

**Section
29
TRAVELLING ALLOWANCE
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Copy of Govt. of India, Ministry of Finance, Department of Expenditure, Implementation Cell, New Delhi O.M.No.19030/2/97-E.IV dated 17.4.1998, Copy endorsed to all the Labs. /Instts. Vide CSIR endorsement No.17/68/97-PPSdated 23.4.1998

Sub: Travelling Allowance Rules-Implementation of the recommendations of the Fifth Central Pay Commission.

The undersigned is directed to say that in pursuance of the decisions taken by the Govt. on the recommendations of the Fifth Central Pay Commission relating to traveling Allowance entitlements, vide this Ministry's Resolution No. 50(1)IC/97dated 30.9.1997, sanction of the President is conveyed to the modifications in the Travelling allowance Rules as set out in the Annexure to this office Memorandum in so far as they apply to civilian employees of the Central govt. belonging to group A,B.C &D. Separate orders will be issued by the Ministry of Defence and Railways in respect of their personnel.

The term 'pay for the purpose of these orders refers to pay in the revised scales of pay promulgated under the Central Civil Services (Revised Pay) Rules, 1997. In case of employees who opt to retain the pre-revised scales of pay, the term 'pay ' will include, besides pay in pre-revised scales of pay, DA and Interim Relief at the rates applicable under the orders in force prior to 1.1.1996.

These orders take effect from 1st October 1997. However, if the regulation of Travelling Allowance entitlements in terms of the revised entitlements now prescribed results in a lowering of the existing entitlements in the case of any individual. Groups or classed of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements. The TA entitlements in respect of journeys performed between 1st January 1996 and 30th September 1997 will be regulated in accordance with the orders contained in this Ministry's Office Memoranda No. 19030/5/86-EIV dated 24.11.1986 and No. 19043/2/91—EIV dated 24.1.1992.

Employees who had undertaken tours or had been transferred between October 1, 1997 and the dated of issue of these revised orders and whose TA Claims have been settled with reference to their earlier entitlements may also be permitted to submit supplementary claims based on their revised entitlements and draw the arrears on this account.

The revised Travelling Allowance entitlements prescribed in the Annexure to this Office Memorandum shall also be applicable in the case of those employees who had retired from government service prior to 1st October 1997 but had relocated from their last station of posting only on or after 1st October 1997 and within the period of limitation prescribed for the purpose. Attention is also invited in this connection to the clarificatory orders issued in the Government of India, Ministry of finance, Department of Expenditure, Office Memorandum No. 1903/5/86—EIV dated 12th May 1987.

In their application to the staff serving in the Indian Audit & Accounts Department, these orders issue after consultation with the Comptroller & Auditor General of India.

Hindi version will follow.

**Annexure to Ministry of Finance, Department of Expenditure O.M.No10/2/98-IC
& No.19030/2/97-E.IV dated 17th April, 1998**

1. Revised Classification of employees in pay ranges

In supersession of SR 17 and GOI MF OM No.19030/86-EIV dated 24.11.19986, the grouping of pay ranges are revised as follows with effect from 1.10.1997

- I Post carrying a pay or scale of pay with a maximum of not less than Rs.13, 500.
- II Post carrying a pay or scale of pay with a maximum of not less than Rs.9000 but less than Rs13, 500.
- III Post carrying a pay or scale of pay with a maximum of over Rs 4000 but less than Rs.9000
- IV Post carrying a pay or scale of pay the maximum of which is Rs 4000 or less.

2. Accommodation entitlements for Journeys on tour:

A *Mileage Allowance for journeys by Air.*

In partial modification of SR48-A, 48-B and GOI OM.NO19030/5/86-E.IV (B) dated 19.3.1997 and OM.NO19030/5/86-E.IV (B) dated 18.2.1975 w.e.f.1.10.75 travel by air within country will be permissible on tour in the case of Officers in receipt of pay of Rs.16400/- and above at their discretion provided that the officers drawing pay between Rs.12300/- and Rs.16400/- may also be permitted to travel by air at their discretion if the destinations involved is more than 500 km. and the journey cannot be performed over-night by direct train service / direct slip coach service.

In case of international travel, officers of and above the level of Secretaries to the Govt. of India and of equivalent status shall be entitled to travel by first class, officers of the level of additional Secretaries and Joint Secretaries and of equivalent status by Business /Club Class and all other officers by Economy Class.

B. Mileage Allowance for journeys by Rail -

In supersession of SR 34 and orders issued thereunder, the pay ranges and travel entitlement for journeys by rail on tour will be as follows w.e.f.1.10.1997

Pay Range	Entitlements
Rs16,400/- and above.	AC First Class
Rs.8000/- and above, but less than Rs.16,400/-	IIAC-2 Tier Sleeper
Rs.6500/- and above, but less than 8000/-	1st Class/II-AC- III Tier Sleeper/AC Chair Car*
Rs.4100/- and above, but less than Rs.6500/-	1 st Class/II-AC III Tier Sleeper/AC Chair Car*
Below Rs.4100/-	Second Sleeper

* All Govt. servants who are entitled to travel on tour/transfer by First Class/II-AC/III Tier Sleeper/AC Chair Car may at their discretion travel by 2nd AC 2-Tier Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express

Pay Range	Entitlements
Rs16,400/- and above.	AC First Class
Rs.8000/- and above, but less than Rs.16,400/-	IIAC-2 Tier Sleeper
All others drawing pay below Rs.8000/-*	AC Chair Car**

Travel by AC III Tier Sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

.Travel by Shatabdi

Pay Range	Entitlements
Rs16,400/- and above.	Executive Class
All others drawing pay below Rs.16,400/-*	AC Chair Car

C. Mileage allowance for journeys by sea or by river steamer

The general entitlements for journeys by sea or by river steamer under SR 40 are revised as indicated below w.e.f.1.10.1997:

Pay Range	Entitlements
Rs. 8000/- and above.	Highest Class
Rs.6500/- and above, but less than Rs.8000/-	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
All others drawing pay below Rs.4100/-	The lowest class

Accommodation Entitlement

Accommodation entitlement 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 Ltd.:-

Pay Range	Entitlements
Rs.8000/- and above.	Deluxe Class
Rs.6500/- and above, but less than Rs.8000/-	1 st Class 'A' Cabin Class
Rs.4100/- and above, but less than 6500/-	II/ 'B' Cabin Class
Less than Rs.4100/-	Bunk Class

D. Mileage Allowance for journeys by Road:

In supersession of SR 46 and the Govt. of India orders issued thereunder, the pay ranges for travel by public bus/auto rickshaw/motor cycle, full taxi/ own car is revised as indicated below;

Pay Range	Entitlements
Rs18,400/- and above.	Actual fare by any type of public Bus, including air-conditioned bus; OR At prescribed rates for AC Taxi when the journey is actually Performed by AC Taxi; OR At prescribed rates for Auto rickshaw for journeys by Auto rikshaw, own scooter/motor Cycle, moped, etc.
Rs.8000/- and above, but less than Rs.18,400/-	Same as at (I) above with the Exception that journeys by AC Taxi will not be permissible.
Rs.6500/- and above, but less than 8000/-	Same as at (ii) above with the exception that journeys by air-conditioned bus will not be permissible
Rs.4100/- and above, but less than Rs.6500/-	Actual fare by any type of public bus other than air-conditioned bus; OR at prescribed rates for Auto-ricksha for journeys by auto-rickshaw,own scooter/motor cycle/moped, etc
Below Rs.4100/-	Actual fare by ordinary public bus only; or at prescribed rates for auto-rickshaw, own scooter/motor cycle/moped, etc

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:

Journeys performed in own car/taxi	Rs.8/- per km
Journeys performed by Autorikshaw, own Scooter etc	Rs.4/ per km

E, Mileage Allowance for journeys on foot or bicycle:

In supersession of GOI, MF.OM.No.19030/1/87-EIV dated 10.11.1987 the rate Mileage allowance for journeys on foot and bicycle on tour and transfer is revised to 60 paise per K.M. w.e.f.1.10.1997

3. Daily Allowances on Tour:

In supersession of SR-17 and SR 51 and the Govt. of India orders issued thereunder, the grouping and the rates of Daily allowance are revised as follows with effect from 1.10.1997 subject to the existing conditions:

(a) *When a Council Servant stays in Govt/Public Sector Guest House or makes his own arrangements:*

Pay range	Localities other than those mentioned in col.(3),(4) & (5)	B-1 Class cities and expensive localities	A Class cities and specially expensive localities	A-1 Cities
(1)Rs.16400/- & above	135	170	210	260
(2) Rs.8000/- & above, but less than 16400/-	120	150	185	230
(3) Rs.6500/- & above, but less than 8000/-	105	130	160	200
(4) Rs.4100/- & above, but less than 6500/-	90	110	135	170
(5) Below Rs.4100/-	55	70	85	105

(b) When the Council servant stays in a hotel or other establishment providing boarding and/or lodging at Scheduled Tariffs.

Pay range	Localities other than those mentioned in col.(3),(4) & (5)	B-1 Class cities and expensive localities *	A Class cities and specially expensive localities *	A-1 Cities
Rs.16400/- & above	335	425	525	650
Rs.8000/- & above, but less than 16400/-	225	330	405	505
Rs.6500/- & above, but less than 8000/-	200	250	305	380
Rs.4100/- & above, but less than 6500/-	130	160	195	245
Below Rs.4100/-	65	85	100	125

* as notified by the Govt. of India from time to time

4. Journeys on transfer:

A. Accommodation and Mileage Allowance entitlements:

Accommodation and Mileage allowance entitlement as prescribed at S.No.2 above for journeys on tour by different modes will also be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in SR 114 will, however, continue to be applicable.

With a view to encouraging the adoption of small family norms by Central Govt. employees, it has also been decided that Travelling allowance on transfer will be restricted to only two depending children of an employee prior to issue of these orders. Further children of employees born up to 31.12.1998 will also be entitled for such benefits as are admissible under the Travelling allowance rules to employees and their families on transfer irrespective of the number of children that they may already have. The restriction shall also not be applicable in respect of those employees who are at present issue-less or have only one child and the subsequent pregnancy results in multiple births as a consequence of which the number of children exceeds two.

B. Transfer Grant and Packing allowance:

In supersession of GOI, MF, OM No. 19030/5/86-E.IV dated 24.11.1986, 19.3.1987 and 6.8.1987, the lumpsum transfer grant and packing Allowance presently admissible on transfer will be replaced by a Composite Transfer grant w.e.f.1.10.1997. The Composite Transfer grant shall be equal to one months basic pay 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 Transfer 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 1/3rd of the basic Pay provided a change of residence is actually involved. Further the transfer incidentals for the Govt. servants and the members of his family as well as the road mileage for journeys between residence and the railway station/bus stand/air-port at the old and new stations, which are presently admissible in terms of GOI, MF, OM Nos.19030/1/73-EIV (B) dated 18.2.1975 and 30.1.1978 and GOI MF, OM of even No, dated 10.6.1986 respectively, shall no longer be admissible. These will instead be subsumed in the Composite Transfer grant.

C. Transportation of personal effects by rail

In supersession of GOI..MF.,O.M.No.19030/5/86-E.Ivdated 10.4.1987 and 6.8.1987, the entitlements for carriage of personal effect shall be revised as follows with effect from 1.10.1997.

Pay Range	Personal effects that can be carried
Rs.16400/- and above	Full four -wheeler wagon or 6000kg.by goods train, or one Double Container.
Rs.8000/- and above, but less than Rs.16400/-	Full four wheeler wagon, or 6000kg by goods train, or one single container.
Rs.6500/- and above, but less than Rs.8000	3000 kg by goods train.
Rs.4100/- and above, but less than Rs.6500/-	1500 kg by goods train
Below Rs.4100/-	1000 kg by goods train*

* Such of those employees as are in receipt of revised pay of Rs.3350/-p.m. and above may also be permitted to transport 1,500Kg.of personal effects by goods train.

D. Transportation of personal effects by Road:

In supersession of GOI.MF.O.M.No.19030/5/86-E-IV dated 24.11.1986,19.3.1987 and 6.8.1987, and., O.M.No.19030/1/76-E-IV (B) the entitlements for carriage of personal effect shall be revised as follows with effect from 1.10.1997

Pay Range	A-1/A/B-1 Class Cities	Other Cities
	Rs per km	Rs per km
Rs.8000/- and above	30.00	18.00
Rs.6500/- and above, but less than Rs.8000/-	15.00	9.00
Rs.3350/- and above, but less than Rs.6500/-	7.60	4.60
Below Rs.3350/-	6.00	4.00

Note 1: The allowance at hour rate mentioned in Col.(2) will be admissible, as at present, only for carriage of personal effects from one place to another within the limits of A-1/A/B-1 class cities.

Note 2 : Such of those employees as are in receipt of revised pay of Rs3,350 p.m. and above will, however, be entitled to the rates of allowance prescribed for the employees in the next higher pay range of Rs.4,100 as above but less than 6,500. The higher rate mentioned in column (2) will be admissible in their cases as well only for carriage of personal effects from one place to another within the limits of A-1/A/B-1 Class cities.

In case of carriage of personal effects by road between places connected by rail, a Govt. servant can draw the actual expenditure on transportation of personal effects by road or the amount admissible on transportation of the maximum admissible quantity by rail and an additional amount of not more than 25 per cent thereof, whichever is less.

E. Transportation of Conveyance:

In supersession of GOI.,MF.,O.M.No.19030/5/86-E.IV dated 10.4.1987, the Scales for transportation of conveyance at Govt. expenses will be as follows with effect from 1.10.1997

Pay range	Scale
Rs.6500/- and above cycle	One motor car, or one motor cycle/scooter, OR one horse.
Less than Rs.6500/-	One motor cycle/scooter/moped, or one bicycle.

5. TA entitlement of retiring employees

A Transportation of conveyance

In partial modification of SR-147 the expenditure on transportation of conveyance by Government servants on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

B Lumpsum Transfer Grant and Packing Allowance

The lumpsum transfer grant and packing allowance may also be replaced by the composite transfer grant equal to a months basic pay last drawn in the case of those employees who, on retirement, settle down at a place other than the last station of their duty located at a distance of or more than 20 km. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand etc. at the old and new station, presently admissible, will also be subsumed in the composite transfer grant and will not be separately admissible.

As in the case of serving employees, the government servants who, on retirement settle at the last station of duty itself or within a distance of less than 20 km. May be paid composite transfer grant equal to one-third of the basic pay last drawn by them, subject to the condition that the change of residence is actually involved.