name of Civil Accounts Officer will also be clearly indicated in the appropriate columns of Form 'D'.

The issuing authority will intimate to the Civil Accounts Officer concerned, full particulars of the Form 'D' and obtain his acknowledgement for record.

Use of Form 'D' (IAFT-1709) & Form 'G' Concessional Voucher

158. Use of Form 'D' during joining time

Use of form 'D' during joining time is not permissible as joining time is not a type of leave.

159. Issue of additional Form 'D' to unaccompanied families of officers to enable them to break journey enroute

One additional set of Form 'D' to the families of officers is admissible when travelling unaccompanied so as to enable them to break journey enroute. The extra expenditure on account of the difference of rail fares due to enroute break journey and the cost of issue of additional form 'D' as applicable, per form 'D' will be borne by the officer.

Auth.: GoI, MoD letter No.PT/1203/NHQ/4851/D(Mov) dated 12 Sep 1974 and CGDA letter No.4007/AT-P dated 02 Feb 1979.

160. The unaccompanied members of the family of an Officer, may as in the case of Officers themselves travel to any station within Indian limits and form 'D' can be issued to the family for such journeys.

Auth.: CGDA letter No. 4007/AT-P dated 16 Mar 1979 and No. AT/IV/011 dated 03 Sep 1980.

161. Form 'D' can be used by officers, when travelling on leave at their own expenses from anywhere within the country.

Auth.: CGDA letter No. AT/IV/4425/1 dated 03 Aug 1987 and No AT/IV/0/4425-I Dated 19 May 1989.

162. Use of Form 'D' when Officers travel by AC Chair Car

Officers travelling by AC Chair Car are entitled to use Form 'D' on payment of 60% of the actual rail fare as in the case of journey by first class.

Auth.: GoI, MoD letter No. G/05492/Q Mov C/3853 D(Mov) dated 25 Sep 1979.

163. Use of Concessional Voucher - Form G

Nursing Officers of the Military Nursing Service are allowed on production of Concessional Voucher to travel by entitled class or lower class on payment of 50% of the fare of the class travelled including reservation charges.

Handbook on Travelling Allowances - 2023

Form 'D' is not admissible to them when travelling on leave at their own expense.

Auth.: Rule 182 (a) TR

The use of Concessional Voucher is restricted to six one way journey in a calendar year, similar to the provisions mentioned at Para 156 above.

Auth.: Rule 182(b) TR read with Rule 181(b) TR

164. Issue of Form 'D' to Husbands of Lady Army Officers

Within the provisions of Rule 181 (b) TR, Form 'D' can be issued to the husbands of lady army officers.

Auth.: GoI, MoD letter No. PT/2339/NHQ/passage 5870/D (Mov)dated 12 Nov 1975.

165. The use of Form 'D' is permissible in respect of the journeys of the family members of an officer of the Military Nursing Service, provided further that the maximum number of Form 'D' and Concessional Voucher together does not exceed six in a calendar year.



12. Leave Travel Concession

166. Officers, while proceeding on AL/CL/Furlough leave/Maternity leave/*CCL within Indian limits are entitled to LTC once in a year. No daily allowance, incidental expenses and expenditure incurred on local journeys shall be admissible for travel on LTC. The various rules for regulating LTC are as under:-

*w.e.f. 19 Nov 2018

Auth.: Rule 177 A (i) (a) TR and *GoI, MoD letter No. B/ 33922 / AG/PS-2(b)/3080/D (AG-II) dated 19 Nov 2018, GoI, MoD letter No. 12630/TA/DA/7thCPC/Mov C/85/D (Mov)/2018 dated 14 May 2018 and DoP&T OM No. 31011/8/2017-Estt.A-IV dated 19 Sept 2017.

With effect from 20 Aug 2007, all army officers would be eligible to avail LTC once in a year to their Home town in India or SPR in India and every alternate year to any place in India in lieu of Home town/SPR without any distance restriction.

Auth.: GoI, MoD letter No. 5(1)/2007/D(Mov)(II) dated 20 Aug 2007.

167. Definition of the term 'Family'

For the definition of the term 'family' for purpose of LTC, please see Para 21 of Chapter 2.

a. LTC is allowed only for two surviving unmarried children or stepchildren. However, this restriction shall not be applicable in respect of :

- (i) those Army Officers who already have more than two children prior to the coming into force of this restriction i.e. 01 Oct 1997
- (ii) children born within one year of the coming into force of this restriction and
- (iii) where the No. of children exceeds two as a result of the second child birth resulting in multiple births.

Handbook on Travelling Allowances - 2023

Auth.: Rule 2 TR and GoI, MoD letter No.12647/Q Mov C/ 2610/D(Mov)/98 dated 11 Sep 1998.

b. Spouse/ dependent children residing away from officer's HQrs :

Though it is not necessary for the spouse and the children to reside with the officer so as to be eligible for LTC, the concession in their cases shall, however, be restricted to the actual distance travelled and the distance between the HQrs / place of posting of the officer and the Home town / place of visit, whichever is less subject to other conditions laid down in TR.

Auth.: Rule 176 (f) TR

c. W.e.f. 01 Sep 2008, the parents and/or step parents (step mother and step father), who are wholly dependent on the service personnel shall be included in the definition of the family for the purpose of LTC, irrespective of whether they are residing with service personnel or not.

The definition of dependency will be linked to the minimum family pension i.e. Rs. 9,000/- p.m. prescribed by Central Government and Dearness Relief thereon. The extant conditions in respect of other relations included in the family including married/ divorced/ abandoned/ separated / widowed daughters shall continue without any change.

Auth.: Note 1 Rule 2 (p)TR, GoI, MoD letter No. 17(01/2016-D(Pen/Pol) dated 29 Oct 2016.

168. Mode and Class of Accommodation

The travel entitlements for the purpose of official tour/transfer or LTC will be the same but no daily allowance shall be admissible for travel on LTC.

Auth.: Rule 176 TR

1. Journey by Air

Please refer Chapter 3 for the conditions applicable for Journey by Air.

Leave Travel Concession

Entitlements for Air Journey as per 7th CPC orders with effect from 01 July 2017:

Pay Level in Pay Matrix	Travle Entitlement
14 and above	Business/Club class
10 to13B	Economy class

Auth.: GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017.

- (a) In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- (b) In case of places not connected by rail, officers are entitled to travel by AC bus, as they are entitled to travel by AC II Tier and above by train.
- (c) All officers are allowed to travel below their entitled class of travel.

2. Entitlements for Rail Journey as per 7th CPC orders with effect from 01 July 2017 :

Pay Level in Pay Matrix	Travle Entitlement
12 and above	AC I Class
10, 10A, 10B,11	AC II Class

Travel by Premium trains/Premium Tatkal trains/Suvidha trains, the reimbursement of Premium Tatkal charges for booking of tickets and reimbursement of Dynamic/Flexi fare in Shatabdi/ Rajdhani/ Duranto trains shall be admissible for the journey(s) performed by these trains on LTC. Reimbursement of Tatkal Seva charges, which has fixed fare, will remain continue to be allowed.

Entitlements for Rail Journey in Premium/ Premium Tatkal/ Suvidha/Shatabdi/ Rajdhani/ Duranto trains as per 7th CPC orders w.e.f. 01 July 2017:

Handbook on Travelling Allowances - 2023

Pay Level in Pay Matrix	Travle Entitlement
12 and above	Executive / AC I Class (in case of Premium/ Premium Tatkal/ Suvidha/ Shatabdi/ Rajdhani trains as per available highest class)
10, 10A, 10B,11	AC II / Chair Car (in Shatabdi train)

- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- (c) In case of non-availability of seats in entitled class, Army Officers may travel in the class below their entitled class.

Auth.: GoI, MoD, letter No. 12630/TA/DA/7thCPC/Mov C/85/D (Mov)/2018 dated 14 May 2018 and DOP&T OM No. 31011/8/2017-Estt.A-IV dated 19 Sept 2017, MoF OM No. 19030/1/2017-E.IV dated 13 July 2017 extended to Army Personnel vide GoI, MoD letter No. 12630/Mov C/242/D(Mov)/2017 dated 15 Sept 2017.

3. For journey by Sea/River Steamer

- (i) All officers are entitled to perform journeys by Sea or by River Steamer for places other than Andaman & Nicobar group of Islands and Lakshadweep group of Islands, by highest class w.e.f. 01 July 2017 as per 7th CPC orders.
- (ii) All Officers are entitled to perform journeys between mainland and Andaman & Nicobar group of Islands and Lakshadweep group of Islands by ships operated by the Shipping Corporation of India Limited to Deluxe class w.e.f. 01 Sept 2008 as per SPC orders and w.e.f. 01 July 2017 as per 7th CPC orders.

4. For Road Journeys

- (i) In case of places not connected by rail, officers are entitled to

Leave Travel Concession

travel by AC bus as they are entitled to travel by AC II tier and above by train.

- (ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- (iii) All officers are allowed to travel below their entitled class of travel.
- (iv) The travel entitlements for the purpose of official tour/transfer or LTC will be the same but no daily allowance shall be admissible for travel on LTC.

Auth.: GoI, MoD letter No. 12630/Mov C/3737/D (Mov)/08 dated 29 Dec 2008.

Entitlements regarding Road Journeys w.e.f. 01 July 2017 as per 7th CPC orders:

Pay Level in Pay Matrix	Entitlement
14 and above	Actual fare by any type of public bus including AC bus OR at prescribed rates of AC taxi when the journey is actually performed by AC Taxi OR at prescribed rates for auto Rickshaw, own car, scooter, motor cycle, moped etc.
10 to 13B	Same as above with the exception that journeys by AC Taxi will not be permissible.

- (i) No daily allowance shall be admissible for travel on LTC.
- (ii) Any incidental expenses and expenditure incurred on local journeys shall not be admissible.
- (iii) Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Govt. or any Corporation in the public sector run by the Central or State government or a local body.

Handbook on Travelling Allowances - 2023

- (iv) In case of journey between the places not connected by any public/government means of transport, the officer shall be allowed reimbursement as per his/her entitlement for journey on transfer for a maximum limit of 100 kms each way covered by the private/personal transport based on a self-certification from the Officer. Beyond this, the expenditure shall be borne by the Officer.

Auth.: GoI, MoD, letter No. 12630/TA/DA/7thCPC/Mov C/85/D (Mov)/2018 dated 14 May 2018 and DOP&T OM No. 31011/8/2017-Estt.A-IV dated 19 Sept 2017, MoF OM No. 19030/1/2017-E.IV dated 13 July 2017 extended to Army Personnel vide GoI, MoD letter No. 12630/Mov C/ 242/D(Mov)/2017 dated 15 Sept 2017.

Fulfillment of procedural requirements- Clarification regarding Leave Travel Concession

The cases, where an officer travels on LTC upto the nearest airport/railway station/bus terminal by authorized mode of transport and undertakes rest of the journey **to the declared place of visit by private transport/own arrangement** (such as personal vehicle or private taxi etc.) may be dealt with as follows:

- (i) In all such cases, the officer may be required to submit a declaration that he/she and the members of the family in respect of whom the claim is submitted, have indeed travelled upto the declared place of visit.
- (ii) If a public transport is available in a particular area, the reimbursement will be limited to the fare admissible for journey by otherwise entitled mode of public transport from the nearest airport/railway station/bus terminal **to the declared place of visit by shortest direct route.**
- (iii) In case, there is no public transport available in a particular stretch of journey, the reimbursement will be as per his/her entitlement for journey on transfer for a maximum limit of 100 kms each way i.e. 200 Km both ways covered by the private/personal transport based on a self-certification from the

Leave Travel Concession

officer. Beyond this, the expenditure shall be borne by the officer.

Note: For the purpose of these rules, the expression 'Public Transport' means all vehicles including trains, airplanes operated by Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport Services run by other Govt. or local bodies.

- (iv) Furnishing of false information will attract disciplinary action.
- (v) These orders are effective from 09 Feb 2017 since the specific date for applicability of these orders has not been mentioned in the DoPT/MoD orders *ibid*.

Auth.: GoI, MoD letter No. 12647/LTC/Mov C/82/D(Mov)/2019 dated 21 Oct 2019 and MoD, DoP&T OM No. 31011/3/2015-Estt.(A.IV) dated 09 Feb 2017 received vide ADG of Strat Movement/Mov C DGOL & SM, IHQ of MoD (Army) letter No. 12647/LTC/Mov C dated 04 Nov 2019.

169. When the route is wholly or partly by sea/river/road

Where the main route is wholly or partly by sea, the Embarkation Authority at the port will, on requisition from OC unit arrange return sea passage within the Indian limits. Road journeys will be performed on warrant or cash payment will be made in accordance with Rule 47 TR.

Auth.: Rule 177 (A) (i) (e) TR

170. LTC entitlement - clarifications regarding

Sr. No.	Points raised	Clarifications
(1)	Can a Gen Officer be entitled to travel by air via a station connected by air services even if the Home Town/declared place of visit is not directly connected by air services?	A General Officer entitled to travel by air can travel to airport nearest to the Home Town or the declared place of visit in case where these are not directly connected by air services. The air journey in such cases shall, however, be performed by the shortest direct route.

Handbook on Travelling Allowances - 2023

(2)	<p>LTC orders permit journeys by Rajdhani/Shatabdi Express Trains. Can the entitlement be determined on notional basis?</p>	<p>No. In order to be entitled to reimbursement of fares applicable on Rajdhani of Shatabdi Express, the journeys in question have to be actually performed by these trains. In cases where LTC journeys are undertaken in trains other than Rajdhani or Shatabdi Express by a class of accommodation higher than the one to which the service personnel is entitled to or by an alternative mode of travel (e.g. by air) to which he/she is not entitled, reimbursement of fares cannot be determined on a notional basis with reference to the fares applicable by the entitled class on Rajdhani/Shatabdi Express.</p>
(3)	<p>LTC orders provide for journey by Rajdhani/Shatabdi Express trains where both the originating and destination stations are directly connected by these trains. Can service personnel travel by these trains if the Home Town/ declared place of visit is not directly connected by rail but the nearest Railway Station is directly connected by Rajdhani/Shatabdi Trains?</p>	<p>This will be permissible provided the service personnel concerned is entitled to travel by Rajdhani/Shatabdi Express.</p>
(4)	<p>The Home town of a Service</p>	<p>If the journey is actually</p>

Leave Travel Concession

	<p>Personnel is connected by rail but is not directly connected by Rajdhani/Shatabdi Express Trains. In such cases, can the service personnel be entitled to travel partly by Rajdhani/Shatabdi Express Trains and partly by other train(s)?</p>	<p>performed by Rajdhani/Shatabdi Trains up to an enroute Railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani/Shatabdi trains, fare for both the types of trains by the entitled class would be admissible for the respective portion of journey.</p>
(5)	<p>Whether reimbursement is permissible in cases where service personnel travels by a longer route or breaks journey when he is travelling only by Rajdhani Express trains. Can the reimbursement in such cases be restricted to the fare applicable on Rajdhani Express trains by the shortest direct route or will only the ordinary train fare be admissible?</p>	<p>Reimbursement of fare by the entitled class of accommodation applicable on Rajdhani/Shatabdi Express by the shortest direct route shall be permissible, provided all the legs of the journey are actually performed exclusively by these trains and both the originating and destination stations are directly connected by these trains.</p>
(6)	<p>If a service personnel travels partly by Rajdhani/Shatabdi Express trains and partly by other train(s) or by any other mode of transport, such as ship, bus, etc., how is the LTC claim to be regulated?</p>	<p>As already clarified at Sl. No.4 above, in cases where travel on LTC is performed partly by Rajdhani/Shatabdi Express and partly by other trains/ modes of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.</p>
(7)	<p>Certain places are not directly connected by trains and one</p>	<p>Clarification in respect of Sl.No.6 may be seen in this connection.</p>

Handbook on Travelling Allowances - 2023

	has to change train at nearest rail head. In such cases, can journey be undertaken up to nearest rail head which is connected by Rajdhani/Shatabdi Express?	
(8)	If the originating and terminating points falls on the routes of Rajdhani/Shatabdi Express trains but these trains do not halt at these stations, can a Service Personal Travel by Rajdhani/Shatabdi Express and claim reimbursement?	The service personnel can travel by Rajdhani/Shatabdi Express upto the nearest enroute station which should not be beyond the destination i.e. Home Town or the declared place of visit.
(9)	If two stations are connected by direct trains but the route traversed by such trains is not the shortest, can the fare applicable for travel by the direct longer route be reimbursed in full?	Yes, provided travel by the longer route on LTC has specifically recognized and approved by the Government in terms of separate orders issued in this regard from time to time.
(10)	Revised LTC orders permit travel by private vehicles i.e. taxi, auto rickshaw, etc., it may be clarified whether the orders prohibiting LTC journeys by road in a private, hired vehicle or by own vehicles have been withdrawn. If so, in such cases, can the claim be restricted to the bus fare or the fare actually paid?	Journeys on LTC by taxi, auto rickshaw etc. is permissible only between places which are not connected by rail. This is further subject to the condition that these modes of transport operate on a regular basis from point to point with the specific approval of the State Governments/Transport Authorities concerned and are authorized to ply as public carriers. The existing restrictions on travel by private chartered vehicles, own vehicles

Leave Travel Concession

		etc. shall, therefore, continue to be in force and applicable. No reimbursement shall be permissible in such cases.
(11)	If journeys on LTC are performed by taxi or auto-rickshaw between stations connected by rail and / or bus, can the LTC claim be restricted to the bus fare? If not, what amount will be admissible?	Journeys by taxi, auto-rickshaw, etc. are permissible only between places not connected by rail and subject to the further condition that these operate on a regular basis from point to point with the specific approval of the State Governments/Transport Authorities concerned. Journeys by these modes on LTC are not permissible between places connected by rail.
(12)	Can claims in respect of local journeys performed by taxi, auto rickshaw, etc. from the residence to the Railway Station, Airport, etc. and vice-versa be restricted to the applicable bus fare?	Incidental expenditure incurred on local journeys between the residence/place of stay and the Airport/Railway station / bus terminal are not reimbursable.
(13)	LTC Rules provide that when a journey is performed by taxi, auto rickshaw, etc. the claim shall be restricted to the entitled bus fare. However, various State Roadways corporations operate on the same route but have difference fare structures. How will the claim be regulated in such a situation?	When journey on LTC is actually undertaken by buses operated by a State Roadways Corporation, the actual fare paid by the entitled type of bus shall be reimbursable. As clarified against Sl.No.11, journeys on LTC by taxi, auto rickshaw, etc. are permissible only between places not connected by rail and subject to the conditions specified. When journeys are performed by these modes, and

Handbook on Travelling Allowances - 2023

		more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.
--	--	---

Certain clarifications with reference to revised LTC journey entitlements w.e.f. 01 Sep 2008:

Travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no Daily Allowance shall be admissible for travel on LTC.

Auth.: GoI, MoD letter No. 12630/TA/DA/7thCPC/Mov C/85/D (Mov)/2018 dated 14 May 2018, GoI, MoF, DOP&T OM No. 31011/ 8/2017-Estt.A-IV dated 19 Sept 2017 and F. No.31011 /4/2008 -Estt (A) dated 23 Sep 2008.

Sr. No.	Points raised	Clarification
1.	Whether RMA in respect of LTC journey from Home to nearby Railway station can be paid?	No. As per clarification No.15 of DOP&T OM No.31011/8/98-Estt (A) dated 31 Mar 1999, incidental expenditure incurred on local journeys between residence/place of stay and the Airport/Railway station/bus-terminal is not reimbursable.
2.	As the difference of entitlement between TA & LTC has been abolished, whether any fare e.g. private bus fare /Taxi fare payable for temporary duty can also be admitted in respect of LTC?	No. GoI, MoP, Public Grievances & Pension F. No.31011/4/2008-Estt(A) dated 23 Sep 2008 clarifies that only journeys performed in vehicle operated by the Govt. or any Corporation in the public sector run by the Central or State Govt. or a local body are permissible.

Auth.: 176(e) (ii)TR. CGDA letter No. AT/IV/4458/XIV/6th CPC dated 04 Mar 2009.

171. Home town LTC under Rule 177(A) TR

- (a) An officer proceeding on any authorised leave including furlough leave, maternity leave (for lady Officers) and child care leave besides annual/casual leave, irrespective of its duration, within Indian limits, will be eligible for free conveyance by entitled mode/class by direct/main route to and from the nearest railway station/airport to his home town / SPR once in the second year of his/her service for the first time and thereafter once in a year and every alternate year to any place in India in lieu of home town/SPR. The concession if not availed in the year in which it is due ordinarily lapses.

Auth.: Rule 177 (A) (i) (a) TR

- (b) Once, in addition to the officer, his family as defined in Rule 2 TR will also be entitled to free conveyance for journey to home town/SPR and back.

Auth.: Rule 177 (A) (i) (b) TR

- (c) Journey to the old duty station instead of Home town

Officers who are not provided married accommodation at their new duty station and are permitted to retain family accommodation at the old duty station may travel to their old duty station instead of home town. The entitlement of the wife to LTC under 177 (B), in such cases i.e. free travel for that year would lapse.

Auth.: Rule 177 (A) (i) (d) TR

172. Issue of more than one Railway Warrant

Officers and the member(s) of their family while availing the concessions under the provisions of Rule 177 (A) TR to the home town of the officer will not be issued with more than one Railway Warrant to enable them to break journey enroute for a period more than what is allowed by the Railways. However, if and when an officer/member(s) of his family desire(s) to break journey mid-way, he/she/they may travel at own expense and the officer may claim cost of warrant as for a direct journey under the provisions of Rule 47 (iii) TR.

Handbook on Travelling Allowances - 2023

Auth.: AO 464/1955

173. When warrant not used

In case the officer and family do not use the warrant and travel by rail, they will be entitled to cost of warrant at public tariff rates or the actual expenditure whichever is less, subject to the sanction by the Controlling Officer under Rule 47 (iii) TR.

174. Use of warrant to a station other than Home Town

The CO/OC Unit will have the discretionary powers to authorise the use of a warrant to a place other than Railway station nearest to the officer's home station, provided that no extra expense to the state is caused and that the authorised scale of issue of warrant is not exceeded. Warrant under this provision can be issued to any convenient station nearest to officer's home station only enabling the officer ultimately to visit the home town.

Auth.: Rule 177 (A)(i)(f) TR

175. The above referred concession to the wife and other members of the family is admissible for visits to Home town only and not to any other station even when that station happens to be located at a shorter distance or journeys to that station cost less than the journey to Home station.

Auth.: CGDA letter No.4007/AT-P dated 05 May 1976.

176. Carry forward of the concession to the next block

An officer, who owing to the exigencies of the service, is prevented from availing himself of the concession of free conveyance in the year which falls due, may avail concession in the next year. For the purpose of determining his eligibility for further free conveyance, the concession will be held to have been availed of in the previous year in which it originally fell due.

Auth.: Rule 177 (A) (ii) TR

177. Conveyance on Medical Certificate (LTC during Sick leave)

An officer granted leave on medical certificate will be entitled to free conveyance to any place in India recommended by the Medical Board and the use of such free conveyance will not be held to affect the officer's eligibility to travelling concessions otherwise admissible.

Leave Travel Concession

Auth.: Rule 177 (A) (iii) TR

178. When journey commenced in the next calendar year.

In cases where any authorised leave including furlough leave, maternity (for lady officers), child care leave besides annual/casual leave irrespective of the duration is granted at the end of the year, the officer may commence the journey in the calendar year next to which the leave pertains. This will be subject to the condition that the leave travel concession (both for the onward and return journeys) is availed of within the leave period. The entitlement to leave travel concessions of the calendar year next to, which the leave pertains, shall remain unaffected.

Auth.: Rule 177 (A) (v) TR

179. Independent title of family

The claim for leave travel concession in respect of the journey of the family does not depend on the journey of the officer i.e. the family has an independent title. The LTC referred to in para 173 above would be admissible also in cases where the officer does not avail of any LTC during the calendar year in question under Rule 177(A) (i) TR. The concession would not, however, be admissible to the family of an officer who has not completed one year of commissioned service, on the date of commencement of the journey.

180. Time limit for completion of the journey

The return journey of the family should be completed within six months from the date of onward journey. The condition of six months may be relaxed by the authorities as under:

(a) Heads of Branches of Army HQ	In respect of the officer serving in Service HQ.
(b) GOsC-in-C Commands	In respect of the officer serving in their commands.

Auth.: Rule 177(B)(i)(a)TR, CGDA letter No. 4007/AT-P dated 05 May 1976.

181. Family may perform the journey in batches

The concession can be availed of by the family in batches and there

Handbook on Travelling Allowances - 2023

is no restriction for the number of batches in which they may avail the concession. The only limitation is that the same member cannot get it more than once during the same block.

Auth.: CGDA letter No.4007/AT-P dated 05 May 1976, Rule 177 (B)
(i) (a) TR,

182. In case of an officer, his wife (and dependent children) travel together in the next calendar year consequent upon the grant of leave to the officer at the fag-end of the year, the LTC of the wife and children will be regulated against the year, against which the officers own LTC is being counted. The provisions of Para 178 above will also apply in this case.

Auth.: Rule 177 (B) (i) (b) TR

183. When family stays in a different station

In cases where the family of an officer is separated from the head of the family by reasons of the fact that the latter is serving at a non-family station or where family accommodation is not available, the leave travel concession admissible for the officer's spouse and dependent children may be admitted from the station where the family is residing to the leave station of the officer and back.

Auth.: Rule 177 (B) (i) (c) TR, CGDA letter No.4007/AT-P dated 05 May 1976

184. When officer and his family stay away from the place of duty for any reasons, LTC may be allowed from the place of residence, upto the place of visit/ home town and back to the place of residence, subject to the condition that the claim is to be restricted to the entitled mode/ class by the shortest direct route between the duty station and the home town or declared place of visit, as the case may be. In such cases, the officer should furnish the reasons for residing the family at a place other than the place of duty and the Controlling Authority should also satisfy itself regarding the genuineness of these reasons before admitting the claim with reference to the place of residence.

Auth.: Rule 177 (B) (i) (d) TR

185. Children of officers staying in hostels are permitted to visit

Leave Travel Concession

their family on LTC as per SPC orders w.e.f. 01 Sep 2008.

Auth.: Rule 177 (A) (viii) TR and GoI, MoD letter No. 12647 /LTC /
Mov C/2970/D(Mov)/08 dated 17 Dec 2008.

Clarifications vide CGDA letter No. AT/IV/4462/Orders dated 13 May 2009

Points of doubts	Remarks
i) The clause under which such journeys have to be availed has not been specified. Please confirm whether a special clause under Rule 177 will be considered for child LTC being new provision incorporated / introduced.	LTC to children staying in the hostels may be covered under provisions of dependent children residing away from the officer's HQ, which are already exist vide Rule 176(f) TR.
ii) Whether children studying in hostels perform journey from SPR/Duty station of Officer to hometown/ anywhere in India in addition to their LTC to visit family	
iii) Whether Hostel subsidy claim to be linked to confirm children's stay at Hostel.	
iv) Whether the concession is extended to the children staying away from the family for pursuing studies but staying under own arrangements and not staying in a hostel.	

186. One Concession only admissible in a calendar year

The concession for leave station under Rule 177(B) TR will not be admissible in the year, in which the concession admissible for

Handbook on Travelling Allowances - 2023

hometown/SPR under Rule 177(A) TR is availed of.

Auth.: Rule 177 (B) (vii) TR

187. LTC for one way journey

LTC for the return Journey to the wives of officers to the HQrs of the officer will be admissible provided the wife's entitlement of LTC for the year is foregone in the following cases:-

- i. To a newly married wife coming from home town of the officer, the concession will be admissible, irrespective of the fact whether the marriage took place during casual or annual leave of the Officer.
- ii. To a wife who has been living at the home town of the officer and did not avail herself of the LTC in respect of the outward journey.

Auth.: Rule 177 (B) (i)(f) TR

188. Responsibility of verification of use of warrants issued to officers while proceeding on leave

As the acceptance of declaration of home town by officers entirely rests with the administrative authorities maintaining their service records, the responsibility to ensure the issue of warrants with reference to the recorded home station of the officer rests exclusively with those administrative authorities. This will be borne in mind by all administrative authorities, responsible for issue of warrants on such occasions.

189. The implication of the above mentioned order contained in AO 330/1973 is that before a warrant under Rule 177 (A) TR is issued, it should be ensured by the officer issuing the warrant that the station to which the warrant is asked for and issued is the home station of the officer as recorded in his service records.

190. Procedure for change of Home Address

The provisions of Rule 177 TR regarding LTC are silent about change of home address in respect of officers. However, CGDA has clarified that the change of Home Town may be accepted for officers at par with Defence Civilians w.r.t. the provisions at Rule 190(5) (ii) TR as under.

Leave Travel Concession

- a. Home town once declared will be treated as final and the same will be referred to while submitting Home Town LTC claims.
- b. In case any change is notified through Part II order, the sanction of Head of Department or if the officer himself is the Head of Department, then sanction of MoD will need to be submitted along with Home Town LTC claim. Further, such a change will be notified in exceptional circumstances only and will not be made more than once in the entire service of the officer.

Auth.: CGDA letter No. AT/IV/4462/Claim/III dated 17 July 2019.

191. Route by which LTC is admissible

The Railway warrants issued under the provisions of Rule 177(A), 177(B) (i), 177(C) and Rule 180 TR will be by the main route as defined in Rule 2 TR. The same principle also applies in the payment of rail fare.

Railway warrants issued to a place other than the station nearest to the officer's home town when permitted by the OC under his discretionary powers vested in him vide Rule 177 (A) (i) TR and under Rule 177 (C) TR will also be by the main route.

Auth.: Rule 39 TR

192. When both husband and wife are service personnel

Where both husband and wife are service personnel and are residing together, or residing separately, they can, at their option, choose to declare separate home town and both of them may claim the concession separately under the normal provisions in respect of the members of their respective families subject to the condition that if husband or wife avails the facility as a member of the family of the other, he or she will not be entitled for claiming the concession for self independently. Similarly, children are eligible for the benefit in one particular block as members of the family of one of the parents only.

Auth.: Rule 177 (A)(vii) TR

193. Clarification on LTC under Rule 177(A) TR

As per the provisions of LTC Rule 177 (A) TR, the parents of officers are entitled to visit home town only. The 6th CPC orders relaxed the criteria of the parents residing with the officer. Accordingly, parents

Handbook on Travelling Allowances - 2023

staying away from the officer can visit home town from the place of their residence and not to the duty station of the officer. The visit of the parents from the home town/SPR to duty station is not covered under the existing Rules.

Clarifications issued by CGDA to the queries raised by IHQ of MoD (Navy)

Srl. No	Points of doubts	Remarks
1	When using Home town LTC (under Rule 177(A) TR), if the parents who are staying at Home town /SPR visit the officer at duty station, does the officer and family forgo their entitlements to visit Home town in same year?	LTC Rule 177(A) TR for parents is applicable to visit Home town only. As per the orders, parents staying away from officer's duty station can visit Home town from the place of their residence and not to duty station of the officer. Visit of parents from Home town /SPR to duty station is not covered under the existing rules.
2	If the officer has retained family at old duty station, can the family visit him at new duty station (or vice versa) under Home town LTC? If so, does the officer /family forgo the balance entitlement?	The entitlement of LTC of the officer posted in peace station is regulated for the officer and his family from his duty station to Home town and back. For field posting it is regulated as: a) for officer- from duty station to Home town and back b) for family- from old duty station /SPR/SF Accommodation station, as the case may be, to Home town and back. c) if the officer is posted in field area and retained his family at old duty station- family (i.e. spouse and dependent children) can visit duty station of the officer under Rule 177(B) TR as All India LTC and not

Leave Travel Concession

		under Home town LTC under Rule 177 (A) TR. In such cases, the officer has to forgo his entitlement under Rule 177(C) TR. Parents are not entitled to LTC under Rule 177 (B) TR i.e. All India LTC.
3	If the officer chooses to visit J&K against Home town LTC, can parents (who are staying at a different station) visit the leave station via duty station of the Officer?	As per GoI, MoD letter No.12647/ LTC/J&K/Mov C /1749 /D (Mov) 2010 dated 12 July 2010, officers can visit J&K against conversion of their Home town LTC. However, the order are silent about visit of parents to J&K, when the officer avails LTC in lieu of Home town. However, CGDA is of the opinion that the parents who are staying at different stations are entitled to avail Home town LTC, to visit the home town of the officer. Further, they are entitled to visit J&K directly from their place of residence to any place of visit as the concession is in lieu of Home town LTC. However, the reimbursement claim will be restricted to the fare from duty station to leave station or actual expenditure, which-ever is less.
4	If the parents/and wife and children of Officers, staying at a different location are directly travelling to a leave station under All India LTC, what is the quantum of reimbursement permitted?	The entitlement of LTC of the officer posted in peace station for the fare of the officer will be regulated from that duty station to leave station and for families from the SPR/old duty station /SF Accommodation station to the leave station but the fare will be restricted to the distance between duty station to the leave station or

Handbook on Travelling Allowances - 2023

<p>Is it restricted to fare from duty station to leave station or from SPR to leave station, whichever is less? (In this regard do the provision of CCS Rules 1998 apply with reference to DoP&T OM No. 31011/14/86-Est(A) dated 08 May 1987)</p>	<p>actual expenditure whichever less. In case of journey of family from station other than duty station when field posting of officer:</p> <p>a) for officer - the fare is regulated from duty station to leave station and back.</p> <p>b) for family - from old duty station/ SPR/SFaccommodation station, as the case may be, leave station and back, fare will be restricted from old duty/ SPR/ SFaccommodation station, as the case may be, to leave station and back.</p> <p>c) All India LTC under Rule 177(B) TR is not applicable for parents.</p>
---	--

Even though GoI, MoD letter No.12647/LTC/MOV C/2970/ D (Mov)/08 dated 17 Dec 2008 has expanded the definition of a family to include parents who are wholly dependent on the officer for the purpose of LTC, irrespective of whether they are residing with the officer or not, this does not give blanket approval to take parents along on LTC because-

- (i) Rule 177(A) TR regarding Home town LTC had earlier allowed dependent parents residing with the officer can alone get the benefits. Now, the criteria of residing with the officer, has been done away with by the letter quoted above.
- (ii) Rule 177(B) TR regarding All India LTC gives the benefit to spouse and dependent children only

Auth.: 177(B)(i)(a)TR

194. Leave Travel Concessions admissible under Rule 177 (B) TR - Free conveyance while proceeding on leave to any station in India

Under Rule 177(B) (i) (a) TR, officers are entitled to, once in alternate calendar year, free conveyance to and from the place where they intend to spend their any authorised leave including furlough, maternity leave (for lady Officers) /child care leave besides annual/casual leave irrespective of its duration in lieu of hometown LTC (Rule 177(A) TR).

Leave Travel Concession

A similar concession will be allowed to their spouse and dependent children who proceed to the same leave station. The officer, spouse and children may travel either independently or together, as the case may be, convenient to them. The claim for the LTC in respect of the journey of the one need not depend on the journey performed by the other. The spouse and children will, therefore, be entitled to the concession irrespective of whether that the officer does or does not perform the leave journey or that his/her any authorised leave irrespective of its duration has or has not been officially refused. But the spouse and children return journey must be completed within six months from the date of commencement of their onward journey. The concessions will be counted against the year in which the onward journey commenced. The condition of six months may be relaxed in special cases by GOC-in-C Command at his discretion. The above concession under rule 177 (B) TR is, however, not available in the year in which the concession under Rule 177 (A) TR is availed of.

Children of officers staying in hostels are permitted to visit their family on LTC as per SPC orders w.e.f. 01 Sep 2008.

Auth.: Rule 177 (B) (i) (a) TR, Rule 177 (B) (vii) & (viii) TR and GoI, MoD letter No. 12647 /LTC / Mov C/2970/D (Mov)/08 dated 17 Dec 2008.

195. Use of Warrant

Officer while travelling by rail will travel on warrant but the spouse and dependent children will be reimbursed actual fare paid without any distance limit in each direction.

Auth.: Rule 177 (B) (i) (g) TR

196. Admissibility of the concession to other family members

The concession under Rule 177(B) TR is not extended to family member other than the spouse and children. In other words, dependent parents/step parents, brothers and sisters are not entitled to LTC under Rule 177(B) TR.

197. Admissibility of LTC during first year of commissioned service

The grant of LTC under Rule 177 (B) TR in the first year of

Handbook on Travelling Allowances - 2023

commissioned service will be subject to the condition that the Officer had not already availed himself of the LTC as a cadet in the same year.

Auth.: Note under Rule 177 (B) (i) (a) TR and AI 85/1969 & AI 165/1970.

The LTC referred to above would not, therefore, be admissible in the first year of commissioned service to an officer from OTA/IMA etc. as he/she would have been issued with a warrant from the Training Institute to the place of residence and then to the Training Institute/Unit when leaving the OTA/IMA etc. on completion of training.

198. When journey commences in the next calendar year

In cases where annual leave is granted at the fag end of a year, the officer may commence the journey in the calendar year next to which the leave pertains. The entitlement to LTC of the calendar year, next to which the leave pertains, shall remain unaffected. The LTC of the wife/dependent children will be regulated against the year, in which the officer's own LTC is being counted, provided they travel with the officer.

Auth.: Rule 177 (B) (i) (b) TR

199. The term 'leave journey' mentioned above covers only the moves for which LTC is claimed. Where LTC is not claimed and the leave journey is performed by the officer at his own expense using Form 'D', the independent title of the wife of the officer is sustainable.

Auth.: AO 531/1964

200. As mentioned in though the spouse of an officer has independent title, he/she should proceed to the same leave station as that of the officer (i.e. the leave station to which the officer proceeds to avail of leave travel concession) and not to any other station. Leave travel concession under Rule 177 (B) TR is also not admissible if the spouse proceeds to a station beyond the leave station to which LTC has been availed of by officer, merely by passing through officer's leave station.

201. LTC to spouse of an officer who marries while serving in an operational area

LTC in respect of the spouse of an officer who marries while serving in an operational area will be admissible from the spouse place of

Leave Travel Concession

residence (treating it as akin to the selected place of residence) to the leave station to which the officer proceeds on leave, limited to what is admissible from the rail head/airport nearest to the duty station in the field area to the leave station of the officer. If the officer does not avail of LTC, the place of residence of the family will be treated as basis for admitting LTC to the station where the spouse proceeds, subject to the limit of what is admissible from the rail head/airport nearest to the duty station in the field area to the leave station.

Auth.: Rule 177 (B) (i) (e) TR

202. Journeys by modes other than by rail

In cases where officers and their spouse/dependent children travel to leave station by modes of conveyance other than rail i.e. by steamer, bus etc. for places connected by rail, the refund admissible will be actual expense limited to cost of warrant in the entitled class of rail.

Note: No reimbursement will, however, be admissible for journeys by private bus/other vehicles.

Auth.: Rule 177 (B) (ii) TR

203. Issue of more than one warrant

Officers when availing LTC to leave station authorised under Rule 177 (B) TR, if desirous of breaking journey enroute for the period in excess of the time allowed by the Railways, will be allowed to do so and issued with more than one warrant according to the number of their break journeys but no deviation in the route to the final destination will be allowed. The issuing authorities will link the different warrants issued with each other by marking the following endorsement at the top of each warrant in red ink.

'Linked with warrant(s) No(s) _____ to _____ ."

Auth.: Rule 177 (B) (iii) TR

204. LTC not admissible when not returning to duty

Leave Travel Concession will not be admissible to an officer in whose case it is known at the time he proceeds on leave that he will not return to duty on expiry of the leave.

Auth.: Rule 177 (B) (vi) TR

Handbook on Travelling Allowances - 2023

205. Admissibility of LTC for one-way journey in respect of the Spouse

LTC under Rule 177 (B) TR in respect of the spouse of an Officer for one-way journey only is admissible in the following circumstances.

- (a) LTC for the onward journey alone is admissible in a case where the concession for the return journey is forfeited as that journey not having been completed within six months of the onward journey.
- (b) If, however, the return journey is performed in the next calendar year after a lapse of more than six months from the date of the onward journey, the concession for the return journey is admissible with the sanction of the Competent Authority.
- (c) In the case of an officer marrying at leave station, the concession for the spouse for the journey to officer's duty station is admissible, provided all other conditions are fulfilled and the officer undertakes to forego her title to LTC for the year in which she joins him.

Auth.: AI 94/1972, AO 331/1973 and Rule 177 (B) (f) TR

206. LTC to Spouse in respect of Newly Married Officer

In case where an officer who had already availed of LTC for the year and got married subsequently during the year and proceeds from his HQ station with the spouse to the same leave station to which he/she had proceeded earlier during the year and availed LTC for himself and return to HQ station within six months, would be entitled to LTC in respect of the spouse both ways.

In the above case, LTC would be admissible for the spouse both ways even if the spouse is not accompanied by the officer.

207. Leave Travel Concession to the family of officer under suspension

An officer under suspension is not himself entitled to grant of leave and consequently no LTC is admissible to him. However, the family of the officer under suspension can avail of the LTC independent of the officer himself. The LTC will, therefore, be admissible to the family of

the suspended officer if otherwise admissible and due.

Auth.: CGDA letter No.4308/AT/P dated 28 Mar 1970.

208. LTC to officers and their spouse proceeding abroad

There is no provision for LTC for travelling abroad as per TR 1979, 1991 and 2014 edition. As such, the provisions of TR 1958 edition and AO 576/63 regarding admitting fare to officers and their spouse and children for their journey to and from the nearest port of embarkation or border/station within the Indian territory, read in conjunction with AO 576/63, CGDA letter No. 4007/AT-P dated 25 Sep 1963 and No. 4007/AT-P dated 11 Feb 1965, **ceases to be in operation.**

Auth.: MoD ID Note No. 10(8)/2014-D(Mov) dated 19/28 Jan 2016 addressed to CGDA with a copy to MoD (Fin/QA) received vide CGDA letter No. AT/IV/4462/LTC Claim-Vol .II dated 01 Mar 2016.

209. Admissibility of Cost of Form 'D' for a journey for which warrant is erroneously used

When a Railway warrant is used under misapprehension to the home station in a year in which leave travel concession under Rule 177(A) TR is not due, the extra expenditure caused to the state in such cases will be recovered from the Officer.

210. LTC under Rule 177 (C) TR to officers serving with units/formations, who are in receipt of field service concessions

An officer serving in an operational area and entitled to field service concessions will have the option either to avail himself of the LTC under Rules 177 (A) / 177 (B) TR or the following concession in lieu thereof;

- (a) For one spell of annual leave in the year in lieu of LTC under Rule 177(A)/ 177 (B) TR, free conveyance in entitled mode/class to spend his leave with his family at the place where family has been provided with Govt. accommodation (including privately hired accommodation) and back to his duty station, irrespective of distance limit. **The entitlement of the Officer's spouse and dependent children under Rule 177(A)/ 177(B)**

Handbook on Travelling Allowances - 2023

TR will lapse for that year.

Note : The OC Unit can, however, allow an officer to avail himself of warrant to a station other than the home, provided the officer's family is residing there and no extra expenditure to the state is caused thereby.

- (b) The option of the officer to obtain a warrant or the cost of journey at public tariff rates under Rule 47 TR will remain unchanged.

Note: In the case of LTC journey undertaken by Army Officer or his family under above rule, the Controlling Officer may, at their discretion, waive the requirement for production of Cash Receipts by rail/road/air/steamer, whenever they are satisfied in regard to the genuineness of the claim and the bonafide of the journeys having been performed. Controlling Officers will ensure that PNR No. /Ticket Numbers of the journeys tickets are invariably mentioned in the Waiver Certificate. These powers shall be exercised by controlling officers purely on merits in really deserving cases and not as a general measure.

Auth.: Rule 177 (C) TR

With effect from 20 Aug 2007, officers serving in Field/High Altitude/Counter Insurgency/Counter Terrorism operational area can travel to and from their duty station and Home Town/SPR twice a year instead of one free railway warrant. The additional railway warrant has been allowed to officers to meet their families independent of the first LTC authorised to them under Rule 177(A)/(B) or (C) TR.

Auth.: Note under Rule 177 (A)(i)(a) TR and GoI, MoD letter No. 5(1)/2007/D(Mov)(I) dated 20 Aug 2007 and CGDA letter No. AT/ IV/4523/Orders dated 12 Mar 2009.

211. Additional free railway warrant to officers serving in Field/High Altitude/Counter Insurgency/Counter Terrorism Operational areas

The facility of additional free railway warrant to all ranks of army officers serving in Field/High Altitude/Counter Insurgency/Counter Terrorism Operational areas is available only to those officers who are

Leave Travel Concession

living away from their families.

Auth.: GoI, MoD letter No. 5(1)/2007/D(Mov)(I) dated 20 Aug 2007 and GoI, MoD letter No. 5(1)/2007/D (Mov) (I) dated 07 Mar 2013.

212. Grant of additional free Railway Warrant (including sea passage) to officers serving in A&N Islands.

- a. One additional free railway warrant (including sea passage) may be granted to officers serving in A & N Islands to travel to and from their duty station and Home town/SPR.
- b. This concession will be in addition to the existing facility of LTC to Hometown/SPR/Anywhere in India.
- c. These orders take effect from the date of issue of letter i.e. 28 April 2010.

Auth.: GoI, MoD letter No. 5(3)/07/D(Mov)/2010 dated 28 April 2010 received vide CGDA letter No. AT/ IV/ 4462/ Officers/ Vol. XVII dated 15/21 Feb 2011.

Clarification regarding admissibility of Free Sea Passage to officers posted at A&N Islands

Officers posted in A&N Islands are entitled for the following LTC/concessions as per various government orders:

- i. Normal LTC under provisions of Rule 177 (A)/ 177 (B) TR.
- ii. In addition, they are entitled to one additional free passage including Sea Passage to their SPR/Hometown in terms of GoI, MoD letter No. 5(3)/07/D(Mov)/210 dated 28 April 2010. This has been incorporated under Rule 177 (C) TR-2014 Edition.
- iii. As per GoI, MoD letter No. 67669/AC/PS 3(a)/1613/D (Pay/Services) dated 13 March 1973, officers and their families are entitled Free Sea Passage of appropriate class once a year to Kolkata / Chennai & back in addition to LTC.

Auth.: CGDA letter No. AT/IV/4026/PC-8 dated 25 April 2018 addressed to PCDA (Air Force), PCDA (Navy) & CDA(IDS) received vide CGDA letter No. AT/IV/4026/PC-8 dated 28 May 2018 and JCDA (ANC) letter No. JCDA/PB/T/Navy

Handbook on Travelling Allowances - 2023

dated 23 May 2013.

213. Admissibility of LTC to officers while on Study leave

LTC is admissible to officers while on study leave. Officers can avail LTC for self from the place of study leave to any place in India / Home town /SPR, subject to the condition that the reimbursement will be limited to the fare admissible for travel between his HQ station (i.e. the last duty station) to any place in India/Home town/SPR or the actual expenditure, whichever is less. Further, the entitlement of family members will be the same as that of the officer, if staying with the officer at the study leave station.

When the family is not staying with the officer, LTC is admissible from the place of their residence up to Home town/ place of visit and back to the place of residence subject to the condition that the claim will be restricted to the free conveyance in entitled mode /class chargeable by the shortest direct route between last duty station and Home town/declared place of visit, as the case may be. Reimbursement as above will be admissible to family members, provided they proceed to the same station as that of the officer.

Auth.: Rule 177(D) TR

214. Use of own car/hired taxi on LTC journey on account of disability of the officer or dependant family members

Controlling Officer, as mentioned in Appendix II of TR, can authorise use of own car/hired taxi for LTC journey on account of disability of the officer or dependent family members w.e.f. 19 June 2010, after obtaining following papers/conditions to avoid misuse of such relaxation :

- (a) Medical Certificate from Competent Authority.
- (b) Undertaking from officer that journey in authorised mode is not feasible and he/she will travel by own car/hired taxi and
- (c) Such claim to be restricted to the fare of the journey by the entitled class by rail/air by the shortest route.

Auth.: Rule 176 (e)(iii) TR

215. LTC to Officers of the Military Nursing Service

Leave Travel Concession

Nursing Officers of the Military Nursing Service will be entitled to the same LTC as admissible to commissioned officers vide Rule 177 TR with the modification that they will use Concession Voucher i.e. Form G instead of Form D and reimbursement of 50 percent of entitled class fare as per Rule 176 TR.

Auth.: Rule 178 TR

216. Road conveyance for officers while proceeding on Annual Leave

All officers including MNS Officers, their spouses and dependent children will be allowed conveyance by road to and from any station mentioned below to which they elect to proceed on any authorised leave including furlough leave, maternity leave (for lady Officers)/Child care leave besides annual leave/casual leave once in a calendar year.

Table below Rule 179 (i) TR.

Southern Command	Eastern Command	Western Command	Central Command	Northern Command
Annamalais, Alibag, Coonoor, Courtalam, Karwar, Kodaikanal, Kotagiri and Estates within Radius of 24 kms from that station, Mahabaleshwar, Munnar, Peermade, Panchagani, Yercaud, Mercare and	Andura, Bhowali, Jalapahar, Kailana, Kalimpong, Lebong, Ranchi Town, Shillong	Bakloh, Chamba, Dalhousie, Dharamasala, Dagshai, Kasauli Kulu Road-head, Manali, Sabathu	Almora, Chakrata, Joshimath, Landsdown, Landour, Musoorie, Nainital, Nowgong, Ranikhet, Pachmarhi Rail-head, Pipariya	Baramulla, Gulmarg, Pahalgam, Srinagar, Udhampur

Handbook on Travelling Allowances - 2023

Estates within a radius of 32 kms of that station. Mount Abu, Ootacamund, Wellington.				
---	--	--	--	--

- (ii) Road conveyance as stated above will also be admissible to officers proceeding to stations other than those mentioned above, subject to the cost not exceeding that admissible to the recognised station which is contiguous to the station visited. In other words, road conveyance is payable only when the leave station is one of the recognised stations listed in clause (1) under Rule 179 TR or a nearby station and not any station, subject to the cost not exceeding that admissible for journeys up to the recognised station which is nearest to the station actually visited. This relaxation does not apply to a leave station having no relation or proximity to a recognised station. It caters only for cases where a station visited by an officer happens to be contiguous to the recognised leave station listed in clause (1) of Rule 179 TR.

Auth.: Rule 179 (ii) TR and CGDA letter No.4007/AT-P dated 09 May 1963.

- (iii) Where journeys to the stations mentioned above, involve travel by rail and road, free conveyance by road will be provided to and from the Railway station nearest to the place selected as the leave station. Conveyance by rail will be as laid down in Rule 177 (B) TR.

Auth.: Rule 179 (iii) TR

(iv) Road conveyance normally by Govt. transport on warrants

Transport for conveyance will be provided by Govt., wherever possible and economical and if Govt. transport is not available, by warrant IAFZ-2150 where arrangements exist. In other cases, actual expenses incurred by appropriate means of conveyance

Leave Travel Concession

defined in Rule 102 TR limited to road mileage allowance will be refunded.

Auth.: Rule 179 (iv) TR

(v) When journey is performed under own arrangements

When officers, their spouses & dependent children avail of the concessions mentioned in Rule 177 (B) and Rule 179 TR at the time of proceeding on leave, their claims for road journey performed otherwise than on warrants/by Govt. transport will be regulated as indicated below.

- (a) If the leave station is served by Railway out agency or any other Road Transport Agency, tickets issued by which are recognised by the Railways and vice-versa or by a Road Company, having a regular contract with the Govt. for the conveyance of service personnel, the entitlement for road journey from the rail head to recognised leave station (mentioned in Rule 179 TR) would be restricted to the fare each way charged by the Railway or by Road Transport Agency or by the Road Company having regular contract with the Govt., as the case may be.
- (b) In case of other stations not covered by clause (a) above actual expenses limited to road mileage under Rule 61 TR from the rail head to the recognised leave station listed in Rule 179 (i) will be admissible. If an officer and his wife travel by a bus, the actual bus fare would be reimbursable.

Note: Reimbursement for LTC journeys performed by private car irrespective of its ownership (the cost of propulsion being borne by the army officers themselves) shall not be admissible.

- (c) Officers and their spouses and dependent children proceeding on annual leave from Jammu to various station in J&K, who do not make use of Govt. transport will, therefore be allowed actual expenses, limited to road mileage under Rule 61 TR during the period rail-cum-road tickets are not available on the strength of certificates of non-utilisation of the Govt. transport furnished by officers themselves.

Handbook on Travelling Allowances - 2023

Auth.: Rule 179(v) TR and GoI, MoD No. 12207/Q Mov C/2387/D (Mov) dated 12 Jun 1987.

217. Admissibility of road mileage under Rule 177(A) or 177(B) TR

- (i) When HQ station of the officer is immediately not connected by rail (viz. Srinagar, Pahalgam, Gulmarg, Baramulla, Shillong etc.), bus fare as per the type of bus in which the journey was performed may be admitted for to and fro journey from HQ station to nearest rail head, in addition to the normal LTC admissible under Rule 177(A) or 177(B) TR. Bus fare up to transit camp is admissible.
- (ii) For travel from nearest rail head to hometown where family is residing, bus fare of the entitled class may be claimed, if such stations are not connected by rail.
- (iii) For journeys between stations not connected by rail during leave journeys under Rule 177 (B) TR, the entitlement would be road mileage under Rule 179 TR.

Auth.: CGDA letter No. AT/IV/4455 dated 23 Oct 1986.



13. LTC to Army Officers employed as Aviation Pilots

218. Free warrant for 1600 kms

Officers who are employed as Army Aviation Pilots and are on the posted strength of the Army Aviation Flights/Squadrons and who are engaged on regular flying duties in vacancies in authorised establishments will, while proceeding on leave (including Casual Leave) be allowed once every year on warrant, a free rail journey in the appropriate class up to a total distance of 1600 kms for the onward and return journey, both inclusive. This concession will be in addition to the LTCs that the officers are entitled to under Rule 177 TR. The concession under Rule 180 TR and that admissible under Rule 177 (A) TR and 177 (B) TR cannot, however, be availed of in the same spell of leave.

Auth.: Rule 180 TR

219. Leave station may be more than 800 kms away

It is not necessary that the leave station should be within 800 kms from the duty station. The only condition is that the total distance for which warrants are used should not be more than 1600 kms. To illustrate, if the leave station of the officer is say, at a distance of 1200 kms from duty station, then the officer may be issued with a warrant for the onward journey and another from the leave station to any station enroute to the duty station which is not more than 400 kms from the leave station.

Concession under Rule 180 TR is admissible to officers who are posted in Army Aviation and who are engaged on regular flying duties against authorised vacancies in Army Aviation involving regular flying, irrespective of the Units they are posted from.

Auth.: Note 1 under Rule 180 TR



14. LTC : Miscellaneous

LTC to Officers posted in Andaman and Nicobar Islands

220. LTC to officers posted as Station Commander, NCC in Andaman and Nicobar Islands

An officer posted, as Station Commander NCC Port Blair, would be entitled to free passage of the appropriate class from Andaman to Kolkata or Chennai by sea and back for self and/or family once in a year in conjunction with leave. LTC within Indian limits, while on leave, will be regulated under normal rules.

Auth.: GoI, MoD letter No. 9840/NCC/Coord (Officers)/956/B(GS-IV) dated 31 May 1967

221. LTC to officers of Chief Engineer, Port Blair organisation serving in Andaman and Nicobar Islands

Officers of Chief Engineer, Port Blair organisation serving in Andaman and Nicobar Group of Islands and their families (including children) will be entitled to free sea passage of the appropriate class once a year to Chennai/Kolkata and back. Travel concessions within the main land will be regulated under normal rules.

Auth.: GoI, MoD letter No. 79257/PCI/ EIA1245S / D(Pay/Services) dated 17 Dec 1966.

222. LTC to officers of the Inf Bn Group in the Andaman and Nicobar Group of Islands

The concession mentioned in the preceding Para 221 will also be admissible to officers of the Infantry Battalion Group in the Andaman and Nicobar Group of Islands and their families (including children).

Auth.: GoI, MoD letter No.67668/AG/PS3(a)/1316/D (Pay/Services) dated 13 Mar 1973.

223. Commencement and termination of leave of officers serving in Andaman and Nicobar Group of Islands

Embarkation HQ Kolkata/Chennai have been designated as reporting stations for officers serving in Andaman and Nicobar Group

of Islands and having their homes in the main land. The leave of such officer will commence and terminate on reporting at above station. They will be transported between the main land and the Islands by the quickest means viz. Merchant ship, IN Ship or Service Air Craft whichever is available. The period of travel between the main land and the Islands will be treated as duty.

Auth.: GoI, MoD letter No. A/14209/AG/PS2(B)/188-S-D(AG-ii) dated 16 Feb 1972 as amended vide corrigendum Nos. A/14208/AG/PS2(b)/7244/D(An) dated 04 Feb 1975 and No.A/14208/AG/PS 2(b)/943/S/D (AG) dated 09 Jun 1975.

224. Transportation by longer route of officers from main land to Andaman and Nicobar Group of Islands and vice versa

The authorities mentioned below may exercise the following powers under Rule 40 TR.

- (a) Naval Officer In-charge (NOIC) Andaman to accord sanction to officers posted in Andaman and Nicobar Group of Islands by longer route while proceeding on or returning from leave or duty.
- (b) The Commandants, Embarkation HQ, Kolkata and Chennai to accord sanction to officers to move by a longer route while returning from leave or duty to the Andaman and Nicobar Group of Islands.

225. NOIC, Andaman while exercising the above powers, will consider that grant of this permission is necessary to obviate delays in journeys and enforced halt to the maximum extent possible at the ports.

226. The Commandants, Embarkation HQ at Kolkata and Chennai before exercising the above powers will ensure that the officers to whom permission for moving by a longer route is granted are not likely to be detained at the port to which they are directed.

Auth.: GoI, MoD letter No. C/01632/Q Mov C/2348/D(Mov) dated 17 May 1976.

227. Officers who are residents of Andaman and Nicobar Group of Islands and are serving on the main land will be eligible to free sea

Handbook on Travelling Allowances - 2023

passage by requisition from Kolkata/Chennai to the port of embarkation in Andaman and Nicobar Group of Islands and back.

The travel time taken during the voyage and the enforced halt at Kolkata/Chennai and at Andaman and Nicobar Group of Islands for want of sailing ships will be treated as duty.

Auth.: GoI, MoD letter No. C/01632/Mov C/4295/D(Mov) dated 04 Aug 1977.

228. Leave journey by Air

Please refer to Chapter 3 for detailed instructions.

229. Travel by Service Aircraft during leave normally not permissible

Travel by service aircraft by officers during leave is not permissible unless specific Govt. orders to that effect are issued. In case where a journey on leave is performed by service aircraft between places where no specific Govt. orders exist, the cost of the same (i.e. the normal air fare by civil commercial airlines) will be recovered from the officer concerned. At present, Govt. orders exist in this regard for travel by certain air courier services, which are given in the succeeding paras.

Auth.: GoI, MoF (Def/Air) letter No. 1717/BUD/AF dated 27 Jul 1965.

230. Travel by Assam Courier Service

- (a)(i) Officers serving in the field area in the Eastern sector while proceeding on or returning from leave may utilise the surplus available space in the Air Force Courier Service flying between Delhi and Jorhat authorised under GoI, MoD letter No. AIR HQ/15211/12/OPS/861-S/D(Air-II) dated 25 Feb 63 as amended from time to time. Such leave will begin and terminate at Delhi. In the case of officers travelling on annual leave, the airlift admissible as above will be in lieu of LTC admissible but title to LTC beyond Delhi will remain unaffected.

Auth.: GoI, MoD letter No.A/32284/Q Mov. C/827-S/ D(Mov) dated 04 May 1968.

- (ii) The above mentioned provisions would apply also to the officers

of the Border Road Development Board serving in the field service areas in the Eastern sector.

Auth.: GoI, MoD letter No A/26428/Q Mov AIR/1111-S/D(Mov)dated 17 Jul 1969.

- (b) The facility of travel by the Assam Courier Service during leave will be available only to those officers serving in field areas in Eastern Sector and availing field service concessions. Officers serving in Units not under field system of accounting are not entitled to travel by the Assam Courier during leave.

Auth.: AHQ letter No. 362498/Q Mov Air dated 10 Feb 1975.

- (c) Certain clarifications issued regarding travel during leave by the Assam Courier Service are given below.

Point of doubt	Clarification
(i) Whether the officers serving with static units in field area and are not in receipt of field service concessions can travel by the Air Force Courier Service?	No, Authi CGDA letter No. 4007/AT-P/PC-VII dated 31 Jan 1969
(ii) Whether officers serving at Bagdogra/Hasimara can travel by the Assam Courier Service to Delhi and Back?	Yes, Auth:CGDA letter No. 4007 /AT-P/PC-VII dated 02 Sep 1970
(iii) Whether the leave travel by the Assam Courier Service can be availed of by all officers irrespective of the location of their home/leave station or it is to be restricted only to those whose home/leave station is Delhi or near about Delhi or who are normally required to travel via	The use of Assam Courier Service is not restricted to those whose homes are in or around Delhi. Despatching units /formations while allowing the facility of Air travel by courier will, however, ensure that the cost of rail journey from Delhi to an officer's destination does not exceed the cost of rail journey from the officer's

Handbook on Travelling Allowances - 2023

Delhi to reach their home/leave station?	duty station (rail head) to destination. The above is illustrated by the following example. Move of an officer to Patna from Guwahati via Delhi (Guwahati to Delhi by courier) would not be correct since the rail distance from Guwahati to Patna (946 kms) is less than the rail distance from Delhi to Patna (973 kms). CGDA letter No. 4007/AT-P/PC- VII dated 31 Jan 1969 & No. 4007/AT-P-PC-XII dated 20 Mar 1969.
(iv) Commencement/termination of leave of officers travelling by Air Force courier service	The leave of officers will normally begin and terminate at Delhi. Officers who cannot be accommodated in the courier aircraft and those whose leave does not expire on such a date as to coincide with the scheduled flight of the courier air craft from Delhi should return direct to their Units on the expiry of their leave and not via Delhi.
(v) Whether any recovery of the fare is to be effected from officers in respect of journeys other than Annual Leave with LTC such as casual leave and Annual leave when LTC is not Available?	No recovery is to be effected.
(vi) How LTC under Rule 177 (A), 177(B) and Rule 177(C) TR of officers travelling by	(i) When availing LTC under Rule 177(A) & Rule 177(C) TR, use of warrant will be allowed only between

LTC : Miscellaneous

the Assam Courier Service are to be regulated?	Delhi and leave station to which concession is otherwise admissible. (ii) When LTC is availed of under Rule 177(B) TR, travel between Delhi and Guwahati will be in lieu of the concession under that rule.
--	--

The airlift will be provided subject to the following conditions:

- (i) The use of the facility will be restricted to extreme compassionate cases of leave necessitated on grounds of serious illness or death of a member of family or of a close relative only, provided space is available after meeting requirements of evacuation of casualties' reconnaissance and personnel on duty.
- (ii) No special flight will be undertaken exclusively for this purpose.
- (iii) In case of officers travelling on leave, airlift between Sugar Sector and Simla/Chandigarh would be in lieu of travel concession admissible, but title to LTC beyond Simla/Chandigarh will remain unaffected.
- (iv) In such cases, Simla/Chandigarh will be treated as commencement /termination of leave station.

Auth.: AHQ, QMG's Branch letter No. 70860 QSIR/Q Mov AIR dated 10 Feb 1970.

231. Blank

Admissibility of LTC to Non Regular Officers:

232. Leave travel concession to Territorial Army Officers.

- (a) Subject to the provisions of sub Para (b) and (c) below, Officers of the Territorial Army while embodied as shown below will be allowed the same LTC admissible to Officers of the regular Army viz. under Rule 177 (A) and Rule 177 (B) TR as modified from time to time.
 - (i) When embodied in the prescribed manner for employment on the permanent administrative or instructional staff or
 - (ii) When called out or embodied in the prescribed manner in

Handbook on Travelling Allowances - 2023

support of civil power or to provide essential guards or for supporting or for supplementing the Regular Army.

- (b) The above concessions will be subject to admissibility of leave under Para 121 and 124 of the TA Regulations as the case may be.
- (c) The leave travel concession under Rule 177 (A) TR will be admissible to officers **only after the completion of one year of continuous embodied service.**

Auth.: Para 195-B of TA Regulations 1948

233. Admissibility of LTC to Short Service Commissioned (SSC) Officers granted commission under AI 201/54 for employment with NCC Unit

Short service commissioned officers granted commission under AI 201/1954 for employment with NCC Units will be entitled to LTC for themselves and their families under Rule 177 (A) and 177 (B) TR as admissible to regular officers of the Army and their families.

Auth.: Para 11(c) of AI 201/1954 as amended vide corrigendum No. 28 of 1960 issued under AI 55/1960.

234. Admissibility of LTC in respect of Senior Division NCC officers appointed on whole time basis in place of Regular staff

LTC will be admissible to Senior NCC officers appointed on whole time basis in place of regular staff and their wives as for regular officers of the Army as laid down in Rules 177 (A), 177 (B) and 181 TR, provided the officers have six months more to serve on return from leave.

Auth.: Para 3(b) (i) of Appx A to GoI, MoD letter No. 501/62/NCC/Pers (A) 3281/US/D (GS-III) dated 11 Dec 1962 as amended vide corrigendum No. 0501/64/NCC-Coord (Officers) 2202/B/USD (GS-IV) dated 21 Jul 1967.

235. Whole time officers granted permanent commission in NCC

LTC to officers and their families will be admissible as for regular officers of the Armed Forces as laid down in the respective Travel Regulations, provided the officers have six months more service to their credit on return from leave.

Auth.: GoI, MoD letter No.5431/DGNCC/PC/TCS/MS/(B)/1130/A/D(GS-VI) dated 23 May 1980.

236. Admissibility of LTC to Reserve Officers recalled to service

Regular Reserve Officers who on recall to service are entitled to leave as admissible to serving officers of the regular Army of their category are also entitled to LTC during the period of service under the normal rules. Their LTC for the year in which recalled will, however, be subject to the condition that they have not already availed themselves of any LTC in the same calendar year in respect of their earlier service prior to release or retirement.

Auth.: AO 545/1963 and 704/1965

For the purpose of the grant of LTC under Rule 177(A) TR, the entitlement of such officers will be reckoned from the date of their recall and not from the date of their original entry into service.

Auth.: AO 704/1965

237. Admissibility of LTC in respect of officers granted NCC Commission under Rule 16 of NCC Rules

LTC to officers granted NCC Commission under Rule 16 of NCC Rules and their spouses will be admissible as for regular officers of the Armed Forces as laid down in Rule 177 (A) and 177 (B) TR, provided the officers have six months more to serve on return from leave.

Auth.: AO 549/1967

238. Home leave passage to officers serving in Mission/Posts abroad

(I) Officers serving in Missions / Posts abroad are entitled to one set of Home leave fare during their posting to a Mission/Post abroad. They will also be entitled to Home leave fares at the time of their transfer from one station to another station abroad.

The utilisation of the sets of Home leave fares will be in the following manner.

- (a) The Officer and all the entitled members of the family may travel to India and back during his/her posting to the station abroad.
- (b) Home Leave Fares can be availed by the officers and the entitled

Handbook on Travelling Allowances - 2023

members of his/her family after the officer has completed one full year at his/her post abroad. The limit of one year period may be relaxed by three months on account of administrative exigencies which is to be recorded by the recommending Authority in writing before forwarding to IHQ of MoD (Army) for approval.

- (c) Travel of the officer will be subject to the grant of leave but the members of his/her family who have resided with the officer at a post abroad for at least six months can travel any time separately or together with the officer, provided return journey of a member is completed within six months of the onward journey. The period of six months of stay may be relaxed by the MoD with the concurrence of MoD (Finance).
- (d) If an entitled member of the family of the officer is residing at a place other than the station of posting abroad of the officer, he/she shall be entitled to Home leave fare from such a place to India and back limited to the fares which would have been admissible, had he/she travelled from the station of posting of the officer to India and back.
- (e) Dependent sons/daughters getting employed or getting married after travel to India or remaining there for prosecution of studies after having performed the journey to India, will be entitled to one way Home leave fare for the journey from station abroad to India provided he or she has resided with the officer at a post abroad for at least six months. The period of six months of stay may be relaxed by the MoD after obtaining the concurrence of MoD (Finance).
- (f) Newly married spouse going from India to station abroad or dependent sons/daughters staying in India will be entitled to one way Home leave fares from India to the station abroad.
- (g) An Indian domestic servant whose passage from India to Mission/Post abroad has been borne by the Govt. will be entitled to return on Home leave to India only when the officer with whom he is employed is transferred to another post abroad.
- (h) An Officer entitled to Home leave fare at the time of his transfer

from one station to another station abroad provided that the last Home leave fare was availed of at least twelve months earlier. The condition of twelve months' stay availing of the last Home leave fare may be relaxed by the MoD after obtaining the concurrence of MoD (Finance).

- (i) Leave fares not availed at the time of transfer from one station to another station abroad will lapse. However, in case the officer is instructed by the Competent Authority to proceed from his station of posting abroad to next station abroad direct without availing Home leave fare, he will be entitled to utilise the same after he has assumed charge of new post abroad, on certification by the Attaché/Advisor that the functional requirements prevented the grant of Home leave fares in the normal course to the officer at the time of transfer from his last station abroad.
- (II) An officer or a member of the family travelling on Home leave fare will be entitled to passage by approved route and entitled class from the station of posting abroad to the Airport in India nearest to the home town and back or to the SPR and back.
- (III) Indian based domestic assistants of entitled officers posted in Indian Mission/Post abroad would be allowed to avail mid-term Home leave fares, subject to the condition, that the Govt. liability shall be restricted to 75% of the excursion class air fare.
- (IV) If an officer or a member of the family travels by a route other than the approved route, the entitlement will be restricted to the cost of passage by approved route.
- (V) An officer or member of family travelling on home leave fares will not be entitled to transportation of excess baggage at Govt. expenses. However, the obligatory charges and incidental charges like portage on free baggage, conveyances etc. are admissible. The officer will also be entitled to travel time including enforced halt in transits.
- (VI) The home leave fare is admissible only up to the Airport nearest to the Home town/SPR and back. The journey from the airport in India to the home town/SPR and back, will be regulated under the

Handbook on Travelling Allowances - 2023

normal rules, if admissible.

Auth.: Rule 272 TR

239. Leave travel concession for officers serving in Bhutan while proceeding on leave to and from India.

Officers who are serving in Bhutan when proceeding on leave to and from India will be entitled to LTC under the rules applicable to the corresponding officers serving in India.

Road conveyance from Bhutan to Hasimara, Bongaigaon or Rangia as the case may be, will be regulated under Rule 179 TR.

Auth.: Rule 188 TR and AI 77/1970

240. Leave travel concession to Lakshadweep

The Society for Promotion of Nature Tourism and Sports (SPORTS) act as a nodal agency of Lakshadweep Administration for promotion of tourism in the Islands. The LTC claims from Kerala Coast to Lakshadweep and back may be admitted for the cost of transportation only as per the rates available on website <https://www.lakshadweeptourism.com/index.html> or the amount claimed by the officer whichever less. The clarification issued on the subject by CGDA and MoD is furnished below for guidance.

The tour packages conducted by SPORTS to Lakshadweep Islands on the ships owned and operated by Lakshadweep Administration shall be allowed for the purpose of LTC journey subject to the following conditions:

- (i) SPORTS is offering various tour packages e.g. Samudram Package, etc. to the tourists, fare of which is charged as per the transportation and accommodation chosen for the destination. Only transportation charges shall be reimbursable for the respective tour package. The lodging and boarding charges which are available on such packages will not be admissible, as the same are not admissible under LTC rules.
- (ii) SPORTS shall issue a certificate for transportation charges to the officers indicating the fare components separately and certify that the journey was actually performed by the officer and his

family members for which he/she is claiming the LTC.

- (iii) Fare reimbursement for the journey performed by boat/ship shall be exercised in accordance with TA entitlement of the officers for journey by sea/river steamer.
- (iv) These rules are applicable from 11 Oct 2018.

Auth.: GoI, MoD letter No. 12647/LTC/SPORTS/Mov C/22/D (Mov)/2019 dated 22 March 2019, DoPT OM No. 31011/10/2017 Estt.A-IV dated 11 Oct 2018 and CGDA No. AT-IV / 4462 / OA /DSD/AF dated 13 Sept 2017.

241. LTC to visit North East Region (NER), Jammu & Kashmir (J&K) and Andaman & Nicobar (A&N) Islands in lieu of Home town LTC under Rule 177(A) TR

The scheme allowing Army officers to travel NER, J&K and A&N is two years, normally extended by 2 years from time to time with the terms and conditions as under;

- i. Army Officers may avail LTC to visit any place in NER/A&N/J&K against conversion of their Home town LTC by private airlines.
- ii. Officers whose Home town and HQ/place of posting is the same, are not allowed the conversion.
- iii. Officers may avail this concession from the HQrs in their entitled class of air by any airlines.
- iv. Officers can avail LTC to visit NER against anywhere in India LTC or in lieu of Home town LTC viz. under Rule 177(A) TR or Rule 177(B) TR as per their entitlement.
- v. As regards Air Travel, please refer to Chapter 3 for detailed modalities for purchase of Air Tickets.
- vi. Other terms and conditions remain the same as mentioned in GoI, Ministry of Personnel. Public Grievances and Pensions, DoPT OM No.31011/3/2014-Estt. (A-IV) dated 19 Sep 2016.
- vii. Officers are requested to confirm the validity of the period of extension before commencement LTC Journey.

Handbook on Travelling Allowances - 2023

Auth.: DoP&T OM F. No. 31011/3/2018-Estt.(A-IV) dated 08 OCT 2020 and GoI, MoD letter No. 12647/LTC/Mov C/240/D (Mov)/2020 dated 08 Dec 2020

Various orders on Relaxation to visit NER on LTC in lieu of Home Town LTC under Rule 177 (A) TR

- i. Officers will be entitled to travel by air from their place of posting or nearest airport to a city in the NER or nearest airport.
- ii. NER includes Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.
- iii. Journey by Helicopter is not allowed.
- iv. Officers intending to visit Sikkim can travel upto Bagdogra by air.
- v. Officers whose HQrs and Home town are same, will not be entitled to avail this concession.
- vi. The above facility can be availed by officers only once in lieu of Home town LTC during the periodicity of the concession.

Auth.: GoI, MoD letter No. 12647/LTC/Mov C/240/D (Mov)/2020 dated 08 Dec 2020

MoD has issued following clarifications regarding relaxation for travel by air to visit NER on LTC.

- i. Officers can avail LTC to visit NER against All India LTC or in lieu of Home town LTC viz. under Rule 177(A) TR or Rule 177(B) TR as per their entitlement.
- ii. The cities/towns which are outside Delhi and fall in other states of NCR are not to be treated as Delhi HQrs for LTC.

Auth.: GoI, MoD letter No. 12647/LTC/NER/Mov C /3494 / D (Mov)/2008 dated 16 Dec 2008.

The above facility can be availed by officers only once for LTC during the periodicity of the concession.

Various orders on Relaxation to visit J&K on LTC in lieu of Home Town LTC under Rule 177 (A) TR

- i. All Officers will be allowed to avail LTC to visit J&K against conversion of their Home town LTC.

- ii. Regarding booking of Air Tickets, please refer Chapter 3.

Entitlement of LTC to Visit J & K in cases where HQ Station and Home Town is one and the same

While admitting LTC claims in respect of the officers who are visiting J & K in lieu of Home Town LTC, the following instructions may be taken into account:

- i. All Officers have been allowed to avail LTC to visit J & K in lieu of Home Town vide GoI, MoD letter No. 12647/LTC/J&K/Mov C /1749 / D (Mov)/2010 dated 12 Jul 2010. However, the orders are silent about the entitlement for officers whose HQ and Home Town is same.
- ii. a. As per GoI, MoD letter No. F12647/LTC/NER/Mov C/1603/D (Mov)/2008 dated 12 June 2008, officers will be entitled to travel by Air from their place of posting or nearest Airport to a city in the NER or nearest Airport under Rule 177(A) TR i.e. in lieu of Home Town LTC. It has been clarified in Para 3(e) of the letter *ibid* that the officers whose HQ and Home Town are same, are not entitled to avail this concession.
b. While clarifying certain doubts on the subject, DoP&T vide their O M No. 31011/4/2007-Estt(A) dated 14 May 2008, at Sr. No. 5, has clarified that an army officer can avail LTC to visit NER by conversion of one block of Home Town LTC, if the same is available. However, the Officers whose HQ and Home Town being same are not entitled for Home Town LTC and question of conversion of Home Town LTC into LTC for NER in such cases does not arise.
- iii. On the same analogy of non-admissibility of conversion of Home Town LTC to visit NER in such cases, claims for visit to J & K may not be admitted where title of LTC under Rule 177(A) TR itself does not exist, due to Home Town and duty station being same.

Auth.: GoI, MoD letter No. 12647/LTC/Mov C/240/D (Mov)/2020 dated 08 Dec 2020



15. Encashment of Leave alongwith LTC

242. Army officers are allowed to encash maximum 10 days annual leave at the time of availing of LTC to the extent of 60 days during the entire service career. The leave encashed at the time of LTC will not be deducted from the maximum amount of encashable at the time of retirement. Where both husband and wife are in Govt service, the present entitlement for availing LTC shall remain unchanged and encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of 60 days each during the career w.e.f. 01 Sept 2008. There is no restriction of number of spells the officer can avail for encashment of leave on LTC.

Army Officers can be permitted to encash above leave at the time of availing LTC himself or when the family avails it, provided other conditions are fulfilled. In other words officer can encash above leave even if the family avails LTC without the officer availing the same.

Encashment of above leave at the time of availing LTC will be allowed 60 days before proposed date of outward journey.

Re-employed Officers will be entitled to encashment of annual leave along with LTC during the period of reemployment up to the limit of 60 days (including the number of days for which the encashment has been allowed along with LTC while in regular service) provided he is entitled to LTC.

Auth.: Notes (i) to (iv) below Rule 177 (B) (viii) TR

243. Payment on account of encashment of Annual leave will be made by respective Ledger Wing section of PCDA(O), Pune on the basis of Part II order notifying encashment of leave to be published by unit, duly incorporating the requisite certificates therein, as per Documentation Procedure for Publication of Part II Orders (Officers) - 2014 and claim in terms of requisite proforma to be submitted by the officer addressed to Ledger Wing section. The Part II order will indicate the details of warrant used/LTC availed. The officers may avoid correspondence with respective T wing sections, since their role is limited only to deal with LTC claims and establish the LTC title for that particular calendar year.

Encashment of Leave alongwith LTC

Certain clarifications with reference to revised LTC journey entitlements w.e.f. 01 Sep 2008:

Point of doubt	Clarification
(i) The quantum of leave to be encashed separately for both husband and wife for availing LTC for different station, if both are Central Government employees. Whether any endorsement is required while finalizing the LTC claim?	Entry to the effect is mandatory in service book/case file of both the officers.

Auth.: CGDA letter No. AT/IV/4458/XIV/6th CPC dated 04 Mar 2009.

Handbook on Travelling Allowances - 2023

Forms on which claims are to be preferred

(Para 12 of Chapter 1 refers)

Appendix

In lieu of IAF - 194

REQUISITION FOR ADVANCE (HARD COPY REQUISITION)

Voucher No.:- **Date** **for Rs.____/ -**

1. Name & Rank of the officer(Payee) :
2. Personal No. :
3. CDA (O) Account No. :
4. Unit / Formation :
5. Appointment :
6. Account office by whom officer's
Account is maintained :
7. Details (Purpose for which
Advance is required) :
8. Move Sanctioning Authority :
9. Nature of Duty :
10. Order for Move :
11. Actual date of move :
12. Journey from(station) :
13. Journey to (station) :
14. Mode of conveyance :
15. Amount of advance required :
16. Date of Return Journey :
- Station :
- Dated :

Signature of the officer

Amount required :

Encashment of Leave alongwith LTC

Amount Claimed :

Countersigned By

Signature

Name in block letters

Rank:

Station :

Corps/Department:

Dated :

For PCDA(O) office use only :-

Voucher No.

Treasury	Name of Payee	Amount being released (Rs.)	Date of amount released 'D' Sec	Initials of AAO	Initials of SAO /AO 'D' Sec

Auditor

SAO/AO

WO

Handbook on Travelling Allowances - 2023

CLAIM FOR MOVES ON TEMPORARY DUTY (TOUR)
CDA (O) A/C NO. _____ No. IAF1715

Personal No. , Rank and Name of the officer:

Basic Pay:

CDA(O) A/C No.:

Orders for move/duty:

HQ/Office:

Nature of Move:

Station from where journey commenced: Date/Time of start:

Arrival			Distance by Road in kms	Conveyance mode/class	Departure		No. of DA	Rate RMA /DA	Àmt (in Rs)	Remarks
Name of Place	Date	Time			Date	Time				

Calculation of TA/DA

- (a)
- (b)
- (c)
- (d)
- (e)

Total =Rs.
Less ration money for..... days =Rs.
Less advance drawn =Rs.
Net amount Payable =Rs.

Received payment

Encashment of Leave alongwith LTC

Cheque to be issued in favour of

Name of Bankers

.....

.....

- (a) Indicate scheduled Train/Air/Bus timings.
- (b) When sharing public conveyance and intimation may be made in remarks column.
- (c) CL or any other leave should be excluded from period of halt at out station.
- (d) Indicate in remarks column, numbers and dates of warrants/concession vouchers used for the journey.

Certified that:-

- 1. I performed road journey in
 - (a) my own car/own scooter/bus.
 - (b) Sharing/engaging full taxi/scooter/Auto rickshaw (from)_____ - (to)_____.
 - (c) did not use government transport for which road mileage allowance had been claimed.
- 2. I did not use railway warrant / concession voucher for any portion of journey for which bill is preferred.
- 3. I was not provided with free boarding or lodging facilities.
- 4. I stayed from ___to ___at _____(name of the hotel/ mess), which provided boarding and lodging at scheduled tariff (vouchers from the hotel/mess attached).
- 5. I was actually and not merely constructively present at the out station on the days on which DA had been claimed and I did not proceed on CL or any other leave during the period. I was on Temp duty.
- 6. I have not attended a previous similar course / examination.

(Signature of the Officer travelling)

Handbook on Travelling Allowances - 2023

COUNTERSIGNED

Station

Dated

Passed for payment Rs. _____ on treasury _____in favour
of _____

Auditor

AAO

SAO/AO

INSTRUCTIONS

- 1. The claim should be supported by the
 - (a) copy of the order sanctioning the move.
 - (b) copy of sanction of Competent Authority when the journey is performed by other than the shortest route.

Encashment of Leave alongwith LTC

Luggage claim for Moves in Permanent Transfer (IAFT-1715) (Details in respect of claim)

Rank & Name			Corps/ Office				
Personal No.			CDA (O) Account No.:		Pay:		
Transfer from					Rule in TR		
No. and date of letter, Pt II order etc. authorising the move							
Departure			Time	Date	Place		
Arrival							
Departure							
Arrival							
Details of family					Total No.		
12 years and above					3 years and below		
Over 3 years under 12 years							
Particulars of Journey	Mode of Conveyance		Class		Distance	Rate	Rs. Ps.
From To							
Transfer grant (80% / 100% of BP)							
Total							
Advance Drawn							

Handbook on Travelling Allowances - 2023

Balance for recovery/payment	
Signature of the claimant	Cheque to be drawn/ Amount to be released

Certified that:-

- (i) The journey(s) set out on reverse has/have actually been performed by the mode and class indicated against the relevant columns and distance stated in the claim are correct.
- (ii) I certify that my legitimate child/children/step child/ children/ Parent(s)/Unmarried Sister(s)/Minor brother(s) for whom fares etc. have been claimed, resides with me and is/are wholly dependent on me and that his/her/their individual income from all sources including pension(including of temporary/increase in pension and pension equivalent of Death-cum-Retirement gratuity) does not exceed Rs. 9,000/- pm.
- (iii) I certify that no Govt. transport was provided for the journey for which mileage and/or charge have been claimed and no warrants/ concession vouchers have been used by me/my family, for which a claim has been preferred.

Station:

Date: (Signature of the claimant)

COUNTERSIGNED

Station:

Date:

Encashment of Leave alongwith LTC

APPENDIX-'A' to AO 30/89

LEAVE TRAVEL CONCESSION BILL

(PART-A) (TO BE FILLED IN BY THE OFFICER)

1. Personal No. _____
2. Rank and Name _____
3. CDA(O) A/C No. _____
4. Unit _____
5. Duty Station _____
- 6(A). Leave Station/Home
Station/SPR _____
7. Nature of leave sanctioned _____
8. Period of leave from _____ to _____
9. Particulars of members of family (as recorded in Service Documents) in respect of whom the LTC has been claimed.

Sr. No.	Name	Age	Relationship with the officer	Station/Place visited
1.				
2.				
3.				
4.				
5.				

10. Leave Travel Concession is claimed under the provisions of Rule _____ *Travel Regulations.

(*mention Rule including Sub-clause of 177 (A)/177 (B)/177(C) /178/180).

(Note: Fill in the blanks and also Tick mark for Rule from the mentioned below)

- a. Rule 177 (A) TR- for Home Town LTC - ☐
- b. (i) Rule 177(A) TR- to visit NER/J&K/A&N Islands ☐
in lieu of Home Town LTC -

Handbook on Travelling Allowances - 2023

- (ii) Rule 177(B) TR- to visit NER/J&K/A&N Islands in lieu of any station in India LTC -
- c. Rule 177 (B) TR - to visit anywhere in India - ☐
- d. Rule 177(C)TR- Married officer posted to operational area and visiting family at SPR/ Old Duty station/ Any other station in India selected and declared as SPR. (This concession is in lieu of LTC under Rule 177 (A) TR for a married Officer.- ☐
- e. Rule 177(D) -TR LTC to officers while on study leave.- ☐
- f. Rule 177 (A)/(B)TR- children studying in hostel, away from the duty station of the officer- ☐
- g. Rule 180 TR for officer employed as Air Observation post pilots- ☐
- h. LTC to officers posted in Andaman and Nicobar Islands(Sea passage)- ☐
- i. LTC to officers posted in Andaman and Nicobar Islands (Additional Warrant)- ☐
- j. LTC to officer while on sick leave-
- k. Additional warrant to officers posted to operational area to meet family at Home town/ SPR- ☐
11. Details of previous LTC availed by officer/ Family-
Date of Journey- From ____ to ____, station- from ____ to ____&
Rule of TR under which LTC availed --
12. Details of journey(s) performed by the officer and the members of his/her family :

Encashment of Leave alongwith LTC

Total Amount claimed Rs. _____

Received Advance Payment Rs. _____

(Tickets Booked through DTS)

Less: Advance drawn Rs. _____

Balance Rs. _____

Signature of the Officer

Name :

Rank :

Personal No :

CDA(O) A/C No. :

Station : Received Payment

Date : (Revenue Stamp)

13. Certified that -

- (i) the information, as given above, is true to the best of my knowledge and belief and
- (ii) I have not availed similar LTC previously under Rule 177(A)/177(B)/177(C) for ----- the ----- block year_____/during the year _____ for myself or other dependent members of the family to whom LTC is claimed in this bill.
- (iii) That my children/parent(s)/sister(s)/minor brother(s), for whom LTC is claimed, are wholly dependent on me and are

Handbook on Travelling Allowances - 2023

residing with me and their income from all sources (including pension) does not exceed Rs.9,000/- per month.

- (iv) That the journey was performed by rail/in class _____ vide tickets No. _____ during the onward journey and in class _____ vide tickets No. _____ during the return journey.
- (v) The Home station as recorded in my service documents is _____ and the nearest Railway station is _____.

Signature of the Officer

(Rank & Name of the Officer)

NOTES:

- (a) If warrant/Form 'D' is used, No. & Date of warrant/Form 'D' and Railway Ticket No. should be specified.
- (b) If the journey is performed by Air/ Bus, than Air /Bus tickets should be attached.
- (c) Where the journey is performed by a mode of travel other than by rail and when the officer is not in a position to produce proof of expenditure, i.e. Air/Bus tickets etc., the production of the same should be got waived by the Controlling Officer as mentioned in Appx. II TR. However, tickets numbers should be furnished.
- (d) Where the leave journey commences by the officer or his family members from the station other than the duty station, the reason should be sufficiently explained.
- (e) Where the cost of railway warrant under Rule 177(A) or 177(B)(i) or 177(C) TR is claimed, the claim on this account is to be supported by the sanction of the Controlling Officer under the above rules read with 47(iii) TR.
- (f) Where LTC is claimed under Rule 177(C) TR, the officer

Encashment of Leave alongwith LTC

should indicate whether his family (i.e. wife and children) is residing at that station where he is availing his LTC.

COUNTERSIGNED AS FACTUALLY CORRECT CLAIM

Place.....

Date....

Signature & Designation of countersigning Authority

Details of journey(s) performed by the officer and the members of his/her family :

Departure		Arrival		Distance in kms	Mode of Travel & class of accomodation used	No of Fares	Total Fare paid	Amount claimed	Warrant /Form D Number	Air/Rail/Bus Ticket No.	Journey performed by Airlines	Relaxation sanctioned & date accorded by PIFA /IFA	Railway Air tickets booked through
Dt & Time	From Station	Dt & Time	To Station										
ONWARD JOURNEY FROM.....TO.....													
RETURN JOURNEY FROM.....TO.....													