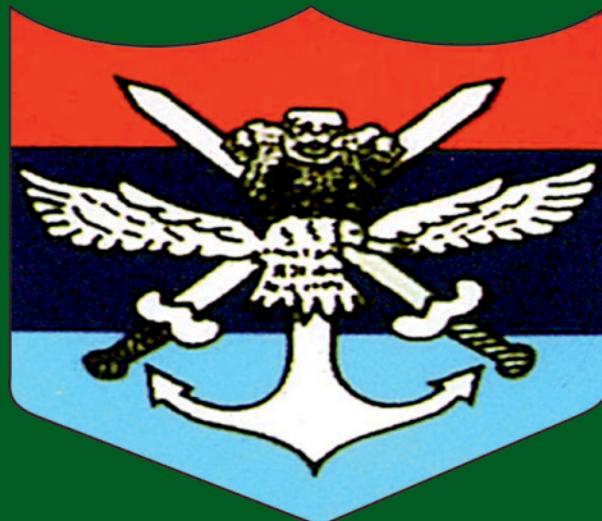


DEFENCE SERVICES REGULATIONS 2014



रक्षा सेवा विनियमावली

DEFENCE SERVICES REGULATIONS



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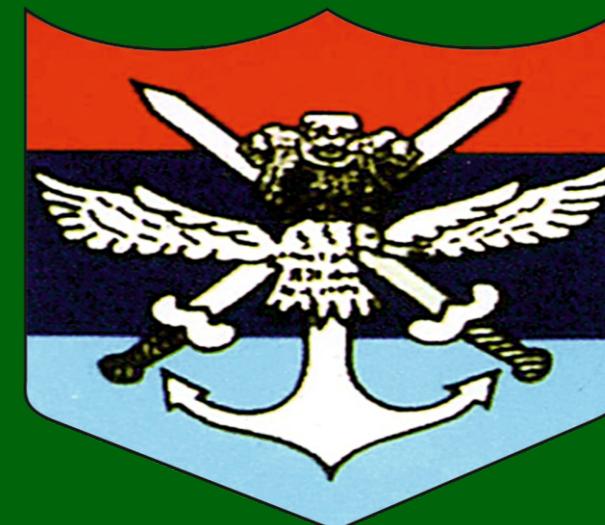
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9000—2013

DEFENCE SERVICES REGULATIONS 2014

महाप्रबंधक, भारत सरकार मुद्रणालय, मिन्टो रोड, नई दिल्ली-110002 द्वारा
मुद्रित तथा प्रकाशन नियंत्रक, भारत सरकार, दिल्ली-110054 द्वारा प्रकाशित
PRINTED BY THE GENERAL MANAGER, GOVT. OF INDIA PRESS, MINTO ROAD, NEW DELHI-110002
AND PUBLISHED BY THE CONTROLLER OF PUBLICATIONS, DELHI-1100054



रक्षा सेवा विनियमावली
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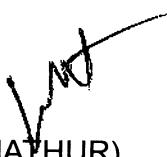
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PREFACE

1. Travel Regulations form a part of the Defence Service Regulations and are a compendium of all rules, instructions and orders pertaining to the travel entitlements of personnel of Army, Navy, Air Force and Civilians paid from the Defence Services Estimates. The last compendium was brought out in 1991.
2. The Regulations being evolutionary and dynamic, necessitates periodic review to make it contemporary. The Travel Regulations Revision Cell, which was constituted to undertake a complete revision of the compendium, has produced a comprehensive Edition, incorporating Govt orders relating to travel entitlements upto Aug 2013.
3. This revised edition is the result of extensive and meticulous efforts put in by all the stake holders which has resulted into updating & revising these regulations by incorporating the various Govt orders issued since August 1989.
4. I wish to place on record my appreciation for all the Departments/Wings involved in bringing out this revised 'Travel Regulations'.

18 February, 2014



(R.K.MATHUR)
Defence Secretary
Ministry of Defence
Govt. of India

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ABBREVIATIONS

A D E M E	Assistant Director of Electrical Mechanical Engineering.
A D M S	Assistant Director of Medical Services.
A D R V S	Assistant Director of Remounts and Veterinary Services.
A D M F	Assistant Director of Military Farms.
A O A	Air-Officer-in-Charge Administration
A O C-in -C	Air Officer Commanding-in-chief
A O C	Army Ordnance Corps
A M E	Authorised Married Establishment
A E E	Assistant Executive Engineer.
A S C	Army Service Corps.
A I R O	Army in India Reserve Officer.
B/R	Building/Roads
B/S	Barracks/Stores.
C A O	Chief Administrative Officer.
C A S C	Commander Army Service Corps
C E M E	Commander Electrical and Mechanical Engineering
C O O	Chief Ordnance Officer.
C P O	Chief Petty Officer.
C W E	Commander Work Engineer.
D A D M E	Deputy Assistant Director of Mechanical Engineering
D A D R V S	Deputy Assistant Director of Remount and Veterinary Services.
D E M E	Director of Electrical & Mechanical Engineering
D J A G	Deputy Judge Advocate General
D G A G M S	Director General Armed Forces Medical Services.
D D M S	Deputy Director Medical Services.
D D M F	Deputy Director Military Farms
D D R V S	Deputy Director of Remount & Veterinary Services.
D S C	Defence Security Corps
D O S	Director of Ordnance services.
D G O F	Director General of Ordnance Factories

D M S	Director of Medical Services.
D I List	Dangerously III List
E/M	Electrical/Mechanical.
E M E	Electrical and Mechanical Engineering
E S D	Engineering Stores Depot
G T	General Transport.
I N H S	Indian Navy Hospital Ship
I N S	Indian Navy Ship
J C O	Junior Commissioned Officer.
L H & D	Land Hiring and Disposals
L T C	Leave Travel Concession
M N S	Military Nursing Service.
M E S	Military Engineering Service.
M W O	Master Warrant Officer.
M O	Medical Officer.
M C P O	Master Chief Petty Officer
N C C	National Cadet Corps
N C O	Non Commissioned Officer.
N C E	Non Combatant (Enrolled)
O C	Officer Commanding
O R	Other Rank
P O L	Petrol, Oil and Lubricants.
P M O	Principal Medical Officer
P S O	Principal Staff Officer.
R O	Recruiting Officer.
R V C	Remount and Veterinary corps
S P R	Selected Place of Residence.
S I List	Seriously III List.
T D EA	Technical Development Establishment
W O	Warrant Officer
V I P	Very Important Person

CHAPTER ONE

GENERAL RULES

1. Classes of personnel to whom these rules are applicable

Subject to the exceptions specified in clause (d) and note below, these rules are applicable to:

- (a) All personnel paid from Defence Services Estimates for journeys within Indian limits and abroad.
- (b) An officer of the Army/ Navy/Air Force Reserve when summoned as witness to attend Court Martial/Court of Inquiry or similar body constituted by Army/ Navy/Air Force.
- (c) Individuals serving under contract, when they do not involve a violation of the term of contract.
- (d) (i) Personnel of the Territorial Army when embodied under Para 33 of Territorial Army Act, and officers of the Army/ Navy/ Air service, under the respective Acts.
(ii) The ordinary movements, other than those mentioned in (i) above of individuals of Territorial Army and officers of Army in India Reserve are governed by the Regulations of the Territorial Army and Regulations for the AIRO respectively.
(iii) Travel entitlements of members of the Regular Army serving with the units of the Territorial Army are governed by Regulations of the Territorial Army when at variance with these Regulations.

NOTE: Personnel serving in the Defence Estate Department (excluding serving personnel employed at the Headquarters office of the Director General Defence Estates) travel under Supplementary Rules.

2. Definitions

In these rules, unless inconsistent with the context, the following definition will apply:

- (a) **Actual Travelling Expenses:** The Term means the actual cost of transportation of an individual, family domestic servant(s) baggage, including charges for ferry and

tolls (except octroi) and charges for mazdoors. It does not include expenses on refreshment, boarding and lodging or other allowance for incidental expenses/losses and employment of additional servants.

- (b) **Air Officer:** An Air Officer is an officer of the Air Force holding the rank of Air Commodore or above.
- (c) **Airman:** The term means person (other than a Commissioned Officer) in the Air Force Service subject to the Air Force Act and includes Master Warrant Officer and those holding honorary ranks as commissioned Officers. This term, however, does not include apprentices.
- (d) **Authorised Course of Instruction:** An authorised course of instruction means any course or class of instruction or refresher course authorised by regulations or by special sanction of the Government.
- (e) **Body of Troops:** A body of troops is body of two or more service personnel which must include JCO/OR/Airman (including MWO/WO), Sailor (including Master CPO I and II) element in it. When forming a part, the despatching authority will specifically place an officer-in-command which will be stated in the movement order.

NOTE: Officers authorised, under Regulations, to proceed to outstations on inspection duty are not to be viewed as 'Body Of Troops' even though they are accompanied by one or more than one soldier/ airman/ sailor.

- (f) **Civilians:** The term means civilian government servant of Group A, B and C (including Multi Tasking Staff) under the administrative control of Ministry of Defence, including work charged staff, non-combatants (unenrolled) and personnel enrolled for discipline purposes only but not entitled to Military concessions. It does not include non-combatants (enrolled) and private servants.

- (g) **Competent Authority:** The term means the Government or any authority to which powers may be delegated by the Government. A list of such competent authorities who can exercise their powers under the rules in Travel Regulations (except in cases where the competent authority is specifically indicated in any rule therein) including competent medical authorities is given in Appendix I to these regulations.
- (h) **Competent Financial Authority:** The term means the authority within whose financial powers the amount at issue falls (see Financial Regulations Part I, Volume II).
- (j) **Controlling Officers:** A list of controlling officers is given in Appendix II.
- (k) **Conveyance:** The term means conveyance at public expense by sea, rail, road or air, unless otherwise stated.
- (l) **Daily Allowance:** The term means an allowance for absence from HQ/permanent duty station which is intended to cover the ordinary daily charges incurred by an individual in consequence of such absence.
- (m) **Despatching Officer:** "Despatching Officer" means the officer who is responsible for the despatch by rail of a party of troops or an individual soldier/sailor/airman viz., the MCO at stations where there is such an officer and in the other cases the OC Station/ CO, Ship/ Establishment for parties of over ten in number, and the OC unit/CO Ship/ Establishment for parties of ten and under.
- (n) **Duty:** An individual is considered for the purpose of these rules to be "on 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 the consequence of the misconduct of the individual concerned. An Area or Independent Sub Area Commander, or a competent authority may, however at his discretion permit an individual transferred for misconduct to travel on duty.

NOTE 1: The journey of a service officer to attend a court of inquiry or a court martial at an outstation, though as an accused, cannot 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 Allowance for the journey regulated accordingly provided the move is duly sanctioned by the authority empowered to order moves under Appendix III to these regulations.

NOTE 2: A transfer at an individual'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.

- (o) **Embarkation Authority:** The term means an Embarkation Commandant and where there is no Embarkation Commandant, the Area, Sub Area or Brigade Commander in whose area the port of embarkation is situated. In The case of Indian Navy, Senior Naval Authority in each port is the embarkation authority.

(p) Family:

- (i) Family means the Government Servant's wife or husband, as the case may be and two surviving unmarried children or step children wholly dependent on the Govt Servant irrespective of whether they are residing with the Government servant or not.
- (ii) It includes married daughters who have been divorced, abandoned or separated from their husband and residing with the Government Servant or not and are wholly dependent on the Government Servant.
- (iii) Parents and/or step Mother residing with and wholly dependent on the Government servant.
- (iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husband or widowed sisters residing with, and, wholly dependent on the Government

servants, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

NOTE 1: The definition of dependency will be 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.

NOTE 2: Parents and/or step parents (step Mother and step Father) wholly dependent on the Government servant shall be included in the definition of the family for the purpose of LTC irrespective of whether residing with the Government servant or not.

NOTE 3: The restriction of the concession to only two surviving children or step children shall not be applicable in respect of (i) those Service personnel who already have more than two children prior to the coming into force of this restriction i.e. 01-10-1997; (ii) children born within the year of the coming into force of this restriction; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

NOTE 4: Not more than one wife is included in the term "Family" for the purpose of these Rules. However, if a Government Servant has two legally wedded wives and the second marriage is with specific permission of the Government, the second wife shall also be included in the definition of "Family".

NOTE 5: The application of the provision of the above rule to children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family".

- (q) **Indian Limits:** The term means the territory of India comprising the territories of the States and the Union Territories specified in the first Schedule to the Constitution.
- (r) **JCOs and their equivalents:** The term "equivalents" to the JCO's in the Army includes Warrant Officers of the Army Postal Service. Master Chief Petty

Officers/ Chief Petty Officers of the Navy and Master Warrant Officers/Warrant Officers and Junior Warrant Officers of the Air Force.

- (s) **Main Route:** The term means the most convenient route being that usually taken by the travelling public.
- (t) **Mileage Allowance:** The term means an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.
- (u) **Non Combatant (enrolled):** The term means enrolled personnel of the categories of craftsmen and trades men etc.
- (v) **Pay:** Travelling Allowance/ Daily Allowance entitlements will be determined based on Grade Pay.

NOTE: In case of service personnel and civilians, who opt to retain the pre-revised scales of pay, the corresponding Grade Pay of the Pay Scales of the post occupied on 01 /01/2006 would determine the TA/DA entitlements under these Rules. However, for determining the Composite Transfer Grant for such service personnel and civilians, the term pay shall also include, in addition to the basic pay in the pre revised scales, stagnation increments, Dearness Pay and NPA as per orders in force on 01/01/2006.

- (w) **Private Servant:** The term means all servants of individuals, units departments and services not paid by the state.
- (x) **Sailor:** The term means person (other than an officer) in the Naval service subject to the Navy Act.
- (y) **Soldier:** The term "soldier" means Personnel Below Officer Rank. The term does not include Boys.
- (z) **Travelling Allowance:** The following are the different kinds of Travelling Allowance which may be drawn in different circumstance by individuals:
 - (a) Fare.
 - (b) Cost of transfer of house hold goods.
 - (c) Cost of transfer of private vehicles.
 - (d) Composite Transfer Grant.

- (e) Conveyance Allowance.
- (f) Daily Allowance.
- (g) Road Mileage Allowance.

3. Delegation of Powers

- (a) The powers delegated to a "competent authority" are personal and cannot be exercised by staff officers for or on behalf of the competent authorities specifically named. During the absence of the permanent incumbent on annual leave or other leave, his powers may be exercised by his "locum tenens" or the officiating/acting incumbent, as the case may be.

NOTE: When a competent authority is absent on tour, he may permit an officer subordinate to him to sign letters on his behalf. An audit officer will accept the subordinate officer's signature as implying that the orders have been approved by the superior officer provided that the signing officer signs 'forabsent on tour'.

- (b) A competent authority may, however, permit a selected staff officer holding or officiating in a first grade (Individuals drawing grade pay of ₹ 5,400/- and above) appointment i.e. Lieutenant Colonel and above and their equivalent in the Navy and Air Force to sign "for" him, but in such cases the name of the staff officer selected should be communicated to the audit officer concerned who will accept the subordinate officer's signature as implying that the orders have been approved by the superior officer.
- (c) A competent authority is, however, personally and unreservedly responsible for any orders purporting to be issued in exercise of the powers delegated by him.
- (d) Except where expressly permitted by a competent authority, a Controlling Officer may not delegate to a subordinate his duty of countersignature. When powers are so delegated, the responsibility will rest with the Controlling Officer.

NOTE: The name of the subordinate officer to whom powers are delegated by a Controlling Officer need not be mentioned in the orders of the competent authority granting the

permission but it will suffice if the specific appointment of the officer, to whom the powers are delegated, is mentioned therein.

4. Authorities empowered to authorise moves and their responsibilities

- (i) The authorities empowered to order moves on duty are shown in Appendix III.
- (ii) A competent authority may authorise the move of an individual to attend a conference or for any other purposes which are not covered by any specific rule or order provided that he first satisfies himself that the move is in the interest of the public service and will not involve departure from the principles of the rules which govern the grant of travelling allowance. It will be open to audit officers to bring to notice any case in which they consider that this power has not been properly exercised.
- (iii) An officer who sanctions the provision of conveyance at the public expense or the issue of a travelling warrant, credit note or a concessional voucher or travelling allowance is personally responsible that his action is authorised by these rules. Any extra expense caused to the state by the unauthorised provision of conveyance or the irregular issue of a travelling warrant or credit note or concession voucher or of travelling allowance, may be recovered from the individual who benefits by the grant of conveyance or the responsible officer.
- (iv) In no circumstances may conveyance be authorised on the condition that the individual benefiting thereby will refund the expenditure involved, should the same be objected to in audit.
- (v) The doubtful cases regarding the interpretation of the rule must be referred to the Controller General of Defence Accounts concerned and to Army/ Navy/ Air Force HQ.

5. Powers to sanction travelling allowance claims of a petty nature not specifically covered by the rules

For disposal of petty travelling allowance claims not specifically covered by the rules. See Rule 61 FR Part I.

NOTE: The competent authority as per Appendix I to TR may sanction to service personnel travelling allowance claims for amounts not exceeding ₹ 200/- in respect of petty travelling allowance claims not specifically covered by the rules.

6. Controlling Officer Counter-signature on travelling allowance bills

In cases where a move has been authorised by the authority empowered to sanction move under Appendix III and a certified copy of the movement order is attached to claim, the countersignature of the local superior officer of the individual travelling is sufficient. In other cases, claims for travelling allowance will be submitted to the controlling officers, detailed in Appendix II to these regulations.

7. Officers who are permitted to submit claims for travelling allowance without the countersignature of a controlling officer are indicated in Appendix IV to these regulations.

8. When endorsed by the controlling officer, the bill for travelling allowance (supported when necessary by a copy of the orders of the competent authority) will constitute the travelling order, the authority for any required advance of travelling allowance, and finally the claim.

9. Duties and powers of controlling officers

It is the duty of a Controlling Officer, before signing or countersigning a travelling allowance bills:

(a) To scrutinise the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration.

NOTE: To enable the controlling authority to check travelling claims in accordance with the above, individuals shall append therewith a certificate from the CO of the temporary duty station showing particulars of the nature and the extent of State hospitality enjoyed during the periods covered by their claims;

(b) To see in the case of non-gazetted officers particularly of stenographers, personal assistants and Multi Tasking Staff

Government servants that the particulars of the journeys are certified by the gazetted officer under whose instructions the journeys were performed;

- (c) To scrutinise carefully the distances entered in travelling allowance bills;
- (d) To satisfy himself that :
 - (i) The fare for journeys by railway or steamer, when admissible under the rules has been claimed at the rate applicable to the class of accommodation actually used.
 - (ii) Concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible.
 - (iii) Where the actual cost of transporting personal effects is claimed under these rules, the cost at which such effects etc. were transported was reasonable.
 - (iv) A Monthly Season Railway Ticket is less expensive than the daily fares and or road mileage which would otherwise be admissible to the individual.
- (e) To observe any subsidiary rules or orders which a competent authority may make for his guidance;
- (f) To decide what scale of travelling allowance will be drawn for the particular journey, referring doubtful cases to superior authority;
- (g) To satisfy himself that claims for reimbursement under Rule 184 (viii) of the cost of issuable railway warrants in respect of soldiers, sailors, airmen, non-combatants (enrolled) and boys are supported by proof, they should indicate the ticket numbers;
- (h) To satisfy himself that in case of claims for reimbursement under Rule 208, the claimant and members of his family actually performed the journeys to the home town or the other place to which he might have proceeded to settle down e.g. by requiring the production of original railway vouchers relating to transportation of personal effect, conveyance etc.

NOTE: The controlling officer would be held personally responsible for any/ every payment caused as a result of his failure to exercise necessary check expected of him.

10. Classification of journeys

All moves for which conveyance at the public expense is authorised under these regulations shall be classified as:

- (a) Permanent or
- (b) Temporary;

depending on the assessment of the authority ordering the move that the individual transferred shall do duty in the station to which his transfer is ordered for a period not exceeding 180 days or exceeding 180 days.

11. BLANK

12. An individual in transit from one post to another ranks in the grade to which the lower of the two posts would entitle him.

13. Families belong to the same grade as the head of the family.

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

The travelling allowance of an individual 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 implied 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 case of travelling allowance claims not presented or audited before the promotion/grants of increased rate of pay (including annual increment)/reversion is notified, audit authorities will recognise the retrospective effect of the notification.

The family of such an individual will be entitled to TA of the grade allowed to the individual himself irrespective of whether the family precede or follows him within the prescribed period.

15. Penalty for non-acceptance of conveyance provided

- (a) In the event of loss being caused to the State by reason of an individual failing to make use of the conveyance provided under these rules, the amount involved is recoverable from the individual concerned unless failure to make use of the said conveyance is due to circumstances beyond his or her control.
- (b) In the case of individuals receiving passage or travelling allowance no further assistance is admissible on any account in respect of the particular journey for which the allowance was drawn.

16. Lien on conveyance

- (i) (a) Service personnel and members of their family entitled to free conveyance to home/ SPR in India on discharge or retirement of the Government servant under these regulations may retain a lien on such free conveyance for one year which may be extended by the authority mentioned in Appendix XI of these regulations. In case of civilians, the lien period will also be one year. This facility will be applicable to service personnel re-employed under Central Government.
- (b) A serving or discharged soldier/sailor/airman or non-combatant (enrolled) suffering from tuberculosis and admitted for treatment into a service hospital/sanatorium will retain the lien on terminal conveyance, otherwise admissible from the hospital to his home during the period he is under treatment in a service hospital/sanatorium.
- (ii) (a) A family entitled to conveyance within Indian limits under these regulations, may precede or follow the head of the family provided that the journey is undertaken within six months of the date on which other head of the family moves. Such a family will be regarded as accompanying him.

Exception: For provisions in respect of service personnel and civilians on retirement. See Rule 204 and 208 (2) respectively.

NOTE 1: The family of an individual 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 whom the move 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 individual himself. The same principle applies if an individual is transferred to more than two station within the limit of six months. In the case of service officer, the lien period of six months admissible for the move of the family and baggage under clause (i) (a) and (f) of this rule, will be counted from the date when the family accommodation becomes available to the officer at station 'C' except in the case of transportation of private conveyance when the lien period of six months will be counted from the date of move of officer from station 'A'.

NOTE 2: The lien period for conveyance of family and baggage of an individual who dies while in service will be one year from the date of demise of the individual and in special cases the same may be extended by the competent authority mentioned in Appendix XI of these regulations.

NOTE 3: In case of families of soldiers, NCsE/ Sailors and airmen when ordered to vacate married accommodation, the OC of the Unit/ Centre/Head of the Formation/ Department, Commanding Officer, IN Ship/establishment may at his discretion grant lien for six months on the free conveyance to their homes or selected place of residence under Rule 74 with effect from the date of vacation of married Government accommodation.

(b) For the purpose of this rule, the grade of the head of the family should be determined with reference to the facts on the date of his transfer, while the number of fares admissible should be determined with reference to the facts on the date of the journey in respect of which free conveyance is claimed.

NOTE: The family conveyance under the above rule is subject to the condition that no TA will be admissible to a member added to the family after the date of transfer of the individual.

- (c) An individual who sends his family in advance will do so at his own risk and if the orders for the move of 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.
- (d) Claims for conveyance for 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.
- (e) In the case of individuals serving at stations where families are permitted to reside but cannot accompany or join the head of the family for want of accommodation at these stations. The time limit of six months will be calculated from the date married accommodation becomes available at those stations. When a soldier/ sailor/ airman non Combatant (enrolled) is on the married establishment at the new duty station and draws compensation in lieu of quarters (CILQ), the period of lien will however, count from the date he is permitted to make his own arrangements for accommodation or from the date from which married Government accommodation is made available, whichever is earlier.

These provisions are applicable to the conveyance of personal effects also to the station stipulated above. The provision of this sub-clause will also be applicable to move of families under Rule 72.

- (f) The time limit of six months mentioned in sub clause (ii) (a) above and the provisions of the Note 1 thereto are also applicable to the transportation of personal effects and conveyance subject to the condition that the cost of conveyance of personal effects from the first to the last station will be regulated as follows:
 - (1) 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

- (2) The total cost of transporting the 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'.
- (g) An individual under orders for 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. A Competent Authority, however, may if satisfied that the individual did not despatch 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 which the change or cancellation of the move has involved.
- (h) In special cases, a Competent Authority may sanction an extension of the time limit mentioned in sub-clause (ii) (a) and (f) above provided he is satisfied that the circumstances of the case are such as to justify the grant of this concession.
- (i) In case of posting to field areas.
 - (a) Competent Authority mentioned in Appendix- I of Travel Regulations will empowered to extend lien on conveyance of family and baggage beyond 'six months'.
 - (b) Lien period will be reckoned from the date of availability of Government accommodation at selected place of residence.
 - (c) Limits of lien period will be increased from six months to one year on academic grounds. This will however, be applicable in case of posting from one peace station to another peace station also.

17. Advances of Travelling Allowance and their Adjustments

- (i) (A) An advance of travelling allowance (only if it exceeds ₹ 50/- in the case of Service Personnel (Officers/JCOs/ Other Ranks) may, on submission of an application to the Principal Controller of Defence Accounts/PAOs concerned, be drawn by an individual before leaving his station. When time does not, however, admit of this course, an advance of the amount admissible provided it exceeds ₹ 50/- may be drawn from Field Imprest in respect of Service Personnel. Service Personnel serving with units and formations having no Field Imprest may draw advance of travelling allowance from permanent advance in an emergency or in exceptional circumstances when time does not permit of money, being obtained from the Principal Controller of Defence Accounts/PAOs concerned. Civilians in emergent and exceptional circumstances may draw the advance required from permanent advance.

Advance paid from Field Imprest will be supported by a simple receipt from the payee completed in duplicate and prominently marked. 'Original' and "Duplicate" The original will be receipted over a one rupee revenue stamp, where necessary and forwarded on the date of payment to the Principal Controller of Defence Accounts /PAOs concerned. Full and correct particulars will be furnished on the receipt in regard to:

- (1) The Service Personnel for whom the advance is drawn,
- (2) The particular journey for which it is drawn, and
- (3) The Accounts Officer by whom the advance is to be adjusted.

- (i) (B) **Payment of LTC advance to Service Personnel :** Payment of LTC advance from Imprest Account/ Postal Collection to Service Personnel Below Officer Rank will be made as per the procedure given below:

- (a) Application for advance will be made by the personnel on requisition form (IAFA-194) duly sanctioned by the Controlling Officer to the Imprest holder who will make the payment after general scrutiny. The Imprest holder will obtain a simple receipt (in triplicate including one office copy) as proof of payment.
 - (b) Paid requisition along with the duplicate copies of simple receipts and a top sheet thereof will be sent by the Imprest holder direct to the concerned PAOs monthly.
 - (i) (B) (i) Service personnel can draw advance in respect of journey proposed to be performed under the Leave Travel Concession by himself and/ or by the member (s) of his family 95 days before the proposed date of the outward journey. He should, however, produce the necessary proof within ten days of the drawal of advance to the controlling officer to show that he has actually utilised the amount for the purchase of tickets.
Advance should be refunded, if outward journey is not undertaken within the period of advance.
 - (i) (C) Government servants, who are frequently required to visit stations on duty away from HQ shall be entitled to draw an advance to cover cost of the Monthly Season Railway Ticket and cost of the photograph to be affixed on the ticket. In case of service personnel who are required to travel on warrant, military warrant only be issued in payment of the cost of Season Railway Ticket.
 - (ii) Advance of value of warrants reimbursable under Rule 47 may be sanctioned at the discretion of Controlling Officers. In case of journeys under rules 177 A&B advance of the cost of warrant will be limited to 80 percent. The Controlling Officers are also authorised to further delegate these powers to selected staff officers under them with the express permission of the competent authority.
 - (iii) Advance of travelling allowance for journeys on duty (both temporary and permanent) may be sanctioned by the Head of the Office to civilian Government servants who are not permanent employees as under:
 - (a) Temporary gazetted Government servants without insisting on surety from a permanent Government servant provided.
 - (i) In case of a journey on temporary duty, the advance does not exceed one month's pay of the officer, and
 - (ii) In case of a journey on permanent duty, the advance is restricted to cover only conveyance charges on account of the Government servant concerned, his family and baggage to the new duty station.
 - (b) **Temporary non- gazetted and Group C (Multi Tasking Staff only) Government Servants:** The Controlling Officer may waive the condition of obtaining surety of a permanent Government servant in individual cases provided they have completed one year of service and the Controlling Officer is satisfied that they are not likely to be discharged within three months of the receipt of advance.

The stipulation as per clause (a) (i) and (ii) above will also apply in these cases.
- NOTE 1:** The above provisions do not preclude sanctioning of the advance of travelling allowance to temporary Government servant on the same basis as for a permanent Government servant in the following circumstances:
- (a) When the individual concerned produces a surety from an individual in permanent Government employ.
 - (b) At the discretion of the Controlling Officer, with the production of surety from an individual in permanent employ, when he is satisfied that there is no risk of loss to Government.
- NOTE 2:** When a temporary Government servant is served with the discharge notice in one appointment and offered an alternative

appointment at another station and he is entitled to travelling allowance for journey to the new station he may also draw an advance as per sub-clause (a) (ii) above provided he produces a surety from an individual in permanent Government employ.

- (c) In the case of Contract Officers and persons on probation against permanent posts, the advance may be granted without production of surety of a permanent Government servant. However, in the case of officers on contract, the sanctioning authority will make sure, before advance is sanctioned, that the advance can be recovered/ adjusted before the expiry of the contract of the officers concerned.
- (iv) 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, ten days before leaving for the course. Travelling Allowance for the return journey will be paid ten days before completion of the course.

No advance of daily allowance for the period of the course will, however, be drawn for Army Officers as the daily allowance admissible to such officers undergoing a course of instruction is drawn by the Commandant of the School from the Regional Controller in whose audit area the school is located, on a consolidated Contingent Bill covering all officer students and paid to them.
- (v) All advance including those of families drawn in the manner prescribed above shall be adjusted in the TA bill which shall be submitted to the PCDA immediately on the completion of the journey, complete in all respects, failing which the PCDA shall have the liberty to recover summarily the amount of the advance from the pay bill of the individual for the second month after that in which the journey is completed.
- (vi) 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 individual is found to be more than the amount of travelling allowance admissible, the unadjusted balance will be recovered from him in lump-sum from his pay bill/ individual running ledger account under preparation or by depositing the amount in a treasury.

- (vii) The grant of concurrent advance is not ordinarily permissible and should be avoided. Before making payment of an advance, it should be verified that no previous advance is outstanding against the person concerned.
- (viii) IN Service Personnel will draw the advance from the Base Supply Officer/ Commanding Officers, Ships and Shore establishments who will notify such payments to the Principal Controller of Defence Accounts (Navy) and obtain his acknowledgement. Civilians may, in emergent and exceptional circumstances, draw the advance required either under Rule 620 P&A Regulations, IN, or from cash assignment of Base Supply Officer/ Commanding Officers of Naval establishments where time does not permit of an advance being applied for and obtained from the Principal Controller of Defence Accounts (Navy) Mumbai, without pre-audit on submission of an application by the individual proceeding on outstation duty. Before sanctioning the advance from cash assignment, a double check will be exercised to see whether the amount of advance applied for is admissible once by the Officer Commanding of the Naval Establishment concerned and again by the holder of the cash assignment.

When proceeding on temporary duty, advances of travelling and daily allowance, to the extent admissible may be paid from Imprests by Base Supply Officer/ Commanding Officers of IN establishments to the civilian technical staff of the Naval Armaments Inspection Organisation.
- (ix) (a) An individual serving with I.A.F (Officer/ airman or civilian subordinate) requiring an

- advance of travelling allowance will submit an application to his unit commander before leaving on an out-station duty. The application should state the nature of duty, details of the journey to be performed and full particulars as to how the amount of advance applied for has been arrived at. The application will be accompanied by the Payee's receipt (stamped where necessary) in duplicate. The unit commander after satisfying himself that the amount of the advance applied for is within the sum actually due in respect of journey to be performed, will pass on the application to the Accountant Officer or Imprest Holder, as the case may be, who will after checking the admissibility of the advance pay it out of the Public Fund (Imprest) Account. The advance will be noted as demand against the individual concerned in the travelling allowance register by means of which the Accountant Officer or Imprest Holder will watch the recovery and adjustment of the advance.
- (b) In the case of advance made to personnel who are not expected to return to their units (e.g. proceeding on posting), the officer making the advance will notify, the OC of the unit to which the individual has proceeded, of the amount of the advance, the date on which it was paid, and the journey in respect of which the advance was made and will request that the amount of advance should be deducted from the travelling allowance claim. Paying Officers will ensure that an acknowledgement of the notification is received. At the new unit, the claim will be finally settled, less the amount of the advance made, and a reference will be given on the claim to the unit where the advance was made, and the date of payment.
- (i) **D. Grant of LTC Advance from Imprest Account to Army Postal Service Personnel:**

The procedure for drawal of LTC advance from Field Post Office by Army Postal Service Personnel is enumerated in the succeeding paras:

- (a) The advance will be drawn from the Field Post Office (FPO) on production of requisition from (IAFA- 194) duly

sanctioned by the Officer Commanding Unit. The Field Postmaster (FPM) will obtain a simple receipt in quadruplicate, which will contain the number, rank and name of the payee, the date and the amount paid and the designation of the FPO.

- (b) The Field Postmaster will charge the advance under 'unclassified payments' in his FPO account.
- (c) After the payment is effected the FPM will, on the same day forward one copy of the simple receipt to Railway Station Principal Controller of Accounts (Fys) P-8, Barbourne Road, Kolkata, as an advance intimation to enable the Principal Controller of Accounts (Fys) to post in demand register and watch receipt and adjustment claim.
- (d) Three copies of the simple receipt together with the paid requisition will be sent to the Central Base Post Office concerned duly entered in the FPO daily account in support of the payment.
- (e) At the end of the month, the Central Base Post Office will forward the paid requisition and a copy of the simple receipt to Principal Controller of Accounts (Fys), Kolkata together with a Top Sheet so as to reach them by 10th of the following month, the Top Sheet will contain information on the following:
 - (i) Number and date of paid requisition.
 - (ii) Designation of the FPO which paid the advance.
 - (iii) Number, rank and name of the payee.
 - (iv) Amount of advance.
- (f) Simultaneously three copies of the top sheet and original copy of the simple receipt will be forwarded to APS Accounts Section Office of the Director Of Accounts (Postal) Nagpur, APS Accounts section will acknowledge on one copy of the top sheet and return to CBPO concerned.
- (g) APS Accounts Section after audit and compilation of the amount to the head of the account concerned, will forward

second copy of the sheet to Principal Controller of Accounts (Fys) Kolkata, so as to enable the latter to verify the same with paid vouchers received from CBPOs.

- (h) FPO concerned will maintain a register of LTC advance sanctioned consisting of the following:
 - (i) Number, rank and name of applicant.
 - (ii) Number and date of requisition (IAFA-194).
 - (iii) Amount of advance.
 - (iv) Name of destination.
 - (v) Year for which advance is sanctioned.
 - (vi) Date of submission of final adjustment of claim.

17-A. Charging of penal interest on advance of Travelling Allowance Service Personnel and Civilians paid from Defence Service Estimates

1. In case of advances regulated by rules 17, 18, 21, 177, 180, 184 and 190 of Travel Regulations, Sanction to be issued by the Controlling Officer/ Certificate to be rendered at the time of drawing of advance should stipulate that no interest shall be chargeable, if the conditions attached to sanction including those relating to the recovery of amount are complied with fully to the satisfaction of the controlling officer.

2. The claim for moves of transfer, tour and LTC when TA advance is drawn for the journey are to be preferred within the following time limits:

- (a) **Transfer:** One year from the date of completion of journey.
- (b) **Tour:** Within 15 days of issue of DO Order Part II/ Gen Form/ PORs of Army/ Navy/ Air Force personnel promulgating regularisation of the move.
- (c) **LTC:** Within one month of the completion of journey.

3. However, in cases of contravening the terms of sanction/Certificate rendered, interest will be charged at 2% above the prescribed rate of interest in the following cases:

- (a) In cases where the advance is not utilised fully but the adjustment bill is submitted in

time, interest may be charged at the rate prescribed for advance for purchase of conveyance (other than the motor car) plus 2 % on the unutilised portion of the advance from the date of drawal of advance to the date of refund of advance.

- (b) In cases where the adjustment bill is not submitted within the prescribed time, the entire amount of advance will be recovered in one lump sum immediately on expiry of such time limit. In such cases, interest will be charged at the rate of interest prescribed in (a) above on the entire amount of advance from the date of drawal of advance to date of recovery of amount. The claim for reimbursement would, however, not be forfeited merely on account of recovery of advance. Controlling Officer may, however, waive such recoveries or charging interest in cases where non-submission of adjustment bill is attributed to genuine difficulties and/ or if the reason for not utilising the advance drawn is due to service exigencies.

(4) The amount of penalty recovered will be credited as receipt of major head corresponding to the expenditure head to which the advance was debited.

18. Advance of TA/DA to Families of Service Officers who dies while in service

An advance to meet travelling expenses of a family of an officer who dies whilst in service admissible under Rule 216 may be sanctioned subject to the terms and conditions enumerated in Rule 21, except that instead of the advance being drawn by the Head of the Office it may be drawn by the Commanding Officer of the unit, formation or establishment.

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20. Grant of TA/DA Advance to JCOs and their equivalents on conferment of Honorary Commission – Drawal of Advance

JCOs and their equivalents on grant of honorary commission are entitled to TA/DA on duty as admissible to regular commissioned officers. Since the pay accounts of such JCOs are maintained by Pay Accounts Officers even after the grant of

honorary commission they will be entitled to draw advance of TA/DA, if necessary, out of unit Imprest Account authorisation for which will be obtained in advance from the Pay Accounts Officer concerned.

In an emergency and in exceptional circumstances when time does not permit obtaining sanction from Pay Accounts Officer payment may be made out of Field Imprest Account on simple receipt (duly stamped, where necessary) showing full particulars of the advance paid. Intimation of the payment from the Field Imprest should be sent immediately to the PAO, maintaining IRLA of the individual and the receipt obtained thereof will be sent to the PAO concerned, along with the monthly summary of the Imprest Account.

21. Advance of TA/DA to the family of a Civilian who dies in service

- (a) The advance may be sanctioned by the authority who would have been competent to countersign the Travelling Allowance claim if the Government servant were alive.
- (b) The amount of the advance may be limited to 3/4th of the probable amount of travelling expenses that may be admissible under the Rule mentioned above.
- (c) The advance will be payable to only one member of the family of the deceased Government servant on behalf of all. It should be the widow/ widower or any other member of the family (within the definition of the term "family") who is a major and of sound mind. The decision of the sanctioning authority as to whom the advance may be given shall be final. After the advance is sanctioned by the competent authority, it may be drawn by the head of the office and paid to the member of the family authorised in this behalf.
- (d) Only one advance will be admissible irrespective of the fact that the members of the deceased Government servant's family travel in separate batches from the same or different station.

- (e) An account of the advance drawn should be rendered within one month of the completion of the journey if the family travels in one batch. In case the family travels in more than one batch the account may be rendered within one month after completion of the journey by the last batch. In any case the journey must be completed before the stipulated period of six months and an account of the advance rendered within one month of the expiry of the stipulated period at the latest. The advance should, however, be refunded forthwith if the journey is not completed/proposed within the stipulated period.
- (f) The surety of a permanent Central Government servant of status comparable to a higher than that of a deceased Government servant should be obtained in the prescribed form as shown in Appendix V before the advance is sanctioned. The person receiving the advance should also give an undertaking in that prescribed form in writing to the effect that he/she would abide by the provisions contained in clause (e) above in order to enable the sanctioning authority to effect recovery of over-payments resulting from non-performance of the journey within the stipulated period or non-submission of the adjustment bill within the prescribed period.
- (g) The advance will be interest free and will be treated as an "advance recoverable".

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23. Completion of Travelling Allowance Claims

- (i) The travelling allowance claims shall give full particulars required in the case of:
 - (a) A family moving permanently to another station, and
 - (b) an individual claiming the cost of transporting personal effects as defined in the note to Rule 67(d) and Rule 70 (d) and also authorised conveyances.

Every claim under (b) above, made in a travelling allowance bill for moves on permanent duty, will normally be supported

by receipts and vouchers for the expenditure incurred. In exceptional or extraordinary circumstances, however, controlling officers may, at their discretion, waive this requirement if they are otherwise convinced of the genuineness of the claims.

- (ii) The provision shall also be applicable in case of LTC journeys undertaken by service personnel or their families under Rule 177A, 177B, 180 and 184 of TR and the Controlling Officers may at their discretion waive the requirement for production of cash receipt by rail/road/air/steamer, wherever they are satisfied in regards to the genuineness of the claim and the bonafide of the journey having been performed. Controlling Officers will ensure that PNR Number/Ticket Numbers of the journeys tickets are invariably mentioned in the waiver certificate. These powers shall be exercised by the controlling officers purely on merits in really deserving cases and not as a general measure.
- (iii) When required by rule, the orders of the competent authority will be obtained and furnished in support of the claim.

24. 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.

25. Provision of conveyance by requisition

All free passages admissible by sea will be arranged for by Government by requisition. For exception, see Rules 70(a)(i)(4) and 130(a).

26. Sea journey within Indian limits

An individual entitled to conveyance by sea within Indian limits, may either obtain passage by requisition through the embarkation authorities, or draw passage allowance in lieu of passage at rates payable by Govt. for the accommodation to which he is entitled. An individual entitled to return conveyance will be granted the cost of the return ticket. If an individual travels in a lower class of accommodation than to which he is entitled, he shall be restricted to the passage allowance for the class of accommodation actually used.

Conveyance by railway includes the crossing of a river or arm of the sea when such crossing occurs in

the course of journey and the charge for it, is included in the railway fare.

27. Scale of accommodation for journeys by Railway on Warrant or Requisition

- (i) An individual travelling on warrant or requisition at the public expense is entitled to the same accommodation in the appropriate class as a member of the ordinary travelling public unless a different scale is authorised by regulations.
- (ii) The scale of accommodation to be provided to service personnel travelling on warrant by rail is contained in Military Tariff.
- (iii) Should it be found necessary in special circumstances to deviate from the authorised scale, this may be done on the authority of the officer ordering the move.
- (iv) Women and children proceeding, accompanying or following troops, sent by ordinary train on warrant, will be entitled to accommodation as laid down in the schedule contained in Military Tariff.

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29. Conveyance by Road - Entitlement of

Conveyance by Road for individuals entitled thereto may be provided in the form of travelling allowance under the rules contained in Chapter II or III or by warrant on IAFT 1712 in accordance with Rule 102.

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32. Port of Embarkation for Passenger

An individual for whom sea passage is provided should ordinarily be required to embark at the nearest port to his station from which such passage can be provided, but permission to embark at another port may be granted provided that the individual concerned pays the extra cost of conveyance thereto.

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35. Conveyance by a mode and/or class other than authorise under the Rules

Unless otherwise expressly provided for in these rules reimbursement of the cost of conveyance to a person who adopts a mode and/or a class of

conveyance other than to which he is entitled will be limited to the actual fares paid by him or the cost that Government would have incurred had the person availed of the authorised mode and class of conveyance.

36. Payment of Port Taxes

The port taxes which are payable in the case of passengers whose passages are paid for by the Government will be borne by the Government provided these payments are of an obligatory nature. The alien Head Tax claimed by shipping agents will also be dealt with in the same manner as other port taxes.

37. Through Booking on Warrant or Requisition

- (i) Normally, individuals travelling on warrant or requisition will be provided with warrants or requisitions for the entire journey as well as for the return journey when necessary before they leave their original stations. When, however, the first portion of a journey is performed by railway and the second portion by road, warrants for the railway portion of the journey only will be issued, the military authorities or representatives at the detraining station being instructed to provide conveyance for the onward journey but should there be no military representative at the detraining station, warrants for the whole journey must be issued by the officer authorising the move, the necessary information regarding the means of road conveyance available being obtaining from the local military authorities.
- (ii) Individuals proceeding to a concentration station by an ordinary train to join a troops train, will be booked as far as the concentration station only, a separate warrant being issued for the onward journey. Similarly separate warrant will be issued to individuals travelling by troops train for their onward journeys from the station at which they leave a troop train to their destination, one warrant being issued for the troops train.
- (iii) The following is the arrangement for booking military passengers over the Darjeeling-Himalayan Railway.
 - (a) For parties of 16 and under- By ordinary trains, a through warrant from start to destination will be issued.

- (b) For parties of over 16 in number-By ordinary trains and for all parties by special train warrants will be issued up to the junction, viz. Siliguri and Kishanganj. Separate warrants will be issued for the portion of the journey over the Darjeeling- Himalayan Railway. Such parties will on no account be booked on through warrants.

38. Calculation of Mileage Allowance for different classes of journeys

Mileage Allowance is differently calculated according to whether the journey is between places connected by rail or by road only.

39. Routes

- (a) All individuals 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.

NOTE: Warrant for Gorkha soldiers/ sailors/ airmen proceeding on leave at Government expense may be issued via either Kunraghat or Gorakhpur whichever is nearer to the zilla in Nepal to which the individual is proceeding. The actual route by which the individual is allowed to travel will clearly be indicated on the warrant.

- (b)(i) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short.

NOTE: Journey such as road inspections and others of a like nature which must necessarily be performed by road between places connected by railway are covered by this clause.

- (ii) The shortest route is that by which the traveller 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.
- (iii) If an individual travels by a route which is

not the shortest but is cheaper than the shortest, his mileage allowance will be calculated on the route actually used.

NOTE 1: In respect of journeys between Assam and the rest of India and within Assam and West Bengal, All India Route will be treated as the shortest route provided:—

- (i) The journey is actually performed by that route, and
- (ii) The route adopted is the shortest of the available All India Routes.

NOTE 2: Individuals who actually use the route(via) Chennai while travelling by rail on duty (temporary or permanent) between Bangalore (or any place near about) and place in the North for which the route (via) Guntakal-Secunderabad is shorter but less convenient, may be allowed travelling allowance by the route actually used. This concession can also be availed of in respect of the families, personal effects and conveyances of the individuals travelling on permanent duty in cases in which the above route is actually used for their transport.

NOTE 3: Coimbatore will be the nearest entraining/detraining railway station instead of Mettapalaiyam for movement of personnel at Defence Services Staff College, Wellington subject to the condition that only State Roadways/ Corporation transport will be used for this purpose and service vehicles will not be utilized. The expenditure incurred in this regard will be claimed by Defence Services Personnel at the cost of railway warrants or the cost of tickets of State Roadways/Corporation transports, whichever is less.

NOTE 4: Individuals proceedings on duty (temporary or permanent) from a station between Guntakal and Mumbai to a station beyond Jalarpet or vice versa may be allowed to travel via Arkonam and claim travelling allowance by that route.

NOTE 5: Individuals proceedings on duty (temporary or permanent) from a station between Delhi and Gomoh to a station between Kharagpur and Bhubaneshwar and vice versa may be allowed to travel via Howrah and claim travelling allowance by that rail route when actually used.

NOTE 6: Individuals proceedings on duty (temporary or permanent) from Delhi to Vishakhapatnam and vice versa may be allowed to travel via Nagpur and Vijaywada and claim travelling allowance by that route when actually used.

NOTE 7: The route via Delhi Gate, Daryaganj and Kashmere Gate may be treated as the shortest route for journey between New Delhi and Old Delhi.

NOTE 8: Individuals who actually use the route via Barauni-Allahabad while travelling at Government expense by rail between Guwahati and Delhi and other nearby stations and places beyond for which the route via Barauni-Lucknow is shorter but less convenient may be allowed travelling allowance/ issue of warrants by the route actually used.

NOTE 9: For the purpose of travel on tour or transfer between Delhi/ New Delhi and Mangalore, the rail route via Chennai is the shortest route under the rule. Accordingly, Government servants proceeding on tour or transfer from stations between Delhi/ New Delhi and Mangalore may be allowed to travel via Chennai and claim travelling allowance by that route.

NOTE 10: For the purpose of travel on tour or transfer between Kolkata and Cuddapah, the rail route via Chennai may be recognised as the shortest route. Accordingly Government servants proceeding on tour or transfer from stations between Kolkata and Cuddapah and vice versa may be allowed to travel via Chennai and claim travelling allowance by that route when actually used.

NOTE 11: On journey on permanent transfer between Delhi and Mermagoa (Goa), personnel effects and private vehicle may be conveyed by the longer route via Ajmer, Khandwa and Secunderabad entirely at Govt. expense. The Government servant shall travel by the shortest route via Pune on journey on temporary and permanent duty. His family, when entitled to free conveyance shall also travel by the shortest route.

NOTE 12: For journeys on transfer/leave travel concession, individuals may travel by the longer routes mentioned below and they may be allowed TA/ reimbursement by these routes:

- (a) The route via Chennai for travel between Hyderabad and Tiruchirapalli/ Thiruvananthapuram/ Tuticorin/ Rameshwaram.
- (b) The route via Barauni for travel between Shillong and Kolkata.

NOTE 13: The route followed by Tinsukiya Mail will be recognised route from New Delhi to New Bongai Gaon/Silchar (Assam) in addition to the present route followed by the other trains. The Farakka Barage charge levied by the railway for travel by Tinsukiya Mail may also be reimbursed when actually incurred in the same way as passenger fare tax.

NOTE 14: For journeys on temporary/ duty/ Transfer/ leave travel concession between Abu Road and Howrah, rail route via Delhi may be treated as the shortest route.

NOTE 15: For journeys on temporary duty/ transfer/ leave travel concession between Delhi and Lonavala and vice versa, rail route via Pune may be treated as shortest route, in addition to the normal recognised route via Mumbai-Ratlam.

NOTE 16: For journeys on temporary duty/ transfer/ leave travel concession between Jamnagar and Delhi and beyond and vice versa rail route via Ahmedabad may be treated as shortest route in addition to the normal recognised route via Mehsana.

NOTE 17: Balugaon will be treated as nearest railway station for movement of service and civilian personnel serving at Chilka.

NOTE 18: Defence Service Personnel and Civilians paid from Defence Service Estimates on transfer from Delhi to Rajkot vice versa may be permitted to transport their conveyance and personal effects by the longer route via Vadodara, Ahmedabad etc. The claims of the individual on tour and the individual and his family members on transfer may however continue to be regulated by the shorter route via Mehsana.

NOTE 19: For the purpose of movement of troops located at Yol and Dharamshala, Pathankot will be nearest railway station, Nagrota will be the nearest railway station for receipt/despatch of stores. Troops will perform journey while proceeding and returning from duty/leave between NRS viz. Pathankot and Yol/Dharamshala by public transport on road warrant.

NOTE 20: Chennai Central will be the entraining/detraining Railway station for movement of service personnel and Civilians stationed at Avadi on temporary/ permanent duty and Leave Travel Concession.

NOTE 21: Shahjahanpur will be the nearest Railway Station for entraining/detraining to service personnel stationed at Fatehgarh and belonging to areas beyond Ambala. Normal Mileage Allowance or actual bus fare, as the case may be, will be admissible for journeys between Fatehgarh and Shahjahanpur and vice versa.

40. Grant of Mileage Allowance-routes other than the shortest

- (A) 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.

NOTE 1: 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.

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.

However, an individual who actually travels by a longer route on which reservation of the entitled class of rail accommodation is available, may be permitted by the competent authority to claim travelling allowance by the route actually used provided the adoption of the longer route actually results in saving of public time as compared to the delayed availability or non-availability of such reservation on the shortest route and also safeguard the interest of the Government.

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 is 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.

NOTE 3: The absence in a train of the class of accommodation to which an individual is entitled under rule 57 may be taken as a special reason for allowing mileage allowance by road and consequently the competent authority may on such occasions grant to an individual travelling by road (otherwise than by taking a single seat in a taxi etc), road mileage limited to the amount which would have been admissible had the journey been performed by rail by the class of accommodation to which he is ordinarily entitled. When the fare of the requisite class for the journey

in question is not specifically published, it should be calculated according to the appropriate data in the Railway Time and Fare Tables.

NOTE 4: Recruiting officers are the competent authorities in respect of road journeys performed by themselves, their assistants, extra assistant recruiting officers and recruiting medical officers.

NOTE 5: Scientific Adviser to the Minister of Defence is authorised to perform journeys on duty by rail or road at his discretion.

NOTE 6: (i) (a) CSO(P & A), Andaman and Nicobar Command may accord sanction to Defence personnel posted in Andaman and Nicobar group of Islands to move by longer route while proceeding or returning from annual leave or duty.

(b) Commandants, Embarkation Headquarters, Kolkata and Chennai may accord sanction to Defence personnel to move by a longer route while returning from annual leave or duty to the Andaman and Nicobar group of Islands.

(ii) CSO (P & A), Andaman and Nicobar Command, while exercising the above power will consider that granting of this permission is necessary to obviate delays in journey and enforced halts to the maximum extent possible at the ports.

(B) Competent authorities Area/Sub Area/ Brigade/Div Commanders may draw mileage by road for distance travelled by private or hired motor car (otherwise by taking a single seat) on temporary duty within the area administered by them between places where the shortest route lies by rail.

41. Point of Commencement and End of Journey

- (i) A journey on transfer is held to begin or end at the actual residence of the individual concerned. Any other journey (excluding a journey of the type referred to in the note below) is held to begin or end in any station at the duty point in that station.

Explanation: For the purpose of this rule 'duty point' at the headquarters means the place or office where an individual remains on duty, i.e. the place/office of employment at the headquarters. As for outstations, the 'duty point' shall be taken to be the place/office visited by the individual on duty. Where there are two or more such points at an outstation, the following shall be taken as the 'duty point'.

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

NOTE: (i) Where journey commences/ ends at a station which is neither the individual's headquarters nor his place of duty, it may be treated to have commenced/ended at his residence.

(ii) Individuals serving in or proceeding to offices located in New Delhi on temporary duty will have their road mileage regulated in the manner detailed below:

- (a) For individuals performing journeys by trains starting from or terminating at Delhi junction and not passing through New Delhi, road mileage will be admissible between duty point and New Delhi railway station.
- (b) For individuals performing journeys by trains which pass through New Delhi, road mileage will be admissible between duty point and New Delhi railway station.

The principle in sub-clause (a) and (b) above will also apply in the case of moves on permanent duty except that the distance will be determined from and to the residence of the individual.

42. Ferry Charges, Tolls and Railway Fares

- (i) An individual travelling on duty within 8 kilometres of his permanent station is entitled to receive the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by railway.

- (ii) an individual travelling on duty on warrant by road on which a municipal or other toll is levied is entitled to recover the actual amount which he may spend in payment of such toll.

The toll tax charged by the municipalities at Nainital, Mussoorie and Almora, Cantonment Boards of Lansdowne and Ranikhet, and notified Area Committee of Pauri limited to the amount actually paid in each case will be allowed in addition to the travelling allowance ordinarily admissible under the rules to civilians proceeding on duty to these stations.

- (iii) Toll, Ferry Taxes etc. paid by Naval personnel travelling on temporary duty may be reimbursed to them in addition to TA/ DA on temporary duty scale admissible under the normal rules.

43. Incidence of Expenses in Connection with the Reservation of Accommodation in Railways/ Aircraft

- (a) All expenditure, including the cost of telegrams sent through the P&T channels, incurred in connection with the reservation of accommodation in aircraft for officers and others eligible for cash T.A. when travelling on duty will be borne by the individuals concerned. The officer arranging the accommodation by air and incurring the expenditure on the above account will inform the CDA concerned, as and when such charges are incurred to effect recovery of the charges from the individual concerned.
- (b) Reservation charges levied by Railway in respect of all classes of rail accommodation will be reimbursed to the individual treating the same as part of the fare. The telegram expenses charged by the Railways in connection with the reservation of accommodation in trains for onward and/or return journeys by Government servants travelling on duty shall also be reimbursed to them.
- (c) Civilians paid from Defence Services Estimates/service personnel who either go themselves or are deputed for collecting air/rail/bus/ship tickets, passports, visas etc. from railway stations booking offices, passport offices, embassies etc. will be

entitled to conveyance charges in connections with official journeys within India as well as abroad. The facility will be allowed only by public transport and will also be subject to control by the Controlling Officer.

44. Refund of Cancellation Charges on Unused Rail/Air Tickets

- (a) In a case in which an official journey by trains is cancelled in public interest, cancellation and reservation charges shall be reimbursed to the individual directly by the department/ office concerned.

In similar circumstances, these charges in respect of members of family of a Government servant shall also be reimbursed.

NOTE: The claim for refund of cancellation charges on unused Railway tickets (including air conditioned class tickets) should be preferred on the Railways by the individual concerned duly supported by a certificate from the Controlling Officer that the journey had to be cancelled solely, due to official reasons. The individual who is his own controlling officer for travelling allowance purposes may furnish a certificate in his official capacity. The claim for the refund preferred on the Railways should, however be restricted to what it would be had the officer booked and cancelled his journey by the shortest route save in exceptional cases where the route actually adopted by the Government servant is certified by the Controlling Officer or by the government servant himself if he is his own Controlling Officer for travelling allowance purposes to be in the interest of public service.

- (b) On cancellation of air passages, the individual concerned may be reimbursed by Government the deductions made by air transport companies on tickets purchased by him in connection with the journey on temporary duty provided the cancellation of the journey is due to official reasons or circumstances which are unavoidable and beyond his control. This reimbursement may, however, be limited to such of the individuals as are eligible for journey by air and as have been authorised by the competent authority to

travel by air, but the amount may be limited to the net deduction made by the air transport company concerned. No refund of the 'agency charges' should be made as an individual who books his journey through a "travel agent" does so for his own convenience. All such claims of officers covered under Rule 62(a) will be submitted to the next superior authority for sanction. In the case of the Chief of the Army, Navy, Air Staff himself, he will record a certificate to the effect that the cancellation of the official journey was due to unavoidable circumstances. Where the amount of cancellation charges does not exceed 25 percent of the cost of air ticket, the PSO/ Dy PSO of Services HQs may also themselves claims refund by appending a certificate that the cancellation of official journey was due to unavoidable circumstances.

- (c) Refund of the cancellation charges under the conditions specified in clause (b) above will be permissible on unused air tickets for journeys by air on transfer provided the individual is entitled to perform the journey by air at his own discretion or he was specially authorised by the competent authority to order travel by air at Government expense. Such refunds will be allowed in respect of unused air tickets purchased by the individual for himself and for those members of his family who are entitled or specially authorised by the competent authority to perform the journey on transfer with him by air at Government expense.
- (d) In cases where a Government Servant has booked his seat by bus for an official journey in advance but has to cancel the same later, the competent authorities as mentioned in Rule 2 of these regulations and the Controlling Officer may allow reimbursement of cancellation charges, on the scales as levied by the respective State Transport Corporations on unused bus tickets in cases of cancellation of official journeys in exigencies of public service.

45. Fractions of a kilometre in road journeys

In calculating mileage allowance for journeys by road fractions of a kilometre should be omitted from

the total of a bill for any journey but not from the various items which make up the bill.

NOTE: The term 'journey' as used above means the travelling done between the date of an individual's leaving headquarters and date of his return thereto, i.e. where a journey comprises visits to more than one station it should be viewed as continuous and shall not be split up into parts for the purpose of the treatment of fractions of a kilometre.

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47. Travelling Allowance admissible when warrants cannot be issued

- (i) If in any case in which conveyance by warrants could not be provided for a period for road journey and a warrant cannot be issued, actual expenses by the appropriate means of conveyance for self, baggage and an allowance equal to the rate of daily allowance for ordinary places limited to the travelling allowance under the ordinary rules may be paid. In the case of those who are normally required to travel on warrant, the actual expenses will be reimbursed limited to the road mileage under Rule 61.
- (ii) On an occasion when a road journey is to be performed on warrant if a person travel in his own conveyance, the competent authority may, at his discretion, allow the value of warrant in lieu provided that Government transport is not available and that no extra expense to the State is involved and provided also that the terms of any agreements which may have been entered into by the military authorities for the conveyance of personnel who travel under military rules are not violated.
- (iii) When a warrant is not used by a person who may be required to travel on duty on warrant by rail, a reimbursement of the value of the warrant may be allowed by

the Controlling Officer provided that the person incurred expenditure on the method of travel adopted and that no extra expense is caused to the State thereby.

- (iv) When reservists and NCOs/men of Territorial Army on being called up for training or service do not use IAFY-1954 for their journeys a refund of value thereof may be allowed by the Controlling Officer provided that the individual incurred expenditure on the method of travel and that no extra expenditure to the state is involved thereby.

48. Provision of Conveyance on Passage Order

- (a) Conveyance is to be provided by Passage Order attached to IAFY-1954/NF-3/NF-4(c) in the case of reservist called for training or service.
- (b) Reservists, whose homes are situated in the mainland but who are serving in Andaman and Nicobar Islands are also entitled to sea passage when called up for training from that area.
- (c) Reservists whose homes are in the Konkan Coast when called up in a similar manner will be provided with passages from the ports of the Konkan Coast to Mumbai by the steamship company concerned on production of the Passage Order attached to IAFY-1954/NF-3/N.F.4(c). The form must be completed before despatch to the reservists.

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CHAPTER TWO

PERMANENT DUTY MOVES

56. Definition of Permanent Duty

Except where otherwise specifically stated any move on duty which as per the expectation of the ordering authority the individual shall do duty in the station to which his transfer is ordered for period exceeding 180 days, will be classified as permanent.

Provided that transfer classified as temporary shall be reclassified as 'permanent' if and when the period of duty at the said station exceeds 180 days: and

Provided further that the classification of a transfer as 'permanent' shall not be revised after the move of the individual has commenced from the station where he was officially located when he received the order transferring him.

Not-withstanding anything contained in this rule, no move of an individual shall be classified as permanent if it is undertaken in pursuance of tour of inspection.

NOTE: Move for an authorised course of instruction at an outstation will be classified as 'permanent' when the duration of the course is expected to exceed 180 days.

When 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.

57. Classes of Accommodation for Travel by Rail

(a) For the purpose of calculating Mileage Allowance and for journey on warrant, travel entitlement for classes of accommodation by rail would be as under:

(i) Service Personnel:

Grade pay	Entitlements
Officers drawing Grade Pay of ₹ 10,000/- and above and those in pay scale of HAG+ and above	AC First Class.
Officers drawing Grade Pay of ₹ 7,600 to ₹ 9,000	AC First Class.
Officers drawing Grade Pay of ₹ 5,400 to ₹ 6,600	AC II Tier Class.
Officers drawing Grade Pay of ₹ 4,200, to ₹ 4,800	AC II Tier Class.
Officers drawing Grade Pay below ₹ 4,200	First Class/AC III Tier/AC Chair Car.

(ii) Entitlement to travel by Shatabdi/Jan Shatabdi Express Trains:

The entitlement for journey by Shatabdi/Jan Shatabdi Express Trains will be as follows:—

Grade pay	Entitlements
Lt Col and above and their equivalents and Civilians drawing Grade Pay of ₹ 7,600/- and above.	Executive Class
Other Officers including other MNS Officers, Midshipmen and Honorary Commissioned Officers, JCOs, NCOs, OR and NCs (E) and their equivalents and all other civilians drawing Grade Pay below ₹ 7,600/-.	AC Chair Car.

- (b) An individual travelling by Superfast Express train will be entitled to reimbursement of special supplementary charge in addition to rail fare (exclusive of reservation fee) in respect of all journeys performed by such trains. Reservation charge will, however, be paid under clause (c) below.
 - (c) Personnel will be entitled to reimbursement of reservation charges for a seat (for day journey) and sleeper berth (for night journey) in addition to the fares.
 - (d) All service personnel and civilian paid from Defence Services Estimates who are entitled to travel on tour/transfer by First Class/AC Chair Car may at their discretion, travel on tour/transfer by AC II Tier, where any of the direct trains connecting the two stations by the shortest route has no provision for First Class or AC Chair Car.
 - (e) All service personnel and civilians paid out of Defence Service Estimates who are entitled to travel by air conditioned accommodation/first class on Rail on temporary/ permanent duty may at their discretion travel by Rail motor between Kalka and Shimla on temporary/permanent duty.
- NOTE:** Families of service personnel may be permitted to travel on special troops trains provided no extra expenses are caused to the State. The scale of accommodation to be provided to the families will be as laid down in Military Tariff.
- (f) 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.
 - (g) 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.
 - (h) 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.

58. Entitlement for Journey by Sea or by River Steamer

(a)

Grade Pay	Entitlements
(1)	(2)
Service Chiefs/ Vice Chiefs/Army Commanders & equivalents/ DGAFMS and Officers drawing Grade Pay of ₹ 5,400/- and above.	Highest Class
Officers drawing Grade Pay of ₹ 4,200/- to ₹ 4,800/-	If there be two classes only on the steamer, the lower class.
Officers drawing Grade Pay of ₹ 2,400/- and ₹ 2,800/-.	If there be two classes only on the steamer, the lower class. If there be three classes, the middle or the second class. If there be four classes, the third class
Officers drawing Grade Pay less than ₹ 2,400/-	The lowest class.

NOTE : Officers drawing Grade Pay of ₹ 3,400/- are presently entitled "if there be two classes only on the steamer, the lower class" and will continue to be entitled for the same.

(b) Accommodation entitlements for travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Limited would be as under:—

Grade Pay	Entitlements
Service Chiefs/Vice Chiefs/ Army Commanders & equivalents/DGAFMS and Officers drawing Grade Pay of ₹ 5,400/- and above.	Deluxe Class
Officers drawing Grade Pay of ₹ 4,200/- to ₹ 4,800/-	First/'A' Cabin Class.
Officers drawing Grade Pay of ₹ 2,400/- and ₹ 2,800/-.	Second/'B' Cabin Class
Officers drawing Grade Pay less than ₹ 2,400/-	Bunk Class.

NOTE: Officers drawing Grade Pay of ₹ 3,400/- are presently entitled "First/ 'A' Cabin Class" and will continue to be entitled for the same.

59. Admissibility of Daily Allowance

No DA is permissible on permanent duty moves.

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61. Rates of Road Mileage for Journey by Road

(a) The Grade Pay ranges for travel by Public Bus/AC Taxi/ Taxi/ Auto Rickshaw/Scooter/ Motor Cycle/Moped, Own Car is indicated below:

Grade Pay	Entitlement
(i) Service Chiefs/Vice Chiefs/Army Commanders & equivalents/ DGAFMS and Officers drawing Grade Pay of ₹ 10,000/- and above.	Actual fare by any type of public bus including AC bus OR

Grade Pay	Entitlement
	At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi
	OR
	At prescribed rates of auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped etc
(ii) Officers drawing Grade Pay of ₹ 5,400/- to ₹ 9000/-	Same as at (i) above with the exception that journey by AC Taxi will not be permissible
(iii) Officers drawing Grade Pay of ₹ 4,200/- to ₹ 4,800/-	Same as at (ii) above
(iv) Officers drawing Grade Pay of ₹ 2,400/- and above but less than ₹ 4,200/-	Actual fare by any type of public bus other than AC bus
	OR
	At prescribed rates for auto rickshaw for journeys by auto rickshaw/own scooter/motor cycle/moped etc
(v) Officers drawing Grade Pay below ₹ 2,400/-	Actual fare by ordinary public bus only
	OR
	At prescribed rates for auto rickshaw /own scooter/motor cycle/moped etc

NOTE: Officers drawing Grade Pay of ₹ 3,400/- are presently entitled as in (iii) above and will continue to be entitled for the same.

(b) Mileage Allowance for road journeys shall be regulated at the following rates in places

where no specific rates have been prescribed either by the Director of Transport of the concerned State or the neighbouring States:

(i) For journeys performed in own Car/Taxi	₹ 16 per Km
(ii) For journeys performed by Auto-Rickshaw/own Scooter etc	₹ 8 per Km

(c) The rate of Mileage Allowance for journeys on bicycle, on tour and transfer will be as prescribed by the Govt. from time to time (Present rate is ₹ 1.20/- per Kilometre).

NOTE 1: The TA/DA rates mentioned above shall automatically increase by 25% whenever Dearness Allowance payable goes up by 50%.

NOTE 2: When Personnel Below Officer Rank and equivalents is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the Mileage Allowance admissible to him, he may draw the actual cost of

conveyance in lieu of such Mileage Allowance. The bill for actual cost must be supported by a certificate signed by the superior authority and countersigned by the Controlling Officer stating the use of special means of conveyance was absolutely necessary specifying the circumstances which rendered it necessary.

61-A. Carriage of Personal Effects on Transfer

The allowance for carriage of personal effects on transfer in respect of service Personnel and civilians is admissible at the following uniform rates:

Grade Pay (1)	By Train/Steamer (2)	Rate per Km for transport by road (' Per Km).	
		X & Y class cities*	Z class cities*
(i) Service Chiefs/ Vice Chiefs/ Army Commanders and equivalents/ DGAFMS and Officers drawing Grade Pay of ₹ 7,600/- and above	6000Kg by Goods Train/ 4 Wheeler Wagon/ 1 Double container	30.00 (₹ 0.005 per Kg per Km).	18.00 (₹ 0.003 per kg per Km).
(ii) Officers drawing Grade Pay of ₹ 4,200/- to ₹ 6,600/-	6000 Kg by Goods Train/ 4 Wheeler wagon/ 1 single container	30.00 (₹ 0.005 per Kg per Km).	18.00 (₹ 0.003 per kg per Km).
(iii) Officers drawing Grade Pay of ₹ 2,800/-	3000Kg by Goods Train/ by Wheels Wagon	15.00 (₹ 0.005/- per Kg per Km).	9.00(₹ 0.0031 per kg per Km).
(iv) Officers drawing Grade Pay below ₹ 2,800/-.	1500 Kg by Goods Train/ by Wheels Wagon	7.50 (₹ 0.005/- per Kg per Km).	4.60 (₹ 0.0031 per kg per Km).

* As per classification of cities for the purpose of admissibility of House Rent Allowance.

NOTE 1: Officers drawing Grade Pay of ₹ 3,400/- are presently entitled as in (ii) above and will continue to be entitled for the same.

NOTE 2: The rates for transporting the entitled weight by steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

NOTE 3: The rates of transportation of personal effects as mentioned above shall automatically increase by 25% whenever Dearness Allowance payable goes up by 50%.

NOTE 4: Higher rates of road mileage prescribed for X & Y class of cities would be admissible for transfers from X/ Y class cities to Z class cities and vice versa. In all other cases of transfers within Z class cities, the

rate prescribed for Z class will be admissible.

NOTE 5: The Service Tax and Education Cess included in the transportation bill will be reimbursed upto the permissible limit of the claim. Any tax paid beyond permissible limit of the claim will not be reimbursed. Eg: If a transportation bill/claim has been submitted for ₹ 15,000/- but the admissible amount as per rules is ₹ 10,000/-, the Service Tax and Education Cess will be reimbursed for ₹ 10,000/- only even though these taxes have been charged on the bill amount of ₹ 15,000/-.

62. Conveyance for Air Journeys in India

Entitlements for air Journeys within Indian limits are as follows:—

Grade Pay	Travel Entitlements
(i) Service Chiefs/Vice Chiefs/Army Commanders & equivalent/DGAFMS and Officers drawing Grade Pay of ₹ 10,000/- and above.	Business/ Club Class
(ii) Officers drawing Grade Pay of ₹ 7,600/-, ₹ 8,000/-, ₹ 8400/- ₹ 8,700/-, ₹ 8,900/- and ₹ 9000/-	Economy Class
(iii) Officers drawing Grade Pay of ₹ 5,400/-, ₹ 5700/-, ₹ 6,100/-, and ₹ 6,600/-.	Economy Class

NOTE 1: Henceforth, all mileage points earned by service personnel and civilians on tickets purchased for official travel shall be utilized 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.

NOTE 2: All service personnel and civilians serving in Tripura are allowed to air travel between Agartala and Kolkata for the purpose of tour/transfer only.

Similarly, a Warning Order issued by the General Staff Branch/Air HQ/IAF Command HQ to a unit or a Warning Order issued by IHQ of MoD (Navy) notifying the change of base port of ship/movements of a garrison will constitute a posting order for the purpose of free conveyance for the family of a soldier/airmen/sailor/NC(E). In cases where the family moves to their home/selected place of residence etc., on receipt of the Warning Order but the Warning Order is not followed by a Mov Dte Order/an Operation Order and the head of the family does not move out, the issue of warrant or claim for the move of the family to and from their home/selected place of residence etc. will be regulated under Govt sanction.

63. Warning Orders- Conveyance of Families

A Warning Order issued by the General Staff Branch/ Naval HQ/ Air HQ/ IAF Command HQ to a unit/ship 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 etc. on receipt of the Warning Order which is followed by a Mov Dte Order /Signal/Posting Order / Operation Order 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/selected place of residence etc. in the event of the Warning Order being cancelled later. In case the family moves to their home/selected place of residence etc. on receipt of the Warning Order but the Warning Order is not followed by a Mov Dte Order/Signal/Posting Order/ Operation Order and the head of the family does not move

out, the move of the family to and from their home/ selected place of residence etc. will be regulated under Govt sanction.

Similarly, a Warning Order issued by the General Staff Branch/Air HQ/IAF Command HQ to a unit or a Warning Order issued by Naval HQ notifying the change of base port of ship/movements of a garrison will constitute a posting order for the purpose of free conveyance for the family of a soldier/airmen/sailor/ NC(E). In cases where the family moves to their home/selected place of residence etc., on receipt of the Warning Order but the Warning Order is not followed by a Mov Dte Order/an Operation Order and the head of the family does not move out, the issue of warrant or claim for the move of the family to and from their home/selected place of residence etc. will be regulated under Govt sanction.

64. Travelling Allowance to Commissioned Officers on First Appointment

(a) Conveyance

(i) **Self:** Free conveyance as shown below from home to the station to which permanently posted:

- (1) **By rail :** On warrant in AC II Tier.
- (2) **By Road :** One Mileage Allowance at the rates under Rule 61. This will include journey by road from residence to railway station/bus stand.
- (3) In case the officer is required to report at one or two temporary duty stations before proceeding to the station of a permanent posting, the entire journey from home/pre-commission Training Institute to the permanent duty station will be performed on warrant.

(ii) **Family :** Free conveyance from home of the officer to the permanent duty station by direct route. Mode and class of travel will be same as of the head of the 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 officer.

(b) **Daily Allowance:** Daily Allowance for the journey period in accordance with Rule 114 and Rule 114-A.

- (c) Baggage : Free conveyance of baggage upto 225 Kgs (including 55 Kgs from the training unit/establishment/IN ship establishment if so availed of) on warrant from home to the station to which permanently posted.

NOTE 1: The Term 'home' used above need not necessarily mean the ancestral place of an individual. It may be held to apply to the place of permanent residence of the officer concerned or that of his parent which would include the station where the parents of the officer ordinarily reside for reasons of business or government service. The place selected for temporary residence for recreation purpose or for other similar reasons cannot, however, be viewed as 'home' for the purpose of this rule.

NOTE 2: This rule applies to posting to a unit/formation/ whose personnel are not in receipt of field service concession. If posted to a unit/formation/ establishment whose personnel are in receipt of field service concession, the officer's entitlement to conveyance of baggage will be 100 Kgs only. Family is not entitled to free conveyance in the case.

NOTE 3: When retired regular officers are re-employed, the journey to the place of appointment will be regulated under this rule.

65. Daily Allowance to Officers Undergoing Post Commission Training

Travelling Allowance/Daily Allowance entitlements of newly commissioned service officer undergoing post-commissioning training at School of Instruction before they are permanently posted to regular units/ship/establishment will be regulated as follows:

- (a) They will be entitled to Daily Allowance at the normal rates at an outstation to which they proceed from the places of post-commission training for attending promotion examination or for performing temporary duty not directly connected with the post commission training. For the limited purpose of grant of such Daily Allowance, the place where the officer is undergoing post-commission training will be treated as his HQ station. This will not however, entitle the officer to family TA,

Disturbance Allowance etc. during post-commission training.

- (b) In the movement order it will be clearly mentioned whether the move is for training purpose or for purposes other than training.
- (c) The move of the officer will be on warrant.

66. Entitlement of Regular Reserve Officer (other than Medical and Dental) when called up for Service

When an officer is called up for service, his title to Travelling Allowance will be as follow:

- (a) (i) A person who is already in Central/State Government service will be entitled to TA at permanent duty scale as laid down in Rule 67 for self, family and baggage from the place at which the civil post is held to the station where he is posted.
- (ii) When an officer who is recalled for service from a civil post in which the possession of a car is advantageous from the point of efficiency and is appointed to a post in which the possession of a car is considered necessary from the point of efficiency, he may draw the cost of transportation of car from the place of civil appointment to the station he is posted or recalled provided all other conditions in Rule 67, are fulfilled. This will not however apply to regimental officers of the rank of captain and not holding the appointment of squadron, company commander etc. & analogous appointments.

- (b) In the case of persons other than those in clause (a), the provisions of Rule 64 will apply.

67. Journey on permanent duty - (Service Officers)

For journeys on permanent duty, a service officer will be entitled to the following:

- (a) Conveyance:
- Accommodation and Mileage Allowance entitlements as prescribed in Rule 57(a), 58, 61, and 62 will also be applicable in case of journeys on transfer with the following stipulations.
- (i) Self: Free conveyance from the old to the new duty station by direct route as under.

(1) By Rail: On warrant unless otherwise authorized by the competent authority 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. If, while performing the journey by rail, an officer of his own accord does not use warrant he will be entitled to reimbursement of cost of warrant only. For journeys performed by mode other than rail of his own accord, the individual will be entitled to actual expenses/road mileage/ cost of warrant, whichever is least. However, for such journey to and from a unit/ formation whose personnel are in receipt of field service concessions, cost of warrant only will be reimbursed.

(2) By road: One Mileage Allowance at the rate under rule 61. However, if journey is to and from a unit/formation whose personnel are in receipt of field service concession, it will be by Govt. transport or on warrant if contract system exists.

(3) By Air: As given in Rule 62.

NOTE 1: All service personnel serving in Tripura irrespective of their normal entitlement are allowed to travel by air between Agartala and Kolkata for the purpose of tour/ transfer only.

(4) By Sea: All officers are entitled to perform sea journey as per their entitlements given at Rule 58.

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

(ii) Family: Free conveyance from the old to the new duty station or in case of officers proceeding to and from a unit/ formation whose personnel are in receipt of field service concessions to selected place of residence/home (even when located at the place of a unit/formation whose personnel are in receipt of field service concessions)/ station where Govt. accommodation is made available.

(1) By rail: On warrant as in the case of head of the family. However, if journey is performed on cash payment, 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 reimbursed. For journeys by mode other than by rail between stations connected by rail, the reimbursement for each member will be actual expenses/road mileage limited to entitled class rail fare.

(2) By road: One mileage if two members accompanying the officer and one more mileage if more than two members accompany him at the rate laid down in Rule 61.

(3) By air: As in the case of head of the family.

(4) By sea : As in the case of head of the family.

(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) Composite Transfer Grant:

The following "Composite Transfer Grant" will be admissible in case of transfer involving a change of station located at a distance of or more than 20 Kms from each other:

Service Personnel	Composite Transfer Grant	
	Married	Single
All Officers	One month's pay in the Pay Band, Grade Pay, MSP and NPA where applicable.	One month's pay in the Pay Band, Grade Pay, MSP and NPA where applicable.
Personal Below Officers Rank (PBOR)	One month's pay in the Pay Band, Grade Pay, MSP and NPA where applicable.	One month's pay in the Pay Band, Grade Pay, MSP and NPA where applicable.

NOTE 1: All widower service personnel having no dependant family member, while moving on permanent duty with all the households' establishment will be entitled for full Composite Transfer Grant.

NOTE 2: In cases of transfer to stations, which are at a distance of less than 20 Kms, from the old station and of transfer within the same city, one third of the Composite Transfer Grant will be admissible, provided a change of residence is actually involved.

NOTE 3: Composite Transfer Grant may be drawn in advance.

(iii) If husband and wife both are in service, only one Composite Transfer Grant is permitted if the transfer of husband and wife takes place within Six months of each other from the same place to the same place. However, in cases, where the transfer take place within six months, but after 60 days of the transfer of the spouse, fifty percent (50%) of the Composite Transfer Grant on transfer shall be allowed to the spouse transferred later. No Transfer Grant shall be admissible to the spouse transferred later in case both the transfers are ordered within 60 days. Full Composite Transfer Grant will be admissible to both husband and wife, in case of transfers after a period of six months or more. No Composite Transfer Grant shall be admissible in case of transfer at own request or transfer other than in public interest.

(d) Transportation of Personal Effects:

- (i) The entitlement for carriage of personal effects by rail will be as given in Rule 61 A.
- (ii) Service officers carrying goods by air can draw actual expense limited to the amount admissible for carriage of maximum permissible quantity by goods train on warrant, road or steamer as the case may be, as given in Rule 61 A.
- (iii) If the baggage is transported by 'Quick Transit Service' by rail on warrant, the extra charge, if any, levied by the Govt. may be reimbursed if a certificate is endorsed on the Travelling Allowance claim to the effect that the baggage was actually conveyed by 'Quick Transit Service' and that it reached the destination within the specified period.
- (iv) For conveyance of baggage by road, the provisions of Rule 61-A will apply.
- (v) When an officer transports more than the entitled scale of baggage by a cheaper route, other than by rail, he can draw the actual cost limited to the amount admissible for conveyance of the entitled quantity by the normal recognised route.
- (vi) Subject to the entitled maximum scale, an officer may draw the actual cost of conveyance of baggage to his new duty station from a place other than his old duty station (e.g. from a place where they are purchased en route or have been left on the occasion of a previous transfer) or from his old duty station to a place other than his new duty station provided that the total cost of transporting all the baggage, shall not

exceed that admissible had his entire baggage been transported direct from old to the new duty station.

- (vii) When the journey is to and from a unit/ formation whose personnel are in receipt of field service concessions, the baggage entitlement will be as follows:
 - (i) Officers can convey 100 Kgs with them on warrant.
 - (ii) In case of a service officer possessing a family, the balance of the baggage may be conveyed by the family to home town/SPR or sent to the depot which will be subject to the following conditions:
 - (A) The total quantity of baggage conveyed by the officer with him, the quantity conveyed by the family and the quantity conveyed to the depot shall not exceed his maximum entitlement.
 - (B) Such baggage does not include furniture.
 - (C) GOC, Area/Sub Area or Bde Commander will certify that arrangements cannot be made for storing of the baggage in local buildings at the old duty station.
 - (iii) An officer not possessing a family may convey one-third of his entitled scale of baggage from the old duty station to his home/selected place of residence and the balance of his baggage (less taken

by him to the new duty station) to his depot on warrant subject to the conditions in sub clause ii (b) and (c) above.

- (iv) Similar conveyance as in (i), (ii) and (iii) will also be admissible to the new duty station of the officer on his posting back to a peace unit/ formation/ establishment.

NOTE 1: 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 Government expense, his motor vehicle may be viewed as covered by the term 'baggage'.

NOTE 2: Families of service personnel will be allowed to convey the balance of baggage to home town/SPR when moving apart from the head of the family without the sanction of competent authority subject to the condition that quantity of baggage conveyed by the individual with him, the quantity conveyed by the family and quantity conveyed to Depot should not exceed the maximum entitlement.

- (viii) Service Officers entitled to following scales of baggage by volume in addition to the scale laid down above in respect of sea journey between the mainland and the Andaman and Nicobar Islands:

Rank/ Grade of Personnel	When possessing a family	When not possessing a Family
Officers	6000 Kg or 940 Cubic feet	2000 Kg or 314 Cubic feet

(e) Transportation of Conveyance:

(i)

Grade Pay	Scale
(i) Service Chiefs/Vice Chiefs/Army Commanders & equivalents/DGAFMS and Officers drawing Grade Pay of ₹ 4,200/- and above.	One motor car etc or one motor cycle/ scooter, or one horse.
(ii) Officers drawing Grade Pay of less than ₹ 4,200/-	One motor cycle/ scooter/ moped, or one bicycle.

NOTE: Officers drawing Grade Pay of Rs 3,400/- are presently entitled AC-II class by train as per existing authorisation and will continue to be entitled for the same.

- (ii) 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.

NOTE 1: 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 cleaner other than a domestic servant was actually employed and charges were incurred on that account. The chauffeur or cleaner need not necessarily travel in the same train/ steamer/loaded truck/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 2nd class of rail fare.

NOTE 2: 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.

NOTE 3: The car may be transported by passenger or goods train. In the case of goods train, the cost of packing and of transporting the car to and from the goods sheds at the station of departure and arrival may also be allowed provided the total cost claimed will not exceed the freight by passenger train.

NOTE 4: When an officer transports his motor car by road under its own power 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.

NOTE 5: Where the conveyance is sent under its propulsion, but the service 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 to 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.

NOTE 6: When an officer transports any baggage in his car he is not entitled to any amount for the conveyance of this baggage as no expenditure is involved.

NOTE 7: In case of the car transported by loading on a truck between stations connected by rail the officer may be allowed the actual expenditure on transportation limited to the rates for taxi approved by Directorate of Transport of the starting point or the freight charges by passenger train whichever is less. If however, the car is moved between stations not connected by rail, he may draw actual expenditure limited to the rates for taxi approved by Directorate of Transport at the starting point.

NOTE 8: 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.

- (iii) Advance for the transportation of car may be drawn if the prior sanction of the competent authority is obtained.
- (iv) Cost of conveyance of a motor cycle/scooter may be allowed in circumstances entitling an officer to transportation of a motor car under clause (ii) above, where a motor car is not conveyed at Government expense.

NOTE 1: Whenever an officer transports his motor cycle/scooter on its own power between stations connected by rail, he may draw an allowance at the rate for auto-rickshaw approved by Directorate of Transport at the starting point limited to the expenditure on transportation by passenger train. If, however, the motor cycle/scooter is moved between the stations not connected by rail he may draw an allowance at the rates for auto-rickshaw approved by Directorate of Transport at the starting point.

NOTE 2: In case of the motor cycle/scooter transported by loading on a truck between places connected by rail, the officer may be allowed the actual expenditure on transportation at the rates for auto rickshaw approved by Directorate of Transport at the starting point or the freight charge by passenger train whichever is less. If, however, the motor cycle/scooter is moved between the stations not connected by rail, he may draw actual expenses limited to the amount at the rates for auto-rickshaw approved by Directorate of Transport at the starting point.

NOTE 3: If the officer and/ or any member of his family travels by the motor cycle/scooter, the provisions of note 5 to clause (ii) above will apply. The cost of conveyance of chauffeur/cleaner will not, however, be admissible.

- (v) When an officer is transferred from station at which field service concessions are not admissible or from a shore establishment to a field service or operational area or an afloat appointment, the entitlement for the transportation of vehicle will be as under:
 - (a) From a station where field service concessions are not admissible or from the shore appointment to the

selected place of residence of the family subject to the following conditions:

- (1) The officer sends his family to the selected place of residence at the Government expense due to non-availability of Govt accommodation for the family at the station from which the officer is posted to a unit/ formation/ establishment whose personnel are in receipt of field service concessions or at the base port of the ship (in case of Naval officers)
- (2) The officer gives an undertaking that the car so transported will not be sold on any account within a period of 12 months of its arrival at the base port of the ship/ selected place of residence and in the event of its being sold that he will be liable to refund to the Government the cost of its transportation drawn from the Govt. To ensure, this the competent authority should obtain at the end of the period stipulated above, a certificate from the officer that he continues to own the same car (Regd. No.....)
- (3) The distance by rail/steamer from the peace or last shore station to the selected place of residence exceeds 325 kms.
- (b) From the station of shore appointment to the base port of the ship (in case of Naval Officers) subject to the following conditions:
 - (1) That the officer gives an undertaking that the car so transported will not be sold on any account within a period of 12 months of its arrival at the base port of the ship and in the event of its being sold that he will be liable to refund the government the cost if its transportation drawn from the Government. To ensure this competent authority should obtain at the end of the period stipulated above a certificate from

- the officer that he continues to own the same car (Regd No....)
- (2) The distance by rail/steamer from the last shore station to the base port of the ship exceeds 325 Kms.
- (c) On transfer from the one afloat appointment to another afloat appointment involving change of base port the officer may transport at Government expense motor vehicle possessed by him at the old base port to the new base port provided the conditions at clause (b) (1) and (b) (2) above are fulfilled.
- (d) From the selected place of residence or the base port of the ship (in the case of Naval officers only) to new station where the field service concessions are not admissible or new shore appointment.
- (e) In the case of an unmarried officer, the transportation of vehicle from the old duty station to his home or selected place of residence and from there to new duty station on return from unit/formation to whose personnel field service concessions are admissible will be governed by the conditions laid down in this Rule provided the Station Commander/ Senior Naval officer present at the station in case of Naval officer certifies that the garage facilities cannot be made available at the old duty station.
- (f) A married officer may transport, the motor vehicle at Government expense from the old duty station, from where he is posted to the field service or operational area or afloat appointment, to the new duty station (unit/formation whose personnel are not in receipt of field service concessions/ ashore) outside that area provided the requisite conditions laid down in this Rule are fulfilled and the officer certifies that he actually owned the vehicle in question even during his service in the field service or operational area or afloat appointment, in the following circumstances:
- (1) When the motor car is not transported to the selected place of residence/or the place to where the ship is based (in case of Naval officers) or
- (2) When the conditions in this Rule, in the case of Naval officers, are not fulfilled and the officer transports his car to the selected place of residence or the base port of the ship (in the case of Naval officers at his own expense).

67-A. Headquarters in case of Naval Officers

In the case of officers of the Indian Navy transferred from one ship to another and from a ship to a shore establishment or vice versa, base port of the ship, as shown in the Indian Navy disposition programme, will be treated as the HQ stations.

68. Military Nursing Officers

- (a) Free conveyance on first permanent appointment to regular Military Nursing Service from place of residence to the station to which posted on warrant by AC II by rail. Actual cost of conveyance of baggage up to 300 Kgs. by passenger train is admissible.
- (b) On permanent duty journey regular MNS officers will be entitled to all allowance admissible to regular service officers as per Rule 67. Entitlement of personal effects will be as per Grade Pay.

69. JCOs holding Honorary Commissions

- (a) The provisions of Rule 67 will apply mutatis mutandis to JCOs holding the honorary rank of Captain or Lieutenant, MWOs/WOs holding the honorary rank of Flying Officer and Flight Lieutenants and Master Chief petty Officers holding the honorary commissions in the Special Duty List.
- (b) The provisions of Rule 67 will also apply to JCO/MWO AsDC.

70. Service Personnel Below Officers Rank

For journeys on permanent duty, entitlement of PBOR will be as follows:

- (a) Conveyance:

Accommodation and Mileage Allowance as prescribed at Rule 57 (a), 58, 61, and 62

will be applicable in case of journeys on transfer with the following stipulations:

- (i) Self: Conveyance from old to the new duty station will be as under:
 - (1) By Rail: On warrant in the class of accommodation to which entitled.
 - (2) By Air: When authorised, actual air fare will be admissible. If air travel is not authorised, actual fare incurred limited to the cost of warrant for travel by rail route will be reimbursed.
 - (3) By Road: In case of service personnel, JCOs and equivalents when not accompanying troops, free conveyance in Government transport, if available, or road warrant if contract system exists.
NCOs, OR, NCsE and their equivalents and Boys are normally required to march. However, they may be provided free conveyance.
 - (a) By the OC of a unit/CO establishment or the local Head of the Office or Department when travelling on duty singly or in parties not exceeding 20 in number, or when a Medical Officer certifies that they are unable to march.
 - (b) By the OC Station/ Senior Naval Officer present at the station when proceeding in parties exceeding 20 in number, they will be provided free Government transport without any restriction of distance limit.

NOTE 1: Conveyance will be provided on warrant unless Government transport is available in which case it will be invariably used.

NOTE 2: On roads on which there is no contract for the conveyance of service personnel, actual expenses limited to the road mileage as per Rule 61 will be admissible.

- (4) By Sea: The entitlement will be as per Rule 58.
- (5) An additional fare/free warrant by the entitled class, i.e., the class entitled at the time of initial move for both onward and return journeys, will be

allowed for journey to the previous duty station in case the individual has to leave his family /household effects behind due to non-availability of Government accommodation at the new duty station. Service personnel who could not take family members along with him on their second trip due to genuine reasons may also be entitled to an additional fare/free warrant to and from by the entitled class.

(ii) Family:

Free conveyance of the families of PBOR who are on authorised married establishment and residing with family will be allowed from old duty station to new duty station irrespective of the fact whether the individual is or is not authorised married establishment at new duty station provided his family is allowed to reside there. The individual can avail either this facility or the facility provided under Rule 73 at his discretion.

- (1) By Rail, Sea and Air: As in the case of the head of the family.

NOTE 1: Government transport if available may be used for journeys between unit lines and the nearest railway station by separated families of JCOs/OR and NCsE and their equivalent rank in the Navy and Air force moving at government expenses under the provisions of this clause.

NOTE 2: A family already residing in Government accommodation with head of the family but sent home at Government expense on the occasion of transfer to a non-family station or to a station where family accommodation is not available, will be entitled to free conveyance from their homes to rejoin the head of the family on family accommodation under service arrangements becoming available subsequently at the same station.

- (2) By Road: Free conveyance in Government transport, if available, or on road warrant, if contract system exists. When both these are not available, appropriate Road Mileage Allowance at the rate under Rule 61. However, no road mileage for

journeys between residence and the Railway station/bus stand/ airport to old and new-duty station is admissible.

NOTE 1: An individual who, at the time of his posting was on the authorised married establishment and residing with family, is not on the authorised married establishment at the new duty station may be provided with free conveyance for family and baggage from the old duty station to new duty station provided his family is allowed to reside there. The individual can avail either this facility or the facility provided under Rule 73 at his discretion.

NOTE 2: In case when individual moves to a Unit/ Formation whose personnel are in receipt of field service concessions each member of the family above three years will be entitled to road allowance at the prescribed rate as laid down by the Government from time to time. (Present rate is ₹ 1.20/- per kilometre) provided the distance travelled by road exceeds 24 kilometres, from the nearest station. This clause will apply only

if the family do not retain the family accommodation at the old duty station.

Entitlement for rail and road as above will also be applicable to the family to rejoin the head of the family when he is posted back to a unit/formation/ establishment and is borne on the authorised married establishment there.

(b) On the way expenses : No Daily Allowance is admissible for self and each member of family for time spent in journey/enforced halts enroute etc.

(c) Composite Transfer Grant:

(i) Service personnel below officer rank whilst moving on permanent duty, either individually or as a part of body of troops, from one peace station to another peace station, from one peace station to a concessional area or from a concessional area to a peace station, located at a distance of more than 20 Kms will be entitled to the grant of Composite Transfer Grant as under:

Composite Transfer Grant

<u>Married</u>	<u>Single</u>
One month's pay in the pay band, grade pay, MSP, Group 'X' Pay, Classification Allowance, if any if any	One month's pay in the pay band, grade pay, MSP, group 'X' Pay Classification Allowance,

All widower service personnel having no dependent family member, while moving on permanent duty with all the household establishment will be entitled for full Composite Transfer Grant.

In case of transfer to station which are at a distance of less than 20 Kms from the old station and of transfers within the same city the CTG will be restricted to one third of the basic pay provided a change of residence is actually involved.

- (iii) If husband and wife both are in service, only one Composite Transfer Grant is permitted if the transfer of husband and wife takes place within 6 months of each other from the same place to the same place. However, in cases, where the transfer take place within six months, but after 60 days of the transfer of the spouse, fifty percent of the Composite

Transfer Grant on transfer shall be allowed to the spouse transferred later. No Transfer Grant shall be admissible to the spouse transferred later in case both the transfers are ordered within 60 days. Full Composite Transfer Grant will be admissible to both husband and wife, in case of transfers after a period of six months or more. No Composite Transfer Grant shall be admissible in case of transfer at own request or transfer other than in public interest.

NOTE 1: The Composite Transfer Grant will be admissible only on occasion when families actually move consequent to the posting of head of the family from the old to new duty station direct, from the old duty station to the selected place of residence/home

or from the selected place of residence/home to new duty station, as the case may be.

NOTE 2: Composite Transfer Grant may be drawn in advance.

(d) Baggage:

- (i) The entitlement of carriage of personal effects by rail will be as per Rule 61-A.

NOTE 1: Service personnel when moving to and from a unit/formation to whose personnel field service concessions are admissible can carry 50 Kgs in case of JCOs and equivalent in Navy and Air Force and 25 Kgs in case of NCOs and equivalent and other ranks, NCsE and equivalent with them on warrant. Family can convey balance of entitled baggage on warrant to and from the selected place of residence. In case of those not possessing a family/married but not on the authorised married establishment at the time of posting the provisions of clause (vi) of the Rule 67 (d) will apply.

NOTE 2: Families of PBOR will be allowed to convey the balance of baggage to home town/SPR when moving apart from the head of family without sanction of competent authority subject to the condition that quantity conveyed by the family and the quantity conveyed to Depot should not exceed the maximum entitlement.

- (ii) No Packing Allowance will be admissible. It stands subsumed in the CTG.
- (iii) Authorisation of Composite Transfer Grant to PBOR when they are asked to vacate married accommodation due to shortage of accommodation in the station:

JCOs, NCOs, OR and their equivalents in the Navy and Air Force, who were

earlier living with their families within the authorised married establishment and who had to move the family and baggage to SPR/Home Town due to administrative grounds like shortage of accommodation etc. will be entitled to Composite Transfer Grant. In such cases the payment of Composite Transfer Grant will be authorised on the basis of DO PT-II Order "Accommodation Vacation Order" which should inter-alia also include the following certificates :-

- (aa) The individual is entitled to Composite Transfer Grant.
 - (ab) The new unit is located beyond 20 KM from old duty station.
 - (ac) The individual was on the authorised married establishment and was in possession of his family at the present duty station but had to move his family on vacation of married accommodation due to administrative reasons/shortage of married accommodation as ordered by the competent authority.
 - (ad) The individual was issued with the warrant bearing No.dt.....for.....
 - (ai) his journey formto.....on.....
 - (aii) his family/Baggage fromto.....on.....
- This concession can be availed only once during a posting at a particular station.
- (iv) Service personnel are entitled to following scales of baggage by volume in addition to the scale laid down above in respect of sea journeys between the mainland and the Andaman and Nicobar Island.

Rank/Grade of personnel	Entitlement
(a) JCOs and their equivalents in Navy and Air Force.	1000 Kg or 157 Cubic Feet
(b) NCOs and OR and their equivalents in Navy and Air Force	600 Kg or 94 Cubic Feet
(e) Transportation of Private Conveyance at Public Expense:	transportation of private conveyance to service personnel when moving on permanent duty from one unit/formation/establishments/Ship to another:
(i) The following scales will apply for	

Grade Pay (1)	Scale
(i) Service personnel drawing Grade Pay of ₹ 4,200/- and above.	One motor car, etc. or one motor cycle/ scooter or one horse.
(ii) Service personnel drawing Grade Pay of less than ₹ 4,200	One motor cycle/scooter/moped or one bicycle.

NOTE 1: Service personnel drawing Grade Pay of ₹ 3,400/- are presently entitled as in (i) above and will continue to be entitled for the same.

NOTE 2: The conditions applicable to service officers for transportation of their private car as contained in Rule 67 (d) will also be applicable to service personnel drawing Grade Pay of ₹ 4,200/- and above when transporting their motor car.

(ii) When an individual is posted to a unit/ formation to whose personnel are in receipt of field service concession is admissible his entitlement for conveyance as given above will be permissible to selected place of residence/home conveyance will also be admissible from home/selected place of residence to the peace station.

NOTE 1: When the vehicle is transported by sea, actual cost of transportation will include, other incidental charges such as port/river dues, loading and unloading charges.

NOTE 2: If a motor cycle or a bicycle is conveyed within the lien period under Rule 16 from a place other than the old duty station the actual cost of transporting it from the former station may be allowed, provided that the amount so drawn shall not exceed the actual cost of transporting it from the old to the new duty station.

(iii) Cost of conveyance of motor cycle/ scooter may be allowed to an individual who is eligible for its free transportation under clause (i) above.

(a) When an individual transports his motor cycle/scooter by road under its own propulsion between stations connected by rail he may draw an allowance at the rates for auto-rickshaw approved by Directorate of Transport at the starting point limited to expenditure in transportation by passenger train, if, however, the motor

cycle/ scooter is moved between the stations not connected by rail, he may draw an allowance at the rates for auto-rickshaw approved by the Directorate of Transport at the starting point.

NOTE : Where the conveyance is sent under its own propulsion but the service personnel does not travel in it, he/she will be entitled to separate fare by rail/air or the separate road mileage for himself/herself. However, when the PBOR travels in his own car/scooter/moped etc he/she will not be entitled to any separate fare of rail. 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.

(b) In cases of the motorcycle/scooter transported by loading on a truck between places connected by rail, the individual may be allowed the actual expenditure on transportation limited to the amount calculated at the rates for auto rickshaw approved by Director of Transport at the starting point or the freight charges by passenger train, whichever is less, if however, the motor cycle/scooter is moved between the stations not connected by rail, he may draw actual expenses limited to the amount calculated at the rates for auto rickshaw approved by the Director of Transport at the starting point.

(c) Conveyance of Servants: JCOs and their equivalents in the Navy and Air Force whilst moving on permanent duty will be entitled for free conveyance of one servant.

70-A. Conveyance to JCOs and Equivalents when Re-employed

Conveyance is admissible for self and in case of families of retired JCOs and equivalents who are re-employed from their homes to the station to which the officer is posted.

70-B. Entitlement : Civilian Sisters

- (a) A woman who is appointed as Civilian Sister in a Service Hospital is entitled to conveyance for herself and her family : -
 - (i) From her place of residence on appointment.
 - (ii) To her place of residence on relinquishing her appointment for satisfactory/ unsatisfactory reasons.
- (b) When transferred from one Service Hospital to another a Civilian Sister is entitled to baggage upto 600 Kgs, if possessing a family and 125 Kgs if not possessing a family.

(c) Conveyance as in (a) (i) above, and to place of engagement or to any other station not involving extra expense on termination of appointment, for self only, is admissible to women employed in maternity, medical and privilege leave vacancies which cannot be filled locally.

71. Conveyance for Reservists

- (a) A soldier reservist, fleet reservist, airman reservist, when called up for service is entitled to free conveyance from the place of residence/ home as under :—

Journeys by rail.	2 nd class warrant.
Journeys by sea	On requisitions as per Rule 58.
Journeys by road.	Government transport, if available. Warrant if contract system exists or actual expense limited to rate prescribed by Govt time to time (present rate ₹ 1.20/-) per kilometre.
For journeys by road between places connected by rail.	Actual expenses limited to the 2nd class rail fare.
For journeys in Nepal.	As prescribed by the Govt from time to time.

NOTE : The rates of Road Mileage Allowance as laid down in Rule 61 TR as amended from time to time will also be applicable for payment of Road Mileage Allowance admissible in case of contingencies for journeys by road on foot and bicycle between the places not connected by rail.

- (b) A Gorkha soldier residing in Nepal when called up for service will be reimbursed the fare of 2nd class by rail on arrival at the Reserve Centre.

compensation in lieu of married accommodation. The conveyance will be permissible from the home of the head of the family/ place of marriage / selected place of residence provided the cost does not exceed the cost of conveyance from the home of the head of the family.

72. Conveyance for the families of PBOR when joining for the first time

- (a) The family of a PBOR will be entitled to free conveyance when joining head of the family at his duty station for the first time after marriage.

The above entitlement is subject to the condition that the individual is within the authorised married establishment of the unit/ formation/shore establishment concerned and is either occupying quarter allotted by the government or in receipt of full

NOTE: Place of marriage in the case of marriage at any station abroad, will be deemed to be port of disembarkation.

- (b) In the case of family moving by road between the places not connected by rail the Mileage Allowance will be as prescribed by the Govt from time to time (present rate ₹ 1.20/-) per Kilometre for every member of the family above 3 years of age provided that the total road journey performed exceeds 24 kilometers from the nearest railway station (NRS).

NOTE: The rates of Road Mileage Allowance as laid down in Rule 61 TR as amended from time to time will also be applicable to payment of Road Mileage Allowance admissible in case of contingencies for journeys by road on foot

and bicycle between the places not connected by rail.

72-A. Conveyance for Families of Service Officers/Civilians who marry while serving in Concessional Areas

- (a) In the case of a service officer who marries while serving in an operational or field service area, where families are not permitted to reside, conveyance is admissible under Rule 85 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 the operational or field service area to the new peace duty station to which he is posted.
- (b) A service officer who married while serving in concessional area may be allowed free conveyance of family scale of baggage from the place of residence of the newly married wife to the new peace duty station of the officer on his return from the concessional area.

NOTE: The above provisions will apply mutatis-mutandis to civilian Government servants serving in operational or field service areas.

73. Conveyance to Families of Service Personnel when separated from the Head of the Family

- (a) In case of PBOR, who are on the authorised married establishment and residing with his family in Government accommodation allotted to him or in receipt of compensation in lieu of married accommodation at the station where he is serving, when the head of the family is posted to a peace station where family accommodation cannot be provided or where the families cannot be permitted to reside, his family will be entitled to free conveyance to their home or a selected place of residence provided the cost of conveyance will not exceed the cost of conveyance to their home. If family accommodation becomes available at his new duty station, the family will be entitled to similar return conveyance to join the head of the family at that station. Otherwise, on the return of the head of the family to a station where family accommodation can be provided and are

permitted to reside, the family will be entitled to return conveyance to join the head of the family.

NOTE: The families will be allowed to convey the balance of baggage, when moving apart from the head of the family without the sanction of the Competent Authority subject to the condition that the total quantity of baggage conveyed by the individual with him, the quantity conveyed by the family and the quantity conveyed to depot should not exceed the maximum entitlement.

- (b) When an individual moves on permanent duty, free conveyance to the new duty station to his family will be admissible from home/selected place of residence to which they had originally proceeded at their own expense from the old duty station of the head of the family provided he was borne on the authorised married establishment and was either living in Government accommodation/allotted to him or in receipt of compensation in lieu of married quarters (CILQ) at the old duty station when the family proceeded home/selected place of residence. This concession is admissible only to a family who moved to their home/selected place of residence not more than one year before the move of the head of the family to the new duty station. It should be availed of within the lien period prescribed in Rule 16.
- (c) As an alternative to the concession in clause (a), the family may remain with the Regimental Centre or Depot provided accommodation is available and their quarters are not required for other purposes. Such a family will subsequently be entitled to free conveyance to join the head of the family on his posting to a station at which family accommodation can be provided.
- (d) A family travelling under clauses (a) to (c) above will be entitled to actual bus fare where public transport system exists and violation of road contract system is not involved. Where, however, no public system exists, the entitlement will be as prescribed by the Govt from time to time (present rate ₹ 1.20/- per kilometre) for every member of the family above three years of age. This concession is only admissible

where road journeys between places not connected by rail are involved.

NOTE: The rates of Road Mileage Allowance as laid down in Rule 61 TR as amended from time to time will also be applicable for payment of Road Mileage Allowance admissible in case of contingencies for journeys by road on foot and bicycle between the places not connected by rail.

74. Conveyance to families of PBOR when ordered to vacate married accommodation

Families of PBOR, who are on the authorised married establishment will be granted free conveyance to their homes or to selected place of residence provided no extra expenditure is caused to the State when they are ordered to vacate married accommodation as a result of rotation of married accommodation on a unit or station basis so as to ensure even distribution of available accommodation among the married personnel of the unit or at the station provided the families have remained with the unit or at that station for at least one year and the necessity for such evacuation of accommodation is certified by the OC Unit/station (CO, Ship/Establishment). Free conveyance will also be admissible to families of those individuals who are on the authorised married establishment and not having been provided with govt. accommodation are residing under private arrangement and are in receipt of compensation in lieu of married quarters, provided that OC unit (CO Ship/Establishment) furnishes a certificate that the individual concerned was not allowed to live outside his unit lines and that his family actually vacated the private accommodation which they were occupying consequent on the individual being excluded from the married establishment. This concession is also applicable to families on the authorised married establishment in the non-family stations who are permitted to occupy existing married accommodation when they are similarly displaced. Families so displaced will also be allowed free conveyance when they rejoin the head of the family on his being reallocated/allotted Government married accommodation at the same station or any other married accommodation at the same station or any other station of duty. When it is neither economical nor practicable to provide Govt. transport for the road portion of the journey involved, road allowance on rates and conditions prescribed in Rule 73(d) be admitted.

Exception: OC unit may reduce the period of one year to six months in exceptional circumstance which should be recorded. In such cases, a certificate will be recorded as under:

'Certified that Govt. built and hired accommodation is not adequate to meet the requirement of the unit for ensuring equal distribution'.

NOTE 1: Families who avail free conveyance to their homes under this rule will not be entitled to such conveyance to rejoin the heads of the families before the expiry of one year of their evacuation. After rejoining, such families will not be entitled to free conveyance to their homes again if they are ordered to vacate the married accommodation for the second time unless one year has elapsed from the date they rejoined their heads of families.

NOTE 2: The families will be allowed to convey the balance of baggage when moving apart from the head of the family without the sanction of the competent authority subject to the condition that the total quantity of baggage conveyed by the individual with him, the quantity conveyed by the family and the quantity conveyed to depot should not exceed the maximum entitlement.

NOTE 3: Transportation of private conveyance (motor cycle/scooter/cycle) to SPR/home town along with the family at Govt cost will be admissible when PBOR allotted married accommodation are asked to vacate the same on administrative grounds subject to the following conditions:

- (a) The facility for transportation of motor cycle/scooter/cycle will be restricted to be used only once in a single tenure of posting at a place.
- (b) The Government servant shall have the option of sending the motor cycle/scooter/cycle either to this SPR/home town with his family and luggage or at the time of his posting.

75. Conveyance to the families of Gorkha soldiers/sailors/ airmen when permitted to bring families

- (i) When a Gorkha soldier/ sailor/airman is permitted by his OC to bring his family to his unit/ establishment conveyance will be

admissible by rail on one occasion only. This will not apply to families residing outside Nepal.

- (ii) Families of Gorkha soldiers, who are required to vacate Government residential accommodation at Dehradun or who cannot be provided with Government accommodation at that station, are entitled to free conveyance from the Regimental Centre to their homes in Nepal/ India provided such families were originally officially permitted to join the unit at Government expense. Any further conveyance for these families at a future date from Nepal to India will be governed by clause (i) above. When a Government transport by road is not provided, road allowance at the existing rate per day for each member of the family limited to a maximum of three members will be admissible.

Free return conveyance by road and rail will also be admissible for soldier escorts to families when leave details are not available for the purpose.

76. Journey on permanent duty: Civilians paid out of Defence Service Estimates

For journeys on permanent duty a civilian will be entitled to the following:

(a) Conveyance:

- (i) Self : Free conveyance from the old to the new duty station by direct routes as under:—

(1) By Rail: On cash payment one fare of the entitled class vide Rule 57 or the fare of the class of accommodation actually used, whichever is less. For journeys by mode other than rail the reimbursement will be actual expenditure/road mileage/rail fare of the entitled class, whichever is least. However when an individual moves to and from a unit/formation whose personnel are in receipt of field service concessions, his move will be on warrant.

(2) By Road :

- (a) One mileage allowance at the rates prescribed in Rule 61. In

case of an individual moving to an area where field service concessions are admissible his journey will be by Government transport if available, otherwise by road warrant where contract exist. In the absence of both actual fare limited to road mileage admissible in Rule 61.

- (b) Civilians will be entitled to the reimbursement of charges for sleeper berth (for night journeys) in addition to the bus fare where such a facility is provided in the State Transport buses subject to the condition that the total expenditure does not exceed the rail fare of the entitled class in case where place are connected by rail.
- (3) By Sea : As per Rule 58.
- (4) By Air : As per Rule 62.
- (5) An employee will be entitled to an additional fare by the entitled class for both onward and return journeys, in addition to the normal transfer TA, entitlement, if he has to leave his family behind because of non-availability of Government residential accommodation at the new place of posting. Employees who could not take family members along with him on their second trip due to genuine reasons may also be entitled to an additional fare to and from by the entitled class.
- (ii) Family:
- (1) By rail : As in the case of the head of the family one fare for every adult member and half fare for each child aged between 5 to 12 years, when such fares are actually paid. However when an individual moves to and from a unit/formation whose personnel are in receipt of field service concessions, the family is entitled to conveyance to and from selected place of residence/home (even though situated in field service concessional area).

- (2) By Road: As laid down in Rule 67 (a).
- (3) By Air : As in the case of the Head of the Family.
- (b) Daily Allowance: Daily Allowance is not admissible on permanent duties.
- (c) Composite transfer grant :
 - (i) Composite Transfer Grant, equal to Pay in the Pay Band plus Grade Pay plus NPA if any, in case of transfers involving a change of station located at a distance of or more than 20 Km from each other. In cases of transfers to stations which are at a distance of less than 20 Km from the old station and of transfers within the same city, the Composite Transfer Grant will be restricted to one third of the Composite Transfer Grant provided a change of residence is actually involved.
 - (ii) If husband and wife both are in service, only one Composite Transfer Grant is permitted if the transfer of husband and wife takes place within 6 months of each other from the same place to the same place. However, in cases, where the transfer take place within six months, but after 60 days of the transfer of the spouse, fifty percent of the Composite Transfer Grant on transfer shall be allowed to the spouse transferred later. No Transfer Grant shall be admissible to the spouse transferred later in case both the transfers are ordered within 60 days. Full Composite Transfer Grant will be admissible to both husband and wife, in case of transfers after a period of six months or more. No Composite Transfer Grant shall be admissible in case of transfer at own request or transfer other than in public interest.
- (d) Transportation of Personal Effect:
 - (i) Entitlement of transportation of personal effect will be as per Rule 61 A.
- (e) Transportation of Private Conveyance at Public Expense:

Grade Pay	Scales
Officers drawing Grade Pay of ₹ 4,200/- and above and those in pay scales of HAG+ and above.	One motor car etc. or one motor cycle/ scooter, or one horse.
Officers drawing Grade Pay of ₹ 4,200/-and below	One motor cycle/ scooter/ moped, or one bicycle.

NOTE: The conditions as in Rule 67 (d) and 70 (d) will apply mutatis mutandis.

77. Travelling Allowance entitlement for Civilian Government servants appointed to civilian post in Defence Service

Government servants appointed to civilian posts in Defence Services as a result of competitive examination which is open to both the Government servant and others, on selection after interview will be granted Travelling Allowance for joining the post if they are already holding substantive/quasi permanent appointment under the Government (including a State Government).

NOTE: Joining time with joining time pay as well as Transfer Travelling Allowance including journey fare for self and family, cost of transportation of household goods and transportation of personal conveyance is admissible under this rule to Defence Civilians holding permanent post in a substantive capacity.

78. Travelling Allowance entitlement for Civilian Personnel employed in Companies ASC (Civil GT)

Civilian mechanics, assistant mechanics, drivers and cleaners employed for companies ASC (Civil GT) are entitled to free conveyance from the place of appointment to the first place of service. For journeys by rail, they will be entitled to travel by entitled class.

79. Conveyance of baggage when free Government Transport is provided to an individual

If free transport by road is provided to an individual on transfer, and if any baggage exceeding the free allowance which would have been permissible by normal mode of travel is carried free in that transport, a corresponding reduction on account of extra baggage shall be made from the maximum quantity allowed under these Regulations. In case the weight, actually carried by the free transport exceeds the maximum quantity allowed under these Regulations, the recovery for the carriage of the balance, less the free allowance, may be made from the individual at the which he would have been reimbursed had he taken the same (excess quantity) by the normal mode of transport.

80. Journey by Road where Rail-cum-Road Services exist

Individuals travelling by road on permanent duty wherever rail-cum-road services exist and are controlled either by 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.

81. Entitlement for transfer within the same station or within a relatively shorter distance from the old Headquarters

(A) For move within the same station:

- (i) No Travelling Allowance (including Composite Transfer Grant) is admissible if no change of residence is involved;
- (ii) If there is a change of residence, the following reimbursements shall be allowed:
 - (1) Self and family : Actual cost of conveyance limited to that under Rule 67 or 70 or 76 as the case may be
 - (2) Baggage : Actual cost of transportation limited to that under Rule 67 or 70 or 76 as the case may be.
 - (3) Composite Transfer Grant: At the rate of one third of pay in Pay Band plus Grade Pay and NPA.

NOTE 1: For the purpose of this rule, the term 'same station' will mean, the area falling within the jurisdiction of Municipality or Corporation, including such of suburban Municipalities, notified areas or Cantonments as are contiguous to the named Municipality etc., where the Govt. Servant was posted immediately before his transfer.

NOTE 2: The above provision will also be applicable to an individual who has to change his residence due to:

- (a) Transfer from one appointment to another in the same unit/ formation/ establishment.
- (b) Change of domestic camp from one site to another in the same station i.e a unit/formation moving from its temporary premises to the permanent building in the same station.

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

- (i) No Travelling Allowance will be admissible if no change of residence is involved.
- (ii) If there is a change of residence, full Travelling Allowance including Composite Transfer Grant at one third rate will be admissible.

82. Entitlement of Travelling Allowance when both husband and wife are Central Government Servants

- (a) In case both the husband and wife are Central Government servants, where the transfers takes place to same place within six months, but after 60 days of the transfer of the spouse, fifty percent of the composite transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within sixty days. Full composite transfer grant will be applicable if the spouse is transferred after a period of six months or more.
 - (i) In case when both husband and wife require separate cars in public interest, reimbursement of transportation expenses of personal cars to both of the husband-wife couple of Govt. servants on transfer from one station to another subject to the existing 'terms and conditions' will be admissible.
 - (ii) The above provision will be applicable to Defence Service Personnel and Civilian paid from Defence Service Estimates.
- (b) In cases where both husband and wife are posted from one and the same station to different stations, in such cases, both husband and wife will be entitled full Composite Transfer Grant and Travelling Allowance independently. However, TA for children, if any, will be admissible to the husband or wife, whom they accompany to the new duty station. For 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.

83. Individuals whose services are lent to other Departments/Governments

- (a) Individuals paid from the Defence Services estimates whose services are lent to other Department/Government will, for the purpose of Travelling Allowances and Leave Travel Concession, be governed by the travel rules applicable to the lending or borrowing Departments/Government accordingly as they draw the rates of pay of the lending or borrowing Departments/Government during the period of loan, unless otherwise specifically provided for the Government letter incorporating the terms and conditions of loan. The expenditure involved will be borne by the borrowing Department/Government in all cases. This rule applies also in cases when leave is taken by the individuals before rejoining his permanent post under the Ministry of Defence.
- (b) A service officer on the personal staff of a State Governor will, while so employed, be governed for purposes of Travelling Allowance in respect of journeys on duty by the rules of the State Government under which he is employed.

84. Travelling Allowance rules admissible to individuals whose services are lent to an Autonomous, Industrial or Commercial Undertaking or a Statutory body or Local Authority in which any Central Government Funds have been invested

Individuals paid from the Defence Service Estimates whose services are lent to an autonomous, industrial or commercial undertaking or statutory body, or local authority in which any Central Governments funds have been invested will be governed, for purpose of Travelling Allowance, by the rules of such organisations in respect of the journey undertaken by them to join those bodies and no reversion there from to Government services.

85. Families moving apart from the Head of the Family

A member of an individual's family who is entitled under these regulations to travel at Govt expense consequent to the transfer of the individual and who

does not accompany him but precedes or follows him under Rule 16 and travels from (i) old to the new duty station, (ii) from old duty station to a station other than the new duty station or (iii) from a station other than old duty station to the new duty station, will be entitled to the following:

- (a) Conveyance:
 - (i) Warrant or in the case of cash payments, the fare of the entitled class or actual fare paid, whichever is less.
 - (ii) Families of officers who are entitled to travel by air at their discretion under Rule 62 will be entitled to travel by air at Govt expense irrespective of the mode of travel actually used by the officer himself.
- (b) Personal effects: Conveyance of personal effects of the maximum entitled scale less the quantity carried by the head of the family without the sanction of competent authority.

NOTE: The Government liability in all the above circumstances will be limited to the distance between the old and the new duty station of the head of the family.

85-A. Grant free conveyance to families of service personnel to occupy Government Accommodation allotted to them in Concessional Area

- (a) The families of service personnel are entitled to free conveyance on warrant from their selected place of residence/homes/old peace duty stations as the case may be, where they may be actually residing to join the head of the family where Government built married accommodation as distinct from hired or requisitioned accommodation is allotted and to new duty station when posted out. Similar conveyance will be allowed in respect of baggage limited to the quantity originally conveyed at State expense to the selected place of residence/home, 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 cars/motor cycle/pedal cycle held by the head of the family at the old peace duty station/home/selected place of residence of the family

at the time of his posting to the concessional area may also be allowed at government expense to the stations where Government married accommodation is allotted, provided all other conditions in rule 67 (d) and 70 (d) as would apply, are fulfilled.

86. Transfer whilst on duty away from HQ

- (a) An individual transferred whilst on temporary duty away from his HQ is entitled to Travelling Allowance as follows:
 - (i) 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 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 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 individual whose unit/ship moves to another station while he is away from the unit on duty will be entitled to travelling allowance as under:
 - (i) Travelling Allowance on temporary duty from temporary HQ to the new location of the unit for self, and
 - (ii) Travelling Allowance for his family, if any, at permanent duty scale from old duty station.

NOTE: Baggage of the individual at the old station of the unit/ship will go with it.

- (c) An individual transferred from one station to another who, under the orders of the

competent authority, is permitted to hand over charge of his old post or take over charge of the new post at a place other than the headquarters is entitled to :

- (i) Travelling Allowance on temporary duty scale from the place of handing over charge to the place of taking over, and
- (ii) Difference between permanent and temporary duty scales of Travelling Allowance from old to the new duty station by direct route.

For the journeys from the old duty station to the place of handing over charge or from the place of taking over charge to the new duty station, Travelling Allowance will be allowed on temporary duty scale.

Travelling Allowance as in (a) (ii) and (c)(ii) will be admissible on completion of the journey provided that any leave exceeding four months is not taken from the temporary HQ.

NOTE: Provisions of clauses (d) (v) of Rule 67 and (d)(v) of Rule 76 will also apply in respect of cases under clauses (a) and (c) of this rule.

87. Transfer whilst on short leave

- (i) An individual to whom Travelling Allowance is admissible and who goes on leave not exceeding 4 months (irrespective of the nature of leave) after he has given over charge of one appointment and before he 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 individual who travel 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 follows :

- (1) For Self : One fare as from the old duty to the new duty station by the class of accommodation by which the journey was actually made as a result of the transfer.

- (2) For Family : For each member one or half fare, as the case may be, as in (i) (1) above.

NOTE: In the case of an individual who proceeds to new duty station travel partly by a lower class and partly by the entitled class of accommodation, one fare referred to in clause 1 above should be calculated partly by the class of accommodation, to which he is entitled and partly by a lower class actually used in proportion to the distance travelled by these classes from the station at which leave was being spent to the new station, even though the total amount actually paid by the individual is more than what would have been admissible for a direct journey from the old to the new duty station by the appropriate class.

- (ii) A service officer who proceeds to his new duty station on permanent transfer via his leave station and who avails of Leave Travel Concessions or uses Form 'D' only will be entitled to travelling concessions as under where 'A' represents the old duty station, 'B' the new duty station and 'C' the leave station.

(I) When the officer avails of Leave Travel Concessions :

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

Self : Travelling Allowance for journey by the direct route between 'A' and 'B' plus usual Leave Travel Concessions under Rule 177 between stations 'A' and 'C' and 'C' and 'B'.

Family: Leave Travel Concessions only, but when Leave Travel Concessions 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 Travelling Allowance under Rule 85 less cost of Leave Travel Concession for one way journey already availed of and when Leave Travel Concession 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.

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

Self : Full Leave Travel Concession admissible plus the actual extra fare paid by him for a distance equivalent to the difference between 'BC' and 'AC' restricted to the fare from 'A' to 'B' by direct route.

Family: Leave Travel Concessions as above.

(II) when the officer avails of Form 'D' only:

Self : (a) If Form 'D' is used for the entire journey via leave station cost of railway warrant plus DA for the journey from 'A' to 'B' less total cost of Form 'D' as for direct journey from 'A' to 'B'.

- (b) (1) 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 deductions 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 in distance between 'AB' and 'AC' will be deducted.

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

Family: Deductions as in (b)(1) and (2) 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 entitlement under Rule 85.

NOTE: In case Form 'D' is used for entire journey, Travelling Allowance will be regulated in accordance with provisions of Rule 181.

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

Self: Leave Travel Concession for journey to the leave/home station and warrant for the journey from leave/home station to the new duty station plus daily allowance for the journey period as for the direct journey from the old to the new duty station.

Family: Leave Travel Concession to the officer's leave/home station and free conveyance to the selected place of residence from leave/home station of the officer on his posting to units/ formations whose personnel are entitled to field service concessions. Similarly, if an officer serving with units/formation whose 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 leave travel concession, free conveyance will be provided to her from the leave/home station to the officer's new duty station.

- (iv) PBOR are entitled to the reimbursement of cost of Concession Voucher for self from the old duty station to leave station and hence to the new duty station on permanent transfer limited to their normal TA entitlements from old duty station to new duty station. This will be subject to the condition that normal LTC entitlement of the year has already been availed by these personnel.

88. Individuals transferred whilst on leave not allowed on return to retain original station

In no case shall an individual who is transferred, whilst on leave be allowed on return to rejoin at his original station unless such a course is ordered in the interest of the public service.

NOTE: Officers recalled to the original unit/ formation from the leave station before proceeding to the new duty station merely for proper handing over of charge, collection of kit and clearance of arrears etc. will not be entitled to any Travelling Allowance for such journeys. However, the authority competent to sanction the leave (other than casual leave) under the leave rules for the service, may permit a service officer transferred to another station while on leave to rejoin duty at the old station if such a course of action is in the public interest.

Where permission to rejoin duty at the old duty station is granted, a copy of that order should invariably be attached to the Travelling Allowance Claim. Travelling Allowance in such cases will be regulated as under:

- (a) Travel concessions for the return journeys to old duty station will be regulated as if the officer has not been transferred.
- (b) Full permanent duty scale of Travelling Allowance will be paid from old to the new duty station.

The provisions of this rule will not apply to officers proceeding for more than four months irrespective of the nature of leave.

89. Transfer whilst on leave other than short leave

When on return from leave in or out of India (other than that mentioned in Rule 87) an individual, who 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. Controlling Officer, referred to in Rule 6 may authorise free conveyance on warrant or requisition from the old to new duty station of the individuals personal effects within the authorized scale and motor cars, motor cycle or cycles, subject to the provision of these regulations, left at the old station. In those cases where an individual performs longer journey by reason of his transfer and is, therefore necessarily put to extra expense on account of conveyance of himself, his family and personal effects, the Controlling Officer, refer to in Rule 6, may also grant such Travelling Allowance as is considered necessary to meet this extra expense limited to Travelling Allowance at the temporary duty scale for the individual and Travelling Allowance for his family

from the old to the new duty station. The maximum extra expense admissible in such case will be limited to the difference between Travelling Allowance at the temporary duty scale for the individual and Travelling Allowance for his family, if any, from the port (or leave station in India) to (a)the new station, and the old station.

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

NOTE 2: Claims for Travelling Allowances under this rule will be sanctioned by the Controlling Officer at the destination.

NOTE 3: Instead of using warrant, civilians will receive the actual cost of transportation by the appropriate means of conveyance of personal effects up to the prescribed scale and motor cars, motor cycles or cycles, between the old and the new stations.

90. Free conveyance to individuals 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 than 3 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 station (old or new): Actual expenses limited to the aggregate of:
 - (i) LTC for journey on leave in one direction from the leave station to the station at which course is held, if admissible on the occasion.
 - (ii) Fare of the appropriate class from the station at which the course is held to the permanent station (old or new). In those cases where on completion of the course, an officer has to incur expenditure in returning his books, kit, bicycle and servant from the station at which the course is held direct to his permanent HQ, the actual expense limited to the incidental admissible as

for a temporary duty journey between these stations will be payable on rendition of a certificate to the effect that the amount claimed is not more than the expenditure actually incurred on conveyance of book, bicycle, and servant and that these charges have not been/will not be claimed separately.

NOTE: Where the officer has been transferred during the course/leave, he, 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.

90-A. Grant of Travelling Allowance (including Composite Transfer Grant) to non official appointed to Committee/ Commission for period of one year or more

In cases of long term appointments of non-officials to committee/commissions for period of one year or more, Travelling Allowance to join the posts

for going back to home town on completion of assignments may be allowed as follows:—

- (a) Entitled fare for self and for each member of family consisting of spouse and dependent children.
- (b) Cost of transportation of baggage (including car) and necessary incidental charges as admissible to a Central Government officer, and
- (c) Composite Transfer Grant at the minimum of pay in the Pay Band plus Grade Pay or fixed pay of the post to which appointed.

In case of short-term appointments (i.e. which are of less than one year's duration) only entitled fare for the officer and spouse may be allowed. The above concession may also be allowed for going back to home town on completion of assignments in both cases.

CHAPTER THREE

TEMPORARY DUTY MOVES

91. Definition of Temporary Duty

Except where otherwise specifically stated, any move on duty which as per expectation of the ordering authority is that the individual shall do duty in the station to which his move is ordered for a period of 180 days or less, will be classified as temporary duty (TD).

Provided that a transfer classified as 'temporary' shall be reclassified as 'permanent' if and when the period of duty in the said station does exceed 180 days.

Authorised Courses of Instructions at an outstation will be classified as TD if the duration of the course does not exceed 180 days initially.

Move of an individual in pursuance of a tour of inspection will remain classified 'temporary' irrespective of the duration of the tour.

NOTE 1: In the case of MES civilian, other than officers who are detailed to attend courses at the College of Military Engineering, Kirkee, and who opt for TD scale of Travelling Allowance(TA) for the outward and return journeys plus Compensatory Allowances for the duration of the course under Rule 123, the moves will be treated as on TD for the purpose of grant of TA both for outward and return journeys irrespective of the duration of the course concerned.

NOTE 2: Notwithstanding the provisions of this Rule, moves of officers and Service Personnel Below Officer Rank (PBOR) on attachment to other Units/ Establishments/Ships at the discretion of IHQ of MoD (Army), GOC-in-C Command/Chief of Naval Staff/Flag Officers Commanding-in-Chief/ Flag Officers Commanding Fleets/Areas/Air HQ/AOC-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/ship/ establishment to which so attached, no DA will be admissible for the period of halt with the attached unit/ship/establishment unless an officer is detailed to perform some specific duty during such attachment.

NOTE 3: In cases where prolonged stay is envisaged at the TD station beyond 180 days the appropriated course would be to issue the necessary transfer order.

RAIL JOURNEYS

92. Class of Accommodation For Travel By Rail

- (a) Except where otherwise specifically provided for, the class of accommodation by rail for journeys on TD will be as for journeys on permanent duty.
- (b) Personnel on escort duty with Field Cashiers will travel on warrant by the same class of accommodation to which the latter are entitled.

93. Use of Railway Saloons and Special Reserved Accommodation Including Air Conditioned Accommodation for Defence Service Officers

The following Officers will be entitled to the use of saloons when absolutely necessary and desirable:

- (a) Chief of the Army Staff.
- (b) Chief of the Naval Staff.
- (c) Chief of the Air Staff.
- (d) Vice Chief of the Army Staff.
- (i) When not using the 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.

- (ii) Army Commanders may use saloons within their own Commands 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. In case where Army Commanders are not using a saloon, they may requisition a two berth or four berth AC-II compartment or a two berth air conditioned compartment. In special cases where considered absolutely necessary a four berth air conditioned compartment may be requisitioned in lieu of a saloon.
- (iii) PSOs at IHQ of MoD (Army), DGAFMS, Corps Commanders and Director General, Defence Planning Staff of the Chief of Staff Committee are allowed an air conditioned coupe or a two berth AC-II compartment. Where an air conditioned coupe or a two berth AC-II compartment is not available, a four berth AC-II compartment may be requisitioned.

NOTE 1: In every bill for TA in respect of a journey performed in reserved accommodation the officer reserving the 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 certificate is 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 the journey commenced. This is necessary in order to enable an adjustment to be made between the Defence and Railway Departments in respect of the first class/AC II fares realised by Railways.

NOTE 2: The wives of the Service Chiefs may travel free as an entitled person, i.e. without purchasing a ticket in the railway saloons reserved exclusively for the Chiefs, when their wives accompany them on tour in connection with the visit to the Welfare Organisation of which they are members.

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

94. Journey By Rail: The entitlement of journey by rail on TD will be regulated as per Rule 57 (a) (i). The authorized class of travel for hospital admission shall be the same as that authorized for official tours.

95. BLANK

95-A. Entitlement to travel by Shatabdi Express Trains

The entitlement for journey by Shatabdi Express Trains will be as follows:—

(i) Lt. Col and above and their equivalents and Civilians drawing Grade Pay of ₹ 7,600/- and above.	Executive Class
(ii) Other officers including MNS Officer, Midshipmen and Honorary Commissioned Officers, JCOs, NCOs, OR and NCs (E) and their equivalents and all other civilians drawing grade pay below ₹ 7,600/-.	AC Chair Car.

96. Provision of lying down accommodation for journeys by Railway on warrant

Sick individuals of any class when the provision of such accommodation is certified by a Medical Officer to be necessary in the interests of the patient. Ordinarily lying down accommodation will be provided in the class in which the individual is entitled to travel.

97. Rail accommodation for prisoners and insanes

- (i) Insane with their escorts will be accommodated in a first class reserved compartment. Harmless and quiet mental patients will be accommodated in the class of accommodation to which they are ordinarily entitled on the authority of a Certificate issued by the Psychiatrist-in-charge of the case that the individual is fit to travel in such accommodation.
- (ii) Military prisoners (excluding prisoners of war) with their escorts will be accommodated in reserved compartment of the class of accommodation to which prisoners are normally entitled. Whenever possible, the accommodation will be provided in a coach reserved for the Defence Services.

98. Reserved compartment for persons suffering from infectious or contagious diseases

(i) Personnel suffering from the following contagious or infectious diseases when travelling by rail and who are otherwise eligible for free conveyance will be entitled when authorised by the authorities mentioned in clause (ii) below to travel in a first class reserved (two berth) coupe compartment or to a four-berth first class compartment on trains which do not carry first class two-berth coupes, irrespective of the class to which they are entitled:

Cerbro-spinal meningitis	Plague
Chicken pox	Scarlet fever
Cholera	Small Pox
Diphtheria	Typhoid Fever
Leprosy	Typhus fever
Measles	Whooping cough
Mumps	Tuberculosis

(ii) The following are the authorities who may authorise conveyance of the nature referred to in clause (i) above:

1. Army Personnel MG Medical Command.
2. IN Personnel Principal Medical Officer of Establishment / Ship concerned
3. Air Force Personnel
 - (a) PMO Command in the case of Personnel of units under a command.
 - (b) DGMS(Air) in the case of Personnel of units directly under Air HQ.

99. Rail accommodation for Signal/Cipher Couriers

- (i) Signal Courier carrying official mail of Secret/Top Secret categories and his escort will travel in first class coupe/compartment.
- (ii) In the absence of a first class coupe compartment in any particular train the Cipher/ Signal/ Couriers carrying official mail/ Cryptographic Documents/ Devices of Secret/ Top Secret categories will be allowed to travel in 2-berth AC First Class Coupe in any other train other than Rajdhani and Shatabdi Express. In case of non availability of 2-berth AC First Class

Coupe compartments, the Cipher Couriers will be accommodated in a 4-berth.

AC First Class Compartment: The remaining two berths will be allotted to bonafide service personnel and their particulars checked in the presence of couriers. In Case no bonafide Service personnel are available to fill the berths, the entire 4-berth AC First Class Compartment will be reserved for Cipher/ Signal/Air Force/ Naval Couriers.

- (iii) Couriers carrying cryptographic documents/ devices, irrespective of their rank will ordinarily travel in a first class coupe if the number of boxes (of dimensions 75X45X35 cm or size 60X65X45) is less than six. If, however, the number of boxes of the dimensions given above is more than six or if a first class coupe is not available, then Couriers carrying official mail/ cryptographic Documents/ Devices of Secret/ Top Secret categories will be allowed to travel in 2-berth AC First Class Coupe in trains other than Rajdhani and Shatabdi express. In case of non availability of 2-berth AC First Class Coupe compartment, the Cipher Couriers will be accommodated in a 4-berth AC First Class Compartment. The two vacant berths in the compartment will be allotted to bonafide service personnel. In case no bonafide Service personnel are available to fill the berths, the entire 4-berth AC First Class Compartment will be reserved for Couriers.

The journey will be performed on warrant and no Cash TA will be admissible.

In respect of road journeys the courier may travel by the Class corresponding to the first class of railways.

99-A. Rail Accommodation for DSC and Service personnel in AC First Class Coupe when escorting consignments of Arms and Ammunitions carried in the train

- (a) Service personnel and DSC personnel irrespective of rank to travel in 2- berth AC

first class coupe in trains other than Rajdhani and Shatabdi Express when escorting consignments of arms and ammunitions carried in the trains, provided no first class coupe is available in a particular train. In case of non-availability of 2-berths in AC first class coupe compartment, the escorts carrying arms and ammunitions will be accommodated in a 4-berth AC first class compartment. The remaining two berths will be allotted to bona fide service personnel and their particulars checked in the presence of escorts. In case no bonafide service personnel are available to fill the berths, the entire 4-berth AC first class compartment will be reserved for escorts carrying arms and ammunitions.

- (b) In the absence of AC first class/first class coach in any particular train, escorts carrying the consignment of arms and ammunitions will be accommodated in 4-berth enclosure in AC-2 tier sleeper compartment. The remaining two berths will be utilized in the manner as stated in para (a) above.

100. Conveyance of secret mail belonging to the Navy/ Air Force

- (a) For the conveyance of secret mail belonging to the Navy/Air Force- full use should be made of the Army Courier Service wherever available. If, however, such Courier Service of the Army is not available in any particular route or it cannot be availed of for any particular reason, any of the Naval/Air Force Officers named below may, at their discretion, detail an officer of the Indian Navy/Air Force respectively to convey the secret mail by train from the originating establishment to its destination:—

Naval Officers	Air Force Officers
(i) Chief of The Naval staff	The Chief of the Air Staff
(ii) The Flag Officers Commanding-in-Chief Naval Commands.	AOsC-in-C Commands
(iii) The Flag Officers Commanding Fleets/ Areas	Commanders of Wingjor Stations
(iv) Naval Officers-in -Charge	Commanders of units located in places other than those provided in (iii)
(v) The Commanding Officer, INS India	

- (b) Where an officer named in clause (a) above

is satisfied in respect of any secret mail, that either by virtue of its volume or by nature of its extreme secrecy, the reservation of a two-berth coupe in the train is warranted, such officer shall have the authority to do the necessary reservation accordingly. The power thus vested in each of the officers named in clause (a) above is personal and shall not be delegated to any other officer.

- (c) Couriers carrying cryptographic documents/devices will travel by first class coupe compartment/ irrespective of rank. Where a coupe does not provide adequate storage or a first class coupe compartment cannot be provided these couriers will travel on a reserved 4-berth first class compartment. In the latter case, the vacant two berths in the compartment will be allotted to a bonafide service personnel.
- (d) Couriers will be allowed to travel in 2-berth AC first class Coupe in trains other than Rajdhani or Shatabdi Express, provided no first class coupe is available in a particular train. In case of non availability of 2-berth AC first class Coupe compartment, the Cipher Couriers will be accommodated in a 4-berth AC first class Compartment. In the latter case, the vacant two berths in the compartment will be allotted to bonafide service personnel. In case no bonafide service personnel are available to fill the berths, the entire 4-berth AC first class Compartment will be reserved for Air Force/ Naval Couriers.

In absence of AC first class/first class Coachyin any particular train, Air Force/ Naval Couriers carrying official mail/ cryptographic documents/devices of Secret/ Top Secret categories will be accommodated in 4-berth enclosure in II AC-2 Tier Sleeper Compartment. The remaining two berths will be utilized in manner as stated above.

In respect of road journeys the courier may travel by the Class corresponding to the first class of railways.

- (e) Officer deputed on courier duties should always travel in accommodation specifically reserved in advance for the purpose. The journeys will be performed by warrant and no cash travelling allowance shall be admissible.

101. Reimbursement of expenses incurred by civilian Government servants of Defence Research and Development Organisation for carrying bona-fide Government stores

Whenever a Defence Civilian Government Servant of Defence Research and Development Organisation is authorised to carry bona-fide Government stores by his Controlling Officer as luggage when proceeding or returning from TD for trial or other urgent purposes and if such Government stores exceed the limits of normal free entitlement allowed by the railways the extra cost paid by the Government Servant to the Railways for carriage of the goods may be reimbursed to the Government Servant concerned. Such claims will be admitted along with the TA claim of the person concerned on production of Railway cash receipt in proof of the expenditure.

ROAD JOURNEY

102. Scale of accommodation

- (i) The scale of accommodation for Road Journey will be regulated as per Rule 61.
- (ii) When TA is not admissible and Government transport is not available the following is the scale of accommodation authorised for all ranks moving by road on warrant:
 - (a) When travelling on warrant in motor cars, motor buses, passenger lorries or charabancs owned by a company having a contract with Government:

Officer entitled to special reserved accommodation by railway under Rule 93 but not the Staff Officer accompanying them and all General, Flag or Air Officer not included above.	A whole motor car not exceeding four seats.
All other Personnel drawing Grade pay of ₹ 5400/- and above.	One seat in motor car.
All other Personnel drawing Grade pay below of ₹ 5400/-	One seat in a motor bus, passenger lorry or charabanc. If the contractors do not provide such vehicles, one seat in a motor car in lieu.

- (b) When travelling on warrant in conveyance, other than motor vehicles, owned by a

company having a contract with Government:

Officers referred to in (a) (1) above	A reserved vehicle or its equivalent.
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All other individuals entitled to conveyance.	One seat or its equivalent.
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- (iii) When a Government contract is in force the means of transit provided by contracting company will be utilised unless Government transport is available. In the case of a company which has other conveyance in addition to motor conveyance, the individuals will travel as follows:

Individuals drawing Grade Pay of ₹ 5,400/- and above.	By motor car
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Individuals drawing Grade Pay of ₹ 4,200/- and above but less than ₹ 5,400/-.	By motor bus, passenger lorry or charabanc.
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Individuals drawing Grade Pay less than ₹ 4,200/-	By the cheapest mode of conveyance supplied by the Company.
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- (iv) In special cases an individual may be authorised to travel by a mode of conveyance, other than as laid down above, by the Despatching Officer. For sick persons and invalids a different mode of conveyance from, and a higher scale of accommodation than that given above, may be authorised, if considered necessary, by the medical authority (Officer Commanding the Hospital concerned). In all cases, reasons should be recorded.

- (v) Prior notice should, if possible, be given to the Company to enable seats to be allotted in the ordinary or mail conveyances, but when they cannot be so allotted and the warrant is endorsed to that effect by the Despatching Officer, or in cases where there is no despatching officer, by the Company's agent, a whole vehicle may be supplied. The type of vehicle to be supplied will, however, be decided with due regard to economy, size of the party and their circumstances in which the movement has been ordered.

- (vi) The routes to the stations of the line of railway

and the means of conveyance available for those not required to march, are published in Army Orders/Naval Orders/Air force Orders from time to time.

103. Hire of conveyance at outstation

- (i) The officers drawing grade pay of ₹10,000/- and above are entitled for Mileage Allowance of AC Taxi if journey is actually undertaken by AC Taxi at the outstations. AC Taxi can be hired by STD/CO to provide to the entitled officers of this category while on TD at outstation.

At stations where suitable Government transport is not available and where it is not possible to hire transport for the Service Chiefs and their party during tour, the offer of the private car of a local dignitary at the station, if any, may be availed of and POL required for this purpose be issued free on 'as required' basis. A certificate from the Military Assistant /Staff Officer/ADC/ Secretary / Flag lieutenant accompanying the Service Chiefs, as the case may be, will invariably be obtained on the receipt/ issue voucher that the POL has been drawn and consumed for the tour of the Service Chiefs.

- (ii) An officer (including a civilian officer) on duty which involves extensive travelling within a short distance at the outstation may, if considered necessary by the Competent Authority, be provided with hired transport suitable to the nature of duties at Government expense, if no Government transport is available, such transport will be provided through the Station Transport Officer/ Commanding Officer IN Establishment and the officer will not be authorised to hire direct/ on his own.

NOTE: GOC, Sub Area/Independent Sub Area/ Brigade Commander in respect of Army Personnel (service and civilian) and the Flag Officers Commanding-in-Chief Naval Commands/The Flag Officers Commanding Fleets/Areas, in respect of IN Personnel and Air Officers Commanding-in-Chief, Commands/ Officer Commanding, Air Force Station with the rank of Air Cdr in respect of Air Force Personnel (Service and Civilians) serving under them may exercise the power delegated to the Competent Authority in clause (ii) above.

104. Hiring of Motor cars or use of private cars by Officer in lieu of reserved accommodation by Railways on journeys where they are entitled to reserved Railway accommodation

- (i) Officer entitled to reserved accommodation by Railways are authorised to hire motor cars for journeys on duty in lieu of such reserved accommodation provided that the cost of hiring a motor car plus the cost of conveyance of the officer's baggage does not exceed the amount of the Government's liability on account of the reserved railway accommodation which could have been utilised for the journeys.
- (ii) Officer who do not hire cars but use their own cars for such journeys will be entitled to Road Mileage at the rates applicable to the particular locality plus the cost of conveyance of baggage subject to the maximum admissible under (i) above. Officers, who so travel in their own cars, will also be entitled to draw Road Mileage under ordinary rules for distance actually travelled on inspection duty at out-stations in which they halt in lieu of motor hire.
- (iii) The baggage within the authorised scale should, when convenient, be sent by railway on warrant. Claims for TA should show the weight of baggage conveyed on the warrant. In adjusting the claims, the cost of the railway warrant will be calculated at the public tariff rates.
- (iv) When Government mechanical transport is used by the officer for himself or his baggage, he will pay the hire charges for accommodation provided at the prescribed rates and claim the amount as part of the TA admissible under this rule.
- (v) When a Saloon or Inspection Carriage is hauled unoccupied by the officer (irrespective of the fact whether his baggage is left therein or not) for whom it being run as a result of his proceeding by other means between stations connected by railway over which the saloon or carriage cannot run, the cost of empty haulage will be reduced from the maximum amount up to which car hire or road mileage is admissible.

NOTE: A General Officer entitled to utilise railway saloon accommodation may, at his discretion, perform one way journey by road or air due to the exigencies of service. Under such circumstances, he is not required to pay the cost of empty hauling charges of the saloon required under these regulations.

105. Hire of motor cars for use of recruiting party (Indian Navy)

A Recruiting Officer is authorised to hire through the Commander ASC of the Area concerned two motor cars at Government expense for the use of the recruiting party (Indian Navy) when necessary. Mileage Allowance shall not be admissible for the members of the party in respect of journey performed in these cars.

106. Road Conveyance where the shortest route lies by rail

In the case of following moves and should the individuals so desire, the Despatching Officer, at his discretion, may allow them to travel in public conveyances by road on the condition that the cost against Government on account of such journeys does not exceed what would have been incurred had the journeys in question been performed by rail by direct route :

- (a) Recruiting parties from and to the stations from which despatched on recruiting duty when they are entitled to free conveyance; and
- (b) Reservists:
 - (i) When called up for training or returning there-from.
 - (ii) When summoned on account of absence through sickness or other reasonable cause to proceed to his Reserve Centre for medical examination and return there-from.
 - (iii) When retransferred to Active List at his own request provided the unit to which he belongs is under orders for field service. A Gorkha Reservist volunteering for retransfer to the colours after the completion of training is entitled to conveyance to his unit in lieu of his conveyance to the Recruiting Centre, extra expense, if any, will be borne by the reservist.

NOTE: Conveyance under clauses (i), (ii) and (iii) above will be admissible to and from a reservist's place of residence or employment in India and in the case of Gorkha to and from the place of residence in Nepal.

(iv) When transferred under the orders of the competent medical authority during the training period for outward and return journeys:

- (1) From one Service Hospitals to another for consultation of a Specialist and/or for continuing medical treatment.
- (2) From a station at which no Service Hospital exists to the nearest Service Hospital with the required facilities for treatment.

NOTE: The competent medical authority for purpose of item (2) above will be the Authorised Medical Attendant(AMA).

107. Class of accommodation for sea journey within Indian limits

The class of accommodation for sea journeys within Indian limits will be regulated as per Rule 58.

108. Journeys by Air

1. The entitlement for journey by air will be the same as on permanent duty as laid down in Rule 62.
2. The authorized class of travel for hospital admission shall be the same as that authorized for official tours.
3. IAF Officers detailed as ferry pilots of Fighter Aircraft from and to Base Repair Depots for the return journey when they deliver the aircraft at Repair Depots and for the forward journey when they travel to take delivery of the aircraft. These journeys will be specifically approved by AOsc-in-C of the concerned commands.
4. Journeys as the members detailed to attend Courts of Inquiry to investigate into major flying accidents. Their Journeys will be approved by the concerned PSO at Air HQ.

NOTE: All the service personnel serving in Tripura are allowed air travel between Agartala and Kolkata for the purpose of tour/transfer only.

108-A. Travel by Civil Aircraft by Personnel of non-entitled category

Non-entitled personnel of the Indian Navy will be entitled air travel by civil aircraft in the following circumstances:—

- (a) Members detailed to the site of accident for attending the Board of Inquiry to investigate into major flying accidents; and
- (b) Aircrew detailed as ferry pilots of fighter aircraft forward journey only where they travel to take delivery of the aircraft in emergent condition.

The above journeys will be specifically approved by FOsC-in-C of the Commands concerned or the PSOs at IHQ of MoD (Navy) as the case may be.

109. Evacuation of Casualties by Air

- (a) When considered necessary by the OC Hospital/MO-in-Charge of a Hospital, the use of a civil aircraft may be authorised for the move of an officer, a Cadet, a Soldier, a Sailor, an Airman or a NCs(E) from one Hospital to another within Indian limits for urgent medical treatment with a view to preserving his life, provided free conveyance is otherwise admissible and that service aircraft is either not available or is less economical.

NOTE: Air travel facility will be admissible in respect of families of service personnel posted at any of the following States at Government expenses to Kolkata for treatment from these States where it is certified by the OC Hospital or MO Incharge of a hospital that travel by air was absolutely essential and that travel by any other means i.e by rail or road etc. would have definitely endangered the life of the patient or involved a risk of serious aggravation of the condition of the patient:—

- (i) Manipur.
- (ii) Nagaland.
- (iii) Mizoram.
- (iv) Meghalaya.
- (b) Defence Civilians in receipt of Field Service Concessions and who are entitled to free medical treatment from military

sources will also be entitled to be moved free by air in terms of and subject to the conditions laid down in (a) above.

- (c) CO, Unit/Military Hospital is authorised to draw cash from their Imprest Account to meet the expenditure on evacuation of casualties by air.

110. Conveyance for Air Journeys for Recruiting Officer for Gorkhas and his staff

Moves of the Recruiting Officer or Gorkhas and his staff on recruiting and welfare duties in Nepal by air will be authorised by the officers as shown below:

When travel by air in Nepal is cheaper than the approved surface route	Jt Director (Rtg) at IHQ of MoD (Army).
When travel by air is not cheaper than the approved surface route but it is considered necessary in public interest.	AG, at IHQ of MoD (Army).

111. Road Mileage for journeys by Road

- (a) For journeys by road, Road Mileage is admissible at the rates given in Rule 61.
- (b) When two or more individuals travel on TD in a conveyance belonging to one of them, the owner may draw TA as if he travelled alone and the other individual or individuals may draw only DA as admissible under Rule 114.
- (c) When two or more individuals travel by sharing hire charges of a conveyance, each individual may draw the actual share of hire paid by him limited to half of the Road Mileage admissible under Rule 61.
- (d) 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. In case of an officer entitled to travel by AC-I under Rule 94, the road mileage will be limited to the cost of AC-II rail fare.

NOTE: Relaxation from this limitation can be permitted by the competent authorities under NOTE 2, below Rule 40.

- (e) Road Mileage will be admissible from duty point at HQ to railway station/bus stand/ airport/ disembarkation HQ to duty point at the outstation. However, for local journey performed at outstation no Road Mileage will be admissible.

112. Journeys where Rail-cum-Road tickets are issued

Individual travelling by road on 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.

113. Road Mileage for journeys at Outports

Chief of the Naval Staff and his officers when at sea with the IN fleet for instruction and training shall draw road mileage for journeys at outports at the rates laid down in Rule 61.

Other officers who may be placed on duty of whatever kind at outports whilst accommodated on IN Ships shall be granted Road Mileage at the rates laid down in Rule 61 for the road journeys performed by them.

114. Daily Allowance on Temporary Duty

- (i) An individual who is entitled to DA on TD will draw the same for the entire absence from HQ, starting with departure from HQs, and ending with arrival at HQs to cover both on the way expenses as well as expenses for the halt at outstation.
- (ii) DA may be granted for the entire absence from HQs at full rates for each completed calendar day of absence reckoned from mid-night to mid-night. For absence from HQs for less than 24 hours, the DA will be admissible at the following rates:

For absence not exceeding 6 hours.	Nil
For absence exceeding 6 hours but not exceeding 12 hours.	70% of normal rates
For absence exceeding 12 hours.	Full DA

In case the period of absence from HQs falls on two calendar days it is reckoned as two days and DA is calculated for each day as above. Similarly,

DA for date of departure from and arrival at HQs will also be regulated accordingly. One DA only is admissible in respect of halts on any day on which an individual is entitled to such allowance under one or more provisions of these regulations.

- (iii) For the time spent in journeys, only ordinary rate of DA, will be admissible, when the total absence from HQ is partly spent in journeys/ ordinary localities and partly in expensive localities, DA may be admissible, either with reference to the period spent in journey first and thereafter for the period spent in expensive locality or the other way round, whichever is beneficial to the Touring Officer.
- (iv) On day (s) when an individual on TD is provided with free board and lodging, he will draw only 1/4 DA for that (those) day(s). If he is provided with free board he will draw 1/2 DA for that (those) day (s). If he is provided with only free lodging, he will draw 3/4 DA for that (those) day (s).

An individual who stay during TD in Circuit House/Inspection Bungalows/ Rest Houses, etc, without having to pay any charges for accommodation but has to pay obligatory charges for services such as water, electricity, furniture, scavenging etc on account of stay in such places, he will not be deemed to have obtained free accommodation and no reduction in his DA will be made on this score.

Service personnel are entitled to 25% of DA while proceeding on temporary duty from peace area to field area who are provided with free boarding and lodging in field areas and who are not entitled to the compensatory field area allowance/ compensatory modified field area allowance.

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 the individuals DA.

- (v) (a) DA will not be drawn for any day on which an individual 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 returned to it from a similar point. When an individual is detailed on TD to proceed direct from his residence, DA may be allowed if the total distance travelled by him to reach the TD point minus the distance from his residence to the normal place of duty is more than 8 KMs.

NOTE: The term "radius of 8 KMs" shall be interpreted as meaning a distance of 8 KMs by the shortest practicable route by which traveller can reach his destination by ordinary mode of travel.

(b) In respect of PBOR, DA for halts at TD station will be admissible as under:-

If provided with free board and lodging	25% of DA
When not provided with free board	50% of DA plus Ration Money.

The journey DA on TD will be at the ordinary rate.

(c) DA in respect of Sailors detailed on TD to IN Ships will be admissible as under:-

If provided with free board	25% of DA
If not provided with free board	25% of DA plus Ration Money

(vi) Travelling Allowance for a local journey will 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 his residence or from the normal place of duty.

DA in respect of local journey will be admissible at half the rates given in clause (ii) of this rule.

NOTE 1: Journey within the limits of an urban agglomeration, within which a Government Servant's HQ is located, will also be treated as local journey.

NOTE 2: The phrase "local journey" shall be construed to mean a journey within the municipal limits or city 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 Corporation 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.

NOTE 3: Individuals travelling in and about Delhi, Shimla, Chennai, Mumbai and Kolkata under circumstances entitling them to DA, are entitled to the ordinary rates of DA.

NOTE 4: 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 Government servant is located) 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 a Superior Authority should be obtained and in such cases, if more than one service personnel/ civilians 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 or Mileage Allowance for local journeys shall be regulated with reference to the actual distance travelled or the distance between the normal duty point and the TD point, whichever is less.

Daily Allowance would not be payable in cases where a service personnel/civilian 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 individual 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 spent on TD.

NOTE 5: DA will not be admissible to an individual deputed for training at centres/institutions located at his HQs station, whatever be the distance between his normal duty point and institutions/centres which he is deputed for training, as such centres/institutions shall be deemed to be his temporary HQs during

- the period of his training. DA shall also not be admissible to an individual on a day when he is detailed for study/training etc, by the training institutions at another place at the same station and he visits that place directly from his residence or when on any other day he is required under proper orders to attend two or more places at the HQs station in connection with his training.
- (vii) Whereas DA is admissible on holidays occurring during TD, it is not admissible on Restricted Holidays and Casual Leave availed of by the individual. However, if he takes $\frac{1}{2}$ day's Casual Leave permissible under the rules, $\frac{1}{2}$ DA is admissible.
- (viii) Full DA will be admissible for the first 180 days of continuous halts at places outside the Government Servant's HQs during tour/ temporary transfer/ attach-ment. Beyond this period no DA will be admissible and in such cases the appropriate course would be to issue necessary transfer order.
- (ix) 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.
- (x) Competent authorities may grant DA to an individual for the period of enforced halts, occurring enroute journeys on tour, TD, training and transfer necessitated by breakdown of communications due to blockade of roads on account of floods, rains, heavy snowfall, landslide etc., or delayed sailing of Ships or awaiting air lift as under :
- (a) In the cases of journeys on tour, TD and training the period of enforced halt enroute shall be included in the entire absence from HQs for purpose of grant of DA. The DA will, however, be admissible at ordinary rates as given in Table 'B' of Rule 114-A for the entire period spent in journey, including the period of enforced halt.
- (b) The grant of DA for enforced halts shall also be subject to the provisions of clause (viii) above.
- (xi) When the service officers who are entitled to free rations proceed on TD, their DA would be reduced by the cost of rations.
- (xii) 25% DA is admissible to service personnel while proceeding on TD from peace area to field areas who are provided with free boarding and lodging in field areas and who are not entitled to the Compensatory Field Area Allowance/Compensatory Modify Field Area Allowance.
- NOTE:** A civilian driver of a Government vehicle who performs a local journey or journey on tour on the Government vehicle in his charge, may draw TA under this rule even if the journey does not involve an absence of at least one night from his HQ. The drawal of TA by civilian drivers for the journey mentioned above is subject to the conditions that no Overtime Allowance would be payable for the period with reference to which DA has drawn. The civilian driver will, however, have the option to draw either overtime allowance as admissible under the overtime rules or DA on any day on which such journeys have been undertaken. In the case of civilian driver having fixed weekly hours of work who performs 'Local journeys' for return from tour to HQ on the same day on the vehicle in their charge, the period in excess of eight hours for which DA has been drawn, should be excluded for the purpose of grant of Overtime Allowance provided that they may also at their option, forego DA for any day and draw Overtime Allowance as admissible under the Overtime Allowance Rules applicable to them.

114 –A. Rates of Daily Allowance

Rates of DA in respect of service officers including MNS Officers, Midshipmen and JCO's holding Honorary Commissions and their equivalents and personnel below officer rank and civilians are as follows:

(A)	
Grade Pay	Daily Allowance
Service Chiefs/Vice Chiefs/ Army Cdrs and equivalents/ DGAFMS & Officers drawing Grade Pay ₹ 10,000/- & above	Reimbursement : Hotel accommodation/ guest house upto ₹ 5,000/- per day.
	(a) Hotel accommodation/ guest house upto ₹ 5,000/- per day.

Grade Pay	Daily Allowance
	<ul style="list-style-type: none"> (b) AC Taxi charges upto 50 Kms for travel within city. (c) Food bills not exceeding ₹ 500/- per day.
Officers drawing Grade pay ₹ 7,600/- to ₹ 9000/-	Reimbursement:
	<ul style="list-style-type: none"> (a) Hotel accommodation upto ₹ 3,000/-per day. (b) Non AC Taxi charges upto 50 Kms for travel within city. (c) Food bills not exceeding ₹ 300/-per day.
Officers drawing Grade pay ₹ 5,400/- to ₹ 6,600/-	Reimbursement:
	<ul style="list-style-type: none"> (a) Hotel accommodation upto ₹ 1,500/- per day. (b) Taxi Charges upto ₹ 150/- per day for travel within city. (c) Food bills not exceeding ₹ 200/- per day.
Personnel drawing Grade pay ₹ 4,200/- to ₹ 4,800/-	Reimbursement:
	<ul style="list-style-type: none"> (a) Hotel accommodation upto ₹ 500/- per day. (b) Travel charges upto ₹ 100/- per day for travel within city. (c) Food bills not exceeding ₹ 150/- per day.
Personnel drawing Grade pay below ₹ 4,200/-	Reimbursement:
	<ul style="list-style-type: none"> (a) Hotel accommodation upto ₹ 300/- per day. (b) Travel charges upto ₹ 50/- per day for travel within city. (c) Food bills not exceeding ₹ 100/-per day.

NOTE 1: Officers drawing Grade Pay of ₹ 3,400/- are presently entitled DA as in (iv) above and will continue to be entitled for the same in terms.

NOTE 2: In case of stay/journey on Government Ship, 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., DA 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 Head of Department/ Controlling Officer. For journeys on foot, an allowance of ₹ 5 per kilometre travelled on foot shall be payable additionally.

NOTE 3: The components of Mileage Allowance, hotel accommodation charges, taxi charges, food bills, including rate for journey on foot shall automatically increase by 25% whenever Dearness Allowance payable on the revised pay structure goes up by 50%.

NOTE 4: Officers may preferably stay in Circuit houses, Messes, Government Guest Houses, Inspection Bungalows etc, if they are available.

"Rates of DA on Tour" may be regulated either in accordance with the provisions of revised rates as per Sixth Pay Commission orders as given at Table (A) above or as per old rates prevalent prior to issue of revised rates whichever is claimed by the service personnel and civilians.

This option will be available as a complete package for a particular tour and not by taking part of either order. In other words, service personnel and civilians may choose to be governed either by Sixth Pay Commission orders or old rates as given Para (B) and (C) below.

(B) When the Service personnel and Civilians stay in Government/ Public Sector Guest House or makes their own arrangements:

Revised pay in the pay band	Localities other than those mentioned in Columns (3), (4) & (5)	B-1 class cities and expensive localities	A Class Cities and specially expensive localities	A-1 class cities
(1)	(2) ₹	(3) ₹	(4) ₹	(5) ₹
₹ 30,500/- and above	135	170	210	260
₹ 15,000/- and above, but less than ₹ 30,500/-	120	150	185	230
₹ 12,500/- and above but less than ₹ 15,000/-	105	130	160	200
₹ 8,000/- and above but less than ₹ 12,500/-	90	110	135	170
Below ₹ 8,000/-	55	70	85	105

(C) When the Service personnel and Civilians stay in a Hotel or other Establishments, providing boards and/or lodging of scheduled tariffs:

Revised pay in the pay band	Localities other than those mentioned in Columns (3), (4) & (5)	B-1 class cities and expensive localities	A Class Cities and specially expensive localities	A-1 class cities
(1)	(2) ₹	(3) ₹	(4) ₹	(5) ₹
₹ 30,500/- and above	335	425	525	650
₹ 15,000/- and above, but less than ₹ 30,500/-	225	330	405	505
₹ 12,500/- and above but less than ₹ 15,000/-	200	250	305	380
₹ 8,000/- and above but less than ₹ 12,500/-	130	160	195	245
Below ₹ 8,000/-	65	85	100	125

Whenever the claim is preferred with reference to the rates at (C) above, it should be accompanied by a certificate in the following terms and the vouchers in support of the stay in the Hotel/Establishment etc. should be annexed to the TA claims:

"Certified that I stayed from (date) to (date) at at..... which (Name of Hotel/Establishment etc.) (Name of place) provides board/lodging at scheduled Tariffs and/or where full public Tariff is charged."

NOTE 1: Daily Allowance for stay in a hotel etc. will be admissible at the respective rate for the concerned locality as shown in Table (B) above reduced by 10 percent thereof

and in addition to lodging charges (exclusive of breakfast/meals) incurred by the individual for each calendar day will be admissible subject to the condition that the total DA so calculated per day shall not exceed the rate at (C) above for the locality.

Where more than one Government servant shares the same room, the proportionate share of lodging charges for each will be related as his lodging charges and the DA for him will be calculated in the manner indicated above.

Daily Allowance for stay in Railway Retiring Rooms shall also be regulated in accordance with the above provisions.

NOTE 1: Where an individual stays in a Government or Public Sector Guest House and pays lodging charges in excess of 25% of DA to him in concerned locality under Table (B) above, DA will be admissible as under.

- (i) The respective rate of DA for the concerned locality as shown in Table (B) shall be reduced by 25% and the lodging charges (exclusive of breakfast/meals) paid by the individual to the Government/Public Sector Guest House authority for each calendar day shall be added thereto.
- (ii) Daily Allowance equal to the amount calculated in (i) above shall be admissible to the individual concerned subject to the condition that where it exceeds the hotel rate to which the individual is entitled for the respective locality as per Tayye (C) above, it shall be restricted to latter rate.

NOTE 2: Rates of DA in Andaman and Nicobar Islands will also be admissible to the staff posted in Andaman and Nicobar Islands in respect of tour journeys from one island to another and DA at ordinary rates only will be admissible for 'local journeys' on tour within the island of posting and also for the time spent in journeys on tour by road/sea etc.

NOTE 3: The higher rates of DA will not be applicable in respect of those areas of Manipur mentioned in Col. 4 of tables (B) and (C) of this Rule, which touch the National Highway. It will be for the Controlling Officer to decide whether a particular hill area falls on the National Highway or not.

Classification of Cities/Towns for purpose of DA at higher rates:

'A-1' Class Cities:

Brihat Mumbai (UA)	Chennai (UA)
Kolkata (UA)	Delhi (UA)
Bengaluru (UA)	Hyderabad (UA)

'A' Class Cities:

Ahmedabad (UA)	Kanpur (UA)
Lucknow (UA)	Pune (UA)
Jaipur (UA)	Nagpur (UA)

Surat (UA)

Specially Expensive localities:

Darjeeling District (except Siliguri sub-division);
 Darjeeling Town;
 NEFA areas beyond Inner Line;
 Naga Hills Tuensange area beyond the Inner Line;
 The following expensive/remote localities of Himachal Pradesh;
 Lahaul and Spiti District; Kinnaur District; Bharmour sub-division and Pangi sub-division of Chamba District;
 Pargana of Pandrahbis;
 Outer Seraj and Malana Panchayat areas of Kulu District;
 Chhuhar Valley of Jogindernagar Tehsil of Mandi District;
 Mangal Panchayat area of Solan District;
 Dodrakwar area of Rohru Tehsil;
 Paraganas of Chhe-bis, Naubis, Barabis, Pandrahbis and Atharahbis;
 Sarahan and Gram Panchayat of Munish, Darkali and Kashapet of Rampur Tehsil of Simla District; and
 Chhota Bhangal and Bara Bhangal areas of Palampur sub-division of Kangra District.

The following hill areas in Manipur which do not fall on the National Highway:

Ukhrul, Churachandpur, Tamenlong, Jiribam, Mao Maram and Tenganampal.

B-1 Class cities:

Asansol(UA)	Ludhiana(UA)\
Allahabad(UA)	Madurai (UA)
Amritsar (UA)	Meerut (UA)
Agra (UA)	Nashik (UA)
Bhopal	Patna (UA)
Coimbatore (UA)	Rajkot (UA)
Dhanbad (UA)	Vadodara (UA)
Indore (UA)	
Jamshedpur (UA)	

Kochi(UA)
Varanasi(UA)
Vishakhapatnam(UA)
Vijayawada(UA)

Expensive localities:

Shimla;
The entire territory of the Laccadive, Minicoy and Aminidivi Islands;
The whole of Jammu and Kashmir;
Andaman and Nicobar Islands
The following areas of Himachal Pradesh:-
Janjehli Block of Chachoit Tehsil of Mandi District;
Chopal Tehsil of Simla District;
Trans-Giri Tract of Sirmur District;
Churah Tehsil, Kunr Panachayat, Belej Pargana of Chamba Tehsil and Salooni Tehsil of Chamba District;
Manali-Ujhia area, Parvati and Lagg Valley and Banjar Block of Kulu District.

115. Daily Allowance Admissible during Detention at Ports of Embarkation and Disembarkation

Daily Allowance is admissible under ordinary rules for days on which TA in any form is not drawn in the case of:

- (a) Individuals necessarily detained in public interest at:
 - (i) A port of embarkation or disembarkation in India. The number of days the individual is detained will be certified by the embarkation authority concerned.
 - (ii) A place enroute proceeding to a port.
- (b) Officers and Nursing Officers who may be detained at a port of disembarkation for the purpose of replacing a kit etc. which may have been lost through accident at sea. The allowance is granted at the discretion of the GOC or Embarkation Commandant at the port for such period as is absolutely necessary up to a maximum of 7 days.

NOTE: Daily Allowance under the above rule will not be admissible to an individual :

- (i) Who fails to embark on the Ship appointed

for his conveyance while awaiting another passage unless the delay has arisen from causes beyond his control.

- (ii) For the day of embarkation.
- (iii) Who is detained in India on account of sickness in his family.
- (iv) For the period of stay at shore Establishment after reporting to that Establishment on return from leave in case the Ship on which the individual is borne, is temporarily away from the home port or from the port where it was scheduled to be at the time.

116. Daily Allowance admissible to Officers appointed as attached Officers

Officers who are appointed as attached officers at Service HQs, Command HQs and Area HQs 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 $\frac{1}{2}$ rate can be allowed by the Competent Authority authorising the attachment subject to the following conditions:

- (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.

117. Travelling and Daily Allowance for Officer attending command Preparatory Staff College Course for preparing candidates for the Defence Services Staff College Entrance Examination

Travelling Allowance and DA 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. TA/DA will be paid out of the relevant Head of Account of Defence Services Estimates as under:-

- (a) Where free board and lodging are not provided
 - (i) First 180 days- Full DA.
 - (ii) Beyond 180 days- Nil.

- (b) Where free board The quantum of DA will and lodging or be reduced proportionately either of the two facilities is provided at the place of courses of instruction/training.

118. Daily Allowance admissible in connection with examinations in professional subjects

- (i) Daily Allowance is admissible for halts on duty (or on a holiday occurring during such duty) in connection with examinations in professional subjects including entrance examinations for the Staff College, whether as a member of a Board, Superintending Officer, Examiner or Examinee, except to:-
 - (a) An individual who may be on leave at the station where the examination is held, and
 - (b) An individual who presents himself for an examination in any subject after having once failed in the same, unless he is ordered to attend the examination at a station outside the command in which he is stationed.
- (ii) In case of voluntary language examinations DA is admissible for members of boards, Superintending Officer or Examiners only.

NOTE: An Officer attending the entrance examination for the Staff College is eligible for DA on each occasion on which free conveyance under Rule 124 is admissible, subject to the condition (i) (a) above.

119. Entitlement of Travelling Allowance on Temporary Duty Journeys

- (A) **Service officers:** A Service officer including MNS Officer/ Midshipmen /JCOs and equivalents holding temporary rank as commissioned Officer when moving on TD will be entitled to the following:

- (i) **Conveyance:** As for journeys on permanent duty.

NOTE: For journeys performed by own conveyance between places connected by rail, see NOTE 2 below Rule 40.

- (ii) **Daily Allowance:** As mentioned in Rule 114 and 114 –A.

- (iii) **Baggage:**

- (1) When the journey is 65 Kgs. Otherwise

performed on warrant to and from a Unit/ Formation whose Personnel are in receipt of Field service Concession.

- (2) Service officer when deputed for courses of instructions of duration not exceeding 180 days from one peace station to another will be entitled to conveyance of 20 Kgs of luggage at Government expense. This will be over and above 40 Kgs of baggage allowed as Railway Free Allowance.

(B) Service Personnel Below Officer's Rank: Travel entitlement for journeys on TD will be as follows:

- (i) **Conveyance:** As on permanent duty.
- (ii) **Baggage:** 40 Kgs or Railway Free Allowance.
- (iii) **On the way of Expenses:** As per rule 114-A.
- (iv) **Transportation of private conveyance:** When a Competent Authority is satisfied that it is in the interest of the public service that a JCOs/NCOs and their equivalents moving to another station on TD should be in possession of motor cycle or bicycle for the efficient performance of his duties there, he may, by special order in each case, permit, that person to send his motor cycle or bicycle to the station of TD by rail, road or sea, as the case may be.

NOTE 1: GOC Area, Sub-Area, Independent Sub-Area and Brigade Commander may also exercise the powers delegated to a Competent Authority in this rule in respect of Army Personnel and Defence Civilians.

NOTE 2: In cases in which conveyance of a bicycle at public expense is admissible under this rule, hiring charges in lieu may be drawn but such charges shall not exceed the cost of its conveyance on the outward and return journeys and will be based on receipts for hiring which will be countersigned by the Commanding Officer of the person concerned at the station of TD.

- (C) **Civilians:** Travel entitlement for journeys on TD will be as follows:

- (i) **Conveyance:** As on permanent duty.
- (ii) **Daily Allowance :** As per Rule 114 and 114 – A whichever is applicable.

(iii) Baggage:

Civilians Officers drawing As per Service Officers.
Grade Pay ₹ 5,400/- and above

Civilians Officers drawing Railway Free Allowance.
Grade Pay below ₹ 5,400/-

- (iv) **Transportation of private conveyance:**
The entitlement of Civilians drawing Grade Pay ₹ 2,400/- to ₹ 4,800/- will be as shown in clause (B) (iv) above.

119-A. Daily Allowance admissible to Air Force Officers on Temporary Duty move to another Unit

Officers of IAF proceeding on temporary move (termed as proceeding on attachment for administrative convenience) to outstation to perform duties like Accounting, cipher, Air Contact Team, signal work, Air Traffic Control, Medical and Maritime Operation Room etc. will be entitled to DA under Rule 119 read with Rule 114 provided the Unit to which the Officer is attached, is not less than a company strength of his Unit.

NOTE: Company strength in Air Force means a flight and in the case of Navy a complement of not less than 100 persons.

119-B. Daily Allowance to Regular Service Officers posted to NCC for attending NCC Camps

Regular Service Officers posted to NCC Units for attending NCC camps will be entitled to DA @ $\frac{1}{4}$ of the rates laid down in Rule 114 - A.

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121. Travelling Allowance for journey to and from manoeuvre or Training Camp (including Artillery practice camps, Tactical exercise with or without troops, Staff exercises etc.)

- (a) Individuals who move as participants to and from training camps, exercise, demonstrations and local courses will travel on railway warrant. The officer administering the Training Grant and/or Brigade or Higher Commander or Commandant Category 'A' Establishment may allow actual out of

pocket expenses for the journey limited to the rates of DA under normal rules.

An individual 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 warrant.

- (b) The following individuals will, however, draw TA/DA on TD scale under the normal rules:—
 - (i) Officers taking part in staff exercise at IHQ of MoD (Army).
 - (ii) Civilians including all public servants detailed to assist in training matters.
 - (iii) Officers attending Artillery Practice Camps, excepting:—
 - (1) Those attending with units or detachments from units; and
 - (2) Those attending as spectators for purposes of instructions.
 - (iv) Officers of IHQ of MoD (Army), Commands, Area, Sub-Area or Brigade HQ or those on the strength of active formation HQs detailed to attend manoeuvres in their official capacity e.g. on inspection or as spectators.
 - (c) Daily Messing Allowance to individuals referred to in clause (a) and exception to clause (b) (iii) above during the period at the camp will be governed under the relevant rules in the P&A Regulations for Officers of the Army.
- 122. Special Allowance to EME and AOC Personnel to cover incidental expenditure in connection with the transport of gauges, tools, records, etc.**
 - (a) An EME Officer when absent from his permanent station on inspection duty (which includes attendance at practice camps) will receive a Special Allowance at rates prescribed by the Government from time to time to cover incidental expenditure incurred in connection with the transport of gauges, tools, records etc.
 - (b) JCOs, OR, NCs(E), Civilian Supervisors, Technical Assistant, Foreman and Charge Hands of the EME while employed on inspection duty on behalf of an EME Officer, as referred to in clause (a) above,

and JCOs, OR, NCs (E), Supervisors technical Grade-I/II/III, Assistants, Foreman and Charge Hands of AOC while employed with Mobile Ammunition Repair Section, will receive Special Allowance at the rates prescribed by the Government from time to time.

All transportation charges of Government stores in the custody of the personnel with the exception of railway freight will be met from this allowance and Government transport will not be supplied to them on any occasion except on payment by them of hiring charges at the normal rates.

NOTE: The above provisions also apply to the corresponding Naval personnel (both Service and Civilians) of the Commands Transport Workshop in EME at Vishakhapatnam and Kochi.

123. Daily Allowance admissible when attending Courses of Instructions

- (i) An individual detailed or permitted by Competent Authority to attend an authorised course of instruction either as student or as an instructor at a station other than his own shall be entitled to draw DA as shown below provided the journey is not classified as permanent under Rule 91.
- (a) Where free board and lodging are not provided.
 - (i) First 180 days- Full DA.
 - (ii) Beyond 180 days - Nil.
- (b) Where free board and lodging or either of the two facilities is provided at the place of course of instruction/training.
 - (ii) Full DA upto 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.
 - The individuals will be allowed to exercise option to draw TA as on tour when the period of course at each station exceeds 180 days.
 - (iii) In all cases of Government sponsored

training programmes which are residential and where board and lodging at the Training Institutes are compulsory and are provided at fixed rates a Special Allowance in lieu of DA will be admissible as under to Government servants deputed to undergo such training/courses irrespective of the period of training courses :—

- | | |
|------------------------------|---|
| (a) Out station participants | Actual expenditure on boarding and lodging plus $\frac{1}{4}$ of full DA. |
| (b) Local participants | Actual expenditure on boarding and lodging only. |

123-A.Special Allowance in lieu of DA to the Defence Civilian participants of the Training Programme (Both plan and non-plan) sponsored by the Training Division of the Department of Personnel and Training at various Training Institutions

A Special Allowance in lieu of DA will be admissible to the outstation Defence civilian participants attending the various Residential Training Programme, both from non-plan and plan side e.g. Management Development Programme, Executive Development programme, Management in Government etc. sponsored by the Training Division of the Department of Personnel and Training (DoPT) and Administrative Reforms, Ministry of Home Affairs at various training Institutions as per rates promulgated by DoPT from time to time.

NOTE 1: The above Special Allowance will, however be admissible to only such of the outstation participants who avail themselves of the board and lodging facilities provided by the Institutions..... Those who are permitted to stay outside the Institutions will draw only the DA admissible to them under the normal rules.

NOTE 2: Local participants sponsored for these programmes who avail themselves of the board and lodging facilities provided by the Institutions will be entitled to the reimbursement of the actual expenses on board and lodging subject to the maximum limit.

124. Conveyance to individuals attending Examinations and Courses of Instructions

- (i) Conveyance is admissible to individuals ordered or permitted to attend any of the following whether they pass or fail :
 - (a) An authorised course of instruction.
 - (b) An examination in professional subjects.
 - (c) A language examination in an Indian or in a foreign language including the interpreter ship examination in foreign language.
 - (d) A language requalification examination.
- (ii) Conveyance as authorised in (i) above, is admissible once only in respect of the same course or examination unless the individual concerned is compelled to withdraw on account of illness or circumstances beyond his control, or is ordered to attend the examination at a station outside the command (the term outside the command refers to Army Command and is applicable only to Army Officer) in which he is stationed, or in the case of an Army or Air Force 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 Senior Officer' Course All Arms at College of Combat, Mhow, on a subsequent occasion provided that the number 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 occasions, conveyance is admissible on each occasion on which he qualifies whether admitted or not.
- (iii) Individuals who have been once through a course other than a qualifying course will, if detailed or permitted to attend the course again as a refresher course, be allowed conveyance both ways on every such occasion provided the refresher course is authorised by regulations.
- (iv) When the duration of course, referred to above exceeds 90 days, the family of the individual concerned is entitled to conveyance subject to the restrictions under Rule 91.
- (v) An individual detailed or permitted by the Competent Authority to attend a voluntary course of instruction or examination in professional subjects and languages is entitled to conveyance as in (i) and (ii) above.

NOTE: In the case of voluntary language examinations, the Competent Authority will be the Board of Examiners.

- (vi) Army Officers called to New Delhi for appearing in Language Aptitude Tests conducted for the selection of the officers to be detailed on language courses will be entitled to TA and DA at the normal rates as prescribed for TD.

125. Conveyance to Civilian Personnel of MES, attending Departmental Examinations

The following Civilian personnel of the Military Engineer Services attending the departmental examination, shown below, are entitled to free conveyance for each examination on the first occasion only if a journey is involved:

(a) Engineer Cadre :

- | | |
|---|---|
| (i) Executive Engineers
Executive Engineer
or Assistant | Examinations for confirmation as
A.E.s/
Superintendents B/R or E/M Grade I. |
| (ii) Superintendents B/R or E/M Grade I | Examinations for confirmation. |
| (iii) Superintendents B/R or E/M Grade II | Examinations for promotion to Grade I. |

(b) Barrack/ Stores Cadre:

- | | |
|-----------------------------------|--|
| (i) Supervisors B/R Grade I or II | Examinations for appointment to the permanent Establishment or for |
|-----------------------------------|--|

NOTE 1: If on the occasion of first presenting himself, a journey is not involved, e.g. the course or examination is held at the candidate's station, and he fails, free conveyance for the same course or examination on subsequent occasion will not be admissible except in the circumstances mentioned in clause (ii) above.

NOTE 2: In the case of individuals permitted to appear in the First Class and special certificate of education by taking up one or more subjects at a time, each subject or subjects taken up together will be considered as one examination.

	promotion Grade I.	The grant of TA/DA, referred to above, shall be applicable in the following cases only:
(ii) Storekeepers Grade I or II	Store-keepers examination for promotion/ confirmation.	(a) Tests for reclassification involving from one lower post to another higher post in the normal line within the industrial categories.
(iii) (1) Store men (2) Packers Grade I and II (3) Sub Overseer	Examination for promotion/ confirmation.	(b) Tests for promotion from industrial posts to the posts of Leading hands/Supervisors (technical) in the case of MGO Services and Foreman, Inspector, Leading man, Assistant Leading man and Charge man of fitters in Naval Establishments.
(c) Drawing Cadre:	Examinations for appointment to the permanent Establishment or for promotion to Grade I.	In case of travel between places not connected by rail, road mileage as per Rule 61 will be allowed.
(i) Draughtsman Grade I or II		The concession shall not be applicable for the second and subsequent occasions for taking the test of the same category or for taking tests which do not fall under any of the categories (a) to (d) above.
(d) Clerical Grade :		
(i) Clerks- Upper Division and Lower Division	Examinations for appointment to the permanent Establishment or for promotion of Lower Division Clerks to the Upper division or to qualify in typing test.	
(ii) Stenographers/ Clerks- Upper Division or Lower Division	Examinations for confirmation / promotion in the grade of stenographers.	

NOTE: DA for halts at outstations in connection with the above examinations is not admissible.

126. Travelling Allowance/Daily Allowance to Civilian Personnel- MGO Services/Indian Naval Establishments – Trade test at the outstation

In case where the Officer Commanding/Head of the Establishment certifies that facilities do not exist in his establishment for a particular trade test, civilian industrial and non-industrial personnel employed in MGO Services/ Indian Naval Establishments who are required to perform journey to and outstation in order to undergo such a trade test will be entitled to TA limited to one rail fare in the entitled class each way once only in respect of the same test.

Daily Allowance will be admissible in respect of halts at the outstation under the normal rules.

127. Conveyance for Obligatory Departmental Examinations

A Competent Authority may authorise the grant of conveyance as on TD to individuals 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) in connection with their retention/promotion.

No DA will be admissible in respect of halts at the outstation.

NOTE 1: If an individual actually performs journey under Rules 124, 125, 126 and under this Rule to the place of examination but he is not able to appear in the examination because of its cancellation at the last moment, that is, If intimation regarding the cancellation does not reach the individual at the time of commencement of journey, the following authorities may sanction to the individual concerned TA after due verification of the facts subject to the conditions mentioned in the above rules :

- (a) Min of Defence
- (b) GOsC-in-C Commands/VCOAS/DCOAS / AG/QMG/ MGO/MS/E-in-C/DGAFMS/ DGQA/SA/ DOS / DGNCC/ DPR (Defence)/ DGOF/DGOL & SM.

(c) (i) Chief of Logistics IHQ of MoD (Navy)	For Naval personnel serving in IHQ of MoD (Navy) and Ships/ Establishments directly under their control.
(ii) The Flag Officers Commanding -in- Chief Naval Commands	For Naval personnel serving under them.
(iii) The Flag Officers Commanding Fleets/ Areas	For Naval personnel serving under them.
(d)(i) AOA	For individuals serving at Air HQ and Units directly under their control.
(ii) AOsC-in-C Commands	For Air Force personnel serving under them.

NOTE 2: In the event of an officer attending the examination at his own request, and for his own convenience, at a centre other than that nearest to his own station, TA will be restricted to that which would have been admissible from his present duty station to the nearest centre only.

127-A. Travelling Allowance from Office/ Residence to Examination Centre under Hindi Teaching Scheme

- (i) The Civilian Personnel paid from Defence Service Estimates appearing in Hindi/Hindi Typing/ Hindi Stenography Examinations which are obligatory departmental examinations are entitled to TA from office to the examination centres. Employees should be permitted to travel to the nearest examination Centre for taking the examination.
- (ii) The Government servant appearing at these examinations may be treated as on duty during the day or days of examination and in case they are to undertake any journey for going to the examination Centre and coming back, the reasonable time involved in the process may also be treated as duty time.
- (iii) The grant of TA to these Government servants

for appearing in the examination will be regulated as follows:

- (a) In the case of a Government servant who has not been paid TA under TR Rule 124 on a previous occasion for taking Hindi / Hindi typewriting / Hindi Stenography Examination TA may be paid for appearing at an examination in which he secures not less than 25% of the marks;
- (b) A Government servant who has once been paid TA under TR Rule 124 without passing an examination will be entitled to TA on a second occasion only in respect of the appearance at the examination which he passes.
- (iv) During the examination days, if the trainees do not actually attend the office and reach the examination centre direct from their residence, in such cases, on the fulfilment of conditions as laid down in para (iii) above the concerned employees would be paid TAs as under :
 - (a) In cases where the Officer Trainee proceeds direct from his residence to examination centre he shall be entitled to TA under TR Rule 124 only if the distance from his residence to his office is more than 8 kilometres. Where this condition is not satisfied the Officer Trainee will be entitled to only actual conveyance expense by the public conveyance.
 - (i) For the distance from residence to examination centre and back, and Whichever is less than provided the distance travelled each way is not less than 1.6 Km.
or
 - (ii) For the distance from office to examination centre and back.
 - (b) In cases where Officer Trainees proceed from residence to examination centre but return to office and proceed from office to examination centre and go to residence from there.
 - (i) If the distance between office and the examination centre is more than 1.6 kilometres but less than 8 kilometres they will be entitled to actual

- conveyance expenses for both the forward and return journeys.
- (ii) If the distance between office and examination centre is more than 8 kilometres, the trainee will be entitled to TA under TR Rule 124.
 - (v) During leave, the cases of Govt employees taking Hindi/ Hindi Typing/ Hindi Stenography examination will be regulated as under:
 - (i) In cases the office and residence of Government servant are at a distance of 8 kilometres from the examination centre. They may be allowed TA under TR Rule 124.
 - (ii) In other cases, the Government servant may be allowed actual conveyance expenses by public conveyance between residence and the examination centre provided the distance between the examination centre and office/ residence is more than 1.6 kilometres.
 - (vi) The entitlement of actual conveyance allowance to the trainees under para (iv) (a) and (b) (i) and para V above should be limited to the amount of DA admissible.
 - (vii) Officer/trainees attending Hindi/Hindi Typewriting/ Hindi Stenography Examination will be entitled to conveyance expenses by Tonga or other cheapest mode of conveyance at the rate fixed by the local authorities at the place, where public conveyance like Bus/Train are not in operation in that case, two Officer Trainees may hire a rickshaw or four Trainees may hire a Tonga and claim the proportionate charges at the rate fixed by the local authorities at that place.
 - (viii) In all cases, grant of TA/actual conveyance allowances is subject to the fulfilment of the conditions laid down in para (iii) above.

128. Travelling Allowance to Specialists appointed as Examiners for Practical Professional Tests of Civilian Candidates for direct permanent regular commissions in the AMC

Civilian Specialists and Professors of Medical Colleges appointed as Examiners by the DGAFMS, to conduct the practical professional tests prescribed

for civilian candidates who qualify in the competitive examinations conducted by the Union Public Service Commission for grant of direct permanent regular commissions in the Army Medical Corps, will be entitled to following travel concessions:

- (i) One single rail fare each way, from the normal place of residence to the railway station nearest to the place of examination, by the highest class accommodation available on the railways. Journeys will be performed by the shortest route.
- (ii) Daily Allowance as authorised to officers drawing Grade Pay of ₹ 5,400/- and above for both journey as well as halt at the outstation.
- (iii) Examiners may be permitted to travel by air with the prior permission of the DGAFMS, which may be accorded in special cases in the interest of public service. Where journey is performed by air without prior permission of the DGAFMS, the examiner will be entitled to the rail fare only.
- (iv) Road Mileage as admissible to officers drawing Grade Pay of ₹ 5,400/- and above between the place of residence of the examiner and the railway station/airport and also between the railway station/airport and the place of examination at the outstation.

129. Travelling Allowance to an individual deputed for training at Centres/Institutions at his HQ station

The admissibility of TA/DA to the individual deputed for in connection with training courses of instructions at HQs station will be regulated as under:

1. (a) No DA or Road Mileage Allowance would be admissible to individual attending training at Centres/Institution located at the individual HQs station, as such institutions/centres shall be deemed to be his Temporary HQ during the period of his training. Travelling Allowance shall also not be admissible to a Government servant on a day when he is detailed for study/training etc. by the Training Institution at another place at the same station and he visits that place at the same station and he visits that place directly from his residence.

- (b) Road Mileage Allowance at the appropriate rate plus 50% DA for period of absence from HQs would be admissible to the individual for training at Centres located in areas contiguous to HQs station and where the individual performs journey beyond 8 Km.
- (c) Road Mileage Allowance for onward and return journey once only plus normal DA for the period of entire absence from HQ would be admissible to the individual for training at place located outside the HQ station or contiguous areas.

NOTE : For the purpose of TD/Course of Instructions the area covered under the Municipal limits of the town or city, in which the normal duty point of the Government servant is located is to be treated as the HQ station of the individual. A journey performed beyond the 'HQ station' be within the limit of urban agglomeration in which a Government servant's HQ is located is to be treated as 'area contiguous to HQ station'.

2. When however, on any day the Government servants under training, are required, under proper orders, to attend two or more place at the HQ station in connection with their training the actual conveyance expenses by the public conveyance between one local place of training and the other such place(s) may be reimbursed to them. They will be entitled to conveyance expenses by Rickshaw/ Tonga or other cheapest mode of conveyance at the rate fixed by the local authorities at that place where public conveyance like Bus/Tram/Train are not in operation. Wherever possible two Government servants may hire a Rickshaw or four Government servants may hire a Tonga and claim the proportionate charge.

130. Conveyance on cash payment/ Passage Order for Reservist

- (a) Reservists whose homes are in Konkan Coast, when called up for training, are to be provided conveyance by the passage order attached to IAFY/1954/NF3/NF4(C), for their journey from the ports of Konkan Coast to Mumbai. The steamer Ship company concerned will provide passage on production of the Passage Order attached to the IAFY/1954/NF3/NF4(C). The

form must be completed before despatch to the reservists.

Reservists returning to their homes after training on the Konkan Coast will receive cash payments from the OC of the Training Centre concerned an amount equivalent to the cost of passage, from Mumbai to the port on the Konkan Coast to which they are proceeding and will make their own arrangement.

- (b) Gorkha reservists residing in Nepal when joining their Reserve Centre for training will be reimbursed the actual cost of rail fares on arrival at the Reserve Centre. When returning from the Reserve Centre, Kunraghan railway tickets for the various home station will be purchased by the Gorkha Reserve Centre from the Station Master Kunraghan on cash payment and obtain a certificate from the Station Master showing the transaction complete in all details. The certificate, together with a nominal roll of all reservists actually returned to home stations and contingent bill (I.AFA115) will be forwarded by the OC Gorkha Reserve Centre to the CDA (Factories) for pre-audit and refund in cash of the amounts shown on the contingent bill. Any unused tickets will be returned to the Station Master, Kunraghan, and their cost claimed by the OC Gorkha Reserve Centre, under the Indian Railway coaching tariff in force.

131. Conveyance to Witnesses attending Military Courts

- (i) A civilian witness in Government service who is summoned to attend a Military Court is entitled to conveyance and will receive TA under civil rules or these regulations according to whether he is serving in a civil department or in the Defence Services provided that the facts, as to which he is to give evidence, have come to his knowledge in the discharge of his public duties.
- (ii) Cadets who are summoned to attend a Military Court of Inquiry will be provided first class/AC-II accommodation on railway warrants provided the facts, as to which they are to give evidence, have come to their knowledge in the discharge of their public duties after recruitment as Cadets. Daily

Allowance for halts and journey period will also be admissible under the normal rules as for personnel drawing Grade Pay of ₹ 4,200/- to ₹ 4,800/-.

NOTE: An individual summoned to give evidence, while on leave, will be entitled to conveyance under the above clauses from and to the place from which he is summoned as if he were on duty.

- (iii) (a) A civilian witness who is not in Government service, when called to appear before a Court Martial/ Court or Board of Inquiry/ Summary of Evidence, will be entitled to draw Travelling and Subsistence Allowance at the rates fixed by local Government, High Court or Administrators for non-official witnesses appearing before Courts of Law under their jurisdiction. The rates of the allowances will be ascertained from and paid through the Magistrate where witnesses are called through him. In other cases, the rates of the allowance will be ascertained from the Magistrate in whose jurisdiction the witness resides at the time he is summoned to give evidence and paid by the summoning authority.

NOTE: In the case of a witness, who is not in Government service, summoned direct in connection with departmental inquiries and not through a Magistrate, the Presiding Officer is empowered to decide the class to which the witness belongs on the basis of the person's position in life for purposes of grant of TA and Subsistence Allowance.

- (b) It is the duty of the summoning authority to advance to the witness through the Magistrate, if he is called through a Magistrate. Otherwise direct a sufficient sum to cover his travelling expenses and to arrange payment to him of the Subsistence Allowance and expenses on account of return conveyance before he leaves the station to which summoned.

132. Travelling Allowance to individuals for journeys undertaken to attend Civil Courts or to appear before Police Authorities

- A. (i) An individual detailed or summoned, either as a witness or as an accused, to attend a Civil Court in a criminal case involving the

interests of the State, provided that in case of a witness, the facts, as to which he is to give evidence, have come to his knowledge in the discharge of his public duties, will be entitled to free conveyance. When such conveyance is provided, a witness may not accept any payment on account of Travelling or Subsistence Allowance from the Court. Any fees, which may be deposited in the Court for the travelling and subsistence allowance of the witness, must be credited to Government. If the court, in which he gives evidence, is situated within 8 kilometres of his HQ and no TA is, therefore, admissible for the journeys he may, if he be not in receipt of permanent TA, accept such payment of actual travelling expenses as the Court may make.

- (ii) The rule in clause (i) above will also apply to witness summoned to give evidence in a civil case to which Government is a party.

NOTE 1: An individual, summoned to give evidence, while on leave, other leave pending retirement or release, will be entitled to conveyance under this rule from and to the place from which he is summoned as if he was on duty. The TA of individuals, on leave pending retirement/release, will be regulated under Rule 131.

NOTE 2: When a witness attends a Civil Court in his private capacity, he is only entitled to such Travelling and Subsistence Allowance as are admissible in accordance with the rules of the Court, if the Court pays him any sum as Subsistence Allowance or compensation, apart from travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

- (iii) Central Government servants, who are summoned by the Courts of Law to produce official documents or to give evidence on facts coming to their knowledge in the discharge of their official duties in civil cases to which Government is not a party, may be allowed to draw TA, as for a journey on tour, for their journey to attend the Courts in such cases. The amount of TA may be paid initially, from the Central Government funds and charged to the head of account to which their pay and

allowances are debatable. No part of the travelling expenses should be accepted by the Government servant concerned from the Court. The amount of TA, so paid, will be got reimbursed from the Courts concerned in full, in the case of Courts, other than those in West Bengal, and to the extent admissible at Courts rates in the case of Courts in West Bengal. It shall be the duty of the Controlling Officer to see that the amount due is recovered from the Courts and accounted for in provision of Government Accounting Rules 1990.

- B. Individuals who are themselves suspected to be involved and are required under proper orders i.e. with the approval of their Officer Commanding the unit or the Heads of the Office in which the individuals are serving/ Commanding Officer Ships and Establishments, as the case may be, to proceed to an outstation to appear before police authorities, including Special Police Establishments, will be entitled to conveyance as admissible for a journey on TD.
- C. (i) Where a civilian Government servant, while under suspension, performs journeys to attend Police/Special Police Establishment enquiry in connection with a case in which he is suspected to be involved, TA, as for a journey on TD, may be allowed for such journeys, provided that they are performed under the direction of or with the approval of the Officer Commanding the unit/ships and establishments/or the Head of Office in which he was employed before suspension, as the case may be.
- (ii) Where a civilian Government servant undertakes journeys during suspension for appearing in Court of Law, as an accused, and is later on acquitted by the court and reinstated in service but for death or his having attained the age of compulsory retirement or being allowed to retire voluntarily, TA as for a journey on TD based on the Grade to which the civilian Government servant belonged before suspension may be reimbursed by the Defence Ministry provided the legal expenses incurred by him in defending such proceedings are reimbursed to him in full or in part under Art 32(3)(d) of the Constitution.

In cases where journeys were performed by the civilian Government servant by rail/ steamer in a class lower than the class to which he was entitled before suspension, the fares of the class actually used, in addition to his other entitlement of TA, as on TD, may be paid to him.

- D. (i) For journeys performed by a civilian Government servant in connection with proceedings initiated by Government in respect of matters connected with the official duties or position of the Government servant, no TA will be admissible in respect of journeys performed by a civilian Government servant for his defence in any proceedings, civil or criminal instituted against him by the State in respect of matters rising out of or connected with his official duties or his official position. If, however, the proceedings conclude in favour of the individual, TA in such cases may be granted on the lines indicated in para C (ii) above.
- (ii) For journeys performed in connection with proceedings instituted by a civilian Government servant on his being required by Government to vindicate his official conduct, TA in such cases may be granted on the lines indicated in para C(ii) above.
- (iii) For journeys performed by a civilian Government servant in connection with proceedings instituted by a private party against him in respect of matters connected with his official duties or position:
 - (a) If the Government makes arrangements for the conduct of the proceedings, the defence of the Government servant being in public interest, TA, as for a journey on TD, may be paid.
 - (b) If a civilian Government servant himself conducts his defence, TA may be admissible on the lines indicated in para C (ii) above subject to the further condition that the travelling expenses are not decreed by the Court of Law as payable by the plaintiff.
- (iv) No TA will be admissible in the following cases:
 - (a) Proceedings in respect of matters not

- connected with official duties or position of the civilian Government servant.
- (b) Proceedings instituted by a civilian Government Servant with the previous sanction of Government to vindicate his conduct arising out of or connected with his official duties or position, though not required to do so by the Government.
- (v) (i) In criminal case to which the State is a party, a Government servant giving evidence regarding facts of which he has official knowledge will, on production of the certificate of attendance, issued by the summoning Court, be paid TA by the Government under whom he is serving.
- (ii) In criminal cases, to which the State is not a party, Government servant giving evidence regarding facts of which he has official knowledge will be paid TA by the summoning court according to the rules under which such Government servant draws his TA for a journey on tour and the charges will be borne by the Central Government or by the concerned State Governments where the court is situated.
- In order to enable the court to assess the amount admissible to him, the Government servant should carry to the court a certificate, duly signed by his Controlling Officer, showing the rates of travelling and DA admissible to him for a journey on tour. If the Government servant is his own Controlling Officer, the certificate should be signed by him as such.
- (iii) When a Government servant serving in a commercial department or when any other officer is summoned to give evidence as a technical or expert witness the pay of the Government servant concerned for the period of his absence from his HQ and TA and other expenses due to him will first be borne by the Government servant under whom he is serving and subsequently be recovered from the Central Government or by the concerned State Governments where the court is situated.
- 133. Travelling Allowance to individuals attending Departmental Enquiries**
- (a) A civilian Government servant who is required to perform a journey to attend Departmental Enquiry (other than a Police enquiry) held against him under civilian in Defence Services (Classification, Control and appeal) Rules in force at a station, other than his HQs, may be allowed TA as for a journey on TD from his HQ to the place where the Departmental Enquiry is held and back. No TA will, however, be admissible if the enquiry is held at an outstation at his own request.
- (b) The provisions of clause (a) above will also apply when the civilian Government servant is on leave or under suspension, subject to the condition that TA will be admissible to the place of enquiry either from his HQ or from the place where he was on leave or was permitted to reside during suspension, whichever is less and will be regulated in accordance with the grade to which he belonged prior to his going on leave or suspension. Similar TA will be admissible for the return journey. The rate of DA/Road Mileage Allowance will be calculated on the pay drawn by the individual prior to his suspension.
- (c) The provisions of clauses (a) and (b) above will also apply to a civilian Government servant against whom an oral enquiry is held under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, and who is required to proceed from one station to another to appear before the officer conducting the enquiry. No TA will, however, be admissible to the charged persons if the enquiry is held at a place other than his HQ expressly at his own request.
- (d) (1) Every person, whether he is a Central or State Government servant or not, who is called to give evidence in a Departmental Enquiry by either the Government or the Government servant against whom the inquiry is being held, will be entitled to payment of travelling and other expenses as under :
- (i) Witness (service and civilians) paid from Defence Services Estimates, who are summoned to give evidence in a

Departmental Enquiry will be entitled to conveyance as admissible for a journey on TD.

NOTE 1: Where the witness is called in the departmental inquiry to give evidence as to the facts which have come to his knowledge in the discharge of his public duties, the minimum time required to be spent by him on the journey, to and from the place where the enquiry is held and the days on which he is required to remain present before the authority holding the inquiry shall be treated as duty; provided that if the witness is on leave, the entire time spent shall be treated as a part of the leave and he shall not be deemed to have been recalled to duty. This will not, however, prejudice his entitlement to TA/ DA.

NOTE 2: Witness who is called by any authority holding the Departmental Enquiry to give evidence as to the facts which have come to his knowledge at a time when he was not in Government service will also be entitled to conveyance under this para.

- (ii) Where the witness is a Central Government servant of another Department or Ministry, he shall be entitled to receive, in respect of the attendance before the authority holding the Departmental Enquiry, from the Department or Ministry under which he is serving, for the time being, payment of TA as on TD.
- (iii) Where the witness is a State Government servant, he shall be entitled to receive in respect of the attendance before the authority holding the Departmental Enquiry from the State Government such TA and/or DA, as may be admissible to him under the rules applicable to him in that behalf in respect of a journey undertaken on TD and the amount so paid shall be paid by the Central Government to the State Government who shall raise a debit in respect thereof against the Central Government.
- (iv) The provision in Rule 131 will apply where a person, who has been a Government servant is called to give evidence as to

the facts which have come to his knowledge in the discharge of his public duties, or a person who is not a Central Government servant or a State Government servant, is called to give evidence before any authority holding a Departmental Enquiry.

- (2) The Officer of the Board, holding the inquiry, shall furnish a certificate to every person appearing before him in the form given below:

This is to certify that Shri (name, designation, office etc.) appeared before me as a witness on at (place) in the Departmental Enquiry against Shri (name, designation, office etc.) and was discharged on at (time)

Nothing has been paid to him on account of his travelling and other expenses.

Place and date	(Signature)
Disciplinary Authority/	
Board of Inquiry/	
Inquiry Officer	

Copy forwarded for information to the Ministry/ Department of Secretary to the Government of (name of the State Government)..... department.

- (3) However insofar as persons nominated by Disciplinary Authority to present the case in support of a charge before an authority holding the departmental inquiry or assisting a Government servant against whom the inquiry is held in presenting his case, as provided in sub-rule (8) of Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, the authority holding the Departmental Enquiry shall furnish a certificate to such person in the form given below. All expenditure on TA paid to a Government servant under this para shall be charged to the Head of Account to which such Government servant's salary is debitable.

CERTIFICATE

This is to certify that Shri (name, designation, office etc.) attended the

proceedings in the Departmental Enquiry against Shri..... (name, designation etc.) to present the case in support of the charges/to assist the said Shri..... (name) in presenting his case on..... at(place).

Nothing has been paid to him on account of his travelling and other expenses.

(Signature)

Disciplinary Authority/ Board of Inquiry/ Inquiry Officer

Copy forwarded for information to:

.....
(Here mention the name of the department/ office, with full address, where the individual to whom this certificate is being issued, is employed).

(e) A retired civilian paid from Defence Service Estimates required to attend Department Enquiry instituted against him may be allowed TA as on tour by the shortest route for the journey in connection with enquiry from his "Home Town" (declared as such for the purposes of leave travel concessions to Central Government servants) to the place of enquiry and back. In case the person concerned has taken up residence after retirement at a place other than his home town he may be allowed TA for journeys from such place of residence to the place of enquiry and back.

NOTE 1: The place of residence means the place for which post retirement TA claim was drawn or the place (Bank/Treasury) from which pension is being drawn. However, if at the time of receipt of summons, the retired Government servant is at place different from his home or place, town or residence, TA should be restricted to the short of the two journeys between that place to the place of enquiry and the Home Town/place of residence to the place of enquiry.

NOTE 2: Travelling Allowance shall be regulated in accordance with the pay of the post held by the retired Government servant immediately prior to retirement.

NOTE 3: No advance of TA should, however be paid in connection with such journeys.

133-A. Travelling Allowance to Retired civilians for Appearing in Court of Law

The retired civilian against whom judicial proceedings are instituted by the Government after retirement and have to attend such cases in the Court of Law from out stations may be allowed TA as on tour by the shortest route (without any DA for halts for the journeys they have to perform from their home town place of residence to the place of judicial proceedings if they are honourably acquitted by the court.

NOTE 1: The place of residence means the place for which retirement TA claim was drawn or the place (Bank/Treasury) from which pension is being drawn.

NOTE 2: Travelling Allowance shall be regulated in accordance with the pay of the post/Grade Pay held by the retired civilians immediately prior to the retirement.

NOTE 3: No advance of TA should, however, be paid in connection with such journey.

134. Conveyance for Journeys to peruse Official Records at outstations in Disciplinary Cases

Conveyance may be allowed to the civilian Government servants on duty or on leave or under suspension, for journeys undertaken to outstations to peruse, official records for the representation of their defence in connection with any disciplinary proceedings instituted against them. Conveyance will be allowed from the HQ of the Government servant or from any other place where the Government servant may be spending his leave or where the suspended officer has been permitted on his own request to reside but not exceeding what would be admissible had the journey been undertaken from the HQ of other Government servant subject to the following further conditions:

- (a) The Enquiring Officer certified that the official records to be consulted are relevant and essential for the preparation of the defence statement.
- (b) The Competent Authority certifies that the original records would not be sent to the HQ stations of the Government servant or the bulk of the documents rule out the possibility of copies being made out and sent, and
- (c) The Head of Office, under whose administrative control the Government

servant is, certifies that the journey was performed with his approval.

134-A. Travelling Allowance to retired Civilian Government Servants for perusal of Documents

In preparation of their defence, against Disciplinary Proceeding, retired civilian Government servants may be allowed TA as on tour, including DA for halts (restricted to a maximum of three days only) for undertaking journeys to outstations for perusal of official documents in preparation of their defence against disciplinary proceeding instituted against them. TA claims in such cases will be restricted to one to and fro rail fare, in respect of one such case, by the class to which the retired Government servant was entitled immediately prior to retirement, by the shortest route between the place of residence/declared place of residence up to which retirement TA has been availed of/place from where the journey has actually been performed and the place where the documents are kept, whichever is less and DA will be admissible as indicated above. The grant of TA will also be subject to the condition that the Inquiry Officer certifies that the official records to be consulted are relevant and essential for the preparation of defence statement.

134-B. Travelling Allowance/ DA to retired Government Servants for attending Courts of Law in connection with Departmental cases

A retired Government servant who is summoned by a Court of Law for giving evidence in departmental cases as to facts which have come to his knowledge in the discharge of his duties while in service or who is called upon by the Government to present its case or to act as complainant on its behalf may be allowed TA as on tour (including DA for halts) for the journey to perform in that connection.

TA in such cases, will be restricted to the shortest route, by the entitled class prescribed for the post last held by him, under orders in force at the time of the journeys, between the places of residence/declared place of residence upto which retirement, TA has been availed of/place from where the proceedings are held, whichever is less. The grant of TA will also be subject to the production of a certificate from the Summoning Court that the retired Government servant has not been paid TA from the Court. TA/DA will be drawn from the department on whose behalf or at whose request he attends the hearing. No TA advance will be paid in connection with such journeys. All other terms and

conditions regarding regulation of TA/DA to Government servants, as revised from time to time will also be applicable in such cases of retired Government servant.

135. Conveyance to Accused Person from one Station to another for Custody

Conveyance is admissible for an accused person tried by General, Summary General or District Court Martial or Court Martial at a small station where there is no suitable unit/establishment to take him over for custody until such time as the proceedings of the Court Martial are confirmed for his move to the nearest station where such suitable unit/establishment exists. Conveyance is also admissible for the move of such accused person back to the former station should it become necessary.

136. Travelling Allowance admissible to officer permitted to attend Conferences, Congresses or Meetings

- (a) (i) Individuals permitted, on their own request, to attend Conferences, Congresses or Meetings held in India if any Government interest is served thereby, will be allowed conveyance of the entitled class for the journey each way.
- (ii) Travelling for a journey on TD 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 Government letters, will be accorded under Rule 4(ii) of these Regulations. Moves in connection with Conferences, Congresses or Meetings authorised in the basis regulations or in separate Government letters will be sanctioned by the Competent Authority mentioned in Appendix III of these Regulations.

- (b) Individuals who are invitees, members, officials delegates of the organisations concerned or have been asked to read papers, at a Conference, when they are permitted to attend Meetings organised in India by scientific associations like the Indian Science Congress Association, the National Institute of Sciences of India, the

Institute of Engineers, the Indian Academy of Sciences, Bangalore, and similar other bodies will be entitled to conveyance in sub (clause) a-(i). Official delegates of the Government attending such Meetings will be governed by (a) (ii) above.

137. Travelling Allowance to the representatives of the Indian National Defence Workers' Federation and All India Defence Employees' Federation to attend Meetings with the representatives of the Ministry of Defence

Representatives of the Indian National Defence Workers' Federation and All India Defence Employees' Federation and the Recognised Staff Associations and Recognised Unions not affiliated to any of these Federations when they attend Meetings with representatives of the Ministry of Defence at the instance of that Ministry or Organisations, subordinates thereto, for discussion of the problems affecting their members will be entitled to TA as under:

- (i) Non Officials: Railway fare (not exceeding first class/AC-II) each way of the class in which actually travelled.
- (ii) Government officials: Railway fare each way of the class to which entitled by virtue of their status in Government service or the class in which actually travelled, if lower.
- (iii) Actual cost of conveyance hired only at the scheduled rate not exceeding limit laid down per day to such of the members of the Federation to attend the meeting while residing in the station at which the meeting is held.

NOTE 1: Railway fare referred to in items (i) and (ii) above may be paid by Mail/Express train also if the individuals have actually travelled by such train.

NOTE 2: Payment to Government officials of the allowances at items (ii) and (iii) above will be authorised provided the Head of Department, under whom the official concerned is serving, decides that Government interest is served.

NOTE 3: Conveyance by air is not permissible as a rule. Presidents, Vice Presidents and

General Secretaries of the above Federations, Recognised Unions, Recognised Staff Associations etc. will, however be permitted to travel by air provided they certify that their normal mode of travel is by air, when not travelling on official duty. As regard others, their cases will be examined on merits, and permission granted by Ministry of Defence only when air travel is necessary and urgent. Circumstances necessitating air travel would be where notice of the meeting is inadequate or the individuals concerned have to fulfil other engagements about the dates of the meeting or have other important pre-occupations.

NOTE 4: Non-official members will be paid the fare for the outward and return journeys on the date of their departure from the station at which the meeting is held from Imprest, if any, held by the Administrative Authorities convening the meeting and Imprest will be recouped by submission of TA claims to the appropriate Regional Controller of Defence Accounts, duly signed by the members, countersigned by the Administrative Authorities convening the meeting and supported by a copy of order issued by Administrative Authorities to the member requiring his attendance on a particular date. Non-official members will be required to furnish the following certificates on the bill:

- (a) I undertake to complete the return journey to the place and in the class of rail accommodation for which payment has been made, by mail/express train/ordinary train.
- (b) No allowance of a like nature has been drawn or will be drawn from any other source.

NOTE 5: Advance of TA under the normal rules to the extent admissible may also be paid to the Government Servants.

138. Conveyance admissible in respect of attendance at Regimental Conferences

Travelling Allowance/Daily Allowance on Temporary Duty scale is admissible to the following

- (a) An Officer of an Infantry Battalion attending

- the Regimental Conference at the HQ of the Regimental Centre of his Group. Travelling Allowance and DA is limited to one officer per unit biennially.
- (b) Commanding Officer of Gorkha Units attending Annual Regimental Conference at Kunraghan.
- 139. Travelling Allowance admissible to military member of Soldier's, Sailor's and Airmen's Boards when attending Quarterly Board Meetings**
- Military members of the District Soldiers, Sailors and Airmen Boards will draw TA and DA under the normal rules when attending quarterly board meeting.
- 140. Travelling Allowance admissible to Officer for journeys as members of Central Governing Council and Local Boards of Administration of Military Schools**
- Officers who are members of Central Governing Council and Local Boards of Administration of Military Schools will be entitled to draw TA in accordance with the scales and rates applicable to them while proceeding on TD.
- 141. Travelling Allowance for journeys to attend Meetings of the Services Sport Control Boards(SSCB) and committees subordinate thereto**
- (i) Members travelling from one station to another within Indian limits to attend committee meeting convened by the SSCB and committee subordinate thereto are entitled to TA/DA at normal TD scale. All claims for the TA on this account must be countersigned by the officer convening the meeting.
 - (ii) Services staff of the SSCB may move on TD within India in performance of their duties listed below:
 - (a) To attend preliminary and final rounds of the Services Championships.
 - (b) To attend National/ International Championships/ Competitions where services personnel are taking part.
 - (c) Liaison visit to various establishments/ units for making arrangements for the conduct of preliminary and final rounds of Services Championships.
- (d) Liaison visits to various Civil Authorities/ Sports Organisations in connection with arrangements of Services teams/ sportsmen participating in civil tournaments/International competitions.
 - (e) Any other move within India which is necessary in the interests of promoting sports in the Services.
 - (f) To attend meetings of National Sports Bodies where Services Teams/ Sportsmen are participating.
- The Competent Authority to sanction such moves will be the Ministry of Defence. For journeys by air, sanction of Secretary, Min of Defence will be obtained.
- NOTE:** The above rule is also applicable to individuals representing the SSCB on recognised civilian sports associations of an all India nature.
- 141-A Services teams/Sportsmen/ Officials Participating in National Championships, All India Tournaments conducted by National Bodies, National Coaching Camps and International events shall be entitled to TA/DA at normal TD in respect of under mentioned journey**
- (a) To the venue of National and other mandatory Championships 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 Competent Authority to order such moves. The individual will travel on warrant/air as per their entitlement on both the onward and return journeys.
- 142. Conveyance for journeys of Service Personnel participating in Sports**
- Service personnel participating in preliminary and final rounds of Services Championships organised by Sports Control Board will travel on warrant on both the onward and return journeys.
- Daily Allowance for the period of the journey and halt at the outstation will not be admissible.

Travel by AC-II/AC-III/First Class/ AC-Chair Car/ Sleeper Class as per entitlement is permissible. However, travel by air and/or AC-I Class is not admissible.

NOTE: Units/Formations Sports Championships will be treated as preliminary round of the Services Championships for the purpose.

143. Travelling Allowance to Probationers attending Training Institute

Travelling Allowance to probationers of the various services for joining the training institutions and in the course of their training shall be regulated as under :

- (i) No TA should be allowed for the onward journeys in cases where the probationers join the training institutions direct on first appointment to Government service;
- (ii) Travelling Allowance as on TD may be allowed to the probationers who are already in Government service or who first join their respective Department or State of allotment and then proceed to join the training institute or where they move from one Training Institutes to another. No DA will, however, be admissible in any case for the periods of their stay in the training institutes; and
- (iii) Travelling Allowance as admissible under the normal rules may be allowed for TD to outstations undertaken from the training institutions as part of the training.

144. Conveyance admissible for Prisoners and Deserters

- (i) Conveyance is admissible for deserters or absentees brought back to their units/ establishments/ships or elsewhere for trial after apprehension and for soldiers/sailors/ airmen sentenced to penal servitude, imprisonment or detention travelling to and from a military prison or detention barracks and also for necessary escorts. Baggage will be restricted to Railway Free Allowance. Road Mileage Allowance based on actual expenses incurred will be admissible to soldiers/sailors/ airmen acting as escort parties or as armed guards and to retrieved deserters and will be claimed on production of a bill duty supported by a certificate from the Civil Authorities (which term include police

officials) stating the mileage covered by them and the local tariff for the cheapest suitable mode of conveyance.

- (ii) When ex-service prisoners are transferred from one civil jail to another, the cost of conveyance of both prisoners and their escorts will be met from the Defence Service Estimates.
- (iii) Expenditure incurred by a State Government in escorting deserters to Regimental Centres/ Units/ Formations/ Establishments will be reimbursed from the Defence Service Estimates, debits on that account supported by an Audit Certificate to the effect that "the charges debited have been audited and admitted under Rules" will be raised by the Civil Accounts Officer concerned against the Controller of Defence Accounts in whose payment the deserter was.

NOTE: The provisions of the above rule are also applicable to Reservist Deserters.

145. Conveyance for individuals residing in Nepal who draw their pensions or family allotments annually

Individuals residing in Nepal who have to undertake journeys for receiving payment of their pensions or family allotments will be granted road mileage at prescribed rates per day to and from the nearest Pension Paying Centres. The concession will also be admissible to the nominated heir of a pensioner when coming to draw the arrears of lifetime pension of a pensioner who dies in Nepal and also to the representative of a Gorkha pensioner who draws pension on behalf of a pensioner. In cases, however where an individual represents at one and the same time more than one pensioner the pension paying authority will ensure that the representative draws only one road mileage in respect of each journey irrespective of the number of pensioners whose pension is drawn by him.

The above concession will be admissible once in a year and will be granted, provided the journey involved extends over a period of more than two days each way.

146. Conveyance for Recruiting Parties

- (i) Recruiting parties will be entitled to conveyance by rail, road and sea from and to the station from which they are despatched on recruiting duty.

- (ii) Recruiting parties despatched to outstations to engage artificers for ordnance factories are entitled to conveyance by railway and road to and from and from the recruiting station, rail and road warrants being issued for both journeys.
- (iii) Recruiting parties, except when proceeding from their units/ establishments, will ordinarily pay their own and the recruits' railway and road fares, rail and road warrants only being issued at the discretion of Recruiting Officer, the amount so expended being recovered by the unit/ establishment on the certificate of the Recruiting Officers.
- (iv) Regimental recruiters are entitled to conveyance whilst on recruiting duties, including the period spent on journeys from and to the station of their units, except when proceeding from their units, they will ordinarily pay their own and the recruits' travelling expenses, railway and road warrants being only used at the discretion of Recruiting Officer.
- (v) Paid recruiters, on recruiting duty, will be eligible for conveyance by rail, road and sea from the place where they obtain their recruits to the nearest recruiting office and return. They will ordinarily pay their own and the recruits' travelling expenses, Railway and Road Warrants being issued only at the discretion of Recruiting Officer. They will, however, be entitled to Travelling Allowance and DA as for civilians drawing Grade Pay below '2400/-, while travelling on duty.
- (vi) Soldiers/ Sailors on leave, when on recruiting duty, will be eligible for conveyance by rail, road and sea from the place where they obtain their recruits to the nearest Recruiting or Medical Examination Centre and return to their homes, if necessary.
- (vii) Reservists, pensioners and discharged Soldiers/ Sailors when employed on recruiting duty, will be eligible for conveyance by rail, road and sea from the place where they obtain their recruits to the nearest Recruiting or Medical Examination Centre and return to their homes, if necessary.

147. Recruiting parties to and from Andaman, Nicobar and Lakshadweep Group of Islands

The Personnel of the Recruiting Organisation who are detailed to carry out recruiting duty to Andaman, Nicobar and Lakshadweep Group of Islands will be entitled to the following concessions:—

- (a) Personnel who are entitled to travel in classes other than deck. Dieted passage.
- (b) Personnel who are entitled to 'deck' diet charges actually incurred and charged for class by the Shipping company in addition to the actual fare which is without diet.

No DA/Messing Allowance/ Ration Allowance will be admissible in addition.

148. Clerks of Recruiting Officer when accompanying Recruiting, Assistant Recruiting or Extra Assistant Recruiting Officer(s) on Temporary Duty

A Recruiting, Assistant Recruiting or Extra Assistant Recruiting Officer may, when he considers it necessary, authorise a clerk of recruiting office accompanying him on TD to travel by public motor bus or lorry between stations which are connected by rail and sea. In such cases, the actual cost of conveyance by motor bus or lorry shall be admissible irrespective of the cost of warrant between the two stations.

Combatant Clerks/Sailors of Writer Branch/ Airmen Clerks- GD and Medical Assistants employed on recruiting duty when travelling by road on which motor buses do not ply for hire will be entitled to draw actual out-of pocket expenses for conveyance both for themselves and their baggage.

149. Travelling Allowance/Daily Allowance admissible to Service/ Civilian Officer attached as Liaison Staff with Foreign Dignitaries

- (i) Individuals who are attached to Foreign Dignitaries/Delegations for liaison, security duties etc., are entitled to TA under the normal rules for their journey from their duty stations 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 duties, etc.

- (ii) During the period when such an individual accompanies Foreign Dignitaries/Delegation for liaison, security duties, etc, he will be governed by the following terms of TA/DA:
 - (a) For journeys by Rail: Individual 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 individual 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 the prior sanction of Ministry of Defence.
 - (b) For journeys by Road and by Air: The individual may, wherever necessary travel by road and by air with the dignitary/ members of the Delegation.
 - (c) Daily Allowance for the journeys by rail, road and air will not be admissible to the accompanying individual. 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.
 - (d) For journeys by road and by air, the individual should, wherever possible, make his own arrangements for boarding and lodging at an outstation, in which case he may draw the DA admissible to him under the normal rules. Where, however, it is considered absolutely necessary that he should stay in the same hotel as the dignitary/ member of the Delegation, accommodation appropriate to his status may be arranged for him in that hotel. In such cases, the individual would be entitled to

DA as per clause (iv) of Rule 114 read with Rule 114-A.

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

- (i) Normally TA is not admissible for a journey made during leave or while proceeding on or returning from leave.
- (ii) An individual who is detailed for TD 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 TA admissible for the particular duty performed from the place where he is spending his leave to the place where he performs the duty and also for the return journey to the place where he spends his leave, provided he actually performs his return journey.

In the case of an individual who combines casual leave with TD before commencement of TD or during the TD or on completion of TD no DA will be admissible for the days of casual leave. TA may be allowed as may be admissible from the HQs to the outstation where official duty is performed or vice versa from one TD station to another duty station by shortest routes. Prior permission of the Controlling Officer will be obtained for such combination.

NOTE: The phrase "the place where he performs the duty" occurring in this rule includes also the HQ station of the individual provided the TD is not connected with his appointment or with his unit/formation/establishment.

- (iii) The following authorities may, for special reason which should be recorded, authorise individuals shown against such authorities to draw conveyance in the following circumstances:
 - (1) When detailed for TD while proceeding on or returning from leave,
or
 - (2) When detailed for TD at the place where he spends his leave.

Army	(a) DGOL & SM	PSOs at IHQ of MoD (Army) and GOsC-in-C Commands.
	(b) Heads of Branches at IHQ of MoD (Army)/ DGOL & SM	Individuals placed under their control.
	(c) GOsC-in-C Commands	
Navy	(d) Chief of the Naval Staff	PSOs at IHQ of MoD (Navy), The Flag Officers Commanding-in-Chief, Commands, The Flag Officers Commanding Fleets/ Areas.
	(e) Head of Branches at IHQ of MoD (Navy)	Individuals placed under their control.
	(f) The Flag Officers Commanding-in-Chief, Commands/ The Flag Officers Commanding Fleets/ Areas.	
Air Force	(g) Chief of the Air Staff	Individuals placed under their control.
	(h) AOA at Air HQ	
	(j) Air Officers Commanding-in-Chief Commands	
	(k) DGAFMS	Individuals placed under their control.
	(l) DGOF	
	(m) DGNCC	
	(n) DGQA	
	(o) Scientific Adviser to the Defence Minister	

(iv) An authority to draw conveyance under clause (iii) above shall be given when the following conditions are fulfilled:

- (a) It is necessary or expedient in the public interest for the individual concerned to perform the duty at that particular time, and
- (b) If the individuals concerned were not required to perform duty, it would be necessary to detail some other person to perform it.

NOTE: The conveyance admissible under this rule will be regulated by the Grade Pay of the post which an individual would have held had he not proceeded on leave. Conveyance to an individual, who, during the period of his refused leave running concurrently with re-employment under Government is required to travel on Government duty, should be regulated with reference to his reemployment pay plus

pension, subject to the provision that if the sum of such pay plus pension exceeds the pay of re-employed post, if it is on a fixed rate of pay, or the maximum pay of re-employed post, if it is on a time scale of pay, such excess shall be ignored. The amount of pension to be taken into account for these purposes will be the amount originally sanctioned, i.e., before communication, if any, and will also include the pensionary equivalent of death-cum-retirement gratuity, if any.

(v) The conveyance admissible under clause (iii) above shall be limited to that admissible for a single journey on TD between the individual's permanent station at the time when he proceeds on leave and place where he is required to perform the duty.

(vi) The provisions under clauses (iii) and (iv) above will also apply when an individual proceeds on leave of any kind than casual leave, from outstation on completion of TD at that station and returns to HQ on expiry of such leave.

If casual leave is availed of in such cases, the grant of TA for both the outward and return journeys, at the TD scale, is not affected thereby.

(vii) When an individual proceeds on leave from an outstation while on TD and rejoins the TD at the outstation on expiry of such leave, his TA and DA for the TD so performed will be regulated under the normal rules provided the conditions laid in clause (iv) above are fulfilled. No DA will be admissible for the period of leave.

(viii) In cases where an individual on leave is detailed to attend a Court of Inquiry, Court Martial or to give evidence before a Civil Court, or any duty of the type involving the presence of a particular individual for whom claim for TA/DA under clauses (iii) and (vii) above has been preferred, the certification of the condition mentioned in clause (iv) (b) by the Competent Authority for grant of conveyance is not necessary.

150-A. Conveyance for Officer Officiating in leave vacancies

- (i) When a Commissioned Officer is moved from one station to another to officiate in a purely privilege/annual leave vacancy, TA at the TD scale for the journeys on taking up and relinquishing the TD shall be 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 Army and Air Force officer or by any other officer serving at IN Ship/Establishment in the case of IN Officer, and provided further that PSOs or Head of the Branch at IHQ of MoD (Army)/GOsC-in-C Commands, in the case of Army Officer, PSOs at Air HQ/Air Officers Commanding-in-Chief commands, as applicable, in the case of Air Force Officers, PSOs or Head of Branch at IHQ of MoD (Navy) Administrative Authority concerned in the case of IN Officers, DGOF in case of Commissioned Officers serving in DGOF's HQ and Ordnance Factories etc., and DGNCC in respect of NCC Officers employed on whole time basis in the Senior Division of NCC units, is satisfied that owing to the exigencies of service; the officer would not otherwise be able to obtain a reasonable proportion of his leave. DGOL & SM for officers placed under his control.

- (ii) When a Commissioned Officer is moved from one station to another to officiate in a combined leave vacancy extending up to a period of 180 days or less, TA on the TD scale shall be admissible.
- (iii) In both the cases mentioned in clauses (i) and (ii) above, DA as admissible for normal TD shall be granted provided that anticipated duration of duty at the outstation does not exceed 180 days. Such officiating arrangements shall be made under the personal orders of the authorities mentioned in clause (i) above after they are satisfied that arrangements are inescapable.

Exception: Officer of the AMC who are deputed from one station to another to fill up the 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 TD move, provided there is no other Medical Officer/ Specialist of that particular speciality available at that station. These arrangements will be made by the local authorities empowered to sanction TD moves.

150-B. Conveyance for Individuals attending Courses or Examinations whilst on leave in India

- (i) Conveyance to the extent specified below is admissible to an individual ordered or permitted to attend an authorised Course of Instruction or Examination, whilst on leave:
 - (a) If the individual is on privilege, earned or annual leave, un-combined with other 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 inadmissible to an individual who, for his own convenience, does not proceed to the station 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.

151. Conveyance when recalled from Leave for Duty

- (i) Commissioned Officers (including MNS Officers) and civilians on leave, other than casual leave, recalled for active service or duty with his Corps/Unit/ Formation/ Establishment or in his appointment by the appropriate leave sanctioning authorities 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 recall 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 the duty will be admissible subject to the following conditions:
 - (a) Order for recall from leave will be issued by Army Commanders and equivalents in the case of officers serving in Commands. In the case of officer serving in Service HQs the orders will

be issued by the DGOL & SM/AOP/COP as the case may be. This power will not be delegated to any other officer.

- (b) Quantum of leave initially granted should be 30 days or more and the officer before recall should have consumed/less than half the period.
- (c) When an officer is recalled on grounds other than a National Emergency or Internal disorder, he should return to the station from which he was recalled on completion of TD if permitted to avail balance of annual leave.

However, the entitlement to LTC for the final return journey to duty station of Commissioned Officers (including MNS Officers), who are permitted to avail themselves of balance of leave on completion of duty, shall remain unaffected.

NOTE: Civilian Government servants who are recalled from leave before expiry of half of its period to perform duty connected with their own appointment will be entitled to leave concessions for the final return journey subject to the conditions laid down in Rule 190 provided they avail of the balance of leave immediately on completion of the duty. In cases where the balance of leave is not immediately granted on completion of the duty due to exigencies of service, the refusal to grant leave having been recorded in writing by the authority competent to sanction leave and specific reasons for refusal given, the LTC for the final return journey to their permanent duty station will be admissible when the leave is granted later. In no case will the LTC for final return journey to the permanent duty station be granted to those who do not avail themselves of the balance of leave for personal reasons immediately on completion of duty for which recalled from leave.

- (ii) The concession under clause (i) above will be admissible only when the leave is curtailed by more than half the period.

Officers who are recalled from leave for active service or duty with their Corps of Unit or Ships or Establishments or to perform duty connected with their own appointment will be entitled to LTC for the

final return journey subject to the conditions laid down in Rule 177, provided they avail of the balance of leave immediately on completion of the duty. In cases where the balance of leave is not immediately granted on completion of the duty due to exigencies of service the refusal to grant leave having been recorded in writing by the authority competent to sanction leave and specific reasons for refusal given, the LTC for the final return to their permanent duty station will be admissible when the leave is granted later. In no case will the LTC for the final return journey to the permanent duty station be granted to those who do not avail themselves of the balance of leave for personal reasons immediately on completion of duty for which recalled from leave.

To become entitled to LTC it is necessary that the Officer should spend the balance of leave after recall at the same station upto which they had availed of the LTC for the onward journey. The OC/the Commanding Officer of IN Ship/Establishment shall, however, have discretionary powers to authorise the leave to be spent at a different station provided that no extra expenditure to the State is caused.

- (iii) (a) A soldier, sailor, airman (including a JCO and his equivalents holding Honorary rank as Commissioned Officer), or NCs(E) granted annual leave who is recalled to service before the completion of the first half of his leave, may again be granted free conveyance to and from his home to the extent prescribed in Rule 184. Conveyance under this rule will be in addition to that authorised for annual leave.
- (b) A soldier, sailor, airman (including a JCO and his equivalents holding Honorary rank as a Commissioned Officer), or NCs(E) granted leave (other than casual leave) involving travel at his own expense will, if required to rejoin his Unit/Ship/ Establishment before the completion of the first half of the leave granted to him be refunded the actual amount paid for the railway journeys. If required to rejoin at a new station thereby not making the use of the concession voucher (IAFT-1720-A) for the return journey, he will, in addition, be given a warrant as for one on annual leave.

- (c) Sub-clause (a) and (b) above are not applicable to Boys and Apprentices.
- (iv) Where journeys in respect of service personnel are necessitated by compulsory recall from vacations to duty in public interest TA will be admissible as per recall from leave, treating vacation as leave under this Rule and all terms and conditions stipulated in this Rule will be applicable in such cases.

NOTE: The term vacation implies that when training/ teaching Institutes such as IMA and NDA etc. are closed for summer/ winter vacation and Defence Personnel of such institutions are recalled from vacation for duty in public interest.

152. Travelling Allowance to Colonels/ Colonel Commandants visiting their Units

- (i) The Colonels of Regiment/ Colonel Commandants of the Corps appointed above shall be entitled to conveyance within Indian Limits at the TD scale for journeys by Air, Rail, Road and Sea as admissible under the rules.
- (ii) The Colonels of the 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 the Regiment.
 - (b) Colonel of an Infantry Regiment:
 - (i) The Colonel of an Infantry Regiment having twelve or less Battalions in his Regiment is authorized six visits during a financial year and to the extent of 50 percent of the number of Battalions in the Regiment in case 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 authorized in Para (b) (i) above, a Colonel of an Infantry Regiment is authorized to visit the Regimental Centre of his Regiment once in each financial year.
 - (c) 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.

- (d) Colonel Commandant, Army Dental Corps: Two visits.
- (e) Colonel Commandant, Army Education Corps: One visit to Army Education Corps Training College and Centre, Pachmarhi.
- (f) Colonel Commandant, Army Physical Training Corps: One visit to APTC, Pune.
- (g) Colonel Commandant , Military Farms: Four visits.
- (h) Colonel Commandant, Army Postal Service: One visit.
- (j) Colonel Commandant, Defence Security Corps: One visit.
- (k) Colonel Commandant, Judge Advocate General: One visit.
- (l) Colonel Commandant, SL(RO): One visit.

NOTE 1: The term 'journey' referred to in clause (i) and (ii) above connotes a single return journey from one station (i.e. the place of residence of the Officer) to a particular destination (i.e. station where a Unit of the Corps or Regiment is located) and return there from to the starting station. If during the course of the journey, the Colonel or Colonel Commandant visits six different Units located at six different stations, it should be viewed as equivalent to six journeys for applying the limitation laid down above. However, if two or more visits of the Corps or Regiment located in the same station are visited during a particular tour but DA is claimed for halt with only one Unit under clause (iii) below and not for halts in connection with visits of different Units at that station, then such a journey may be treated as only one journey.

NOTE 2: Colonel Commandants of ASC and EME are also entitled to the conveyance, TA and DA from their residence in India to the venue of Senior ASC Officer's Conference

and DEME Annual Conference and back. TA/DA, admissible for this duty, will be adjusted against their authorised number of visits, as per clause (ii), *ibid*.

- (iii) Daily Allowance will be admissible under normal rules for duration of halts at such Units. Advance of TA, when necessary, will be obtained from the GOC-in-Command in which the Officer concerned may be residing.
- (iv) Use of Railway Saloon and special reserved accommodation will not be provided.
- (v) An Honorary Colonel of the Regiment will be authorised to visit Battalion/ Regiment/ Corps Centre once a year and to attend Regt/Corps re-unions, as and when held. The travel/other expenses shall either be borne by the individual or left at the discretion of the Regt/ Corps. There shall be no financial implication/ obligation to the Government.
- (vi) Air Force Officer not below the rank of Group Captain are eligible for appointment as Commodore Commandant to each of the Operational Squadrons and major Training Institute (Ground Duty Branches) i.e. AFA, AFAC, AFTC & IAM of the IAF. TA/DA will be admissible as for Colonel Commandants of the Army. The visits to Squadrons by serving officers appointed as Commodore Commandants will be combined with the other duties to the extent possible.
- (vii) Captain Commandants of the Navy will be entitled to the same travelling allowance and DA as admissible to the Colonel Commandants of the Army.

152-A. Travelling Allowance/Daily Allowance to Field Marshals when they are invited to attend Formal Ceremonial Functions

Field Marshals will be entitled to TA/DA as per TD scale as admissible to Service Chiefs under these Rules from their place of residence to Delhi to attend formal ceremonial functions and back on the following occasions :

- (a) Republic Day Parade and Beating the Retreat Ceremony.
- (b) Investiture Ceremonials at Rashtrapati Bhavan.

NOTE: The claims will be submitted to the PCDA(O) Pune for payment and the Field Marshal will act as their own Controlling Officer.

153. Conveyance for journeys to obtain Medical Certificate

If a person is compelled to travel to another station to obtain a medical certificate in support of his application for leave or for further opinion as to the necessity for the leave recommended in the medical certificate, for an original grant of leave he will be granted free conveyance on warrant except in the case of a civilian who will draw fare by rail in the entitled class and a Road Mileage Allowance at the rates laid down in Rule 61. If an individual undertakes more than one journey he may be granted similar conveyance for the second and subsequent journey also, provided that he produces a certificate from the Medical Officer concerned or the Medical Board that he was required to undertake such a journey or journeys at the behest of that authority. The journey should not be undertaken without the prior permission of the Controlling Officer if such permission can be obtained without risk to the person requiring leave.

No allowance will be admissible for the period of halt in such cases.

154. Conveyance for Journeys to obtain Medical Advice

If, in order to obtain medical advice, a person is compelled to leave a station at which he is posted and at which there is no Government medical Officer and travels to another station he may draw TA for the journey on production of a certificate from the Medical Officer consulted that the journey was in his opinion absolutely necessary. The journey should not be undertaken without the previous permission of the Controlling Officer if such permission can be obtained without risk to the person requiring medical advice.

No allowance will be admissible for the period of halt in such cases.

155. Conveyance of persons summoned to appear before a Medical Board for assessment or reassessment of pension

- (i) An individual (serving or discharged) who is ordered from his home to proceed to another station to appear before a medical board for assessment or reassessment of his pension will be entitled to free conveyance to and from that station. If in the opinion of the medical board such a person should be

examined by specialist, free conveyance to and from the specialist's station or direct there-from to the individual's home, as may be necessary, will also be admissible.

- (ii) For journey period officers/service personnel will be eligible for TA at TD scale. When authorised by an authority mentioned in Rule 98, pensioners suffering from tuberculosis or leprosy, when advised to appear before a Resurvey Medical Board, will be entitled to travel in a First Class reserved (two berth) coupe compartment or to a four berth class compartment in trains which do not carry First Class two berth coupes, irrespective of the class to which they are entitled.
- (iii) No DA will be admissible for the period of stay at the place where medical board is held.
- (iv) The authority to sanction claims for TA of Officer and issue of warrants to others will be the OC Hospital or President of the Central Medical Board as applicable. Railway warrants for the return journey may also be issued by the OC Hospital or President of the Medical Board in cases in which pensioners appear before a Reassessment/Resurvey Medical Board under their own arrangements.
- (v) For purposes of grant of free conveyance under this rule, the normal place of residence will be treated as the home of a person. In case a person is temporarily at a place other than his normal place of residence, free conveyance will be restricted to the cost of conveyance from the normal place of residence to the nearest station to it at which a Standing Medical Board is held.

156. Conveyance on Journeys for Anti-Rabic Treatment

- (i) All individuals are entitled to conveyance when proceeding for and returning from anti-rabic treatment under the orders of the Competent Medical Authority from a station where such treatment is not available to the nearest station where the treatment is available. The concession shall be admissible also to individuals on leave. No DA for the period of halt will be admissible.
- (ii) A member to the family of a Soldier/Sailor/ Airman shall be entitled to conveyance

when proceeding for or returning from anti-rabic treatment under the orders of the Competent Medical Authority from a station where such treatment is not available to the nearest station where the treatment is available.

NOTE: Above facility is also admissible to civilian sisters of Service Hospitals.

157. Conveyance for Service Personnel including MNS when proceeding on the orders of Competent Medical Authority to another Station to consult or receive treatment and when returning there-from

Travelling Allowance at a TD scale for journey period only will be admissible in the following cases:—

- (a) All service personnel when proceeding to another station under the orders of 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 individual 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.
- (b) All service personnel when proceeding to the nearest Government Civil Hospital in another station and back.
- (c) All service personnel including MNS being declared insane and proceeding to and from an asylum.
- (d) A Commissioned Officer including MNS when appearing before Medical Board for a prescribed medical examination and when returning from there.
- (e) Boys/Apprentices who are undergoing treatment in a Service Hospital at a station in which they are receiving training and are transferred for specialist treatment under the orders of the authorised medical attendant provided that the sickness/injury is not due to individual's own imprudence or misconduct.

157-A. Daily Allowance to Service officer when

appearing before the Medical Boards for a Prescribed Medical Examination

Daily Allowance for the period of halt will be admissible to the officers of all Branches of the Air Force, officers of the Naval Aviation Branch of the Indian Navy when appearing before the Medical Boards for Prescribed Medical Examination at the Institute of Aviation Medicine Bangalore and Air Force Central Medical Establishment, New Delhi. No DA will, however, be admissible for admittance to medical tests.

The Army officers employed in Army Aviation Units as Pilots are also authorised DA for the period of halt, when appearing before Medical Board for Prescribed Medical Examination.

157-B. Daily Allowance to Naval Officer of Submarine Branch on account of Submarine Medical Examination

Daily Allowance will be admissible for the period of halt to officers of Submarine Branch of Indian Navy when they proceed to out station for appearing before the Medical Board for the Prescribed Submarine Medical Examination at Mumbai/Kochi / Visakhapatnam. No DA will however, be admissible for admittance to medical test.

158. Conveyance for Attendants

(i) Conveyance is admissible for attendants when accompanying a sick individual, an invalid or a case of mental disease entitled to conveyance under these regulations, provided their services are considered essential by the medical authorities. Appendix VII gives the connected details and information regarding medical authorities who can recommend and sanction moves of attendants. The number and class of attendants necessary will be stated by the authority recommending the move.

Conveyance is also admissible for an attendant accompanying a workman of the Defence installations, including Ordnance and Clothing factories (as defined in Workmen's Compensation Act) who sustains serious injuries as a result of an accident during the course of his duty and is directed by the Medical Officer-in-charge to a Service and/or Civil Hospital at an out station for specialised treatment, provided that the said Medical Officer recommends

that it is essential that attendant should accompany the patient.

(ii) An attendant in Government service authorised conveyance under the above clause at the public expense shall be considered as travelling on duty if not in Government service, actual expenses will be allowed at the discretion of the Controlling Officer.

NOTE: Actual expenses for the return journey will be allowed at the discretion of the Controlling Officer to the attendant of workmen involved in serious accidents if he is not a Government Servant.

(iii) The following concessions will be admissible to the attendant accompanying a workman, employed in various factories, workshops (within the meaning of the Factories Act) and an Industrial or non-Industrial employee of the Ordnance Installations who has sustained serious injuries as a result of an accident during the course of his duty and is directed by the Medical Officer-in-charge to a Service/ Civil Hospital within the local limits for treatment, provided that the said Medical Officer recommends that it is essential that an attendant should accompany the patient:

- The attendant shall be considered as travelling on duty.
- The attendant shall travel in the same ambulance free of charge.
- The attendant shall be allowed payment of actual expenses for the return journey.
- A person not in Government service accompanying the injured workmen as attendant shall be allowed to travel in the same ambulance free of charge.

159. Conveyance admissible to Service Personnel when proceeding from a Civil Hospital to the Nearest Service Hospital

Free conveyance is admissible to service personnel admitted to Civil Hospital under the provisions of para 293(a) of Regulations for the Medical Services of the Armed Forces (1983), when transferred from the Civil Hospitals to the nearest Service Hospital either in the same station, when suitable accommodation becomes available, or at

another station when the condition of the patient permits of such transfer.

160. Conveyance for individuals proceeding for Electro Cardio Graphic (ECG) Examination

Conveyance for a journey to another station to consult a specialist will be admissible to service personnel when proceeding to the nearest government Civil Hospital in another station and back, under order of the Competent Medical Authority, for ECG Examination.

161. Conveyance for relatives of Service Personnel in Cases of Dangerous Illness or Bereavement etc.

Free conveyance either under clause (A) or (B) below, as the individuals concerned may choose to avail of, will be granted to such number of persons as mentioned below, one of whom must be a relative, to visit an Officer, a Nursing Officer, a Cadet, a Boy (only the son of a serving or ex JCO/OR of the Army, equivalent ranks in the Navy and Air Force) of Military School, Soldier, Sailor, Airman, NCs(E), enrolled Trainee and Apprentice or a Boy, reported as dangerously ill either in a Civil Hospital or a Service Hospital or to attend the funeral of any such individual within Indian limits provided that illness or death is not due to the individual's own misconduct:

- (a) Individuals placed on Two persons
dangerously ill list
- (b) Funerals:
 - (i) Married Service Three Persons
personnel (including
Cadets, Trainees etc.)
 - (ii) Unmarried Service Two persons
personnel (including
Cadets, Trainees etc.)

(A) **By Rail/Road :** The visitors will be entitled to the same class of conveyance as the patient or the deceased. Relatives visiting boys of a Military School will travel on warrant in the entitled class, if in service, and on Cash TA in the class admissible to them at the time of their release etc., if no longer in service. Civilian visitors of these boys will travel on Cash TA in second class of accommodation.

(B) By Air :

1. Individuals placed on Dangerously Ill List :

To one relative: The second person not necessarily a relative may travel by rail/road under clause (A) above but this individual may also be allowed to accompany the relative by air subject to the following conditions :

- (i) Where the relative is a lady.
- (ii) Where the relative is a male but is over 60 years of age or is infirm, physically handicapped or ill at the time of departure to the bedside of dangerously ill individual.

NOTE 1: The authorities to decide whether the conditions laid down in clause (ii) above are fulfilled will be the OC/Officer in Charge, Hospital in the case of Service Hospital and the authority who issues the notification of dangerous illness in the case of Civil Hospitals and their decision will be final.

NOTE 2: Family members of service personnel posted in Andaman & Nicobar Islands who are placed on Dangerous Ill/Serious Ill Lists to a Service Hospital in the mainland for treatment may be evacuated by air at Government expense. This facility will be extended consequent upon a certificate to be given by the OC, Hospital or MO In-charge that travel by air was absolutely essential and that travel by any other means i.e. by ship would have definitely endangered the life of the patient or involved a risk of serious aggravation of the condition of the patient.

2. Funerals: Two or three relatives of the deceased as the case may be will be allowed conveyance by air/rail/road to attend the funeral. In cases where only one relative travels, a second individual may travel by rail/road under clause (A) above or may be allowed, subject to fulfilment of the conditions laid down in sub-clauses (i) and (ii) of clause (B) (1) above to accompany the relative by Air.

3. Return Journey: The return Journey in all cases referred to in (1) and (2) above will be performed by rail/road only and

will be limited to the same persons who were provided free conveyance for the onward journey.

The cost of conveyance to and from the Hospital will normally be paid after the arrival of the visitors in the Hospital by the Officer commanding/Officer-in-charge in the case of Service Hospital and the authority who issues the notification of dangerous illness or death in the case of a Civil Hospital. In cases, however, where the cost of conveyance of relatives of soldiers/ sailors/ airmen, NCs(E), apprentices or boys for the journey to the Hospital exceeds Rs. 10 or in r/o service officer Rs. 50 the authority issuing the certificate of dangerous illness will also send by telegraphic money order one single fare of the appropriate class for each visitor. In cases of death occurring at a place other than Hospital, necessary payment will be made by the OC Station or CO of the Ship/ Establishment.

NOTE: Free conveyance, as laid down above, will also be admissible to one relative to visit a soldier/sailor/airman, NCs(E), enrolled trainee, an apprentice or a boy, who is reported to be dangerously ill due to attempted suicide or to attend his funeral in case of death due to suicide. In cases, however, when the relative is a male but over the age of sixty, or is a lady or a minor, or is infirm or physically handicapped at the time of departure, conveyance will also be admissible to a second person, not necessarily a relative, under the conditions laid down in this rule.

162. Conveyance to the relative of Service Personnel who are Battle Casualty and undergoing Treatment in Military Hospital

The following facilities will be granted to relatives of all Defence Personnel irrespective of rank who are battle casualties or casualties from Concessional Areas and who though not on the dangerously ill list, have been undergoing treatment in Hospitals for more than three months :—

- (a) Conveyance at Government expense to two relatives to visit the patient once every six months. If the two relatives happen to be the mother and the wife of the patient, one

attendant may also accompany them during their first visit at Government expense.

- (b) If the hospitalisation of the battle casualty prolongs beyond six months – thus qualifying for further visits by the relatives under this facility during the second (or future) visits, one of the visitors out of the two must be a first degree relative i.e. wife, children, parents, real brothers and sisters.
- (c) In the case of patients who are in a position to undertake the journey but require further treatment in the hospitals and are allowed to proceed to their homes, the relatives will not be allowed free conveyance to the hospitals during that half year.
- (d) In case the visiting relatives are female, conveyance at Government expense will be granted to an additional person who may not necessarily be a relative, to escort/ accompany the female relatives.
- (e) Free accommodation to visiting relatives/ attendants for not more than four days in tents near Service Hospitals or General Hospitals located in rear areas under arrangements of the Commanding Officer of the station concerned without additional expense to Government, tented accommodation to be provided only when some other suitable accommodation is not found vacant.
- (f) Food will be arranged by the Commanding Officer of the Unit/Establishment to which the relatives remain attached. Ration for them will be drawn by the Unit at the scale laid down in Army/Navy/AF instructions in the normal manner, the attachment of such relatives for the purpose being published in the Station/ Formation/ Establishment Orders. The cost of the ration at a rate equivalent to current higher rate of ration allowance as modified from time to time will be recovered from the relatives and credited to the state.

NOTE: The cost of conveyance for both journeys shall be paid after the arrival of the relatives/ attendant at the Hospitals. Relatives/ attendant will be entitled to the same class of railway accommodation as the patient to be visited or the class in which they actually travelled, whichever is lower.

163. Conveyance in journeys for Mass Miniature Radiography of Gorkha Recruits enrolled at Ghoom

Gorkha recruits enrolled at Ghoom will be eligible for free conveyance as soldiers/sailors/airmen from Ghoom to Kunraghan for carrying out Mass Miniature Radiography at Military Hospital, Kunraghan. Such of the recruits as are rejected at Kunraghan after Mass Miniature Radiography will be eligible for free conveyance as soldiers/sailors/ airmen from Kunraghan to Ghoom and after their discharge at Ghoom to their homes in Nepal under Rule 193(e), if they had actually proceeded from their homes to Ghoom.

164. Conveyance to families Accompanying Soldiers/ Sailors/ Airmen Granted Sick Leave

- (i) The family of a soldier/sailor/airman/ NCs(E) on the authorised married establishment temporarily serving at a station outside the State in which he was recruited is entitled to conveyance when accompanying the soldier/ sailor/ airman/ NCs(E) proceeding to his home on leave granted on the recommendation of a medical board, provided that the family was originally conveyed at the public expense to the station at which the soldier/sailor/ airman is serving.
- (ii) Conveyance for families under this rule is restricted to conveyance by railway and is admissible only on the condition that further conveyance will not be granted to the family until the Unit to which the soldier/ sailor/airman belongs has returned to the State in which he was recruited and until the family has rejoined the Unit at their own expense.
- (iii) The family of a soldier/sailor/airman referred to in the preceding clause who is granted leave to his home on the recommendation of a medical board after anti-rabic treatment is entitled to conveyance to the extent specified in Rule 156.

165. Conveyance to Family accompanying the NCs(E) granted Sick Leave after Anti-Rabic Treatment

The family of a NCs(E) granted leave to his home on the recommendation of a medical board

after anti-rabic treatment is entitled to conveyance by railway and sea to his home.

166. Conveyance to sick families of Soldiers, Sailors and Airmen

- (a) Families of soldiers, sailors and airmen including Master Warrant Officer on the authorised married establishment residing with the head of family in a station where there is no Service Hospital and requiring admission to Hospital or Specialist's examination will, under the order of the authorised medical attendant, be entitled to free conveyance by rail/road/steamer from the station of duty of the individual to the nearest Service Hospital and back. Conveyance for necessary attendants will be regulated in accordance with the Rule 158:—
 - (i) Where Government transport is available, the sick families will be permitted to avail themselves of it.
 - (ii) Where transport contract is in force and road warrant could be used, such warrants will be issued in favour of sick families.

In the absence of facilities provided in (i) and (ii) above, the sick families will be entitled to reimbursement of actual expenditure on account of road journeys involved, in reaching Military Hospitals, at prescribed rate. Conveyance by steamer will be on requisition. If a warrant cannot be used, its value may be refunded.

NOTE: Facility at (a) above will also be admissible to families of NCs(E).

- (b) Free conveyance will also be provided for the patients transferred from one Service Hospital to another and back in cases of emergency.
- (c) Families of JCOs/OR/NCs(E)/ of the Army and the equivalents of the Navy and Air Force, not on the married roll if admitted in the Service Hospital may be transferred, as a life saving measure to the nearest Service Hospital where the necessary treatment is available and that for the move involved free conveyance will be provided. Sick attendant may also be provided in emergent cases when being transferred from one Service Hospital to another and conveyance of the attendant will be

regulated in accordance with Rule 158 read with Appendix VII.

166-A. Conveyance of families of Service Officers from one Hospital to another and back for obtaining appropriate Medical attendance/ Treatment

Families of service officers residing with the Head of the Family in a station where there is no Service Hospital and requiring admission to hospital or specialist's examination will be entitled to free conveyance by rail/road/air/steamer from the station of duty of the individual to the nearest Service Hospital and back. Conveyance for necessary attendants will be regulated in accordance with the Rule 158.

167. Conveyance to the Relative of PBOR suffering from Tuberculosis/ Leprosy

- (a) When the Officer Commanding Hospital or Medical Officer-in-Charge Sanatorium considers it necessary that a soldier/sailor/airman or NCs (E) suffering from tuberculosis/ leprosy should be visited by a relative, the actual cost of conveyance by rail to and from the station at which the patient is in Hospital/Sanatorium will be admissible to visit the patient:
 - (i) For one relative only every six months in respect of those soldiers/sailors/airmen and NCs (E) who are given treatment in a Service Hospital/Sanatorium as serving personnel for the first one year.
 - (ii) For one relative only once during each year of treatment in respect of discharged soldiers/ sailors/airmen and non-combatants (enrolled) undergoing treatment in the Service Hospital/Sanatorium.
- (b) Actual cost of conveyance by road limited to road mileage at appropriate rate applicable to the patient visited will also be admissible to relatives mentioned in clauses (a) (i) and (ii) above, where the places are not connected by rail.
- (c) The cost of conveyance for both journeys shall be paid after the arrival of the relative at the Hospital/Sanatorium. The relative will be entitled to the same class of accommodation as the patient visited or the class in which he travelled, whichever is lower.

- (d) If in any case the patient is granted leave to visit his relatives, he will be granted conveyance on warrant for the return journey which will be offset against the corresponding visit of a relative.

168. Conveyance to Workmen of Defence Factories, Ordnance Installations, Ordnance Inspection Organisation to receive special Treatment

Industrial and non-industrial employees in Ordnance Factories, Ordnance Installations and in the Inspection Organisations, who are workmen as defined in the Workmen's Compensation Act, are entitled to conveyance when directed by the Medical Officer-in-charge concerned, to proceed to another station to consult, or receive treatment from a military specialist medical Officer. No DA for halts will be admissible.

169. Travelling Allowance for journey to procure fitness certificates at the time of confirmation

A temporary civilian Government servant gazetted or non-gazetted, who is required to appear before an appropriate medical authority at a place other than his HQ to produce a fitness certificate at the time of confirmation is entitled to TA as on TD to and from the nearest station where the appropriate medical authority is stationed provided that the medical examination fee in such a case is borne by the Government. No allowance will be admissible for the period of halt in such cases.

170. Travelling Allowance for journeys for Medical Examination in connection with filing up of Annual Performance Appraisal Reports (APARs)

A civilian Government Servant governed by the Civilian in Defence Services (Field Service Liability) Rules, 1957', when required owing to lack of medical facilities at the place of duty to appear before an appropriate medical authority at an outstation for medical examination in connection with the filling up of his APARs, will be entitled to TA as on TD to and from the nearest station where the appropriate medical authority is stationed.

No DA for the period of halt at the outstation will be admissible.

NOTE : The provisions of the above rule are not applicable to the DGOF's Organisation.

171. Conveyance for relatives of Civilians in case of Dangerous illness

Conveyance to one relative only may be allowed when the Appointed Medical Officer considers it necessary that a civilian (other than an Officer) invalidated to a peace station as a result of illness or injury contracted on field service and lying dangerously ill in hospital should be visited by a relative. The concession should be restricted to the actual cost of conveyance (subject to the maximum entitlement to and from the station at which the individual is in hospital) the same being paid for both the outward and return journeys after the arrival of the relative at the hospital.

172. Conveyance to Civilians applying for Invalid pension

When a civilian is directed by his official superior in the interest of public service to apply for an invalid pension and when a board cannot be assembled at the same station, actual expenses, limited to rail fare/ road mileage are admissible. Similar allowance is also admissible for the return journey when necessary. No allowance will be admissible for halts.

NOTE: A Competent Authority may sanction travelling expenses as above in special cases in which an individual voluntarily applies for an invalid pension.

173. Reservists-Move on Temporary Duty

- (i) A soldier/sailor/airman Reservist (including an artificer reservist) will be entitled to conveyance on warrant/requisition:—
 - (a) When called up for training and when returning there from.
 - (b) When summoned on account of absence through sickness or other reasonable cause, to proceed to his Reserve Centre for medical examination and when returning there from.
 - (c) When transferred to the Active List at his own request provided the Unit to which he belongs is then under orders for Field service: A Gorkha reservist volunteering to retransfer to colours after the completion of training is entitled to conveyance to his Unit in lieu of conveyance to his Recruiting Centre, the

extra expenditure if any being borne by the reservist himself (not applicable to artificer reservist).

- (d) When Invalided during Training: Conveyance by Rail and Sea is admissible in the above cases. For journeys by road between places not connected by rail, an allowance at the rates as given in Rule 61 and for road journey in Nepal at prescribed rate is admissible. For road conveyance when the shortest route lies by rail or sea a reservist when he so desires, the Despatching Officer at his discretion may allow him to travel by road in public conveyance subject to the condition that cost against the Government on account of such journey does not exceed what would have been admissible had the journey in question been performed by main route by rail or sea.
 - (e) When transferred under the orders of the Competent Medical Authority during the training period for outward and return journeys.
 - (1) From one Service Hospital to another for consultation of a Specialist and/ or for continued medical treatment.
 - (2) From one station at which no Service Hospital exists to the nearest Service Hospital with the required facilities for treatment.
- NOTE:** The competent medical authority for the purpose of item (2) above will be the authorised medical attendant.
- (ii) Conveyance under clause (i) above is admissible to a reservist to and from the usual place of residence or employment in India and in the case of Gorkhas to and from their place of residence in Nepal.
 - (iii) In case of dangerous illness or bereavement during training period relatives of reservists will be allowed conveyance as laid down in Rule 161. The relatives will travel in the class of rail accommodation in which the reservists himself is entitled to travel.
 - (iv) Reservists/Deserters will be entitled to conveyance facilities as laid down in Rule 144.

174. Special Daily Allowance to Aircrew (Officers and Airmen) Employed on Ferrying and Transport duties

- (i) In order to reimburse Aircrew (Officer and Airmen) the additional expenditure which they may incur at outstations on messing and accommodation in the performance of ferrying and transport duties in the Air Force/Navy, special DA at prescribed rate will be admissible, but in lieu of the normal DA provided it is certified that it was not possible for service reasons for them to be messaged and/or accommodated under service arrangements.
- (ii) No allowance for meals will be admissible between 10 PM and 5 AM journeys will normally be deemed to commence at 5 AM.

(iii) No other Daily or Ration Allowance will be admissible when the special DA is drawn. The Officers have thus an option to draw either the DA admissible on TD at ordinary rates or this Special Allowance.

NOTE: Maximum amount which can be claimed for each meal should not exceed the prescribed limits, but if the amount incurred in any case is below the prescribed limit the reimbursement will be restricted to the actual expenses.

- (iv) Claims for special DA will be submitted on travelling claim duty supported by the certificate provided to the individual concerned by the Captain of the aircraft in the proforma given below:

Messing/accommodation charges incurred by No. _____
 Rank/Sailor _____
 Name _____ Parent Unit/Ship/Estt.

Unit/ Estt visited	Period of absence from Parent Unit/ Ship/Estt. from to (date and timing to be given)	Particulars of actual expenses incurred					Total Claim ₹
		Breakfast ₹	Lunch ₹	Tea ₹	Dinner ₹	Accommodation ₹	

Certified that messing and/or accommodation arrangements have not been possible under Service arrangements at the outstation and claim represents actual expenses by the aircrew named above.

Countersigned..... Commanding Officer..... Dated.....Air Force/Navy
 Units/Ship/Estt.

- (v) Charges for messing/accommodation at outstations will be paid in cash by aircrews will be recouped by submission of claims.
- (vi) The above provisions will also be applicable to airmen/sailors who are detailed to proceed on VIP aircraft/aircraft employed on ferrying and transport duties for servicing duties in (out of the way places) where normal servicing facilities do not exist. Claims for the special DA should be supported by a certificate in addition to the certificate required under clause (iv) above from the Captain of the Aircraft certifying that the airmen/sailors were detailed to proceed on VIP aircraft/aircraft employed on ferrying and transport duties for servicing duties at places where normal servicing facilities do not exist.

- (vii) The above provisions will also be applicable to aircrews and ground personnel of calibration flights as authorised by the Service HQs.

175. Conveyance to the Civilian/ Service Personnel for collection of Tickets, Visas, Passports in connection with official journeys

Civilians paid from Defence Services Estimates/service personnel who either go themselves or are deputed for collecting air/rail/bus/ship tickets, passports, visas etc. from railway stations booking offices, passport offices, embassies etc. will be entitled to conveyance charges in connection with official journeys within India as well as abroad. The facility will be allowed only by public transport and will also be subject to conyoy by the Controlling Officer.

CHAPTER FOUR

LEAVE TRAVEL CONCESSIONS

176. Mode and class of Accommodation

The travel entitlements for the purpose of official tours/transfer or Leave Travel Concessions (LTC) will be the same but no Daily Allowance shall be admissible for travel on LTC.

The entitlement of journeys on various modes of transport while availing LTC by service personnel, civilians and their families will be as under :—

- (a) **Journey by Air:** Class of accommodation for journey by air will be as per Rule 62.

NOTE: In the case of journey performed by air by non-entitled service personnel the reimbursement will be limited to that which would have been admissible had the journey been performed by surface route by the appropriate mode and class by the shortest approved route or the actual air fare whichever is less.

- (b) **Journey by Rail:** Class of accommodation for journey by rail will be as per Rule 57.

NOTE 1: Entitlement by Rajdhani/ Shatabdi Express Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis. Both ends of the journey i.e. place of start of the journey and the destination should be directly connected by Rajdhani/ Shatabdi Express Trains.

NOTE 2: Service personnel and their families may also travel on Warrants/Form'D'/CV by Shatabdi and Rajdhani Express. The class of accommodation for travel by Shatabdi Express will be as per Rule 95 A.

- (c) **Journey by Sea or by River Steamer:** Class of accommodation for journey by sea or by river steamer will be as per Rule 58.

- (d) Accommodation entitlements for travel between the mainland and the Andaman & Nicobar Group of Islands and the Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Limited will be as per Rule 58.

- (e) **Journey by Road:** Class of accommodation for journey by road will be as per Rule 61 subject to the following conditions :—

- (i) In all cases of travel by AC Taxi, Taxi or Autorickshaw production of fare receipt will be necessary.
- (ii) Reimbursement of actual expenditure limited to the cost of rail fare of the entitled class in lieu of warrant may be sanctioned, if LTC journeys are performed in vehicles operated by the Government or any Corporation in the Public Sector run by the Central or State Government or a local body. LTC shall not be admissible for journey by a private car (owned, borrowed or hired) or a bus, van or other vehicles owned or operated on charter by private operator.

- (iii) **Use of own car/hired taxi on LTC journey on account of physical handicap:** Controlling Officer, as mentioned in Appx II of Travel Regulations, is authorised to allow use of own car/hired taxi for LTC journey on account of disability of the service personnel or dependent family members w.e.f. 19.06.2010 after obtaining following papers/conditions to avoid misuse of such relaxation:—

- (a) Medical certificate from Competent Authority;
- (b) Undertaking from Service Personnel that journey in authorized 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.
- (f) Spouse /dependent children residing away from the Service Personnel's Headquarters:

Though it is not necessary for the spouse and children to reside with the service personnel 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 Headquarters/place of posting of the service personnel and the Home town/ place of visit, whichever is less subject to other conditions laid down in these Travel Regulations.

176-A. Facility of LTC by air during winter only to Service Personnel posted in Ladakh Region

Service personnel serving in Ladakh Region will be entitled to LTC facility by air during winter season with the following conditions:-

- (i) The facility of air travel will be admissible only for the period from 15th November to 15th March.
- (ii) The facility of air travel will be limited to travel between Leh and Sri Nagar/Jammu/ Chandigarh both for the onward and return journey. This facility would, however be admissible between Leh and one of these three places. The to/fro journeys between Sri Nagar/ Jammu/Chandigarh and the home town or any other place of visit will be performed in the entitled mode/class of Government servant concerned.
- (iii) The facility of air travel (from 15th Nov to 15th Mar) from Delhi/Chandigarh/Jammu to Ladakh and back will be admissible to Service Personnel and families of Ladakh Scouts domiciled in Ladakh and posted outside Ladakh region, or to those whose family living in Ladakh to meet their family.

176-B. Journey by Air on LTC to Service Personnel posted in Manipur/ Mizoram/ Cachar and North Cachar districts of Assam including Silchar

Service personnel posted in Manipur/ Mizoram/ Cachar, and North Cachar districts of Assam including Silchar to perform journeys by air between Imphal/Aizwal/ Silchar and Kolkata while proceeding on/ returning from LTC.

This provision will take effect from 30th July 1999.

176-C. Free Air Travel facility for Service Personnel serving in the State of Tripura

Service personnel serving in the State of Tripura

are allowed free air travel facility once in a year between Agartala and Kolkata and back while proceeding on Annual Leave.

177. Leave Travel Concessions for Service Officers

- A.(i)(a) A service officer proceeding on any authorized leave including furlough leave, maternity leave (for lady officer) besides annual/casual leave irrespective of its duration within Indian limits, is eligible for free conveyance by entitled mode/class by direct/ main route to and from the nearest railway station/airport to his home town/ selected place of residence(SPR) once in the second year of his 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 but see clause (ii) below and Rule 177 E.
- (b) Once, in addition to the officer, his family as defined in Rule 2 will also be entitled free conveyance for journey to home town/ SPR and back.

NOTE: One additional Railway warrant is admissible to officers of the Armed forces serving in Field/High Altitude/Counter Insurgency/ Counter Terrorism operational Areas to travel to and from their duty station and Hometown/ Selected Place of Residence (SPR) twice a year instead of one free railway warrant.

- (c) (i) Railway free allowance of baggage only will be admissible.
- (ii) Officers will travel on warrants/Form 'D' including Rajdhani/Shatabdi Express Trains.

NOTE: The reimbursement of charges for booking of rail tickets through Internet/E-ticketing booked through the website of Indian Railways only for railway journeys undertaken for duty/LTC is admissible.

- (d) Service officers who are not provided married accommodation in 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 clause B below, in such cases i.e. free travel for that year would lapse.

- (e) Where the main route is wholly or partly by sea, the Embarkation Authority at the port will, on requisition from OC Unit (Commanding Officers of IN Ships and establishments in the case of IN Officers), arrange return sea passage within Indian limits. Road journey will be performed on warrant or cash payment in accordance with Rule 47.

NOTE: In regard to places in territory of India connected by shipping services the entitlement of the service personnel by ship will be regulated as per Rule 176 (c) & (d).

- (f) The OC /Commanding Officer of IN ships and establishments in the case of IN officers) will have discretionary powers to authorise the use of warrant to a place other than the railway station nearest to the officer's home provided that no extra expense to the State is caused and that the authorised scale of the issue of warrants is not exceeded.

NOTE: In the case of Naval officers who are allowed to report to the shore establishment of the port when the ship on which they are borne is temporary away from the home port or from the port where it was scheduled to be at the time vide note below Rule 115, free conveyance on warrant will be admissible, as a special case, from port where the officer reported on expiry of leave to the port to which he is later ordered to join his ship.

- (ii) 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.
- (iii) An officer granted leave on medical certificate will be entitled to free conveyance in the entitled mode/class 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 concession otherwise admissible.
- (iv) Gorkha officers who have their homes in Nepal will be entitled to free conveyance

from their duty station to their homes in that country under the provisions of the preceding clauses.

- (v) In cases where any authorized leave including furlough leave, maternity leave (for lady officer) besides annual/casual leave irrespective of the duration is granted at the end of a year an officer may commence the journey in the calendar year next to which the leave pertains. This will be subject to the condition that the LTCs (both for the outward and return journeys) are availed of within the leave period. The entitlement to LTCs of the calendar year next to which the leave pertains shall remain unaffected.
 - (vi) IN officers serving afloat, who are granted leave from a port of call when their ships, are away from the base port, will be entitled to conveyance, as follows:—
 - (a) From the port of call to the base port of the ship,
- Or
- (b) From the port of call to the home town. Such officers who are granted leave from the port of call and choose to proceed to the base port of the ship will not be entitled to LTC for the wife under clause 'B' below in the same year.
 - (vii) Where husband and wife both are service personnel and are residing together, or residing separately they could, 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, the children shall be eligible for the benefit as members of the family of one of the parents only.
 - (viii) Children of service personnel staying in hostels are permitted to visit their family on LTC w.e.f. 01.09.2008.

177 B.(i) (a) Service officers will be allowed, once in alternate calendar year, free conveyance to and from the place where they intend to

spend their {any authorized leave including furlough leave, maternity leave (for lady officer) besides} annual/casual leave irrespective of its duration in lieu of home town LTC (Rule 177A). A similar concession will be allowed to their wives and their dependent children who proceed to the same station. Officer, his wife and children may travel either independently or together as 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 wife and children will be entitled to the concession irrespective of whether the officer does not perform the leave journey or that his/her {any authorized leave including furlough leave, maternity leave (for lady officer) besides} annual/casual leave irrespective of its duration has or has not been officially refused. But the wives and children's 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 by the authorities as under:—

Heads of Branches at Service HQs	In respect of service personnel serving in Service HQs.
GOsC-in-C/FOsC-in-C/AOsC-in-C	In respect of service personnel serving in their commands.

NOTE: The grant of LTC under this clause in the first year of commissioned service will be subject to the condition that the officer had not already availed himself of the LTC as Cadet/Midshipman/Flight Cadet in the same year.

- (b) In case the 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 officer's own LTC is being counted. The provisions of sub clause A(v) will also apply in this case.
- (c) Where families are 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, LTC is admissible for the officer's wife and dependent children from the station at which they are residing to the leave station of the officer without any distance restrictions.

- (d) When service officers and their families live away from the place of duty for any reasons, LTC may be allowed from the place of residence, up to the place of visit/ home town and back to the place of residence, subject to the condition that the claim is 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, Service officer should furnish the reasons for residing at a place other than 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.
- (e) Leave Travel Concession in respect of the wife of a service officer who marries while serving in operational areas will be admissible from her place of 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 a field area to 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 she proceeds, subject to the limit of what is admissible from the rail head/airport nearest to the duty station in field area to the leave station.
- (f) Leave Travel Concession for the return journey to the wives of service officers to the HQ of the officer is admissible provided the wife's entitlement of LTC for the year is foregone in the following cases :—
 - (1) 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.
 - (2) 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.

- (g) Officers while travelling by rail will travel on warrant but their wives and dependent children will be reimbursed actual fare paid without any distance limit in each direction.
- (h) In the year, in which LTC 177 'B' is due, the family of a service person if staying separately (Home town/SPR) can visit the service person in his duty station under the Rule 177 'B'. However, entitlement of the service person under Rule 177 'B' for that year would lapse.
- (ii) In cases where officers, their wives and dependent children travel to leave stations by modes 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 1: Reimbursement for LTC journeys performed in a chartered bus, van or other vehicles shall not be admissible in so far as such vehicles are owned by private operators. However, reimbursement of actual expenditure limited to the cost of warrant of the entitled class in lieu of warrant may be sanctioned, if LTC journeys are performed in buses, vans or other vehicles, on charter, where these vehicles are operated by Tourism Development Corporations in the Public Sector, State Transport Corporation and Transport Services run by other Government or Local Bodies.

NOTE 2: Reimbursement for LTC journeys performed by private cars irrespective of ownership (the cost of propulsion being borne by the Service personnel themselves) shall not be admissible.

- (iii) Officers when availing the travel concession to leave station authorised in this clause, if desirous of breaking journey for the period in excess of the time allowed by the railway rules, will be allowed to do so and issued with more than one warrant according to the number of their journeys breaks but no deviation in the route to the final destination will be allowed. The different warrants issued will be linked with each other by the issuing

authorities by making the following endorsement at the top of each warrant in red ink.

"Linked with warrant(s)
No(s)..... dt.
..... ex..... to
....."

- (iv) Road conveyance, as laid down in Rule 179, will be admissible in addition to free rail conveyance admissible under this rule.
- (v) The concession for leave station, under this rule, may be availed of at the user's option while proceeding either on annual or sick leave once a year only.
- (vi) The concession for leave station, under this rule, will not be admissible to those officers in whose case it is known at the time they proceed on leave that they will not return to duty on expiry of leave.
- (vii) The concession for leave station (TR 177 B), under this rule, will not be admissible in the year in which the concession admissible for home town/SPR (TR 177 A) is availed of.
- (viii) Children of Service personnel staying in hostels are permitted to visit their family on LTC w.e.f 01/09/2008.

NOTE 1: Service personnel are allowed to en-cash 10 days annual leave at the time of availing of LTC to the extent of sixty days, during the entire career. The leave en-cashed at the time of LTC will not be deducted from the maximum amount of annual leave encashable at the time of retirement. Where both husband and wife are in government service, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to ten days at the time of availing of LTC will continue to be available to both, subject to maximum of 60 days each during the career w.e.f. 01.09.2008.

NOTE 2: A Government servant can be permitted to encash above leave at the time of availing LTC himself or when his family avails it, provided other conditions are fulfilled.

NOTE 3: Encashment of above leave at the time of availing LTC will be allowed 60 days before proposed date of outward journey.

NOTE 4: Re-employed pensioner will be entitled to encashment of Earned leave alongwith LTC during the period of re-employment upto the limit of 60 days (including the number of days for which encashment has been allowed alongwith Leave Travel Concession while in Service) provided he is entitled to LTC.

177 C. An officer serving with unit/formation whose personnel are in receipt of Field Service Concessions will have the option either to avail himself of the LTC under clause 'A' or 'B' above, or

- (a) For one spell of annual leave in the year in lieu of LTC under clause 'A'/'B', free conveyance in entitled mode/class to spend his leave with his family at the place where the family has been provided with Government accommodation (including privately hired accommodation) and back to his duty station, irrespective of distance limit. The entitlement of the officer's wife and dependent children under clause 'A'/'B' will, however, lapse for that year.

NOTE: The OC can, however, allow an officer to avail himself of warrant to a station other than home provided the officer's family is residing there and no extra expense 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 will remain unchanged.
- (c) One additional free Railway warrant (including sea passage) in the entitled class will be granted to all ranks of the Armed Forces serving in A&N Islands to travel to and from their duty station and Home town/ Selected place of Residence (SPR). This concession will be in addition to the existing facility of LTC to Home town/SPR/ Anywhere in India, as presently available to them every year.

NOTE: In the case of LTC journey undertaken by service officer or his family under above Rule, the Controlling Officer may at their discretion waive the requirement for production cash receipt 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 the Controlling Officer purely on merits in really deserving cases and not as a general measure.

177 D. Admissibility of LTC to Service Officers while on Study Leave: Leave Travel Concession will be admissible to service officers while on Study Leave. In such cases the claims are to be regularised as under:—

- (a) For self: The officers can avail LTC from the place of study leave to any place in India/hometown/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 actual expenditure whichever is less.
- (b) For Family members:
 - (i) When the family members are staying with the service officer at the place of his Study Leave, the reimbursement will be as indicated at (a) above.
 - (ii) When not staying at the place of Study Leave, LTC may be allowed from place of residence upto home town/SPR/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 the duty station (i.e the last duty station of the officer) and the home town/ SPR or declared place of visit as the case may be.
 - (iii) Reimbursement of journey performed by family members in the circumstances at para (b) (i) and (ii) above will be admissible provided the family members of the officer proceed to the same station as that of the officer.

177 E. Forfeiture of Leave Travel Concession

- (i) If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings against a service officer on the charge of preferring in fraudulent claim of LTC, such an officer shall not be allowed the LTC, till the finalisation of such disciplinary proceedings.
- (ii) If the officer is fully cleared of the charges of misuse LTC, the officer will be allowed to avail LTC(s) in future years but before his normal date of superannuation/discharge.
- (iii) If, however, the officer is not fully exonerated of the charge of fraudulent claim of LTC, he shall not be allowed the next two sets of LTC in addition to the LTC(s) already withheld. If the nature of misuse is grave, the Competent Authority may disallow LTC for more than two sets.

178. Leave Travel Concession to officers of the Military Nursing Service

Officers of the Military Nursing Service will be entitled to the same LTC as admissible to service officers under Rule 177 with the modification that they will use Form 'G' (G) instead of Form 'D' and reimbursement of 50 per cent of entitled class fare as per Rule 176 of these regulations instead of 40 per cent or 60 per cent as the case may be.

179. Road Conveyance for Officers proceeding on Annual Leave

- (i) All commissioned officers, officers of MNS, midshipmen IN., 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 officer) besides] annual leave/casual leave once in a calendar year:

Southern Command	Eastern Command	Western Command	Central Command	Northern Command
1	2	3	4	5
Anamalais Alibad Coonoor Courtalam	Andhura Bhowali Jalapahar Kailana	Bakloh Chamba Dalhousie Dharamsala Dagshai	Almora Chakrata Joshimath Lansdowne Landour Mussoorie	Baramulla Gulmarg Pahalgam Srinagar Udhampur in J& K
Karwar Kodaikanal Kotagiri and Estates within radius of 24 Km from that station Mahabaleshwar Munnar, Peermade Panchgani Yercaud Mercara and Estates within a radius of 32 Km of that station. Mount Abu, Ootacamund, Wellington	Kalimpong, Lebong, Ranchi Town Shillong	Kasauli Kullu Road Head, Manali, Sabathu	Nainital, Nowgong, Ranikhet, Panchmarhi Rail Head, Pipariya	

- (ii) Road conveyance as given in clause (i) above will also be admissible to individuals proceeding to stations other than those mentioned in that clause subject to the cost not exceeding that admissible to the recognised station which is contiguous to the station visited.

- (iii) Where journeys to the stations involved 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.
- (iv) Transport for conveyance will be provided by Government, wherever possible and

economical, and, if Government transport is not available, by warrant/IAFZ-2150 where arrangements exists. In other cases actual expense incurred by appropriate means of conveyance as defined in Rule 102 limited to road mileage, will be refunded.

- (v) When officers and their spouses and dependent children avail of the concessions mentioned in this and Rule 177 at the time of proceeding on annual leave, their, claims for road journeys performed otherwise than on warrant/by Government 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 Government for the conveyance of service personnel, the entitlement for road journey from the rail head to the recognised leave station 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 Government, 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 from the rail-head to the recognised leave station will be admissible.

NOTE: Reimbursement for LTC journeys performed by private cars irrespective of its owner ship (the cost of propulsion being born by the service personnel themselves) shall not be admissible.

- (c) Officers and their spouses and dependent children proceeding on annual leave from Jammu to various stations in J&K, who do not make use of the Government transport will, therefore, be allowed actual expenses, limited to road mileage under Rule 61 during the period rail-cum-road tickets are not available on the strength of certificates of non-utilisation of the Government transport furnished by the officers themselves.

180. Army Officer employed as Army Aviation Pilots, Officers/Sailors of the Indian Navy (Naval Aviation Branch)/Sub-Marine, and Air Crew Officers/Airmen of the Air Force employed on Regular Flying Duties

- (a) Army 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 and officers/sailors of the Indian Navy (Naval Aviation Branch)/ Sub-Marine/IMSF/Charioteer and Air crew Officers/Airmen of the Air Force employed 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 upto a total distance of 1600 Kms for the forward and return journeys, both inclusive, This concession will be in addition to the LTCs that the service personnel are entitled to under Rules 177 and 184, as the case may be.
- (b) JCOs/OR and equivalent ranks of Navy and Air Force when availing concession under this Rule will be issued with Concession Vouchers, irrespective of distance involved, with the provision that reimbursement of the cost of Concession Vouchers will be restricted to 800 Kms for one way. The individuals may be granted an advance to enable them to purchase rail tickets in exchange of Concession Vouchers subject to the condition that the advance so paid will not exceed 80% of the Government liability for the cost of the tickets.

NOTE 1: The provisions of the above rule will also be applicable to all Army 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.

181. Reduced Fare Certificate for Service Officers Including Midshipmen and JCOs and equivalent holding honorary rank as Commissioned Officers - Form 'D'

- (a) Service officers including Midshipmen and JCOs and their equivalents holding

honorary ranks as commissioned officers when travelling on leave at their own expenses are allowed on production of Form 'D' 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 2 Tier, supplementary charges for superfast trains, sleeper charges levied by railway at public tariff rate will be payable in full by the officer.

When the service officers travelling on leave without using forms 'D' due to non-availability of forms, reimbursement of the concessional components shall be made under exceptional circumstances on production of non-availability certificate of the form from the Controlling Officers.

- (b) The total number of forms 'D' to the officer, his/her wife/husband and dependent children for travel to any station within 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/her wife/husband and 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 will however be in addition to the six one way journey Form 'D' referred to above.

182. Reduced Fare Certificate for MNS Officers and Civilian Sisters –Form 'G' (IAFT-1720)

- (a) MNS officers and Civilian Sister when travelling on leave at their own expense are allowed on production of Form (G) to travel by entitled class or lower class on payment of 50% of the fare of the class travelled including reservation charges. All other charges such as surcharges for AC, supplementary charges for super fast train, sleeper charge, levied by the Railway at public tariff rate will be realised in full from the commuter.
- (b) The provisions of Rule 181 (b) will also apply in their case.

183. Concession Voucher to Service Personnel Below Officer Rank

- (a) Service personnel below officer rank when travelling on leave at their own expense to and from the station at which they are serving are allowed, on production of IAFT-1720-A to travel in the entitled or lower class on payment of half the fare of class in which they actually travelled.
- (b) Families of the service personnel mentioned in clause (a) above when travelling at their own expense to or from the station at which the head of the family is serving, are entitled on production of IAFT-1720-A, to travel in the entitled or lower class on payment of half the fare or the class in which actually travelled.
- (c) PBOR when travel on leave without using Concession Vouchers due to non-availability of form IAFT 1720-A shall be reimbursed the concessional components, under exceptional circumstances on production of non-availability certificate of form from the Controlling Officer.

184. Leave Travel Concessions to JCOs (including Honorary Commissioned Officers/ OR/NCsE and their equivalent ranks in the Navy and Air Force)

- (i) Soldiers, sailors, airmen and NCs(E) when proceeding on annual/casual leave irrespective of its duration may be granted once annually free conveyance on warrant by the main route to and from their homes/ SPR or any other leave station provided no extra expenditure is thereby caused to the State. When the main route is either wholly or partly by sea and railway communication also exists, conveyance by railway by the direct route is admissible. Those whose homes lie near a port on the Konkan Coast may, however be granted conveyance by sea in lieu of by rail between Mumbai and the port nearest to their homes.

NOTE 1: The provisions of clause 'A' (vi) of Rule 177 will apply mutatis mutandis to IN sailors serving afloat who are granted leave from port of call when their ships are away from the base port.

NOTE 2: One additional Railway warrant is admissible to all personnel of the Armed forces serving in Field/High Altitude/ Counter Insurgency/ Counter Terrorism operational Areas to travel to and from their duty station and Home town/ Selected Place of Residence (SPR) twice a year instead of one free railway warrant.

NOTE 3: The reimbursement of charges for booking of rail tickets through Internet/E-ticketing booked through the website of Indian Railways only for railway journeys undertaken for LTC is admissible.

- (ii) When PBOR proceeds on annual leave and his family accompanies him on the journey to his home station, they are entitled family railway warrant/ cash TA at his own discretion for the outward and return journey.
- (iii) Once every alternate year the individual shall have the option to travel with or without his family to a leave station other than home station/SPR instead of his journey to home station/SPR on family warrant/ cash TA at his own discretion. This concession is not in addition to the concession of free warrant under clause (i) above for that year. Facility of free conveyance from SPR/Home Town to selected leave station of the individual will be allowed to the families, if they are not residing at the duty station being a non family station or due to non-availability of married accommodation.

NOTE 1: The individuals while they are permitted to avail leave travel concession under clause (ii) and (iii) above may be entitled for issue of Family Railway Warrant while travelling on LTC w.e.f. 31.03.2006.

NOTE 2: The individual while they are permitted to avail LTC under clause (ii) and (iii) above may be granted an advance to enable them to purchase rail tickets in exchange of Concession Vouchers subject to the condition that the advance so paid will not exceed 80 percent of the individual liability for the cost of the ticket.

- (iv) Gorkha personnel domiciled in Nepal and nationals of Bhutan when proceeding on leave may be granted conveyance where necessary from the station in which their

Headquarters is located via their Regimental Centres/Depots to enable them to pick up and escort their families to their homes and vice versa.

- (v) Gorkha personnel serving in operational areas and proceeding on leave to their homes in Nepal may be granted conveyance via their Regimental Centres/ Depots to enable them to pick up their heavy kit/civilian clothing.
- (vi) In case where annual leave is granted at the end of a calendar year, the individual may commence the journey in the calendar year next to that to which leave pertains. This will be subject to the condition that the LTCs (both for outward journey and return journey is availed of within the leave period), the entitlement for LTC of the calendar year next to that to which the leave pertaining shall remain unaffected.
- (vii) The individuals whose homes are in Andaman and Nicobar islands when proceeding on annual leave/casual leave to their homes will be granted free rail/road conveyance from their duty stations up to the port of embarkation and free passages from the port of embarkation to the port of disembarkation in Andaman and Nicobar islands and vice versa. Inland journeys in these islands will be governed by the provision as applicable in the main land of India.

NOTE: Travel by sea: In regard to places in territory of India connected by shipping service, the entitlement of service personnel for their travel by ship will be regulated as in case of journeys by ship undertaken of transfer.

- (viii) Individuals proceeding on leave will not be issued with more than one railway warrant to enable break of journey enroute for a period more than that allowed by the railway rules. However, if and when an individual desires to break the journey midway, he may travel at his own expense and on return from leave claim the cost of issuable railway warrant as for direct journey.
- (ix) Individuals on annual/accumulated annual leave who are either unable to undertake the return journey on due date or having undertaken the return journey by due date

are held up enroute due to interruption of communications on account of natural calamities and are allowed to report to the nearest military units by the OC concerned, will perform the journey between the station where they report for duty and the permanent duty station under the same arrangements as would have been observed had they undertaken the return journey on due date in the normal way.

- (x) An individual when proceeding on and returning from leave at Government expense will be granted free conveyance by road for the entire journey by Government transport if possible, or by hired transport if a Government contract exists road warrants being issued for the journey, otherwise a Road Allowance of ₹ 1.20/- per km will be allowed. Road Allowance for journeys in Nepal will be calculated at the rate of ₹ 20/-per day or part of a day. For journeys over the portion lying between Siliguri and places in the interior of Sikkim they will be allowed a Road Allowance at the rate of ₹ 1.20/- per km or actual bus fare fixed by the Sikkim State Motor Vehicle Department.

The payment of actual bus fare will be allowed to the families of JCOs/NCOs/OR/ NCsE and their equivalents ranks in the Navy and Air Force where Public Transport System exists and violation of Road Contract System is not involved. Where however, no public system exists, the entitlement will be ₹ 1.20/- per km per individual above three years of age.

This concession will be admissible in cases of road journeys between places not connected by rail.

NOTE-1: The rates of Road Mileage Allowance as laid down in Rule 61, as amended from time to time, will also be applicable for payment of Road Mileage Allowance admissible in case of contingencies for journeys by road on foot and bicycle between places not connected by rail.

NOTE-2: Entitlement for PBOR for the road journeys between places not connected by rail or where road-cum-rail ticket are not issued will be as under :—

Service personnel drawing grade pay of ₹ 4,200/- to ₹ 4,800/-	Actual fare by any type of public bus including air-conditioned bus. OR At prescribed rates for Non-AC Taxi when the journey is actually performed by Non-AC Taxi.
Service personnel drawing grade pay of ₹ 2,400/- and above but less than ₹ 4,200/-	Actual fare by any type of public bus other than the air-conditioned bus. OR At prescribed rates for auto-rickshaw for journeys by auto-rickshaw.
Service personnel drawing grade pay below ₹ 2,400/-	Actual fare by ordinary public bus. OR At prescribed rates for auto-rickshaw for journeys by auto-rickshaw.

- (xi) PBOR and their family may travel either independently or together as may be convenient to them. Claim for the LTC in respect of the journey of one need not depend on the journey performed by the other but the family's return journey must be completed within six months from the date of commencement of their onward journey. Condition of six months may be relaxed in special circumstances by the authorities mentioned in Rule 177(B) (i) (a) of these regulations.
- (xii) The family of an individual is also entitled to Road Mileage Allowance in respect of road journey to and from railway station to home between places not connected by rail as per entitlement of the individual given in clause (x) above.
- (xiii) Reimbursement of charges for a seat (for day journey)/sleeper berth (for night journey) if actually incurred in the entitled class will be admissible.
- (xiv) A boy is also entitled to the concession mentioned in clauses (i), (vi) and (viii) above.

NOTE: In the case of LTC journey undertaken by service personnel and their families under the above rule the Controlling Officer may at their discretion waive the requirement for production of cash receipt by rail/road/air/ steamer, whenever they are satisfied in regard to the genuineness of the claim and the bonafide of the journey 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 the Controlling Officers purely on merits in really deserving cases and not as a general measure.

- (xv) When service personnel and their families live away from the place of duty for any reason, LTC may be allowed from the place of residence up to the place of visit/home town and back to the place of residence, subject to the condition that the claim is restricted to the rail fare of the entitled class chargeable from service personnel by the shortest-direct route between the duty station and the home town/SPR or declared place of visit, as the case may be. In such cases, service personnel should furnish the reasons for residing at a place other than 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.
- (xvi) Reimbursement for LTC journeys performed in a chartered bus, van or other vehicles shall not be admissible, in so far as such vehicles are owned by private operators. However, reimbursement of actual expenditure limited to the cost of warrants of the entitled class in lieu of warrant may be sanctioned if LTC journeys were performed in buses, vans or other vehicles on charter where these vehicles are operated by Tourism Development Corporation in the public sector, State Transport Corporation and Transport Services run by other Government or Local Bodies.

Gorkha Personnel domiciled in Nepal when proceeding on LTC/Leave are granted conveyance subject to condition that LTC shall not be admissible for a journey by a

private car (owned or borrowed or hired) or a bus, van or other vehicle owned or operated on charter by private operators. Keeping in view of the difficulty being faced by the Nepal domiciled Gorkha PBOR due to limited availability of public transport buses, payment of RMA may be allowed as per STA rates to the Nepal domiciled Gorkha PBOR while travelling in Nepal on LTC for the Journey where no public road transport is available.

NOTE 1: Reimbursement of LTC journeys performed by private cars irrespective of its ownership (the cost of propulsion being borne by the service personnel themselves) shall not be admissible.

NOTE 2: RMA is admissible as per STA rates to the Nepal domiciled Gorkha PBOR while travelling in Nepal on LTC/Leave for the journey, where no public transport is available w.e.f. 29th April 2011.

- (xvii) Grant of one additional free railway warrant (including sea passage) in the entitled class to all ranks of the Armed Forces serving in Andaman and Nicobar Islands to travel to and from their duty station and Home town/ selected place of residence (SPR). This concession will be in addition to the existing facility of LTC to Home town/SPR/ Anywhere in India, as presently available to them every year.
- (xviii) Children of Service personnel staying in hostels are permitted to visit their family on LTC.
- (xix) Service Personnel serving/ posted in Manipur/Mizoram/ Tripura/ Cachar and North Cachar Districts of Assam including Silchar are allowed to perform Journeys by Air between Imphal/Aizwal/Silchar and Kolkata while proceeding/returning from LTC.
- (xx) Restriction of travel only by Air India will not be applicable to non-entitled personnel, who travel by Air and claim LTC reimbursement by entitled class of Rail.

NOTE 1: Service personnel are allowed to en-cash 10 days annual leave at the time of availing of LTC to the extent of sixty days, during the entire career. The leave en-cashed at the time of LTC will not be deducted from

the maximum amount of annual leave encashable at the time of retirement. Where both husband and wife are in government service, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to ten days at the time of availing of LTC will continue to be available to both, subject to maximum of 60 days each during the career w.e.f. 01.09.2008.

NOTE 2: A Government servant can be permitted to encash above leave at the time of availing LTC himself or when his family avails it, provided other conditions are fulfilled.

NOTE 3: Encashment of above leave at the time of availing LTC will be allowed 60 days before proposed date of outward journey.

NOTE 4: Re-employed pensioner will be entitled to encashment of Earned leave alongwith LTC during the period of re-employment upto the limit of 60 days (including the number of days for which encashment has been allowed alongwith Leave Travel Concession while in Service) provided he is entitled to LTC.

184-A. Forfeiture of LTC

- (i) If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings against the JCO (including Honorary Commissioned Officers)/OR/ NCsE and their equivalent ranks in the Navy and Air Force on the charge of preferring a fraudulent claim of LTC, he shall not be allowed LTC till the finalization of such disciplinary proceedings.
- (ii) If the JCO (including Honorary Commissioned Officer)/OR/ NCsE and their equivalent ranks in the Navy and Air Force, is fully cleared of the charges of misuse of LTC. He will be allowed to avail of the LTC with held earlier as additional LTC in future years but before his normal date of superannuation/discharge.
- (iii) If, however the JCO (including Honorary Commissioned Officer)/ OR/ NCsE and their equivalent ranks in the Navy and Air Force is not fully exonerated of the charge of fraudulent claim of LTC, he shall not be

allowed the next two sets of LTC in addition to the LTC(s) already held. If the nature of the misuse is grave, the Competent Authority may disallow LTC for more than two sets.

185. Conveyance to Soldiers, Sailors, Airmen and NCs(E) when proceeding on Medical Leave

An individual granted leave on medical certificate issued by a Service Medical Officer or by the Medical Officer-in-charge or a service or civil hospital, is entitled to a free return conveyance to and from his home. Road conveyance will be admissible as per rule 184.

A Gorkha soldier, sailor or airman proceeding to his home in Nepal and certified to be unable to march, is entitled to a Road Allowance at prescribed rates for each day of journey within Nepal territory. Claim for this allowance must be supported by a certificate signed by the Commanding Officer unit/ship/establishment indicating the number of days journey by the main route from the Nepalese frontier to the man's home as recorded in his sheet roll.

The provisions of this rule will also apply to Army Boys/Naval boys and apprentices.

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187. Conveyance to Soldiers, Sailors and Airmen who fall sick while on leave

A soldier, sailor or airman, who falls sick while on leave and hires a transport for reporting to a Service Hospital or a Civil Medical Officer for treatment, will be refunded the actual cost of transport hired provided that the Medical Officer who examines him certified that :

- (i) The man concerned was unable to walk;
- (ii) The type of transport used was appropriate;
- (iii) Charges incurred were fair and reasonable.

Bills and certificates duly attested by the Civil or Service Medical Officer should be handed over to the man concerned before he leaves the hospital. On return to his unit/ship or establishment the individual will present these papers to his Commanding Officer who will submit them to the Controller of Defence Accounts concerned for payment on contingent bills.

188. Leave Travel Concession for Service Personnel serving in Bhutan while proceeding on leave to and from India

- (a) Service personnel who are serving in Bhutan when proceeding on leave to India and returning there-from will be entitled to LTC under the rules applicable to the corresponding personnel serving in India.
- (b) Road Conveyance from Bhutan to Hashimara, Bongaigaon or Rangiya as the case may be, will be regulated under Rule 179 and Rule 184(x) as the case may be.

189. Leave Travel Concession to Civilians employed in Coys ASC (Civil GT)

Civilian personnel (Platoon Supervisors, Clerks, Mechanics, Assistant Mechanics and Drivers) employed in companies of ASC (Civil GT) while proceeding on leave will be entitled to free conveyance once during each calendar year on warrant after six months approved service to and from their homes while proceeding on regular leave.

190. Leave Travel Concession for Civilians

1. Extent of application:

- (a) Leave Travel Concession is admissible to civilians Government Servant of all grades including:—
 - (i) Deputationist.
 - (ii) Who are appointed on contract basis if the period of contract is more than one year.
 - (iii) Who are re-employed after their retirements, on completion of one year's continuous service.
 - (iv) Industrial and work charged staff who are entitled to regular leave.

NOTE 1: The concession is not admissible to a Government servant who has not completed one year of continuous service on the date of journey performed by him or his family, as the case may be. The condition of one year's continuous service on the date of the journey for admissibility of LTC is applicable equally to permanent Government servants and probationers as well as to temporary and officiating employees.

NOTE 2: In the case of persons belonging to categories mentioned in clauses (i), (ii) and (iv) above, the LTC shall be admissible on completion of one year continuous service under the Central Government and provided that it is certified by the appropriate administrative authority that the employee concerned is likely to serve under the Central Government for a period of at least two years in the case of LTC to home town, and at least four years in the case of LTC to any place in India to be reckoned from the date of his joining the post under the Central Government.

NOTE 3: In the case of officers appointed on contract basis where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for the purpose of LTC.

NOTE 4: In the case of persons re-employed immediately after retirement without any break, the period of re-employed service will be treated as continuous without the previous service for the purpose of LTC and the concession allowed for the re-employed officer, had he not retired but had continued as serving officer.

Illustration: If an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

- (b) The concession is not admissible to persons who are:—
 - (i) Not in whole-time employment of Government;
 - (ii) In casual and daily rated employment;
 - (iii) Paid from contingencies;
 - (iv) Local recruits in Indian Mission abroad;
 - (v) Eligible to any other forms of travel concession available during leave or otherwise;

2. Scope: The LTC will cover the Government servant himself and his family:

3. **Definitions:** In these rules, unless the context otherwise requires:—
- (a) **A place in India:** A place in India will cover any place within the territory of India, whether it is on mainland of India or sea.
 - (b) **Controlling Officer:** Controlling Officer means an officer mentioned in Appendix II of these Regulations.
 - (c) **Disciplinary Authority:** Disciplinary Authority means the authority competent to impose any of the minor or major penalties.
 - (d) **Family:** Family means as defined in Rule 2 of these Regulations. Where both husband and wife are Government servants, they can claim LTC for their respective families, viz., while the husband can claim for his parents/step parents/minor brothers/ sisters, the wife can avail for her parents/step parents/ minor brothers and sisters. The children can claim the concession as members of family of any one of the parents in a particular block. The husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self. In short, they are treated as two independent Government servants.
 - (e) **Home Town:** Home Town means the permanent home town or village as entered in the Service Book or other appropriate official record of the Government servant concerned or such other place as has been declared by him, duly supported by reasons (such as, ownership of immovable property, permanent residence of near relatives, e.g. parents, brothers etc.) as the place where he would normally reside but for his absence from such a station for service in Government.
 - (f) **Pay:** Pay means pay as defined in Rule 2 of these Regulations.
 - (g) **Shortest direct route:** Shortest direct route shall have the same meaning as defined in Rule 39 (b) (ii) of these Regulations.

4. **Government Servant and Family independent units:** The Government servant and his family members may travel either independently or together as may be convenient to them and the claim for reimbursement in respect of the journey of the one need not depend on the journey performed by the other. The members of the family of a Government servant (other than those who actually accompany him) may either travel together or separately in different groups as may be convenient to them. Where they travel in different groups at different times, reimbursement of expenditure may be allowed in respect of each such groups if the outward journey of the last of such groups commences before the expiry of six months from the date of commencement of the outward journey by the first group and the return journey of each group must be completed within six months from the date of commencement of the outward journey by that group. This condition may be relaxed in special cases by Head of the Department/ Ministry of Defence, as the case may be.

5. **Declaration of Home Town:**

- (i) Government servant is required to make the declaration of home town before the expiry of six months from the date of entry into service.
- (ii) A declaration of home town once made shall ordinarily be treated as final, but in exceptional circumstances the Head of the Department or if the Government servant himself is the Head of the Department, the Ministry of Defence may authorise a change in such declaration provided that such a change shall not be made more than once during the service of the Government servant. In the case of persons on deputation, such requests will be effected only with the approval of the Heads of Departments to which the Government servants concerned permanently belong.
- (iii) The home town declaration made after the prescribed time limit may be accepted by the Controlling Authority against one change for changing the declaration of home town and this will

be treated as the final declaration of home town and no further change of home town will be allowed in such cases.

- (iv) Where an entry relating to home town of the Government servant already existed in his service book or in any other official record, he need not make a fresh declaration, for the purpose of the LTC unless a change therein is desired by him.
- (v) In the case of non-gazetted staff, the declaration will be kept in, the service book of other appropriate service record of the Government servant. In the case of Gazetted officers the Controlling Officers shall forward the declaration after due verification to the Audit Officer concerned who shall keep them with the officer's History of Service. An officer who is his own Controlling Officer for the purposes of travelling allowance should make the initial or any subsequent declaration of his home town to his next superior administrative authority for acceptance. The Controlling Officer may, for his own convenience, maintain a register of such home town in respect of the staff under his control.
- (vi) Where the husband and wife are in Central Government service, they can declare separate Home towns independently.

6. Declaration of place of visit under LTC to any place in India:

When the concession to visit any place in India is proposed to be availed of by a Government servant, or any member of the family of such Government servant the intended place of visit shall be declared by the Government servant in advance to his Controlling Officer. The declared place of visit may be changed before the commencement of the journey with the approval of his Controlling Officer but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the

Government servant. This relaxation may be made by the Administrative Ministry/ Department or by the Head of the Department as the case may be.

7. Type of Leave Travel Concession:

- (a) **To Home Town:** The LTC to home town shall be admissible irrespective of the distance between the headquarters of the Government servant and his home town once in a block of two years, such as 2010-2011, 2012-2013 and so on.
- (b) **To any place in India:** Leave Travel Concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Government servant, once in a block of four calendar years, such as 2006-2009, 2010-2013, and so on.
- (c) **For self only to visit home town every year:** A Government servant whose family lives away from him at his home town may, in lieu of all concession due to him under this scheme, including the LTC to visit any place in India once in a block of four years which would otherwise be admissible to him and members of his family choose to avail of LTC for self only to visit the home town every year.

- (d) **Concession for one way journey:** Leave travel concession is admissible to the members of a Government servant's family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustration:

- I. **Entitled to reimbursement in respect of the outward journey only:** A dependent son/daughter getting employment or getting married after going to home town or

remaining there for prosecution of studies.

II. Entitled to reimbursement in respect of the return journey only:

- (i) A newly married wife coming from home town to headquarters station or a wife who has been living at home town and did not avail herself of the travel concession in respect of the outward journey.
- (ii) A husband of a female Govt servant who marries at the home town after coming there on L.T.C. for herself.
- (iii) A dependent son/daughter returning with parents or coming alone from home town where he/she has been prosecuting studies or living with grandparents etc.
- (iv) A child who was below three/twelve years (ticket for child below three years of age is not required and child between three and twelve years of age, half ticket is required) of age while undertaking onwards journey but completed three/ twelve years of age only on return journey.
- (v) A Child legally adopted by a Government servant while staying in home town.
- (e) **Fresh recruits:** Fresh recruits to Central Government may be allowed to travel to their home along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the Government officers only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service.
- (f) **Special concessions for those working in N-E, Region, etc.—**

Government servants who are deputed to N-E. Region, Lakshadweep, Sikkim and A & N Islands and who leave their family behind at the old duty station or another selected place of residence and who have not availed transfer TA for the family will have the following options:-

- (i) Avail LTC to home town once in two years; or
- (ii) Avail LTC for himself once a year from his headquarters to home town or the place where his family resides and in addition the family (limited to spouse and two dependent children) may avail LTC to visit the Government servant at the station of his posting once a year from the place where they reside.
- (iii) In addition, they can avail LTCs on two additional occasions in emergencies in their entire career. Under this "Emergency Passage Concession", the Government servant and/or his family (spouse and two dependent children) can travel either to home town or the station of posting in an emergency as per his entitlement under normal LTC Rules.

8. Counting of LTC against particular blocks: A Government servant and members of his family availing of LTC may travel in different groups at different time during a block of two or four years , as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of two years or four years. This will apply to availing of LTC carried forward in terms of para 9 below.

9. Carry of LTC: Government servant who is unable to avail of the LTC within a particular block of two years or four years may avail of the same within the first year of the block of the next block of two years or four years. If a Government servant is entitled to LTC to home town he can carry forward the LTC to any place in India for a block of four years only if he has carried forward the LTC to home town in respect of the second block of two years within the block of four years.

10. Places to be visited by Government Servant and members of his family under LTC to any place in India: A Government servant and each member of his family may visit different place of their choice during a block of four years. It shall not be necessary for members of family of a Government servant to visit the same place as that visited by the Government servant himself at any time earlier during the same block.

11. Entitlement:

- (i) Government servants are entitled to full reimbursement in respect of LTC journeys to visit home town and back irrespective of the distance involved. In every case the journeys should be to the 'Home' and back and claim should be for both outward and return journeys. The journeys need not necessarily commence from or end at the headquarters of a Government servant either in his own case or in the case of the family. But the amount admissible for the actual distance travelled limited to the amount that would have been admissible had the actual distance travelled limited to the amount that would have been admissible had the journey been performed between the HQ and the home town of the Government servant.
- (ii) There would be no objection to a Government servant travelling in a lower or a higher class, but Government assistance would be limited to actual fare for accommodation by the entitled class and/or the lower class to the extent actually used.

12. Journey by Rail: Class of accommodation for Journey by Rail will be as per Rule 57.

NOTE 1: An individual and/or his family may travel by Rajdhani/ Shatabdi Express. The class of accommodation for travel by Shatabdi Express will be as per Rule 95A.

NOTE 2: There is no objection to a Government servant or his family members availing themselves of any concessional return journey tickets offered by the Railway authorities (e.g. seasonal concession, students concession etc.) in conjunction

with the LTC. It will be permissible while utilising such a concessional ticket to travel in any class higher or lower than that entitled. In such cases the assistance admissible would be limited to the concessional fare of entitled class in case of travel by higher class.

NOTE 3: Reservation charges actually incurred for a seat (for day journey) and sleeper berth (for night journey) will be reimbursed in addition to the fare.

NOTE 4: Where a Government servant or any member of his family travel by air (non entitled persons) or by road or by steamer between two places connected by rail, the extent of Government assistance is limited to what would have been admissible had he travelled by rail in the authorised class. Non entitled persons are allowed travel by any Air lines.

NOTE 5: When a Government servant or any member of his family performs the journey by a longer route (which is not the cheaper) in two different classes of railway accommodation i.e. partly by the class to which he is entitled and partly by a lower class, the entitled class rate is admissible for the corresponding portion of the shortest or the cheaper route and the lower class rate for the remaining mileage by such route.

13. Journey by Road :

- (i) The Government's assistance towards the cost of journeys between places not connected by rail will be admissible to the Government servant as entitled on permanent duty moves as given in Rule 61.

NOTE 1: Leave Travel Concession shall not be admissible for journey by a private car (owned, borrowed or hired) or chartered bus, van or other vehicle owned, operated by private operators. However, LTC is admissible for journeys conducted by Tourism Development Corporation in the Public Sector, State Transport Corporations and Transport services run by central or other Government or local bodies. In such cases, the Government servant will be entitled to reimbursement of:

- (a) The actual hire charges on the chartered vehicle; or
- (b) The amount reimbursable had the journey to the declared place of visit been performed by the entitled class by rail by the shortest direct route; whichever is less.

NOTE 2: Disabled Government servant or disabled dependent family member can perform journey by own car or hired private taxi. The claim will be restricted to actual expenses limited to journey performed by the entitled class.

- (ii) For the portion of the journey which is not connected by a recognised public transport system, Government assistance should be the road mileage at the rate prescribed in Rule 61.

In either case, the amount of Government assistance should be calculated on the basis of actual fares of road mileage as above, as the case may be, at single rate for the Government servant himself and each entitled members of his family for whom full fares are payable and at their half rates for children between the ages of 3 and 12 years for whom half rates are payable.

- (iii) In respect of places which are not connected by rail, the Government servant may travel by steamer/air where an alternative means of travel is either/not available or is more expensive. In such cases Government bears the same portion of cost as in the case of rail journeys.
- (iv) Where a Government servant performs the journeys between places not connected by rail or by air, the actual fare spent on recognized public transport system or the road mileage indicated at (iii) above, whichever is more, reimbursed to the Government servant. This decision does not, however, apply to cases in which journeys of the type between Pathankot and Srinagar are involved, and similar other places where rail cum-road services exist and the public transport is recognised by railway. The journey in such cases are treated

as if made by rail but reimbursement is restricted to the bus fare payable to the transport system.

- (v) Notwithstanding anything contained in Para 13(i) & (ii) above where a Government servant travelling by road takes a seat in a bus, van or other vehicle operated by Tourism Development Corporations in the Public Sector. State Transport Corporations and Transport services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less.

14. **Journey by Air:** Class of accommodation for journey by air will be as per Rule 62.

NOTE 1: Non entitled Government servant may travel by air between places not connected by rail where an alternative means of travel is either not available or is more expensive.

NOTE 2: Non-entitled Government servant serving in Ladakh Region will be entitled to LTC facility by air during winter season with the following conditions:—

- (i) The facility of air travel will be admissible only for the period from 15th November to 15th March.
- (ii) The facility of air travel will be limited to travel between Leh and Sri Nagar/Jammu/Chandigarh both for the onward and return journey. This facility would, however be admissible between Leh and one of these three places. The journeys between Sri Nagar/Jammu/Chandigarh and the home town or any other place of visit will be regulated by the normal entitlement of Government servant concerned.

15. **Journey by Sea:** Class of accommodation for journey by air will be as per Rule 58.

16. **Travel between places not connected by any means of transport:** For travel between places not connected by any other means of transport, a Government servant can avail of animal transport like pony,

- elephant, camel etc. In such cases, allowance will be admissible at the same rate for journeys on transfer.
- 17. No incidentals admissible:** Incidental expenses. Expenditure on local journey and Daily Allowance will not be admissible for journeys performed under LTC.
- 18. Concession based on shortest route:** Government's liability for the cost of railway fare will be limited to the share of the fare by the shortest route calculated on a 'through' ticket basis. The Government servant or his family members may travel by any route or halt anywhere on the way to or from home town/ to place of visit, the Government assistance is limited to their share of the fare as above. The term shortest route carries the same interpretation as recognised for travel on duty.
- 19. Journeys of Weighted Mileage:** If for the entire leave travel journey or a part thereof, a Government servant has to pay railway fare on the basis of an assumed or weighted mileage (as for example, on the Kalka-Shimla Section) or at inflated rates (as for example on the Siliguri-Darjeeling Section). The Government servant concerned is entitled to the travel concession irrespective of the actual distance between his HQ and his home town. In such a case, the amount reimbursable in respect of each journey whichever is the difference between:
- (i) The cost of actual railway fare (inclusive of the passenger tax) from the railway station nearest to his HQ to his home town and
 - (ii) The cost of railway fare (inclusive of passenger tax) at ordinary rates from the railway station nearest to his Headquarters for both the outward and return journey.
 - (iii) Weighted mileage (e.g. of 287 Kms for Kalka-Shimla) is adopted for the purpose of eligibility of LTC whether the journey is performed by rail or by road.
- 20. Leave Travel Concession in combination with transfer/temporary duty :**
- (i) Where an officer going to home town on leave proceeds there from on transfer to the new HQ, he may be allowed minimum entitlement Transfer Travelling Allowance under TR 87. He may be allowed, in addition, LTC under the rules to the extent to the distance from old HQ to home town and from home town to the new HQ. For example if 'A' is the old HQ, 'B' home town and 'C' the new headquarters, the entitlement of the Government servant on account of LTC will be (distance AB plus distance BC)—(distance for which transfer travelling allowance is admissible). In case where the distance for which LTC admissible as above, is negligible it will be open to the Government servant not to avail of it at all, he being permitted to avail of it on some other occasion within the block period subject to the other conditions being fulfilled. The option has to be exercised in respect of self and members of the family at the time of preferring claim for transfer travelling allowance. When LTC is not availed of the LTC advance if any, taken by the Government servant should be adjusted against his Transfer Travelling Allowance entitlement.
 - (ii) Where an officer proceeds with prior permission to home town on regular leave from a temporary duty station and return to headquarters direct from home town, travelling allowance as on temporary duty may be allowed to him for the journey from the headquarters to the tour station from which the Government servant proceeds to home town and LTC for the journey from tour station to home town and back to headquarters deeming the tour station as the starting point for the onward journey.
 - (iii) In case an officer proceeds to a tour station from home town with prior permission and return to headquarters from there, he may be allowed LTC as admissible under the rules from headquarters to home town and travelling allowance as on temporary duty for the journey from home town to tour station and back to headquarters.

21. Concession restricted within India:

- (i) The concession is restricted to journey within India and is admissible for journeys between places connected by rail/partly connected by rail and partly connected by road/steamer services and not connected by rail.
- (ii) A Government servant who declares, subject to the satisfaction of the Controlling Officer, that his home town is outside India, is entitled to the LTC for visiting his home town, Government assistance in such a case is limited to the share of the fares for journeys (i) upto and from the railway station (by the shortest route) nearest to the home town in India of (ii) the railway station for the nearest port of embarkation/disembarkation in India. The term "nearest port" for this purpose means the port of India nearest to the home town of the Government servant.

22. Nature of Leave:

- (i) The LTC shall be admissible during regular leave including medical leave, leave on average pay, earned leave, leave on half average pay or extra ordinary leave, maternity leave, causal leave and special casual leave. The concession is not, however, admissible to an individual who proceeds on leave and then resigns his post without returning to duty. The condition of leave will not apply to journeys performed by the members of family of Government servant.
- (ii) The concession is admissible to a Government servant and his family in respect of only the outward journey from headquarters to home town during refused leave and terminal leave, provided the concession had not been availed of earlier during that particular block of two calendar years. In such cases, the journey by both the Government servant and his family member should, however, commence within the period of leave.

23. LTC on Study Leave: Government servants will be allowed LTC while on study leave. In such cases the claim will be regulated as under:—

- (a) **For Self:** Government servant can avail LTC from the place of study leave to any place in India/Home Town, subject to the condition that the reimbursement of fare should be restricted to the fare admissible for travel between his headquarters station to any place in India/Home Town or actual expenditure whichever is less.

(b) For the Family Member:

- (i) When the family members are staying with the Government servant at the place of his study leave. The reimbursement will be as indicated at (a) above.
- (ii) When not staying at the place of study leave. The reimbursement will be as under the normal terms and conditions of the LTC scheme.

24. Government Employees on Foreign Service with Undertakings: Government employees, on foreign service with Central Government undertakings or statutory bodies are eligible for the LTC provided that provision for its admissibility has been incorporated in the orders placing the employees on foreign service with the undertaking concerned. The cost of the concession in all such cases is to be met by the undertaking concerned regardless of the period of deputation of the Central Government servants. The block period in the case of these persons is the same as applicable to them while in the Government service.

25. State Employees on Deputation: State Government employees on deputation with the Central Government are eligible for the concession subject to the following conditions:

- (a) **To Home Town:** The appropriate Administrative Authority certifies at the time the Government servant concerned avails himself of the LTC that he is likely to continue to serve under the Central Government for a period of two years from the date of his joining a post under this Central Government. The admissibility of the concession during the subsequent two years period will also be subject to a similar condition.

- (b) **To any place in India :** He can utilise the concession if the appropriate administrative authority certifies that the Government servant is likely to serve the Central Government for a period of four years reckoned from the date of his joining the Central Government.
26. **Contract Officers:** Officers appointed on contract basis are eligible to the concession on completion one year's continuous service if the period of contract is more than one year. Where the initial contract for one year but is later extended, the total duration the contract is taken into account for this purpose. The grant of the concession to the contract officer is subject to the conditions laid down in para 25 above.
27. **Re-employed Officers:** Re-employed officers are eligible to the concession on completion of one year's continuous service and, subject to the condition laid down in para 22 above. But in the case of re-employment immediately after retirement, the period of re-employed service may be treated as continuous with the previous service for the purpose of LTC and the concession allowed for the re-employed period (provided the travel concession would have been admissible to the re-employed officer, had he not retired but had continued as a serving officer), e.g. if an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.
28. **Mode of preferring Claim:** Cash reimbursement of the cost of fare is made on presentation of claims in TA bill forms with the usual certificate that they actually performed such journeys and travelled by the class of accommodation not lower than the one for which reimbursement is claimed.
29. **Prescribed Certificate:** To ensure that the various conditions governing the grant of LTC are satisfied before the claims for LTC are passed for payment, the two certificates, one from the Government servant concerned and the other from the Controlling Officer as at Annexure-I and II to this rule should be submitted to the audit authorities along with TA Bill for travel concession.
30. **Obligatory Evidence:** The Government servant should inform the Controlling Officer before journeys are undertaken. They should also produce evidence of their having actually performed the journey, for example, serial numbers of railway tickets etc. Relaxation of minor nature viz in respect of production of serial numbers of railway tickets, prior intimation to the Controlling Officer before the journeys are undertaken by the Government servant and/ or their families under the LTC scheme etc. can be made by the Controlling Officer, if he is otherwise satisfied in regards to the genuineness of the claim and the bona-fides of the journey having been performed. There is no objection to such relaxation being made by the Controlling Officer themselves purely on merits in really deserving cases and not as general measure.
31. **Record Assistance:** A record of all assistance granted under those orders shall be suitably maintained, in the case of gazetted officers the record shall be maintained by the CDA concerned. In the case of non-gazetted staff the records should be in the form of entries in the Service Book or other appropriate service record and should indicate the date or dates on which the journey to the home town commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion a Government servant proceeds on leave, in fact that he availed of LTC is indicated in the records.
32. **Forfeiture of Claims:** A claim for reimbursement of expenditure incurred on journey under LTC shall be submitted within three months after the completion of the return journey, if no advance had been drawn and within one month of completion of return journey if advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

33. Grant of Advance and Adjustment thereof: To enable the Government servant to avail of the travel concession, they are granted advance on the following terms and conditions:

- (a) The amount of advance in each case is limited to 90% of the estimated amount which Government would have to reimburse in respect of the cost of journey both ways to the home town/place of visit and back.
- (b) Where the Government servant and members of his family avail themselves of LTC separately i.e. at different times, there would be no objection to the advance being drawn separately to the extent admissible and permitting adjustment of claims separately. Where, however, a consolidated advance is drawn by the Government servant in respect of the members of his family the adjustment claim should be prepared in a single bill.
- (c) The advance may be drawn for both the onward and return journeys of the government servant and /or the members of his family at the time of commencement of the outward journey, provided the period of leave taken by the Government servant or the period of anticipated absence of the members of the family does not exceed three months or 90 days. Where an advance has been drawn for both the outward and return journeys and later it becomes clear that the period of absence of either the officer or the officer's family from headquarters is likely to exceed the limit, one half of the advance should be refunded to Government forthwith.
- (d) The advance in respect of temporary Government servant and their families will be sanctioned subject to the production by them of surety of a permanent Government servant.
- (e) Officers who are their own Controlling Officers for Travelling Allowance purposes may sanction the advance to themselves. In the case of the others, the sanction of the Controlling Officer concerned would be required.
- (f) The advance should be refunded in full immediately if the outward journey is not commenced within 30 days of the grant of advance. However, in cases where reservations can be made 95 days before the proposed date of the outward journey and advance is granted accordingly the Government servant should produce the tickets within 10 days of the drawal of advance, irrespective of the date of commencement of the journey.
- (g) The Travelling Allowance claim in adjustment of the advance drawn should be preferred within one month of the completion of the return journey. If that is not done, the authority which sanctions the advance should enforce lump sum recovery of the advance forthwith. No request for recovery of the advance in instalments shall be entertained. Once such recovery is made, it would be taken as if no advance had been drawn and the claim allowed to be preferred within a period of three months, failing which it shall stand forfeited in terms of these rules.
- (h) The account of advance drawn for leave travel journeys will be rendered after completion of the journey in the same way as far an advance of TA on tour.
- (i) The adjustment of the advance will be watched as in the case of other advances.
- (k) In cases where advance of LTC has not been drawn, the LTC claim should be submitted within a period of three months of the date of completion of return journey. Accordingly the right of a Government servant for reimbursement of LTC claim shall stand forfeited or deemed to have been relinquished, if the claim is not preferred within the above said period.
- (l) If the claim is not submitted within prescribed time, the advance if drawn will be recovered along with penal interest at 2% over GPF interest rate from the date of drawal of the advance and it will be recovered in lump sum.

34. Fraudulent Claim of LTC:

- (a) If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings against a Government servant on the charge of preferring a fraudulent claim of LTC, such Government servant shall not be allowed the LTC till the finalisation of such disciplinary proceedings.
- (b) If the disciplinary proceedings result in imposition of any of the minor or major penalties the Government servant shall not be allowed the next two sets of the LTC in addition to the set already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing the Controlling Authority can also disallow more than two sets of LTC.
- (c) If the Government servant is fully exonerated of the charge of fraudulent claim of LTC, he shall be allowed to avail of the concession with-held earlier as additional set(s) in future block years but before the normal date of his superannuation.

35. Explanation: For the purpose of this rule, LTC to home town and LTC to any place in India as specified in clauses(a) and (b) of rule 6 shall constitute two sets of the LTC.

36. Interpretation: If there is any doubt regarding any of the provision in these rules, the matter shall be referred to the Government of India in the Department of Personnel & Training who shall decide the same.

37. Power of Relax: Save as otherwise provided in these rules, where Ministry of Defence is satisfied that the operation of any of these rules causes undue hardship in any particular case, that Ministry by order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner. Provided that no such order shall be made except with the concurrence of the Department of Personnel and Training.

38. Encashment of Annual Leave alongwith LTC:

Government Servants are allowed to encash 10 days annual leave at the time of availing of LTC to the extent of sixty days, during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of annual leave encashable at the time of retirement. It is further clarified that where both husband and wife are in Government Service, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to ten days at the time of availing of LTC will continue to be available to both, subject to maximum of 60 days each during the entire career.

ANNEXURE I

(Refers to para 29 of Rule 190)

Certificate to be given by the Government Servant entitled to the LTC.

1. I have not submitted any other claim for LTC in respect of myself or my family members in respect of the Block of the year 20.....

2. I have already drawn TA for the LTC in respect of a journey performed by me/my wife/myself with children. This claim is in respect of the journey performed by wife/myself with _____ children none of whom travelled with the party on the earlier occasion.

3. That my husband/wife is not employed in Government service.

That my husband/wife is employed in Government service and the concession has not been availed by him/her separately for himself or for any of the family members for the concerned block.

4. The journey has been performed by me/my wife with children to the declared hometown/ any place in India viz.....

5. That the family members in respect of whose journeys the amount has been claimed were entirely dependent and actually residing with me at the time the journey(s) was /were undertaken.

6. That the journey(s) was /were actually performed to and from my certified Home/any place in India by the class of accommodation for which the LTC has been claimed.

7. Certified that the fares claimed in this bill are by the shortest routes.

8. Certified that the journey(s) was/were performed by the entitled mode/class.

Signature of the Govt. Servant

ANNEXURE II

(Refers to Para 29 Of Rule 190)

Certificate by the Controlling Officer

Certified:

- (i) That the journey(s) was/were performed actually to the declared home town of the Government servant as recorded in his service book/ any place in India viz _____
- (ii) That the concession was not availed of more than once in current block of the calendar years.
- (iii) That the journey(s) have been performed by Shri _____ during regular/casual leave.
- (iv) That Shri _____ has rendered continuous service for one year or more on the date of commencement of outward journey.
- (v) That the necessary entries as required under para 24 of Rule 190 have been made in the service book of Shri _____

Certified that the claim has not been performed and paid earlier.

Signature of Controlling Officer

191. Children's travel concessions during approved vacation of their institution

- (i) The children of all classes or civilian Government servants, including those of industrial and work charged staff on regular establishment and State Government employees on deputation with the Central Government who are studying away from their parents for prosecution of their studies are allowed full fare at students concessional rate by second class/ordinary bus/lowest class by sea(bunk class) subject

to the existing conditions once in calendar year from a recognised educational institution during approved vacation to join their parents at the station of posting of the Government servant and back.

The reimbursement in such cases is allowed in the manner and subject to the conditions mentioned below:

- (ii) **Eligibility:** The concessions will be admissible only:
 - (a) In respect of Government servant's legitimate children, including step children and adopted children (where adoption is recognised under the personal law) who are wholly dependent on the Government servant.
 - (b) To Government servants posted within India in respect of their children studying within India.
 - (c) In respect of those children who are residing for their studies at a place away from the residence of the Government servant or his family, if the children are residing at a place where the family is residing they will not be eligible for the concession even if such a place is away from the place of posting of the Government servant.
- (iii) **Frequency of entitlement:** The concession can be availed of only once in a calendar year during approved vacations from the educational institution to the place of posting of the Government servant to join their parents and back. Where the outward journey is commenced in one year and the return journey is completed in the following year, the concessions will be reckoned against the year in which the outward journey commenced. In case where the children do not return to the educational institution after the vacations the concession will not be admissible. The approved vacations for this purpose mean the vacations declared by the recognised educational institutions in which the children are studying.
- (iv) **Entitlement:** The reimbursement of the fare will be limited to second class fare by rail at student's concessional rate from the Railway station nearest to the place where

the children are studying to the Railway station nearest to the place of posting the Government servant by the shortest route and back. The concession will also be admissible for journeys by road/sea. The entitlement by ship/steamer will be by the lowest class, i.e. Bunk class and for the road journey by ordinary bus. The term 'shortest route' carries the same interpretation as recognised for travel on duty.

NOTE 1: Where both the Government servant and spouse are in Central Government service, only one of them will be eligible to claim the concession.

NOTE 2: To avoid duplication of claim for the outward journey by the child under this rule and submission of transfer TA claim for the same child during approved vacation, the Government servant shall have an option to claim TA either under this rule or as transfer TA claim in respect of outward journey. In case the Government servant opts for the claim under this rule, he shall be required to furnish a certificate as given in Annexure I to this rule.

(v) **Form of claim:** Every claim should be preferred in the pro-forma given in Annexure I to this rule and should be supported by a certificate from the educational institution in the pro-forma in

Annexure II for each child for whom the concession is claimed. Each claim should be preferred within three months of the date of completion of the return journey, failing which it will be forfeited.

(vi) **Controlling Officer:** Controlling Officers for Travelling Allowance will also act as Controlling Officers for the purpose of this scheme. Each claim should be carefully checked by them to verify its admissibility and the records relating to children's educational allowance should be scrutinized to the extent they have a bearing on the claim. A certificate as given in Annexure IV, shall be rendered by the Controlling Officer.

(vii) **Maintenance of Record:** Record of the concession will be kept in a register in a pro-forma given in Annexure III by the head of the office in respect of Government servants whose children avail of the concession under this rule. A separate register will be maintained for each year.

Provisions of this rule do not apply to the persons who are:

- (i) Not in the whole time employment of Government;
- (ii) Paid from contingencies;
- (iii) Indian based staff serving in Missions abroad.

ANNEXURE I

Application for claiming travel concession for children studying in Education Institutions away from the place of posting of the Central Government employees

(To be completed by the Government servant)

Name of the Government servant.

Name & Address of the office in which employed.

Full residential address.

Details of the claims :

- (i) Name/s of the child/children.
- (ii) Name and address of the educational institution in which the child is studying.
- (iii) Class in which the child is studying.
- (iv) Period of vacation during which the child performed Journeys to join his parents and calendar year in which the claim is to be adjusted.
- (v) Particulars of travel of the child/children.

Departure Station	Arrival Date	Class of Travel by Train	Fare Paid	Ticket No.
A. Outward Journey				
B. Return Journey				

Certified that no claim in respect of the above named child/children has/ have been preferred during the calendar year mentioned at item (iv) above.

Also certified that my wife/husband is not in Central Government Service.

Or

Also certified that my wife/husband is in Central Government service, but she/he has not preferred any claim in this behalf.

Also certified that the child/children in respect of whom the concession has been availed of is/are wholly dependent on me and is/are not studying at a place where my family is residing.

Certified that no claim has been preferred for the student in the transfer travelling allowance bill in respect of the outward journey nor will it be preferred in future.

(Signature of the Government Servant)

ANNEXURE II**(To be completed by the Educational Institution)**

Certified that Shri/Miss _____ (date of birth) _____
 Son/daughter of Shri _____ is studying in Class _____ of this
 School/College.

Also certified that this School/College is recognised by the State Government.

Also certified that this School/College was closed for vacation from _____ to _____.

Signature of the Head Master/Principal with seal

ANNEXURE III

Record of reimbursement of Railways fare allowed to children/Government servants studying in Educational Institution located away from the Headquarters of the Government servant.

Name of Government servants

Designation:

Name of Child in whose respect the concession is availed of	Place at which studying	Period of vacation during which the concession was availed	Amount Reimbursed	Remarks

ANNEXURE IV

Certified that necessary entries, as required, have been made by the head of office in respect of the Government servant concerned in the prescribed register.

Place :

Signature of Controlling Officer

Date :

CHAPTER FIVE

TRAVEL ENTITLEMENTS FOR JOURNEYS IN CONNECTION WITH INTERVIEWS, MEDICAL TEST EXAMINATIONS, SELECTION FOR APPOINTMENT AND THOSE ON ACCOUNT OF RETIREMENT, RELEASE, DISCHARGE, TRANSFER TO RESERVE, DISMISSAL AND DEATH

192. Travelling Allowance (TA) for candidates called up for Interview, Medical test etc. for the grant of permanent regular commission in the Army, Navy and Air Force

- (1) Civilian candidates for the grant of commission in the Army/Navy/Air Force:
 - (i) Civilian candidates (other than serving personnel) who apply for the grant of a commission in the Army/Navy/Air Force and are called up for an interview by a Services Selection Board (SSB) will be entitled to TA and DA, according to the rules laid down in the succeeding paragraphs once only.
 - (ii) A candidate who is selected for the grant of a commission and is called up for a fresh medical examination after a period of six months from the date of having been declared fit at an earlier medical examination for a similar commission will also be entitled to TA and DA.
 - (iii) Candidates who apply again for the same type of commission will not be entitled to these allowances on any subsequent occasion.
 - (iv) A candidate rejected for the Flying Branch of the Air Force will be eligible for TA again if called up later for interview, etc. for any of the Ground Duty Branches and a candidate rejected for a Ground Duty Branch will be eligible for TA when appearing later for Flying Branch. TA and DA will also be admissible to candidates who are once rejected for a commission in the Flying Branch and Ground Duty Branch and are called up again for medical examination for commission in the flying (Navigator) Branch, provided the last medical examination of such candidates was held six months or more prior to the date

of commencement of the Flying (Navigator) Course for which they are detailed.

NOTE: Candidate rejected or declared surplus for a commission in the Army or Indian Navy will be entitled to TA when called up for interview for commission in the Air Force.

(v) Restriction under above clauses do not apply to those candidates who are deferred by the SSB or found temporarily unfit.

(2) Candidates for the grant of permanent regular commissions (Special List) in the Army:

Serving Commissioned Officers, JCOs and NCOs called up for interview before SSB and /or for medical examinations for the grant of permanent regular commissions (Special List) in the Army will be allowed free conveyance in their entitled mode/ class.

The above concession will also be admissible to candidates who are required to appear before Brigade/Area Commander when called up for interview in connection with forwarding of their applications.

NOTE 1: JCOs/NCOs posted to other stations to be granted permanent regular commission (SL) after reporting at the new station will be entitled to free conveyance on warrant for family and baggage either to the new duty station or to the selected place of residence, and the case may be, at the scale applicable to the rank held by them during the move.

NOTE 2: A Sailor on promotion to SD list will be allowed to conveyance on warrant up to 75Kgs of baggage inclusive of free allowance of 40 Kgs allowed by railways

from old duty station to training establishment where his post promotion courses are conducted and on completion of the courses to his permanent duty station provided the total of this additional baggage and the baggage conveyed under sub-para to this NOTE does not exceed the total quantum of baggage authorised to them under Rule 70.

Free conveyance on warrant for the family and baggage from old duty station to selected place of residence and then to and from their new permanent duty station will be admissible.

- (3) Candidates for admission to the National Defence Academy, Khadakvasla, OTA Chennai/Gaya, IMA Dehradun, Naval Academy, Kochi:
- (a) (i) Civilian candidates called up for interview and/or medical test will be entitled to the following allowances within Indian limits:
 - (a) One second class single fare for a journey performed by rail or road mileage at the rate laid down in Rule 61 at par with individual drawing grade pay of ₹ 2,400/- to ₹ 2800/- for journeys performed by road from the normal place of residence to place of interview and/or medical examination and return where Government transport is not provided. Where considered necessary or advisable, the authority calling up a candidate for interview may issue railway warrant by second class for the journey to be undertaken by the candidate. Such railway warrants will be issued by the shortest route. No cash TA will be paid in addition.
 - (b) One single fare of the class of accommodation at par with individual drawing grade pay ₹ 2,400/- to ₹ 2800/-, exclusive of the cost of meals for journeys performed by steamer. In cases where such class of accommodation is not available in steamer, next higher class of accommodation would be permissible.

- (c) If a journey is performed by steamer by a class lower than the authorised class, the fare of the class in which the journey is performed will be admissible.
- (d) If the journey by rail or steamer begins or ends at a place nearer to the place visited for the purpose of interview or medical test than the ordinary place of residence, TA will be admissible only to or from such nearer place.
- (e) TA for a journey will be admissible as for a journey performed by the cheapest practicable route, irrespective of the methods by which a journey is performed.

NOTE: Civilian candidates who are called up for interview by the SSB and who actually travel by other than the shortest routes owing to suspension of train services/non-availability of public buses by the shortest routes on account of natural calamities may be allowed train/bus fare by the longer route actually used if that is the shortest practicable route in the circumstances. In such cases, the President of SSB concerned will be the authority competent to decide whether the above travel by the longer route was necessitated by any of the reasons indicated above.

- (f) The Commandants of all SSBs/AFSBs will be Competent Authority to pay return journey fare upto the extent of fare for onward journey by the rail /road prior to the departure of candidates from SSBs/AFSBs.
- (g) DA or money in lieu of rations will not be admissible to civilians as well as service candidates for the period under test at a SSB as candidate lodged and boarded at Government expense. If and when this facility is not provided, DA will be admissible for halts at prescribed rates.

Upto 6 hours	Nil
Exceeding 6 hours but not exceeding 12 hours	70%
Exceeding 12 hours	Full DA
No DA will be paid to local candidates.	

- (ii) Service candidates: Service candidates called up for examination, interview and/or medical test will be treated as on temporary duty and will travel according to the rules in these regulations respecting their ranks.
- (b) Candidates selected to join the National Defence Academy, Khadakvasla, OTA, Chennai/ Gaya, IMA, Dehradun and Naval Academy, Kochi will be provided with conveyance as under :
 - (i) Civilian candidates will be issued with second class warrants, but if this is not possible for want of time, they will travel in second class at their own expense and claim second class fare on arrival at the destination.
 - (ii) Service candidates will travel on railway warrants and will be paid cash allowance in lieu of rations, etc. under the respective rules.
- (4) TA to the extent laid down in clause (3) of this rule will be admissible to the following when called for interview/medical examination:
 - (a) Engineering graduates and graduates in agriculture called for permanent/regular commission by Service Selection Board.
 - (b) Medical graduates for grant of regular commission in the AMC.
 - (c) Dental graduates for regular Commission in the Army Dental Corps.
 - (d) Veterinary graduates for permanent/regular commission in RVC.
 - (e) Cadets of Senior Division of Army Wing of NCC for grant of regular commission in the Army.
 - (f) Special entry cadets of the Indian Navy cadets of Senior Division Naval Wing NCC and Dufferin cadets.
 - (g) Civilian candidates called up for recruitment in the Education Branch of Indian Navy.
 - (h) Candidates called for interview by Air Force Selection Board.
 - (j) Candidates for the regular commission in the Military Nursing Services.

192-A. The ex-JCOs and their equivalents in the Navy and Air Force when called for interview by Deputy Director General, Defence Security Corps for selection as JCOs in Defence Security Corps will be entitled to:

- (a) Free return second class railway warrants within Indian limits and
- (b) Daily Allowance for stay at Delhi as admissible to the Central Government servants of equivalent ranks. The entitlement shall be worked out in relation to pay/rank held by them immediately before retirement.

193. Conveyance to Recruits, Combatants and Non-Combatants (enrolled)

- (a) Recruits, combatants and NCs(E), airmen who cannot be recruited locally will be entitled to free conveyance by rail/road/sea from the place of joining the recruiting party to the nearest recruiting or medical centre and then to the Unit/Corps/Depot centre or training establishment. Conveyance by road will be provided if the distance by road from/to the nearest rail head exceeds 5Kms.

Non-combatants (enrolled), when they cannot be obtained in a unit/station and are entertained under the orders of GOC Sub-Area/Brigade Commander from other stations, will be allowed conveyance by rail from the place of entertainment to Regimental HQ.

- (b) Recruits who present themselves at the HQ of a unit/establishment at the request of the Commanding Officer, or produce a certificate signed by a Civil Officer of the District that they reported their intention of proceeding to HQ for enrolment will be allowed, if finally approved, a refund of actual travelling expenses.
- (c) Whenever a Recruiting Medical Officer is in a reasonable doubt with regard to the nature of a disability or disabilities of a recruit and refers the recruit to a specialist for examination and opinion as to his suitability for enrolment in the Army/Air Force the recruit will be provided conveyance by rail on warrant or by road to the nearest Service Hospital where the specialist is available, and back to the place of recruitment.

- (d) Candidates when called up for Interview and Medical Examination, etc. for recruitment as Airman will be entitled to the following TA:
 - (i) Rail fare by second class from place of residence in India to the place of interview and back. If the places are not connected by rail, actual bus fare will be admissible.
 - (ii) If a candidate is away from his permanent place of residence when summoned for interview, TA will be admissible for the journey actually performed limited to TA from the permanent place of residence in India to the place at which the interview is held.
 - (e) Individuals, except those obviously unfit, mentioned in clause (a), recruited by a recruiting party or recruiter and finally rejected by a Recruiting Officer or Commanding Officer will be eligible for conveyance to the place at which they joined the recruiting party, or to their homes if they actually proceeded there from to the former place or to any place provided no extra expense to the State is involved. Subsistence Allowance at the daily rate in force at the time the return journey is performed will be granted to the rejected recruits, for the journey by road. No expenses will be admitted to rejected recruits brought in by men on furlough or leave, pensioned or discharged soldiers/ sailors unless reservists', rejections are made on medical grounds.

NOTE: Term 'recruits' used above includes boys.

194. Travelling Allowance to individuals accepted as a candidate for direct commission in the rank of JCO

An individual accepted as a candidate for direct commission in the rank of JCO and ordered to join with a view to his nomination for a direct commission is entitled to 2nd class rail fare from home to the station where the unit is located. Road Mileage Allowance at prescribed rate is admissible in respect of journeys by road if the places are not connected by rail.

195. Conveyance to Boys of the Signal Corps

Boys joining the Signal Training Centre shall be allowed free conveyance on warrant by rail /road

and requisition by sea from their homes and return thereto, if found unsuitable.

196. Conveyance to Ordnance Factories Personnel when called for interview/selection

Personnel of the Ordnance Factories, when permitted to compete with outsiders for appointments in any posts in the ordinance factories and called for interview by a Selection Committee, will be granted 2nd class rail fare.

197. Conveyance to Personnel for Scientific/ Technical posts in Defence Production / Inspection and R&D Organisation

Candidates called for interview in connection with appointment to Scientific/Technical posts in Establishments/Laboratories under the Defence Production/Inspection Organisation, Research and Development Organisation /Director General of Ordnance Factory Organisation, will be granted 2nd class railway fare from their normal place of residence to the place of interview and back. When return tickets at concessionary fare are available under the Railway Rules in force at the time of travel, reimbursement will be restricted to the actual cost of return ticket.

NOTE: Disbursement of TA to the candidates will be met from the advance drawn by the Head of the Organisation. Necessary bills duly signed by the candidates in adjustment of the TA paid to them will be supported by the copies of the call letter sent to them and the following certificates from the candidates.

- (i) I have actually performed the onward / Journey from.....to.....in.....class and undertaken to complete the return journey to my place of residence i.e..... in the class for which payment has been made.
- (ii) No allowance of a like nature has been drawn or will be drawn from any other source in respect of the journeys for which this payment has been made.

198. Travelling Allowance to Scheduled Castes/ Tribes /Disabled Ex-Service Personnel when called up for Interview /Written test for group 'C' post

- (i) Scheduled Castes /Tribes candidates and disabled ex-Service men when called for interview /written tests for appointment to

group C advertised posts, recruitment to which is made departmentally i.e. otherwise than through the UPSC., either direct or through employment exchange the recruiting authority may allow such candidates' 2nd class rail fares by the shortest route from the Railway Station nearest to their normal place of residence, or from which they normally perform the journey whichever is nearer to the place of interview and back to the same station provides the distance travelled by rail each way exceeds eighty kilometers. No extra charges, if any incurred for reserving seat/ sleeping berth in the train will however, be reimbursed to the candidates.

- (ii) As regards roads journeys between stations not connected by rail, the recruiting authority may allow such candidates actual bus fares or road mileage as laid down in Rule 61 for Government servants of the corresponding grade whichever is less.
- (iii) As regards TA for sea journey performed by such individuals from union territories A & N Islands and Lakshadweep Islands to attend interview tests for recruitment to Group C posts on the main land as well as in the Island, the sea passage by the lowest class (exclusive of diet charges) may be reimbursed provided distance covered by sea is more than 30 Kms each way.

NOTE: The TA to the candidates called up for written test will however be admissible subject to the condition that the written test and any interview that may also be necessary would be held at one and the same station and on the same day or adjacent days so that the candidate would get TA for only one journey to and from the place of selection, the term candidate does not include those who are already in Central/State Government service. Accordingly, the concessions in question are not admissible to those candidates.

199. Travelling Allowance to Civilian Government Servants Called for Interview

- (i) Government servants called by Ministries /Departments /Offices for interviews in connection with appointment to posts which are not advertised and with which the Union Public Service Commission is not

concerned may be granted TA as admissible for a journey on temporary duty but without DA for days of halt from the headquarters station to the place of interview and back.

No TA should be granted to persons who themselves apply for interview.

- (ii) Civilians of the MES who are ordered to move for interviews in connection with their selection for appointment as Assistant Executive Engineers in the MES shall be granted TA at the temporary duty scale without DA for the days of halt.
- (iii) When called for interview and medical examination in connection with their selection for Permanent, Short Service or Temporary Commission in the Army, Navy and Air Force, TA at temporary duty scale and DA for the period of stay will be admissible.

199-A. Daily Allowance to Civilian candidates

Civilian candidates called for interview for grant of commission in the Armed Forces whenever free boarding and lodging facilities are not made available DA will be paid at a prescribed flat rate.

200-A. Entitlement on Retirement/ Release/ Transfer to Reserve /Discharge-Service Personnel

- (a) Service personnel on their retirement, Transfer to reserve/ discharge /reduction in Establishment/Invalidment from service are entitled to the conveyance, transportation of baggage, packing allowance, transportation of private conveyance and mileage allowance from the last duty station, situated within or outside the area where field service concession are admissible to home town or to the place where they and their families are to settle down permanently even if it is other than their declared home town. Composite Transfer Grant equal to a month's basic pay last drawn is admissible in the case of those Defence personnel who on retirement, settle down at places other than the last station (s) of their duty located at a distance of or more than 20 Kms. The transfer incidents and road mileage for journeys between the residence and the railway station/ bus stand, etc. at the old duty and new duty stations, presently

admissible, will also be subsumed in Composite Transfer Grant and will not be separately admissible.

In the case of serving Defence Personnel who, on retirement settle at the last station of Duty itself or within a distance of less than 20 kms may be paid the Composite Transfer Grant equal to 1/3rd of the basic pay last drawn by them, subject to the condition that a change of residence is actually involved.

NOTE 1: The expenditure on transportation of conveyance by Defence Personnel 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 station of duty should have been in public interest.

NOTE 2: At the time of retirement Defence Service officers and personnel below officers rank and members of their families will travel to their home station /SPR as per entitlement given at Rule 62, 67 and 70 as applicable to them.

NOTE 3: Officers and members of their families can travel on cash TA basis.

NOTE 4: The outgoing chiefs of the three services will have option 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 HQs (Delhi) to the airport nearest to their home or selected place of residence within India and from Airport to the home town /SPR by surface route after handing over the charge at the headquarters on their retirement. The individuals will travel by aircraft of Indian Air force at their own risk and will sign the usual form of undertaking/indemnity bond before emplanting their Aircraft. All other entitlements to the Chiefs of the three Services, on their retirement, under these rules or any Government order will remain unchanged except for transportation of baggage which will be reduced by the quantity carried by the aircraft of Indian Air Force.

(b) JCOs holding honorary commission or their equivalents as well as other Personnel Below Officers Rank who are required to move to Depot/Record Centre/Depot Ships

for completion of documents prior to retirement/release discharge from service, will get TA as on permanent duty for self for the journey up to such places. During their stay at such places they will be eligible for the same facilities as admissible to them on temporary duty. DA for halt at temporary duty station will be as under:

(a) If provided with free board and lodging	An amount equal to 25% of DA prescribed in Rule 114 A.
(b) When not provided with free board and lodging	An amount equal to 50% of DA prescribed in Rule 114 A plus ration money.

For their own journeys from these places and journeys of their families from their last duty station/ SPR to their homes/SPR, as well also baggage. Journey DA/Transfer Grant/Cash Allowance and the transportation of their private conveyance. They will be eligible for concessions as on permanent duty moves. Transfer Grant/Cash allowance will be admissible once only for the entire move from the last duty station to SPR/Home.

NOTE: In the case of families of Gorkha soldiers and sailors, conveyance may be provided from the last duty station to their homes in Nepal via Regimental Centre/Depot when accompanying the Head of the family, so proceeding via Regimental Centre.

200-B. Travelling Allowance to Service Personnel who wish to settle down permanently at the last duty station on retirement

Service personnel of all ranks shall be entitled to TA to the extent indicated below who wish to settle down permanently at the last station of duty provided a change of residence is involved due to retirement:

(a) Conveyance:

- (i) **Self:** Actual cost of conveyance but not exceeding the road mileage allowance admissible under Rule 61 of these Regulations.
- (ii) **Family:** One mileage if two members accompany the service personnel and one more mileage if more than two

members accompany him at the rates laid down in Rule 61 of these regulations.

- (b) **Personal Effects:** Actual cost of transportation not exceeding the amount admissible under Rule 61-A of these Regulations.

(c) **Transportation of conveyance:**

An allowance at the rates prescribed by the Director of Transport for taxi will be admissible for Car and Auto-rickshaw for Scooter/Motor Cycle. Where this allowance is claimed, no Mileage Allowance will be admissible to service personnel for self. If the family also travel by the same conveyance they will also not entitled to Mileage Allowance.

(d) **Composite Transfer Grant:**

Officers who on retirement, wish to settle at the last duty station itself or within a distance of less than 20 Kms may be paid one third of CTG, subject to condition that a change of residence is actually involved.

NOTE 1: The purpose of this order, the term "last station of duty" will be interpreted to mean the area falling within jurisdiction for the Municipality or Corporation including such suburban Municipalities Notified areas or Cantonments as are contiguous to the named Municipality etc, where the service personnel was posted immediately before retirement.

NOTE 2: The admissibility of the above TA will also be subject to other conditions for the grant of TA on retirement as contained in Rule 200-A of these Regulations.

201. Concession of TA/DA etc. to Service Personnel on re-employment under Central Government

A Service Officer/JCO/OR/Sailor/ Airman who is re-employed under Central Government, within six months of the date of retirement, the concession under rule 200-A may be allowed to be availed of by him within one year of expiry of the period of his re-employment.

202. Preference of TA claim by Service Officers

The TA claims of Service Officers and their families will be preferred in the same manner as in the 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.

203. Entitlement of domiciled/ individuals who intend to reside permanently outside India after retirement

An individual whose domicile is elsewhere than India or who intends to reside permanently outside India after retirement the concessions under Rule 200-A will be admissible up to the Railway station nearest to the Port of Embarkation or to the Airport for himself and members of the family, and baggage up to the Port of Despatch.

204. Lien on conveyance preparatory to retirement

The entitlement on retirement can be availed of by an individual within one year of date of retirement. Lien on conveyance laid down in Rule 16 will apply to moves of service personnel. Members of their families and baggage may precede the service personnel 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 service of personnel superannuated/retires whereas the period of one year will be counted from the date on which the individual himself moves. The time limits may be extended by the competent authority as stated in Appendix- XI in individual cases attendant with special circumstances.

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206. Travelling Allowance on release from re-employed/re-enrolled Service

On release from re-employed service, service personnel will be entitled to free conveyance:

- (a) **Retired Regular Officers:** On release from re-employment service 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.

NOTE: If an Officer is re-employed within six months from the date of retirement and has not availed of the retirement TA/DA under Rule 200 A, may be allowed retirement TA/DA within one year of the expiry of the period of his re-employment.

- (b) Service Personnel Below Officer Rank and their families: Conveyance is admissible up to selected place of residence /to their homes on completion of period of re-employment/re-enrolment.

207-A. Travelling Allowance to MNS Officers on Termination of Service

A Nursing Officer on termination of service is allowed conveyance in entitled mode/class to selected place of residence in India. Conveyance of personnel effect will also be admissible upto a limit of 300 Kgs by goods train on IAFT-1738 to the selected place of residence in India.

207-B. Travelling Allowance to MNS Officers on retirement

Conveyance	As admissible on journeys on permanent duties.
Composite Transfer Grant	-do-
Transportation of Personnel effects.	-do-
Transportation of Personnel conveyance.	-do-

NOTE 1: No DA for time spent in journey is admissible.

NOTE 2: MNS (Local) Officers are not entitled to TA/ DA on retirement.

208. Travelling Allowance to Civilian on retirement

- (1) Defence Civilians, who retire on a retiring pension or on superannuation, invalidment or on compensation pension or with Contributory Provident Fund benefits, will be granted TA in respect of the journey for themselves and members of their family from the last duty station to Home Town or to the place they and their family are to settle down permanently even if it is other than their declared Home town.

In addition to the above they will also be entitled to CTG and carriage of personnel effects at the same scale and rate as laid down in clause 'C' of Rule 76 of these Regulations. Reimbursement of actual cost of transporting of their conveyance from last duty station to Home Town or to the place they and their family are to settle

down permanently even if it is other than their declared Home Town is admissible.

In case of civilians, who on retirement settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the Composite Transfer Grant subject to the condition that a change of residence is actually involved.

- (2) The concession may be availed by a Government servant who is eligible for it at the time of retirement or during refusd leave, or within one year of the date of retirement. A member of the Government servant's family who follows him within one year or precedes him by not more than two months will be treated as accompanying him. The period of two months will be counted from the date on which service personnel superannuated/ retires whereas the period of one year will be counted from the date on which the individual himself moves.

The time limits prescribed above for the move of the family member will also apply in the case of transportation of their personnel effects and private conveyances. These limits may, however, be extended by the competent authority prescribed in Rule 2 in individual cases attendant with special circumstances.

- (3) The concession under this Rule will also be admissible to:
- (i) Quasi-permanent employees
 - (ii) Temporary employees who retire on attaining the age of superannuation or are invalidated or are retrenched from service without being offered an alternate employment, provided that they have put in a total service of not less than 10 years under their Central Government at the entitle of retirement/ invalidment/ retrenchment.
- (4) For an individual whose domicile is elsewhere than in India or who intends to reside permanently outside India after retirement, the concession will be admissible up to the Railway Station nearest to the Port of Embarkation. In the case of such a person who travels by air, the concession of TA by rail/road under this

rule will be admissible up to the airport of emplacement for himself and members of his family, and up to the Port of Despatch for his personal effects.

- (5) Where an individual is re-employed under the Central Government at the time of retirement or within one year of the date of his retirement, the concession admissible under this rule may be allowed to be availed of by him within one year of the expiry of his re-employment.
- (6) A Government servant will be eligible to the retirement TA concession in full, notwithstanding the fact that he had availed of Leave Travel Concession to Home town or any place in India during one year preceding the date of retirement or commencement of leave preparatory to retirement or during leave preparatory to retirement, refused leave or terminal leave.
- (7) The TA claims admissible will be preferred in the same manner as Transfer TA claims duly completed, with the same certificates as required for the later. The claims of officers who are their own Controlling Officers before retirement will, however, be countersigned by the next superior administrative authority.
- (8) The provisions of this Rule will also be applicable to industrial personnel paid from Defence Services Estimates.
- (9) This rule will not apply to:
 - (a) Civilian engaged on contract and those who are not in whole time employment of the Government.
 - (b) Civilians paid out of contingencies;
 - (c) Those who are eligible for any other form of travel concessions on retirement,
 - (d) Those who quit service by resignation or who may be dismissed or removed from service and
 - (e) Those who are compulsorily retired as a measure of punishment.

209. Conveyance to Service Officers on Dismissal or Removal from Service

- (i) When the Chief of the Army staff/the Chief of the Naval Staff/the Chief of the Air Staff is satisfied that an officer, who is dismissed

or removed from the 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 individual's home. The scale of baggage shall be restricted to the railway free allowance.

- (ii) The class of accommodation to be provided shall be such as the Chief of Army Staff/the Chief of the Naval Staff/the Chief of the Air Staff may order in each case.

NOTE: The powers conferred on the Chief of Army Staff/ Chief of the Naval Staff/Chief of the Air Staff under the rule are delegated to the following:

- (a) For Army Officers: GOC-in-C, Commands.
- (b) For Air Force Officers:
 - (i) AOA at Air Headquarters.
 - (ii) AOs C-in-C, Commands.
- (c) For Naval Officers:
 - (i) COP at IHQ of MoD (Navy).
 - (ii) The Flag Officers Commanding-in-Chief, Naval Commands.
 - (iii) The Flag Officers Commanding Fleets/ Areas.

The powers are personal and shall not be delegated further.

210. Conveyance to Service Personnel Below Officer Rank on Dismissal from Service

On dismissal of a Soldier/Sailor/ Airman from Service while serving outside the State in which recruited, conveyance is admissible to the nearest railway station to the individual's home. Families of those individuals, provided they are domiciled in India and where conveyed at the public expense to the station at which the head of the family is serving when dismissed may be granted conveyance for any portion of the journey by sea. This provision is not applicable to boys.

211. Conveyance to Ex-Service Personnel when proceeding to a Hospital in connection with the supply etc of artificial limbs and appliances

- (i) Discharged Service Personnel are entitled, on the authority of the OC Service Hospital nearest to their homes, conveyance on

warrant by rail or road, from their homes to the Service Hospital at which the first report in person and then to the Artificial Limb Centre, Pune, or other station to which they may subsequently be sent for treatment and also for the return journey in connection with supply, repair and renewal of artificial limbs and surgical appliances and further surgical treatment.

- (ii) When attendants are considered necessary they will be provided with warrants for outward and return journeys.
- (iii) The class and type of accommodation lying and sitting and whether it should be by Passenger or Mail train will be decided at the direction of the OC, Service Hospital to which the Depot /Centre/Unit is attached for medical cover /OC Service Hospital nearest to their home, PMO/SMO of ships/ Establishments (in the case of sailors), OC Armed Forced Artificial Limb Centre Pune. While determining the class of accommodation, the conditions prevailing in the particular train by which the amputee is to travel will be taken into account. These powers will not be delegated and will always be exercised before the journey is undertaken. Ex-post-facto authorisation will not be acceptable.
- (iv) For road journey where warrants cannot be issued, discharged service personnel may be granted an allowance at the prescribed rate. Discharged Gorkhas who are unable to march will however be granted road mileage at the prescribed rate for journeys within Nepal.
- (v) Should it be necessary for a discharged Commissioned Officer to proceed from his home to the Artificial Limb Centre, Pune, or any other Station in India in connection with the repair or removal of an artificial limb or appliance, his actual travelling expenses may be admitted provided that the OC Service Hospital nearest to his home certifies that the journey to such a station was essential for the proper execution of the work.

212. Conveyance to Ex-Service Personnel for the settlement of Disability pension claims where Medical Board papers are not traceable or have been lost

A Soldier, Sailor, Airman or Non Combatant (enrolled)who has been invalided out of the service

after having sustained a disability, and whose previous Medical Board Proceedings are not available, and who is, therefore required to appear before a fresh Medical Board for the purpose of assessing the degree of disability prevailing on the date of re-examination and the probable degree of disability which may have existed on the date of invalidment is entitled to free conveyance for the journey from his home to the station of Medical Board and back to the extent admissible under Rule 155.

213. Conveyance to Ex-Service Personnel called before a Medical Board for assessment or re-assessment of their eligibility for Constant Attendance Allowance

Ex-Service Personnel who are called before a Medical Board for assessment or re-assessment of their eligibility for Constant Attendance Allowance will be entitled to free conveyance from their places for residence to the station where the Medical Board is held, and for the return journey in the same class to which they were entitled, when in service.

214. Conveyance to Ex-Service Personnel admitted to Service Hospital for treatment of disabilities regarded as attributable to or aggravated by Service

Disabled ex-service personnel, who are admitted to Service Hospitals for treatment of disabilities regarded as attributable to or aggravated by service and who are in receipt of a disability pension will be entitled to free conveyance from their home to the nearest Service Hospital and from the hospital to their homes. Free conveyance will also be admissible when transferred from one Service Hospital to another for continued medical treatment. A railway warrant for the railway portion of the journey will be issued by the class appropriate to the rank last held by them while in service by the OC of the hospital from where they are transferred.

The cost of conveyance according to ranks held prior to their discharge from the service will be paid after their arrival at the hospital and on discharge there from by the OC Hospital.

NOTE: The above concession is also applicable to ex-ISF Personnel provided they are admitted to hospitals for medical treatment in connection with disability accepted as attributable to service with the Government of India for which disability pension is paid from the Defence Service Estimates.

215. Conveyance to the Attendants of Disabled Service Personnel

- (i) Disabled service pensioners who are due to be re-boarded for purposes of continuance of their temporary disability pension but claim to be too ill to travel to the nearest Service Hospital will be required to produce, in support of the claim, a medical certificate from a Registered Medical Practitioner or Civil Medical Authority. Those who render such a certificate will be dealt with in accordance with the alternatives (a) to (c) below depending on the circumstances of each case:
 - (a) Where the condition of the disabled pensioner is such that the journey from his home to the nearest hospital is likely either to aggravate his disability or to endanger his life, a Medical Officer will be detailed by the hospital authorities to carry out the medical examination of the pensioner at the place of his residence with the prior approval of the MG Medical, Area concerned in the case of Military Hospitals and that of senior administrative authority in the case of Naval/Air Force Hospitals.
 - (b) Where the condition of the disabled pensioner is such that he is able to stand the journey but requires the constant presence of a medical attendant during the journey, medical attendant will be detailed by the hospital authorities concerned. In these cases also, approval of the MG Medical, Area concerned in the case of Military Hospital and that of senior administrative authority in the case of Naval/Air Force Hospital will be obtained.
 - (c) In a case where a disabled pensioner can travel but he required the constant presence of a non-medical escort, arrangements will be made by Commanding Officer Hospitals concerned, in consultation with the administrative authorities to detail an escort from the nearest Military/ Air/ Force/ Naval Establishment to bring the pensioner to the Hospital; Arrangement to transport the pensioner from the

nearest road/rail head by an ambulance car will, however, be made by the Commanding Officer, Service Hospital.

- (ii) When a disabled pensioner, who is called upon to appear before a Re-survey Medical Board, attends the board at the Service Hospital with the help of a private escort of his own accord being too ill to travel alone, actual fare paid for the inward and outward journey of the private escort upto the maximum of the fare of the class of accommodation to which the pensioner himself is entitled will be re-imbursed, provided the Medical Board certifies the necessity of such an escort.
- (iii) Cases in which none of the course referred to in clause (i) and (ii) above can be adopted for any reason will be referred to the Ministry of Defence for necessary instructions.

216. Travelling Allowance entitlement of families of Service Officers including MNS, who die while in Service

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

- (i) (a) Conveyance of family, transportation of personal effects, transportation of conveyance and CTG will be admissible as on permanent duty.
- (b) In case the family of the officer wished to settle down permanently at a place other than the normal place of residence (permanent home town), travel expenses may be allowed to them by the shortest route from the last HQ to such selected place of residence.

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

- (ii) In the 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 there is no extra expenditure to the State. The lien period for conveyance of family baggage of an officer will be one year from the date of demise of the officer.

- (iii) In case of death of an officer while absent from his HQ station on a Course of Instruction or on other duty entailing temporary detachment from his unit or establishment, conveyance of baggage as in (i) above is admissible. In such cases the total quantity of baggage conveyance from the temporary duty station plus the permanent HQ station should not exceed the entitled scale of the officer as on permanent duty.
- (iv) On the death of re-employed regular officer during re-employed service, his family will be entitled to conveyance, DA for journey and transportation of baggage as per Rule 64, to selected place of residence in India limited to home town.
- (v) Travelling Allowance (without halting allowance and incidentals) will be admissible to dependents of deceased Defence Forces Personnel by fastest means including air for onward and return journeys for conducting customary social rites.

217. Travelling Allowance entitlement of families of Service Personnel Below Officer Rank who die while in Service

- (a) On death of an individual while serving in unit/ formation/ establishment /ship to whose personnel Field Service Concessions are not admissible, conveyance and transportation of baggage as under will be admissible if the head of the family was on the authorised married establishment:
 - (i) Conveyance for the family from the last duty station /base port of the ship of the head of the family, on warrant, to their SPR.
 - (ii) Conveyance of baggage on warrant at the scale laid down in Rule 70 from the last duty station to their homes/intended place of residence of the widow in India

or to any other station where the widow may be residing for the time being provided no extra expenditure is caused to the state.

- (iii) Composite Transfer Grant and transportation of private conveyance as on permanent duty.
- (iv) In case an individual dies while away from his permanent HQ on a Course of Instruction or other duty, conveyance of baggage as in (ii) above will be admissible. In such cases, the total quantity of baggage conveyed from the temporary and permanent duty station should not exceed the entitlement scale of baggage.
- (v) Travelling Allowance (without halting allowance and incidentals) will be admissible to dependents of deceased Defence Forces Personnel by fastest means including air for onward and return journeys for conducting customary social rites.
- (b) On death of an individual while serving with a unit /formation /establishment to whose personnel Field Service Concessions are admissible, or killed in action, conveyance and baggage for the family, if the head of the family was on the authorised married establishment at the old peace duty station, will be admissible as under:
 - (i) Conveyance on warrant of family from old peace duty station/base port of ship/ selected place of residence/home / separated family accommodation to the place of choice in India.
 - (ii) Conveyance on warrant of baggage left by head of the family at his last duty station and that left with the family at the old place duty station /selected place of residence /home/ separated family accommodation of the family, on warrant to the place of choice in India. The total quantity of baggage conveyed should not exceed the entitled scale under Rule 70.
 - (iii) In case the individual was not on the authorised married establishment at the old peace duty station, the baggage left by him at his last duty station and old peace duty station and/or selected

places of residence /home will be sent to next of kin, on warrant as mentioned in clause (a) (ii) above.

- (iv) Composite Transfer Grant and transportation of private conveyance as on permanent duty.
- (c) In the case of PBOR who die during re-employment/re-enrolment, their families will be entitled to conveyance upto selected place of residence limited to their homes.

NOTE 1: The lien period of conveyance of family and baggage of an individual who dies while in service will be one year from the date of notification of the individual's death.

NOTE 2: If a member of the family proceeds from a station other than the last HQ of the deceased service personnel to selected place of residence or proceeds from the last HQ to a station other than the selected place of residence, the travelling expenses claimed will be limited to what would have been admissible had such member travelled from the HQ of the service personnel to the selected place of residence.

217-A. Defence Service personnel killed in Border/Line of Control (LC), Operation/Counter-Insurgency (CI) Operations in India and abroad

(a) Preservation of the dead bodies:

The dead body will be embalmed and coffined for the purpose of transportation. The cost of embalming will be restricted to the extent of actual expenditure as charged by the Government Hospital and that of coffin should be the barest minimum on the basis of austerity standards.

(b) Transportation of dead bodies:

The dead body will be transported by fastest mode of transport available accompanied by only one person who may either be a member of the family or person deputed by the family or a unit representative from the place of occurrence as the case may be upto his Hometown or SPR or place of last rites. In case of death occurring in inaccessible areas requiring more than 12 hours of the journey time, the body will be evacuated

by service helicopter to the nearest Hospital for embalming purposes and thereafter will be moved by fastest mode of transport to the nearest airport/airfield from where the body will be flown/moved by commercial flights or courier flight to the Hometown/SPR/ place of last rites. Where air transportation up to Hometown/ SPR/ place of last rites is not possible, the body may be flown to the nearest airport/airfield and be moved thereafter by rail/road/steamer and the entire cost of transportation will be borne by the Government.

(c) Travelling Allowance entitlements of the attendant:

TA (without halting allowance and incidentals) will be admissible to one member of the family/person deputed by the family for the journey performed by Air/ Steamer /Rail/Road to reach the place death/designated place to enable him to accompany the dead body of the deceased. This will not be adjusted against the entitlement of the members of family of deceased available under these rules after death or demission of officer. Such a member of the family/person deputed by the family will also be allowed TA (without halting allowance and incidentals) for the journey by air/steamer/rail/road from the place he commences such journey to the place of death.

The Commanding Officer of the concerned Unit/Formations will be empowered to sanction the total cost of embalming, coffin and transportation of dead body accompanied by one attendant from the I&M grant held by the respective Unit/ Formation.

218. Travelling Allowance entitlement of families of Civilian Government Servants who die while in Service

- (a) The members of the family of a civilian, who dies while in service, are entitled to travel expenses by the shortest route from the last permanent duty station of the civilian to his permanent home town the place where the family wished to settle down permanently, provided the journey is completed within one year after the death of Government servant.

- (b) (i) In addition to the entitled fares, the family will also be entitled to transportation of personal effects, CTG, transportation of personal conveyance as admissible on permanent duty.
- (ii) The reimbursement of actual cost of transportation of conveyance to home town or selected place of residence limited to that admissible upto home town, as on transfer, will be allowed to the family of a Government servant, who dies while in service provided the possession of the conveyance by the Government servant while in service at the place of his last posting was considered to be in public interest.
- (c) If a member of the family proceeds from a station other than the last HQ of the deceased civilian to the selected place of residence or proceeds from the last HQ to a station other than the selected place of residence, the travelling expenses claimed will be limited to what would have been admissible had such member travelled from the HQ of the civilian to the selected place of residence.
- (d) Free service will be provided for carrying dead bodies of Defence Civilians and their family members (who are dependent and residing with Govt. servant) working in various units/ formations under the Army/ Navy and their allied establishments from Civil/Military Hospital/Police Morgue to place of duty/ residence/burning ghat/burial grounds. (near the place of residence) as and when necessary.

NOTE 1: The provisions of this rule will also apply to industrial personnel. They will not, however, be eligible for similar travel concession under any other rule or order.

NOTE 2: The above rule will not apply to:

- (i) Civilians engaged on contract and those who are not in whole time employment of Government.
- (ii) Civilian paid out of contingencies.
- (iii) Retired civilians who are re-employed.
- (e) The amount of TA admissible to families of deceased Government servants under clauses (b) and (c) above will be paid in the order of precedence given below:

- (i) The surviving widow or the elder among them if there be more than one surviving widow (not being a minor) if the deceased Government servant was a male officer or the husband if the deceased was a female officer;
- (ii) The eldest surviving (dependent) child of the deceased government servant, provided that he/she has attained the age of majority;
- (iii) Any person who, in the opinion of the Head of Office, is fit to receive payment on behalf of the minor(s), subject to the execution by such person of a bond, duly signed by two sureties, agreeing to indemnify government against any subsequent claim; provided that such a bond may be dispensed with when payment is made to a legal guardian.

In the case of payments made to a person other than a member of the family of the deceased Government servant, the same shall be supported by an Indemnity Bond in the prescribed form, as shown in Appendix VIII. The Indemnity Bond, when executed, shall be accepted for and on behalf of the President of India by the Head of the Office under whom the deceased Government servant last served. The Indemnity Bond when executed should be attested by two sureties, being permanent Government servants, whose status (whether in the post held by them in the permanent capacity or in the officiating capacity) should be comparable to or higher than that of the deceased Government servant. The bond shall be preserved for seven years after the year of payment. The claims on account of concession shall be countersigned by the Controlling Officer of the deceased Government servant if he was not his own Controlling Officer, and by his next superior authority, if he was his own Controlling Officer.

218-A. Conveyance of dead body of a civilian paid from Defence Service Estimates or a Service Personnel

- (a) **If death occurs while at permanent Headquarters in India:** If the family of

deceased desire to transport the body of the 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 of TA on retirement.

- (b) If death occurs while on tour: If the death of deceased occurs while on tour in India or abroad, the body may be brought by air on a commercial flight to the HQ or to home town according to the wishes of the family. In such cases, the expenditure will be met by the Government. The cost of embalming the dead body and that of coffin will also be reimbursed to the family of the deceased. The embalming expenses and the cost of the coffin should be the barest minimum and on the basis of austerity standards.
- (c) Travelling Allowance (without halting allowance and incidentals) will be admissible to dependents of deceased Defence Forces Personnel by fastest means including air for onward and return journeys for conducting customary social rites.
- (d) Free service will be provided for carrying dead bodies of Defence Civilians and their family members (who are dependent and residing with Govt servant) working in various units/ formations under the Army/ Navy and their allied establishments from Civil/ Military Hospital/ Police Morgue to place of duty/ residence/ burning ghat/burial grounds (near the place of residence) as and when necessary.
- (e) The competent authorities mentioned in Appx I, may accord sanction for air travel of one non-entitled service personnel/ civilian for accompanying the dead body of the deceased service personnel/ civilian paid from Defence Service Estimates from the

place of death to the place of rites or his home town in case no family member is available to accompany the dead body of the deceased personnel, with the stipulation that the return journey will be performed by the individual in the entitled class by rail/ road/ steamer.

218-B. Travelling Allowance entitlement of family of deceased accompanying the dead body of VIP etc.

Government will bear expenditure of TA (without halting allowance and incidentals) of one member of the family for the journey performed by air/ steamer/ rail/ road between place of death and place of last rites to accompany dead body of deceased VIPs i.e. Cabinet Ministers, Chief Justice of Supreme Court, Speaker of Lok Sabha, Ministers of State, Judges of Supreme Court, Deputy Chairman of Rajya Sabha, Deputy Speaker of Lok Sabha, Deputy Minister and Members of Parliament and Government servants irrespective of the fact whether the death occurs at HQ or at tour station. This will not be adjusted against the entitlement of the members of the family of the deceased available under these rules after death or demission of officer. Such a member of the family will also be allowed TA (without halting allowance and incidentals) for the journey by air/ steamer/ rail/ road from the place he commences such journey to the place of death.

The above provisions will also be applicable to Defence Services Personnel.

219. Travelling Allowance entitlement of families of Service Personnel/ Civilians declared missing/POW

The provisions of Rules 216, 217 and 218 will equally apply in the case of individual serving with units whose personnel are in receipt of Field Service Concessions and are declared missing or prisoners of war.

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CHAPTER SIX

PERMANENT TRAVELLING/CONVEYANCE ALLOWANCE

221. Permanent Travelling Allowance

A Permanent Monthly Travelling Allowance may be granted by the Government to an individual whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the individual's sphere of duty and is drawn all the year round whether the individual is away from his permanent station or not, subject to such conditions as may be prescribed by the Government.

222. Conveyance Allowance

- (1) 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 headquarters. The allowance will be governed by the rates and conditions as under:

(a) Monthly rates of Conveyance Allowance:

Average monthly travel on Official duty	Conveyance Allowance	
	For journeys by own motor car (in ₹)	For journeys by other modes of conveyance (in ₹)
(1)	(2)	(3)
201-300 Kms	1120 PM	370 PM
301-450 Kms	1680 PM	480 PM
451-600 Kms	2070 PM	640 PM
601-800 Kms	2430 PM	750 PM
Above 800 Kms	3000 PM	850 PM

NOTE 1: The Conveyance Allowance at the rate prescribed in Column (2) of the table shall not be admissible to officers whose pay in the revised pay band is less than ₹19530/- P.M.

NOTE 2: These rates shall automatically increase by 25% whenever the Dearness Allowance payable on the revised pay structure goes up to 50%.

NOTE 3: These orders will be effective from 1st September, 2008.

(b) Conditions for the grant of Conveyance Allowance:

- (i) Average monthly running on duty should exceed 200 Kms.

NOTE: Journey between residence and normal place of work will not be treated as running on official duty.

- (ii) Journeys performed by foot or on bicycle are excluded from the purview of this allowance.
- (iii) The allowance prescribed in column 2 of the table in sub-clause (a) above shall not be admissible to officer whose pay in revised scale is less than ₹ 19530/- p.m.

- (c) (i) Drawal of allowance at the rate in column (2) in the table below sub-clause (a) above is subject to the individual owning and maintaining a motor car in good running condition and using it for all official journeys for which the allowance is granted.

(ii) The officer who are granted Conveyance Allowance under this rule will not be entitled to any other travelling allowance i.e. daily or mileage allowance for journeys upto 16 kilometers from the usual place of work at the headquarters. The travelling allowance for journey beyond 16 kilometres will be admissible as under:

(A) If the Journey is performed otherwise than in his own conveyance, the Travelling Allowance as admissible under the rules, may be drawn in full.

(B) If he travels by road in his own conveyance either in combination with rail/steamer/air journey or otherwise, the officer may at his option exchange his Conveyance Allowance at the rate of 1/30th for each day, for Travelling Allowance admissible to him under the rules.

(d) Maintenance of Log Book: For the initial fixation of allowance under this rule an

individual claiming the allowance will maintain a log book of journeys on duty qualifying for the grant of allowance, for a minimum period of four months. The controlling officer shall scrutinize the log book as frequently as possible during this period. A longer period may be prescribed by the sanctioning authority at its discretion. The log book shall contain the following particulars:

- (i) The distance travelled daily on official duty/journeys only within 16 kilometres of the place of work at the HQ falling within the local jurisdiction of the individual will be included in the log book.
- (ii) Places visited with distance covered and purpose of each visit.
- (iii) The mode of conveyance maintained/used.

(e) General conditions for grant of Conveyance Allowance:

- (i) The competent authority will satisfy itself from the data in the log book that the average monthly distance travelled by the individual makes him eligible for Conveyance Allowance. It may then sanction an allowance at the appropriate rate from any date (not earlier than the date from which the log book was maintained) from which in its opinion the grant of the allowance is justified.
- (ii) For any category of individuals the nature of whose duties requires the maintenance of a motor car, the conditions of maintaining log books may be waived with prior concurrence of competent authorities. In all such cases the allowance will be admissible at the lowest rates prescribed in column 2 of the table below sub clause (a) above. Any claim for allowance at higher rates shall be supported by the maintenance of a log book as prescribed above.
- (iii) Once the allowance has been fixed in accordance with these provisions, it will not be necessary for the officer

to maintain the log book for purpose of drawing the allowance from month to month unless the controlling officer so desires. The allowance may be drawn during the currency of a sanction so long as the controlling officer is satisfied that there has been no change in the nature of duties of the individual or the extent of his touring to justify the withdrawal of or reduction in the rate of allowance. A certificate to this effect will be rendered by the controlling officer in the months of January, April, July and October in each year.

- (iv) At present, the allowance is sanctioned to Government servants individually, with the result that every time there is a change in incumbency, a fresh sanction is required to be issued for the successor. Hereafter, the Conveyance Allowance will be determined for specific posts on the basis of 'controlled travelling' (see V below) by the sanctioning authority, and the officers appointed to these posts will draw the same unless the mode of conveyance is different, subject to their satisfying the prescribed conditions, where there are a number of posts in the same category, the post(s) for which the allowance is intended should be clearly identified in the sanction and the rate for each such post should be clearly stated.
- (v) The log books should be scrutinised by the sanctioning authority for determining the average mileage per month justified for official work for the post and the rate of Conveyance Allowance should be fixed on that basis. The sanction for grant of Conveyance Allowance should be issued for period of two years at a time and its continuance will be reviewed at the end of each such period in accordance with the procedures laid down for the initial grant of an allowance.

It will not be necessary to incorporate in an order sanctioning Conveyance

Allowance, any condition of travelling a specified minimum distance in a month for becoming eligible for the allowance in respect of that month.

- (vi) In the case of gazetted officers, on change of incumbency of a post to which Conveyance Allowance is attached, an intimation should be sent by the controlling officer to the audit authority/paying authority to the effect that the new incumbent possesses a conveyance (with particulars thereof) or does not possess a conveyance as the case may be to enable the latter (Audit authorities/paying authority) to authorise allowance at the appropriate rate to the new incumbent.
- (2) GOsC-in-C Commands, VCOAS/ DCOAS/ AG/ QMGS/MS/E-in-C/ DGQA/ SA/Director General NCC/DPR (Defence)/ DGQS/ DGOL & SM and other Heads of Branches in IHQ of MoD (Army) and DGOF. The Flag Officers Commanding-in-Chief Naval Commands, the Flag Officers Commanding Fleets/Areas, Heads of Branches in IHQ of MoD (Navy) in case of Navy and AOsc-in-C Commands, Heads of Branches in Air HQ in case of Air Force are the competent authorities in respect of individuals under their control of sanction Car Allowance under this rule.

Conveyance Allowance for officers (both service and civilians) will similarly be sanctioned by the above authorities. Conveyance (other than Car Allowance) to individuals other than officers will be sanctioned by the local Head of the Department for Services or CWE as the case may be in consultation with CDA concerned.

NOTE 1: The provisions of this rule are applicable only to officers and civilians serving in peace areas and also to those personnel serving in operational areas to whom the field service concessions are not applicable.

NOTE 2: Conveyance Allowance will be inadmissible

- (i) If Ministry of Defence declare that the pay of a particular individual or a class of individuals has been so fixed as to

compensate for the cost of all journeys, other than journeys by rail or steamer, within the individual's sphere of duty, and

- (ii) To those individuals who are provided with Government transport.

NOTE 3: In order to ensure that the powers have been exercised properly by the authorities in para 2 above, half yearly statements of the sanctions issued by the authorities mentioned above will be submitted by them to the Ministry of Defence to enable the latter to undertake a review of the cases.

- (3) A list of Conveyance Allowance specially sanctioned for certain appointment will be found in Appendix IX.
- (4) The Conveyance Allowance granted under this Rule shall not be admissible during:
 - (i) Joining time and leave (except casual leave) and absence of the individual on duty in another station of more than 15 days at a time.
 - (ii) Holidays prefixed or suffixed to leave (except causal leave) joining time and the absence of an individual to another station for period of more than 15 days at a time.
 - (iii) Any period of more than 15 days at a time during which an individual in receipt of allowance under column 2 of table below sub clause (i)(a) above does not maintain a motor car or the motor car maintained by him remains out of order or is not used for official journeys for any other reasons.

223. Conveyance Allowance-Habitual Journeys

Subject to the fulfilment of the following conditions, a Conveyance Allowance may be sanctioned by the GOC-in-C Commands (DGOL & SM in the case of Schools of Instructions under IHQ of MoD (Army)) for an officer who is required to make habitual journeys on duty from his Headquarters, within a radius of eight kilometres or within the area of the cantonment, whichever is greater:

- (a) The journeys shall, normally, be not less than eight kilometres per working day, exclusive of the distance from the officer's residence to his place of duty and back thereto.

- (b) The allowance shall not be sanctioned for an officer for whom a Government vehicle is available.
- (c) The allowance shall not be admissible during leave except causal leave, and the provisions of Rule 222 shall apply.
- (d) The allowance shall not be admissible to an officer who is governed by Rules 225.
- (e) The annual allotment made to meet the cost of the allowance shall on no account be exceeded.

NOTE: The provision of this Rule will also be applicable to the Indian Navy and Air Force. The powers will be exercised by the following authorities:

Navy :

(a) Chief of Naval Staff :	In respect of officers serving in Establishment directly under IHQ of MoD (Navy).
(b) (i)The Flag Officers Commanding-in-Chief Naval Commands	In respect of officer serving under them.
(ii) The Flag Officer Commanding Fleets/ Areas	In respect of officer serving under them.

Air Force :

(a) AOC-in-C Commands	In respect of individuals serving under them.
(b) AOA	In respect of those serving in the units directly under Air HQ.

224. Hire charge-Government servants whether Gazetted or Non-Gazetted on official duties within a radius of 8 Kms

- (i) Actual hire charges paid by Government servant whether Gazetted or Non-Gazetted on official duties within a radius of 8 Kms from his headquarters in taxi or other conveyance where a staff car is not available and where no travelling allowance is admissible, will be reimbursed subject to the following conditions:

- (a) The place visited on official duty is not less 1.6 Kilometres by the shortest route from the office of the Government servant concerned.
- (b) If more than one officer are required to proceed to a particular place on official duty, they should share the taxi or other conveyance as far as possible, and
- (c) The controlling officer shall certify that the staff car could not be made available for the journey performed by the Government servant concerned.

NOTE 1: The power to sanction reimbursement of taxi or other conveyance charges to the officers shall vest only with the competent authorities mentioned in Rule 2.

These authorities may also sanction to themselves the reimbursement of taxi and other charges.

NOTE 2: The total amount of taxi hire or other conveyance hire reimbursed to a Government servant whether Gazetted or Non-Gazetted subject to the condition mentioned above in any one month shall not exceed ₹ 300/-.

- (ii) If a Government servant is called to duty between 8.00 PM and 6.00 AM or is detained in office beyond 8.00 PM and has to return home between 8.00 PM and 6.00 AM when ordinary means of conveyance are not available, actual taxi or other conveyance hire may be reimbursed to him provided he is not in receipt of any remuneration for prolonged detention in office and is not in possession of his own conveyance or is not able to use conveyance and subject to also the condition that a certificate from the Heads of Departments in the case of Gazetted Officers and Head of Offices in the case of Non-Gazetted Government servants is forthcoming to the effect that the officer had to be called/detained after 08.00 PM in the interest of public service.

225. Conveyance Allowance-Individuals Group B & C (both industrial and non-industrial) whose duties necessitate extensive travelling within a radius of 8 Kms or at an outstation

- (a) Individuals of the Group B & C (both industrial and non-industrial) of the various

departments and services whose duties necessitate extensive travelling within a radius of 8 Kms from their permanent station, or at an outstation provided Daily Allowance there at is not drawn, may be granted Conveyance Allowance as follows by the local Head of the Department or Service, for the periods during which the duties are actually performed :

Cycle Allowance: Cycle Allowance at the rate of ₹ 60 per month may be granted by the local Head of Department or Service provided they are satisfied that the duties assigned to a post require extensive touring at or near the headquarters and the maintenance of a cycle is essential for the purpose. The allowance should be sanctioned subject to the following conditions.

- (i) The official concerned maintains and uses his own cycle for official journeys.
- (ii) Travelling Allowance (i.e. daily and mileage allowance) to a Government servant in receipt of cycle allowance will be regulated as under:

For Journeys within a radius of 8 Kms from the usual place of duty	No TA.
For journeys beyond a radius of 8 kms but not exceeding 16 kms from the usual place of duty	
(i) If the points falls within the local jurisdiction	No TA.
(ii) If the point falls outside the local jurisdiction	TA as admissible under the normal rules provided the journey is performed otherwise, than on cycle.
For journeys beyond a radius of 16 Kms. from the usual place on duty	TA admissible under the normal rules

- (iii) The allowance will not be admissible during joining time, leave and temporary transfer or during holidays prefixed to leave and holidays suffixed to leave and joining time.

- (iv) For any period more than one month at a time during which a Government servant in receipt of Cycle Allowance does not maintain a cycle or the cycle maintained by him remains out of order or is not used for official journeys for any other reason, the Cycle Allowance will not be admissible.

NOTE: The Cycle Allowance under these rules shall be granted by the sanctioning authority for a period not exceeding two years at a time and its continuance shall be revised sufficiently in advance of the expiry of each period. The sanctioning authority may for this purpose specify whenever necessary the local jurisdiction of a Government servant at the time of sanctioning the allowance. They should also make a review of the posts under their control and decide the posts for which the cycle allowance should be sanctioned. The allowance may then be sanctioned with reference to the posts and not the individual incumbent thereof.

Motor cycle or other conveyance	As per existing RMA rates.
Public conveyance such as motor buses, trams cars etc.	Actual expenses in the entitled class.

NOTE 1: The rate of this allowance will be increased by 25% whenever the DA payable on the revised pay scale goes up by 50%.

NOTE 2: The allowance in respect of motor cycle or other conveyance, referred to above, is payable to individuals drawing Grade Pay ₹ 4200/- to ₹ 4800/-.

- (b) No Conveyance Allowance will ordinarily be allowed when journeys covered are less than 8 Km a day. Individuals of the second grade who normally travel less than 16 Km, a day but who possess motor cycle or other vehicles, will ordinarily be restricted to Conveyance Allowance as for a pedal cycle, of failing this as for public conveyances if available. A competent financial authority may, in special cases, and for reasons which should be recorded, waive the above minimum mileage limits.
- (c) In cases where it is necessary to grant a fixed allowance on a monthly basis, the

amount thereof will be fixed in consultation with the Controller of Defence Accounts concerned. Such sanctions will be reviewed half yearly, and on other occasions as found necessary, by the competent financial authority, or Commander Works Engineers, in the case of MES, establishment, in accordance with the instructions on the reverse of I.A.F.T. 1718-A.

- (d) When Government pedal cycles other conveyance are provided for any individuals or class or individuals, or such conveyance can be made available or utilised, no Conveyance Allowance will be admissible.
- (e) An individual who travel occasionally on duty connected with the office or ship, and is required to hire a conveyance, may be allowed to recover, on the authority of the officer in-charge of the office or the Commanding Officer of the ship, actual expenses from the office allowance or office contingent grant.
- (f) A non-gazetted or Group C Government servant who travels on duty not connected with the office and is required to hire a conveyance, may be allowed to recover actual expenses, only if sanctioned as a special case by the competent authority under the powers vested in it by Rule 61 Financial Regulations Part I 1983 Edn.
- (g) When a non-gazetted Government servant is despatched on duty to a place at some distance from his office, or is summoned to his office by a special order of a gazetted officer outside the ordinary hours of duty, the expenditure involved may be paid by Government and charged to contingencies, provided:
 - (1) that the Head of the Office certifies that the expenditure was actually incurred, was unavoidable, and is within the scheduled scale of charges for the conveyance used;
 - (2) that the Government servant concerned is not entitled to draw Travelling Allowance under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of duty which necessitated the journey.

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230-A. Grant of Transport Allowance to Blind and Orthopedically Handicapped Defence personnel

- (i) All Armed Forces Personnel borne on regular establishment, who are blind or are orthopedically handicapped with disability of lower extremities will be entitled to Transport Allowance at double the normal rates prescribed in rule 230-B, which shall, in no case, be less than ₹ 1000/- per month plus the applicable rate of DA, subject to conditions of rule in 230-B and other conditions given below.
 - (a) Orthopaedically handicapped employees will be eligible for Transport Allowance if he or she has a minimum of 40% permanent partial disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together.
 - (b) The Transport Allowance will be admissible to the orthopaedically handicapped employees on the recommendation of the Head of Orthopaedics Department of Military Hospital;
 - (c) In the case of a blind employee the allowance will be admissible on the recommendation of the Head of Ophthalmological Department of Military Hospital;
 - (d) The allowance will not be admissible during leave (except casual leave), joining time or suspension.

NOTE 1: For purpose of estimation of disability, the standards as contained in the manual for Orthopaedic Surgeon in Evaluating Permanent Physical Impairment brought out by the American Academy of Orthopaedic Surgeons, USA and published on their behalf by Artificial Limbs Manufacturing Corporation of India, Kanpur shall apply.

NOTE 2: The Competent Authorities as mentioned in Appendix I of these regulations are authorised to sanction Transport Allowance in terms of this rule. They will be responsible to refer the cases of concerned personnel to the appropriate medical authorities for obtaining their recommendations for grant of the above allowance. The allowance will be granted with effect from the date the recommendations of the concerned medical authority are received by these authorities.

NOTE 3: In cases where handicapped employees are referred by the competent authorities to hospital located at stations outside their headquarters for getting recommendation for grant of the above allowance, they may be reimbursed the actual travelling expenses subject to minimum of TA admissible for a journey on tour without any daily allowance for the period of journey and for halts. The period spent on journey as also at the hospital, shall however be treated as duty.

NOTE 4: No fee shall be charged by the Central Government/ Union Territories Hospitals from the handicapped employees when they are referred to such hospitals by competent authorities for making recommendations regarding grant of the above allowance. However, the fee charged by the State Government Hospitals, if any, shall be reimbursed to the employees concerned.

NOTE 5: In the case of persons who continue to draw pay in pre-revised scales of pay corresponding Grade Pay of the Pay Scale/ corresponding Pay Scale of the post occupied on 01-01-2006 would determine the allowance.

230-B. Grant of Transportation Allowance to Service Officers and Personnel Below Officers Rank (PBOR)

- (a) Transport Allowance may be granted to the service officers and PBOR at the following rates:

Rates of Transport Allowance per month (in ₹)

Service Pers drawing grade pay of	A-I & A class cities	Other places cities
Grade pay of ₹ 5400/- and above	3200+DA	1600+DA
(i) Grade pay ₹ 4200/- to ₹ 4800/-	1600+DA	800+DA
(ii) Those drawing grade pay below ₹ 4200/- but drawing pay in the pay band equal to ₹ 7440/- & above.		
Grade pay below ₹ 4200/- and pay in the pay band below ₹ 7440/-.	600+DA	400+DA

NOTE : Thirteen cities classified as A-1/A are as under :

Ahemdabad (UA), Bangalore (UA), Chennai (UA), Delhi (UA), Greater Mumbai (UA), Hyderabad (UA), Jaipur (UA), Kanpur (UA), Kolkata (UA), Lucknow (UA), Nagpur (UA), Pune (UA) and Surat (UA).

(b) Conditions for the grant of Transportation Allowance:

- (i) The allowance shall not be admissible to those individuals who have been provided with the facility of Govt. transport.
- (ii) Service Officers drawing Grade Pay of ₹ 10000/- and ₹ 12000/-, who are entitled to use the facility of staff car for commuting between office and residence as per existing orders, shall have the option either to avail themselves of the existing facility or to switch over the payment of Transport Allowance at the rate of ₹ 7000/- per month plus DA thereon. In case they opt for the latter, they shall be paid the Transport Allowance, subject to the condition that the existing facility of the staff car shall be withdrawn between residence and office from the date they opt for the allowance. In case they opt for the former, the allowance shall not be admissible to them and they would not be required to make any payment for the facility of the staff car between residence and office.

(iii) This allowance will not be admissible during absence from duty for full calendar month(s) due to leave, training, tour etc. However, Transport Allowance may be

granted during such training period treated as duty, if no transport facility/TA/DA is provided for attending the training by the institute.

CHAPTER SEVEN

MILITARY TRAFFIC AND CONVEYANCE OF ANIMALS AND STORES

231. Custody and issue of warrants, credit notes and requisition

(a) (i) The individual mentioned in appendix X are empowered to issue warrants, passage requisitions and credit notes to the extent stated when conveyance is admissible and are responsible for the safe custody of the forms issued to them. Any loss caused to the State by the theft or fraudulent use of warrants, requisitions or credit notes is liable to be charged against the individual responsible for the safe custody of the forms thus used. During their temporary absence from their stations on leave or duty, they may permit the next senior officer or subordinate to sign warrants, passage requisitions and credit notes for them on their own responsibility, the senior officer or subordinate so permitted will sign the vouchers 'for _____

(absent on _____) '.

- (ii) A commandant/commanding officer of an authorised educational or training establishment may delegate his personal authority of signing railway warrants and credit notes to any or more of his staff officers.
- (iii) The authorities mentioned are empowered also to issue warrants in respect of the families and baggage of individuals entitled to conveyance under these regulations.
- (iv) If a warrant, requisition or credit note is issued on account of any special service or expedition, the form will be endorsed in red ink accordingly.
- (v) When railway warrants and military credit notes are despatched by post, they should invariably be sent under registered cover.
- (vi) Warrant for unaccompanied baggage will prominently be endorsed on the top in red ink linked with warrant Number _____ dated _____.

- (b) The procedure to be adopted in the care and accounting of rail and road forms is laid down in administrative orders issued from time to time.

NOTE: The Junior Commissioned Officers are authorised to hold custody of blank railway warrants and military credit notes on permanent basis.

232. Mode of Payment

All authorised payments for Defence traffic not requisitioned for by warrant will be made by credit note.

NOTE: The charges for wharfage and storage, for reweighing, loading and unloading when carried out at the request of Defence authorities and customs dues are authorised charges. Insurance charges are not authorised and Defence traffic should not, therefore, be insured, except as provided for in Defence Services Regulations.

233. Booking of individuals travelling on railway warrant

- (i) The actual route and the class of travel by which individuals are required to travel, will be entered in the warrant.
- (ii) The actual weight only of baggage and stores accompanying individuals booked on warrant, not exceeding the authorised scales, is to be entered on the warrant.
- (iii) When return tickets are obtainable at reduced rates, this concession is to be taken full advantage of, particularly in the case of tariff rate passengers, one warrant only being issued and endorsed "to..... and back" and a note will be made and signed on the reverse of the warrant showing the period for which the return ticket is issued.

234. Conveyance of Defence Stores and Baggage

All Defence stores, baggage etc., including coal, explosives and other dangerous goods (except those mentioned in Military Tariff) conveyed by railways are carried at Government risk. Risk notes need not, therefore, be executed for such consignments.

235. Rebooking of goods and parcels

When a consignment is rebooked to another station under instructions from the consignee, the office which rebooks the consignment will pay any charges due at the time it is rebooked, the onward-despatch being treated on entirely fresh transaction.

236. Conveyance of Government chargers and Equipment Mules by Road

Conveyance by road for Government chargers and equipment mules shall be provided to the extent specified below :

- (a) **For equipment mules:** By Government mechanical transport when such conveyance is considered essential in the interest of the State.
- (b) **For equipment mules and Government chargers:** By hired mechanical transport between Guwahati and Shillong on all occasions.

237. Credit Notes

- (i) Credit Notes IAFT-1711 is only to be used for the despatch of stores which are the property of the Ministry of Defence at the time of despatch and on which freight charges are debitable to Defence Services Estimates. Credit Notes must be tendered to the railway authorities with the consignment. Such consignments cannot be sent 'freight to pay'.
- (ii) In the case of wharfage or demurrage charges payable to railways, a separate credit note will be issued.

238. Free Allowance of Baggage

- (i) In the case of journey by rail on warrant, a uniform scale of 40 kgs of baggage, including bedding will be allowed free by the Railways.
- (ii) Gorkha soldiers/sailors/airmen domiciled in Nepal and soldiers/sailors/airmen who are nationals of Bhutan, when proceeding home on accumulated leave in the second year in accordance with rules laid down in Leave Rules for Services, will be entitled to conveyance by rail on warrant of baggage including their bedding upto a maximum of 60 Kgs, including the Railway Free Allowance.

239. Despatch of Public Stores

Conveyance is admissible for despatch of all bona fide public stores on Government service.

240. Despatch of Stores by Air

- (a) (i) Army stores: The urgent movement of which is essential on medical grounds or for operational reasons may be despatched by air within Indian limits by scheduled services of Air India. Such despatches will be authorised only by officers of the rank of Brigadier or above.

In all other cases, despatch of stores by air within Indian limits requires the prior sanction of the Government. When time does not permit of prior sanction being obtained, a simultaneous report will be submitted to the Branch concerned at Army Headquarters for obtaining ex-post-facto sanction.

- (ii) Despatch of stores ex-India requires the prior sanction of the Government, Master General of Ordnance is authorised to sanction air-lifting of equipment/stores from abroad to meet 'Op Immediate' requirements subject to the total cost of air freight not exceeding ₹ 10,000/- at any one time. All bookings will be made through the Air India and as far as possible stores will be air-lifted through the Air India.
- (iii) The procedure to be followed for effecting despatches by air will be as laid down in administrative orders from time to time.

- (b) (i) Naval stores: The urgent movement of which is essential on medical grounds or for operational reasons may be despatched within Indian limits and to destination outside India for use in Indian Naval Ships outside Indian waters by Air India failing which selected services. Such despatches may be authorised only by officers of the rank of Captain (IN) and above filling the following appointment:

Delhi	The Chief of the Naval Staff or an officer of the rank of Commodore on his behalf.
Mumbai, Kochi, Vishakhapatnam	The Flag Officers Commanding-in-Chief Naval Commands, The Flag Officers Commanding Fleets/Areas.

- (ii) The procedure to be following for effecting despatches by air will be as laid down in administrative orders from time to time.
- (c) **Air Force equipment :** Which is urgently required may be sent by air in the following cases:
 - (i) AOG equipment.
 - (ii) When directed or arranged by Air Headquarters with the prior sanction of the Government.
 - (iii) In case of emergency where air transport is resorted to at the discretion of the Commanding Officer of consignor unit or at the request of the consignee unit provided the extra expenditure involved is within the financial powers of the Commanding Officer or the consignor or consignees unit as the case may be.

Whenever possible, service aircraft should be used for the purpose. Where this facility is not available, the equipment will be despatched by Air India and the procedure as laid down in administrative orders followed.

241. Public, Regimental and Mess Stores

Conveyance is admissible for all bonafide public/regimental/mess stores held on charge of unit/formation at the time of the move.

NOTE: Canteen stores held by a unit/formation run canteen are to be viewed as bonafide regimental stores for the above purpose.

242. Conveyance of Band Equipment

- (a) Conveyance of band equipment accompanying the Corps/Regimental Centre bands while visiting their affiliated units, will be allowed upto the following scales :

Pipes and drums	—	375 Kgs
(Pipe band)		

Band (Brass Band)	—	750 Kgs
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- (b) Air Force musicians, when moving on duty in connection with official ceremonial functions will, in addition to their normal baggage entitlement, be entitled to convey on warrant band equipment, accompanying them at a scale not exceeding thirty kilograms per head.

243. Transportation of printed question papers by Rail-Trade Examining Boards of Air Force

Conveyance of boxes containing Question Papers for trade examinations from Government Presses located at Delhi, Nasik, Simla and Kolkata to trade Examining Boards of Air Force located at Kanpur, Hyderabad, Chandigarh and Guwahati and also between Trade Examining Boards will be allowed by warrant ranks alongwith them on Warrant Form No. IAFT 1707 (Party-Warrant) as authorised luggage on temporary duty.

CHAPTER EIGHT

TRAVEL ENTITLEMENTS FOR JOURNEYS TO AND FROM ABROAD

244. 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 Government from time to time.
- (b) If an individual, serving abroad, is requested to travel from the station of his posting to another station and if no approved route has been prescribed by the Government for the journey in question, the Head of the Mission (HOM)/Post in country of his posting shall prescribe, in writing, the route to be followed by the individual.
- (c) If an individual or member of his family or Indian servant, at his own option, performs journey by a route/class of accommodation/mode of travel, other than the approved entitled route/class/mode, his 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.

245. Class of Air Travel

(i) Service Chiefs/Vice Chiefs of all the three Services/ Army Commanders and equivalent/DGAFMS	First Class
(ii) Officers drawing Grade Pay of ₹ 10,000/- and above excluding (i) above.	Business/ Club Class
(iii) Officers drawing Grade Pay ₹ 5,400/- to ₹ 9,000/-.	Economy Class

- (a) In countries where both Propeller and Jet Services are available, normally air journey will be performed by the Propeller Air Service. If however, passages by Propeller Service are not available, journeys may be undertaken by Jet Service with the permission of the HOM, in writing.

- (b) The HOM in WASHINGTON may authorise standard (first class) air travel in case the travel by 'tourist class' will involve enforced halts enroute requiring expenditure on hotel accommodation and payment of DA, etc. and the cost of journey by the 'standard class' including the expenditure on hotel accommodation and payment of DA is less than the total cost of the journey by the 'tourist class'. In all cases in which the HOM exercise his discretion to allow an officer to travel by 'standard class', he will append to the TA bill of the officer concerned a NOTE detailing the comparative financial effect.

NOTE : Those officers of the Flying Branch of the Air Force who are required to take the flying kit with them may be allowed additional luggage weighting 20 Kgs., over and above, the luggage allowed free by air companies.

246. Approved Mode for Air Journeys

- 1. (a) All categories of officials and their domestic servants, wherever admissible, on transfer to and from India and Indian Missions/Posts abroad and also for such journeys between Indian Missions/Posts in countries abroad will travel by air on sectors where Air India is operating direct.
- (b) Air travel is also compulsory in the case of postings/transfers to/from and between all stations located in the same country in which Air India services operate. The journey to and from the point of Air India service to and from the place of duty in that country should be performed by cheapest mode of travel available (rail/ road/air).
- (c) In the case of transfers/postings to/from and between Missions/Posts located in countries abroad where Air India services do not operate, Air travel should be made compulsory up to the nearest point where Air India operates and the remaining part of the journey should be performed by rail/ road/sea/air as may be cheaper and

feasible. The Air, as well as connecting passages in such cases, shall be so booked that the enforced halt at the intermediate points does not exceed 24 hours in any case.

NOTE : Passages will be booked by Air India only.

2. Journeys between two Missions/ Posts abroad will be performed by air provided that the two Missions/Posts are connected by flights of Air India (and not by a foreign carrier) in which case the cost of passage will be paid in Indian currency through RBI draft.
3. In cases where compulsory air travel by Air India has been prescribed, the official may travel by a different route or by different mode of transport on the conditions that the liability of the Government in respect of their claims pertaining to TA, joining time, travel time, together with the allowance thereof, and also the release of foreign exchange shall be limited to what would have been admissible to the officer concerned had he travelled by approved Air India route. In case where different route or mode has been adopted, the difference of period in expected travel time by the approved route, and the route actually adopted, shall be treated as leave ex-India of the kind due and admissible provided such leave has been applied for and sanctioned in advance. The leave salary in such cases will be payable in Indian currency only.

247. Authority for Moves

In case of individuals recalled to India from Indian diplomatic missions abroad or transferred to another mission on completion of the prescribed tenure of appointment or posted from India to fill authorised appointments in those missions, posting orders/movement orders, issued by Branches at IHQ of MoD (Army)/Air HQs or Record Offices, in case of JCOs/OR and their equivalents in the Air Force posted back to India, will be accepted as authority for the moves undertaken. C&W List/Daily List issued by IHQ of MoD (Navy) or DOD issued by Captain in Naval Barracks, in the case of sailors will be accepted as authority for the move. In other cases, Government orders will be necessary.

248. Entitlements for Permanent Duty Moves to and from Sea/Air Port in India en route to Stations Abroad

Journeys within Indian limits will be governed by the rules in chapter two. However, the scale of luggage will be restricted to the quantity laid in Rule 259.

JOURNEYS TO AND FROM STATIONS ABROAD

249. Journey by Rail/Road-cum- Sea

Rail/Road-cum-Sea passages (inclusive of diet) of the appropriate class and grade by the approved route from old duty station to new duty station will be admissible to the individual and his entitled members of family. Grant of family passages will be governed by rules issued from time to time. Personnel drawing Grade Pay below ₹ 2400/- will be entitled to passage for self only. Passage for their families to the duty station abroad will not be admissible. The families will be entitled to conveyance within Indian limits as admissible under the relevant rules in these Regulations.

An individual will be entitled to conveyance for the members of his family who ordinarily reside with him and who are wholly dependent on him, but in case of members of family who, at the time he performed journeys are not residing with him for reasons of health or education, conveyance will be admissible to the destination provided that the cost of passage does not exceed the amount admissible to the individual had those members travelled with him.

Explanation: The cost of the passage of the family members is to be calculated with reference to the class of accommodation by which the journey is made. Thus, for instance, a member of the family of the individual who is entitled to a first class passage will not be allowed the cost of a journey over a long distance by a lower class. The actual fare paid, limited to the amount of the fare of that class for the journey made by the individual, will be admissible.

NOTE 1: For a journey by train outside India, Commissioned Officers shall be entitled to the actual cost of first class rail fare including the obligatory reservation charges charged by the Railway company by any train. If the journey by rail involves five hours travel by night after 10 p.m. or before 7 a.m. the fare may include the cost of a sleeping berth or of any supplementary charge required to secure a sleeping berth of the same class.

NOTE 2: In case an officer travels in his own car, he may draw the fares of the appropriate class and grade by the approved route for himself and for any member of his family who travels by the car with him he may draw the fare as normally admissible by the approved route.

NOTE 3: If an officer is a widow/widower, he/she may, by special orders of Government, take a sister or other near relative at Government expense as a member of his/her family to look after his/her children or to act as his hostess if this is considered necessary for the proper performance of his/her duties provided that such an officer will not be entitled to claim first class passage for a nurse or governess under rule 256.

NOTE 4: Title to family passage in respect of JCOs and their equivalents in the Navy and Air Force will be subject also to the condition that family accommodation is available abroad.

NOTE 5: In regard to cases where a member of an individual's family is residing at a place different from his normal station at the time of his transfer, fares for the member of the family under the provisions of this rule may be given by the Government even for reasons other than the health or education, provided Government's prior sanction was taken for such residence.

NOTE 6: In the case of an officer transferred to IN ship on return from a mission abroad, the base port of the ship to which the officer is posted will be the new duty station for all purpose of travelling allowances.

250. Passage by Air

- (a) If any question arise whether a particular journey by air is cheaper than travel by the approved route for purpose of comparison, the cost of air travel and the cost of travel by the approved route shall be computed as follows:
 - (i) If no member of the individual's family is to perform the same journey by the surface route, the cost of travel by air will consist of;
 - (1) The cost of air fares by the entitled class for the individual and for members of his family, and

- (2) The cost of transport as Air Cargo of the luggage permitted to be carried by air; and
- (3) The cost of transportation by surface route of the luggage actually transported or 75 per cent of the entitlement of the individual, whichever is less.
- (ii) If the individual and/or one or more members of his family are to travel by air and other member or members of his family by the surface route and the luggage accompanies the latter as free allowance, the cost of air travel shall consist only of elements(1) and (2) of clause (i) above.
- (iii) The cost of travel by the approved route shall include the cost of the entitled passages by the approved route plus the cost of accommodation and DA for any scheduled halts, other than halts on duty.
- (iv) If, in particular circumstances, travel by the surface route involves a period of enforced stay or an enforced or emergency halt, the Head of Mission/ Post who has to book the passages shall add to the cost of travel by surface route calculated under clause (iii) the appropriate expenditure involved on accommodation and DA in respect of such specific halt.
- (b) Travel by air if calculated under clause (i) or (ii) is cheaper than travel by the surface route, calculated under clause (iii) of the preceding sub-clause for individual the addition referred to in clause (iv), and individual or member of his family or Indian servant may, at his own option, travel by air instead of by the surface route.
- (c) The Head of Mission/Post who is required to book passages for individual or for members of his family may, if travel by air, calculated under clause (iii) and (iv) of the sub-clause(a) is cheaper than travel by surface route, authorise an individual or members of his family to travel by air.
- (d) The Government may, in the public interest authorise an individual and/or one or more members of his family to travel by air by the appropriate class.

- (e) If the public interest or the exigencies of service require, the Government may direct an individual to travel by air, notwithstanding the fact that the approved route for such journey is wholly or partly by the surface route. Similarly, the Government may authorise one or more members of his family to travel by air. It shall be open to the Government, however, to direct the individual to proceed by air himself and the member or members of his family shall travel by the surface route.

250-A. Foreign Exchange Conservation (Travel Tax) Defence Service Personnel and Civilians paid from Defence Service Estimates

- (i) The Services/Civilian Personnel (paid from DSE) who are required to draw such foreign exchange in public interest while going on a posting/deputation abroad, in connection with the affairs of Union or State shall be entitled to claim reimbursement of the Travel Tax paid at the rate of 15% on this account from their respective Departments/Mission aboard, as the case may be on production of receipts, while settling their TA claims. Such personnel may however, draw an advance as part of normal TA advance to cover the expenditure on the tax. The expenditure may be debited to the same head of Defence Services Estimates under which the travel expenses are accounted for.
- (ii) No reimbursement shall be admissible on tax paid for drawing foreign exchange on private account.
- (iii) In the following cases reimbursement of the said tax shall be admissible to Service/Civilian Personnel:
 - (1) Release of foreign exchange where admissible, at the time of transfer abroad, issued by the concerned Personnel Section of Service HQs or Ministry as per following break up or to the extent specified in the sanction:
 - (a) Incidentally (₹ 2500/- for married, ₹ 1500/- for unmarried).
 - (b) Transfer Grant.
 - (c) Setting up the establishment equivalent to 2 months pay.

- (d) Half of Outfit Allowance.

- (2) **Conversion facility:** The ceiling for conversion facility in foreign exchange for purchase of cars by the GOI officers posted in Missions/Posts abroad will be ₹ 2.20/- lakhs. In addition the Officer can draw Motor Car Advance in convertible currency. If he does not avail of the Motor Car Advance, the conversion facility shall be restricted to ₹ 2.20/- lakhs only.
- (3) Cash Allowance drawn by an individual when proceeding on tour/ temporary duty/deputation abroad.

251. Lien on Conveyance of Family/ Servants/ Luggage

- (a) Passages and other TA for entitled members of an individual's family or Indian servants shall be admissible if they join him at his post within six months of the date of his assumption of charge there. Provided that if Government is satisfied that an entitled member or members of the individual's family is or are not in a position to perform the journey within the prescribed period owing to circumstances beyond the control of the individual or such member, the Government may extend the period of six months, to such period as may be necessary not exceeding 12 months in all. When the period has been extended by the Government under this proviso, an individual shall not be entitled to permission to allow his entitled family or Indian servants to precede him on his next transfer unless they resided with the individual for at least 2 years.
- (b) If, immediately prior to an individual's transfer, his child is being educated at a recognised educational institution, the period of six months prescribed in clause (a) shall be extended to twelve months.
- (c) If an individual is posted to a station classified as a non-family station, and he is, accordingly, not permitted to take members of his family to such a station, and if subsequently the station ceases to be a non family station, passages and other TA for entitled members of the individual's family shall be admissible and the limit of

six months, mentioned in clause (a), shall be counted from the date, on which the individual was informed that he may take his family to that station, or the date of receipt by him of the notification making it a family station, whichever is earlier.

Provided that TA for the individual's family to join him at the station shall not be admissible if the individual is not expected to stay there for at least one year after its arrival.

252. Passage entitlement of family or servants

- (a) If an individual has received orders of transfer he may apply to the Government for permission for one or more members of his family or Indian servant or servants to travel, in anticipation of his own journey, to his next station of posting.
- (b) The Head of Mission/Post may grant the permission referred to in clause (a) if the member of the family and/or Indian servant has resided with the individual at his last station of posting for at least one year if it was a station with two year tenure and for two years otherwise.
- (c) If the Head of Mission/Post have accorded permission in accordance with clause(b) above, the member or members of his family and/or Indian servant or servants may perform the journey in advance of the individual himself, provided that the journey does not commence earlier than :-
 - (i) Six months before demission of charge by the individual for a journey to India, or on home leave, and
 - (ii) Three months before demission of charge by the individual for a journey to any other place.
- (d) If a member of the family or Indian servant of an individual has performed with prior Government sanction as per clause (b) above a journey, in anticipation of the individual's own journey, and the individual is, under order of the Government detailed at the previous station of his posting for a period longer than that specified in clause (c), the Government may extend the period to a maximum of 12 months.

- (e) If an individual serving abroad has sent a child to India to join a recognised educational institution there, and within one year of the child's return to India, the individual takes charge of post in India, the individual may draw TA for the journey of the child from the station abroad to the station where the educational institution is located, subject to a maximum of the TA which would have been admissible had the child accompanied the individual.

NOTE: In the above type of case, no difficulty arises provided the individual either returns to India or joins his new post within a stipulated period of 12 months. However, in some cases, the individual is not able to return to India or join his new post within a period of 12 months owing to certain unforeseen developments; in such cases it would be in the individual's own interest, if he seeks prior permission of the Ministry of Defence whenever he proposes to send his child back to India for educational purposes in anticipation of his own transfer under the above provisions.

- (f) Transfer Passage as well as AMA facilities is allowed to a single wholly dependent parent of a service personnel or civilian paid from Defence Services Estimates serving at missions abroad, subject to the following conditions:—
 - (i) Single parent has only one child serving in a mission abroad and is wholly dependent upon him; or
 - (ii) Single parent has other children none of whom live in India and with whom such a parent cannot stay during the posting abroad of his child who is in service; or
 - (iii) Single parent who has got other children living in India but with whom such a parent has not stayed as a dependant but has stayed with the child who is a service personnel or a civilian paid from Defence Service Estimates during his stay in India before posting to missions abroad. This should be subject to verification by Controlling Officers or by reference to CGHS Card, the Ration Card and Identity Card of Service personnel.

- (iv) The terms "wholly dependent" will have the same meaning as given in the definition of family in Rule 2.
- (v) No other facility/concession will normally be admissible to the member of family such as HLF, accommodation; baggage etc will be admissible to such single parent.
- (vi) Such single dependant parent will be eligible to travel in economy class only.

253. Travel to or from a place other than the Station of posting of an Individual

- (a) An individual on transfer from one station to another may draw TA for the travel of his child (wholly dependent on and living with him) from his station of posting to India where the child has to proceed for purposes of education, within the limit of the TA which would have been admissible had the child accompanied the individual from his previous station of posting to his next station of posting and provided the child completes the journey within one year of the date on which the individual assumes charge of his new post.

NOTE: The provisions of NOTE below rule 252 (e) apply in above case also.

- (b) If a child of an individual is wholly dependent on him and is residing at some other station whether in India or abroad for the purposes of pursuing a course of study, and individual is transferred from one station to another, the individual may draw the TA for the travel of the child from the place where the child is studying to his next station of posting, within the limit of the TA that would have been admissible had the child accompanied the individual from his previous station of posting to his next station of posting, provided that the child completes the journey within one year of the date on which the individual assume charge of his new post.
- (c) If an entitled member of the family of an individual who is dependent on and residing with him does not, for the reason of health, travel to the station of posting of the individual, but wishes, instead to travel to an intermediate station on the approved route to the station of posting of the

individual, the Ministry of Defence may permit him to draw TA for travel up to such intermediate station subject to the following:

- (i) The request for permission is supported by a medical certificate; and
- (ii) The journey is performed within six months of the date of assumption by the individual of charge of his new post.
- (d) If an individual is transferred from India to a post abroad and does not propose to take his family with him the individual may draw TA for the entitled members of family to travel to his home town in India in lieu of and subject to the maximum of the TA admissible had they travelled to the next station of posting of the individual. Such members of the family shall, however, not become eligible again for drawing TA for the purpose of rejoining the individual until the latter has been transferred to a third station.

254. Incidental Expenses for moves to and from Abroad

- (a) For the journeys of individuals, their families and Indian servants and the transportation of their personal effects at Government expense on the occasion of their transfer to or from posts outside India including transfer from post aboard to another such post or on their deputation/training ex-India or on return to India after deputation/training the reimbursement of the following charges will be admissible:-

- (i) **Compulsory charges:** Actual expenditure incurred on the following items:
 - (1) Landing Port or Airport, Head or Terminal taxes.
 - (2) Dock dues.
 - (3) Port trust charges and wharfage charges, but excluding demurrage and storage charges.
 - (4) Launch hire between ship and shore.
 - (5) Road or bridge tolls, turn-pike charges or any other compulsory taxes levied on the use of any means of travel.

- (6) Obligatory reservation fees incurred for travel performed outside India.
- (7) Octroi Charges.
- (8) Foreign Travel Tax.

NOTE 1: The claim of the individual for the reimbursement of the charges incurred, as mentioned above, will be supported by actual vouchers or receipts.

- (ii) **Incidental Charges:** To the extent that the Controlling Officer (including an officer who is his own Controlling Officer) certifies that the expenditure incurred was essential and reasonable, actual expenditure incurred on the following items:
 - (1) Porterage and luggage registration fees.
 - (2) Transhipment cartage or other road transport charges.
 - (3) Charges levied by travel agents for loading and unloading of luggage or for services rendered by them in connection with the transportation, custody, booking, customs clearance (but excluding storage and demurrage), execution of customs bond and any other service essential for the transportation of the luggage.
 - (4) Telegram or telephone charges levied by the travel agents for booking onward passages from an intermediate point in the journey.

NOTE 1: If any telegram or telephone charges for booking of onward passages from an intermediate point in the journey are incurred by a Mission or a Post, such expenditure shall be borne by the Government. If, however, an individual himself incurs telegram or telephone charges for the purpose of booking of passages, such expenditure will not be reimbursable except with the prior sanction of the Government.

NOTE 2: The claim of the individual for the reimbursement of the above charges will be supported by the actual bills and receipts relating to payments made to the travel agents; actual vouchers or receipts unless the Controlling Officer is satisfied that it

was not possible for the individual to obtain receipts for the amount and the individual certifies that the amount claimed was actually disbursed.

NOTE 3: Reimbursement under sub clause(ii) may be claimed only for expenses incurred at the port or airport of embarkation or disembarkation in India and for such portion of the transportation of the luggage as takes place abroad, including the transportation between the residence of the individual and the railway station, ports, airports or road terminal in question.

NOTE 4: The travel agents submit a consolidated bill for handling and services rendered by them both at the port of embarkation/ disembarkation in India, and for portion of journey within India. This, obviously, makes it difficult for audit to entertain the claim of an individual pertaining to handling and services of travel agents. Separate bill from the travel agents concerned for the services rendered by them at the ports of embarkation/disembarkation in India, will therefore be obtained. In case any individual, fails to comply with the requirement his claim will not be entertained.

NOTE 5: Incidental charges such as porterage and cartage on the luggage allowed as free allowance by airlines during the journey on Home Leave, for the portion of the journey abroad may be reimbursed, as is the case with incidental charges, for the journey of the officer, member of his family and Indian servant for travel abroad.

NOTE 6: Incidentals etc. on emergency passages would be admissible to the same extent as above. Accordingly, the following charges on foreign portion of journey only during Home Leave Fares/ Emergency Passages/ Home Leave cum transfer would be admissible:

- (a) Porterage, taxi-fare at the station of posting abroad.
- (b) Porterage, taxi fare during any enforced/ scheduled halt at a station abroad.
- (c) No incidentals would be admissible for the portion of journey in India.

NOTE 7: Inadmissible charges on transportation of personal effects in India. The following items of expenditure are not reimbursable:-

- (a) Railway sundries.
 - (b) Measurement fees.
 - (c) Cost of scales.
 - (d) Export Duty.
 - (e) Marking charges.
 - (f) Copy of Letter of Guarantee.
 - (g) Stamps.
 - (h) Postage and air mail charges.
- (iii) Reimbursement of various charges of handling agents for clearance of luggage at Mumbai and at Delhi:

The maximum limit for the various charges of handling agents for clearance of luggage at Mumbai and at Delhi will be as given below. It would be the responsibility of the official concerned to confine his expenditure within this prescribed ceiling. The ceiling has been fixed keeping in view the prevalent rates of handling by agents.

(a) When the luggage is cleared at Mumbai or at any other port or border check point:

Weight categorisation in kgs:

	2800	1400	700
(i) Port Trust Charges	Actuals	Actuals	Actuals
(ii) Shipper's Destuffing Charges	Actuals	Actuals	Actuals
(iii) Crane charges	Actuals	Actuals	Actuals
(iv) Escort fee	Actuals	Actuals	Actuals
(v) Transport within docks/ checkpoint	₹ 1150	₹ 770	₹ 670
(vi) Opening, Closing & Sealing of the luggage to facilitate customs examination	₹ 860	₹ 770	₹ 580
(vii) Porterage within docks/ check point	₹ 1060	₹ 960	₹ 670
(viii) Agency & Handling Charges	₹ 4990	₹ 4030	₹ 2880

(b) When the luggage is brought to Delhi under custom bond :

(a) Charges in Mumbai or at any other port or border check point:

(i) Port Trust Charges	Actuals	Actuals	Actuals
(ii) Shipper's Destuffing Charges	Actuals	Actuals	Actuals
(iii) Escort and transmission fees	Actuals	Actuals	Actuals
(iv) Crane Charges	Actuals	Actuals	Actuals
(v) Transport within docks/checkpoint	₹ 1150	₹ 770	₹ 670
(vi) Porterage within docks/checkpoint	₹ 1060	₹ 960	₹ 670
(vii) Transportation from docks checkpoint to Mumbai Railway station or to the truck including loading & unloading charges	₹ 1440	₹ 1340	₹ 1060
(viii) Agency & Handling charges	₹ 4800	₹ 3840	₹ 2690

(b) Charges in Delhi :

(i) Loading/Unloading charges at Railway Station/Truck Depot	₹ 960	₹ 770	₹ 670
(ii) Transportation from Railway Station/ Truck Depot to Custom House	₹ 1060	₹ 960	₹ 960
(iii) Opening, Closing & Sealing of the Luggage for facilitation custom examination	₹ 860	₹ 770	₹ 580
(iv) Crane Charges	Actuals	Actuals	Actuals
(v) Escort Fees etc. charged by custom authorities	Actuals	Actuals	Actuals
(vi) Transportation from Customs House to residence	Actuals	Actuals	Actuals
(vii) Agency Charges	₹ 1920	₹ 1340	₹ 960

(c) When the luggage is booked directly upto and cleared at Inland Container Depot, Delhi :

		Actuals	Actuals	Actuals
(i)	Inland haulage charges for the container charged by Shipping Company			
(ii)	Destuffing Charges	Actuals	Actuals	Actuals
(iii)	Crane Charges	Actuals	Actuals	Actuals
(iv)	Porterage within Depot	₹ 960	₹ 770	₹ 580
(v)	Opening, Closing & Sealing of luggage for facilitation of customs examination	₹ 770	₹ 670	₹ 580
(vi)	Agency charges	₹ 3840	₹ 3360	₹ 2400

NOTE 1: If an Officer does not engage a handling agent and arranges the clearance of luggage personally the charges paid by him to the porters/coolies should be classified as "porterage charges" and not as unloading/loading charges of travel agents.

NOTE 2: Charges to be reimbursed on the basis of "Actuals" are to be supported by receipts.

NOTE 3: Service Tax at existing rates including Education Cess is admissible.

NOTE 4: These handling/agency charges will be applicable for transfer from HQs to Missions abroad as well as also for transportation of luggage by air.

(iv) Reimbursement of Visa Fees:

Actual Visa fees in cases where an individual or a member of his family or an Indian Servant in the course of a journey for which TA is admissible, has to travel through or to a foreign country for which gratis or official or diplomatic visas are not available.

NOTE 1: The reimbursement of the expenditure incurred on visa fees may be claimed as part of TA on production either of the actual receipt or on the basis of a certificate of expenditure given by him which is verified by the Controlling Officer with reference to the passport of the person for whom the visa was obtained.

NOTE 2: It is the responsibility of the officer proceeding abroad to ensure that he is equipped with necessary travel documents including Transit Visas. Government will

not accept any claim for any expenditure that may be incurred due to his not having obtained a Transit Visa.

(v) Insurance of personal effects during transit :

Insurance charges on personal effects against normal risks, including fire, theft or pilferage and breakage during a period of transit by rail, road, air or steamer. Such insurance will take effect from the date of his departure from his residence or from a place of storage at his previous HQ to that of their delivery to him at his residence or place of storage or hotel at his new HQ, subject to the value of the property insured not exceeding the amount prescribed below:

(i)	Officers drawing Grade Pay of ₹ 10,000/- & above.	₹ 187,500/-
(ii)	Officers drawing Grade Pay of ₹ 7600/- to ₹ 9000/-.	₹ 150,000/-
(iii)	Officers drawing Grade Pay of ₹ 5400/-, to ₹ 6600/-.	₹ 131, 250/-
(iv)	Officers drawing Grade Pay of ₹ 4200/- to ₹ 4800/-.	₹ 75,000/-
(v)	Officers drawing Grade Pay below ₹ 4200/-.	₹ 63,750/-

NOTE 1: In the case of individuals sent abroad on deputation/training for a period of less than one year the insurance charges reimbursable will be limited to the value of insured property of ₹ 5,000/- for officers travelling by first class and ₹ 2,500/- for others, subject to the stipulation that no release of foreign exchange will be allowed for this purpose.

NOTE 2: The reimbursement of the actual expenditure incurred on insurance carried out in accordance with sub-clause (v) above will be subject to the following conditions:

- (1) If the value of the property insured exceeds the maximum prescribed in sub-clause (v) above, the reimbursement will be limited to the amount which would have been incurred on property of the prescribed amount.

- (2) If an individual has already insured his personal effects against risks, including transit risks for the journey in question, he shall be reimbursed with such proportion of the actual premium paid by him as the period of transit bears to the total period of insurance or to the premium which would have been paid had the personal luggage been insured specifically for the journey in question, subject to the maximum prescribed in sub-clause (v) above whichever is less.
- (3) It will be the duty of an individual to ensure that his luggage is properly packed and crated and complies with all the rules, regulations and specifications prescribed by the Insurance Company to enable the insurance to be effected at the cheapest possible rates.
- (4) If normal insurance is not available, an individual under orders of transfer, may apply to the Government for permission to insure his personal luggage against war or other extraordinary risks on payment of such additional premium as may be necessary.
- (vi) **Storage Charge :** Subject to the maximum prescribed in Rule 259 and sub-clause (v) above, actual expenditure incurred on the storage, deposit or safe custody of luggage and of insurance during such storage:
 - (1) If, in the course of transit, the luggage has to be stored at a place of intermediate halt during a scheduled halt of the individual or a member of his family at that place or during a period of non-scheduled halt for which DA is admissible, or due to non-availability of normal transport for the luggage although the onward journey of the individual and/or members of his family is possible;
 - (2) If, before commencement of the journey, an individual or a member of his family has to make an enforced stay at the station of departure and the individual or member of his family is required or obliged to stay at hotel;
 - (3) If, on first arrival at the station abroad or during the period of his posting at

the station, individual is obliged on account of non-availability of residential accommodation, to stay in a hotel;

- (4) If an individual is under orders of transfer from one station abroad to another station abroad and has been granted home leave and is required to sent his heavy luggage direct from his previous station of posting to his next station of posting;
- (5) If an individual is under orders of transfer from a post abroad and has not been informed by competent authority of the station of his next posting, storage charges will be admissible for the period from his departure from his old duty station to the date on which, after receipt of intimation of his next station of posting, the personal effects are actually despatched from his last station of posting to his next station of posting.

NOTE1: Storage of personal effects under the provisions of sub-clause (a) (vi) above will be effected only with the prior authority in writing of the Head of Mission/Post within whose jurisdiction the place of storage falls or if the station is in India, of the Controlling Officer.

NOTE 2: The Head of Mission/Post or the Controlling Officers , in authorising storage of personal effects will consider the cheapest arrangement possible and may consequently direct that the luggage shall be stored at the last station of the individuals posting or at his next station or at any intermediate station or, if that would involve the minimum expenditure to the Government at any other place.

NOTE 3: The reimbursement of storage charge will not be admissible under the provisions of sub-clause (a)(vi) above unless the Head of Mission/Post or the Controlling Officer certifies that:

- (1) The storage was authorised by him or them;
- (2) The luggage for which storage charges have been claimed could not have been

stored free of cost or at a cheaper rate in the hotel at which the individual is staying or in any building including the chancery premises under the control of the Head of Mission/Post of the Government ; and

- (3) That storage was affected at the cheapest rates available at the station in question and are reasonable.
- (4) The demurrage charges on personal effects are not admissible. However, in cases where the delay is occasioned due to reasons beyond control of the officer, the Ministry may permit reimbursement of such expenditure. The Mission/Post should ensure that all necessary steps are taken to obtain the exemption certificates from the local Foreign Office, immediately after the arrival of the officer at the station. The Government will not normally entertain any request for reimbursement of demurrage charges paid on personal luggage.

(vii) (i) Packing Charges:

Packing charges on transfer to and from abroad to Defence Service Personnel and Civilians paid from Defence Services Estimates will be admissible as under :

- (a) Full packing charges will be admissible on transfer from a mission to India or to another mission. Government will bear the expenditure on packing done by the packers included in the approved panel. No Composite Transfer Grant will be admissible separately. Charges will be paid by the Mission directly to the packers.
- (b) On transfer from India to Mission/Post abroad, Composite Transfer Grant will continue to be admissible.
- (c) Heads of Missions/ Posts will be empowered to make substitutions in the panel of packers and revise the rates of packing charges of the empanelled firms upto 25% of the existing rates beyond which proposals would continue to be referred to the Ministry for approval. The

initial empanelment of firms of packers will, however, continue to be made by the Missions/Posts abroad with the approval of Ministry. The sanction issued by the Mission/Posts in this regard should be sent to the IHQ of MoD (Army) (MI Dte), New Delhi and audit authorities for information.

- (ii) List of approved panel of packers is published by Ministry of External Affairs from time to time.
- (iii) In the case of countries in respect of which the approved panel of packers have not yet been finalised, the existing practice under rule 254 and 258 of these regulations will continue to be adopted for moves falling under (a) (i) above.
- (b) At the port of airport of embarkation or disembarkation in India and at any place abroad where the individual commences or terminates his journey or makes a halt, he will be entitled to receive reimbursement of the cost of transport for himself, his family and servants:
 - (i) From his residence of hotel to the railway station, airport, jetty or pier or the starting point of the road transport service;
 - (ii) From the terminal point of one stage of the journey to the commencing point of any other stage of the journey.
 - (iii) From the terminal point of the journey or stage of the journey to his hotel or residence both at the final destination and at each place of intermediate halt where DA is drawn at these places.

NOTE: The reimbursement under this clause will be subject to the following conditions:

- (1) No reimbursement will be admissible if free transport is provided by or on behalf of the Government.
- (2) If the Air Company provides free transport between the airport and the air terminal, the individual or the member of his family will normally avail the free transport provided by the Air Company to the air terminal and

the reimbursement under this clause will be admissible only from the air terminal.

- (3) The amount of the expenditure mentioned above that is admissible to a Government Servant for the portion of the journey within India shall be limited to the amount admissible under these rules and such expenditure incurred during the journey outside India will be payable if the Controlling Officer certifies that the expenses are reasonable and essential.
 - (c) If the approved route for any journey involves travel by air, either for the journey as a whole or for any stage thereof or if an individual is directed to travel by air in the public interest or the exigencies of Service require him to do so, or on the ground that travel by air is cheaper:
 - (i) No special insurance will be permissible beyond the automatic insurance extended to passenger by International Airlines for a journey by the scheduled flight.
 - (ii) No special insurance will be admissible except to the extant provided by Government generally for individuals serving in India for a journey by air permitted within India which does not commence or terminate at a point outside India;
 - (iii) The individual will be entitled to reimbursement for the payment of any extra premium required on his existing insurance policies during flights for journey outside India which have to be performed by a non-scheduled flight. The insurance cover, however, will not exceed ₹ 1,60,000/- or 48 times of his monthly salary drawn in his post abroad or admissible in an equivalent post in India, whichever is less. Provided that if the insurance company is unwilling to accept the risk even on payment of an additional premium, reimbursement may be made of the cost of a fresh policy

taken to cover the duration of the flight.

- (d) The scales of luggage authorised to be carried at Government expense and on which incidental expenses, as above, are admissible in the case of:
 - (i) Individuals proceeding on deputation/training for one year or less and
 - (ii) Individuals travelling by air while sent to deputation/training exceeding one year would be laid down in the Government orders sanctioning the deputation/training.

NOTE: In the case of deputation/training for one year or less no separate release of foreign exchange for incidental charges on luggage would be made.

- (e) The entitled luggage (both accompanied and unaccompanied) is allowed to be handled at Government expense by Embarkation authorities in India at the ports concerned. In this case, only such of the expenses mentioned in (a) above, as are normally met initially by the individual himself, ie. portage, port/wharfage and insurance charges will be reimbursable. In case the luggage is handled by the travel agents at ports in India, incidental expense to the extant allowed in clause (a) to (d) will continue to be reimbursed.

The cost of photographs required for passports and visas will be met by the individuals themselves. However, such individuals as are not in receipt of transfer grant and who require photographs for passports and visas in connection with their move on duty (permanent or temporary) from India to a country abroad and vice versa from one place to another in a country abroad and from one country to another abroad will be governed as under:

- (i) Photographs will be issued free where service photographic facilities exist and are available.

- (ii) The actual cost of photographs will be reimbursed where service photographic facilities do not exist and are not available.

255. Conveyance for medical examination of Service Personnel and their families proceeding abroad

Conveyance is admissible to service personnel and their families when in the absence of the requisite facilities at the duty station, they move to another station, to undergo medical examination and certification regarding inoculation and vaccination, required for proceeding abroad on posting/deputation/temporary duty.

NOTE: The concession to family members accompanying the individual will be admissible only if they are allowed under the rules governing deputation/temporary duty etc. to accompany the individual at Government expense.

256. Conveyance entitlement of Indian servants travelling abroad by Rail/Road

- (a) An Indian servant travelling abroad by rail shall be entitled:
 - (i) If he is accompanying a child who has not completed five years of age to accommodation by the same class by which the child travels provided that if sleeping accommodation in that class is available on payment of a supplement to the fare of a lower class only, the lower class fare and the supplement shall be admissible. This clause shall only apply to one servant of the officer and to journeys performed outside India.
 - (ii) When accompanying the officer or a member of his family to accommodation of the lowest class on the train by which they travel;

Provided that except with the prior sanction of the Government this clause shall not apply if the officer or the members of his family are travelling by a train which has no accommodation other than first class accommodation.
 - (iii) When travelling independently to a fare of the lowest class by the cheapest train

connecting the point of departure to the point of destination.

- (b) When the servant is travelling by road:

- (i) If he accompanies the officer or a member of his family in a vehicle for which Road Mileage Allowance is admissible to the officer, no separate fare for the servant shall be admissible.
- (ii) Otherwise, the servant shall be entitled to actual fare by the cheapest public transport available on that route.
- (c) When an Indian servant of an officer travels by air, his entitlement for such air travel shall be by the economy class.

257. Repatriation of Private Servants of Officers Serving in Missions Abroad

- (1) When an Officer is posted at a station where an Indian servant is entitled for him or when the replacement of Indian servant by full time servant is regulated in accordance with the specific provision incorporated in respect of each station in the respective sanction fixing the foreign allowance for that station and has already brought an Indian servant to that station and subsequently feels obliged to return such Indian servant to India, he may make an application to that effect to the Head of Mission/Post.
- (2) The Head of Mission/Post may, if he is satisfied that such action is necessary on account of misconduct of the Indian domestic servant of the officer, authorise his repatriation to India on the following condition:
 - (a) If the servant has been continuously in the service of the officer for at least 18 months since servant left India, the cost of repatriation shall, subject to the provisions of clauses (c) and (d) below, be met by the Government in full.
 - (b) If the domestic servant has not been continuously in the service of the officer for a minimum period of 18 months from the date of departure of such servant from India the Officer shall be required to bear 10 percent of the cost of repatriation of

the servant subject to a minimum of ₹ 50/- for each such servant, the Government bearing the rest of the cost.

NOTE: If an officer takes his servant abroad before the verification of his character and antecedents is completed, it is at his own risk and the repatriation that may become necessary as a result of the verification, will have to be done at the officer's cost.

- (c) The servant to be repatriated shall be furnished with a through ticket or tickets by the approved route and entitled class in rail, road, sea or air from the station of Officer's posting to the port of disembarkation or the first point of entry into India. He shall not be entitled to any concession applicable to enforced halts. Wherever possible, an endorsement should be obtained on the tickets furnished to the servant that any refund admissible shall be made only to Mission or Post which has paid for the ticket.
- (d) The question of payment of wages of the servant during transit time from the station of the officer's posting to the port of disembarkation or the place of first entry into India shall be governed by such arrangements as may exist between the employer and the employee and the Government shall have no responsibility in this matter. The officer shall, however, not be entitled to claim the reimbursement of wages of the Indian servant after the date on which he has left the former's employment, whether or not he has employed a local servant.
- (e) From the date the officer employs a local servant in lieu of an Indian servant repatriated under the provisions of this paragraph he shall be entitled to draw Foreign Allowance as admissible on the basis of the employment of a full-time local servant, except that if in lieu of an Indian servant only a part-time help is provided at a station for a particular officer, the Indian servant will be replaced by such part-time servant.
- (f) Unless the Government, on grounds of economy, allow an officer to have a replacement from India for his repatriated

servant, he shall not be entitled to send for another Indian servant in replacement at Government cost until he is transferred to another post abroad with or without being granted home leave. Such an officer may, however, send for an Indian servant in replacement of his repatriated Indian servant at his own cost. The new servant shall be entitled to a passage at the cost of the Government only when the officer himself is transferred direct to another post abroad provided that such passage for the new servant taken out at the officer's own cost will not be admissible if the Officer is transferred to India.

NOTE: The Indian servant taken out at own cost in replacement of a repatriated Indian servant in terms of above sub-para or of a deceased Indian servant in terms of para (4) below would be entitled to AMA facilities in the same manner as were available to the repatriated/deceased servant.

- (3) If the Head of Mission/Post is satisfied that such action is necessary on account of the serious illness/disease or mental/physical disability on the part of an Indian domestic servant, he may authorise his repatriation to India. The officer shall there-upon be entitled to reimbursement of the cost of repatriation of such servant in full subject to the conditions prescribed in clause (2)(c) above. Such an officer may be authorised by the Government to take out a replacement from India for the repatriated servant at Government expense if such a course is found to be economical in comparison to the employment of a local servant. If, however, the officer is not authorised to take out a replacement at Government cost from India, he shall be entitled to take out a new servant from India only when he is transferred direct to another station abroad whether or not he avails of home leave on such direct transfer.

NOTE: The term physical disability also covers cases where, due to domestic emergency or other circumstances, the servant is in such a state of mental anxiety as to be unable to carry out his duties properly.

(4) Replacement of Indian servant who dies abroad:

If an Indian servant of an officer dies' abroad, the Government may authorise such an officer to take out a replacement from India for the deceased servant at Government cost if such arrangement is found to be economical in comparison to the employment of a local servant. If, however, the officer is not authorised to take out a replacement from India, he shall be entitled to take out a servant at Government cost from India only when he himself is transferred again direct to another post abroad whether or not he avails of home leave on such transfer.

NOTE: The family of a private servant is not entitled to conveyance in any circumstances.

258. Rates of Composite Transfer Grant on Posting/Deputation/Course Abroad

Service personnel 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 "Composite Transfer Grant" w.e.f. 01.10.1997 as under:

Service Personnel	Composite Transfer Grant
All Officers drawing Grade Pay of ₹ 5400/- and above including MNS Officers, Midshipmen and Honorary Commissioned Officers	One month's Pay in the Pay Band, GP, MSP, and NPA where applicable
JCOs, OR, NCs(E) and their equivalents	One month's Pay in the Pay Band, GP, MSP, Gp 'X' Pay and Classification on Allowance if any.

In the event of drawal of "Composite Transfer Grant" the transfer incidentals such as taxi/conveyance charges for self and family transportation of personal 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 "Composite Transfer Grant".

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, Composite Transfer Grant will not be admissible.

NOTE: The case of a civilian Government Servant will be regulated by the Government orders issued in this case.

259. Conveyance of Personnel Effects

When an individual travels on public expense, conveyance for his personal effects is admissible upto the following maximum:-

(A) Luggage entitlement of Service Officers proceeding abroad on Deputation/Courses of instruction upto one year:

Officers proceeding on deputation/courses of instruction ex-India upto one year will be entitled to carry the under mentioned scale of luggage by air, inclusive of free allowance allowed by the air companies. The luggage in excess of the free allowance will be transported as unaccompanied air cargo at concessionary rates wherever admissible, otherwise at full rate.

(a) Major General and above:

- | | |
|--|--------|
| (i) For a period upto 14 days | 30 Kgs |
| (ii) For a period between 15 days and one year | 45 Kgs |

(b) Others:

- | | |
|---|---------|
| (i) For a period upto 14 days | 26 Kgs* |
| For a period between 15 days and 89 days | 36 Kgs |
| For a period between 90 days and one year | 45 Kgs |

*30 Kgs in case the charges for 26 Kgs and 30 Kgs inclusive of free allowance allowed by Air Company are the same otherwise the luggage scale is 26 Kgs.

The officers proceeding ex-India on deputation/courses of instruction for more than three months but less than 12 months duration can convey their authorised quantity of luggage to the SPR (less the quantity carried by the officer abroad) at Government expense provided the family

of the Officer do not retain the family accommodation at the old duty station and the family has actually moved to SPR as authorised for a journey on permanent transfer and from SPR to the new duty station in India on their reposting to India from abroad after completion of their courses of instruction/deputation abroad.

Officers proceeding abroad on courses of instruction/deputation for more than 12 months duration can convey their authorised quantity of luggage to the SPR (less the quantity carried by the officer abroad) at Government expense, as authorised for a journey on permanent transfer and from SPR to the new duty station in India on their reposting to India from abroad after completion of their courses of instruction/deputation abroad.

(B) (i) Luggage entitlement for Service Officers proceeding abroad on deputation course of instruction for a period exceeding one year:

Officers proceeding on deputation/course of instruction ex-India for a period exceeding one year will be entitled to carry the following scales of luggage:-

(a) By Air

- (i) 100 Kgs per adult and 50 Kgs per child subject to a maximum of 350 Kgs per family while travelling by Air India
- (ii) Conveyance of luggage by service personnel proceeding on deputation/courses of training to Russia.

Luggage entitlement in respect of service personnel proceeding to Russia on deputation/ courses of instruction for a period of less than one year is 80 Kgs inclusive of free allowance allowed by Air Company will be transported as under:

(a) India to Moscow and back	Unaccompanied Air cargo at concessional rate.
(b) Moscow to the venue of deputation/ training and back	Accompanied luggage.

(iii) Aviation Branch Officers of the Navy who are required to carry their Flying Kit, while travelling abroad on deputation, by air are allowed to carry 20 Kgs of additional luggage over and above free luggage allowed by the Air Companies.

(b) By Sea

(i) When proceeding with family	940 Kgs for onward journey and 1300 Kgs for return journey
(ii) When not possessing a family or proceeding without family	630 Kgs for onward journey and 870 Kgs for return journey.

The total luggage to be despatched by sea as unaccompanied luggage by Indian Cargo Ships is inclusive of the quantity of luggage allowed to be carried by Air India and is also subject to the ceiling equivalent to the cost of 940/630 Kgs or 1300/870 Kgs whatever the case may be.

(c) If the officers so desire, they may instead of availing the concessions under sub para (a) and (b) above carry their entire luggage in one lot by air upto the following limits as unaccompanied luggage inclusive of 20 Kgs per ticket given by the Air Company:

(i) When proceeding with family	376 Kgs for onward journey and 520 Kg for return journey.
(ii) When not possessing a family or proceeding without family	252 Kgs for onward journey and 348 Kgs for return journey

NOTE: The entire luggage should be booked through Air India in one lot. In sectors where Air India does not operate, the luggage is to be booked through Air India for carriage by Foreign Airlines at Cargo rates.

(B) (ii) Luggage Allowance to Service Personnel proceeding abroad for a period exceeding one year on deputation/course of instruction:

The conveyance of luggage by air/sea to the following extent by JCOs/OR and equivalent ranks of Navy/Air Force

proceeding abroad on deputation/courses of instruction for a period exceeding one year will be as under:

(a) If the total luggage is conveyed by air:

(i) When proceeding with family	188 Kgs for onward journey and 250 Kgs for return journey
(ii) When proceeding without family	126 Kgs for onward and 174 Kgs for return journey

NOTE: The above luggage entitlement is inclusive of free allowance allowed by Air India.

(b) If the luggage is conveyed partly by sea and partly by air:

(i) When proceeding with family	470 Kgs for onward journey and 650 Kgs for return journey
(ii) When proceeding without family	315 Kgs for onward and 435 Kgs for return journey

NOTE 1: JCOs/OR (Equivalent rank of Navy and Air Force) shall be entitled to take their luggage by air as per mandatory orders of Air India and the total luggage to be despatched by sea is inclusive of the quantity of luggage allowed by Air India.

NOTE 2: The luggage despatched by sea and air shall also be subject to the ceiling to the cost of 470/315 or 650/435 Kgs as the case may be.

In the case of luggage sent under Rule 259 (B) (ii) (a) above, the entire luggage should be booked through Air India in one lot. The services of Air India are to be utilised for transportation of the luggage. In sectors where Air India does not operate the luggage is to be booked through Air India for carriage by Foreign Airlines at cargo rates.

(C) Scale of Personal Effects for Free Conveyance on Permanent Duty Journey between Indian and Diplomatic Mission abroad and also for Journey between Countries abroad:

(a) Where an individual is proceeding to another post on transfer or on first

appointment to a post outside India or when an individual dies while serving out of India the cost of the carriage of luggage, upto the maximum limit prescribed below inclusive of the free allowance given by the carriers and weight of the lift vans, packing materials etc. by goods train/ road/sea/air will be admissible.

(i) By Rail/Road/Sea:

Rank	Kgs
Commissioned Officers	2800
JCOs and their equivalents in the other two Services	1400
NCOs/OR and their equivalents in the other two Services	1400

(ii) By Air:

100 Kgs per adult and 50 Kgs per child subject to a maximum of 350 Kgs per family allowed while travelling by Air India. The entitlement of luggage by air, other than Air India, in respect of Service Officers, JCOs and OR and their equivalents are laid down in sub clause (x) below and NOTE there under respectively.

(iii) If an individual so desires, he may instead of availing the concession under sub para (C) (a) (i) and (ii) above carry his entire luggage by air upto the following extent as unaccompanied luggage inclusive of free allowance of 20 Kg per ticket given by the Air Company which can be carried as accompanied luggage and the luggage admissible under the mandatory orders.

Rank	Kgs
Officers	1120
JCOs and their equivalents	560
NCOs/OR and their equivalents	560

NOTE 1: The entire luggage should be booked through Air India in one lot. The services of Air India are to be utilised for transportation of the luggage. In sector where Air India does not operate the luggage is to be booked through Air India for carriage by Foreign Airlines at cargo rate. In case personnel effects are transported in two lots under the provisions of para 2 of NOTE below rule 259 (c). The

handling or the other charges would be admissible for one lot only and not for the second lot.

NOTE 2: These rules are not applicable to Chauffers, Security Guards etc.

(iv) For each Indian servant travelling independently of the individual or member of his family, the free allowance as may be admissible to the servant under the rules of the transport undertaking in question or 75 Kilogram or 12 Cubic Feet whichever is more.

NOTE 1: All the limits laid down in this rule shall be inclusive of the free allowance provided by the carrier.

NOTE 2: For the purpose of application of maximum prescribed under this clause, the total weight of the luggage shall be taken into consideration including the weight of packing materials, crafts, hoops, receptacles and the lift can, if any.

NOTE 3: "Personal Effects" means belongings of the individual, member of his family or of his Indian servants which are meant for their use at the station at which he is posted or transferred.

Government would meet the cost of transportation of transfer effects in possession of an individual at the time of his transfer or of articles purchased enroute, including articles for which orders were placed at the station enroute and which reached the individual within six months of his arrival at the station of his posting.

NOTE 4: A mechanically-propelled vehicle or vessel, other than a motor cycle, motor bicycle or scooter, shall not be deemed to form a part of personal effects, even if its weight falls within the maximum laid down in this rule.

NOTE 5: It is not permissible for an individual to include in his personal effects any article not belonging to him and meant for delivery or presentation to others.

(a) (i) If such articles cannot be carried as part of free allowance by a transport company and separate freight charges by sea, road or air become payable or if any other expenditure to the Government is caused by such inclusion; or

(ii) If the carriage of such articles would constitute a contravention of any law or regulation or if any diplomatic customs of usage or constitute a breach of diplomatic privilege.

(b) (i) Personal luggage shall normally be transported by goods train, steamer, road or air, as may be appropriate, provided that if more than one mode of transportation is available the cheapest mode of transportation shall normally be utilised;

Provided, however, that should an individual utilise a mode of transport other than that laid down below, the reimbursement to him of the expenditure involved shall be limited to that which would have been admissible had he used the modes or methods laid down hereunder subject to the limits laid down in clause (a) above.

(ii) If an individual transferred from a post in India and is required to transport his luggage by rail to a port from which he has to catch a particular ship and if such individual does not proceed on leave after relinquishment of charge, he may transport his personal luggage from his station of duty to the port by Express Goods Train.

(iii) If an individual or a member of his family travels by sea, their personal effects shall accompany them on same ship by which they travel. It shall be the duty of the individual to ensure that the free allowance for personal effects given by the Shipping Company concerned is fully availed of as far as the nature of personal effects permits and for this purpose observe the prescription in regard to packing, size and delivery of the luggage within time as specified by the Shipping Company or agents.

(iv) Subject to sub-clause(a) (i) to NOTE 5 above and to the limits laid down in clause (a) above, an individual shall be entitled to the reimbursement :

(1) Of the actual freight charges paid in excess of the quantum of free allowance given by the Shipping company, and

(2) Of the actual freight charges on any part of his personal luggage on which under

the regulations of the Shipping company, freight of the free allowance admissible under such regulations.

- (v) If an individual or member of his family travels by sea but does not transport the whole or any part of his luggage by the same ship by which he travels such individual shall not be entitled to reimbursement of freight charges on any part of luggage which could have been carried free of cost within the free allowance given by the Shipping Company concerned.
- (vi) If an individual or a member of his family is required or permitted to travel otherwise than by sea and the transportation of the luggage by the approved route involves transportation by sea and a member of the individual's family or an Indian servant is also to proceed to the same destination as the individual:
 - (1) To the extent of the free allowance admissible, the luggage shall be transported by the same ship by which the member of his family or servant travel, and the provisions of sub-clause (iii) and (iv) shall, with such modifications as may be necessary, apply;
 - (2) The balance of the luggage in excess of the free allowance, or if the clause (1) above is not applicable, the whole of the luggage may be transported as unaccompanied luggage at the cheapest rates applicable to such luggage on the route in question:

Provided that the Government may authorise the transportation of the luggage by a route other than cheapest if they consider such course necessary or desirable.
- (vii) The reimbursement of the cost of transportation of personal effects by rail shall be limited to the cheapest freight rates applicable to the transportation by goods trains of the quantity of luggage actually transported subject to the maximum limits prescribed in clause (a) above.
- (viii) If an individual transports his personal luggage by passenger train or by goods train at rates other than the cheapest freight

rates, he shall be entitled to reimbursement of the actual expenditure incurred subject to a maximum of the amount which would have been admissible had he transported by goods train the maximum quantity of personal effects admissible under clause (a) above provided that if the transportation is made under the Quick Transit Scheme of Indian Railways, the surcharge levied will be reimbursed.

- (ix) If the transportation of personal effects by goods train is to be followed by transhipment into ship or aircraft and if the authority which has booked the passage for the individual by the ship or aircraft in question is satisfied that:
 - (1) for reasons outside the control of the individual the personal effects could not have been despatched earlier; and
 - (2) there is insufficient time for transhipment into the ship or aircraft if it is despatched by goods train. Such authority may, unless it considers that in the financial interest of the Government the move of the individual should be deferred and fresh passages by ship or aircraft booked, authorise him to transport his personal effects by a rapid goods train or by a passenger train and shall simultaneously report the facts to the Government. If an individual has been so authorised, he shall be entitled to the reimbursement of the actual cost of transportation of his personal luggage by rapid goods train or by passenger train subject to the maximum admissible under clause (a) above.
- (x) If an officer and/or members of his family have been authorised to travel by air, the officer and each adult member of his family shall subject to sub-clause (xi) below, be entitled to carry by air, 45 Kgs of personal luggage inclusive of the free allowance allowed by the carrier and free allowance for each child below the age of 12 years.

NOTE 1: In case of JCOs/OR and the equivalents 9 Kgs over and above the free allowance given by the company for self and each entitled adult member of family. Luggage at the scale of 45 Kgs (inclusive of the free allowance

granted by the Air company) per adult for self and in respect of each entitled member of the family can, however be carried at Government cost to station where the staff are entitled to additional Outfit Allowance for extra coldness of climate under P& A Regulations.

NOTE 2: The excess over the free allowance granted by the Air Company should be transported by Air cargo.

- (xi) The amount of personal effects carried by air inclusive of free allowance shall be treated as part of the total personal effects of the individual for the purpose of sub-clause (a).
- (xii) If, outside India, personal effects have to be transported by road, the individual shall be entitled to the reimbursement of the actual expenditure incurred on such transportation by the cheapest rate and by the cheapest mode of road haulage actually available for the purpose.

NOTE 1: If an individual carries his personal effects by passenger train instead of goods train he may draw the actual cost of carriage upto the limit of the amount which would have been admissible to him had he taken the maximum number of Kgs by goods train. Subject to the prescribed maximum number of Kgs an individual who carries his personal effects by air may draw actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by passenger train (upto the limit of the amount which would have been admissible had he taken the maximum number of Kgs by goods train) road or steamer as the case may be, under the normal rules.

NOTE 2: Subject to the maximum admissible number of Kgs an individual may draw the actual cost of transporting personal effects by the surface route to his new station from a place other than the old station (as for example, from a place where they are purchased enroute or have been left on the occasion of previous transfer) or from his old station to a place other than his new station:

Provided that the total amount drawn, including the cost of transporting these

personal effects shall not exceed the admissible amount had the maximum admissible number of Kgs been transported by goods train and steamer from the old to new station direct.

- (xiii) On transfer from Post/India to post outside India, such an individual may transport, at Government cost, such excess quantity of personal effects which he is not transporting abroad, to his home town/SPR for storage during his tenure abroad, provided such excess luggage does not exceed the difference between the domestic luggage entitlement within India permissible under the revised rules and the luggage permitted as above.
- (xiv) On transfer back to India such an individual may transport, at Government expenses, the excess quantity of luggage stored in India during his tenure abroad subject to the ceiling indicated in (xiii) above from his home town/SPR to the new duty station in India.
- (xv) The transportation of such excess luggage to/from home town/SPR shall be completed within a period of six months from the date of departure from/arrival in India.

259-A. Luggage scale for Civilians by Air

- (i) Civilians paid from Defence Service Estimates proceeding abroad on deputation/courses of instruction upto one year and who are authorised to travel by air will be entitled to carry the under mentioned scale of luggage by air over the above the free allowance given by the Air Companies:

Class of Officers	Deputation period	Excess Personal Luggage Allowance
All Officers	Upto 2 weeks	5 Kgs
	More than two weeks	More than 5 Kgs but upto a maximum of 10 Kgs to be allowed on the merits of each case by the Financial Advisers concerned

- (ii) For journey on courses of instruction/deputation for a period more than one year and on posting to Diplomatic Missions

abroad on permanent duty, the scale of luggage will be as per Government/ orders issued in each case.

260. Transportation of Personal Car-Service Officers

1. The cost of transportation of one personal car shall be admissible to a Commissioned Officer on transfer or terminal journey.
2. At a station where a personal car is required by an officer for the effective discharge of his duties, the reimbursement of transportation cost would be permitted:
 - (i) For a car which the officer possessed at the time of his posting to the next station.
 - (ii) In case an officer did not possess a car at the previous station then for a car he purchases for use at the next station of posting. In this case, reimbursement of transportation costs would be from the place of purchase or place of manufacture of the car to the station of posting limited to the cost of transportation for a similar car from the previous station of posting to the next station of posting.
 - (iii) Where an officer is transferred from HQ to neighbouring Missions viz., Afghanistan, Bangladesh, Bhutan, Myanmar, Iran, Maldives, Nepal, Pakistan and Sri Lanka the actual cost of transportation from the place of purchase or manufacture of the car to the station of posting shall be reimbursed to the officer.
3. (i) Re-imbursement of transportation costs would be allowed in case of clause (i) above if the car is transported to the new station of posting, within six months of an officer's taking over charge at that station, and, in case of clause (ii) above, if the car is paid for in part of full within six months of taking over charge at the next station of posting abroad. In exceptional circumstances, the above time limit of six months can be relaxed upto one year by the Ministry of Defence in consultation with Finance Division.
 - (ii) Officers should produce bill of lading/ manufacturer's invoice as proof of expenditure actually incurred on
- (iii) The officer should furnish 'Essentiality Certificate' from the Head of Office for the grant of Motor Car Advance for the purchase of car, and for the reimbursement of transportation charges of a car.
- (iv) Transportation costs will be admissible only in respect of a car which does not exceed six meters in length.
4. If an Officer is ab initio posted to a station abroad for less than full term he shall not be entitled to the cost of transportation of car purchased at such a station.
5. (i) If an officer eligible for reimbursement of the cost of transportation of his personal car between any two places, otherwise than under para 4, possessed car which by reason of its age, condition, type of road conditions at the station abroad to which he has been transferred is in the opinion of the Government unsuitable for use there, the Government (i.e. the Ministry) may authorise him, subject to current local regulation to sell it at the last station of his posting and to purchase and transport another car to his next station of posting abroad. The officer shall thereupon be entitled to be reimbursed the actual cost of transporting a newly acquired car from the place where it is purchased or where it is manufactured to the station of his next posting within the limit of the amount which he would have been entitled to had he transported his previous car from his previous station of posting to his new station of posting. Provided that reimbursement under this para shall not be admissible unless the aforementioned car is paid for in part of full within six months of taking over charge at the next station of posting abroad. In exceptional circumstances, the above time limit may be relaxed upto one year in consultation with Ministry of Defence (Finance).

- (ii) Prior sanction of the Government (powers delegated to DGOL & SM) for the sale of his old car by an officer shall be necessary for the purpose of claiming transportation charges of his newly acquired car under the provision of this para without prejudice to the power vested with the Ministry (powers delegated to DGOL & SM) and/or the Government of India's representative abroad for authorising scale of conveyance by the officer either under the provisions of the General Financial Rules or of under the provisions of Conduct Rules. The provisions of this para shall equally apply to officers transferred to Missions abroad from India.
- (iii) The cost of transportation incurred on the acquisition of 'Reconditioned' and 'Second hand' personal car shall be admissible. However, in such cases the reimbursement shall be limited to the cost of transportation of the car from the place of its purchase to the station of posting i.e. the actual cost of transportation of the reconditioned/second hand car incurred by the officer. No reimbursement shall be admissible for purchase of such cars from local dealers.
6. Reimbursement of transportation charges will be limited to the amount admissible had the car been sent unboxed at the cheapest rate available by sea on approved route or any part thereof. The cost of boxing of a car and the additional expenditure thereon for insurance, etc. will also be borne by the officer. However, where the Shipping Companies do not accept the cars in an unboxed condition, the cars may be transported in containers subject to a certificate being obtained from the Shipping Company that they do not accept the cars in an unboxed condition.
7. If a personal car is transported by rail by the approved route, the officer shall be entitled to the reimbursement of the actual cost of transportation or freight at the cheapest rate available for transport of an unboxed car by passenger train whichever is less.
8. If an officer boxes his car and transports it by goods train, he shall be entitled to the actual freight by the goods train for the boxed car and also to the cost of

transportation of the boxed car from his residence to the Railway Station at the station of departure, between unloading and loading points at an intermediate station of transhipment and from the station of unloading to his residence at the station of destination within always the limit of the cost which would have been incurred had the car been transported unboxed by passenger train.

9. The transportation of car by road will be subject to the provisions as under:

RATE OF ALLOWANCE:

Mode of transportation	Between the places connected by rail/ship	Between the places connected by rail/ ship
(1)	(2)	(3)
(i) When the car is sent under its own propulsion	₹ 5.00/- per km. limited to expenditure on transportation by passenger train or ship.	₹ 5.00/- per km.
(ii) When the car is sent loaded on a truck.	Actual expenses limited to the lower of the freights charged by rail/ ship.	Actual expenditure subject to the car being transported by rail/ ship. manufacturer's agent

NOTE 1: Road Mileage Allowance for journeys would be the same as notified by the concerned Directorate of Transport.

NOTE 2: Where the car is sent under its own propulsion the Government servant and the members of his family travelling in the same car would not be entitled to any separate mileage allowance or fare by rail/ air.

10. The reimbursement of the cost of transportation of car shall, include in addition to freight charges or the mileage rate admissible under the above paras the actual incidental charges such as ghat-charges, river dues, dock dues, loading and unloading charges, port trust charges or road tolls, handling charges and any other obligatory fees and charges.

11. The officer shall also be entitled to the cost of insurance of the car during the transit by rail, road or ship.
12. If the insurance is available by payment of an additional premium on the insurance policy for the car already paid by the officer, he shall be entitled to be reimbursed with the additional premium which had to be incurred within the limit of the amount which would have been admissible under para 11 above.
13. If the Government are satisfied that a normal insurance policy is not available, the Government may authorise an officer to insure the personal car against additional risks also. An officer so authorised shall be entitled to be reimbursed with the additional cost of insurance against such risks.
14. If an Officer has transported his personal car to a station at the expense of the Government, and has been reimbursed with the actual cost of such transport and is permitted to sell the said personal car, at the station to which it has transported, within one year of its arrival there, he shall refund to the Government the whole of the amount drawn by him for its transport to that station.
15. If on an occasion when para 14 would normally apply, the car suffers serious deterioration, as a result of an accident or otherwise, the Government are satisfied that it would not be reasonable to require the Officer to continue to possess or use the said car until the completion of one year from the date of its arrival at that station to the sale of the car has been obtained. The Government may wholly or partly exempt the officer from the operation of para 14.
16. (i) If an officer transports his personal car to a station or to India at the Government expenses, and it is reimbursed with the cost of its transportation and then he sells or proposes to sell the car at that station and the Government are satisfied that the officer will or is likely to receive a price very considerably in the excess of the price which he had paid for the car and its accessories, the Government may as a condition of the grant of permission to sell

the car require him to refund all or part of the amount drawn by the officer for the cost of its transportation to that station.

- (ii) 25% of the cost price may be taken as reasonable profit for the purpose of ascertaining the excessive profit in para 16(i) above. The cost of the car for the purpose of this para would be calculated as under:—

- (a) The customs duty payable by the Government servant at the time of importing their car into India shall be added to the cost price of the car for determination of profit on the sale of the car in India.
- (b) The cost of transportation of the car already reimbursed to the officer shall, however, be excluded while calculating the profit.

The officer should be required to refund part or whole of cost of transportation charges out of the profit received in excess of 25%.

- (iii) Permission of the Government will be necessary for the sale of car even if the officer is eligible to sell the car under any other orders/rules.
17. Subject to all provisions in the above paras, an officer may transport his car to the station of his next posting by a route other than the cheapest direct route, provided that the expenditure to the Government shall be limited to that permissible had the car been transported by the cheapest route to the station of posting.

261. Transportation of Motor Conveyance on Return from Courses of Instruction/Duty Abroad

- (a) Officers drawing Grade Pay of ₹ 5,400/- and above, on return from duty/course of instruction abroad, will be entitled to conveyance at Government expense of their private car/motor cycle left behind at the old duty station in India, from the old to new duty station in India, provided the conditions laid down in Rules 67/76 are otherwise fulfilled.
- (b) In case where such an officer transports his private car/motor cycle at his own

expense to SPR of the family and from there to the new duty station on his return from abroad, the reimbursement of cost of conveyance will be restricted to that admissible under clause (a) above.

- (c) An officer who proceeds ex-India on a course of instruction/ deputation/ training for a period exceeding one year and on return is posted to a station other than the old duty station, will be entitled to transport, at Government expense, his authorised conveyance brought from abroad, at his own expense, from the port of landing to the new duty station limited to the cost of conveyance of the vehicle from the old duty station to the new duty station provided the officer maintained a car at his old HQ before proceeding abroad. The concessions in the preceding clause will not be admissible in addition.
- (d) Single officers serving in ships/submarines can transport motor conveyance from base port of ship/submarines to home/ SPR and then to the base port of the ship/submarine on occasion when their ship/submarine proceeds to foreign ports for long refit/ maintenance.

In case the officer transferred to another station in India, while the ship/submarine is away at the foreign port, the cost of transportation of the vehicle will be admissible from the home town/SPR to the next duty station. The above concession will be subject to the condition that the move is notified through Gen-forms and the duty ex-India is of more than three months duration.

NOTE: The lien period for the move of the motor car/motor cycle should count from the date of officer's appointment to new duty station on return from abroad.

262. Conveyance of Family of Officers Proceeding Ex-India on Duty Other than Posting

- (a) The family of an officer of Indian domicile is entitled to free passage when the officer proceeds ex-India on duty, other than on posting, in circumstances entitling him to free passage provided that:

- (1) The period of duty abroad exceed 12 months, and

- (2) The family also stays with the officer ex-India for a period exceeding eight months.

The family may follow within six months or precede by not more than one month of the move of the officer from/to India. These time limits may be extended under Government orders in individual cases attendant with special circumstance.

In a case where the period of duty ex-India is not expected to exceed one year at the outset, but the officer concerned takes his family with him, he will also be entitled to claim passage for the family if the period is subsequently extended and it exceeds 12 months provided the family stay with him ex-India for a period exceeding eight months reckoned from the date subsequently extended.

- (b) An officer proceeding ex-India either on course of instruction or on deputation for a period exceeding 12 months and entitled free conveyance for his family to the place of work abroad will have the option to:

- (1) Take the entire family abroad or send the entire family to a SPR in India;
- (2) Take a portion of the family abroad and send such of those members of the family who have been left in India to a SPR in India.

Similar travelling concession will also be admissible under the same conditions for the return journey of the family to rejoin the officer on his return from abroad.

The provisions of this clause are not applicable to the DGOF's Organisation.

NOTE 1: The period of duty will be counted from the date the officer takes over charges in India to the date he resumes charge in India on completion of deputation. The journey will not be unduly delayed or prolonged.

NOTE 2: An officer of the Indian Navy will be considered to be on duty ex-India if the ship on which he is serving is outside the geographical limits of India.

NOTE 3: The period of eight months for the stay of the family ex-India will be calculated as under:

- (i) **When the family precedes or accompanies the officer on the onward journey ex-India and accompanies or follows him on the return journey to India:** From the date the officer takes over charge of his office in India to the date on which he resumes duty on return to India.
- (ii) **When the family precedes the officer on onward journey as well as return journey :** From the date the officer takes over charge of his office in India to the date of conclusion of the return journey of the family.
- (iii) **When the family follows the officer on the onward journey and accompanies or follows him on the return journey:** From the date of commencement of the onward journey of the family to the country to which the officer is deputed to the date the officer resumes duty on return to India.
- (iv) **When the family follows the officer on the onward journey and precedes him on the return journey:** From the date of commencement of the onward journey of the family to the date of conclusion of the return journey of the family to India.
- (v) **When the family accompanies the officer onward journey and precedes him on the return journey:** From the date of the officer takes over charge of his office in India to the date of conclusion of the return journey of the family.

NOTE 4: The journey period to be taken into account will be the time actually taken for a direct journey by the route actually adopted or by the approved route, whichever is less.

NOTE 5: The periods of leave, if any, taken by the officer after handing over charge and period of voluntary halts will not be taken into account in computing the period of eight months.

NOTE 6: The grant of leave to officers on deputation/ course of instruction abroad for personal reasons shall adversely affect the title of passage back to India for the officer and his family in all cases except the following:

- (i) When leave not exceeding 50 per cent of the actual period of duty performed / to be performed outside India (excluding the transit time from India to the country of deputation and back and enforced halts, if any, or 14 days, whichever is less, is granted or personal reasons before, during or at the end of the deputation/training abroad.
- (ii) When leave is taken on medical grounds or for spending profitably a period of enforced halt due to unavoidable waiting for a passage, before, during or at the end of the deputation/training abroad.
- (iii) When casual or annual leave is taken to coincide with recognised periods of break in courses of instruction abroad.

Explanation: In all cases mentioned in this NOTE, the TA and transit time will be admissible for onward and inward journeys with reference to the HQ.

- (c) An officer proceeding ex-India either on course of instruction or on deputation for a period of more than three months but less than 12 months may avail of free conveyance for the family to SPR in India provided he does not retain accommodation at the old duty station for more than a month. At no stage will the family of the officer be entitled to free conveyance to proceed abroad. Similar travelling concession will be admissible under the same conditions for the return of the family to rejoin the officer on his return from abroad.

The provisions of this clause are not applicable to DGOF's Organisation.

TEMPORARY DUTY JOURNEYS

263. General

Travelling Allowance, DA, charges for hotel accommodation and incidental charges admissible to service personnel posted to diplomatic missions abroad on their temporary duty journeys in countries within the sphere of their duty are laid down in succeeding rules.

NOTE 1: 'Approved Route' means the route approved for the particular journey in question and in cases where there is standard route or journeys between two stations, such route will be the approved

route. An individual who makes the journeys by a route other than the approved route (e.g. travel by air or in his own car when the approved route is by rail) will not be entitled to claim more than the amount payable for the journey by the approved route. On the other hand, if the route which he takes is cheaper than the approved route, he will not be entitled to claim more than the actual expenses incurred.

NOTE 2: 'Journey on duty' include an authorised journey made for attending international conferences, discussions, consultations or a tour or visit or which the competent authority, authorise a journey at public expense.

NOTE 3: Competent authority for the purpose of these rules will be as follows :

- (a) Heads of the Missions will be empowered to authorise the moves on duty of Service Attaches/Advisers both in the country to which they are posted as well as to the countries to which they are accredited. The Services Attaches/Advisers will similarly authorise the moves of the staff serving under them. In the case of tour to country(s) to which Service Attaches/Advisers are accredited, if the HOM is other than the one of the country(s) to which the Service/Attache/ Adviser is posted, prior approval to the visit of the Attache /Adviser and his staff to that country will be obtained from the HOM in that country.
- (b) HOMs concerned will also be Controlling Officers for the purpose of countersigning the TA claims in respect of Service Attaches/Advisers and the Service Attaches/Advisers will be Controlling Officers in respect of the staff serving under them.
- (c) The correctness of the TA claims for the journey/performing by Service Attaches/Advisers and their staff within the country(s) of concurrent accreditation will first be certified by the HOM of the countries visited. Where there is no HOM in the country(s) of accreditation, the TA claims will be countersigned as in (b) above.

264. Travel by Rail/Sea/Air

1. By Rail:

For journeys by rail in foreign countries, Government servants will be entitled to draw the actual fares by the appropriate class and in addition DA at the prescribed rates for each night spent away from the HQ.

HOMs are empowered to grant 'sleeper' accommodation (where such accommodation is available on payment of a supplement to the second class fare) during night journeys by rail of not less than six hours duration to service personnel drawing Grade Pay from ₹ 4200/- to ₹ 4800/-, serving on the staff of the Service Attaches/Advisers. In countries where second class on the railways do not provide sleeping accommodation in any form, service personnel and any member of their families when permitted by Government, in advance to accompany the individual while travelling in the night or not less than six hours may, on the specific authorisation from the HOM, be permitted to travel in first class, provided it has sleeping accommodation. A certificate will be obtained from the HOM or an endorsement on the TA bills to the effect that the amount of expenses claimed was actually incurred. This concession will not be applicable in countries where second class on the railways does provide sleeping accommodation but is not availed of due to the application for reservation or otherwise.

2. By Sea:

Normal rules will apply in the case of travel by sea.

3. By Air:

- (a) The Service Attaches/ Advisers and their staff serving in Diplomatic Missions abroad are allowed to travel by air on duty provided that air travel is cheaper than travelling by surface route in the class of accommodation to which they are entitled. Journey by air will be performed with the prior approval of the HOM concerned.

The classification of grades for the purpose of air travel will be governed by Rule 245.

- (b) The Head of Mission/Post who is required to book passages for individual or members of his family may, if travel by air is cheaper than travel by surface route, authorise an individual or members of his family to travel by air.

NOTE 1: The Ambassador of India in USA may sanction air journey on duty in USA and also from USA to Mexico as well as USA to Canada and back of the Service Attaché and his staff in Washington at his discretion.

NOTE 2: The High Commissioner for India in Canada may sanction air journeys on duty within Canada for the Service Adviser and his staff working under him at his discretion.

NOTE 3: For journeys on tour, transportation of personal effects to the extent of 45 Kgs (inclusive of free allowance allowed by Air Companies) per ticket will be admissible when travelling by air outside the country of posting subject to the condition that the luggage weighing more than prescribed free allowance shall be transported as Air Cargo. The incidental charges which may be claimed shall only be such compulsory charges as may be levied on the individual.

4. Incidental Expenses:

As regards incidental expenses, only the necessary expenses (such as taxi fares, fees for registration of luggage, portage) incidental to the journey and which are reasonably necessary will be payable on production of certificate by the individual that the expenses were actually incurred. Reimbursement of any other expenditure not connected with the journey at the places of halt will not be admissible.

In addition to the usual incidental charges admissible, telegrams and telephone charged by the Travel Agencies or incurred by Missions in connection with the reservation of accommodation, including sleeper accommodation on Railways, handling and all other Agency service charges and fees shall be reimbursed in respect of journeys by rail abroad when

considered by the Controlling Officer as necessary and reasonable. Telegram and telephone charges incurred by the individuals themselves shall not, however, be reimbursable except on specific sanction in each case to be considered on merits.

The payment of taxi charges, fees for registration of luggage and portage is admissible as charges incidental to the journey on tour, i.e. when travelling from the individual's permanent HQs to the places visited on tour and back to HQ. The taxi charges incidental to the journey only cover the journey from the Railway Station or Airport/Booking Office or Sea Port, as the case may be, to the residence at the place of halt and back. The taxi charges do not refer to those incurred at the place of halt after the initial journey has been completed. Such taxi charges as are actually incurred at the place of halt after the completion of the initial journey or journeys within a radius of eight kilometres and which are considered to be necessary and reasonable by the Controlling Officer are also payable in addition to the DA. Actual conveyance charges from/to Railway Station/Air Company's City Booking Office (Airport only when free transport is not provided by the Air Company from their city office to Airport), docks to/from the place of duty only will be admissible. If the actual charges from/ to Railway Station/Air Company's Office/ Airport, Docks to/from place of residence claimed by the individual are cheaper than from/to office, the former may be allowed and certificate to the effect should be recorded on the TA bill.

The officers visiting foreign countries on official tours maybe reimbursed actual taxi charges incurred for performance of journeys from air-port to hotel and vice versa in the country of visit subject to their furnishing a certificate to the effect that he/ they has/have not availed of a car facility provided by the Indian Mission for the said journey(s).

265. Travel by Road

- (a) In case of road journeys outside India, actual fares paid will be admissible.

- (b) An individual may travel by road:
 - (1) When travel by road forms a part of the approved route, or
 - (2) When he has been authorised in the public interest to travel by road by the authority competent to sanction the travel itself.
- (c) If, on any portion of journey which an individual has to perform by road in accordance with (1) of the preceding clause, there is a regularly established road service or taxi service in which charges are levied on each passenger, the individual or members of his family shall be entitled to one seat each in such established road or taxi service in the same way as if they are travelling by rail.
- (d) If there is no regularly established road or taxi service of the type mentioned in clause (c) or where the individual has to perform any duties at intermediate stations during the journey by road, the individual may travel by an official or private motor car or by such other mode of conveyance as may be authorised by the Controlling Officer or by the authority competent to sanction the journey.
- (e) An officer who performs a journey, for which road mileage is otherwise admissible, by an official car maintained at the expense of the Government, shall not draw mileage allowance. However, if an officer is unable to use the official car due to its not being in working order and uses his private car on official duty outside the HQ, he shall be entitled to claim three-fourths of the prescribed rates of Road Mileage Allowance or the full rates reduced by the amount of DA that may become admissible to the official chauffeur when taken on tour, whichever is greater. Such an officer may also use his private car when the official chauffeur of his official car and any other official chauffeur in the employ of the Mission/Post is not available in which case he shall be entitled to draw three-fourths of the rate of Mileage Allowance prescribed as per his Grade Pay.
- (f) If one or more members of the individual's family travel with him in his car, no additional road mileage is admissible on their behalf.
- (g) Road Mileage Allowance to officers drawing Grade Pay of ₹ 5400/- and above at prescribed rates and officers drawing Grade Pay of ₹ 4200/- to ₹ 4800/- at 75 percent of these rates for journeys on duty performed by road in private car in various countries abroad will be regulated as under:
 - (i) Road mileage is not admissible for journeys within a radius of 16 Kilometres from his HQ and/or for journeys performed in a staff car.
 - (ii) When an officer performs a journey by road beyond a radius of 16 Kilometres from his HQ, the Mileage Allowance will be calculated at the prescribed rates on the number of Kilometres actually covered during the journey from the HQ to the place/places of duty and back.
 - (iii) If two or more officers are to travel by road to the same destination at approximately, the same time and the travel is otherwise than by an established road or taxi service, the Officers shall normally travel together in the same motor vehicle, and only one officer shall draw the prescribed Road Mileage Allowance and additional amount per mile prescribed for each extra officer carried in that vehicle whose fare would otherwise have been separately payable by the Government. The later officer or officers shall only draw the DA admissible under the provisions of these rules:
Provided that Government, or the Head of Mission/Post may, if it is considered that it is in the public interest, authorise the officers to proceed separately by separate motor vehicles.
 - (iv) The mileage allowance should be claimed in Rupees (except in the case of the USA and Canada where it has been fixed in terms of USA and Canadian dollars respectively) and paid to the Officer in local currency at the current official rate of exchange. No exchange compensation will be admissible on mileage allowance.
 - (v) When official journey performed by an officer in his private car involves visits to different countries, the road mileage

should be calculated according to the rates prescribed for and distance covered in each country separately and not only according to the rates prescribed for the country in which the permanent HQ of the officer is located.

NOTE 1: Rates of Road Mileage Allowance admissible in various countries will be as per rates prescribed in Government orders issued from time to time.

NOTE 2: The year for the purpose of calculation of the total mileage during the period is the calendar year, i.e. 1st January to 31st December.

NOTE 3: The term 'trips on duty' wherever used covers the following journeys while on tour away from HQ:

- (i) All journeys from the official HQ at the outstation to places of duty and back it will not thus cover journeys from the hotel or residence at the outstation to the official HQ and back. In other words, it will not cover the journeys from the hotel or residence at the outstation to the office of the Mission or Chancery irrespective of the distance involved since in such cases the office of the Mission/Chancery will be treated as the temporary HQ. If, however, the place of residence constitutes the temporary HQ in the absence of an official HQ at the outstation, the journeys from his residence to the place visited on official duty will be regarded as trips on duty.
- (ii) Journey from/to Railway Station/Decks/Air Company's City Booking Office (Airport when transport upto City Booking Office is not provided) stand/station of any other public transport to/from hotel residence on arrival/departure at/from place of tour/transfer will also be treated as trips on duty.

NOTE 4: The wife of an officer when authorised by Government to travel with her husband and who may otherwise be in receipt of DA will not be entitled to any mileage allowance.

NOTE 5: If for a journey on official duty, a staff car is used, the officer concerned will not be entitled to claim any conveyance charge and when a staff car is used for private purpose, the officer will be required to pay for the use of the staff car according to the rates prescribed in the car code.

NOTE 6: Local trips on official duty should always be performed in staff car. The HOM/First Secretary, and in Missions where there is no First Secretary, Second or Third Secretary who may be in charge of Chancery will, at his discretion, allow the hiring of a taxi or any other suitable form of conveyance for strictly official purpose in the following circumstances :

- (1) When there is no staff car in the Mission.
- (2) When the staff car(s) are being repaired or is/are not available being away on other official duty.
- (3) When the staff car is placed at the disposal of the HOM, and
- (4) When the journey cannot be postponed and cannot, in the public interest, be performed in public transport.

The HOM/First Secretary, and in Missions where there is no First Secretary, Second or Third Secretary who agrees to the hiring of a taxi should certify in each case that one of the conditions (1) to (4) above is satisfied. The purpose of the journey, the mileage covered and the time for which taxi was hired, will be specified in each case. The charges are to be debited to contingencies.

- (h) When a personal car of an officer is used for official journeys, the officer will be entitled to mileage allowance at prescribed rate, provided the journey is performed beyond a radius of 16 Kilometres, from the HQ. The Mileage Allowance will be calculated on the number of kilometres actually covered during the journey from HQ to the place/places of duty and back. Accordingly, when an officer performs journey by road on official duty by private car and claims Mileage Allowance, a certificate to the effect that the journey has been undertaken by private car in the interest of public service, should be attached to the TA claim. In the case of an officer on an official journey on tour in his private car between places connected by rail, rail being the ordinary mode of travel, the road mileage will be limited to rail fare between the two places. The HOM may relax the limit if the road journey is performed in the public interest. Thus an

officer travelling on duty in his own car can get Road Mileage Allowance at the prescribed rate if the HOM certifies that the journey by private car is in the public interest and also records in writing the nature of the public interest served by the officer's travelling by private car instead of in a public transport.

An illustrative and not exhaustive list of the cases where a journey on duty undertaken in an officer's private car be considered in the interest of public service is given below. The discretion vested with the HOM can be exercised by him in all cases in which he considers, after taking into account circumstances and merits of each case, that the journey by an officer in his private car is in the interest of public service. In such cases, he shall, however, have to satisfy audit, if audit considers that the concession has been abused;

- (1) A journey undertaken for reasons of secrecy or security.
- (2) A journey undertaken by an officer in custody of confidential and secret documents.
- (3) A journey undertaken at short notice when it was not possible for an officer to be at a specified place at a specified time if he travels by the approved means and route of travel.
- (j) The Mileage Allowance granted to an individual is deemed to cover the cost of propulsion of the car during journey on duty.
- (k) (i) In addition to actual fares, usual incidental charges as reimbursable for journey by rail will also be admissible in respect of journey by road.
- (ii) In addition to the Road Mileage Allowance, officers will be reimbursed the actual charges for toll/ferry/parking and also the actual charges for garaging subject to a laid down ceiling per night which should be supported by either a certificate or vouchers wherever available.
- (l) In the case of journeys performed by taxi, bus or lorry plying for hire, the actual fare(s) paid will be reimbursed to the officer. Since the cost of hiring a full taxi is considerably higher than that of taking a seat in a bus or

lorry plying for hire, the use of full taxi should be kept to the absolute minimum. Only in cases where it is not possible to perform a specified journey by other means of public transport either because the competent authority considers that the journey should be performed in a taxi in public interest, a full taxi may be engaged. As a general rule, individuals drawing Grade Pay below ₹ 5,400/- should not be allowed the use of full taxi.

NOTE: Officers normally maintain a car for efficient performance of their duties-official as well as representational. They are accordingly expected to make a reasonable use of their cars for proper discharge of their official duties irrespective of the fact whether it is purchased out of an advance from Government or private sources. This is because of the consideration that certain concessions are extended to them, e.g. transportation charges of car at the time of transfer, compensation for additional car insurance while serving abroad, reimbursement of customs duty when cars are imported to India. In view of these, the claims for mileage allowance or taxi charges may be regulated as follows:

- (1) An officer is expected, subject to the discretion of the HOM, to use his car for all official journeys within a radius of 16 kilometres. If, however, the car is not in working condition or local conditions in the view of the HOMs do not permit the use of the officer's own car, the staff car can be used. If a staff car is also not available, a taxi may be hired in this respect. A taxi may be hired in cases where public transport cannot be used in public interest and actual charges incurred by the officer reimbursed under the powers delegated to the Government of India's representatives abroad subject to the conditions prescribed in this respect.
- (2) For journeys beyond the radius of 16 kilometres the officers are expected to use their cars, as already mentioned above, and they may draw mileage allowance as prescribed.

An officer travelling on duty in his own car can get Road Mileage Allowance at

the prescribed rates, if the HOM certified that the journey by private car is in the public interest and also records in writing the nature of the public interest served by the officer travelling in private car instead of in a public transport keeping in view the provisions of clause (b) above.

- (3) In case where the Representative Officer has been authorised to perform road journey at outstation by his car in the interest of public service with the approval of the HOM and the officer uses his own car for journeys on official duties at an outstation, Mileage Allowance at the prescribed rates may be claimed for such official journeys in addition to the mileage allowance for the journey from the HQ to the outstation and back. If, however, the officer does not use his personal car at the outstation of his own volition, he will not be entitled to reimbursement of taxi charges if incurred by him. However, if the car goes out of working order at the outstation, taxi charges actually incurred on trips on duty may be reimbursed subject to the HOM satisfying himself about the reasonableness of his claim. Taxi charges are reimbursable only when an officer's car is not in working condition and that too when it is actually incurred.
- (4) As regards non-representational officers, it is not obligatory for them to maintain a car as the concessions which are given to representational officers in the matter of transportation of car, reimbursement of customs duties etc are not extended to them. They may claim taxi charges for journeys within a radius of 16 kilometres at the HQs subject to the conditions laid down in item No. 7 of the Schedule I of the Financial Powers of the Government Of India's Representative Abroad. In respect of journeys performed by them beyond 16 kilometres at HQ and also for journeys to outstation, non-representational staff drawing Grade Pay ₹ 4,200/- to ₹ 4,800/- may claim Mileage Allowance at 75% of the

prescribed rates. When such officers are also authorised to perform journeys by road in the interest of public service with the approval of the HOM, they are eligible to draw Mileage Allowance at the prescribed rates, both in respect of the journeys from the HQ to the tour station and for official journeys at the outstation.

- (m) In case prescribed rates of mileage are based on slab system, the TA claim should indicate the total up-to-date mileage covered by an individual during the calendar year on each occasion a claim for a journey is preferred to, enable the audit to ensure that the rates charged are in order.
- (n) Officers who perform journeys on duty in official and/or private cars may be permitted to break their journeys at an intermediate station enroute if the journeys exceed 400 kilometres and claims DA for such halts.

266. Conveyance of Official Records

Whenever official records are required to be carried by individuals during their tours on official duty, such records, if they cannot be carried with the luggage permissible to be carried free under passenger ticket, should be booked separately with the prior sanction of the competent authority and a receipt obtained therefore. In such cases, the expenditure involved should be debited to contingencies and not claimed through TA bills of the officers concerned.

NOTE: It is possible to weigh official records separately and get from the Air Transport Companies concerned two receipts for excess luggage on account of personal effects and on account of official records. As such, when official records are carried by an individual on official tours, the individual himself should furnish a certificate for the weight of the official records carried along with his excess luggage, if any, while claiming reimbursement for excess expenditure on account of official records. This certificate will provide the required information to the Controlling Officer for scrutinising the charges payable from Government funds on account of carriage of official documents.

267. Transport/Travelling Allowance to Receive/ See off Distinguished Visitors/ Delegates / Members of the Staff outgoing or Incoming on Transfer

- (a) Expenditure incurred on taxi hire or conveyance hire by public transport and TA to receive and see off distinguished visitors/ delegates arriving in/leaving the country concerned may be treated as charges in the public interest, provided the delegation is a public one or has been sponsored by Government. As far as possible instead of hiring a taxi, the staff car may be made available on such occasions.
- (b) In respect of officers and members of the staff incoming or outgoing transfer, one member of the staff of the mission concerned may be deputed to meet them at the Railway Station/Airport/Seaport in the vicinity of the HQ of the Mission and normally such journey should be performed by the staff car. In case, the staff car is not available, the mileage allowance or the actual conveyance charges will be granted. Such claims will be supported by a certificate that no other member of the Mission has drawn Mileage Allowance or actual conveyance charges for the same purpose.

268. Daily Allowance (Cash Allowance)

Daily Allowance means an allowance given for each day or part thereof for absence from HQ on duty or on authorised halt. In addition to the TA admissible under the rules, a Government servant may draw DA in the circumstances which entitle him to draw TA.

The DA for fraction of a day shall be admissible as under :

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

The rates of DA as notified by the Government from time to time will be the same throughout the country.

However, for tours by officers within the country of their posting, or for tours from one Mission to another by officers posted abroad. Daily Allowance for each tour shall be regulated as follows:

For the First Seven Days	Full admissible DA
For the next Seven Days	75% of Full admissible DA
For subsequent Additional Days	50% of Full admissible DA

For tours by officers posted in India, from India to one or more countries abroad, Daily Allowance for each tour shall be regulated as follows:—

For the first fourteen days	Full admissible DA
For the next fourteen days	75% of full admissible DA
For subsequent additional days	60% of full admissible DA

Daily allowance shall be regulated as above and restricted to Rank Foreign Allowance in case of tours/ temporary duty exceeding 30 days. The number of days shall be counted on the basis of stay at a particular station only.

Admissibility of DA of various officers/personnel shall be as follows:

(i) Officers/Personnel drawing Grade Pay of ₹ 5400/- and above	Full Rates.
(ii) Officers/Personnel drawing Grade Pay of ₹ 2400/- to ₹ 4800/-	75% of the prescribed rates.
(iii) Officers/Personnel drawing Grade Pay below ₹ 2400/-	33% of the prescribed rates.

The rates of DA fixed for the officers/personnel do not include any element towards cost of transport for official journeys. Accordingly the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authorities will be reimbursed to the officers/personnel subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

As regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead a panel of hotels has been drawn for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel room rentals (including service charges, taxes and other charges). For the cities where approved panel for rentals of hotel has not been prescribed the lowest hotel rate for a particular officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the

officer makes his own arrangement for accommodation or where accommodation alone is provided free he shall be granted DA at the rate prescribed as per his Grade Pay.

Hotel entitlement of officers going abroad on non-representative visits such as training/courses or seminars shall be one step below their normal entitlement.

Where an officer is treated as a State Guest or has been provided both accommodation and meals free 25% (twenty five percent) of the DA shall be admissible.

No reimbursement on account of tips, in addition to DA, shall be admissible.

Where the hotel charges include breakfast charges the DA shall be reduced by 10% (Ten percent).

In the case of countries, where local currencies are freely convertible, the equivalent amount of prescribed DA in US Dollars for the country concerned may be paid in the local currency. The local currency equivalent may be arrived at via Rupee. By using the official rates of exchange fixed by the Ministry from time to time. In the case of Missions where local currencies are not freely convertible, the prescribed DA for the country concerned may be paid in US Dollars subject to local laws, regulations and administrative procedures, Daily Allowance (DA) may be paid in US dollars, if the officer drawing the DA, so desires.

(a) Daily Allowance/ Cash Allowance for journey by Rail:

- (i) The DA admissible for a journey performed by rail outside India where the fare is not inclusive of the cost of food shall be as follows:
 - (1) For self and each member of his family of and above the age of 12 years including a relative taken as a hostess the prescribed rate of Cash Allowance.
 - (2) For each member of his family below the age of 12 years but above 12 months, three-fourth of the rate mentioned in (1) above: and
 - (3) For any child of or below the age of 12 months at half of the rate of Daily/ Cash Allowance admissible to the officer under (1) above.

- (ii) The Daily/Cash Allowance under clause (1) above shall be admissible at the appropriate rates to the service personnel and members of their families or Indian servant if he/they spent the night in train.
- (iii) If an officer and/or other entitled person leaves his HQ by rail and/or returns to it by rail, he shall be entitled to DA as under:
 - (1) If his absence from HQ does not exceed six hours he shall not be entitled to any DA.
 - (2) If his absence from HQ exceeds six hours but not exceed twelve hours he shall be entitled to 50% of the Cash Allowance as prescribed by the Government from time to time.
 - (3) If his absence from HQ exceeds twelve hours he shall be entitled to the full allowance.

(b) Daily Allowance during travel by Air or Steamer:

- (i) No Daily/Cash Allowance shall be admissible to an officer/personnel or a member of his family during any period of travel by air or steamer if the fare is inclusive of the cost of food during journey.
- (ii) If the fare for travel by air or by steamer is not inclusive of the cost of food the officer/personnel may draw DA as per journey by rail.

(c) Daily Allowance during journey by road:

- (i) If the officer/personnel is proceeding on transfer and travels by his personal car or by other private vehicle, either between points not connected by rail or steamer or in the public interest, he shall be entitled to a DA for himself and members of his family for the period of transit by road and a night halt after 400 kilometres shall be admissible in case only single mileage allowance is drawn. In the event of drawal of full mileage allowance for self and members of his family, no DA would be admissible. The provisions of DA for a journey by rail shall apply in such a case as enumerated in this rule.

- (ii) Where an officer/personnel travels by road at his own option and not in the public interest between points connected by rail or steamer, the DA admissible for the road journey shall be limited to the DA which would have been admissible had the officer travelled by rail or steamer as the case may be.
- (iii) If an officer/personnel is travelling on tour outside a radius of 16 kilometres from his HQ but does not spend any night away from his HQ and proceeds to a place or places he shall be entitled to DAs as in clause (a) (iii) above.
- (iv) If an officer/personnel proceeds on tour to a station or stations outside a radius of 16 kilometres from his HQ and spends one or more nights at the outstation and thereafter spends fraction of a day at such outstation he shall in addition to the DA at prescribed or split rates (as the case may be) admissible to him for the night/nights spent at the outstation, be entitled to DA admissible under sub-clause (iii) for the fraction of the day spent at the outstation, provided that such DA for the fraction of the day shall be admissible only at the last station visited away from HQ.
- (v) If an officer/personnel proceeds on tour to a station or stations outside a radius of 16 kilometres from his HQ and spends a night/nights in transit/by rail/air/sea and thereafter spends fraction of a day at the outstation, he shall in addition to the DA admissible to him under the provisions of clause (a) or (b), as the case may be, be entitled to DA under sub-clause (iii) for the fraction of the day spent at outstation, provided that such DA for the fraction of the day will be admissible only at the last station visited away from HQ.

NOTE 1: For the purpose of admissibility of DA for the fraction of a day, as laid down above the stay of an officer at the outstation will be held to commence at the time of disembarkation from the plane/steamer/rail and end at the time of embarkation on the plane/ steamer/rail for the return journey. Where such DA for fraction of a day is claimed in combination with a night halt at

the outstation, DA from time of arrival at the outstation, as stipulated above, will first be calculated on 24 hourly basis and thereafter DA for fraction of a day, if any, admissible will be calculated and paid to the officer/personnel.

NOTE 2: Personnel on temporary duty at an outstation in a country abroad are entitled to DA for each night spent away from HQ. Normally night means the entire night i.e., period between sunset to sun-rise. The stay at an outstation starts from the time the individual arrives and ends at the time he leaves the station. The DA for halts will be regulated as under :—

(aa) For a halt involving a full night as defined above	Full DA subject to production of hotel bills.
(bb) For a halt of a portion of night where hotel charges for a full night	Full DA subject to production of hotel bills.
(cc) For a halt of a portion of night where hotels make proportionately reduced charges.	Actual amount paid not exceeding the full rate of DA subject to the production of bills.

(d) Daily Allowance (Cash Allowance) in Countries Abroad:

Cash Allowance at the full rate shall also be applicable to the spouse of the officers as prescribed for officers themselves for journey on duty in various countries when the wife of the officer accompanies him for tour abroad with the approval of the Government of India.

268-A. Payment of Cash Allowance for stay in a hotel by Service Officers/Personnel on their first arrival at Mission/Post abroad

- (i) If in any particular case a service officer/personnel is put up in a hotel, the entitlement to Daily/Cash Allowance of the officer/personnel as laid down by this Ministry from time to time shall be as follows:
 - (a) For first 21 days stay in a hotel :
 - (i) The amount of DA admissible shall be restricted to twice the amount of Foreign Allowance.

- (ii) Where hotel charges include breakfast charges, the DA reduced by 10% or double the Foreign Allowance, whichever is less, shall be admissible.
 - (iii) When the hotel accommodation has only partial kitchen facilities, the officer shall be entitled to DA reduced by 25% or double the Foreign Allowance, whichever is less.
 - (iv) When officer and spouse are both posted together to the same Mission/ Post abroad, DA (for self and children) or double Foreign Allowance whichever is less for either of the two spouses and normal Foreign Allowance only for the other spouse shall be admissible.
 - (v) These provisions shall apply when the officer has to stay in the hotel anytime during his tenure at the Mission/Post or at the time of his transfer.
- (b) For the period beyond 21 days :
- (i) Only normal Foreign Allowance shall be admissible beyond 21 days even if the official and his family continue to stay in a hotel.
 - (ii) When either relieving officer or relieved officer is accommodated in hotels during the period of preparation time availed of by the relieved officer at the station of posting (either on first arrival or on departure) prior permission of the Ministry will not be necessary. The payment of DA shall be regulated on the above basis.
 - (iii) Where the amount of DA admissible to the officer is less than the normal Foreign Allowance admissible to him the officer shall be entitled to his normal Foreign Allowance (i.e. gross FA, less slab deductions) including the component of entitled servant's wages.
 - (iv) While working out the entitlement of DA of officers for the period of stay in a hotel on first arrival, restricted to twice the amount of Foreign Allowance, the component of servant's wages shall not be deducted from the Foreign Allowance. Slab

deduction should also not be made from the figure of Foreign Allowance. Such restricted DA is payable only to the officer and not in respect of each member of the family. It should be disbursed in the same currency in which Foreign Allowance is paid. The rate of exchange will be the same as used for disbursing salary.

- (v) In the case of officers who are posted to countries where Missions/Posts are opened for the first time or where Missions/Posts are opened after remaining closed for some time, they may be provided with hotel accommodation with the prior approval of the Ministry and allowed to draw DA or double the admissible Foreign Allowance, whichever is less upto 60 days if their stay in a hotel for want of suitable accommodation for this period becomes inescapable. Depending on the merits of the case, officials may with the approval of Ministry, be allowed to stay in hotel beyond 60 days but after 60 days, only normal Foreign Allowance will be admissible to them.

269. Daily Allowance during halts en route

(a) Scheduled halts :

(i) A scheduled halt means:

- (1) A halt which an individual or a member of the family makes with the sanction of the competent authority at any station in the course of journey on transfer or on tour for the performance of official duties there; or
- (2) A halt at an intermediate station of transhipment provided for in the regular service of a transport organisation for all passengers by that route.
- (ii) If an individual is accompanied by one or more members of his family on a journey on transfer and the individual is authorised by the Ministry of Defence to make a scheduled halt at any station on route to the station of his posting for the performance of official duties, that Ministry shall decide whether his family shall also halt at the station or proceed direct to the station of his posting.

- (iii) If an individual, in the course of journey, has been authorised to make a scheduled halt at any station for the performance of official duties, the Indian servant or servants of such individual shall not be deemed to be authorised to make a scheduled halt, except:
 - (1) If the family of the individual is required to halt along with him if he has a child below five years in age, one Indian servant may also make a scheduled halt at that station unless he is a widower and has been allowed to take a near relative as hostess; or
 - (2) If the Ministry of Defence, for reasons to be stated in writing, are satisfied that it is necessary and specifically authorise the individual to retain the servant with him during the period of the scheduled halt or a part thereof.
- (iv) An individual shall be entitled to DA at prescribed rates for any period of a scheduled halt for himself, any member of his family or Indian servant authorised or entitled to make.
- (v) When an officer avails leave ex-India at an intermediate station, he may prefix the scheduled halt with such leave. In such cases, the officer shall be entitled to portage charges, accommodation and DA the admissible under sub para (iv) above. Taxi/ conveyance will be limited to the cost of fare from the airport to the hotel only. {taxi/conveyance charges for return from the place of stay to the airport shall also be admissible. These charges shall, however, be restricted to the amount of charges payable from the panel hotel to the airport.}

NOTE: If the individual performs a journey on transfer in his own car and a member of his family or servant travels by the car, DA admissible for the journey will be limited to the amount that would have been admissible had the journey been performed by the approved route.

(b) Non -scheduled halts:

(i) A non-scheduled halt means:

- (1) A halt which an individual or a member of his family or an Indian

servant is , in the course of journey, obliged to make at an intermediate station, other than the station of commencement of the journey or of destination due to the non- availability of an onward connecting passage/ conveyance.

- (2) A halt which an individual under orders of transfer from a station abroad and/or members of his family and/or Indian servants are obliged to make at the station for periods inclusive of the preparation time of six days admissible on transfer but exclusive of any period of overlap or other temporary duty due to the absence or non-availability of transport for effecting the transfer.
- (3) A halt which an individual or member of his family or an Indian servant has to make at an intermediate station outside India in accordance with these orders during the course of a journey due to illness which has supervened or arisen in the course of a journey.
- (4) A halt which an individual or member of his family or an Indian servant makes in the course of journey at any station including the station of the commencement of the journey or its termination, due to abnormal causes arising from circumstances beyond the control of the individual or of the organisation responsible for the transport.
- (ii) Except with the sanction of the competent authority a halt under (i)(1) and (2)above should not be treated as a non-scheduled halt if the individual, due to travel on transfer, fails within fifteen days of receipt of his transfer orders to take action for booking his passages or the individual, a member of his family or an Indian servant fails through his act of default to utilise the transport of particular accommodation booked for him in accordance with the existing orders.
- (iii) If an individual is travelling by public means of transport which breaks down

during the journey, he shall proceed at the earliest opportunity by as economical transport as available. The period of halt till such transport is available shall be treated as a non-scheduled halt.

- (iv) If an individual is using a personal car or some other private car or a Government car for a journey for which travel by car has been prescribed by a competent authority to be in the public interest and the car breaks down, he may make a halt for some period as may be necessary to ensure the safe custody of the car, and shall thereafter continue the journey by as economical transport as may be available. The period of halt for making arrangements for the safe custody of the car shall be treated as a non-scheduled halt.
- (v) Where passages from an intermediate station of transhipment are not available within reasonable time of the anticipated date of an individual's arrival, the authority responsible for booking the onward passage from there shall, as soon as possible, inform:
 - (1) The Head of Mission/Post from where the individual is under orders of transfer; or
 - (2) The competent authority if the individual is under orders of transfer from a post of India.
- (vi) The Head of Mission/Post or the competent authority shall, on receipt of the information referred to in clause (v) above, decide whether the move of the individual should be deferred or whether he should be allowed to proceed to the station of intermediate halt even though it will involve expenditure on a non-scheduled halt. In the latter event, the Head of Mission/Post shall issue to the individual a certificate of non-scheduled halt.
- (vii) If transport is available from the station of commencement of the journey but connecting onward passage from an intermediate station is not available and in accordance with the provisions of clause (v) above, the competent

authority or the Head of Mission/Post concerned decide that an individual should not commence the journey, his period of halt at the first name posts shall be treated as a period of non-scheduled halt, if his substitute has already arrived and he himself has relinquished charge of the post.

NOTE: If an individual makes a halt within the terms of these orders the Head of Mission/Post shall grant him certificate accordingly and this shall be attached to his TA bill.

- (viii) If period of a non-scheduled halt is likely to exceed one week due to non-availability of an onward connecting passage/conveyance or beyond six clear days of preparation time to which an individual is entitled on transfer, the competent authority/the Head of Mission/Post may require him to perform such official duties as they may specify.

(c) Sickness halt:

- (i) A 'sickness halt' means a halt which an officer, or a member of his family or his Indian servant has to make either at the station of commencement of his journey on transfer after relinquishment of charge from a post abroad or at an intermediate station outside India during the course of his journey, owing to illness.
- (ii) If, before the commencement of journey, an individual or a member of his family or an Indian servant is suffering from an illness or disease, the individual shall bring that fact or cause to the notice of the Medical Officer at the station of the commencement of his journey and shall not himself commence the journey or allow a member of his family or Indian servant to do so unless the Medical Officer certifies that the malady is not likely to occasion a halt during the journey. If no Medical Officer is available the individual shall have the facts brought to the notice of the competent authority and shall comply with such instructions as they may give regarding the commencement of journey by the individual concerned.

- (iii) If an individual or a member of his family falls ill at an intermediate station and the illness has supervened only in the course of the journey, and if the Authorised Medical Attendant at such intermediate station certifies that the patient cannot continue the journey without serious detriment or danger to his health, he may make a halt at such intermediate station for such period as may in the opinion of the Competent Medical Authority, be necessary for the recovery to the extent necessary to permit a resumption of the journey.
 - (iv) If as required under clause (iii) above, there is no Authorised Medical Attendant at the intermediate station, an individual shall have himself or member of his family examined by a reputable Medical Officer at that station and shall forward his certificate to the competent authority. The authority shall thereon decide whether and if so to what extent and subject to what conditions the halt of the individual should be treated as a sickness halt.
 - (v) If the period of halt due to sickness is likely to exceed ten days, the Head of Mission/Post, within whose charge the station of halt lies, or, if there is no HOM or Post there, the individual himself shall telegraph the circumstance to the competent authority giving particulars of the persons obliged to make the halt. The competent authority may thereon decide whether, apart from the person or persons actually ill, any other member or members of the family should halt there or issue appropriate orders.
 - (vi) If an Indian servant of an individual falls ill at an intermediate station and the Competent Medical Authority certifies that he cannot continue or resume his journey without serious detriment or danger to his health, he may make a halt at the intermediate station for such a period as is, in the opinion of the medical authority, necessary for him for recovery to the extent required for resuming his journey.
 - (vii) The illness of an Indian servant shall not constitute grounds for the halt of the individual or a member of the family.
- (d) **Emergency Halt:**
- (i) An 'emergency halt' means a halt which an officer or member of his family or Indian servant makes, in the course of a journey, at any station including the station of the commencement of the journey or its termination, due to abnormal causes arising from circumstances beyond the control of the officer or of the organisation responsible for the transport.
 - (ii) If an individual or member of his family or the Indian servant halts or proposes to halt under circumstances referred to in sub-clause (i) (4)above, the Head of Mission/Post, within whose jurisdiction the station of halt lies, and where there is no such Head of Mission/Post ,the individual himself shall have reported the full circumstances leading to the halt or proposed halt to the competent authority, as early as possible. The competent authority may thereupon decide whether, to what extent and under what conditions, the period of halt or portion thereof shall be treated as an emergency halt for the purpose of this rule.
 - (e) During a period of non-scheduled halt, an individual performing a journey on transfer shall be entitled to the reimbursement of the standard wages at the prescribed rates for his Indian servants, as admissible at the post relinquished by him.
 - (f) Daily Allowance at prescribed rates at places of non-scheduled halts enroute and during transit by rail/road in foreign countries will be admissible under the provisions of Rule 268. The rates of DA will be as notified from time to time for Service Attaches/Advisers and their staff for countries traversed.
 - (g) Daily/Cash Allowance for private servant(s) of the individual during periods of non-scheduled halts at intermediate stations, when travelling at Government cost, provided that the Controlling Officer concerned certified that such halts were due to non-availability of the connecting transport, will be admissible. The rate of DA and conditions of admissibility will be

as prescribed from time to time for Personnel drawing Grade Pay below ₹ 2,400/- for countries in which the enforced halts take place.

(h) Emoluments during non-scheduled halts:

- (i) Any non-scheduled halt, other than a sickness halt, which falls within the provisions of this rule, shall be treated as a period of duty. The joining time admissible to the individual shall be deemed to have been extended by the period of such sanctioned non-scheduled halt. During the period of such extended joining time, the individual shall be entitled to joining time emoluments as laid down under the rules.
- (ii) If an individual makes a sickness halt, under the provisions of this rule, due to his own illness or a member of his family, the period of sickness halt shall not be treated as period on duty but as period on leave of the kind due and granted to him. In such a case, he shall be entitled to the following in addition to the leave salary otherwise admissible to him:
 - (1) During the first twenty eight days of halt, DA admissible under the rules to himself and to members of the family or Indian servant authorised to make the halt;
 - (2) For periods in excess of the first twenty-eight days, the individual shall report the matter to the Government, who may, at their discretion, sanction such financial relief to the individual as they may deem appropriate.
 - (iii) If an individual is not travelling himself and one or more members of his family have, in the course of a journey at public expense, to make the sickness halt due to the illness, either of a member of the family or an Indian servant, or if an Indian servant is travelling alone at public expense and has to make a sickness halt, no DA or hotel accommodation at Government expense shall be admissible.

NOTE: No DA shall be admissible to an individual or a member of his family or an Indian

servant during journey period while travelling by air/steamer/rail/road, if the fare is inclusive of the cost of food.

270. Entitlement to DA during detention at Ports of Embarkation/ Disembarkation

The provisions of Rule 115 will also apply to detention at ports of embarkation/ disembarkation while proceeding to and returning from duty abroad.

270-A. Reimbursement of actual lodging expense to Service Personnel Posted to Indian Diplomatic Mission abroad during enforced halt at Sea/Air Ports in India when accompanied by their families

Actual lodging expenses not exceeding limits prescribed by the Government orders issued from time to time will be reimbursed to JCOs/NCOs and equivalent ranks of Navy/Air Force proceeding from India accompanied by their families on their posting to Indian Diplomatic Missions abroad and vice versa, for their enforced halts at Mumbai, Kolkata, Chennai, Delhi and New Delhi.

271. Leave Travel Concession to Service Personnel under Training in UK

Service personnel while undergoing training in the United Kingdom will receive the following travel concessions in conjunction with leave:

A railway warrant up to a maximum distance of 325 kms each way on each terminal break-up to a maximum of three sets of journeys in calendar year subject to the condition that the Head of the Training Establishment concerned/Naval Adviser, London, certifies that:

- (i) The necessity for leave travel exists; and
- (ii) The destination is reasonable.

NOTE 1: The certificate prescribed in the rule will be rendered by the Military Adviser, Naval Adviser and Air Adviser, London in respect of Army, Navy and Air Force Personnel respectively on the authority of the intimation received from the Head of the Training Establishment regarding the close period (viz. breaks in training period). Similarly railway warrants will be issued by the Military/ Naval/ Air Advisers as the case may be.

NOTE 2: Leave Travel Concessions admissible in India will remain unaffected if the period of training is for a part of calendar year and in case leave is availed of on return to India.

271-A. Leave Travel Concession to Service Personnel Posted to Diplomatic Missions/Posts Abroad

- (a) Service personnel posted to Diplomatic Missions and Posts abroad, when proceeding on leave to and returning from India at their own expenses, are entitled to LTC within Indian limits for themselves and the members of their families from /to the port of disembarkation /embarkation in India, if otherwise due under the normal rules.
- (b) This concession will not be admissible in the year in which the concession, under 'emergency passage' under Rule 272(d) has been availed of.

272. Home Leave Passage/Emergency/ Leave passage in respect of Service Personnel and Civilians paid from Defence Services Estimates Serving in Missions /Posts abroad

1. Defence services personnel including civilians paid from Defence Services Estimates serving in Missions/Posts abroad will be entitled to one set of Home Leave Fares during their posting to a Mission/Post abroad. They will also be entitled to Home Leave Fares at the time their transfer from one station to another station abroad.
2. The utilisation of the sets of Home Leave Fares will be in the following manner:
 - (a) An individual and all the entitled members of his family may travel to India and back during his posting to the station abroad.
 - (b) Home Leave Fares can be availed by an individual and entitled members of his family after an individual has completed one full year at his 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 the respective Services HQ for approval.
 - (c) The travel of the individual will be subject to grant of leave but the members of his family who have resided with the individual at a post abroad for at least six months

can travel any time separately or together with the individual provided return journey of member is completed within six months of the outward journey. The period of six months of the stay may be relaxed by the Ministry of Defence with the concurrence of the Ministry of Defence (Finance).

- (d) If an entitled member of family of the individual is residing at a place other than the station of posting abroad of the individual, he shall be entitled to Home Leave Fares from such place to India and back limited to the fares which would have been admissible had he 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 leaves fares for the journey from station abroad to India provided he or she has resided with the individual at a post abroad for at least six months. The period of six months stay may be relaxed by the Ministry of Defence after obtaining concurrence of the Ministry of Defence (Finance).
- (f) Newly married husbands/ wives 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 Government will be entitled to come on Home Leave to India only when the individual with whom he is employed is transferred to another post abroad.
- (h) An individual is entitled to Home Leave Fares at the time of his transfer from one station to another station abroad provide the last Home Leave Fares was availed of at least twelve months earlier. The condition of twelve months stay after

availing of the last Home Leave Fare may be relaxed by the Ministry of Defence after obtaining the concurrence of the Ministry of Defence (Finance).

- (j) Leave fares not availed at the time of transfer from one station to another station abroad will lapse. However, in case an individual is instructed by the competent authority to proceed from his station of posting abroad to next station abroad direct without availing of Home Leave Fares, he will be entitled to utilise Home Leave Fares after he has assumed charge of his new post abroad on certification by the Attaché/Adviser that 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.
- (k) If an individual wishes to take ex-India leave during Home Leave Fares, he will be allowed ex-India leave not exceeding one-third (1/3rd) of total number of days sanctioned as Home Leave. If an individual travels on an unapproved route during Home Leave Fares, the cost of passages will be restricted to the approved route and the excess fare, if any will be borne by the individual concerned.
- (l) Home Leave Fares for India based domestic assistants of Service Personnel & Civilian paid from Defence Services Estimates in Mission/Post abroad:

It has now been decided that the Indian-based domestic assistants of entitled officers posted in Indian Mission/Post abroad would be allowed to avail midterm Home Leave Fares, subject, to the condition that the Government's liability shall be restricted to 75% of excursion class air fare. The utilization of this facility shall be subject to other provisions of Rule as above.
- 3. An individual or a member of family travelling on Home Leave Fares will be entitled to passages by approved route and entitled class from the station of posting abroad to the airport in India. Further journey to the

Home Town or visit to SPR, as the case may be, will be admissible under LTC as admissible vide these Regulations.

NOTE: Individuals who wish to avail of LTC within India will commence their journeys on LTC from first airport of disembarkation in India en route or New Delhi, whichever is shorter.

- 4. If an individual or a member of family travels by a route other than the approved route, the entitlement will be restricted to the cost of passage by approved route. Attention is invited to Rule 246, Travel Regulations wherein air travel by Air India has been made compulsory. If an individual intends to travel by an unapproved route during Home Leave, the Mission will arrange booking of passage through Air India. The Missions responsibility is restricted to payment of fare by approved route and by Reserve Bank of India draft to Air India. Excess fare and/or foreign exchange element, if any, is to be borne by the individual concerned. It is not permissible to convert air ticket from full fare to excursion fare during home leave journeys.
- 5. An individual or a member of family travelling on home fares will not be entitled to transportation of excess luggage at Government cost. However, he/she will be entitled to obligatory charges and incidental charges like portage or free luggage, conveyance etc. The individual will also be entitled to travel-time including enforced halt in transit.
- 6. Home leave fares account will be maintained by the respective Service HQ. If a set of Home Leave Fares or part thereof remains unutilised during an individual posting to a station abroad, it will lapse.
- 7. (i) In addition to the normal Home leave Fares, Defence Service Officers/JCOs and OR and equivalent rank of Navy and Air Force and civilians paid from Defence Services Estimates will be entitled one single emergency fare during their career if he or she or a member wishes to travel urgently to India for reasons of personal or family emergency. In case of an emergency, there is no objection to a HOM allowing an

individual to proceed on Emergency Passage in anticipation of Ministry's sanction subject to fulfilment of other conditions and after obtaining the following undertaking from the individual concerned:—

"I declare that I am availing this single Emergency passage at my credit. I also undertake to refund the entire cost of passage now asked for in case it is subsequently revealed that this declaration given by me is not correct."

The term "Family emergency" includes serious illness of near relatives. The production of Medical Certificate regarding serious illness of such relatives is not necessary for issuance and of formal sanction in respect of Emergency Passage.

- (ii) An officer or a member of his /her family travelling on Home leave Fares or on Emergency Passage will be entitled to passages by entitled class from the station of posting abroad up to the International airport' in India, nearest to his /her hometown or up to Delhi. International airport in India will also now include the airports which receive International flights and have custom clearance facilities.viz: Amritsar, Varanasi, Ahmadabad, Patna, Kozikode, Hyderabad and Tiruchhirapalli. These airports are in addition to Airport at Delhi, Mumbai, Chennai, Kolkata and Thiruvananthapuram. The facility to travel by air up to airport at Amritsar, Varanasi, Ahmadabad, Patna, Kozikode, Hyderabad and Tiruchhirapalli shall be admissible for International and not for domestic flights.

Further journey from the above airports shall be regulated as under:

- (a) **Service Personnel:** The home town and back or any other place in India without any distance limit each way shall be admissible as per Rules 177 and 184.

(b) Civilian Personnel:

To home town or visit to any other place in India in a block of four years and back shall be admissible as per Rule 190.

- (iii) If an emergency passage is availed of by an individual and/or his /her spouse, he/ she may take children below five years of age.
- 8. The concerned individuals posted in the office of Service Attaché/Adviser in Missions abroad will submit applications, in triplicate, in the prescribed Pro-forma as per Annexure I, for availing of Home Leave Passage to the respective Service HQ and will avail of such Home Leave Passage only after receipt of approval from the respective Service HQ. In case of emergency, however, the Head of Mission may authorise Home Leave Passages subject to the regulation later by the respective Service HQ.
- 9. India based Interpreters who are required to stay on in the same Mission/Post beyond the normal tenure of three years in public interest, will be entitled to one additional set of Home leave Fare, for each additional spell of three years tenure at the same Mission/Post. The First such additional set of Home Leave Fares will be due after completion of fourth year of stay at the same station, provided it is certified that the Interpreter will stay on at the same Mission/ Post for a further minimum period of one year, after returning from Home Leave. Subsequent sets of additional Home Leave Fare will be due on the completion of seventh year, tenth year, thirteenth year and so on at the same Mission/Post subject to the certification referred to above.

ANNEXURE I**(Rule 272, Refer in clause 8)****Application for Home Leave Fares/Emergency Passage****(To be submitted in Triplicate)**

1. Name of the applicant :
2. Post held by him at present :
3. Date of joining the present station :
4. Nature and amount of leave applied for :
5. Date from which leave is required :
6. Purpose for which leave is required :
7. Place where the applicant proposes to spend his leave in India/abroad & address during leave :
8. When last proceeded on leave : from an outpost and whether the passage(s) of the Government servant and his family on that occasion were met by the Government :
9. Purpose to avail of HLF /Emergency passage(s) :
10. (i) If applied for Emergency passage(s) whether any Emergency Passage has already been availed of & if so, dates on which availed of may be given. :
- (ii) If applied for Home Leave Fares particulars of size of family who propose to avail the H.L.F. may be given below :—

Name	Sex	Age	Relationship to the Applicant	Date of arrival at the present station
1.				
2.				
3.				

11 Whether all entitled family members are
with the Individual. If not, details and where
about of members for whom passages are
required.

I propose/do not propose to avail myself of leave concession as admissible vide Travel Regulation
(2014 Edition) during the ensuing leave.

Station :

Date :

(Signature of the applicant)

FOR OFFICIAL USE ONLY

Nature and amount of leave due to the applicant:

(This column will be filled in by the Mission concerned with reference to the Leave Account, if available
with them).

273. Conveyance to Family Members on Medical Grounds

If any member of the family of a Government servant serving abroad, who is residing with the Government servant at his posts is seriously ill and is required to proceed elsewhere on medical grounds for the purpose of treatment, Government may, at their discretion, allow payment to the Government servant of the return fares of the sick person and (where necessary), another person travelling with the sick person from the place where the Government servant is posted to such place as the sick person may proceed on medical advice.

NOTE: Since the grant of TA for the members of the family is to be allowed at the discretion of the Government, it is necessary to obtain the prior permission of the Government of India before operating the provisions of this rule. In case of extreme emergency or urgency, however, the Head of Missions / Posts may authorise the Government servants under their control to avail of the concession subject to regularisation by Government, in due course. In any case the payment of TA will be admissible only after the Government has issued necessary sanction.

274. Conveyance to Service Officers ordered to appear before a Medical Board whilst on leave in foreign countries

Conveyance will be admissible to a service officer ordered to appear before a Medical Board in a foreign country whilst he is on leave in that country.

275. Conveyance to Families of Service Personnel who marry abroad

- (a) A service officer who marries abroad while on deputation/duty for a period exceeding one year is entitled to free conveyance for his family accompanying him on his return to India on completion of his tenure of duty provided the family has stayed with the officer for a period exceeding one year including journey period to India.
- (b) A soldier/sailor/airman who marries abroad while serving in an Indian Diplomatic Mission will be entitled to free conveyance for his family accompanying him on his return to India on completion of his tenure of duty, provided the family has stayed with the soldier/sailor/airman abroad for a

period exceeding eight months including journey period to India.

- (c) The grant of the above concession does not confer on the families concerned any right to claim a passage in future to the country from which they come or to any other country, except under circumstances entitling them to such passage under the normal rules.

NOTE: The families will be allowed to convey the balance of luggage, when moving apart from the Head of the Family without the sanction of the competent authority subject to the condition that the total quantity of luggage conveyed by the individual with him, the quantity conveyed by the family and the quantity conveyed to depot should not exceed the maximum entitlement.

276. Children Holiday Passage

- (a) "Children Holiday Passage"(CHP) will be admissible to enable children of service personnel and India based civilians paid from Defence Services Estimates serving in Indian Diplomatic Mission abroad (Embassies and High Commissions) who are left behind in India for educational purposes and are receiving education in recognised educational institutions in India to visit their parents once a year during any vacation. The concession can however, also be availed of in respect of one child receiving his education abroad in a country other than the country of the individual's posting in which case it can be availed of only in respect of one more child studying in India.

NOTE 1: The interval between the completion of a course (or year) of study in one educational institution and the commencement of a fresh course (or year) of study in another educational institutional shall also constitute a vacation for the purpose of these rules.

NOTE 2: National Defence Academy and other Defence Academies will not be considered as recognised educational institutions for the purpose and the children of officers studying there will not be entitled to visit their parents under this scheme.

NOTE 3: The Children's Holiday Passages are intended for children who are left behind for educational purposes and are receiving education in recognised educational institutions. Since it is not necessary for a child receiving education through correspondence course to be left behind in India, such a child will not be eligible for passages under the Children's Holiday Passages scheme.

- (b) (i) This concession will be limited to the payment of the cost of return air passage by the cheapest class available from the airport nearest to the place of study of the child in India to the post abroad. In respect of child studying abroad, the return air fare will be from the place of his study to the officer's station of posting limited to return air fare of the cheapest class from the airport nearest to the officer's station of last posting in India to post abroad.

NOTE: The term "Cheapest Class" used above does not mean "economy class" rather, it refers to excursion fares, or concessional air tickets, issued by Air India to student travellers, whichever is available for a particular station/sector.

- (ii) It may be availed of once in a period of twelve months for a maximum of two children between the ages of six and twenty two years. Provided that on the recommendation of the HOM the concession of a particular twelve month period may be availed of upto one month after the expiry of that period. The period of twelve months shall be counted from the date of his arrival at his post abroad.
- (iii) The concession will cease to be admissible to the child studying abroad in the event of the individual's transfer or posting in India.
- (iv) If the station of posting abroad is not directly linked by air with India or with the child's place of education abroad, the cost of his return passages by air (cheapest class), by sea (lowest class) and by land (appropriate class) will be admissible.
- (v) No other incidental charges will be admissible.

NOTE 1: The child must have completed six years but not completed twenty two years of age

on the date of commencement of the outward journey.

NOTE 2: Foreign Travel Tax would be reimbursable on Children's Holiday Packages.

- (vi) In case of couple officers, whether posted to the same station or different stations, children studying in India would be entitled to only one set of CHP in each block year. However, in cases where officers are posted in different stations the decision regarding the place to which CHP has to be availed would be left to the officers. The Mission granting the CHP for any particular block year would inform the Mission where the other parent is posted. However, if one parent is posted in India, CHP benefits will not be admissible.
- (c) The grant of the above concession will be further subject to the following terms and conditions:
 - (i) where an individual has completed one or more twelve month periods as defined in clause (b) (ii) above and is under orders of transfer to another posts abroad he can avail himself of the concession as usual and the twelve month period will continue to be reckoned as before and not from the date of his joining the new post on direct transfer or leave-cum-transfer from his post abroad.
 - (ii) Where an individual has completed one or more twelve month periods as defined in clause (b)(ii)above and is either under orders of transfer to a post in India or his next move has not yet been decided, he may avail himself of the concession without any condition as to the completion of the current twelve month period provided it is certified by the competent authority that he is likely to be at the stations abroad for at least nine months after the completion of last block of the twelve month period.
 - (iii) If a child accompanies the individual on posting or transfer from one post abroad to another post abroad or follows him within the permissible period in terms of the rules governing grant of TA on transfer and later returns to India or is sent to another country, for education

purposes, the cost of the child's passage from the station of the individual's posting to India or to another country, as the case may be shall not be admissible under the scheme of CHP nor shall the child be entitled to avail of holiday passage in the twelve month periods as defined in clause (b) (ii) above, in which he returns to India or is sent to another country. He shall, however, be entitled to avail of the holiday passages in subsequent twelve month periods.

- (iv) If the cost of return passage of child to India or to another country is met by the Government in terms of the rules governing TA on transfer or in relaxation thereof, the child thereafter shall not be entitled to a Holiday Passage except when the period of assignment of an individual at the station from which the child returns to India or is sent to another country is extended by the government for a further period of not less than one year or he is transferred to another post abroad. In the latter event the holiday passage shall not be admissible for twelve month period, as defined in clause (b) (ii) above during which the child returns to India at Government cost.

NOTE: Provided that CHP is admissible from the subsequent block year from the year the child returns to India at Government cost on transfer TA or one way Home Leave Fare, subject to the following conditions :

- (a) It should be certified by the Mission that the child cannot study further for genuine reasons (to be specified) in the country of posting;
- (b) The child should not be entitled to CHP in the first block year concerned, i.e. if an officer joins a Mission on 1.7.2011 and sends back his child soon thereafter, the child's CHP for the block year from 1.7.2011 to 30.6.2012 will be forfeited.
- (c) The child should be allowed to avail of subsequent CHP fares at Government cost for the subsequent block years subject to the existing rules; and
- (d) The child's entitlement to Home Leave Passage will stand forfeited.

- (v) (a) These passages will not be admissible if one parent is resident in India.
- (b) A parent shall not be deemed to be a resident in India if he/she stays with the officer continuously for a period of at least six months at the station of posting in each block year during which CHP is claimed.

NOTE: If a Government servant is legally separated or divorced from his/her wife/ husband he/ she will be governed by special orders of the Government.

- (vi) Where the individual claims or proposes to claim the Transfer TA for the child within a year of his transfer at his post abroad in terms of Rule 253 or in relaxation thereof, the child will not be entitled to avail of a holiday passage during that year.
- (d) (i) Where the individual serving in a Mission/ Post abroad has more than two children between the ages of six and twenty two years receiving education in recognised educational institutions in India, he will have the option to send his wife to India to be with the children during the vacation in lieu of two of the children visiting their parents abroad provided the individual concerned is entitled to avail of the CHP in respect of two of his children at that time in terms of these orders.
- (ii) In case where this option is exercised, the wife of the individual will be entitled to payment of the cost of return air passage by the cheapest class available from the post abroad to the first port of landing in India to be availed of provided she arrives in India not more than 3 weeks before the commencement of vacation and leaves India not more than three weeks after the end of the vacation. Where, however, the place of posting abroad may not be linked by air with India and the journey or a part thereof has to be performed by rail or sea, she will be entitled to TA by the appropriate class for the land journey and in the case of sea travel passage by the appropriate class on the last connecting boat reaching India before the commencement of the vacation of the children and, on return journey, on the first available boat sailing from India after termination of the vacation. Where sea travel is involved, prior

permission of Government will be obtained giving particulars of the timing of the connecting boats.

- (iii) This concession will not be admissible to other relatives except wife of the individual. It will also not be admissible unless the number of children of the permissible age group left in India for education in recognised educational institutions is at least three.
- (e) Within the scope of this rule, Heads of Missions/Posts may arrange passage of the child/children or wife, as the case may be, in respect of journeys starting from outside India. Passages for journeys starting from India shall be arranged by Service HQ and the payment of these will be made in India. In respect of passages arranged by Heads of Missions/Posts abroad whenever the payment of the fare be made in India, the amount in question, will be transferred to India through a Reserve Bank of India draft. For passages availed of under the rule, a journey completion certificate as per annexure 'B' to this rule will be submitted by the individual concerned supported by a certificate from the HOM/Post that all requirements and conditions prescribed have been fulfilled.
- (f) The following procedure will be adopted with a view to maintaining a proper record of 'Holiday Passages' availed of by the children/wives of Individuals posted abroad:
 - (i) As and when an individual submits an application for passages for children / wife under these instructions he will be required to submit necessary particulars

in sextuplicate as in the form shown in annexure 'A'. The Controlling Officer after recording the necessary certificate in the form will forward three copies to the Controller of Defence Accounts concerned auditing the pay accounts and one copy to Service HQ. The Controller of Defence Accounts will retain one copy and send one to Service HQ/the HOM concerned confirming entitlement to passages on receipt of which only passages will be arranged. The third copy will be endorsed to the controller paying the shipping /air bills who should look for the same before paying the Shipping /Air Coy's bills. Service HQ will, in respect of passages arranged by them, also inform the respective Controlling Officer accordingly who would, in turn inform the individual concerned.

- (ii) The remaining two copies of the form will be disposed of as follows:

The original form will be retained in the Mission concerned and attached with the adjustment journey completion certificate for the purposes of audit scrutiny. Sixth copy will be retained in the Mission to be forwarded to the next station of posting of the individual concerned if and when he is transferred.

NOTE: It is the responsibility of the individual concerned to intimate the date on which the children's holiday passages are required well in advance to the Service HQ etc. and forward passports to them for obtaining Visas thereon. A confirmation that the International Health Certificates are complete in all respect will also be communicated to them.

ANNEXURE 'A' TO RULE 276

Record of Passages Proposed to be Availed of under the Scheme of "Children's Holiday Passages"

- (1) Name of the individual:
- (2) Designation:
- (3) Place of Posting:
- (4) Whether the individual is accompanied by his wife?
- (5) Date on which the individual arrived at a post abroad on transfer, from a post in India:
- (6) Beginning and ending of the current twelve month period for the purpose of holiday passages:

Date	Month	Year
------	-------	------

Begins :

Ends :

- (7) Particulars of the children availing holiday passage from India:

Name	Date of Birth	Date from which in India
------	---------------	--------------------------

- (a) Children left behind in India :

- 1.
- 2.
- 3.

- (b) Children who returned to India at the expense of the individual for education purposes :

- 1.
- 2.

- (c) Children who returned to India at Government cost :

- 1.
- 2.

- (8) Particulars of child availing holiday passages from another country :

Name	Date of Birth	Date of return to the place after last transfer TA was claimed
------	---------------	---

(9) Particulars of the last Home leave availed of by the child mentioned at (8) above:

Date of arrival in India :

Date of return to his place of education abroad :

(10) Names and places of the institutions where the children mentioned at (7) and (8) were studying prior to availing of the holiday passages:

1.

2.

(11) Names and places of the institutions where the children mentioned at (7) and (8) joined after availing of the holiday passages:

1.

2.

(12) Whether the passages have been availed of by the children at (7) above or by the wife in case where the children of the permissible age group at (7) above exceeds two:

(13) Details of vacations during which the passages have been availed of:

(14) Period of stay in India in case the passages have been availed of by wife of the individual:

Date of Arrival :

Date of departure:

(15) Mode of Travel and place from/to in respect of passages availed of at Govt Cost:

From	To
------	----

Air

Sea

Rail

DECLARATION TO BE COMPLETED BY THE APPLICANT

I hereby declare that the particulars furnished above are correct. If it is subsequently revealed, that the passage availed of were not admissible, I shall be liable to refund the entire cost involved to the Government.

(Signature of the applicant)

CERTIFICATE TO BE RECORDED BY THE CONTROLLING OFFICER

Certified and found correct. The passages to be availed of are admissible in terms of Government orders on the subject issued from time to time.

(Controlling Officer)

ANNEXURE 'B' TO RULE 276

Journey Completion Certificate under the Scheme of "Children's Holiday Passages"

To

The Principal Controller of Defence Accounts (Officers) PUNE

The Principal Controller of Defence Accounts (N) MUMBAI

The Principal Controller of Defence Accounts (AF) DEHRADUN

The Concerned Regional Controller of Defence Accounts.

Certified that the under mentioned journeys by air/sea/rail have actually been performed by my child/children/wife [Name(s) with age in respect of child/children with other necessary details given below] arranged by Service HQ/Head of Indian Diplomatic Mission at.....vide.....dated.....

(Signature of Individual)

277. Conveyance of Family Luggage and Servant when a Service Officer dies while serving abroad

If a service officer dies:

- (1) when holding a post abroad or when on temporary duty to which he proceeds from such post; or
- (2) when on leave ex-India after relinquishing charge of a post abroad; or
- (3) when abroad on journey on transfer, Conveyance to his family, Indian servants, if any, his luggage and private car will be admissible as under:
 - (a) Travelling Allowance shall be admissible for the family and Indian servants, if any, from the duty station abroad to their homes in India on the same scale which would have been admissible, had the head of the family been alive and transferred on permanent duty to India subject to the following conditions:
 - (i) The journey of the members of the family and of Indian servants to India shall be completed within six months of the date of death of the officer, provided that for a child receiving education abroad and for whom Education Allowance continue to remain admissible, the period of six months shall be extended to the end of the academic year plus reasonable travel time for the purpose of travel to India.
 - (ii) Unless the Government extend the period in view of exceptional circumstances the transportation of personal effects and the car of the officer to India shall be completed within six months of his death.
 - (b) If the officer dies at a station abroad while on temporary duty or when on leave ex-India, the reasonable cost of taking his body and his personal effects from the place of death to the station of his posting abroad shall be admissible.
 - (c) If at the time of the death if an officer, his family happens to be at station

other than his HQ, or being there proceeds to a station other than home/selected place of residence, provided no extra expenditure is involved, such member may draw actual fares for the journey made by rail/road or steamer, road mileage for the actual distance of road journey and the cost of transportation of personal effects from the place where she was at the time of the officer's death to the place to which she actually travelled provided that the total TA and cost of transportation of personal effects upto the prescribed limit that would have been admissible had such member travelled from the HQ of the officer abroad to his home/selected place of residence without involving any extra expenditure.

- (d) If the family was living with the officer and returns to India at Government expense, they will be entitled to Composite Transfer Grant at the rates laid down in Rule 258.
- (e) The Head of Mission/Post, under whom the deceased officer was serving may arrange the passages and despatch of luggage and if admissible of his personal car to India and may, when necessary, grant an advance to the wife or any adult member of the family to meet the travel expenses which may be adjusted against the balance of pay and allowances due to the deceased officer.
- (f) If the deceased officer had no wife or the wife has been divorced or if the wife was not the resident at the station of posting of the Officer and other resident members of the family are so resident but are minors, or, in the opinion of the Head of Mission/Post, are not fit to receive and expend the money, the Head of Mission/Post may draw the advance of one month's pay and expend it for the travel of such members and for the despatch of personal luggage and car of the deceased officer to India.
- (g) If the Government are satisfied that owing to religious practices or other reasons, such as local law or custom, it is not possible to perform the funeral rites

of an officer in the country in which he dies, they may sanction such expenditure as may deem fit for the purpose of taking his body to India and to permit such attendants as Government may specify to accompany the body to India and then return to the station abroad. Where, however, it is in fact practicable and convenient to perform the rites abroad, and this would be cheaper than doing so in India, the Government may permit it.

278. Conveyance to the family and luggage of Service Personnel who dies while serving abroad

The provisions of rule 277 will also apply in the case of service personnel who die while serving abroad. They will, however, not be entitled to cost of conveyance of car.

279. Conveyance to family and luggage of civilians who die while serving abroad

The provision of Rule 277 will apply in the case of civilians who die while serving abroad.

APPENDIX I
(A) COMPETENT AUTHORITY
(Refer Rule 2)

1. Service Chiefs.
2. Vice Chiefs of all the three Services.
3. Dy Chiefs at Service HQ/HQ IDS.
4. All Principal Staff Officers at Service HQ/ HQ IDS.
5. CISC, HQ IDS.
6. Commander in Chief, Andaman and Nicobar Command.
7. Commander in Chief Strategic Force Command.
8. GOC- in-C Commands.

NOTE 1: The powers of a competent authority vested in GOC-in-C, Command or those exercisable by a Brigade, Sub-Area, Independent Sub-Area or Area Commander, under the provisions of specific rules in these regulations will be exercised by such authorities in respect of all personnel, including the personnel of lower formations, who are not directly administered by them, but are serving in their administrative areas and are under them for purposes of local administration and discipline such as those of MES, AOC etc. In the cases of Personnel of the three services serving at the IHQ of MoD (Army), however the sanction of the respective competent authority at those headquarters will be necessary.

NOTE 2: Divisional Commanders, for purposes of regulating TA/DA in respect of personnel under their Command are vested with the powers of Area Commander.

9. The Flag Officers Commanding in Chief, Naval Commands.
10. Air Officers Commanding in Chief, Commands.
11. Corps Commanders and Area Commanders.
12. The Flag Officers Commanding Fleets/Areas.
13. All Director Generals of respective Directorate at Service HQs in respect of self and all subordinate officers.
14. Director Generals of following Organisations /Establishments /Services:-
 - (a) Armed Forces Medical Services.
 - (b) National Cadet Corps.
 - (c) Director General Resettlement including the office of the Indian soldiers, Sailors' and Airmen's Board.
 - (d) Defence Estate.
 - (e) Ordnance Factories.
 - (f) Quality Assurance.
15. Commandants of all Categories 'A' establishments of Army/Navy/Air Force and Inter Services Organisations.
16. Additional Director Generals at Service HQ who are Heads of Services/Branches and directly reporting to the Principal Staff Officers.

17. Deputy Director Generals at Service HQ who are Heads of Services/Branches and directly reporting to the Principal Staff Officers.
18. GOC-in -C, Commanders of Area, in regard to recruiting, Assistant recruiting and Extra assistant recruiting officers.
19. Recruiting Officers in regard to assistant and extra assistant recruiting officers if and when the latter's presence is required at Recruiting Officer's headquarters.
20. Directors of following Organisations/Establishments for personnel under their respective control:—
 - (a) Standardisation.
 - (b) Technical Development and Production (Air).
 - (c) Defence Institute of Psychological Research.
 - (d) Defence Science Organisation.
 - (e) Research and Development.
21. Scientific Advisor to Defence Ministry.
22. The Secretaries and Joint Secretaries of Ministry of Defence.
23. The Chief Administrative Officer, Joint Secretary. In addition, also exercise those powers in respect of all Inter Services Organisations other than those mentioned in this Appendix.
24. Military Secretary to the President, in regard to Service Officers on the latter's staff and personnel of the President's Bodyguard.
25. Deputy Secretary (Military) of the Cabinet Secretariat, in respect of his own moves and those of Service Officers serving with the Cabinet Secretariat.
26. Programme Officer (M&B) in respect of Officers and Staff working under his administrative control.

(B) COMPETENT MEDICAL AUTHORITY

1. DGMS (Army /Navy/Air Force).	For moves from one command to another and for moves under Rules 156, 157 and 160.
NOTE: In relaxation of the above ADMS, HQ Bihar and Orissa (Indep) Sub-Area will be the competent medical authority to sanction move of entitled patients from Section Hospital, Balasore to Command Hospital, Kolkata.	
2. MG Medical Commands	For moves from one area or Independent Sub-Area to another within the same Command and for moves under Rules 157 and 160.
3. MG Medical/Brig Medical	For moves within an areas or an Independent Sub-Area.
4. MG Medical/Brig Medical/ Col Medical	For moves of cases of mental disease to a Mental Hospital.
5. Hospital (or authorised medical attendant where there is no Service Hospital)	For moves of patients for antirabic treatment to the nearest Pasteur Institute or to the nearest Military Antirabic Treatment Centre, for moves under Rule 160 and for moves of patients for specialist and dental treatment under Rule 157.
6. Authorised Medical attendant	For moves under Rule 157 from a station at which no Service Hospital exists to the hospital where required facilities are available.

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| 7. Principal Medical Officer, Central Medical Officer Ships/Establishments (or authorised medical attendant where no Service Hospital exists). | For moves of patients under rules 156 and 157 to the hospital where required facilities exist, for moves under Rule 160 and for specialist and Dental treatment under Rule 157. |
| 8. Principal Medical Officer Command | For moves of Air force personnel not patients Service Hospitals for moves under Rule 160 and for moves under Rule 157 within the respective Command. |
| 9. SMO/MO AF Station/Unit | For moves of Air Force personnel for Dental treatment only under Rule 157. |

APPENDIX II
CONTROLLING OFFICERS
(Refer Rule 6)

Item Application From No.	Controlling Officer
1. All personnel (Service and Civilian) at Service HQ / HQ IDS).	Head of the Branch.
2. Personnel of Vice Chiefs Secretariat at Service HQ.	Vice Chiefs of Army/ Naval/Air Staff.
3. All personnel (Service and Civilian) at Command HQs of Army/Navy/ Air Force/Andaman and Nicobar/ Strategic Force.	Head of the Branch.
4. Officers at Area, Sub-Area or Brigade HQs.	GOA Area/ Sub-Area and Commander of Brigade.
5. Officers serving under Commander, Divisional Artillery Brigade Commander, Independent Artillery Brigade.	Commander, Divisional Artillery Brigade, or Commander, Independent Artillery Brigade, as the case may be.
6. Officers (Instructors and Students) for moves between Artillery School Deolali and Coastal Wing Mumbai for training.	Commandant, School of Artillery.
7. Staff Officers other than those at Command, Area, Sub Area or Brigade Headquarters and officers of departments and services similarly situated.	GOA Area / Sub Area or Brigade Commander (An Area, Sub-Area or Brigade Commander may declare, when necessary, in Area Sub-Area or Brigade orders in the case of Officers serving away from a Headquarter, what authority shall be the controlling officer for each or any particular class, or he may if he thinks fit, with the concurrence of the CDA, declare any particular officer to be his own controlling officer when such a course becomes absolutely necessary).
8. Remount and Veterinary Officers of the Remounts Veterinary Corps except those at Command Headquarters.	Additional Director General Remounts and Veterinary.
9. Officers of the Military Farm Corps except those at Command Headquarters.	Deputy Director General of Military Farms.
10. Officers and subordinates of units and other directly under the administration of the Station Commander.	Station Commander.
11. Individuals of services and departments under the administration of an officer other than OC of a station.	The local executive head of the service or department in respect journeys performed within this jurisdiction. If such local executive head is not a gazetted officer the application will be sent to the next higher executive head of the service or department at the nearest station.
12. Personal of units in the Survey Group.	Deputy Director General of Works (Survey) Army HQ.

Item Application From No.	Controlling Officer
13. Officers and subordinate of the Judge Advocate General's Department serving In Commands except DJAG at Command HQ.	DJAG of the Command concerned.
DJAG at Command Headquarters.	GOC-in-Chief of the Command in Which serving.
14. Officers and other establishment serving under the Additional Directorate General of Technical Examination.	Additional Director General of Technical Examination.
15. All personnel (Service and Civilian) of the Navy except those mentioned in Sr No.1, 2, 3 and 16.	The Flag Officers Commanding Fleets/Areas, The Admiral Superintendent Naval Dockyards, Commanding Officers of Establishments , Director General of Naval Projects and Commanding Officers of Ships of the rank of Commander and above.
16. Non-Gazetted Staff of IHQ of MoD (Navy).	Civilian Staff Officer, Establishment, IHQ MoD (Navy).
17. Officers and subordinates under Officer Commanding Air Force Station/ Self Accounting units.	OC, IAF Station/Self Accounting Unit.
18. Personal under their respective administrative Control.	<ul style="list-style-type: none"> (a) Secretary & Joint Secretaries, Min of Defence. (b) The Chief of the Army Staff. (c) Chief Administrative Officer & Jt. Secretary. (d) Deputy Director General, Defence Security Corps. (e) Director General, Defence Estate, and Cantonments. (f) Director General, Armed Forces Medical Services. (g) Director of Technical Development and Production (Air). (h) CISC HQ IDS.
NOTE: The Chief Administrative Officer & Joint Secretary will, in addition, exercise these powers in respect of all Inter-Services Organisations other than those mentioned at (d), (e), (f) and (g) above and items 19, 20, and 25 of this Appendix.	
19. Service Officers serving with the Cabinet Secretariat.	Deputy Secretary (Mil) of the Cabinet Secretariat.
20. Civilian Staff and service personnel of the Defence Institute of Psychological Research.	Director, Defence Institute of Psychological research, Defence Science Organisation.
21. Members of the Staff of the Scientific Advisor to the Defence Minister.	Scientific Advisor to the Defence Minister.
22. Members of the Staff of the Institute of Armament Technology Pune, in respect of journeys by Rail and Road.	The Dean, Institute of Armament Technology.

Item Application From No.	Controlling Officer
23. Officers of the Directorate General, Ordnance Factories and Officer-in-Charge Factories.	Director General, Ordnance Factories
24. Officers (other than Officer-in-Charge) and Subordinate of factories.	Officer-in-Charge of the Factories.
25. The members of Ordnance Factory Board in Respect of Temporary duty moves within India.	Members of Ordnance Factory Board themselves.
26. Officers within Divisions at Headquarters, the Central Managers/ Officers in-Charge/Officers-In-temporary charge of Factories in their Group in respect of temporary duty moves within India.	Members concerned of the Ordnance Factory Board.
27. Officers of recruiting organisation.	The Recruiting Officers or in his absence the senior officer of the recruiting staff present in the Centre.
28. Defence Services Personnel (Service and Civilian) serving in the Directorate General National Cadet Corps.	Director General, National Cadet Corps.
29. Temporary duty Moves within the respective jurisdiction of service personnel serving in National Cadet Corps units under their control.	Commander, National Cadet Corps Group HQs of the rank of Lt Col and above.
30. Defence Service Personnel (Service and Civilian) serving in the National Cadet corps under the Command of Directors, National Cadet Corps (State concerned).	Directors, National Cadet Corps (State concerned).
31. Permanent Regular Staff of the Territorial Army.	Commandant.
32. Members and establishment of Pensions Appeal Tribunal.	Chairman of the Pensions Appeal Tribunal.
33. Services Attaches/Advisors.	Ambassadors/High Commissioners for India.
34. Staff under Service Attaches/ Advisors.	Service Attaches/Advisors concerned.
35. Subordinate Staffs in the Resettlement Directorate including the office of the Indian Soldier's, sailor's and Airmen's Board.	Director General, Powers to be exercised personally.
36. Officer's all personnel serving in Training Groups and Centres, Training Centres and Depots.	Commandants/Officers Commanding of these establishments of the rank of Lt Col and above.
37. Directors at Directorate General Quality Assurance HQs.	Director General Quality Assurance.

Item No.	Application From	Controlling Officer
38.	Other Officers at Directorate General Quality Assurance.	Directors concerned Directorate General Quality Assurance HQs.
39.	Officers and Staff working under the administrative control of Programme Officer (M& B).	Programme Officer (M&B).
40.	All Personnel (Service and Civilian) serving in Cat A Establishments of Army/Navy/Air Force/Inter Services Organisations.	Commandants.
41.	Officers for moves between the Infantry School, Mhow and Junior Leader Wing, Belgaum and vice versa.	Commandant, Infantry School, Mhow.
42.	Officers and Staff working in units under administrative control of Additional Directorate General Strat Movements.	ADG Strat Mov.

APPENDIX III
AUTHORITIES EMPOWERED TO ORDER MOVES ON DUTY
(Referred to in Rule 4)

- Unless otherwise provided for by existing orders of general application, moves on duty within Indian limits authorised by regulations will be sanctioned as under :

S No.	Moves	Personnel & Types of Move	Authority
1	2	3	
1.	Moves outside the Command (Army) in which the individual may be serving.	All moves except those mentioned below and in items 3 to 6 :	IHQ of MoD (Army). (Branch Concerned).

Exceptions :

- (i) Commissioned Officers attending regimental Conferences. GOC-in-C Command.
- (ii) Officers of regular Army units posted to, and from, the territorial Army and Officers of the active units posted to, and from, training/ regimental centre. GOC-in-C Command.
- (iii) Bodies of troops less than 20 in number, e.g. individuals to and from hill depots or outstation detachments; training staff, students to, and from, course of instruction, search parties for deserters; escorts for prisoners etc. Unit Commander.
- (iv) Moves of personnel other than commissioned officers between training/regimental Centres or depots and active units other than those covered by Para 223 Regulations for the Army. Commandant, Regimental Training Centres or Depot concerned.
- (v) Moves of DSC personnel (Other than commissioned officers) outside Command between DSC centre and active units other than those covered by para 223 Regulations for the Army. Commandant DSC Centre.
- (vi) Moves of Deputy Military Secretary and Assistant Military Secretary Commands in connection with the selection board meeting at IHQ of MoD (Army). GOC-in-C Command.
- (vii) Moves of officers of Head quarters Commands on liaison visits to the office of Regional controller of defence Accounts Concerned and Technical Examiner's Office. GOC-in-C Command.

1	2	3
	(viii) Moves of officers and staff serving in OL Directorate.	DGOL & SM.
	(ix) Moves of officers and staff serving in Movement Directorate and Units under control of ADG Strat Movement.	ADG Strat Mov.
	(x) Officers of HQ Army Training Command (ARTRAC) to various formation HQs / Category 'A' establishments under HQ ARTRAC.	GOC-in-C ARTRAC.
2. Moves within a Command, Area, Independent Sub-Area, Sub Area or Brigade.	All moves except those mentioned below and in item 3 to 6.	<p>(i) GOC-in-C Command, GOC Area, Independent Sub-Area, Sub Area or Brigade Commander, as the case may be, unless specific orders have been issued by Army HQ e.g. in Army Orders in case of Appointments, etc. Army HQ (Branches concerned) will be the authority in respect of moves of commandants of category 'A' establishment.</p> <p>(ii) Commander, Divisional Artillery Brigade, Commander, Independent Artillery Brigade and Commander, Missile Brigade in respect of Officers serving under their respective Command.</p>
Exceptions :		
	(a) For small parties of troops as in items 1, exception (iii) including the medical officer attached to the unit within the unit area.	Unit Commander.
	(b) For temporary duty moves of personnel (Other than Commissioned Officers) of Regimental/Training centres, units or Depots within a Command.	Commandant Regimental Training Centres or Units or Depots concerned.
	(c) Temporary duty moves of personnel (other than commissioned Officers) of DSC centre, within Command.	Commandant DSC Centre.

1	2	3
2A. Temporary duty moves in connection with disciplinary cases.	(a) Inter Command moves. (i) Officers. (ii) JCOs/OR. (b) Within Command.	AG's Branch. 'A' Branch at Command HQ. 'A' Branch at Command HQ.
3. Moves of Personnel of Corps, departments etc.	(I) MES (A) Postings to and transfers from MES. (i) Military officers. (ii) Civilian officers. (B) Moves between Commands (Permanent and temporary). (i) Military officers . (ii) Civilian officers. (iii) JCOs and OR. (iv) All other individuals.	Military Secretary. E-in-C. Military Secretary for permanent duty moves and E-in-C for temporary duty moves. E-in-C. Commandant Engineering Group concerned. E-in-C.
	(C) Permanent moves (other than (A) & (B) above. (a) Between CWE's areas within a Command. (i) Military officers. (ii) Civilians officers. (b) Between MES divisions within a CWE's area. (i) Civilians officers. (ii) Civilian Subordinates. (c) Within MES divisions – All individuals.	Military Secretary. E-in-C. Chief Engineer. CWE. Garrison Engineer.
	(D) Temporary Moves. (a) Between commands as in (B) above. (b) (i) Between CWE's areas within a command - All individuals. (ii) For temporary moves of civilians MES officers/subordinates serving under their jurisdiction in connection with establishment matters and in disciplinary cases.	Chief Engineer. Chief Engineer.

1	2	3
(c)	Between MES divisions within a CWE's area - All Individuals.	CWE.
(d)	Within MES divisions All individuals.	Garrison Engineer.
(e)	Between Kankinara and Kancharapara under ESD(M) Kankinara- All individuals.	OC ESD.
(II) Army Service Corps		
(A)	Permanent duty moves.	
(a)	All moves of Commissioned Officers.	Military Secretary.
(b)	All other personnel (including trained soldiers).	Officer-in Charge, Records of the branch of the Corps concerned.
(B)	Temporary duty moves.	
(a)	Inter Command.	
(i)	Officers.	DGST.
(ii)	All other personnel	Officer-in Charge, Records of the branch of the Corps concerned.
(b)	From one Area or Indep Sub Area to another within a command- All personnel within his command.	MGs ASC Command.
(c)	Within one Area or Independent Sub Area - All personnel within his Area or Independent Sub Area.	Brig ASC.
(d)	Within a Transport Unit in the same Area - All personnel.	OC Unit.
(e)	Within a Transport Unit but from one Area or Independent Sub Area to another - All personnel.	Brig ASC of the Area in which the Headquarters of the unit is located.
(f)	To units on first posting Trained Drivers.	Commandant ASC Centre.
(g)	Officers and personnel for bulk inspection and dispatch duties within area of jurisdiction/ responsibility of respective Composite Food Laboratories (CFL).	Officer Commanding of the CFL concerned.
(III) (A) Remount and Veterinary Corps		
(a)	Commissioned Officers.	
(i)	Permanent Moves.	Military Secretary.

1	2	3
	(ii) Temporary Moves between Command.	ADGRVS.
	(iii) Temporary Moves within Command.	Brigadier/Director RVS Command Concerned.
	(iv) Temporary Moves within Corps/ Area/Div or Independent Sub Area.	Directors/DDRVS/ ADRVS of Corps/ Area/Div or Indep Sub Area concerned.
(b)	Other Personnel.	
	(i) Permanent Moves.	Officer-in-Charge RVC Records.
	(ii) Temporary Moves between Commands.	Officer-in-Charge RVC Records.
	(iii) Temporary Moves within Commands.	Brigadier/Director RVS Command Concerned.
	(iv) Temporary Moves within Corps/ Area/Div or Independent Sub Area.	Directors/DDRVS/ ADRVS of Corps/ Area/Div or Indep Sub Area concerned.
	(v) Moves on Temporary/ Permanent duty to any place within the territorial jurisdiction of Remount Formations.	Local executive heads of the respective Remount Formations.
	(vi) Remount personnel, detailed for conducting animals.	Local Executive Head.
(III) (B) Military Farms Corps		
(a)	Commissioned Officers.	
	(i) Permanent moves.	Military Secretary.
	(ii) Temporary Moves between Commands.	DDGMF
	(iii) Temporary Moves within Command.	Director Command.
	(iv) Temporary duty moves within area and Independent Sub Area.	Director Command.
Civilian Officers and Managers		
	(i) All moves except temporary moves within Command.	DDGMF.
	(ii) Temporary moves within Command, an Area and Indep Sub Area.	Director Command.
(b)	Other personnel	
	(i) All permanent moves of Group 'C' personnel.	Officer-in-Charge Military Farms Records.

1	2	3
	(ii) Permanent moves of Group 'C' Personnel between Commands.	Officer-in-Charge Military Farms Records.
	(iii) Permanent moves of Group 'C' Personnel within Commands.	Director Command.
	(iv) Temporary moves within Command.	Director Command.
	(v) Temporary moves within an Area and Independent Sub Area.	Director Command.
(IV) Army Medical Corps		
	(a) Officers (AMC/AD Corps/MNS).	
	(i) Permanent moves.	DGMS (Army).
	(ii) Temporary moves outside the Command.	DGMS (Army), Commandant AMC Centre & School Lucknow.
	(iii) Temporary moves within the Command in Connection with:— (1) Provision of medical cover.	MG Medical Command.
	(2) Summoning of specialists to see a disabled patient unfit to travel or to see a number of patients requiring treatment.	MG Medical Command.
	(iv) Temporary moves within Area/Independent Sub Area in connection with:— (1) Provision of medical cover.	MG Medical/Brig Medical/Col Medical, Area / Independent Sub Area.
	(2) Summoning of specialists to see a disabled patient unfit to travel or to see a number of patients requiring treatment.	MG Medical/Brig Medical/Col Medical, Area/Independent Sub Area.
	(b) JCOs/ OR/NCs(E) (AMC/AD Corps).	
	(i) All moves.	Officer-in-Charge AMC Records.
	(ii) Temporary moves within Command.	MG Medical Command.
	(iii) Temporary moves within Area/Independent Sub Area.	MG Medical/Brig Medical/Col Medical, Area / Independent Sub Area.

1	2	3
(c)	JCOs (SMS) and conductor (SMS).	
(i)	All moves.	DGMS (Army)
(ii)	Temporary moves within Command.	MG Medical Command.
(iii)	Temporary moves within area/ Independent Sub Area.	MG Medical/Brig Medical/Col Medical, Area/Independent Sub Area.
(d)	Civilians.	
(i)	Group 'B' - All moves.	DGMS (Army).
(ii)	Group 'C'.	
(1)	All moves:—	DGMS (Army).
(2)	Temporary moves within Command.	MG Medical Command.
(3)	Temporary moves within area/ Independent Sub Area.	MG Medical/Brig Medical/Col Medical, Area / Independent Sub Area.
(V) AOC, EME, DGQA Establishment and Ordnance Factories		
(i)	AOC.	
(A)	Permanent duty moves (outside or within the Commands).	
(a)	Officers.	Military Secretary.
(b)	OCs Civ/CLOs/ CASOs/LOO.	DGOS.
(c)	JCOs/OR and Civilians administered by AOC Records	Officer-in-Charge AOC Records
(B)	Temporary duty moves including tours and inspections.	
(a)	Outside Commands.	
(i)	Officers	
(1)	Serving at Formation HQ.	DGOS.
(2)	Serving in Ordnance Installation/ Units.	DGOS.
(3)	Move between Main Depots and outlying Sub Depots.	MGAOC.

1	2	3
	(ii) JCOs/OR and Civilians administered by AOC Records, except those serving at IHQ of MoD (Army).	Officer-in-Charge AOC Records
	(b) Within Commands.	
	(i) Officers.	(i) GOC-in-C Commands, GOC Area / Sub Area or Brigade Commander within their respective jurisdiction, and (ii) MGs AOC Commands for the following moves : (1) To perform special ordnance duties like stock taking, identification of stores. (2) Attachment for pre-course departmental training. (3) To attend Board of Enquiry, Courts of Enquiry of departmental nature. (4) To attend departmental Conference not of recurring nature. (5) On liaison visits. (6) In connection with disciplinary cases of civilian personnel.
	(ii) JCOs/OR and Civilians administered by AOC Records/Locally controlled MGAOC.	MGAOC.
	(c) Officers, JCOs/OR and AOC civilian personnel serving at IHQ of MoD (Army) and civilian staff of AFHQ Cadre serving in OS Directorate.	DGOS.

NOTE: OC Units/establishments of Ordnance Installation are authorised to post AOC personnel other than officers serving under them from Main establishment to outlying sub-Depot/Wings or detached sections under their charge or vice versa on permanent as well as temporary duty.

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(ii) EME**(A) Permanent Moves :—**

Outside or within Commands.

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|---|--|
| <ul style="list-style-type: none"> (a) Officers. (b) Civilians Gazetted Staff. (c) JCOs/OR/NCs (E) and civilian non-gazetted staff administered by Officer in charge EME Records. (d) Civilian Industrial personnel and Group D non-industrial personnel. (i) Within Command/Technical Group EME. (ii) Outside Command/Technical Group EME. | <p>Military Secretary.</p> <p>DG EME.</p> <p>Officer-in-charge
EME Records
(OsC, EME Units
are however
empowered to
authorise move of
personnel serving
under them between
detachments / HQ.</p> |
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(B) Temporary moves (other than on inspection duty and tour).

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| <ul style="list-style-type: none"> (a) Outside Area/jurisdiction of Command/ HQ Technical Group EME. <ul style="list-style-type: none"> (i) All Officers. (ii) Civilians Gazetted Staff. (iii) JCOs/OR/NCs (E) and civilian non-gazetted staff administered by Officer in charge EME Records. (iv) Civilian Industrial personnel and Group D non-industrial personnel. (b) Moves to visit Civilian factories /farms/ Installations both in public and private sectors. <ul style="list-style-type: none"> (i) All Officers. | <p>DG EME.</p> <p>DG EME.</p> <p>Officer In charge
EME Records
(OsC EME Units, are
however, empowered
to authorise moves
of personnel serving
under them between
detachments/HQ.).</p> <p>DG EME.</p> <p>DG EME.</p> |
|--|--|

1	2	3
(c) Within area/Corps Tps/Corps EME Bn Jurisdiction of Command/Corps/ Area/Div/Sub Area.	(i) Officers/Civilians gazetted.	(I) Departmental Heads at HQ Command/Corps / Area/Corps Tps/ Corps EME Bn/Div/ Sub Area (Only for the types of moves enumerated in clause (D) of Note below item 3 of para 1 of this appendix).
		(II) GOC-in-Command / GOC Corps / Area / Div / Sub Area for all other types of moves not covered by (I) above.
	(ii) JCOs/OR/NCs(E) and EME Civilians non-gazetted staff (Non industrial and industrial).	Departmental Heads at HQ Commands/ Corps/Area/ Div / Sub Area (OsC, EME units are empowered to authorise move of personnel under them between detached sections and main body of their units).
(d) Within jurisdiction of technical Group EME.		
	(i) Commander Technical Group EME.	DG EME.
	(ii) Other Officers / civilian gazetted staff.	Commander Technical Group EME.
	(iii) JCOs/ORMCs/NCs(E) and EME civilian non-gazetted (non-industrial and industrial).	Commander, Technical Group EME, Commandant and Army Base Workshops are empowered to authorise move of personnel under them between detached sections and main body of their unit

1	2	3
		TSOs I in technical control of grouped detachments of technical Group EME are also empowered to move personnel within their Group of detachments.
(C) Inspection duty and tour :		
(a) Outside the jurisdiction of Commands and Technical Group EME.		
(i) Officers/Civilian gazetted Staff.	DG EME.	
(ii) JCOs/OR/NCs (E) and EME Civilians non-gazetted staff administered by EME Records except those serving in IHQ of MoD (Army).	Officer-In-charge EME Records.	
(iii) JCOs/OR/NCs (E) and EME civilians non-gazetted staff serving at IHQ of MoD (Army) and civilian staff of AFHQ cadre serving in Directorate General of EME.	DG EME.	
(iv) Civilian Industrial personnel.	DG EME.	
(b) Within area/jurisdiction of Command/ Corps/Area/Div/Sub Area/ Technical Group EME.		
(I) Personnel other than those belonging to Technical Group EME.		
(i) Department Head at HQ Commands/ Corps/Area Div/Sub Area.	GOC-in-C Command, GOC Corps / Area/ Div/ Sub Area.	
(ii) Other officers/civilian gazetted staff at HQ Commands/ Corps/ Areas/ Div/Sub Area or serving in EME Units/ Establishments.	(A) Departmental Heads at the respective HQ in case of Inspection duties. (B) Staff authorities at the respective HQ in case of tour.	
(iii) JCOs/OR/NCs (E) and civilian non-gazetted staff (Industrial and non-industrial).	Departmental Heads at the respective HQ Commands/Corps/ Area/Div/ Sub Area.	

1	2	3
(II)	Personnel of and those serving under Technical Group EME including detachments.	
(i)	Commander Technical Group EME.	DG EME.
(ii)	Other officers, civilian staff (gazetted and non-gazetted) Industrial, non-industrial and JCOs/OR/NCs (E).	Commander Technical Group EME (TSOs I in technical Control of grouped detachments of Technical Group, EME are also empowered to move personnel within group of detachments).
Jurisdiction Technical Group EME		
(a)	Jurisdiction of Technical Group EME will extend over all Army Base Workshops EME, Vehicle Depot Workshops EME, Equipment Depot Workshop, and Detachments of Technical Group EME.	
(b)	MGs EME All EME Units in their respective commands, other than those mentioned in sub para (a) above.	
	(iii) Military personnel of Directorate General Quality Assurance.	
(A)	Permanent Moves.	
(a)	Service Officers.	
(i)	Into and out of Director General Quality Assurance All Officers.	Military Secretary.
(ii)	Within Directorate General Quality Assurance - All officers.	ADGQA Concerned
(b)	Other Personnel.	DGQA.
(B)	Temporary Moves.	
(a)	Officers.	
(i)	Directors.	ADGQA Concerned.
(ii)	Other Officers of Directorate.	ADGQA Concerned.
(iii)	Head of Establishments of DGQA.	Head of Establishment.

1	2	3
	(iv) Other Officers of Director General Quality Assurance Establishments except those mentioned in (iv) below.	ADGQA concerned.
	(1) Outside Headquarters Wings, Head of Establishment. Detachments, outstations and inspection duty stations except for inspection of trade outturn and escort duty.	
	(2) Outside Headquarters Wings, Head of Establishment. Detachments, outstation and inspection duty stations for inspection of trade outturn and escort duty and within Headquarters, Wings Detachments outstations and inspection duty station.	
	(v) Officers employed in the Controllerate of Quality Assurance (General Stores), Kanpur; Controllerate of Quality Assurance (Textiles and Clothing), Kanpur Controllerate of Quality Assurance (Materials); and Chief Quality of Aerial Delivery Equipment, Agra Cantt when required to proceed to outstation in connection with Production/ Development/ Procurement of stores for which they are the AHSPs and also to attend trials/meetings in connection therewith.	Head of Establishment.
(b)	Other Personnel.	
	(1) Temporary duty Moves of individuals employed in establishments except those mentioned at (2) & (3) below.	ADGQA concerned.
	(2) Move of an individual from one establishment to another.	ADGQA concerned.
	(3) Move of individuals to stations outside the local Military Area.	DGQA.
(c)	Deputation and moves of Military Officers an 'adhoc' course of instructions organised by Govt., Semi Govt Organisations provided there is no extra expenditure to the State except on TA/DA.	DGQA.
	(vi) Civilians personnel employed in the establishments under the administrative control of Additional Directorate General Quality Assurance (Armaments), Additional Directorate General Quality Assurance (Vehicles),	ADGQA concerned.

1	2	3
	Additional Directorate General Quality Assurance (Electronics), Additional Directorate General Quality Assurance (Radars & Systems) Additional Directorate General Quality Assurance (Engg Eqpt), Additional Directorate General Quality Assurance (Stores). Additional Directorate General Quality Assurance (Metals and Explosives), Additional Directorate General Quality Assurance (Naval). Additional Directorate General Quality Assurance (Warship Projects). Additional Directorate General Quality Assurance (Combat Vehicles). Additional Directorate General Quality Assurance (Policy, Planning & Training). Additional Directorate General (Admin).	
	(DIQA), Bangalore.	Director concerned.
	ADGQA's Concerned.	
(A) Permanent Moves.		
(a) Civilian Gazetted Officer.		Head of Establishments.
(b) Non-Gazetted civilian personnel other than industrial personnel. Outside & Within Headquarters Wings and detachments.		Head of Establishments.
(c) Industrial personnel outside the establishments. Between the main establishments and outlying depots/detachments.		ADGQA Concerned.
(B) Temporary Moves.		
(a) Civilian Gazetted Officer. (i) Head of Establishments.		ADGQA Concerned.
(ii) Other officers except those mentioned below. (1) Out-side Headquarters, Wings and detachments except in cases falling under (3) below.		Head of Establishments.

1	2	3
	(2) Within Headquarters, Wings and detachments.	Head of Establishments.
	(3) Outside Headquarters, Wings detachments and outstations for inspection of trade outturn of firms premises and at other inspection points and escort/courier duties.	Head of Establishments.
	(iii) Officers employed in the Controllerate of Quality Assurance (General Stores), Kanpur; Controllerate of Quality Assurance (Textiles and Clothing), Kanpur Controllerate of Quality Assurance (Materials); and Chief Quality of Aerial Delivery Equipment, Agra Cantt when required to proceed to outstation in connection with Production/ Development/ Procurement of stores for which they are the AHSPs and also to attend trials/meetings in connection therewith.	ADGQA Concerned.
(b)	Non-Gazetted civilian personnel other than industrial personnel.	
	(i) Civilians other than those mentioned in (ii) below.	Head of Establishments.
	(1) Outside Headquarters, Wings Concerned and detachments except in cases falling under (3) below.	Head of Establishments.
	(2) Within Headquarters Wings and detachments.	Head of Establishments.
	(3) Outside Headquarters, Wings, detachments and outstations for inspection of trade outturn at firms premises and at other inspection points and escort/courier duties.	Head of Establishments.
	(ii) Civilian personnel employed in Chief Quality of General Stores, Kanpur, Chief Quality of Textiles and Clothing, Kanpur and Chief Quality of Aerial Delivery Equipment, Agra Cantt., when required to proceed to outstations in connection with production/development /procurement of stores for which they are AHSPs and also to attend trials/meetings in connection therewith.	Head of Establishments under whom they are serving.
(c)	Industrial personnel Outside the establishments between the main establishments and outlying depots/detachments.	Director General Quality Assurance.
(C)	Deputation and moves of civilian officers and non-gazetted staff on 'adhoc' courses of	Director General Quality Assurance.

1	2	3
	instructions organised by Govt/Semi Govt. Organisato the state except on TA/DA.	
(iii)	Civilians Personnel employed at HQ Director General Quality Assurance.	
	Temporary Moves.	
(a)	ADGQA.	DGQA.
(b)	Civilians Gazetted Officers.	ADG Concerned.
(c)	Civilians non-gazetted Officers.	Director Concerned.
(IV)	Civilian personnel employed at HQ Defence Production Organisation	
	Temporary Moves.	
(a)	Civilians Gazetted Officers.	Director Concerned.
(b)	Non-gazetted Civilian Personnel.	Dy Director (Admin).
(V)	Individuals serving under the Director General Ordnance Factories.	
(1) (a)	Permanent moves except those mentioned in (b) and (c) below.	Director General Ordnance Factories.
(b)	Permanent moves of those Gp. 'C' persons on the Non industrial Establishment with respect to whom the power of first appointment has been delegated to the General Managers/Officer-in-Charge Ordnance Factories.	General Manager/ Officer-in-Charge of Ordnance Factory concerned.
(c)	Transfer between factories of the Gp. 'D' Establishment and industrial Employees.	General Manager/ Officer-in-Charge establishments after mutual consultation and agreement between General Managers etc. concerned.
(2)	Temporary Duty Moves.	
(i)	Gazetted Officers and other Factory Personnel to any destination In India.	General Manager/ Officer-in-Charge of Ordnance and Ordnance equipment Factories.
(ii)	Commissioned officers serving at DGOFS HQ and Ordnance Factories etc.	DGOF.
(VI)	Army Education Corps	
(a)	Officers.	

1	2	3
	(i) Permanent moves.	Military Secretary.
	(ii) Temporary moves outside the Command.	DCOAS.
	(iii) Temporary moves of Commandant of AEC Training College and centre and Principals, Military School and other officers at AEC Training College and Centre and Military Schools.	DCOAS.
	(iv) Temporary moves within the Command.	GOC-in- Command.
	(v) Temporary moves within the formation i.e. from main formation to detachments and to the units under that formation and vice versa.	Formation Commander.
	(b) Other personnel.	
	(i) Permanent/temporary moves outside the Command.	Officer-in-Charge Records.
	(ii) Permanent moves within the Command.	Officer-in-Charge Records.
	(iii) Temporary moves within the Command.	GOC-in-Command.
	(iv) Temporary moves within the formation i.e. from main formation to detachments and to the units under that formation and vice-versa.	OC of the Unit/ Formation.
(VII) Additional Director General of Technical Examination (Defence)		
	Additional Director General Technical Examination and individuals employed directly under him.	Additional Director General Technical Examination.
(VIII) Judge Advocate General's Department		
	(i) Moves other than those in (ii) below.	Judge Advocate General.
	(ii) Temporary duty moves of personnel serving under the Deputy Judge Advocate General in Respect of Moves within the Command.	Deputy Judge Advocate General of the Command.
(IX) Defence Security Corps		
	(A) Permanent duty moves (Outside or within the Command).	
	(a) Officers.	Military Secretary.
	(b) JCOs/ORs and Civilians administered by DSC Records.	Officer-in-Charge DSC Records.
	(B) Temporary duty moves (including tours and Inspections).	

1	2	3
(a) Outside Commands.		
(i) Officers.	DDG DSC.	
(ii) JCOs/ ORs and Civilians administered by DSC Records.	Officer-in-Charge DSC Records.	
(b) Within Commands.		
(i) Officers.		
(1) Director DSC, HQ Commands.	GOC-in-C Command within their respective jurisdiction.	
(2) Joint Director DSC.	Director DSC at Command HQ.	
(3) Officers of Centre and Records.	GOC-in-C Command, GOC Area/Sub Area.	
(ii) JCOs/ ORs and civilians administered by DSC Records.	Director Command HQ within their respective jurisdiction.	
(iii) Moves of DSC personnel other than commissioned officers within Command on temporary duty in respect of its units.	OC DHQ Security Troops.	
(c) Officers, JCOs/ ORs and DSC civilian personnel serving at IHQ of MoD (Army) and civilian staff of AFHQ Cadre serving in DSC Directorate.	DDG DSC.	
(X) Signals		
(A) Permanent moves.		
(i) Officers.	Military Secretary.	
(ii) Civilian Gazetted Staff.	Signal Officer-in-Chief IHQ of MoD (Army).	
(iii) All other personnel.	Officer-in-Charge Signals Records.	
(B) Temporary duty moves (other than on inspection duty).		
(a) Inter Command moves.		
(i) All Officers.	Signal Officers-in-Chief, IHQ of MoD (Army).	
(ii) Civilian Gazetted Staff.	-do-	
(iii) All other personnel.	Officer-in-Charge Signals Records.	
(b) Within Command.		

1	2	3
	(i) Officers.	Chief Signal Officer, Command.
	(ii) Civilian Gazetted Staff.	-do-
	(iii) All other personnel.	Officer-in-Charge Signals Records.
(XI) Pioneer Corps Officers		
	(i) Temporary Moves Commissioned Officers (including those on ERE).	
	(aa) Within Command.	Director Pioneers Command.
	(ab) Outside Command.	Deputy Director General Pioneer Corps.
	(ii) Permanent Moves Commissioned Officers.	Military Secretary
	(B) Other personnel.	OIC Records. The Pioneer Corps, Director Pioneer.
(XII) Army Postal Service		
	(1) Permanent Move.	
	(a) Officers.	Military Secretary.
	(b) JCOs, WOs, OR and NCsE.	Officer-in-Charge APS Record Office.
	(c) Civilians non-gazetted personnel.	Adjutant General.
	(2) Temporary Move.	
	(a) Outside Commands.	
	(i) All Officers.	Additional Director General APS.
	(ii) JCOs, WOs, ORs and NCsE.	Officer-in-Charge APS Record Office.
	(iii) Civilians non-gazetted personnel.	Adjutant General.
	(b) Within Area/Jurisdiction of Commands/Corps/Area/Div/Sub Area.	
	(i) Officers.	(i) Departmental Heads at HQ Commands/ Corps/ Area (only for the types of moves enumerated below). (ii) GOC-in-C Command, GOC Corps / Div/ Area/ Sub

1	2	3
		Area / Commander Brigades for all other types of move not covered by (i) above.
	(ii) JCOs, WOs, OR and NCsE.	(i) Departmental Head at HQ Command/Corps / Area/Div.
	(iii) Civilians non-gazetted personnel.	(ii) Officers Commanding Corps/ Communication Zone/ Air Formation/ Border Roads/ Assam Rifles Postal Units within their Departmental jurisdiction.

Types of temporary duty moves of APS Officers which can be ordered by Departmental Heads at HQ Command and Corps vide item 2 (b) (i) are specified below :—

1. Technical Inspection of Postal units and FPOs.
2. Departmental conferences/discussions not of recurring nature.
3. Supervision over mail communications lines and check of mail arrangements and APO accounts.
4. Conducting Departmental tests and examinations peculiar to the Corps.
5. Investigation into postal complaints or loss or damage to mails due to accidents and other unusual occurrence.
6. Liaison Visits of Departmental nature to:
 - (i) Superior HQ to discuss technical matters.
 - (ii) P and T offices and their establishments; and
 - (iii) Army and Air Force formations and units.
7. Attending courts of enquiry.
8. Filling up vacancies caused by temporary absence of the permanent incumbent due to annual leave or for longer period, like hospital admission, courses or otherwise.

(XIII) Regiments of All Arms

- | | |
|--|--|
| <ol style="list-style-type: none"> (i) Officers. (ii) JCOs and OR. | Military Secretary.

Officer-in-Charge
Records of respective
Regiment within and
outside Command. |
|--|--|

(XIV) All permanent moves and duty moves concerning MS matters All Army Officer other than AMC, ADC and MNS.

MS Branch.

NOTE: The types of temporary duty moves within Command / Corps/Area / Div/ Independent Sub Area/Sub Area/Brigades of Officers as specified below, will only be sanctioned by the GOC-in-C Command/GOC Corps/Area/ Division/ Indep Sub Area/Sub Area, Brigade Commander within their respective jurisdiction.

(A) Artillery

- (1) Moves in connection with technical inspection of units/formations.
- (2) Moves in connection with training of artillery personnel e.g. courses, instructional duties, demonstrations, artillery exercises and trials.
- (3) Moves in connection with departmental conferences not of recurring nature.
- (4) Moves in connection with classification of artillery personnel and technical trade testing boards.
- (5) Moves in connection with maintenance, collection, return and escorting of artillery equipment/stores/ vehicle.
- (6) Moves in connection with planning /reconnaissance of operational sites.
- (7) Moves in connection with liaison visits to Army /Navy /Air Force establishment of departmental nature.
- (8) Moves for taking promotion examinations in subjects special to Corps.

(B) AEC

- (1) Moves in connection with examinations/tests.
- (2) Moves in connection with organised visits to places of educational interest.
- (3) Moves in liaison visits.
- (4) Moves to attend educational courses and training.
- (5) Moves to attend educational conferences.
- (6) Moves to attend educational material.
- (7) Moves in connection with matters relating to educational training.

(C) ASC

- (1) Moves for attachment/liaison visits to immediately superior Headquarters and Units with the Regiment/ Command.
- (2) Moves to replace officers proceeding on courses.
- (3) Moves in connection with instructions on behalf of Brig ASC, MG ASC.
- (4) Moves in connection with departmental inquiries/Courts of Inquires.
- (5) Moves for advising on any specialist units or of purely technical nature, e.g. running a technical course or a departmental exercise, demonstrations, trials and so forth.
- (6) Moves for attending at departmental conferences or discussions.
- (7) Moves for any special ASC functions like stocks verifications, despatching or receiving of ASC Stores.
- (8) Moves for selection of ASC personnel for any purely departmental trade testing or other such examinations.
- (9) Moves in connection with local purchases at any station within the area of the formation to which the officer belongs.
- (10) Moves regarding technical inspection of units and moves regarding pre-course departmental training.
- (11) Moves in connection with sports activities.
- (12) Moves in connection with Corps day/Re-unions.

(D) EME

- (1) Moves to replace officers proceeding on courses.

- (2) Moves to relieve officers proceeding on combined leave and not on privilege/ annual leave when no replacements can be provided.
- (3) Moves to meet additional repair commitment of units.
- (4) Moves to liaise with another unit with regard to repair schedules or workshop repair techniques or procedure.
- (5) Moves to inspect equipment.
- (6) Moves to investigate defects.
- (7) Moves to run short technical cadre courses and for trade-testing of personnel.
- (8) Moves to purchase workshop materials (of all types) and spares and non-provided items.
- (9) Moves as members of a Technical Board for purposes of condemnation of equipment or for such like reasons.
- (10) Moves for discussion on technical / administrative / training matters.

(E) Engineers

All moves in connection with works or other departmental matters.

(F) JAGs Department

- (1) Moves in connection with court-Martial duties.
- (2) Moves in attend Law Courses.
- (3) Moves to visit formation Headquarters to discuss legal problems with formation commanders.
- (4) Moves in connection with Civil Cases filed against Union of India.

(G) Medical

- (1) Moves of officers of SHOs to visit unit's camps and factories.
- (2) Moves in connection with training of personnel viz, instructional duties and demonstrations, liaison visits to medical institutions and for attending medical demonstrations.
- (3) Moves to attend examinations and instructional courses of short duration at hospitals in medical subjects like Anaesthesia, Surgery, BCG Vaccination etc, as considered necessary by departmental heads of formations.
- (4) To attend departmental conferences /discussions.
- (5) Attachments / liaison visits to superior headquarters to discuss technical, administrative and training matters.
- (6) For purposes of technical stores.
- (7) All moves in connection with provisions of medical cover/leave reliefs.
- (8) Moves of specialists to see a disabled patient unfit to travel or to see a number of patients requiring treatment.

(H) Military Farms

- (1) Moves to fill up vacancies caused by temporary absence of the permanent incumbent on annual leave/ long leave/ furlough.
- (2) Moves to fill up vacancies caused by temporary absence of permanent incumbent on admission to hospital on account of sickness/injuries of the duration of two weeks and over.
- (3) Moves to fill up vacancies caused by temporary absence of permanent incumbent on course of duration of two weeks and over.

- (4) Moves in connection with the condemnation of Farms stores in Military Farms.
- (5) Moves in connection with surprise checks of Military farms.
- (6) Moves for escorting purposes.
- (7) Moves for taking records from one place to another.
- (8) Moves for checking of accounts of the depots.
- (9) Moves in connection with court of Enquiries.
- (10) Liaison visits.

NOTE: Temporary moves involving the grant/relinquishment of acting/ temporary ranks will not be ordered by the DDGMF.

(J) Ordnance

- (1) Moves of officers to perform special ordnance duties like stock-taking, identification of stores etc.
- (2) Moves of officers for attachment for pre-course departmental training.
- (3) Moves of officers to attend Board of Enquiry/Court of Enquiry of departmental nature.
- (4) Moves of officers to attend departmental conferences not of recurring nature.
- (5) Moves of officers on liaison visits.
- (6) Moves of officers in connection with disciplinary cases of civilian personnel.

(K) Remount Veterinary Corps

- (1) Moves to fill up vacancies caused by temporary absence of the permanent incumbent on annual / long leave/furlough.
- (2) Moves to fill up vacancies caused by temporary absence of the permanent incumbent on admission to hospital on account of sickness/injuries of the duration of two weeks and over.
- (3) Moves to fill up vacancies caused by temporary absence of the permanent incumbent on course of the duration of two weeks and over.
- (4) Moves to provide extra veterinary cover in case of out-break of contagious and infectious diseases.
- (5) Moves to provide veterinary cover for animal holding units temporarily till permanent arrangements are made by Officer- in-Charge RVC Records/IHQ of MoD (Army).
- (6) Moves for escorting purposes.
- (7) Moves for taking records from one place to another.
- (8) Liaison visits/Technical discussions.
- (9) Moves in connection with training of personnel, viz, instructional duties and demonstration, liaison visit to medical/veterinary institutions and for advanced training and attending demonstrations, Seminars and workshops in Veterinary medicine and allied subjects.
- (10) Moves in connection with departmental examinations and instructional courses of short duration at Veterinary Units/Research Institutions in veterinary subjects and departmental conferences.
- (11) Moves in connection with equestrian training and activities.

NOTE: Temporary moves involving the grant/relinquishment of acting/ temporary ranks will not be ordered by the ADS RVS .

(L) Signals

- (1) Moves in connection with technical inspection of units and signal installations.

- (2) Moves in connection with training of signal personnel e.g. courses, instructional duties, demonstrations, signal exercises and trials.
- (3) Moves in connection with conferences of officers commanding signal units.
- (4) Moves in connection with classification of regimental signallers and technical Trade Testing Boards.
- (5) Moves in connection with maintenance, trial, collection, return and escorting of signal equipment/stores /Vehicles.
- (6) Moves in connection with signal communications for Planning, etc, their establishment and maintenance.
- (7) Moves in connection with liaison visits including visits to:-
 - (a) P & T department offices, installations and their establishments.
 - (b) Army/Navy/Air Force installations.
- (8) Moves for taking promotion examination in subjects special to the Corps.

(M) Intelligence Staff and Units

- (1) Liaison with Civil Intelligence Agencies.
- (2) Interrogation duties.
- (3) Special Investigations including Security checks.
- (4) Area familiarisation of operations sites.
- (5) Special reconnaissance.
- (6) Departmental Conferences /discussions.
- (7) Liaison visits.
- (8) Moves in connection with training, courses, cadre exercises including instructional duties and demonstrations.
- (9) Moves for carrying classified documents /Air photos.

(N) Corps of Military Police

Types of temporary duty moves within Command as specified below may be sanctioned by the departmental heads.

- (1) Moves in connection with Technical Inspections.
- (2) Moves in connection with training of CMP personnel e.g. short courses, instructional duties, CMP exercises.
- (3) Moves in connection with classification and technical trade testing boards.
- (4) Liaison visits with other units/Formations.
- (5) Liaison visits with Navy and Air Force on departmental matters.
- (6) To attend departmental co-ordination Conferences/discussions.
- (7) Moves to fill up vacancies caused by temporary absence when permanent incumbent is on leave or course.
- (8) Moves to provide additional provost cover during training exercises of formations.
- (9) Moves to attend boards/Court of Enquiry of departmental nature.
- (10) Moves to fill up vacancies caused by temporary absence of the permanent incumbent on admission to hospital on account of sickness/injuries of the duration of two weeks and over.

(11) Moves for taking records from one place to another.

(O) Territorial Army

Types of temporary duty moves within Command as specified below may be sanctioned by the departmental heads at Command Headquarters.

- (1) Moves in connection with State Advisory committee.
- (2) Moves in connection with training of TA personnel e.g. courses, cadres demonstration, exercises and trials.
- (3) Moves in connection with planning and reconnaissance of operational sites.
- (4) Moves in connection with recruitment.
- (5) Moves for attachment for pre-course departmental training.
- (6) Moves in connection with all other TA matters.

(P) Category 'A' Establishments

Commandants of Category 'A' Establishments of Army are authorised to sanction inter-command Temporary duty move of officers and staff working under them including officers of the unit allotted / attached to their Establishment after being personally satisfied that the move is inescapable.

NOTE 1: The following types of temporary duty moves may be authorised by the Heads of Establishments/ Laboratories of R&D Organisation (wherever they are in the rank of Directors Grade I and Grade II) in respect of officers and subordinates serving under them :-

- (1) Moves to HQs or other Estt/Lab. for discussion on scientific or technical matters.
- (2) Moves in connection with inter-departmental conferences, meetings, symposia, seminars and exhibitions approved by Government.
- (3) Moves in connection with departmental enquiries, courts of enquiry of other cases of disciplinary action.
- (4) Moves in connection with inspection or maintenance trials of equipment/ vehicles or purchases of stores/equipment/vehicles.
- (5) Moves for escorting stores/samples/equipment from one place to another.

NOTE 2: The heads of the following establishments /laboratories of Research and Development Organisation will exercise powers under Rule 4 (i) to order temporary duty moves in respect of officers and staff serving under them in connection with the types of moves mentioned in Note 1 above:

- (1) NSTL Vishakhapatnam.
- (2) DESI DOC.
- (3) D I F R.
- (4) S & ASE MANALI.

Moves	Personnel & types of moves	Authority
1	2	3
4. Moves of personnel (Service and civilian) of Indian Navy.	(i) Service Officers : (A) Permanent moves. (B) Temporary moves.	Chief of the Naval Staff.

1	2	3
	(a) Officers at Naval Headquarters and in establishments under immediate control of IHQ of MoD (Navy).	The Chief of the Naval Staff, PSOs and APSOs.
	(b) Officers other than those referred to in (a) above.	PSOs at IHQ of MoD (Navy) Flag Officers Commanding-in-Chief, Naval Command, Flag Officer Commanding Fleets/ Areas. Flag Officers (Rear Admiral), Defence Advisory Group (ONGC) Mumbai, DsGNPs and Naval Officer-in-Charge (NOICs), Commanding Officers of Survey Ships of the rank of Commander and above for detailing the officers of survey parties only.
	(ii) Civilians (gazetted/non gazetted)	
	(A) Permanent moves of civilians (gazetted).	The Chief of the Naval Staff.
	(B) Permanent moves of civilians (non-gazetted).	
	(a) Inter Command/Inter Services.	The Chief of the Naval Staff.
	(b) All categories (centrally controlled by IHQ of MoD (Navy).	The Chief of the Naval Staff.
	(c) All categories other than those referred to in (a) and (b) above which involve transfer from one Naval Establishment to another within their administrative control.	The Flag Officers Commanding-in-Chief, Naval Commands.
	(C) Temporary Moves.	The Flag Officers Commanding, Fleets/ Areas. The Admiral Superintendents, Naval Dockyards, Ds GNP & NOICs.
	(a) Moves of individuals at Naval HQs and establishments under	The Chief of the Naval Staff.

1	2	3
	immediate control of IHQ of MoD(Navy).	
(b)	Moves of Individuals other than that referred to in (a) above.	The Flag Officers Commanding-in-Chief, Naval Commands. The Flag Officers Commanding, Fleets/Areas. The Admiral Superintendents, Naval Dockyards. The Chief Hydrographer, Dehradun. The Flag Officer (Rear Admiral), Defence Advisory Group, Mumbai, DsGNP & NOICs.
(iii)	Sailors:	
	(A) Permanent moves.	The Commodore, Bureau of Sailors, Mumbai.
	(B) Temporary moves.	PSOs and APSOs at IHQ of MoD (Navy). The Flag Officers Commanding-in-Chief, Naval Commands, The Flag Officers Commanding, Fleets/ Areas, NOICs (Naval Officers-in-Charge) COs of Ships and Establishments of the rank of commander and above.
5.	Moves of personnel (service and civilians) of Air Force.	
	(A) Permanent moves.	The Chief of the Air Staff.
	(B) Temporary moves.	

1	2	3
	(a) (i) Personnel serving at Air Headquarters or at units directly controlled by them.	The Chief of the Air Staff.
	(ii) Personnel (Service and Civilians) serving in their branches at Air Headquarters or with Formations directly under Air Headquarters.	Principal Staff Officers at Air Headquarters.
	Airmen and Civilians of Corresponding status serving under them.	Director at Air Headquarters.
	(b) Personnel serving at Command HQs at unit controlled by them.	
	(i) For all moves within Indian limits except as in (ii) below.	Air Officer Commanding-in-Chief, Command.
	Airmen and Civilians of Corresponding status serving under them.	OsC self Accounting units (not below the rank of Wg Cdr.)
	(ii) For moves between Units under the control of the same Wing/ Station.	OC Wing/Station.

NOTE: The provision contained in clause I (iii) of para 1 of this Appendix will also be applicable on the Air Force side.

6. Miscellaneous	(i-A) All moves on duty in respect of personnel under their administrative control.	(a) The Chief of the Army Staff. (b) Secretaries and Joint Secretaries, Ministry of Defence. (c) Chief Administrative Officer, and Joint Secretary. (d) (i) Director General Armed forces Medical Services. (d) (ii) OCs AFMSDs will be authority to sanction temporary duty moves of ATEOs and HS X-Ray Electricians within the areas under their
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1	2	3
		jurisdiction, as detailed below :—
		(1) OC AFMSD LUCKNOW- Units in Central and Eastern Commands.
		(2) OC AFMSD DELHI CANTT- Units in Northern Command and Western Command.
		(3) OC AFMSD PUNE-Units in Southern Command.
		(e) Director, Military Regulation Forms, Ministry of Defence.
		(f) Scientific Adviser to Defence Minister
		(g) Director of Technical Development and Production (Air).
		(h) Director General, Defence Estate.
		(i) Director of Standardisation.
		(j) Director General, Quality Assurance.
		(k) Programme Officer (M & B).

NOTE : The Chief Administrative Officer & Joint Secretary will, in addition, exercise the powers of heads of Inter-Services Organisation, other than those mentioned at Sub-items (iii) and (iii-A) below.

(i-B)(a) Moves on temporary duty in respect of personnel serving in his Bureau. (b) Moves on temporary duty in respect of programme officer (M&B). (ii) Moves of service officers serving with Cabinet Secretariat.	Director, J C B. Additional Secretary (R &D). Deputy Secretary (Military) of Cabinet Secretariat. He will also exercise this power in respect of his moves.
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1	2	3
	(iii) Temporary duty moves of Civilian staff and service personnel of the Defence institute of Psychological Research.	Director, Defence Institute of Psychological Research, Defence Science Organisation.
	(iii-A) Temporary duty moves of Defence service personnel (service and civilian) serving in the Directorate General National Cadet Corps, Training Establishments and Inter Directorate temporary duty moves of personnel serving in National Cadet Corps Units/Group Headquarters/ Directorates.	Director General, National Cadet Corps.
	(iii-B) (a) Temporary duty moves within the respective Directorates of Defence Service personnel (services and civilians) serving in the National Cadet Corps under the command of Deputy Director General, National Cadet Corps of Directorate concerned.	Deputy Director General, National Cadet Corps of Directorates.
	(b) Temporary duty moves (not exceeding 90 days at a time) of the officers and the staff of the NCC Directorate J & K State to the minimum extent necessary from SRINAGAR TO JAMMU when the State Government functions at Jammu during the months November to March.	Deputy Director General, National Cadet Corps, J&K State.
	(c) Temporary duty moves within the respective jurisdiction of service personnel serving in National Cadet Corps units under their control.	Commander, National Cadet Corps, Group Headquarters.
	(d) Temporary duty moves of regular Defence Services personnel employed on the instructional staff under the OC of NCC units which fall within his own jurisdiction.	Officer Commanding the National Cadet Corps Units.
	(iv) Moves between units of Corps of Engineers whether detached or at Headquarters.	Commandant of the Group of Corps or Engineers concerned.
	(v) Moves between units of Signal Corps, other than commissioned officers.	Commandant, Signal Training Centre.
	(vi) Moves of personnel of Artillery consequent on promotion.	Commandant, Artillery Depot and Records.

1	2	3
	(vii) (a) All permanent moves within and outside recruiting areas of:	
	(1) Army Officers.	Military Secretary.
	(2) Recruiting medical officers.	DGMS.
	(3) Naval Officers.	The Chief of the Naval Staff.
	(b) All permanent moves within and outside recruiting area and temporary moves outside recruiting areas of JCOs and civilian extra assistant recruiting officers.	Joint Director, Recruiting.
	(c) All permanent and temporary moves outside recruiting areas of ORs and civilians (other than civilian extra assistant recruiting officers).	Joint Director, Recruiting.
	(d) All temporary moves of R.O within recruiting areas.	Joint Director, Recruiting.
	(e) All temporary moves of recruiting officers deputy recruiting officers and assistant recruiting officers outside recruiting areas.	ADG Recruiting.
	(f) All permanent moves within recruiting area of ORs and civilians (other than civilian extra assistant recruiting officers).	Recruiting Officer.
	(g) All temporary moves within recruiting zone of Recruiting Officers, Deputy Zonal Recruiting Officers, Recruiting Medical Officers, Asstt Recruiting Officers, JCOs/ORs Civilians.	Zonal Recruiting Officers.
	(viii) Individuals of Air Formation Signals units within the boundaries of the Air Force Formations.	Commander of the Air Force formation to whom the unit is operationally responsible.
	(ix) (a) Embarkation commandant and Officers Commanding, Movement Control Groups and Movement Control areas (Indep). Staff employed under Embarkation Commandants.	ADG Strat Mov.
	Officers Commanding, Movement Control Group and Movement Control Areas (Indep) in respect of their Journeys outside the jurisdiction of these authorities.	

1	2	3
	(ix) (b) Movement Control Staff in respect of journeys within the jurisdiction of Embarkation Commanding and Officers Commanding, Movement Control Groups/Movement Control Area (Indep).	Embarkation Commandant or Officer Commanding, Movement Control Group/ Movement Control Areas (Indep) at the case may be.
	(x) Temporary duty moves of personnel in C M O Directorate, Ministry of Defence and C M O units:	
	(ix) (a) Movement within Army Commands Moves of all personnel of CMO units in any Army Command except Delhi Region.	Chairman,: (C R C S C.) Concerned.
	(b) Movement within Delhi Areas :— Moves of all personnel of CMO units in Delhi Region.	Chairman,: C R C S C.) Concerned.
	(c) Movement outside Army Commands:— Moves of all personnel of CMO Directorate (except Director CMO and Chairman C R C S C & C M O units).	Director CMO.
	(xi) Temporary duty moves of personnel (Service & civilian) serving under their Command).	(a) CISC HQ IDS. (b) Commander-in-Chief, Andaman and Nicobar Command. (c) Commander-in-Chief Strategic Force Command.
	(xii) Temporary duty moves of all staff and students of the Inter Services Category 'A' establishments.	Commandant of Inter Services Category 'A' establishments.

NOTES:—

1. The rules, shown above, are not applicable to moves ordered under para 223 of Regulations for the Army nor do they, in any way, affect powers of competent medical authorities referred to in the various rules for moves on medical grounds in these Regulations e.g. Rule 157.
2. A movement order can be signed by a staff or other officer for an authority referred to above, but the responsibility rests with the latter.
3. When a move authorised by a higher authority is actually carried out under orders issued by the lower authority concerned, a reference to the orders of the former will be quoted in the orders of the latter for the information of the audit authorities.
4. The rules in regard to the movement of bodies of troops are contained in DSR. See also para1, item 1, exception (iii) above.

5. In cases where a unit serving in one command has a detachment, and in the case of Gorkha battalions, a training company, located in another command, the GOC Area, Sub Areas, Independent Sub Area or Brigade Commander in whose area the Headquarters of the unit is located may sanction the move of the O C. the unit (or in his place Adjutant or Quartermaster or in the case of MT units the workshop officer), in connection with the inspection of the detachment as and when necessary. Moves of Officers in connection with changes in command of the detachment and other moves of officers and personnel to and from headquarters and detachments of unit may similarly be sanctioned.
6. The authority competent to sanction the move of an artillery Brigade commander for inspection of a detachment can sanction in lieu the move of an Adjutant for the same purpose as and when necessary.
7. Moves of soldiers, airmen and non-combatant enrolled proceeding under the authority to their homes on discharge, transfer to reserve or pension etc. will be carried out under the authority of unit/ establishment commanders.
8. No separate sanction will be necessary for moves of soldiers to schools of instruction to which vacancies have been allotted by Commands and Areas. A reference to such orders on the warrants will meet requirements.

APPENDIX IV

OFFICERS PERMITTED TO SUBMIT THEIR TA CLAIMS WITHOUT THE COUTERSIGNATURE OF A CONTROLLING OFFICER

(Refer Rule 7)

1. Service Chiefs.
2. Vice Chiefs of all the three Services.
3. CISC HQ IDS.
4. Dy Chiefs at Service HQ/HQ IDS/ Inter Services Organisations.
5. All Principal Staff Officers at Service HQ/Inter Services Organisations.
6. Commander in Chief, Andaman and Nicobar Command.
7. Commander in Chief Strategic Force Command.
8. GOC- in-C Commands.
9. The Chief of Staff Command HQs.
10. Corps Commanders and Area Commanders.
11. Div Commanders/Sub Area Commanders.
12. Brigade Commanders.
13. The Flag Officers Commanding in Chief, Naval Commands.
14. The Flag Officers Commanding Fleets/Areas.
15. The Admiral Superintendent, Naval Dockyards.
16. The Naval Officers-in-Charge.
17. Senior Officers of the rank of Commodore, who are Principal Directors at IHQ of MoD (Navy).
18. Flag Officer Goa.
19. Flag Officer Naval Aviation.
20. Flag Officer Sea Training.
21. Flag Officer Sub Marines.
22. Director General Naval Projects.
23. Air Officers Commanding in Chief, Commands.
24. Senior Air Staff Officer and senior Air and Administrative Staff officer at Command HQ.
25. Officers Commanding, Air Force Stations of and above the rank of Wing Commander, who have no local superiors.
26. All Director Generals of respective Directorate at Service HQ.
27. Director Generals of following Organisations /Establishments /Services:-
 - (a) Armed Forces Medical Services.
 - (b) National Cadet Corps.
 - (c) Director General Resettlement including the office of the Indian Soldiers, Sailors' and Airmen's Board.

- (d) Defence Estate.
 - (e) Ordnance Factories.
 - (f) Quality Assurance.
28. Recruiting Officer.
 29. Commandants of Training Establishments of the rank of Brigadier/ Commodore/ Air Commodore and above.
 30. Deputy Secretary (Military), Cabinet Secretariat.
 31. Scientific Adviser to the Defence Minister.
 32. Chairman, Pensions Appeal Tribunal.
 33. Deputy Directors General, National Cadet Corps (State Concerned).
 34. Chief Controller and Deputy Chief Scientist of Research and Development Organisation.
 35. Director Grade I and grade II, the Head of R & D/Est./Labs.
 36. Director of Technical Development and Production (Air).
 37. Director of Standardisation.
 38. Programme Officer (M & B).
 39. COAS, VCOAS, Heads of Branches and GOC-in-C or Equivalents in other two services while travelling on tour/transfer and LTC when unable to travel on warrant will themselves act as their controlling officers, under Rules 7,47,67,119 and177 of these Regulations to sanction re-imbursement of the value of the warrant.
 40. Officers of the rank of Maj Gen/ Rear Admiral/ Air Vice Marshal and above, irrespective of their appointments and postings are permitted to submit their TA/DA claims without counter signature. However, they are not authorised to sanction their own moves.

APPENDIX V
FORM OF SURETY BOND
(Refer to Rule 21(f))

KNOW ALL MEN BY THESE PRESENT THAT WE (1)¹..... (herein after called the obligor) and (2)².....(hereinafter called the surety) are held and fully and firmly bound unto the President of India(hereinafter called the 'Government' for the sum of ` to the payment of which amount well and truly to be made, we jointly and severally bind ourselves, our respective heirs, executors, administrators, legal representatives and assigns.

WHEREAS the Government has paid to the obligor a sum of '³.....(receipt of which the obligor hereby acknowledges) on account of advance of travelling expenses to the family of the late ⁴.....for their journey to ⁵.....and for (hereinafter referred to as the family) the transport of personal effects of the late ⁴.....to

NOW THE CONDITIONS OF THE ABOVE WRITTEN BOND is such that if the said obligor shall account to the satisfaction of the Government within one month of the completion of the journey toby the family if the family travel in one batch, or when the family travels in more than one batch, within one month of the completion of the journey by the last batch or within one month of the expiry of period of six months after the date of receipt of this advance whichever is earlier, for the proper expenditure of the aforesaid advance, then the above written bond shall be void and of no effect, otherwise the bond shall remain in full force and virtue and it is hereby declared that:-

- (a) Any forbearance, extension of time, or indulgence on the part of the president of India or any officer to the obligor whether with or without the knowledge or consent of the surety, shall not in any way release the said surety, his heirs, executors, administrators, legal representatives and assigns from his or their liability under the above written bond;
- (b) That the stamp duty on this bond shall be borne by the Government.

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

1. _____

2. _____

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

1. _____

2. _____

Accepted for and on behalf of the President of India in the presence of:—

1. _____

2. _____

1. Herein insert the name of the individual to whom the advance is paid.
2. Here insert the name of the surety.

3. Here specify the amount of advance paid.
4. Insert the name of the deceased Government servant.
5. Insert the normal place of the residence of the Government servant a journey to which is admissible under the rules.

APPENDIX VI
AUTHORITY WHO CAN SANCTION AIR TRAVEL
(Refer to Rule 62)

Deleted by correction slip No 262/VII/90

APPENDIX VII
MEDICAL AUTHORITIES FOR RECOMMENDING AND
SANCTIONING MOVES OF ATTENDANTS
(Refer to Rule 158)

S. No	Description of individual to be accompanied.	Recommending authority.	Sanctioning authority.
1.	Service Officers including MNS Officers. A sick commissioned Officer or Nursing Officer of the MNS.	Commanding Officer Hospital (or authorized medical attendant where there is no Service Hospital).	MG Medical/CMO/ PMO in Command HQ for moves within the Command for Army, Navy, Air Force Personnel respectively and DGMS (Army/Navy/Air Force) for moves outside the Command.
2.	Service personnel below officers rank. (a) A case of mental disease or an invalid proceeding to his home /another station to consult a specialist or to appear before an invaliding board. (b) An individual transferred under provisions of Rule 158.	-do-	Commanding Officer Hospital/ Principal Medical Officer (Ship/ Establishment) and SMO/MO at AF Station (or authorized medical attendant where there is no Service Hospital). -do-

- NOTE:** (a) In urgent cases where time does not permit of sanction being obtained before the move, local authorities will use their discretion.
- (b) It is permissible for the medical authority concerned to sanction conveyance for a relative / servant in lieu of a specially detailed attendant.
- (c) Normally return conveyance for attendants is admissible if the outward journey has been authorized at the public expense.
- (d) The services of soldiers, sailors, airmen or non combatants (enrolled) and non-combatants (un-enrolled) proceeding on leave should be utilized wherever possible in lieu of specially detailed attendants.

APPENDIX VIII
FORM OF INDEMNITY BOND
(Rifer of Rule 218)

KNOW ALL MEN BY THESE PRESENT THAT WE (1).....(hereinafter called the obligor) and (2).....and (3).....(hereinafter called the sureties) are held and fully and firmly bound unto the President of India (hereinafter called the 'Government') for the sum of ₹.....(₹.....) for which payment to be well and truly made, we jointly and severally bind ourselves, our respective heirs, executors, administrators, legal representatives and assigns.

WHEREAS the Government has paid to the obligor a sum of ₹.....(₹.....) receipt of which the obligor hereby acknowledges, towards the travelling expenses of the family of the late.....(hereinafter referred to as the 'family') for their journey fromto..... and for the transport of personal effects of the latefromtoin consideration of his executing this bond with two sureties.

NOW THE CONDITION OF THE ABOVE WRITTEN BOND is such that if it transpires that the said sum of ₹..... has not been paid by the obligor to the family of the deceased and /or there is any claim hereinafter from the family of the deceased for expenses for their journey and for the transport of the personal effects of the deceased or for their any other journey then and in either of the said events this bond shall remain in full force and virtue otherwise the same shall be void and of no effect.

PROVIDED FURTHER AND IT IS HEREBY AGREED:

- (a) Any forbearance, extension of time, or indulgence on the part of Government or any officer to the obligor whether with or without the knowledge or consent of the sureties, shall not in any way release the said sureties, their heirs, and executors, administrators, legal representatives and assigns from their liability under the above written bond.
- (b) That the stamp duty on this bond shall be borne by the Government.

Signature of obligor

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

1. _____
2. _____

Signature of surety (1)

Signed and delivered by the above named surety (1) in the presence of:—

1. _____
2. _____

Signature of surety (2)

Signed and delivered by the above named surety (2) in the presence of :—

1. _____
2. _____

Accepted for and on behalf of the President of India in the presence of :—

1. _____
2. _____

(Signature of the authority accepting the bond)

Signature and addresses of the witnesses:—

- 1.
- 2.

**APPENDIX IX
CONVEYANCE ALLOWANCE
(Refer to Rule 222)**

(DELETED)

APPENDIX X

**PERSONS AUTHORISED TO ISSUE RAILWAY AND ROAD WARRANTS,
REQUISITION AND MILITARY CREDIT NOTES**

(Refer to Rule 231)

Item No.	Signing and issuing authority	Extent to which issue is authorised
(a) BY SEA		
1.	DCOAS, AG, DGOL & SM and MGO.	
2.	GOC-in-C Command, GOC Area, Independent Sub Area, Sub Area, Brigade Commander, OC at ports of Embarkation and Embarkation Commandants.	For personnel and animals.
3.	The Chief of the Air Staff.	For personnel.
4.	Officers of the Recruiting Organisation.	For themselves, recruiting parties and recruits.
5.	Administrative or executive officers of departments or corps.	For Stores which are the property of the Defence services at the time of despatch.
6.	Base Logistic Officers.	For personnel, Stores and animals.
(b) BY RAIL AND ROAD		
7.	A staff officer or establishment officer/Assistant establishment Officer of IHQ of MoD (Army) or lower formation/units/ Establishments, a Station Staff Officer, an Embarkation Commandant, a Staff Officer at Air HQ, an Officer Supervisor i/c Establishment Section at IHQ of MoD (Army) / Air HQ (Military or Civilian gazetted Officer).	For himself, personnel, animals and stores. NOTE: An Officer Supervisor i/c Establishment Section at IHQ of MoD (Army) may, in cases where sections are located in stations away from the main headquarters authorise by delegation another officer supervisor to sign and issue for him railway warrants credit notes for the detached sections.
8.	Commandants of authorised educational, training or other establishments notified in the Army List.	For themselves, staff and students, establishments animals and stores.
9.	Commandant President's Bodyguard.	For personnel, animals and stores of the Bodyguards.
10.	Administrative medical officers attached to Headquarters of formations, OsC Military Hospitals.	For medical personnel moving on departmental duty, officers and other ranks discharged from hospital as fit for duty or further required to attend medical boards, sick transfers, attendants and escorts detailed to accompany patients and for stores. NOTE: A Commanding Officer of Military Hospital may, on his own responsibility, permit the next senior officer or a subordinate of the AMC to sign warrants and credit notes.

Item No.	Signing and issuing authority	Extent to which issue is authorised
11.	Officers Commanding, Medical Stores Depots.	For personnel and stores.
		NOTE: Only a commissioned officer of the Armed Forces is permitted to sign warrants and passage requisitions under this item.
12.	Adjutants of Territorial Army units.	For other ranks of the Instructional staff of the unit proceeding on inspection duty or other outstation duty, on the authority of a regimental order authorising the journey or any other description of military duty on the authority of the GOC Area/ Independent Sub Area/ Sub Area or Brigade commander for authorised journeys of members of the Territorial Army, and for stores when these are returned to the supplying depot.
13.	Administrative or executive officers of departments or services, also military subordinates of departments or services or civilians in the case of MES when in independent charge of an outstation.	For personnel under their orders when moving on departmental duty and for animals and stores. For stores only in the case of a civilian of the MES. In the case of ordnance and clothing depots the ordnance officers i/c, may delegate the duty of signing credit notes to his deputy or the Group Officer in charge of the issue branch. In case of Ordnance and clothing factories., the Superintendent or other Officer i/c may delegate the duty of signing credit notes to a gazetted officer or commissioned officer of the factory or a non-gazetted officer officiating as an Assistant Work Manager or carrying on the duties of an Assistant Works Manager with a charge allowance.
		NOTE: The executive head of an establishment of department may issue a warrant for his own use.
14.	Officers of the Cantonments Department.	For stores which are the property of the Government of India in the Defence Services at the time of despatch.
15.	Officers of Movement control Staff	For personnel, animals and stores.
16.	Officer commanding units or detachments and commanding officers of IN ships and establishments.	For themselves and personnel under their command and stores. They are also authorised to sign and issue vehicle or party warrant, as the case may be, in this connection.
17.	CO of the authorised Units of the AF.	For themselves, staff, establishment stores and animals.
		NOTE: An OC unit, at his discretion may delegate his personal authority to any one or more of his regimental officers.
		An OC Army Medical stores may, on his own responsibility authorise superintendents of his stores when posted to sub-stores in out stations to sign and issue military credit notes.

Item No.	Signing and issuing authority	Extent to which issue is authorised
18.	OC unit who is OC Station in which no staff officer exists.	For personnel, animals and stores.
19.	Subordinate-in-Charge of : Military Farms. Fodder Baling Depots.	For himself and subordinates for despatch of farm stores, farm produce, dairy produce, animals and fodder.
20.	Nb Subedar Clerk of the Western Nepal Recruiting Depot, Kunraghat.	For personnel authorised only for the period between April 1 st and October 1 st annually.
21.	Principal Officer, Mercantile Marine Department, Chennai.	For stores which are the property of the Defence Services at the time of despatch.
22.	ASC Stores keeper in charge of an outpost.	For stores which are the property of the Defence Services at the time of despatch.
23.	A Junior Commissioned Officer.	Is authorised to sign IAFT-1707, IAFT-1711, IAFT-1712 IAFT-1709, IAFT-1752, and IAFT-1720 when duly appointed by competent authority (GOC Area/Independent Sub Area/ Sub Area or Brigade Commander) to act in place of a Commissioned Officer.
24.	Assistant inspector of armourers.	For viewers (extra temporary artificers) and Government stores accompanying them on tour.
25.	The chief of the Naval Staff.	For personnel and stores.
26.	The Flag Officers Commanding-in –Chief Naval Commands. The Flag Officers Commanding Fleets/Areas. The Admiral Superintendents, Naval Dockyards. The Chief Hydrographer, Dehradun. The Naval Officers-in-Charge. The Commanding officers, Ships/Establishments. The Naval Armament Logistic Officers. The Base Logistic Officers. Officer in Charge/Heads of Independent Naval Units /Organisation.	For personnel and stores.
27.	The DN Al, Naval Headquarters, New Delhi. The Senior Naval Stores Officer, Mumbai. The Naval stores officer, Kochi. The Deputy Naval Stores Officer, Vishakhapatnam. The Senior Inspectors Naval Armament, Mumbai and Kolkata and Naval Armament Inspecting Officers, Vishakhapatnam, Kochi, Jabalpur, Kanpur and Kirkee Base Vic tualling Officers. The Officer Supervisor (Est.) Naval Headquarters, New Delhi. The Deputy Armament Logistic Officer, Alwaye.	For Stores only.

Item No.	Signing and issuing authority	Extent to which issue is authorised
	The Naval Armament Inspecting Officer, Delhi. The Officer-in-Charge CED Vishakhapatnam.	
	The Base Logistic officers.	For stores Indenting, issuing and accounting of all travel forms.
	NOTE: SNSO Mumbai, NSO, Kochi ,DNSO Vishakhapatnam, NASOs Mumbai and Vishakhapatnam may at their discretion delegate their personal authority to any one or more of their DNSOs/ANSOs and DASOs as necessary for the proper discharge of their duties.	
28.	AOC-in-C, Command and OC IAF Station/Wing HQs.	For himself, personnel and equipment.
	NOTE: An AOC-in-C Command, OC IAF Station/Wing Headquarters may at his discretion delegate his personal authority to one or more of his service officers.	
29.	Commandants/COs of Air Force Academies/Trainings Institutions.	For themselves, staff and students establishments, animals and stores.
30.	Officers of the Recruiting Organisation.	For themselves and all moving under order.
	NOTE: Recruiting Officers may at their discretion authorise extra assistant recruiting officers serving under them to sign and issue railway.	
31.	Military Secretary to the President.	For personnel and stores of the band.
32.	ADC to Governors of States.	For personnel and stores of the band. The cost of warrants and military credit notes is debatable to the State Government concerned.
33.	Officers commanding, Senior Division, National Cadet Corps units. Group Commanders, NCC.	For themselves and other regular personnel employed with the NCC.
34.	Deputy Controller General of Defence Accounts, Assistant Controller General of Defence Accounts.	For personnel moving on departmental duty under orders of the Controller General of Defence Accounts and despatch of records and stores.
35.	CDA (Funds), Meerut.	For despatch of Government Stores and records.
36.	Controller of Defence Accounts.	For personnel of Defence Accounts Department and stores.
	NOTE: A Controller of Defence Accounts may, at his discretion authorise any gazetted officer in his office to issue credit notes.	
37.	Defence pension Disbursing Officers.	For themselves and their subordinates moving on pension duties.
38.	Deputy Controller of Stationery; Manager of Forms press, Manager Govt .of India Central publication Branch, Managers, Govt. of India Presses, the Controller of Stamps and Superintendent, Mathematical Instrument Office, Kolkata.	For stores which are the property of the Defence Services at the time of despatch.

Item No.	Signing and issuing authority	Extent to which issue is authorised
39.	Director, Central Research Institute, Kasauli.	For anti-sera and vaccines (excluding Prophylactic vaccine) which at the time of despatch are the property of the Defence services.
	NOTE: The director may delegate his personal authority for signing military credit notes to any one or more of the officers serving under him.	
40.	Director General, Assam Rifles and CO Assam Rifles Units.	For issue of Railway warrants and concession vouchers to Army personnel deputed for duty with Assam Rifles.
41.	Military and Air Attaché and assistant Military and Air Attaché/Record Officer of Embassy of India, Nepal.	Railway warrants to Indian Military Gorkha pensioners of Nepal domicile when they proceed to appear before resurvey medical board and also to the serving soldiers/combatant clerks borne on the establishment of the Military and Air Attaché.
	NOTE: As and when railway warrants are issued to Military Gorkha pensioners in Nepal, called for resurvey medical board, the following particulars will be forwarded by the issuing office to the OC Military Hospital where medical board of the pensioners is held, to avoid double issue of railway warrants:-	
	(a) Regimental Number, Rank and Name of the pensioner. (b) Railway warrant No. and date. (c) Stations from and to as indicated in the Railway Warrant. (c) BY ROAD ONLY	
42.	ASC subordinates in charges of rest camps when considered necessary by the GOC area, Independent Sub Area, Sub Area or Brigade Commander.	For personnel moving by road between military stations.

APPENDIX XI
AUTHORITIES WHO CAN SANCTION EXTENSION OF LIEN ON CONVEYANCE
(Refer to Rule 16)

Delegated powers to service HQ	Approving Authority	Authenticating Authority
1. Full powers irrespective of period involved on lien on conveyance of family and baggage on permanent transfer.	Army – DGOL & SM. Navy – COP. Air Force – AOP/AOA. AFMS – DGAFMS.	Jt Dir/Dy Dir/ Asstt Dir/ GSO 1/GSO 2.
2. Full powers irrespective of period involved on transportation of private conveyance.	Army – DGOL. Navy – COP. Air Force – AOP/AOA. AFMS – DGAFMS.	Jt Dir/Dy Dir/ Asstt Dir/ GSO 1/GSO 2.
3. Full powers irrespective of period involved on lien in travel concessions on retirement of Government servant/ members of his family on death of Government servant.	Army – DGOL. Navy – COP. Air Force – AOP/AOA. AFMS – DGAFMS.	Jt Dir/Dy Dir/ Asstt Dir/ GSO 1/GSO 2.

NOTE: These financial powers will be exercised by the Service HQs, in consultation with the Ministry of Defence (Fin) acting as IFA.