

## Supplementary Rules

### FRSR Part-II Travelling Allowance Rules

**SR-1. These rules may be called Supplementary Rules**

**SR-2. Definition**

- (1) “**Actual travelling expenses**” means the actual cost of transporting a government servant with his servants and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment, if necessary.
- (2) “**Apprentice**” means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.
- (3) “**Day**” means a calendar day, beginning and ending at midnight.
- (4) “**Family**” means a Government Servant’s wife or husband, as the case may be, residing with the Government Servant and legitimate children and stepchildren residing with the wholly dependent upon the Government Servant.

#### Govt. Decisions

- a) **Not more than one wife** is included in the term ‘family’ for the purposes of these rules.
- b) Restricted to **two children** from 01.01.1999 for T.A. on transfer.
- c) **An adopted child** shall be considered to be a legitimate child, if adoption is legally recognized as conferring on it the status of a natural child.
- d) **Scope of term Children**- Major sons, married daughters (**Separated, abandoned their husband**) including **widowed daughters**, so long as they are residing with and wholly dependent upon the parent.
- e) **Parents, widow sisters, minor brothers and stepmother** includes the definition of family If they are wholly dependent upon Govt. Servant.
- f) **Stepfather Not included** for purpose of **T.A. on transfer**. **Stepfather is included** as a member of family **for LTC**.
- (5) **“Hill Station** “means any place which a Competent Authority may declare to be a hill station.
- (6) **“Probationer”** means a government servant employed on probation in or against a substantive vacancy in the cadre of a department.
- (7) **“Public conveyance”** means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.



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- (8) “**Transfer**” means the movements of a government servant from one headquarter station in which he is employed to another such station, either –
- (a) to take up the duties of a new post, or
  - (b) in consequence of a change of his headquarters.

### Chapter-I

#### Grades (Levels) of Government Servants

Grouping of pay ranges are revised as follows w.e.f. 1-07-2017 Officers drawing pay as per pay level in pay matrix

- (i) 14 and above
- (ii) 12 and 13
- (iii) 9 to 11
- (iv) 6 to 8
- (v) 5 and below

- Term ‘**Pay in the level**’ for TA purpose **NPA does not include.**

**SR-19.** A Government servant in transit from one post to other ranks in the grade to which the **lower of the two posts** would entitle him.

### Chapter-II- Different kinds of Travelling Allowance

**SR-21.** The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government Servant: -

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

#### 1. Permanent Travelling allowance

**S.R-22.** A **permanent monthly travelling allowance** may be granted by a competent authority to any Government servant whose duties require him to **travel extensively**. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the Government servant’s sphere of duty and is drawn all the year round, **whether the Government servant is absent from his headquarters or not.**

**SR-23.** A **permanent travelling allowance** may not be drawn during leave, temporary transfer, or joining time or, unless in any case it be otherwise expressly provided in these rules during any period for which travelling allowance of any other kind is drawn.



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- Calculation 1/30 of permanent travelling allowance for each day of absence.

## 2. Conveyance Allowance or Horse allowance

**SR-25. Conveyance Allowance**-A competent authority may grant, on such conditions as it thinks fit to impose, a monthly conveyance or horse allowance to any Government servant who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance.

### Conditions for grant of Conveyance Allowance

- (1) No allowance shall be admissible unless average monthly running on duty is more than 200 kilometers. Residence to office and vice- versa distance shall not be reckoned for this purpose.
- (2) Journey performed by bicycle shall not qualify for grant of Conveyance allowance.
- (3) It shall be paid if Govt servant use motorcycle and car only.
- (4) This allowance is not admissible when absence more than 15 days in the calendar month from their Head Quarters.
- (5) Conveyance allowance not admissible during joining time, leave and any period of temporary transfer including holiday prefixed to leave and holiday suffixed to leave.
- (6) The officer who are granted conveyance allowance under these orders will not be entitled to any other travelling allowance, i.e., daily or mileage allowance for journeys up to 16 KM from usual place of work at HQ. Beyond 16 K.M. admissible travelling allowance or mileage or full daily allowance.
- (7) Conveyance allowance shall be granted for a period not exceeding two years at a time.
- (8) **Rate of conveyance allowance from 01.07.2017.**

Average monthly Travel on official duty	For journey by own Motor Car		For journey by other modes of conveyance.	
	Up to 31.12.23	25% increased from 01.01.2024	Up to 31.12.23	25% increased from 01.01.2024
201-300 km	1680	2100	556	695
301-450 km	2520	3150	720	900
451-600 km	3105	3881	960	1200
601-800 km	3646	4558	1126	1374
More than 800 km	4500	5625	1276	1595

- (9) **Head of Departments** are competent to sanction conveyance allowance to **Gazetted Officer**.
- (10) **Cycle allowance** is sanction by the Divisional heads. Rate of Cycle allowance is Rs. 180/- per month. Daily distance per day minimum 16 km.



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- (11) Cycle allowance will not be admissible for the calendar month wholly covered by leave, training or temporary transfer.
- (12) Cycle allowance shall be granted by the sanctioning authority **not exceeding two years** at a time and Review of cycle allowance to the Govt. service after **two years**.
- (13) **Substitute** in leave vacancy is eligible to cycle allowance.
- (14) Cycle allowance Rs. 180 per month to ABPM/BPM/DS minimum distance **per day 10 km.**

**SR- 27.** A conveyance allowance may not be drawn during joining time or holidays suffixed to joining time.

### Transport Allowance

Effect from 01.07.2017 recommendation of 7thCPC

<b>Pay in Pay level</b>	<b>Rates of Transport Allowance per month</b>	
	<b>Employee posted in the Cities as per annexure</b>	<b>Employee posted in all other than cities</b>
<b>9 and above</b>	<b>Rs. 7200+DA</b>	<b>Rs.3600+DA</b>
<b>3 to 8</b>	<b>Rs. 3600+DA</b>	<b>Rs.1800+DA</b>
<b>*1 and 2</b>	<b>Rs. 1350+DA</b>	<b>Rs. 900+DA</b>

\* Employee drawing pay Rs. **24200/-** and above of level 1 and 2 are entitled for TPA Rs. 3600+DA for mentioned city in annexure and Rs. 1800+DA for other cities.

- (1) **The Grant of transport allowance shall be subject to the following conditions-**
  - a) The allowance shall not be admissible to those employees who have been provided with **the facility of Govt. Vehicle**.
  - b) Physically disabled employee respect of categories viz. visually impaired, orthopaedically handicapped, deaf and dumb/ hearing impaired, spinal deformity, shall continue to be paid TPA at **double rate the normal rate**, which shall, in no case, be less than Rs. 2250+DA.
  - c) **One eye / one hand person** not to be compared with orthopaedically handicapped having deformity in one limb- **Not entitled for double rate TPA**.
  - d) Transport Allowance not admissible for officers drawing pay in levels 14 and above in the pay matrix, who are entitled to the use of official car.
- (2) **Admissibility of TPA during following circumstances**
  - (a) **During leave:** - Not admissible when completed calendar month is covered by leave.
  - (b) **During deputation abroad:** -Not admissible.
  - (c) **During tour:** -Not admissible if official remain on tour completed calendar month.



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- (d) **During training treated as duty:** - TPA granted if no transport facility/travelling allowance/ daily allowance is provided for attending the training institute.
- (e) **During Suspension:** - Not admissible where suspension covers full calendar month (s). Where suspension period covers a calendar month partially, TPA payable for that month shall be reduced proportionately.

### 3. Mileage allowance

**SR- 29.** Mileage allowance is that form of Travelling allowance which is calculated on the distance travelled which is given to meet the cost of a particular journey.

**SR- 30.**

- (a) For the purpose of calculating **mileage allowance**, a journey between two places is held to have been performed by the shortest of two or more practicable routes.
- (b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the **shortest of two or more routes**.
- (c) If a government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

**SR-31.** 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.

- When road mileage is claimed for a journey performed by motor car between places connected by rail, the competent authority should decide if rate of road mileage should be paid in public interest, or if it is should be limited to **the amount admissible by rail**.

**SR-32.** A **journey on transfer** is held to **begin or end at the actual residence of** the Government servant concerned. Any other journey is held to **begin or end** in any station at the **duty point** in that station. Duty point means Head Quarter/ office place of Govt. servant.

**SR-35.** For the purpose of calculating mileage allowance, Government servants when travelling by Railways are considered to be entitled to class of accommodation according to **his/her entitled scale of pay**.



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**The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised pay) Rules 2016.**

**Effect from 01.07.2017**

**(1) Entitled to Rail accommodation**

- **Entitlements for Journeys on Tour or Training**

**(i) Travel Entitlements within the Country**

Pay Level in Pay matrix	Travel Entitlement
14 and above	AC-I by train (all premium tatkal/suvidha/ Shatabdi/Rajdhani trains/Tejas Trains)
12 to 13	Executive/AC-1 <sup>st</sup> Class (all premium tatkal/Suvidha/ Shatabdi/Rajdhani trains/Tejas Trains/Vande Bharat Trains)
6 to 11	AC-2 <sup>nd</sup> Class/Chair Car in (Shatabdi/Tejas Trains/Vande Bharat Trains)
5 and below	First Class/AC-3 <sup>rd</sup> Class/AC Chair Car

**(ii)** It has also been decided to allow the Government officials to travel by Premium Trains/premium Tatkal Trains/Suvudha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi fare in Shatabdi/ Rajdhani/Duranto/Tejas Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has flexi-fare, will remain continue to be allowed.

**(iii) The revised Travel entitlements are subject to following: -**

- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe /ordinary bus for others is allowed.
- (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train **fare by the entitled class.**
- (c) In case of non-availability of seats in entitled class, Govt. servants may travel in the class **below their entitled class.**

**Child Train fare**

Age	Fare	Remarks
Under 5 years	Nil	Without berth both reserved and non-reserved
5 years and under 12 years	Half adult fare	If separate berth/seat not sought and unreserved.
5 years and under 12 years	Full adult fare	If separate berth/seat sought.



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## 2. Entitlement for journeys by Sea or by River Steamer

- (i) For places other than A&N Group of islands and Lakshadweep Group of islands

Pay Level in Pay matrix	Travel Entitlement
9 and above	Highest Class
6 to 8	Lower class if there be two classes only on the steamer
4 to 5	If two classes only, the lower class if three classes. the middle or second class if there be four classes, the third class
3 and below	Lowest class.

- (ii) 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: -

Pay Level in Pay matrix	Travel Entitlement
6 and above	Deluxe class
5 and below	Second/ 'B' Cabin class

**SR-46.** For journeys by road, mileage allowance is admissible at the following rates for each kilometer travelled

## 3. Mileage Allowance for Journeys by Road-

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

Pay Level in Pay matrix	Travel Entitlement
14 and above	Actual fare by any type of public bus including AC bus or AC Taxi or autorickshaw or own car, scooter, motorcycle etc.
6 to 13	Same as above except AC Taxi
5 and below	Actual fare by ordinary public bus other than A/C only or autorickshaw or own car, scooter, motorcycle etc.

- (ii) At place where no specific rates have been prescribed either by directorate or transport of the concerned state or of the neighboring state: -

Journey performed by	Rates	w.e.f. 01.01.2024
Own car / taxi	Rs.24 per KM	Rs.30 per KM
Autorickshaw, own scooter etc.	Rs. 12 per KM	Rs. 15 per KM

## 4. Entitlement for Air travel on tour or Training within the country from 01.07.2017

Pay Level in Pay matrix	Travel Entitlement
14 and above	Business / Club Class by Air
12 to 13	Economy class by air
6 to 11	Economy class by air



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## 5. International travel entitlement with effect from 01.07.2017

Pay Level in Pay matrix	Travel Entitlement
17 and above	First class
14 to 16	Business / Club Class by Air
13 and below	Economy class by air

### 4. Daily Allowance

#### SR-51. Daily allowance is admissible on the following scales (levels)

##### (i) Daily Allowance as per entitlement

Pay Level in Pay matrix	Entitlement					
	Food		Hotel		Taxi Charges	
	Up to 31.12.23	w.e.f. 01.01.2024	Up to 31.12.23	w.e.f. 01.01.2024	Up to 31.12.23	w.e.f. 01.01.2024
14 and above	1200	1500	7500	9375	AC Taxi within city	
12 and 13	1000	1250	4500	5625	AC taxi up to 50 KM. within city	
9 to 11	900	1125	2250	2812.50	Non-A/C taxi Rs.338/- per day	Non-A/C taxi Rs.422.50/- per day
6 to 8	800	1000	750	937.50	Non-A/C Taxi Rs.225/- per day	Non-A/C Taxi Rs.281.25/- per day
5 and below	500	625	450	562.50	Non-A/C Taxi Rs.113/- per day	Non-A/C Taxi Rs.141.25/- per day

- (ii) **Reimbursement of Hotel charges:** - For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. In X-cities Hotel Charges is exceeding **Rs. 1250/- required vouchers.** **GST/Taxes are exclusively calculated** on actual charge and reimbursed to Govt. Servant on over and above prescribed entitlement.
- (iii) **Reimbursement of Travelling charges:** - Up to levels 11 and below, the claim (up to the ceiling) may be paid without production of vouchers against self- certified claim only. The self-certificate claim should clearly indicate the period of travel, vehicle number, etc.
- For Journeys **on foot**, an allowance of **Rs.15/-** per kilometer travelled on **foot** shall be payable additionally



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- (iv) **Reimbursement of Food charges:** - There will be no separate reimbursement of food bills. instead, the lump sum amount, depending on the length of absence from headquarters no vouchers will be required.

Absence from Head Quarter	DA admissible
More than 12 hours	100%
6 hours and up to 12 hours	70%
Less than 6 hours	30%

**Note-** The ceiling for reimbursement of hotel charges/Food Charges/Taxi Charges raised by 25% w.e.f. 01.01.2024 DA increased by 50%.

#### Govt. Decisions

- (a) **D.A. for enforced halt at the tour station/ on route-** Due to Curfew, bandh. Blockage of roads, rains, snowfalls, landslide etc. Special leave may be granted. The official is entitled for daily allowance.
- (b) **Daily allowance to official on tour returning to headquarter daily:** - except Sunday and holiday, DA is admissible as per condition of TA rules, actual stay on tour or temporary transfer.
- (c) **D.A. for continuous halt or temporary transfer.**

First 180 days – Full rate beyond 180 days -Nil

- (d) T.A. entitlement to Govt. servants deputed to undergo a course of training in India.

**(1) When boarding and lodging are not provided-**

First 180 days - Full D.A.

Beyond 180 days - nil

**(2) Training institutes where boarding and lodging facilities exist-**

First 30 days - Full D.A.

Next 150 days - Half D.A.

#### **5. Actual Expenses**

**SR-53-A.** The toll tax charged, at any station, by the Municipality, Corporation, etc., limited to the amount actually paid may be allowed to a government servant proceeding on tour to that station, in addition to the travelling allowance ordinarily admissible to him under the rules.

#### **Chapter -III**

#### **Travelling allowance Admissible for different classes of journeys**

**SR-71.** Daily allowance may not be drawn for any day on which a government servant does not reach a point outside a radius of **eight K.M.** from the duty point (i.e., the place/office of employment) at his headquarters or return to it from a similar point.



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### Govt. Decisions

- (1) Where an official journey by train is cancelled in public interest, cancellation and reservation charges shall be reimbursed to the Govt. Servant and in T.A. bill it should be under head "**Travel expenses**".
- (2) **Local Journey:** - A journey within the municipal limits or city in which the duty point is located. It shall include journeys performed within the limits of suburban or other Municipalities. Journeys within the limits of an urban agglomeration within which a Govt. servant's Headquarters are located will also be treated as '**Local Journey**'.
- (3) **Regulation of T.A. in local journey:** - Travelling allowance for a local Journeys shall be admissible if the temporary place is beyond 8 Km from the normal place of duty irrespective of whether the journey is performed by the Govt. servant from his residence or from the normal duty of place. The Daily allowance will be admissible of **(50%) Half of the normal daily allowance** as per entitlement of level of concerned Govt. servant.

Absence from Head Quarter	DA admissible
More than 12 hours	50%
6 hours and up to 12 hours	35%
Less than 6 hours	15%

**SR-90.** A Government servant travelling on duty within **8 kilometers** of his headquarters is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by Railway or other public conveyance. Actual expenses of maintaining camp equipage during a halt at headquarters.

#### 1. **Journey to first appointment.**

**SR-105.** Except as otherwise provided in this section, travelling allowance is not admissible to any person for the journey to join his first post in Government service.

- Travelling allowance limited to ordinary bus fare/second class rail fare for road/ rail journey for the Govt. servant and his family will be admissible for the total distance.
- **In case of first appointment to a post in N-E/A & N islands Lakshadweep.**

**S.R-107. When a pensioner, or a government servant who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is reappointed to Government service.**

**SR-108.** When a person is appointed to a post in Government service which he cannot join except by sea, a competent authority may grant him a free passage by sea from one part of India to another such part.



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## 2. Journey on Transfer

**SR-114.** Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the **public convenience and is entitled to pay during the period occupied by the journey**. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded otherwise directs.

### TA on transfer includes 4 components

**(a) Travelling allowance for self and family.**

As per TA rules Govt. servant and his family entitled

**(b) Composite Transfer Grant and packing Grant (CTG)**

**(i) CTG shall be paid 80% of last basic pay** in case of transfer involving a change of station located at a distance of or **more than 20 kms** from each other.

**For A & N, Lakshadweep CTG 100% of Last Basic pay. NPA and MSP not includes for the calculation of CTG.**

**(ii) 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.**

**(iii) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, 50% of the 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.
- The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Composite Transfer grant and other allowance admissible in such type of transfer case.
- Composite Transfer grant and travelling allowance in case of transfer at own request or transfer other than in public interest, shall not be admissible.

**(c) Reimbursement charges on transportation of personal effects.**

Level	By train/steamer	By road	
		Up to 31.12.2023	Rate w.e.f. 01.01.2024 By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50 per km	Rs. 62.50 per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/single container	Rs. 50 per km	Rs. 62.50 per km



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5	3000 kg	Rs. 25 per km	Rs. 31.25 per km
4 and below	1500 kg	Rs. 15 per km	Rs. 18.75 per km

- The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt servant. Production of receipts/vouchers its mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep.

**Note-** The ceiling for transportation Charges of personal effects raised by 25% from 01.01.2024 DA increased by 50%.

**(d) Reimbursement charges on transportation of conveyance.**

<b>Level</b>	<b>Reimbursement</b>
6 and above	1 Motor car etc. or 1 motorcycle/ Scooter
5 and below	1 motorcycle/ Scooter/ moped/ bicycle.

**Govt. Decisions**

- (1) T.A. to permanent/ provisionally officials getting appointed under central Govt. through examination/ interviews.
- (2) Transfer travelling allowance on technical resignation for all permanent employee. For temporary govt. servant required 3 years' service for travelling allowance.
- (3) T.A. to officials appointed under a PSU under **SR-114**.
- (4) Officials transferred after completion of full tenure entitled to T.A. and Transit even if posted to the place of their choice.
- (5) Entitlement of transfer travelling allowance in case of children studying in educational institutions.

**3. Journey to attend examination.**

**SR-130.** A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds

- (a) Obligatory examination (Postman/PA/SA/IP, PS Group B Exams).
- (b) Language examination (Hindi Examination)

**SR- 132.** A Competent Authority may permit a government servant to draw travelling allowance for the journey to and from the place at which he appears for any examination.

**S.R- 133:** Travelling allowance under this section should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

- (1) T.A. for candidates summoned by UPSC for interviews. - **Second class train.**



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- (2) Grant of travelling allowance to SC/ST candidates for called interviews- **Second class train or bus distance more than 30 km.**

#### **4. Journey for recalled to duty.**

**SR-142.** When a Government servant is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him, or, if the journey involves travelling by sea, from the port at which he lands in India to the Station to which he is recalled.

- If the period by which the leave is curtailed is less than a month, mileage allowance may be allowed at the discretion of the authority recalling the Government servant.

**S.R. 146:** Unless in any case it be otherwise expressly provided in this section no person is entitled to any travelling allowance for a journey made after retirement or dismissal from Government service or after the termination of such service.

#### **5. T.A. Entitlement of Retiring Employees (SR 147)**

**S.R. 147:** A Competent Authority may, for special reasons which should be recorded, permit any Government servant to draw travelling allowance for a journey of the kind mentioned in Rule 146.

##### **Not admissible to**

- (a) Who quit service by resignation.
- (b) Who may be dismissed or removed from service.
- (c) Who are compulsorily retired as a measure of punishment?
- (d) Who are temporary employees with less than 10-year service retiring on superannuation/invalidation/ retrenched.

- **TA on Retirement includes 4 components:**

- (i) Travel entitlement for self and family**

The general conditions of admissibility prescribed in **S.R.147** will, however, continue to be applicable.

- (ii) Composite Transfer and packing grant (CTG)**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station of duty from retirement with subject to the condition that change of residence is actually involved. The employee has to submit a Self-declaration Certificate regarding change of residence in prescribed format.**



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(b) However, in case of settlement to and from the island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate **of 100% of last month's basic pay.** NPA and MSP not includes for the calculation of CTG.

- The transfer incidentals and road mileage for journeys between the residence the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately.

**(iii) Reimbursement of charges on transportation of personal effects**

Conditions and rate as on transfer.

**(iv) Reimbursement of charges on transportation of conveyance**

Conditions and rate as on transfer.

**Govt. Decisions**

- (1) **T.A. for journeys to attend departmental enquiry by Govt. servants after removal/ dismissal or compulsory retirement from service-** where, under the order of the appellate or review authority, it is decided to hold a further/ de nova departmental enquiry and the Govt. servant is required to attend such enquiry.
- (2) T.A. for retired Govt. servant for attending departmental enquiry/ judicial proceedings against him- **under SR.153-A.**
- (3) No advance of T.A. in case of journeys performed after retirement.

**6. Travelling allowance to the family of a deceased Govt. servant**

**S.R. 148:** A competent Authority may grant to the family of a government servant who dies while in service such travelling allowance as it deems fit.

- (1) Conveyance at Govt. servant expense of families and personal effects of Govt. servants who die while in service. Journey is completed **within one year after the death of the Govt. servant.**
- (2) The time limit of one year may be extended with the approval of FA of concerned Ministry.
- (3) **To whom payable and procedure for drawl and disbursement.**
  - (i) Surviving widow or the eldest among them, if the deceased Govt. servant was a male officer, or the husband if the deceased Govt. servant was a female officer
  - (ii) The eldest surviving (dependent) child of the deceased Govt. servant, provided that he/she has attained the age of majority.
  - (iii) Any person who in the opinion of the Head of Office, if fit to receive payment on behalf of minor, subject to the execution by such person of a bond, duly signed **by two sureties**, agreeing to indemnity Govt. against any subsequent claim.



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- (4) The amount may be drawn on T.A. Bill from TR-25, by the head of office under whom the deceased Govt. servant last served.
- (5) The bond should be preserved for **7 years after the year of payment.**
- (6) Grant of Advance of meeting travelling expenses limited to  $\frac{3}{4}$  of the probable amount. The advance will be admissible to only one member of the family of the deceased Govt. servant.

## **7. Travelling allowance to under suspension Govt. Servant to give evidence or to attend a court of law as assessor or juror-**

**S.R. 153-A:** A Government servant under suspension who is required to perform journey to attend the departmental enquiry may be allowed travelling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less.

- **No travelling allowance will**, however, be admissible if the enquiry is held at the outstation at his own request.
- His travelling allowance will be regulated by the grade to which he belonged prior to his suspension.

### **Govt. Decisions**

- (1) T.A. for appearing before police or court.
- (2) T.A. for journeys for perusal of documents- **maximum three days.**
  - (a) The inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defense assistant.
  - (b) The competent authority certifies that the original records could not be sent to the headquarters station of the Govt. servant or the bulk of the documents rules out the possibility of copies being made out, and sent.
  - (c) The Head of Office under who administrative control the Govt. servant is, certifies that the journey was performed with his approval.
- (3) **Change of headquarters during suspension- T.A. admissible** whether the competent authority want to change in public interest.
- (4) Grant of TA advance while under suspension for attending inquiry outside headquarters.

**S.R. 154:** The following provisions apply to a government servant who is summoned to give evidence in a criminal case, a case before a court martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority.



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- **Provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties –**

- (i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attending given by the court or other authority which summoned him.
- (ii) When he draws such travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to Government.
- (iii) If the court in which he gives evidence is situated within **eight kilometers** of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept, such payment of actual travelling expenses as the court may make.

**Note:** A Government servant summoned to give evidence while on leave is entitled to travelling allowance this rule from and to the place from which he is summoned as if he were on duty.

#### **Treatment of periods spent in attending Courts**

- (a) To give evidence regarding facts which came to his knowledge in the **discharge of his public duties**, the period of absence will be treated as **duty**.
- (b) As a witness by the courts to depose about facts which come to his knowledge in **his private capacity**, the period of absence should be treated as **casual leave ordinary leave**, as the case may be to him under the rules, No Special leave will be granted for this purpose.
- (c) The period spent by Govt. servant in attending Court of Law as **jurors or assessors**, with the permission of their respective Head of Departments, should be treated as **special leave**.

#### **Govt. Decisions**

#### **Under SR-154**

- (1) T.A. to Govt. servant appearing in enquiry against him
- (2) T.A. to witnesses, Presenting officers and Defense Assistant in departmental enquiries.
- (3) T.A. is admissible to Defense Assistant for inspection of documents.
- (4) T.A. to pensioners giving evidence in departmental case.
- (5) T.A. admissible to 'Defense assistant' for inspection of documents.

**S.R. 157:** If a government servant, being stationed where there is **no medical officer of Government**, is required to obtain **a medical certificate from a Medical Officer of**



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**Government**, he may draw travelling allowance for the journey undertaken to obtain that certificate.

- (1) Travelling allowance is admissible for a journey to obtain a medical certificate in support of an application for an original grant of leave but not for an extension of leave.
- (2) No T.A. for obtaining fitness certificate
- (3) No T.A. for procuring health certificate on first appointment.
- (4) T.A./D.A. as on tour for journeys and halt in connection with second medical opinion by competent authority maximum daily allowance for **two days**.

**S.R. 157-A:** If a government servant, having obtained **a medical certificate** in support of an application for an original grant of leave, is required to appear before a medical board, or to appear before a nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, may draw travelling allowance for the journey undertaken to obtain that opinion.

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

**S.R. 164:** When a government servant or student not already in Government service is selected to undergo a course of training, a competent authority may decide the scale for the purpose of travelling allowance.

(A) T.A. entitlement to Govt. servants deputed to undergo a course of training in India.

#### Chapter- VI- Controlling Officers

**SR-191.** A competent authority shall declare what authority shall be the Controlling Officer, for travelling allowance purposes, of each Government servant or class of Government servants. It may, if it thinks fit, declare that any particular Government servant shall be his own controlling officer.

- (1) **One's own controlling officers-** All officers of rank of under Secretary and above may be declared as their own controlling officer.
- (2) **In other cases-** in respect of non-gazetted or Gazetted staff below the rank of under-secretary, under-secretary concerned may be controlling officer.

**S.R. 192:** No bill for travelling allowance other than permanent travelling allowance shall be paid unless it be signed or countersigned by the Controlling Officer of the Government servant who present it.



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**S.R. 194:** Delegation of duty of countersignature to subordinates.

**S.R. 194-A:** The right of a Government servant to travelling allowance, including daily allowance, is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days from the date of which it became due.

**S.R. 195: It is the duty of a Controlling Officer, before signing or countersigning a travelling allowance bill-**

- (a) to scrutinize the necessity, frequency and duration of journeys 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.
- (b) to scrutinize carefully the distances entered in travelling allowance bills.
- (c) to satisfy himself that mileage allowance for journeys by Railways or steamer, excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible.
- (d) to satisfy himself that, where the actual cost of transporting personal effects/servants is claimed under these rules, the scale on which such effects/servants were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfil that condition. In respect of claim for transporting personal effects, he shall also scrutinize the details and satisfy himself that the claim is reasonable.

#### Govt. Decisions

- (1) **Date on which the claim should be considered as falling due for payment**
- (a) **Tour or journey**- on the date succeeding the date of completion of a journey.
  - (b) **Transfer** – the claim falls due on the date succeeding the date of completion of journey and not from assumption of charge at new station.

#### **Time-limit for submission of claims for Travelling Allowance (TA)**

##### **1. With Advance-**

Tour, Transfer and Training- **15 days**

##### **2. Without Advance-**

Tour, Transfer and Training- **60 days**

##### **3. On Retirement- 180 days** from succeeding the date of completion of the journey.

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