

रक्षा लेखा प्रधान नियंत्रक कार्यालय (अफसर), गोलीबार मैदान,
पुणे - 411001

Office of the Principal Controller of Defence Accounts
(Officers), Golibar Maidan, Pune - 411 001



No: TSS/ Gen Corr

Dated: 03/07/2024

WING CIRCULAR- 07

Sub:- Standard Format for Sanction of Road Mileage Allowance on Temporary Duty

It is being commonly observed that Army Officers often travel by road between the places well connected by rail/air while proceeding on Temporary Duty and claim Road Mileage Allowance (RMA). In several cases it has also come to light that ex- post facto sanction has been accorded by Competent Authority after completion of Journey for claiming RMA instead of entitled fare. Apart from being largely post- facto, the issue is ambiguous language of the sanction and grounds not listed in Rule 40 of Travel Regulation (TR) 2014.

2. Since there is no prescribed format for according this sanction given in TR 2014, therefore all Commands are issuing the sanction letter in different format, leading to confusion and disallowance of claims at this Wing.

3. Hence Competent Authority has approved a Standard Format of Sanction under TR Rule 40 to bring about uniformity and standardization of audit and payment Function.

4. A copy of the standard format as Annexure "A" has already been forwarded to Dte Gen of Ops Logistics & SM, ADG Strat Mov/Mov C& D, IHQ of MOD (Army) /GS Branch vide this officer letter of even no. Dated 19.06.2024 with the request that this

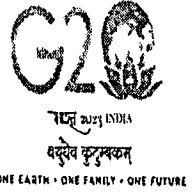
Standard format may please be given wide circulation among the units and formations for necessary compliance.

5. This format of sanction under TR-40 will be applicable w.e.f 1st August 2024.
6. Copy of this letter dated 19/06/2024 along with Annexure is enclosed for ready reference and strict compliance w.e.f 1st August 2024
7. This issues with the approval of WO(T).

Anwar Shekhar
31/7/24
SAO (TSS)



रक्षा लेखा प्रधान नियंत्रक कार्यालय (अफसर),
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Office of the Principal Controller of Defence Accounts
(Officers), Golibar Maidan, Pune - 411 001



No. TSS/Gen Corr.

Dated: 19/06/2024

To,

Dte Gen of Op Logistics & SM
- ADG Strat Mov/Mov C&D
IHQ of MoD (Army)/ GS Branch
Room no. 212 B, D-1 Wing
Sena Bhawan,
New Delhi - 110011

Sub: Standard format of Sanction for Road Mileage Allowance on Temporary Duty.

1. It is being commonly observed that Army officers often travel by road between the places well connected by rail/air while proceeding on Temporary Duty and claim Road Mileage Allowance (RMA). In several cases, it has also come to light that *ex-post facto* sanction has been accorded by the Competent Authority after completion of journey for claiming RMA instead of entitled fare. Apart from being largely post-facto, the issue is ambiguous language of the sanction and grounds not listed in Rule 40 of Travel Regulation (TR) 2014. In many cases it has been mentioned that "the move is in interest of public service/ public interest", "the move is not in connection with exercising/training/sports/cadres or local course"...,etc.
2. In this regard, the provisions of TR Rule 40 are summarized below for perusal:
 - a. Competent Authority may, for **special reasons, which should be recorded, permit** mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route. Provisions of the above rule will apply to all modes of travel, viz., by rail, road, sea or air. Subject to other conditions laid down therein and provided it is in the interest of public service, an authority competent to sanction moves by specific mode may authorise travel by route other than the shortest or cheapest in that mode.

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

Note: 2 When road mileage is claimed for a journey performed by motor car between places connected by rail, the competent authority should decide whether the full rate of travelling allowance should be passed in such a case or whether it should be limited to what would have been admissible had the individual travelled by rail in the ordinary way. **The principle which should be followed in deciding such questions in whether any public interest was served by the road journey which would not have been served had the individual travelled by rail, such as the saving of public time, or inspection work en-route etc.**

3. From the above provisions of TR Rule 40, following aspects are amply clear:
- a. Sanction should not be accorded in all cases of travel by Road, since it is a special provision.
 - b. The word "Permit" used in the TR Rule 40, itself indicates that Army officers have to take prior permission for travel by other than authorized mode of travel. Hence *ex-post facto* Sanction is not acceptable.
 - c. All movements on TD are in Public interest only but essence of Sanction under TR Rule 40 is that "movement by Road between places connected by Rail/Air which is neither the shortest nor the cheapest, still it is in public interest".
 - d. The special reasons for sanction need to be recorded.
 - e. **The sanction should be accorded on the principle which should be followed in deciding such questions in whether any public interest was served by the road journey which would not have been served had the individual travelled by rail, such as the saving of public time, or, inspection work en-route etc.**
4. Since, there is no prescribed format for according this Sanction given in TR 2014, therefore, all Commands are issuing the sanction letter in different format, leading to confusion and disallowance of claims at our end. Hence, competent authority has approved a Standard Format of

Sanction under TR Rule 40 with an aim to bring about uniformity and standardization of audit and payment function. A copy of the same is attached as Annexure "A". This format of sanction letter will be applicable w.e.f. 1st August 2024.

5. It is requested that this Standard Format may please be given wide circulation among the units and formations from your channel. In addition, all units and formations may also be advised to adopt the same and ensure submission of all the TA/DA claims pertaining to with RMA along with the Sanction letter in prescribed format to unnecessary confusion and subsequent return of the claims.
6. This issue with the approval of PCDA (O).



Shweta Pandey, IDAS
ACDA/WO (T)

Encl: As stated.

ANNEXURE- "A"

**PRIOR SANCTION FOR TRAVEL BY ROAD, INSTEAD OF TRAVEL
BY TRAIN/AIR UNDER THE PROVISIONS OF NOTE 2 UNDER
TRAVEL REGULATION RULE 40**

1. Under the provisions of Rule 40 and delegation of power under Appendix III of Travel Regulations, sanction of GOC-in-C, is hereby accorded/ conveyed for the movement of the officer as per details given below:

Rank/ Name/ CDAO No.	From/ To	Duration of TD	Purpose of TD	Reasons for road journey in place of Rail/Air

2. It is certified that the road journey has been performed in the public interest which would not have been served had the above named officer travelled by rail/air.

Sanction No.

Date:

Place:

Name/Rank of the Competent Authority

Stamp

Round stamp of office