

# TRAVELLING ALLOWANCE RULES

## CHAPTER I

### DEFINITIONS

NOTE—The definitions of the terms contained in Chapter II of the Fundamental Rules, Volume II of the Handbook, are generally applicable to the rules contained in this Volume except where the contrary is stated or is evident from the context.

1. Actual travelling expenses means the actual cost of transporting a government servant with his personal luggage, including charges for ferry and other tolls and for carriage of camp equipment, if necessary. It does not include charges for hotels, travellers' bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachmen and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.

2. Camp equipage means the apparatus for moving a camp.

3. Camp equipment means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary, in the interests of the public service, for a government servant to take with him on tour.

4. [Deleted.]

5. Day means a full calendar day of 24 hours reckoned from midnight to midnight.

NOTE—In the case of members of the railway police, an absence from headquarters which does not exceed twenty-four hours shall be reckoned as one day at whatever hours the absence begins or ends.

5-A. Daily Allowance—Daily allowance is a uniform allowance for each day of absence from headquarters on duty at a place beyond a radius of eight kilometres which is intended to cover the ordinary daily charges incurred by a government servant in consequence of such absence while on tour.

6. Family means a government servant's wife or husband, as the case may be, legitimate children and step-children residing with and wholly dependent upon the government servant and it includes, in addition, parents, sisters and minor brothers, if residing with and wholly dependent upon the government servant, but does not include more than one wife for the purpose of these rules.

NOTES—(1) An adopted child shall be considered to be a legitimate child if, under the personal law of the government servant, adoption is legally recognised as conferring on it the status of a natural child.

(2) A government servant's legitimate daughters, step-daughters and sisters whose ganna or rukhsat has been performed, shall not be regarded as wholly dependent upon the government servant.

7. First appointment includes the appointment of a person not at the time holding any post under the Government, even though he may have previously held such a post.

7-A. Government means "the State Government of Uttar Pradesh" unless the contrary is evident from the context.

8. Heads of Departments, include all authorities designated as such under the rules dealing with delegations under the Fundamental Rules. See Statement I, Part IV of Volume II of the Handbook.

9. [Deleted.]

9-A. Mileage Allowance—Mileage Allowance is that form of travelling allowance which is calculated on the distance travelled and which is given to meet the cost of a particular journey.

10. Pay, for the purpose of calculating travelling allowance, is as is defined in the Fundamental Rules.

10-A. [Deleted.]

11. Public conveyance means a railway train or other conveyance which plies regularly for the conveyance of passengers, but it does not include a taxi or other conveyance which is hired for a particular journey.

11-A. Hills, for the purposes of calculating travelling allowance at special rates admissible for journeys in the hills, include the following tracts:

(1) Dehra Dun—The whole of the Chakrata Tahsil and the territory in the Mussoorie hills lying to the north and east of the Dehra Tahsil between the rivers Ganga and Yamuna at a height above that of Rajpur.

(2) Almora—The whole of this district.

(3) Naini Tal and Garhwal—The territory above the submontane road. Journeys above this road, except those between Haldwani and Kathgodam, will be treated as journeys in the hills. All journeys and halts between Haldwani and Kathgodam and

the journeys along the submontane road and below it will be considered to be in the plains : Tanakpur, Chhini, Dogari, Jaulasil, Chorgallia, Haldwani, Lamchaur, Kaladhungi, Bailparao, Chhoi, Ramnagar, Dhela, Laldhang, Jhirna and Kalagarh.

NOTE—Kotdwara is situated above the submontane road and is included in the hills.

(4) Mirzapur—The area lying south of Kaimur Range and River Sone.

(5) Tehri-Garhwal—The whole of this district.

(6) Pithoragarh—The whole of this district.

(7) Chamoli—The whole of this district.

(8) Uttarkashi—The whole of this district.

11-B. Transfer means the movement of a government servant from one headquarters 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 II

### GENERAL RULES

#### Extent of Application

12. Subject to the provisions of "The All-India Services (Travelling Allowances) Rules, 1954" reproduced in Appendix I, the rules contained in this volume of the Handbook are applicable to all persons in the service of the Government serving under the control of the Government. The rules apply also to persons not in the service of the Government but who are required by the Government to undertake journeys in connection with the transaction of Government business.

#### General Principles

12-A. Travelling allowance is a compensatory allowance [Fundamental Rule 9(5)] and, like all compensatory allowances, must be so regulated that it is not on the whole a source of profit to the recipient (Fundamental Rule 44). A Government servant's claims to travelling allowance should be regulated by the rules in force at the time the journey in respect of which they are made was undertaken.

Audit Instruction—No revision of claims of travelling allowance is permissible in cases where a government servant is promoted or reverted or is granted an increased rate of pay with retrospective effect in respect of the period intervening between the date of promotion or reversion or grant of increased rate of pay and that on which it is notified, unless it is clear that there has been an actual change of duties.

13. Save as specially provided in these rules, no travelling allowance is granted to meet the expenses of the families of government servants accompanying them when travelling on duty.

14. For the purpose of these Rules the point in a station from or at which a journey should be held to commence or end shall be the Collector's Office, or if there be no Collector's Office, or if the distance between the starting point or the point visited and the railway station or bus stand exceeds eight kilometres, the actual starting point or points visited.

Explanatory Note—The intention of the above rule is that if the distance between the actual starting point—irrespective of whether it is the office or residence of a Government servant—and the railway station or bus stand exceeds eight kilometres, the journey should be held to commence from that point even when it is the government servant's residence, and mileage allowance will be admissible from that point to the railway station or bus stand.

Exception—In respect of journeys between Allahabad and the Naini Central Prison and between Allahabad and the Naini Leper Asylum, and vice versa, the journeys shall be held to commence or end at Allahabad at the actual starting or finishing point, as the case may be.

NOTE—A table of distances from the Collector's Office to the railway station and/or bus station in various districts is given in Appendix V.

## Travelling by alternative routes and conveyances

14-A. (1) When it is possible to travel between two places either by alternative railways or by alternative roads, then travelling allowance for the journey by rail or by road, as the case may be, shall be calculated according to the route actually taken; provided that if—

(a) there is a considerable difference either in respect of the time taken on the journey or of its cost, between the route actually taken and any other route; and

(b) the controlling officer, after making such inquiry as he considers necessary, is not satisfied that it was in the interests of Government work that the journey should be performed by the longer route,

he may order the allowance to be calculated as if the journey had been performed by the shortest or cheapest route available.

NOTE—For journeys between Dehra Dun and Mussoorie and Landour the prescribed route is via the Sunny View Road. The route between Tanakpur and Almora is via Haldwani.

(2) When it is possible to travel between places either by rail or by road and the journey is actually made by road, then mileage allowance shall be calculated as if the journey had been by rail, unless (a) mileage allowance calculated by road is less expensive than mileage allowance calculated by rail, or (b) the controlling officer is satisfied that it was in the interest of government work that the journey should be made by road. In either case, the controlling officer should give a certificate to that effect on the travelling allowance bill; and in the latter case the certificate should also state briefly the reasons which rendered it necessary that the journey should be made by road instead of by rail.

(3) When it is not possible to travel between places by rail or the places are not connected by rail, the mileage allowance shall be calculated as if the journey had been performed by bus. Full road mileage allowance to which a government servant is entitled under rule 23(B)(2) may, however, be admitted in cases where the controlling officer is satisfied that it was in the interest of government work that the journey should be made by road. In such a case, the controlling officer should give a certificate to that effect on the travelling allowance bill. The certificate so recorded should also state briefly the reasons which rendered it necessary to perform the journey by road instead of by bus.

Explanation (1)—Where a journey between two places can be performed partly by rail and partly by road, then the journey cannot be said to have been performed between places not connected by rail; for instance, journey between Lucknow and Naini Tal cannot be said to be a journey between places not connected by rail and the journey between Kathgodam and Naini Tal only will be treated as journey between places not connected by rail.

(2)—In deciding whether any public interest is served by the journey by road which would not have been served had the officer travelled by rail or bus, the guiding factors should be such as the saving of public time, or inspection work on route, etc.

NOTE—(1) The certificate is not required in respect of journeys which the government servants of the Public Works Department, the Agricultural

Engineering Department and Irrigation Department have to undertake within their jurisdiction involving road or en route inspections but it should invariably be given in respect of (1) journeys performed within jurisdiction between places connected by rail which do not involve such inspections, and (ii) journeys beyond jurisdiction.

NOTE—(2) [Deleted.]

NOTE—(3) A government servant should specify on his travelling allowance bill all relevant details of the means of conveyance used by him, and whether the vehicle was supplied by the Government, a Local Fund, Local Body or a Public Sector Undertaking or was it his own and the propulsion charges were paid by him or was it his own but the propulsion charges were paid by another government servant, or was it a hired (singly or jointly with another Government servant or servants) or borrowed, or whether he travelled by public motor service, etc.

If he claims road mileage allowance, he should, except in respect of journeys between residence or Collector's Office and railway station, make out a single travelling allowance bill for each month claiming only for the first 1,200 kms. of all road journeys undertaken during the month and should also give the following certificate on the bill:

"Certified that the road journeys (excluding the journeys between residence or Collector's Office and railway station) for which mileage allowance has been claimed in this bill for the month of \_\_\_\_\_ 19\_\_\_\_\_ under rule 27(B) at the prescribed rates were performed by me as follows:

(i) \_\_\_\_\_ kms. by motor car, motor truck, motor carrier, jeep car.

(ii) \_\_\_\_\_ kms. by other means of conveyance.

Also certified that the said vehicle was—

my own and the propulsion charges of which were borne by me borrowed by me but propulsion charges were paid by me

hired by me alone/jointly with marginally named government servants\*,

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\* (Give full name and designation)

and that I travelled in it alone/accompanied by government servants noted on the margin.

(Strike out whatever is irrelevant and/or substitute whatever is applicable).

Exception—In the case of an officer who is his own controlling officer in respect of certain classes of travelling allowance bills (e. g. District Magistrate for journeys within his jurisdiction), road mileage allowance may be claimed by him in a separate travelling allowance bill for each month in respect of such of the road journeys undertaken during the month for which he is empowered to act as his own controlling officer; provided that a copy of the prescribed certificate furnished by him in that connection is invariably attached to his claim for road mileage allowance in respect of the residual road journeys, if any, undertaken during the month for which some other officer may be the competent controlling officer; provided further that the road mileage allowances claimed in any one month in both the travelling allowance bills are only for the first 1,200 kilometres of all road journeys undertaken during the month other than those between residence or Collector's Office and railway station.

NOTE—(4) When a journey is made by road and travelling allowance is calculated as if the journey had been by rail, daily allowance may be claimed under rule 27 (A) (a) (ii) on the basis of the actual stay of the government servant at the place visited by him and irrespective of the timings of railway trains.

## Classification of government servants

15. The travelling allowance admissible to a government servant depends on—

- (1) his classification for the purpose of calculating travelling allowance, and
- (2) the nature of the travelling for which the allowance is claimed.

16. With the exception of certain high officials to whom special rules apply (see Chapter V), government servants are divided into the following categories for the purpose of calculating travelling allowance:

- (i) Category-I—All government servants in receipt of pay exceeding Rs 1,500 per mensem and officers belonging to the All India Services.
- (ii) Category-II—All government servants in receipt of pay between Rs 701 and Rs 1,500 per mensem.

(iii) Category-III—All government servants in receipt of pay between Rs 320 and Rs 700 per mensem excluding those specified in Category IV below.

NOTE—The agent of a government treasurer who goes to inspect the books of tahvildars and Paid Apprentices in district offices and Civil Courts will be treated for purposes of travelling allowance as government servant of Category—III.

(iv) Category-IV—All government servants drawing pay in the scales of Rs 305—390 and Rs 315—440 and their selection grades and the government servants drawing fixed pay up to Rs 350 per mensem.

NOTE—Potdars should be treated as government servants of the Category-IV.

16-A. The category to which a retired government servant belongs on his re-employment shall be determined with reference to the pay which he actually receives plus the amount of pension, if any, which he is permitted to draw in addition to pay, if part of it has been commuted, what he would have drawn had there been no commutation.

17. [Deleted.]

18. [Deleted.]

19. A government servant during transfer from a post in one category to a post in another category belongs to the category to which the lower post of the two belongs.

## Travelling Allowance of private persons and part-time Government Servants

20. In the case of—

(a) part-time government servants or government servants wholly or partly paid by fees; and

(b) persons who, not being servants of the Government, are required to serve on any board, conference, committee or commission convened under orders of the Government for the purpose of transacting or advising on any government business, or to conduct an examination held by order of the Government, or to perform any public duty in an honorary capacity,

the category to which such government servants, or persons not in service of the Government, belong for the purpose of calculating travelling allowance shall be



decided by the Government or by any other authority to whom the Government have delegated the necessary power (See Appendix X):

Provided that non-official persons as described in (b) above may be granted actual travelling, hotel and conveyance expenses in lieu of travelling allowances, if it is considered that such allowances are inadequate.

NOTE—1 The following part-time government servants have been declared as belonging to the Category-I for the purpose of calculating their travelling allowance:

(1) Public Analyst to Government,

(2) Administrator General and Official Trustee.

NOTE—2 (1) The travelling allowance of non-officials who are required to serve on committees convened by the Government, as distinct from committees constituted by the Uttar Pradesh Legislature, shall be regulated as follows:—

(i) If all the non-official members of a committee are also members of the Legislature, or if a committee includes members of the Legislature as well as other non-officials, travelling and daily allowances at the rates ordinarily admissible to government servants of Category—I should be allowed to all non-official members irrespective of whether they are members of the Legislature or not; provided that if the committee meets at the same station where a session of the Legislature is held and the meetings of the committee are held during immediately before or in continuation of, the session of the Legislature, then such of the non-official members of the committee as are also members of the Legislature will not be eligible for any travelling and daily allowances for attending the meetings of the committee in respect of the journeys and the days for which they are entitled to draw travelling and daily allowances for attending the session of the Legislature under the U. P. Legislative Chambers (Members' Emoluments) Rules.

Exception—The non-official members of the Board of High School and Intermediate Education, Uttar Pradesh, and its committees, other than members of the Legislature, whose monthly income is Rs 1,500 per mensem or below will be paid travelling and daily allowances at the rates ordinarily admissible to government servants of Category-II.

(ii) For journeys by rail within Uttar Pradesh the members of the Legislature will not be entitled to any rail fare as they are entitled to use railway coupons for such journeys. However, if the members of the Legislature have to travel outside Uttar Pradesh in connection with the work of the Committee/Commission to which they have been appointed and the railway coupons for that year have been fully utilised as per the concerned rules, travelling allowance and daily allowance as provided

for Category-I government servants will be admissible to them after a certificate regarding the utilization of the coupons is given by them. For journeys within Uttar Pradesh in connection with the work of committee/commission, the members of the Legislature should utilise the railway coupons or the passes of the U.P. State Road Transport Corporation. For such journeys no fare will be payable.

(iii) If a committee consists of non-officials none of whom is a member of the Legislature, travelling and daily allowances shall be allowed at rates which should be decided by the administrative department of the Government in consultation with the Finance Department. This should ordinarily be done before orders constituting the Committee are issued.

(iv) (1) The following non-official members of any State level board, conference, committee or commission appointed or convened by Government, or those who conduct any examination under the orders of Government, or perform any other Government duty in an honorary capacity, who are declared as belonging to Category-I for the purpose of calculating travelling allowance under sub-rule (b), may travel by air or air-conditioned coach:

(a) Retired government servants who were entitled to avail of this facility on the basis of pay drawn at the time of retirement according to the then existing rules, provided that such a facility is available on that pay under the rules in force on the crucial date.

(b) Non-official members associated with any Government or private sector undertaking where such a facility is normally admissible to them according to its rules or orders.

(c) Non-official members who in their private life are accustomed to travel by air or air-conditioned coach.

(2) In special circumstances as mentioned below, any other non-official member may also be permitted to travel by air or air-conditioned coach:

(a) Journey by air-conditioned coach: where owing to the concerned member's health, old age or disability journey by this mode is considered necessary.

(b) Journey by air: Where air travel is necessary from the point of view of the work and such a journey is in public interest.

(v) The grant of travelling allowance for journey by air or air conditioned coach referred to in (iv) above, will be regulated according to the rates at, and the conditions on, which such a facility is admissible under the rules to the eligible government servants and Departments of the Government are authorised to finalise the claims arising in this regard (See also Appendix X).

2(2). Non-official members of local committees (as distinct from committees convened by the Government at headquarters) are expected to attend the meeting of such committees at their local centres without incurring any heavy expenditure and, therefore, no travelling allowance should be necessary. In case, however, the administrative department considers it necessary to allow travelling allowance in respect of any such committee, the rates to be allowed shall be fixed by that department in consultation with the Finance Department.

NOTE—(3)-(1) All order appointing a board, conference, committee or commission should state that travelling allowance to a non-official member will be admissible only from and to the usual place of his residence and that where concession fares for return journeys are allowed by the railway, travelling allowance will be limited to the actual cost of the return ticket plus an allowance for incidental expenses calculated at the rate admissible to him according to his classification each way. A copy of the orders should be furnished to the Accountant General together with the following information:

(i) Name and full address of each member;

(iii) Designation of the controlling officer;

(iii) The rates of travelling allowance to be allowed; and

(iv) The head of account (major, minor and detailed heads) to which the charge is debitable.

Exception (1)—If during the currency of the Session of the Legislature, a Member of the Legislature present at Lucknow is required to attend a meeting of a board/committee etc., at a place other than Lucknow he will be entitled to travelling allowance from Lucknow to the place of meeting and back instead of from and to the usual place of his residence.

(2) Payment of the travelling allowance claims of non-official members will ordinarily be made at the treasury of their districts. In the case of members of the State Legislature, however, payment may also be made at the Lucknow treasury as specified by the controlling officer on the travelling allowance bill. The controlling officer should send his specimen signature to the treasuries at which he authorises payment of travelling allowance claims.

NOTE—(4) Non-official persons referred to in clause (b) of rule 20 above should invariably certify on their travelling allowance bills that travelling allowance in respect of journeys mentioned in the bill is being drawn for the first time and has not been, nor will thereafter be, claimed from the same or any other source. Only Gazetted Government servants shall be appointed controlling officers in respect of such travelling allowance bills. The administrative department constituting such committees, etc., will appoint controlling officers in respect of travelling allowance bills of such non-official members. Controlling officers will scrutinise

the bills carefully, in particular, they will, as far as possible, verify before countersigning a bill that travelling allowance for any journey charged for in the bill has not been drawn before from the same or from any other source.

**20-A.** (1) Persons who, not being servants of the Government are called as witnesses in a departmental inquiry either by the authority conducting the inquiry or on behalf of the government servant whose conduct is under inquiry, shall receive the same travelling allowance and diet money as are admissible to non-official witnesses summoned in criminal cases, provided that in the case of such persons who are called on behalf of the government servant whose conduct is under inquiry, the payment of travelling allowance and diet money shall be subject to the following principles:

(a) travelling allowance may be paid to witnesses summoned in the event of the government servant concerned clearing himself ;

(b) such allowances will be paid only in respect of witnesses whose evidence is considered of material value by the authority conducting the inquiry ; and

(c) in exceptional cases the authority conducting the inquiry may, on grounds to be recorded, recommend to the Government that the principles laid down above be departed from owing to special reasons. In such cases it will be for the Government to decide, after taking into consideration all the circumstances of the case, whether the recommendation should be accepted or not.

The authority conducting the inquiry shall determine the category of each witness for the purpose of calculating travelling allowance and diet money under the scale prescribed for witnesses in criminal cases.

(2) The scale prescribed for witnesses in criminal cases is as follows:

Class of witness	Mileage allowance by rail	Mileage allowance by road	Dist money per diem
I	One first class fare each way	Beyond diet money, no travelling allowance is ordinarily admissible for journeys by road, but in special circumstances, the actual expenses incurred up to a maximum limit of Re. 0.50 a kilometre in the case of first class witnesses and Re. 0.37 kilometre in other cases, may be allowed by the court.	Rs. 8
II	One second class fare each way.		Rs. 5

(The above rates have come into force with effect from April 1, 1983. vide Home (Police) Anubhag-9, Notification no. 1158/VIII-9-(5)/77, dated November 8, 1983).

**21.** Honorary munsifs, honorary deputy collectors and honorary magistrates who, when employed on government work, whether judicial or extra-judicial, have to travel a distance exceeding eight kilometres from their residence are entitled to draw travelling allowance as government servants of the second category.

Note—Travelling allowance under the above rule is admissible only in respect of journeys which are undertaken for the performance of some special government work in accordance with the orders of the District Officer (e. g. presiding at elections, holding a local inquiry, supervising public festivals, giving evidence in their official capacity, etc.). The rule does not contemplate the grant of any travelling allowance to the honorary servants for journeys performed by them from their usual place of residence to the place where they regularly hold their courts.

21-A. Private individuals summoned from outside by the Government or other authority for selection as candidates for appointment under the Government may, in special cases, be granted travelling allowance at rates to be specifically fixed in each case. In cases where an authority other than Government wishes to call private individuals for an interview, it should obtain the previous sanction of the Government if it proposes to grant any travelling allowance.

**21-B.** Lekhpals in the plains and Patwaris in the hill districts of Uttar Pradesh shall be entitled to travelling allowance under the rules in this handbook.

**21-C.** All persons serving under Government on daily wages basis, if they undertake journey in connection with the transaction of government business will get travelling and daily allowance at the rates admissible to regular government servants. The admissibility of travelling allowance will be determined on the basis of the wages as may be payable to them finally for the month in which the journey is undertaken.

## CHAPTER III

### RULES FOR ORDINARY JOURNEYS

22. Travelling allowances are of the following kinds :

- (1) Mileage allowances for travel by rail.
- (2) Mileage allowances for travel by road.
- (3) Mileage allowances for travel by air.
- (4) Daily allowances.
- (5) Permanent monthly allowances.

23. The following are the various rates of allowance for different categories of government servants:

(A) Mileage allowance for travel by railway

(1) Category-I—One fare of the first class or, if there is no first class available, then one fare of the class by which the government servant actually travels, whichever is less, and an allowance for incidental expenses at 3.5 paise per kilometre.

Where second class air-conditioned sleeper coach is available in a train, the following officers of Category-I, who are not entitled to travel by first class air-conditioned coach, may travel at their discretion, in second class air-conditioned sleeper coach and will be entitled to reimbursement of the actual fare including surcharge:—

- (a) those drawing pay more than Rs. 1,850 in the revised (1979-80) scales;
- (b) those drawing pay more than Rs. 1,500—(i) in the unrevised scales, or (ii) who have not opted to elect the revised (1979-80) scales.

Category-II—For those government servants drawing pay of Rs. 701 per mensem or more, one fare of the first class or, if there is no first class available, then one fare

of the class by which government servant actually travels, whichever is less, and an allowance for incidental expenses at 3 paise per kilometre.

Category-III—For those government servants drawing pay of Rs. 650 per mensem or more, one fare of the first class or, if there is no first class available, then one fare of the class by which the government servant actually travels, whichever is less, and for those drawing pay of Rs. 320 and more, but less than Rs. 650, one fare of the second class and an allowance for incidental expenses at 2 paise per kilometre in both cases.

Category-IV—One fare of the second class and an allowance for incidental expenses calculated at 1 paise per kilometre.

NOTE—In cases in which the rate of incidental expenses admissible to government servants on the basis of the classification in the old scales of pay is reduced as a result of the classification in the new scales of pay, the government servants concerned shall not draw incidental expenses at a rate lower than what they were entitled to according to the old classification but daily allowance will be regulated on the basis of pay in the revised scales as admissible under the rules.

Exception 1—Non-gazetted members of the police force when escorting State prisoners who are allowed to travel by a class which is higher than that to which the former are entitled, shall be allowed in respect of journeys by rail—

(i) a single railway fare of the class by which the State prisoner actually travels, in lieu of the single railway fare of the class to which they are entitled, plus

(ii) the other additional allowances for journeys by rail which may be admissible to them at the rates prescribed in the rules.

Exception 2—[Deleted.]

Exception 3—[Deleted.]

Exception 4—The personal staff of the Ministers, the Speaker of the Legislative Assembly and the Chairman of the Legislative Council, not entitled to travel by the first class, may travel by that class, when undertaking a rail journey on official work with the Minister or the Speaker or the Chairman, as the case may be, and draw one fare of the first class plus an allowance for incidental expenses ordinarily admissible to them.

Exception 5—[Deleted.]

(2) For the purpose of this rule accommodation shall be regarded as not available if no train possessing that accommodation stops at the station where the government servant travelling desires to alight, or when the accommodation permissible by this

rule is available on some trains but not on others and a government servant has, in the interest of government work which must be certified by the controlling officer, to travel by a train in which it is not available. A government servant of the Category—IV shall, however, in no case be allowed a higher class accommodation than second class.

(3) When through booking involves the payment for part of a journey of rates for a class higher than is permissible under the rule, the government servant is entitled to accommodation for that part by the higher class.

**Audit Instruction—**This clause should be interpreted as allowing a government servant the benefit of higher class fare for the entire journey only in cases where the railway company does not issue a through ticket for the class to which the government servant is entitled for the portion of the line, and for a higher class over another line or railway which does not provide accommodation of the former class.

**NOTE—**The above audit instruction will not be applicable to a government servant who has sufficient time to purchase fresh tickets at an intermediary station where he has to change trains. In such a case the government servant should purchase separate tickets for the portions of a journey on different railways as he will be entitled only to the fares permissible under sub-clause (A) (1) of this rule.

(4) [Deleted.]

(5) When a government servant is entitled to or is allowed free transit by rail, his travelling allowance must be reduced by the amount of the fare or fares which but for such free transit he would have paid, as shown on his pass. But if he did not use the pass in respect of one or more of the fares which it covered, a deduction in respect of that fare or fares will not be made, provided the government servant gives a certificate that he did not use the pass for that fare or fares.

(6) When a government servant travels at a concessional rate his mileage allowance will be restricted to the actual cost of the railway ticket plus an allowance for incidental expenses calculated at the rate admissible to him under clause (1) of this rule. In cases where concessional fares are allowed for return journeys, the mileage allowance for the return journey will be limited to the actual cost of the return ticket plus an allowance for incidental expenses calculated at the rate admissible to him under clause (1) of this rule each way.

**NOTE—**The expression "actual cost" occurring in the second sentence of the above rule includes the deduction to which a claim from the railway for refund of the cost of the unused return half of a ticket is subject. A claim for recovery of this amount from the Government should be supported by a certificate signed by the controlling officer to the effect that he is satisfied that the government servant



concerned was prevented from utilising the return half of his ticket for reasons which should be stated. At the same time the claimant should produce documentary proof to show that his claim for refund of the unused return half of the ticket from the railway was subject to or would have been subject to percentage deduction had the claim for refund been allowed.

(7) All claims for full mileage allowance for travel by railway must be supported by a certificate in one of the following forms according to the circumstances:

"Certified that concessional rates were not obtainable for any of the journeys covered by this bill."

Or,

"Certified that the concessional rates obtainable for the journeys on (date) could not be availed of for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_ "

23 (AA). Travelling by air-conditioned coach at public expense in railway train, where such a facility is available, is admissible only to those government servants drawing pay of Rs. 2,600 per mensem or above in the revised (1979-80) scales of pay. The above concession is admissible for journeys on tour only and not for journeys on transfer.

NOTE—1 The facility of travel by rail in air-conditioned coach will also be admissible to such government servants (including officers of All India Services) whose scales of pay have not been revised or, if revised, they have opted to retain their old scales of pay, and are in receipt of pay of Rs. 2,000 per mensem or more.

NOTE—2 For admissibility of revised rates of travelling allowance to such government servants whose scales of pay have not been revised or who opt to retain their old scales of pay, the dearness allowance/additional dearness allowance as admissible on July 1, 1979 will be added to their pay.

**23 (AAA).** (1) All categories of government servants will be entitled to reimbursement of charges for sleeper berth for the overnight journeys, reservation charges of a seat and other surcharges of the entitled class in addition to the normal railway fare. Such charges levied by railways in respect of all classes of rail accommodation will be treated as part of the railway fare.

(2) Where an official journey by train is cancelled in public interest, cancellation and reservation charges, as the case may be, will be reimbursed to the government servant from the budget head relating to office contingencies directly by the department/office concerned in which he is employed, on furnishing a certificate to be recorded by the Controlling Officer, or by the government servant himself if he is the Controlling Officer in respect of his own travelling allowance, that the journey has been cancelled in public interest.

## (B) Mileage allowance for travel by road

(1) Travelling by road includes travelling on canal banks and by steam launch or boat on rivers and canals.

(2) The rates are as follows:

(1) Government servants of Categories—I and II—

(a) Motor car, motor truck, motor carrier and jeep car—

(i) For distance covered up to first 500 kilometres. Rs. 1.50 per kilometre.

(ii) For distance beyond 500 kilometres, but up to 1,200 kilometres. Rs. 1.20 per kilometre.

(iii) For distance covered beyond 1,200 kilometres in a month. Nil.

(b) Road journeys performed by conveyance driven by petrol/diesel, other than those mentioned in (a) above, e.g. motorcycle/scooter, etc. Rs. 1.00 per kilometre subject to the condition that for such journeys an amount more than Rs. 200 shall not be admissible in one month.

(2) Government servants of Category-III—

Road Journey performed by any means of conveyance driven by petrol/diesel. Re. 1.00 per kilometre, subject to the condition that for such journeys an amount more than Rs. 200 shall not be admissible in one month.

(3) Government servants of Categories-I, II and III—

By any means of conveyance other than those driven by petrol/diesel. Re. 0.50 per kilometre, subject to the condition that for such journeys an amount

exceeding Rs. 50 shall not be admissible in one month.

(4) Government servants of Category-IV—

Road journey by any means of conveyance. Re. 0.50 per kilometre, subject to the condition that for such journeys an amount more than Rs. 50 shall not be admissible in one month.

(5) Road mileage allowance at the rate of Rs. 1.50 per kilometre shall be admissible to government servants of all categories for journeys undertaken from the place of residence to the bus/railway station while proceeding to, and on return from, the destination. For this purpose the distance will be calculated in accordance with rule 14 read with Appendix V. [See also Appendix XIII for rates in force between September 29, 1981 and July 19, 1983.]

NOTE—Mileage allowance may be drawn for journeys on foot also provided that in the case of government servants of Categories-I, II and III, the allowance shall be down at the lowest of the above rates, i.e., at the rate mentioned in clause (3) above.

Exception 1—Government servants travelling in the hills are entitled to an increase of 33<sup>1</sup>/<sub>3</sub> per cent over the rates of road mileage allowance mentioned above.

Exception 2—Senior auditors, assistant auditors and peons of the Local Fund Accounts Department entitled to a fixed monthly allowance under rule 38, will draw mileage allowance for road journeys at half the rates as may be admissible to them under the rules for the journeys performed by them on duty.

NOTE—1 When a government servant travels in another State, the rates of mileage allowance admissible to him will be the same as mentioned above including those for hills, provided that the enhanced rates for hills will be allowed on the production of a certificate to the effect that the journey was performed in hill areas of that State.

NOTE—2 Government servants who undertake a journey on government work or on transfer will be entitled to reimbursement of the amount of toll tax paid by them on production of a certificate. This expenditure will be shown in the travelling allowance bills.

(3) Fractions of a kilometre will be ignored in the total of a bill for travelling allowance at mileage rate, but not in the various items of the bill.

(4) Government servants on tour to Delhi, Bombay, Madras and Calcutta will be reimbursed conveyance charges incurred on local journeys in connection with Government work, subject to the following conditions:

(i) Under rule 14 the fixed point of commencement and termination of local journey will be the Collector's Office at Bombay, Madras and Calcutta and the "U. P. Niwas" at Delhi.

(ii) Government servants of Categories-I and II will be entitled to actual taxi charges, but employees of Categories-III and IV will, instead of taxi, be entitled to the actual fare of the conveyance to which they are entitled under the rules.

Government servants of Categories-III and IV may undertake local journeys for Government work at Delhi in "three-wheeler scooter-taxi" and be reimbursed the actual expenses incurred thereon, provided the concerned government servant furnishes a certificate to this effect and the controlling officer is satisfied that the conveyance to which he was entitled was not available or it was neither possible nor in public interest to travel by that conveyance.

(iii) Except in case of government servants of Category-I, a deduction of 25 per cent will be made from the amount of daily allowance otherwise admissible at those places under the rules.

(iv) Reimbursement will be limited to the actual expenses incurred on taxi/conveyance charges. In each case the government servant will have to furnish on the travelling allowance bill, which will be countersigned by the controlling officer after satisfying himself about the details furnished in the bill, a certificate in the following form in respect of the local journey:

"CERTIFICATE

I certify that the amount claimed in this bill in respect of the local journeys performed by me on Government work in \_\_\_\_\_ is equal

name of the city)

to the amount actually spent by me on the conveyance to which I am entitled.

Name \_\_\_\_\_

Designation \_\_\_\_\_"

The officers who are their own controlling officers for the purpose of travelling allowance bills will also furnish a certificate in the above form in respect of local journeys in those cities.

Exception—Actual taxi charges in respect of the local journeys on Government work in Bangalore, Ahmedabad, Patna, Simla, Hyderabad, Chandigarh and Srinagar (Jammu & Kashmir) also will be reimbursed to government servants of Category-I, subject to the provisions of clauses (iii) and (iv) above.

NOTE—3 [Deleted.]

NOTE—4 [Deleted.]

NOTE—5 [Deleted.]

NOTE—6 [Deleted.]

NOTE—7 [Deleted.]

## (B) Mileage allowance for travel by road

(1) Travelling by road includes travelling on canal banks and by steam launch or boat on rivers and canals.

(2) The rates are as follows:

(1) Government servants of Categories—I and II—

(a) Motor car, motor truck, motor carrier and jeep car—

(i) For distance covered up to first 500 kilometres. Rs. 1.50 per kilometre.

(ii) For distance beyond 500 kilometres, but up to 1,200 kilometres. Rs. 1.20 per kilometre.

(iii) For distance covered beyond 1,200 kilometres in a month. Nil.

(b) Road journeys performed by conveyance driven by petrol/diesel, other than those mentioned in (a) above, e.g. motorcycle/scooter, etc. Rs. 1.00 per kilometre subject to the condition that for such journeys an amount more than Rs. 200 shall not be admissible in one month.

(2) Government servants of Category-III—

Road Journey performed by any means of Re. 1.00 per kilometre, subject to the

conveyance driven by petrol/diesel.

condition that for such journeys an amount more than Rs. 200 shall not be admissible in one month.

(3) Government servants of Categories-I, II and III—

By any means of conveyance other than those driven by petrol/diesel.

Re. 0.50 per kilometre, subject to the condition that for such journeys an amount exceeding Rs. 50 shall not be admissible in one month.

(4) Government servants of Category-IV—

Road journey by any means of conveyance.

Re. 0.50 per kilometre, subject to the condition that for such journeys an amount more than Rs. 50 shall not be admissible in one month.

(5) Road mileage allowance at the rate of Rs. 1.50 per kilometre shall be admissible to government servants of all categories for journeys undertaken from the place of residence to the bus/railway station while proceeding to, and on return from, the destination. For this purpose the distance will be calculated in accordance with rule 14 read with Appendix V. [See also Appendix XIII for rates in force between September 29, 1981 and July 19, 1983.]

NOTE—Mileage allowance may be drawn for journeys on foot also provided that in the case of government servants of Categories-I, II and III, the allowance shall be down at the lowest of the above rates, i.e., at the rate mentioned in clause (3) above.

Exception 1—Government servants travelling in the hills are entitled to an increase of 33<sup>1</sup>/<sub>3</sub> per cent over the rates of road mileage allowance mentioned above.

Exception 2—Senior auditors, assistant auditors and peons of the Local Fund Accounts Department entitled to a fixed monthly allowance under rule 38, will draw mileage allowance for road journeys at half the rates as may be admissible to them under the rules for the journeys performed by them on duty.

NOTE—1 When a government servant travels in another State, the rates of mileage allowance admissible to him will be the same as mentioned above including those for hills, provided that the enhanced rates for hills will be allowed on the production of a certificate to the effect that the journey was performed in hill areas of that State.

NOTE—2 Government servants who undertake a journey on government work or on transfer will be entitled to reimbursement of the amount of toll tax paid by them on production of a certificate. This expenditure will be shown in the travelling allowance bills.

(3) Fractions of a kilometre will be ignored in the total of a bill for travelling allowance at mileage rate, but not in the various items of the bill.

(4) Government servants on tour to Delhi, Bombay, Madras and Calcutta will be reimbursed conveyance charges incurred on local journeys in connection with Government work, subject to the following conditions:

(i) Under rule 14 the fixed point of commencement and termination of local journey will be the Collector's Office at Bombay, Madras and Calcutta and the "U. P. Niwas" at Delhi.

(ii) Government servants of Categories-I and II will be entitled to actual taxi charges, but employees of Categories-III and IV will, instead of taxi, be entitled to the actual fare of the conveyance to which they are entitled under the rules.

Government servants of Categories-III and IV may undertake local journeys for Government work at Delhi in "three-wheeler scooter-taxi" and be reimbursed the actual expenses incurred thereon, provided the concerned government servant furnishes a certificate to this effect and the controlling officer is satisfied that the conveyance to which he was entitled was not available or it was neither possible nor in public interest to travel by that conveyance.

(iii) Except in case of government servants of Category-I, a deduction of 25 per cent will be made from the amount of daily allowance otherwise admissible at those places under the rules.

(iv) Reimbursement will be limited to the actual expenses incurred on taxi/conveyance charges. In each case the government servant will have to furnish on the travelling allowance bill, which will be countersigned by the controlling officer after satisfying himself about the details furnished in the bill, a certificate in the following form in respect of the local journey:

"CERTIFICATE

I certify that the amount claimed in this bill in respect of the local journeys performed by me on Government work in \_\_\_\_\_ is equal

name of the city)

to the amount actually spent by me on the conveyance to which I am entitled.

Name \_\_\_\_\_

Designation \_\_\_\_\_"

The officers who are their own controlling officers for the purpose of travelling allowance bills will also furnish a certificate in the above form in respect of local journeys in those cities.

Exception—Actual taxi charges in respect of the local journeys on Government work in Bangalore, Ahmedabad, Patna, Simla, Hyderabad, Chandigarh and Srinagar (Jammu & Kashmir) also will be reimbursed to government servants of Category-I, subject to the provisions of clauses (iii) and (iv) above.

NOTE—3 [Deleted.]

NOTE—4 [Deleted.]

NOTE—5 [Deleted.]

NOTE—6 [Deleted.]

NOTE—7 [Deleted.]

## (C) Daily allowances

(1) Government servants are entitled to daily allowance for halts, under clauses (A) (a) (ii), B (1) (a) (ii) and (D) of rule 27 at varying rates according to the locality in which they are required to halt. The various rates and the localities where they are admissible are as follows:

Category of government servants	Ordinary rates (applicable at places other than those mentioned in columns 3, 4 and 5)	Rates for Category 'B' towns which include municipalities and cantonments and where they exist, the adjacent notified areas of Moradabad, Aligarh, Jhansi, Saharanpur, Shahjahanpur, Rampur, Gorakhpur,	Rates for Category 'A' towns which include municipalities and cantonments and where they exist, the adjacent notified areas of Kanpur, Lucknow, Agra,	Rates for Delhi, Bombay, Calcutta, Bangalore, Ahmedabad, Patna, Madras, Simla, Hyderabad, Chandigarh and Srinagar (Jammu and Kashmir )
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		Mathura, Mirzapur, Hardwar, Faizabad, Firozabad, Muzaffarnagar, and Farrukhabad	Varanasi, Allahabad, Bareilly Meerut, Nainital, Mussoorie, DehraDun and Ghaziabad	
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs.
<b>Category-I</b>				
All government servants drawing, pay more than Rs.1,500 per month and officers of the All-India Services.	14.00	18.00	22.00	35.00  if facility of residential accommodation of Public Sector Undertakings/ Corporations/ Co-operative Organisations/ Development Authorities or of the Government exists. Otherwise Rs.60.00.
<b>Category-II</b>				
(a) Those drawing pay between Rs.1,100 and Rs.1,500 per month.	12.00	14.00	16.00	24.00
(b) Those drawing pay between Rs.701 and Rs.1,099 per month.	10.00	12.00	15.00	20.00
<b>Category-III</b>				
(a) Those drawing pay between Rs.551 and Rs.700 per month.	8.00	0.00	12.00	16.00

(b) Those drawing pay between Rs. 320 and Rs. 550 per month.	7.00	8.00	10.00	12.00
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Category- IV	6.00	6.00	8.00	10.00
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Those drawing pay in the scales of Rs. 305—390 and Rs. 315—440 and their selection grades and those government servants drawing a fixed pay upto Rs. 350 per month.

NOTE—1 When a government servant travels in hill towns, other than those mentioned in column 4 above, the rates of daily allowance will be 25 per cent over and above the ordinary rates of daily allowance mentioned in column 2 above, provided that such daily allowance is otherwise admissible under the rules.

NOTE—2 When a government servant travels in another State except the places mentioned in column 5 of the table under clause (1) above, the rates of daily allowance applicable to him will be the same as admissible in towns mentioned in column 4 of the above table.

Exception (1)—[Deleted.]

Exception (2)—[Deleted.]

NOTE-3 In the case of re-employed pensioners, the rate of daily allowance should be computed on the pay they actually draw plus pension as originally sanctioned i.e. before commutation, if any.

(2) [Deleted.]

(3) [Deleted.]

(4) [Deleted.]

(5) [Deleted.]

(6) In the case of a government servant who has been provided during the period of tour free lodging and boarding by the Government of India or any State Government or such autonomous industrial or commercial undertaking, corporation or local body or a Local Authority in which Government funds have

been invested, or in which any other interest of the State Government may be involved, the daily allowance will be drawn at ¼th of the rate otherwise admissible. If, however, the government servant is provided with only one facility, i.e. free lodging or free boarding, he will get daily allowance at ½ of the rate otherwise admissible. For this purpose the rate of daily allowance for Category-I government servants in towns mentioned in column 5 of the table will be Rs. 35 per day.

(7) Government servants of Category-I while on tour in towns mentioned in column 5 of the table, where lodging facilities provided by public sector undertakings/corporations/co-operative organisations/Local Authorities or the Government exist, shall be entitled to daily allowance at the rate of Rs. 35 per day irrespective of whether they avail of that facility or make their own arrangement for boarding and lodging. By lodging facility of the public sector undertakings/corporations/co-operative organisations/Local Authorities or the Government is meant the facility provided by the public sector undertakings, etc. of the Government of Uttar Pradesh or by the Government of Uttar Pradesh. For example, since lodging facility exists in the U. P. Niwas/U. P. Bhawan in Delhi, daily allowance at the rate of Rs. 35 per day only will be admissible to government servants of Category-I while on tour to Delhi. But if in such of the towns as mentioned in column 5 of the table in which lodging facility does not exist and the government servants of Category-I stay in such hotels/establishments which provide lodging and boarding facilities at the "Scheduled Tariffs" then in such circumstances the government servants will be entitled to daily allowance at the rate of Rs. 60 per day on furnishing the relevant vouchers and a certificate in the following form:

#### CERTIFICATE

Certified that I had stayed from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_

(date) (date) (name of the  
hotel/establishment)

located at \_\_\_\_\_ which provides boarding/lodging at Scheduled Tariffs.

(name of the city)

If at the places mentioned in column 5 of the table, lodging facility is not provided to government servants of Category-I of Uttar Pradesh by the other Government at the same rate at which it is provided to their employees of Category-I, then, in such a case, daily allowance at the rate of Rs. 60 per day will be admissible and for this purpose the government servant concerned will have to furnish the following certificate in his travelling allowance bill:

## CERTIFICATE

Certified that from \_\_\_\_\_ to \_\_\_\_\_ I stayed in \_\_\_\_\_ in

(date) (date) (name of the city) (name of the State)

in the \_\_\_\_\_ of that State but

(particulars of facility of public sector corporation/undertaking/co-operative organisation/Local Authority or Government).

the lodging facility of the public sector corporation/undertaking/co-operative organisation/Local Authority or the Government was not available there at concessional rate.

(8) Members of the Provincial Armed Constabulary/Police force, when they go out of their temporary base camp to the region of actual encounter etc., in connection with a special drive, such as in anti-dacoity operations going from base camp to difficult terrains chasing dacoits, will, during this period, be entitled to daily allowance at double the rates as admissible under the rule.

(9) Non-gazetted government servants who are sent to Allahabad in connection with work relating to accounts in the office of the Accountant General, Uttar Pradesh, Allahabad will get an additional daily allowance of Rs. 10 per diem in addition to the daily allowance under the rules, subject to the condition that the additional daily allowance will be admissible only for the days for which daily allowance is normally admissible under the rules.

(D) Permanent monthly allowances

[See rule (38)]

24. [Deleted.]

24-A. The government servants mentioned in Part I of Appendix II are not entitled to travelling allowance of any kind for journeys by road within jurisdiction. Those mentioned in Part II of that Appendix are entitled only to the restricted concessions specified therein. These restrictions do not, however, apply to journeys by rail or when the government servants travel under proper authority beyond jurisdiction. In respect of such journeys by rail, or beyond jurisdiction including such portions as are within jurisdiction, the government servants mentioned in both the parts of Appendix II are entitled to travelling allowance of all kinds at the rates applicable to government servants of their category. When a journey by rail is combined with a journey by road within jurisdiction, travelling allowance for the rail journey may be drawn under the ordinary rules but travelling allowance for the road journey shall be subject to the restrictions mentioned in the Appendix.

NOTE—[Deleted.]

25. The period of absence from headquarters, begins on the day on which the government servant actually leaves the headquarters, and ends on the day on which he returns thereto. It is not reckoned by the departure or arrival of his camp equipage, if any.

26. No travelling allowance, other than a permanent monthly allowance, is admissible for any day on which a government servant does not reach a distance exceeding eight kilometres by road from headquarters, or returns thereto from a distance exceeding eight kilometres by road. But a government servant travelling on duty within eight kilometres of headquarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls or railway fare.

**27. Subject to the provisions of rule 26, the allowances claimable for different journeys and absence are as follows:**

(A) Journey by rail—(a) (i) Mileage allowance at the rates for railway travel, plus

(ii) daily allowance for every day of arrival at, or departure from, a station other than the government servant's headquarters; provided that his stay at the station on that day is not less than eight hours and provided further that if he leaves that station for another station and returns to that station on the same day his total stay at the former is not less than eight hours and that he does not draw daily allowance for halting at another station on the same day.

(b) where daily allowance is not admissible under (a) (ii) and daily allowance exceeds the mileage allowance, then—daily allowance.

Explanatory Note—For the purpose of admissibility of daily allowance under sub-clause (a) (ii) above a government servant's "stay at the station" should be computed on the basis of the total period of stay on any day at the outstation reckoned with reference to the time of arrival and departure of the trains by which he travels. For this purpose only scheduled timings of the trains (as distinct from the actual timings) by which journeys are performed are recognised.

Exceptions—(i) [Deleted.]

(ii) Members of the railway police travelling on duty are entitled either to a free pass under the free pass rules of the railway or to the fare for themselves and baggage accompanying them which a free pass would cover. They may draw daily allowance for any day on which they are absent from their headquarters for more

than eight consecutive hours, subject to the general restriction of the eight kilometres limit from headquarters prescribed in rule 26.

If they combine a road journey with a railway journey they may, if they travel to a place distant at least eight kilometres from the point where they leave the railway, or return to the railway from a place similarly distant, draw mileage allowance at the rates laid down in rule 23 (B) (2) for each kilometre of the road portion of the journey. They may also draw, in addition, daily allowance, if any, admissible under this rule for absence from headquarters, provided that the time spent on the journey by road is deducted in calculating the duration of their absence from headquarters.

N.B.—The enhanced rates of daily allowance mentioned in clause (1) of rule 23 (C) shall be admissible to members of the railway police for halts in stations falling under categories A and B of that clause, provided that their halt at the end of a railway journey or a road journey of not less than eight kilometres in continuation of railway journey in any of those stations is not less than eight hours. In other cases daily allowance admissible under the above exception will be drawn at the ordinary rates prescribed in clause (1) of rule 23 (C).

(iii) [Deleted.]

(B) Journey by road—Subject to the provisions of rule 29, a government servant who travels by road beyond a radius of eight kilometres irrespective of whether the journey commences at his headquarters or at any other place outside his headquarters, may draw the following allowances:

(1) (a) (i) mileage allowance at the rates prescribed in rule 23 (B) (2) for each kilometre of the distance travelled, plus

(ii) daily allowance for every day of arrival at, or departure from, a station other than the government servant's headquarters; provided that his stay at the station on that day is not less than eight hours; and provided further that if he leaves that station for another station and returns to that station on the same day his total stay at the former is not less than eight hours and that he does not draw daily allowance for halting at another station on the same day.

(b) Where daily allowance is not admissible under (a) (ii) above and daily allowance exceeds the mileage allowance admissible under (a) (i), then daily allowance in lieu of mileage allowance may be drawn.

NOTE—Short journeys within a radius of eight kilometres from headquarters, or from a place at which a government servant is on tour, may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

Exception (1)—When a government servant travels in a bus and hires only a seat he will be entitled to the following travelling allowance according to his classification:

Category-I—One bus fare of the higher class available and an allowance for incidental expenses calculated at 3.5 paise per kilometre.

Category-II—One bus fare of the higher class available and an allowance for incidental expenses calculated at 3 paise per kilometre.

Category-III—One fare of the lower class plus an allowance for incidental expenses calculated at 2 paise per kilometre.

Category-IV—One fare of the lower class plus an allowance for incidental expenses calculated at 1 paisa per kilometre.

Exception (2)—When a government servant of the Category-I or Category-II travels in a motor car plying for hire and hires only a seat, he will draw the fare paid for the journey plus incidental allowance at the rate applicable to him for an ordinary journey by rail.

Exception (3)—When the head of the office certifies that the government servant of Category-III or IV was required to travel and did travel in a motor car plying for hire and hired only a seat, he may draw for such journey the fare paid for the journey plus incidental allowance at the rate applicable to him for an ordinary journey by rail.

(2) [Deleted.]

(C) Journey partly by road and partly by rail

(a) For the road journey—Mileage allowance at the rates for travel by road even if the journey is less than 8 kilometres.

NOTE—1 [Deleted.]

NOTE—2 [Deleted.]

(b) For the rail journey—

(i) mileage allowance at the rates for railway travel, plus

(ii) daily allowance subject to the conditions of clause (A) (a) (ii) of this rule.

(CC) During the course of journeys on official work, one day's daily allowance at ordinary rates will be admissible if the circumstances mentioned below exist,

provided that daily allowance is otherwise not admissible for that day under the rules and the controlling officer is fully satisfied about the existence of these circumstances—

(a) the government servant had to make a continuous night halt at the destination for eight hours or more on two consecutive dates taken together, or,

(b) the government servant had to make a continuous night halt for four hours or more in waiting for the next bus, railway train or aeroplane during the journey.

Explanation—(i) If, however, daily allowance for both the dates or for any of such two dates be admissible in accordance with the rules, no daily allowance in terms of clause (a) above will be drawn.

(ii) Daily allowance in terms of clause (b) above will be allowed only when no daily allowance is otherwise admissible under the rules for the date of halt while in transit. If the period of waiting covers two consecutive dates daily allowance will be allowed in case no daily allowance is otherwise admissible for either of the two dates. (See Appendix XIV).

## (D) Halt during absence from headquarters

(1) Daily allowance, provided that daily allowance may not be drawn for more than ten days of a halt at one place.

NOTE 1—Daily allowance is admissible under this rule only for such days as a government servant spends in camp on duty. Should a holiday or holidays intervene, daily allowance is admissible only if the government servant is actually in camp whether he does any work or not. If a government servant leaves his camp on private business either during holidays or on casual leave, no traveling allowance of any kind shall be admissible for the days of his absence. Daily allowance may, however, be drawn for the day of departure from or arrival in camp, provided that (1) the actual halt in camp on the day in question is not less than 12 hours, and (2) the government servant performs the full day's work.

NOTE 2—A halt is continuous unless terminated by an absence on duty at a distance exceeding eight kilometres for a period exceeding five days. A break in a halt at a particular place, which does not exceed five days, will not be deemed to break the continuity of the halt at that place even when government servant returns to that place after a visit to headquarters. The broken periods of such a halt will be treated as parts of the same halt for the purpose of the restrictions in clause (2) of this rule (below) regarding the drawal of halting allowance at full rates for the



period of first 30 days and thereafter at half of those rates upto a period of one hundred and fifty days.

NOTE 2-A—If a government servant proceeds on leave, other than casual leave, while on tour and returns to duty at the end of the leave to the same place of tour, the continuity of his halt at that place should not be deemed to have broken unless the period of his absence on leave exceeds 14 days, in which case the period of his halt at that place prior to his proceeding on leave shall not be taken into account in calculating the ten days referred to in this rule.

NOTE 3—In calculating the ten days referred to above, any day on which a government servant does not actually draw daily allowance, e.g. when he leaves his camp on private business either during holidays or on casual leave, or remains in camp on casual leave, or when he travels or halts outside the eight kilometres radius, should be excluded.

NOTE 4—After the expiry of ten days a government servant may draw travelling allowance under the ordinary rules for journeys from the halting place, even though followed by a return to it.

NOTE 5—For the purposes of rule 26 the halting place should be considered the government servant's temporary headquarters.

(2) Exemptions from the operation of proviso in clause (1) will be sanctioned by the Government or by authorities subordinate to the Government to whom the power may have been delegated (See Appendix X), only when they are satisfied that the prolonged halt is necessary in the interest of the Government work. Subject to the general exemptions by the Government which will be found in Appendix III, the rate of daily allowance after the first thirty days of a halt shall be reduced to one-half of the admissible rate and no daily allowance shall be granted after 180 days of a halt. Exceptional cases which present special features and which would justify the grant of daily allowance at more than one-half of the admissible rate should be referred for the orders of the Government.

(3) Daily allowance for halt during training at a place other than the headquarters

The restrictions mentioned in clauses (1) and (2) will, however, not be applicable in the case of government servants deputed on training and in their case daily allowance will be admissible for a maximum period of 180 days as noted below:

- (i) For the first 45 days—at full rate.
- (ii) For the next 135 days—at half the rate.
- (iii) Above 180 days—Nil.

(iv) In case of training lasting for more than 180 days the government servant will have option to accept the daily allowance at the above rates or, in the alternative, he may charge travelling allowance for himself only, at the transfer rates. In the latter case no daily allowance will be admissible during the period of training.

NOTE—In case the government servant is granted any scholarship or any other financial assistance during the training period then an equivalent amount will be deducted from the amount of the daily allowance admissible to him. In case the total amount of scholarship or financial assistance exceeds the total amount of daily allowance admissible to him and he chooses to avail of that facility then no daily allowance will be admissible.

28. [Deleted.]

29. (1) If a government servant travels in a motor car, motor truck, motor carrier, or jeep car or by other means of conveyance which is his own or which he has hired, then he may draw travelling allowance under rule 27 (B).

(2) If a government servant travels in his own motor car, motor truck, motor carrier or jeep car but the propulsion charges are paid by another government servant who accompanies him on the journey, then he will be entitled to daily allowance or incidental allowance as in sub-rule (3) below.

(3) If a government servant travels in a conveyance, free of cost, that is for the use of which he does not have to bear any expenditure or propulsion charges, for any distance covered by direct road route during twenty-four hours or a portion thereof, he will be entitled to incidental expenses for journey by rail at the rates prescribed in rule 23(A)(1) the amount of which will not exceed the amount of one day's daily allowance at ordinary rates. If, however, the halt on the day of arrival at and departure from the destination is for eight hours or more, the government servant may, at his option, either draw one day's daily allowance admissible at the place of destination under rule 27(B)(1)(a)(ii) or incidental expenses the amount of which will not exceed the amount of one day's daily allowance at ordinary rates, but daily allowance and incidental expenses both will not be admissible.

NOTES—(i) For the purpose of this sub-rule the outward and inward journeys will be treated as separate unless they are performed on the same day. Distance will be calculated from bus station to bus station.

(ii) Where, however, the duration of halt is less than eight hours then the government servant will draw only the incidental expenses at the rates prescribed

in rule 23(A)(1) for journey by rail, the amount of which will not exceed the amount of one day's daily allowance at ordinary rates.

Explanatory Note—[Deleted.]

(4) For mixed journeys partly by his own or hired conveyance and partly by borrowed conveyance or a conveyance provided at the expense of the Government, a local fund, local body, or a public sector undertaking, a government servant is entitled to travelling allowance for each type of journey as a separate individual journey under clause (1) or (3) above, as the case may be, subject to the condition that he cannot draw more than what he would have drawn had he done the whole distance covered by the two journeys in his own or in a hired motor car, motor truck, motor carrier or jeep car.

(5) When two or more government servants jointly hire a motor car, motor truck, motor carrier or jeep car having a seating capacity of five or more and use it for a road journey, they will draw the actual fare paid by them for the road journey or road mileage allowance under rule 23(B)(2), whichever is less. The daily allowance to which they may be entitled will also be admissible to each of them.

(6) A government servant provided with or authorised to use a Government conveyance will not be entitled to draw any mileage allowance for journeys by road so long as he is provided with the conveyance except in the following circumstances :

(i) if the journey is performed on foot, or by bicycle;

(ii) if the journey is performed away from headquarters, where the Government conveyance is not available, between places not connected by rail;

(iii) if the Government conveyance remains out of order, provided that he certifies—

(a) that the Government vehicle was out of order and could not be used ;

(b) that proper steps for having the vehicle repaired were being taken ; and

(c) that the journey could not be postponed till the vehicle had been repaired.

(iv) if the Government conveyance cannot be used on account of its being in use of some other officer who is authorised to use it ; provided that the controlling officer is satisfied that the nature of work was such that it could not be postponed till the availability of the Government conveyance.

NOTE—A borrowed motor car, motor truck, motor carrier, or jeep car of which the propulsion charges are paid by the government servant using it is equivalent to hiring a motor car, motor truck, motor carrier or jeep car.

Exception (1)—This rule does not apply to government servants of Category-IV or to government servants provided with elephants for their official duties in respect of journeys performed thereon, or to government servants entitled to travel by rail on pass.

Exception (2)—The driver of a motor car, motor truck, motor carrier or jeep car supplied at the expense of the government or by a local fund or body, when making a journey by road on the motor car, motor truck, motor carrier or jeep car in his charge, will be entitled to an incidental allowance at 2 paise per kilometre for the journey performed beyond his headquarters. He will also be entitled to daily allowance (at ordinary rates) if the journey involves an absence of at least one night from his headquarters, provided that where it includes a halt outside the headquarters for at least eight hours the daily allowance admissible under rule 27 (B) (1) (a) (ii) may be drawn instead. No allowance will be admissible to him for the local journeys.

NOTES—(i) Nothing in the above exception will be deemed to preclude a driver from drawing daily allowance under rule 27(B) (1) (a) (ii) or 27(D) for the days of arrival and departure or of halt outside the headquarters subject to the conditions laid down therein but where such daily allowance is drawn the daily allowance mentioned in this exception shall not be drawn.

(ii) Distance from one bus station to another shall form the basis for assessing the distance covered but for the places which are not connected by bus service, instructions given in 'Note' below clause (e) of rule 90 should be followed by the controlling officer in determining the distance.

**29-A.** When a government servant is allowed free transit by air in a Government machine or in a machine chartered by Government for the purpose, he is entitled to the following allowance for incidental expenses in addition to the normal daily allowance:—

(a) When such journey is between places connected by scheduled air service an amount equal to one-fifth of the standard air fare limited to a maximum of Rs. 20 for each journey.

(b) When such journey is between places which are not connected by scheduled air service, at the rate of 3.5 paise per kilometre subject to a maximum of Rs. 20 for each journey:

Provided that if at other end of the journey by air the government servant has to perform a connected journey by rail or road, he may draw the travelling allowance admissible for such journeys under rule 27.

30. [Deleted.]

31. [Deleted.]

32. [Deleted.]

33. [Deleted.]

**34. (1)** If it is in the interest of Government work that a government servant should send his motor car, motor-cycle or other means of conveyance or his camp equipage by rail, he may, with the special sanction of the Government or of any head of a department or controlling officer to whom fire power of sanction has been delegated, recover the actual cost of carriage of such transport by rail, together with the cost of conveyance of one driver or cleaner for a motor car, subject to such limits on the weight of camp equipage and the number or means of conveyance as the Government may fix. (See Appendix X).

(2) A government servant in receipt of a permanent monthly allowance is not entitled to this concession.

34-A. If it is necessary for a government servant to transport a conveyance by ferry, including a steamer-ferry, he will be entitled to the actual cost of such transport, provided that no such charge will be admissible where, under the conditions of the lease of the ferry, a conveyance can be transported free of charge by a government servant when on duty. Similarly, the actual cost of any toll on a conveyance may be recovered by a government servant if the toll is leviable on the conveyance even when used on public service.

35. [Deleted.]

**36.** A government servant holding two posts is not entitled to draw double travelling allowance on that account. Where, however, the rates attached to the two posts differ, he may draw the higher rate of the two for all journeys, whether undertaken in connection with the duties of the post to which the higher rate is attached or not.

NOTE—A government servant holding additional charge of a second post in another station is entitled to draw daily allowance for the days on which he halts at the headquarters of the second post under the same conditions and restrictions as if he were on tour.

37. When a government servant is required by superior authority to travel by special means of conveyance the cost of which exceeds the travelling allowance which would otherwise be admissible, the actual cost of transit may be drawn instead of the travelling allowance. The bill must be supported by a certificate signed by the superior authority and countersigned by the controlling officer to the effect that the use of the special means of conveyance was necessary in the interest of Government work, and stating the circumstances which made it necessary.

NOTE—The term "special means of conveyance" means any conveyance the cost of which exceeds the travelling allowance ordinarily admissible to the government servant.

## Permanent Monthly Allowances

38. (1) A permanent monthly allowance is granted in lieu of all other travelling allowances for journeys within jurisdiction, and is drawn all the year round, whether the government servant is absent from headquarters or not. There are no fixed rates. Some of the allowances of this type are given in Appendix XII.

(2) If a government servant in receipt of such an allowance travels by rail on a free pass during a month, he should deduct the value of the fares concerned from the amount drawn for that month. This does not apply to the following government servants who may for journeys by rail draw single railway fare in addition to the permanent travelling allowance :

(i) Munshis, clerks, signallers and draftsmen attached to canal divisions in the Irrigation Department.

(ii) Sub-divisional clerks and Munshis on the establishment of the Executive Engineer, Kumaun Government Estates.

(iii) Range Officer in charge of the Hardwar Range in the Saharanpur Forest Division.

(iv) Medical Officers attached to travelling dispensaries and those serving in the Irrigation Department.

(v) Amins in the Irrigation Department employed on project work, i. e. on land acquisition work on the laying out of irrigation channels or drainage lines or employed on works and survey, where there are to regular beats.

(vi) Amins in the Irrigation Department stationed at Lalitpur in the Jhansi Division.

(vii) Government servants of Category-IV.

(viii) [Deleted.]

(ix) Assistants to the Special Forest Officer, Tarai and Bhabar Estates Forest Division.

(x) [Deleted.]

(xi) Senior Auditors, Assistant Auditors and peons of the Local Fund Accounts Department, provided that the journey is performed under proper authority.

(3) The government servants serving in the Irrigation Department, mentioned above, may, however, draw single bus fare, instead of a single railway fare, in addition to their permanent travelling allowance, on the condition that the bus fare does not exceed the railway fare which would have been admissible had the journey been performed by rail.

39. Whenever the jurisdiction of a government servant drawing a permanent monthly allowance extends beyond a single district, and his actual travelling expenses for a journey by rail or other public conveyance exceed double the amount of his permanent allowance for the period occupied in such journey, he may, with the permission of the Government, draw an additional allowance equivalent to the difference between such double permanent allowance and the travelling allowance that would be admissible to him under the ordinary rules. (See Appendix X).

NOTES—(1) in the case of government servants in the Irrigation Department, for the word "district" in line 2 of the above rule read the words "canal division"

(2) The auditors of the Local Fund Accounts Department and the peons who accompany them on tour will not be entitled to the concession admissible in this rule.

40. [Deleted.]

41. A permanent travelling allowance cannot be drawn during 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. Its drawal during leave is regulated by the rules made under Fundamental Rule 93.

## Journeys on Transfer

42. (1) A government servant, for a journey on transfer from one station to another, if he is transferred in the interest of Government work and not at his own request, is entitled to a lump-sum at the following rates whether the journey is performed by rail or road alone or in combination with one another:

	Rs.
(i) Government servants drawing pay above Rs 1,500 per month	400
(ii) Government servants drawing pay from Rs 701 to Rs 1,500 per month	300
(iii) Government servants drawing pay from Rs 551 to Rs 700 per month	200
(iv) Government servants drawing pay from Rs 320 to Rs 550 per month	150
(v) Government servants drawing pay below Rs 320 per month	100

Provided that, if the new station of the government servant on transfer is within the same district, the lumpsum will be admissible at 50 per cent of the above rates ;

Provided further that no lumpsum is admissible if the new station of the government servant on transfer is situated within 8 kilometers of the old station.

(2) Besides the above, he will also be entitled to the following:

(J). For journeys by rail—

(i) For self—One actual fare not exceeding the fare of the entitled class plus and allowance for incidental expenses at twice the rates admissible to him for an ordinary journey on tour.

(ii) For family—One extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid, on furnishing a certificate of the number and relationship of the members of the family for whom the claim in made.

(iii) Actual cost of carriage of personal effects up to the following limits:



(a) If travelling alone, the cost of transporting 4000, 2000, 1000 and 700 kilograms in cases of categories I, II, III and IV, respectively, by goods train at the owner's risk rate, or, where no such rate is in force, at the railway risk rate.

(b) If travelling with family, the cost of transporting 6000, 3000, 1500, 1000 kilograms according to his category by goods train at the owner's risk rate, or, where no such rate is in force, at the railway risk rate.

The government servant must certify that the actual expense of transporting his personal effects was not less than the sum claimed and if claim is made under sub-clause (b), that his family also travelled.

Explanatory Note—In case where a government servant is transferred from station A to station B and is again transferred within a reasonably short time to station C, he may be allowed to recover the cost of carriage of personal effects from station A to station C, subject to the conditions that—

(a) the total weight carried from station B to station C and from station A to station C does not exceed the maximum limit prescribed in clause (iii) above, and

(b) the total cost of transporting the effects from station A to station B, from station B to station C and station A to station C does not exceed the amount admissible from station A to station B plus that admissible from station B to station C.

Audit Instruction—When a government servant transports more than the maximum weight admissible by a cheaper route, he can draw actual charges not exceeding the amount admissible for the maximum weight by the normal recognized route.

NOTES—(1) A government servant on transfer who carries his personal effects by passenger instead of by goods train, may draw actual expenses up to the limit of the amount which would have been admissible had he taken the maximum quantity by goods train under clause (iii) above.

(2) A government servant on transfer who carries his personal effects by road between stations connected by rail may draw actual expenses up to the limit of the amount which would have been admissible had he taken the same quantity by passenger train, but not exceeding the amount which would have been admissible had he taken the maximum quantity by goods train under clause (iii) above.

(3) The controlling officer may, if he is satisfied that the family of a government servant is for good reasons unable to accompany him on transfer to the new station, permit him as a special case to draw allowances for transporting personal effects at the rates laid down in sub-clause (iii) (b) above.

(iv) Conveyances—Cost of carriage at owner's risk (including the cost of conveyance of a driver for a car), subject to the provisions of sub-clauses (1) and (2) below, and provided that—

(a) the possession of a conveyance is advantageous for his efficiency either in the post which he holds at the time of transfer or in that to which he is transferred ;

(b) the conveyance was actually transported by rail and a certificate that the actual expense was not less than the sum claimed is furnished and details are given of the conveyance transported, the number of conveyances transported at the expense of the Government being limited as follows:

(i) Government servants of Category-I—One motor car or motor cycle/scooter/moped.

(ii) Government servants of Category-II—One motor cycle/scooter/moped or an ordinary bicycle or a motor car.

(iii) Government servants of Category-III—One motor cycle/scooter/moped or an ordinary bicycle.

(iv) Category-IV—One bicycle.

(1) If the two stations are connected by rail and the government servant transports his motor car/motor cycle/scooter/moped by road, he may draw the actual cost of road transportation up to the limit of the amount admissible for carriage by rail at owner's risk, provided that if he transports his motor car/motor cycle/scooter/moped under its own power, he may draw 35 paise per kilometre in respect of a motor car, 15 paise per kilometre in respect of a motor cycle/scooter/moped for the distance according to the ordinary route between two stations.

(2) If the two stations are not connected by rail, he may draw the actual cost of road transportation up to the limit of 35 paise per kilometre in respect of a motor car, 15 paise per kilometre in respect of a motor cycle/scooter/moped for the distance according to the ordinary route between two stations.

(3) If the two stations are connected partly by rail and partly by road then for such part of the distance as is connected by rail, a charge may be made according to clause (1) above and for the remaining distance according to clause (2) above:

Provided that if the government servant himself and/or any member or members of his family travel by the car/motor cycle/ scooter/moped, he may draw the allowance for the transportation of conveyance in addition to the railway fares and

incidental expenses for self only at twice the ordinary rate which would have been admissible if the journey had been performed by rail and/or bus.

Explanation—In cases where a government servant is transferred from station A to station B and is again transferred within a reasonably short time to another station C, he may recover the cost of carriage of his conveyance from station A to station C under the above rule, subject to the condition that he had no use for his conveyance at station B and transports it from station A to station C.

NOTES—(1) Categories of government servants for whom possession of a conveyance is advantageous for the efficient discharge of their duties will be found in Appendix IV.

(2) A government servant, who is entitled to convey his motor car or motor cycle/scooter/moped or bicycle by rail at the expense of the Government, may do so by passenger train or goods train at his option. In the former case, the actual freight charged by the railway may be drawn by the government servant. In the latter case, i.e. if the car, motor cycle, scooter, moped or bicycle is despatched by goods train, the government servant may draw, in addition to the freight charged by the railway, the cost of packing and of transporting the packed car/motor cycle/scooter/moped or bicycle to and from the goods shed at the stations of departure and arrival, provided that the total amount so drawn shall not exceed the freight chargeable for transporting the car/motor cycle/scooter/moped or bicycle by passenger train.

(4) The road distance between stations should be reckoned according to the shortest motorable road.

(II) For journeys by road:

(i) For Self—

(a) when travelling by bus—one fare of the class to which he is entitled under exception (1) to clause (1) of rule 27(B) plus incidental expenses at twice the rate admissible to him for an ordinary journey on tour.

(b) when a government servant of Category-I or II travels in a motor car or other conveyance which is either his own or borrowed or hired and when propulsion charges are borne by him when the conveyance so used is his own or borrowed—such charges as are admissible under clause (I) (iv) above.

(c) when a government servant of Category-III travels on a motor cycle or scooter or moped which is his own and propulsion charges are borne by him—such charges as are admissible under clause (I) (iv) above

Exception—Where, however, the government servant of the Category-I or II

travels in a motor car or other conveyance plying for hire and hires only a seat, he will draw the actual fare paid for the seat plus incidental expenses at twice the rate admissible to him for an ordinary journey on tour.

(ii) For Family—

(a) when travelling by bus—one fare of the class to which the government servant is entitled under exception (1) to clause (1) of rule 27(B) for each adult and half fare for each child, as actually charged by the transport company/corporation, on furnishing a certificate of the number and relationship of the members of the family for whom the claim is made.

(b) when the family of a government servant of Category-I or II travels in a motor car or other conveyance which is either the government servant's own or borrowed or hired and when propulsion charges are borne by him when the conveyance so used is his own or borrowed—

(i) when the two stations are connected by rail—such charges as are admissible under clause (I) (iv) (1) above ;

(ii) when the two places are connected by road—one mileage allowance, at the rate admissible under clause (I) (iv) (2) above, if two members of the family other than self travel, two mileage allowances at the same rates if more than two members of the family other than self travel, on furnishing a certificate of the number and relationship of the members of the family for whom the claim is made.

Exception—Where, however, the family of the government servant of the Category-I or II travels in a motor car or other conveyance plying for hire and hires only such seats as are equivalent to the number of members of family, actual fare shall be admissible for such seats.

NOTE—The conditions as to the distances to be travelled and to the drawal of actual expenses by ministerial and inferior servants, contained in rule 27(B) and (C) do not apply to journeys on transfer.

(iii) Subject to clause (iv) below, actual cost of carriage of personal effects by cart or thela at the local rate up to the following limits:

	Carts or thelas
(1) Category-I—	
(a) if travelling alone	4
(b) if travelling with family	6
(2) Category-II—	

(a) if travelling alone	2
(b) if travelling with family	3
(3) Category-III—	
(a) if travelling alone	1
(b) if travelling with family	2

(iv) In the Kumaun and Garhwal Divisions, if a Government servant transports his personal effects by a bus between places served by a motor transport company the rates fixed by that company may be allowed in lieu of the cost of carriage of personal effects by cart. Where service is available by more than one motor transport company, Government shall lay down which company's rates shall be applied. Between places in the hill areas of the above-mentioned divisions, which are not connected by metalled roads where neither a bus nor a cart can be used, the actual cost of carriage of personal effects up to the limits fixed in clause (I) (iii) of this rule will be admissible subject to a maximum of Rs 1.50 per 40 kilograms per kilometre.

(v) The government servant must certify that the actual expense of transporting his personal effects was not less than the sum claimed, and when the cost of carriage of personal effects exceeds the limit laid down in sub-clauses 1(a), 2(a) and 3(a) above, he must further furnish a certificate giving the number and relationship of the members of the family with whom he travelled.

Exception (1)—[Deleted.]

Exception (2)—Government servants of Category-IV who are transferred to a distance of more than 40 kilometres between places in the hill patts of the Kumaun and Garhwal Divisions which are not connected by a motor road, may also draw the cost of engaging one mazdoor for the carriage of their personal effects, provided that this cost shall not exceed the amount payable to a mazdoor for the journey in question under the normal rate per kilometre for mazdoors fixed by the Collector of the district from time to time.

Exception (3)—Forest guards are entitled to four times the rate of mileage to which they are ordinarily entitled in the plains for journeys by road on transfer in the hills.

NOTES—(1) The term "personal effects" includes household effects, furniture, as well as personal luggage but not tents supplied by the Government.

(2) (a) It is not necessary that a government servant's family should travel with him. He may charge for their journey if they precede him by a period not

exceeding a month, or follow him by a period not exceeding twelve months from the date of his relief at his old station. In exceptional cases, however, the Government may permit the drawal of travelling allowance for the family even when the aforementioned periods are exceeded.

(b) The category of a government servant will be determined with reference to the facts on the date of his transfer, while the number of fares admissible will be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed.

(c) When a government servant as a result of his transfer to a new station is obliged to move his family to some other station, or when a government servant and his family are, at the time of transfer to a new station, living in different places, and he desires to move them to his new station or to some other station for reasons which the Government consider sufficient then the government servant shall receive, the actual expenses of the journey which his family undertakes, up to the amount which he might have drawn had his family travelled direct from his old to his new station:

Provided that the journey is undertaken within a month prior to the date of the government servant's relief at his old station or within twelve months subsequent to that date. Cases in which the aforementioned time-limits are exceeded will require the sanction of Government.

(d) Charges for the transport of personal effects and conveyances of a government servant on transfer will be admissible even if they do not for any reason accompany him, provided that they precede him by a period not exceeding a month or follow him by a period not exceeding twelve months from the date of his relief at his old station. Cases in which the aforementioned time-limits are exceeded will require the sanction of the Government.

(1) to (7) [Deleted.]

(8) The competent authority should state definitely in the order of transfer whether the transfer has been made in the public interest or on the government servant's own request.

(9) [Deleted.]

(10) [Deleted.]

(11) [Deleted.]

(11-A) [Deleted.]

(12) [Deleted.]

(13) In respect of journeys on transfer performed in other States, a government servant shall draw for the portion of such journeys mileage allowance and allowance for the carriage of personal effects at the rates admissible under these rules.

(13-A) When a government servant under the administrative control of one Government is transferred to the control of another Government which has made rules prescribing amounts and conditions of travelling allowance, his travelling allowance, for the journey to join his post under the borrowing Government and for the return journey, will be governed by the rules of the borrowing Government relating to travelling allowance on transfer. This rule will apply even to cases where the government servant takes leave either before joining that post or before returning to his original post.

(14) Members of the railway police may draw travelling allowance under exception (ii) to rule 27(A) for journeys on transfer within the limits of the railway to which they are attached, and are entitled in addition to a free pass or fares for their families provided that no daily allowance may be drawn for halts, in the course of the journey, unless such halts are made in connexion with their duty. For journeys on transfer from one line to another, they are entitled to the concession in this rule less the amount of fare or fares covered by the pass, which they may be allowed for any portion of the journey.

(15) Tahvildars who are not servants of the Government are entitled to travelling allowance as admissible to a government servant of category—III under this rule, (a) when they are transferred in the interest of Government work from one sub-treasury to another at the instance of the district officer ; (b) when they are transferred by the treasurer himself, if the district officer is satisfied that the transfer is in the interest of Government work.

(16) [Deleted.]

(17) [Deleted.]

(18) [Deleted.]

(19) The presiding officers and the establishment of the peripatetic court of the second Civil Judge, Meerut, Additional Civil Judge, Moradabad, Additional Munsif, Moradabad and the Additional Munsif of Kaimganj (Farrukhabad) are entitled to travelling allowance at the following rates and on the following conditions for journeys on transfer from one place to another within their jurisdiction:

(1) Their headquarters will be at places in accordance with the orders of their posting issued from time to time ; provided that the period of their stay at any one place is not less than two months at a time.

(2) When their stay at the place of transfer is not less than two months, they and their staff accompanying them will be entitled to travelling allowance at transfer rates from their old to their new place.

(3) When their stay at the place of transfer is less than two months, they and their staff will be entitled to travelling allowance at ordinary rates plus daily allowance at the usual rates and conditions for their halt at that place.

(20) [Deleted.]

(21) In all cases of temporary transfers which mean transfers for specified periods not exceeding one hundred and eighty days, the journeys from the headquarters to the station of temporary transfer, which will be called temporary headquarters heretofore, and back will be treated as on tour subject to the following conditions:

(i) where the transfer is intended to be for a period of 180 days or less, the order of transfer should specifically state accordingly.

(ii) the government servant who has been asked to proceed on a temporary transfer will be entitled to mileage allowance and daily allowance at ordinary rates as admissible under these rules.

(iii) the claim for daily allowance for halt at the temporary headquarters will require verification of the officer under whose administrative control he has been placed at the temporary headquarters.

(iv) no joining time is admissible in such cases. Only the actual transit time, as admissible in the case of journeys on tour, may be allowed.

(v) in a case where the transfer initially made for a period exceeding 180 days, is subsequently reduced to a period of 180 days or less, the transfer travelling allowance originally allowed should not be changed to the disadvantage of the government servant.

(vi) if a temporary transfer initially intended to be for a period not exceeding 180 days, is extended beyond 180 days, the government servant shall have the option to claim travelling allowance under rule 42 and in that case the travelling allowance already drawn shall be adjusted in the transfer travelling allowance claim but the daily allowance admissible up to the date of issue of orders extending the transfer, will not be so adjusted.



(vii) where a government servant on temporary transfer is transferred to another station (other than his headquarters or temporary headquarters) before the expiry of 180 days and who proceeds to that another station without returning to his headquarters, will be entitled to travelling allowance at ordinary rates from his headquarters to temporary headquarters, if not already drawn, and at transfer rates from temporary headquarters to that another station as admissible under rule 42 provided that the claim for the family and for transport of personal effects and conveyances may be made from his headquarters to that another station.

43. A government servant transferred from one post to another, who- under the orders of competent authority, is permitted to handover charge of his old post or to take over charge of the new post at a place other than the headquarters, is entitled to—

(1) travelling allowance as for ordinary journeys from the place of handing over charge to the place of taking over;

(2) an allowance for incidental expenses at the rate admissible to him for an ordinary journey on tour from his old to his new headquarters; and

(3) all the further concessions admissible under rule 42, direct from the old to the new headquarters, excluding those in clauses (2)(I)(i) and (2)(II)(i) of rule 42.

For the journeys from his old headquarters to the place of handing over charge, or from the place of taking charge to his new headquarters, he will draw travelling allowance as for ordinary journeys ;

Provided that if his family has in consequence of the transfer to be transferred to a station other than the new headquarters, travelling allowance for the family may be allowed to that other station subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

NOTE—[Deleted.]

(21) In all cases of temporary transfers which mean transfers for specified periods not exceeding one hundred and eighty days, the journeys from the headquarters to the station of temporary transfer, which will be called temporary headquarters heretofore, and back will be treated as on tour subject to the following conditions:

(i) where the transfer is intended to be for a period of 180 days or less, the order of transfer should specifically state accordingly.

(ii) the government servant who has been asked to proceed on a temporary transfer will be entitled to mileage allowance and daily allowance at ordinary rates as admissible under these rules.

(iii) the claim for daily allowance for halt at the temporary headquarters will require verification of the officer under whose administrative control he has been placed at the temporary headquarters.

(iv) no joining time is admissible in such cases. Only the actual transit time, as admissible in the case of journeys on tour, may be allowed.

(v) in a case where the transfer initially made for a period exceeding 180 days, is subsequently reduced to a period of 180 days or less, the transfer travelling allowance originally allowed should not be changed to the disadvantage of the government servant.

(vi) if a temporary transfer initially intended to be for a period not exceeding 180 days, is extended beyond 180 days, the government servant shall have the option to claim travelling allowance under rule 42 and in that case the travelling allowance already drawn shall be adjusted in the transfer travelling allowance claim but the daily allowance admissible up to the date of issue of orders extending the transfer, will not be so adjusted.

(vii) where a government servant on temporary transfer is transferred to another station (other than his headquarters or temporary headquarters) before the expiry of 180 days and who proceeds to that another station without returning to his headquarters, will be entitled to travelling allowance at ordinary rates from his headquarters to temporary headquarters, if not already drawn, and at transfer rates from temporary headquarters to that another station as admissible under rule 42 provided that the claim for the family and for transport of personal effects and conveyances may be made from his headquarters to that another station.

## Journeys to join First Appointment

44. [Deleted.]

45. (1) Travelling allowance will not be granted to any person appointed in India for the journey to join his first appointment without the sanction of the Government.

NOTES—(1) When travelling allowance is specially sanctioned under this clause, the ordinary rates admissible to the category of government servants to which the person concerned will belong after joining his appointment must not be exceeded.

(2) A government servant thrown out of employment by reduction of establishment or abolition of post or a pensioner may, on re-appointment be granted by the authority competent to sanction that re-appointment, travelling allowance at the ordinary rates for such part of the journey from his residence to his new station.

NOTES—(1) No allowance is admissible for halts on the journeys referred to in this rule.

(2) Temporary medical officers recruited for epidemic duty or in connection with the Magh Melas and Kumbh and Ardh-Kumbh Melas at Allahabad and Hardwar as also sanitary inspectors and vaccinators employed under local bodies, whose services are requisitioned for duty in connection with those Melas, may be granted travelling allowance at ordinary rates by the Director of Medical, Health and Family Welfare for journeys undertaken by them to join their first appointments.

(3) A government servant, whether of the Central Government or the Uttar Pradesh Government or any other State Government who is, on his own application, appointed to a post under the Uttar Pradesh Government while on duty in his old post will not be entitled to any travelling allowance for joining his new post, unless he is specially selected on public as opposed to private grounds and has applied for the appointment not on his own initiative but on application being invited by Government from the category of officials to which he belonged. Before any stipulation for the grant of travelling allowance to such a person is made in the advertisement or notification calling for applications, the concurrence of Government in the Finance Department should be obtained.

Exception—A government servant who, while holding a permanent post in a substantive capacity either under the Uttar Pradesh Government or the Central Government or any other State Government, is appointed to a post under the Uttar Pradesh Government on the results of a competition examination which is open to both government servants and others or as a result of selection after interview and is granted injunctions say, will be entitled to travelling allowance at transfer rates under rule 42 for the journey to take his appointment.

(4) [Deleted.]

## Journeys to attend examinations

46. A Government servant is entitled to travelling allowance at the ordinary rates, twice for each standard or part of the examination if more than one, for journeys to and fro consequent on attendance at an obligatory examination and also to daily allowance at the ordinary rates for the day or days on which the examination is held, during which the government servant is compelled to be present at the place of the examination: provided that if he appears to have culpably neglected the duty of preparing himself for such an examination the head of his department may disallow such travelling allowance.

NOTE—All departmental examinations and other examinations which, in terms of the existing Government orders or the provisions of the service rules of the cadre to which the government servant belongs are obligatory to pass for eligibility to promotion, confirmation or crossing of efficiency bar will be deemed to be obligatory examinations.

46-A. Actual travelling expenses will be admissible to a government servant who is permitted by the head of the department to appear for any of the voluntary examinations and who successfully passes that examination. In respect of journeys undertaken to appear for an examination, which is divided into two or more grades, actual travelling expenses will be admissible for each grade of the examination. But at an examination where a government servant can appear for a single subject at a time, actual travelling expenses will be allowed once only.

NOTE—A voluntary examination is an examination which is not obligatory in terms of Note below rule 46.

46-B. (1) A government servant who is summoned to appear before the Public Service Commission or a selection committee in connection with his promotion to a higher post or service, or who is specially called by the Commission or Committee to test his suitability for a technical post, is entitled to travelling allowance at ordinary rates for the journeys to and from the station to which he is called, but no daily allowance is admissible for halts at that station.

(2) No travelling allowance is admissible to a government servant who applies for an appointment to be filled by the method of direct recruitment and is summoned for interview before the Public Service Commission or a selection committee in connection with such an appointment.

47. [Deleted.]

## Journeys occasioned by leave

48. [Deleted.]

49. [Deleted.]

50. [Deleted.]

51 (A). A government servant recalled to duty compulsorily before the expiry of his leave and posted to the station from which he proceeded on leave shall not be entitled to any travelling allowance if leave exceeding sixty days is curtailed by less than half or leave not exceeding sixty days is curtailed by less than thirty days. In other cases he shall be entitled to the following:

(a) For self—Mileage allowance at ordinary rates from the place at which the order or recall reaches him.

(b) For family—Nil

(c) For personal effects and conveyances—Nil

(B) When a government servant is recalled from leave compulsorily and is ordered to proceed to a station other than that from which he went on leave, he shall be entitled to the following:

I—When recalled from leave not exceeding 120 days—

(a) For self—At option, either mileage allowance at ordinary rates from the place where the order of recall reaches him; or travelling allowance at transfer rates prescribed in rule 42 (1) as calculated from his original to the new station.

(b) For family—Mileage allowance at the rates prescribed in rule 42(2) as calculated from his original to the new station.

(c) For personal effects and conveyances—Cost of transport on the scale prescribed in clauses (I) (iii) and (iv) and (II) (iii) of rule 42(2) calculated from his original to the new station.

II—When recalled from leave exceeding 120 days provided that leave is curtailed by not less than thirty days—

(a) For self—Mileage allowance at ordinary rates from the place where the order of recall reaches him.

(b) For family—Nil

(c) For personal effects and conveyances—Cost of transport on the scale prescribed in clauses (I) (iii) and (iv) and (II) (iii) of rule 42(2) calculated from his original to the new station.

NOTE—(1) [Deleted.]

NOTE—(2) The recall of a government servant from a recognized vacation during which he is permitted to leave his station is not a recall from leave for the purpose of this rule. The grant of travelling allowance in such cases requires the special sanction of the Government.

NOTE—(3) [Deleted.]

52. [Deleted.]

53. [Deleted.]

54. [Deleted.]

55. [Deleted.]

56. Save as laid down in rules 51, 65-D and 65-E, no government servant is entitled to travelling allowance for a journey on proceeding on, returning from, or during leave of any kind.

57. [Deleted.]

58. [Deleted.]

58-A [Deleted.]

## Journeys during suspension or to give evidence

59. (1) A government servant whether he is on duty or on leave, who is summoned to give evidence of facts that have come to his knowledge in his official capacity in any criminal case, or in any civil or revenue case to which the Government is a party or in a departmental inquiry, may draw travelling allowance at the ordinary rates, on a certificate of attendance in the prescribed form, if any, granted by the court or the authority conducting the inquiry, which he should attach to his bill.

(2) A government servant summoned to give evidence under any other circumstances is entitled to receive his actual travelling expenses from the court.

(3) Any fees or expenses deposited for the subsistence allowance of the witness in a civil, revenue or criminal court, and in the case described in clause (1), also any fees or expenses for travelling allowance so deposited must be credited by the court to the revenues of the State; provided that if the witness is an employee of the Central Government or Railway, the fees or expenses deposited for him should be credited to the department concerned of that Government.

(4) In the case of a witness who is subject to the Payment of Wages Act, 1936, the fees or expenses referred to in clause (3) should be credited to Government by the court itself; provided that if such a witness is an employee of the Central Government or Railway or any other commercial department under the Government of India, the fees or expenses deposited for him should be credited by the court direct to the department concerned of that Government.

(5) This rule does not apply to jamadars, village chaukidars, patwaris in the hill pattis of Kumaun Division and in the Tarai and Bhabar and Garhwal Bhabar Government Estates and government servants of the Category-IV (except naiks and police constables) who may receive their expenses from the court in the ordinary way.

59-A. A government servant under suspension who is required to perform a journey to attend the departmental enquiry (other than a police 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.

NOTE—(1) Travelling allowance in such a case will be regulated by the category to which the government servant belonged immediately prior to his suspension.

NOTE—(2) If the government servant under suspension is, as a result of the departmental proceedings taken against him, removed or dismissed from service subsequently, and the removal or dismissal has effect from the date of his suspension, the amount paid to him as travelling allowance under this rule need not be recovered from him.

NOTE—(3) All-India Service Officers serving in connection with the affairs of the State and the State Government servants whether on duty or on leave or under suspension, who undertake journeys to out stations to peruse official records for the preparation of their defence in connection with the disciplinary proceedings instituted against them, will be allowed travelling allowance as for a journey on tour without any allowance for halts on journeys subject to the following conditions:

(i) The travelling allowance will be allowed from the headquarters of the government servant or from any other place where he may be spending his leave, or where the suspended government servant has been permitted on his own request to reside, but not exceeding what would be admissible had the journey been undertaken from the headquarters of the government servant.

(ii) The enquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement.

(iii) The competent authority certifies that the official records could not be sent to the headquarters station of the government servant or the bulk of the documents ruled out the possibility of copies being made out.

(iv) The Head of Office under whose administrative control the government servant is, certifies that the journey was performed with his approval.

59-B. (1) A government servant removed or dismissed or compulsorily retired from service but under the orders of the appellate or reviewing authority it is decided to hold a further or fresh departmental enquiry in which the government servant is required to appear before such an enquiry, may be allowed travelling allowance at ordinary rates as for a journey on tour from the place where he receives the summons asking him to appear before the enquiry to the place where the departmental enquiry is held; provided the amount of travelling allowance will not exceed the amount which would have been admissible to him had he performed the onward and return journeys from his home town to the place of enquiry.

(2) Travelling allowance will be calculated according to the category to which the government servant concerned would belong on the basis of the pay of the post immediately held by him prior to his removal, dismissal or compulsory retirement from service.

(3) The appellate or reviewing authority will be the controlling officer for the purpose of travelling allowance bill of the government servant concerned.

### Journeys to obtain medical advice or to accompany a sick government servant

60. (1) A government servant, compelled to leave his station to procure medical advice because no medical officer is available, is entitled to travelling allowance for the journey to and from the nearest station where a medical officer is located,



on production of a certificate from the medical officer consulted that such journey was absolutely necessary.

(2) If possible without risk to the government servant requiring advice, the permission of superior authority to make the journey should be obtained beforehand.

(3) If a non-gazetted government servant, being stationed where there is no registered medical practitioner, is compelled to leave his station to obtain a medical certificate in support of an application for an original grant of leave, he may draw travelling allowance for the journey to and from the nearest station where a registered medical practitioner is available.

NOTE—Travelling allowance is not admissible for a journey to obtain medical certificate in support of an application for an extension of leave.

(4) If a non-gazetted government servant, having obtained a medical certificate in support of an application for an original grant of leave, is required to appear before the Chief Medical Officer or before a Government medical officer nominated by the Chief Medical Officer, for a further opinion as to the necessity for the leave recommended in that certificate, he may draw the travelling allowance for the journey, if any, 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.

(5) A government servant is entitled to travelling allowance for a journey undertaken in Uttar Pradesh to obtain X-ray treatment or examination, qualified dental treatment, specialist eye treatment or other forms of specialist treatment, provided that the Chief Medical Officer of the district in which the government servant is residing, has previously certified that such treatment is absolutely necessary. This concession is also subject to the condition that no specialist treatment is available at the station.

NOTE—No daily allowance is admissible under this rule for halts on the journey.

60-A. A government servant in receipt of pay not exceeding Rs. 425 per mensem, who suffers from leprosy, is entitled to travelling allowance for journeys to and from Dehra Dun, undertaken by him to obtain treatment at the Maclaren Leper Hospital; provided that the Chief Medical Officer of the district in which the government servant is residing has previously certified that the treatment is likely to result in a cure and make him fit to resume his duties.

NOTE—No daily allowance is admissible for halts.

60-B. A government servant suffering or suspected to be suffering from leprosy, is entitled to travelling allowance at ordinary rates, for journeys to and from Dehra Dun, performed by him for undergoing clinical and bacteriological examination by the Leprosy Officer for Uttar Pradesh at Dehra Dun: provided that the government servant is sent to Dehra Dun for examination and report by his official medical attendant, or the Chief Medical Officer of the district in which he resides.

NOTE—NO daily allowance is admissible for halts.

60-C. A head constable, naik or constable suffering from tuberculosis is entitled to travelling allowance at ordinary rates for journeys to and from a station to obtain treatment at Government Sanatorium; provided that such treatment is considered essential by the Chief Medical Officer of the district in which he is serving and the Chief Medical Officer certifies to this effect. No daily allowance is admissible for halts.

60-D. A government servant requiring anti-rabic treatment is entitled, on the production of a certificate from his authorised medical attendant, to travelling allowance at ordinary rates for journeys to and from the nearest anti-rabic centre. This concession will be admissible to a Government servant during leave also.

NOTE—No daily allowance is admissible for halts at the anti-rabic centre.

60-E. When on the advice of an authorised medical attendant, the Divisional Medical Board considers it necessary that a government servant retired from the State Government service or an officer of the All-India Service who retired while in the service of the State Government or any member or members of their families who is/are dependent on him needs a specialised treatment which is not available at the local station, may refer him/them to any hospital/institute in Uttar Pradesh which may be a Government or a private hospital/institute and in such a case such rail or road fare for both onward and inward journeys from the place of his residence to the station where that hospital/institute is situated shall be admissible to him, and to one attendant as was admissible just before his retirement only once for that reference.

NOTE—No daily allowance is admissible for halts.

64-F. When on the advice of an authorised medical attendant, the State Medical Board considers it necessary that a government servant retired from the State Government service or an officer of All-India Service who retired while in the service of the State Government or any member or members of their families who is/are dependent on him and who is suffering from a serious and complicated disease which requires specialised treatment and for which proper treatment is not available in any Government or private hospital/institute anywhere in the State of Uttar Pradesh then the case may be referred to any hospital/institute outside the

State of Uttar Pradesh but within India, and in such a case rail or road fare. for both outward and inward journeys from the place of his residence to the station where that hospital/institute is situated shall be admissible to him, and to one attendant, as was admissible just before his retirement only once for that reference.

NOTE—No daily allowance is admissible for halts.

61. (1) If on the advice of the local Government medical officer, a government servant is required to undertake a journey to another station, either when proceeding on leave on medical certificate, or to obtain further medical advice and in the opinion of such Government medical officer it is unsafe for him to make the journey without attendance, then either the medical officer himself or some other government servant selected by the medical officer for the purpose may accompany the patient to his destination, and may draw travelling allowance at the usual rates for the journey both ways.

(2) When a Government medical officer considers it necessary to summon a Government medical officer from another station to render medical aid or assistance to a government servant, the officer so summoned may draw travelling allowance at the usual rates for the journeys both ways.

61-A. [Deleted.]

61-B. [Deleted.]

62. [Deleted.]

63. (1) Any government servant who applies for an invalid pension under the direction of the applicant's superior officer on the ground of his incapacity for work and in the interest of the public service, and has to leave his station to appear before a medical board is entitled to receive his actual expenses for the journey, not exceeding the travelling allowance that would have been admissible to him had he travelled on duty; and if after appearing before the medical board it is necessary for him to return to his station, he may be granted similar travelling expenses for the return journey.

(2) Where the application for an invalid pension has been voluntarily made, the same concession may be granted with the sanction of the head of the department, if that authority considers it necessary in the circumstances of the case.

(3) In either case the bill should be supported by an order of competent authority permitting him to draw the travelling expenses.

NOTE—No daily allowance is admissible under this rule for halts on the Journeys.

## Journeys on a course of training

64. The grant of travelling allowance to a government servant or to a student selected to undergo a course of training requires the sanction of the Government or of a subordinate authority to whom the power may have been delegated (see Appendix X). Detailed rules on the subject will be found in Appendix VII.

64-A. Government servants selected for residential training programmes organised by the Department of Personnel and Administrative Reforms of the Government of India will be entitled to special weekly allowance in lieu of daily allowance. Detailed rules on the subject will be found in Appendix VII-A.

## Journeys to receive decorations and Certificates of Honours, etc.

65. (1) A government servant who is summoned or permitted to visit Delhi to receive the decorations of "Padma Vibhushan", "Padma Bhushan" and "Padma Shri" and "Certificates of Honour" in Sanskrit, Persian and Arabic away from his headquarters is entitled to draw travelling allowance at ordinary rates as admissible to him under rules:

Provided that if he is on leave at the time of undertaking the journey, he shall be entitled to draw actual railway fare of entitled class from the station where he is spending leave to Delhi and back, without incidental expenses or daily allowance.

(2) [Deleted.]

(3) Travelling allowance for the journeys undertaken by government servants or the dependents or relatives of a deceased government servant on the occasion of attending a function for the distribution of awards for excellent and meritorious work will be admissible at the rates and on the conditions given below:

(a) Government servants—

(i) When the government servant is on duty, travelling allowance will be allowed at ordinary rates under the rules applicable to him.

(ii) If the government servant is on leave, actual expenses by rail journey from the station where leave is being spent to the station where the function is held, and vice versa, will be allowed but no daily allowance and incidental expenses will be admissible.

(iii) A retired government servant will be allowed travelling allowance at the rates at which it would have been admissible to him according to the category to which he would belong had he been in Government service, subject to the conditions mentioned in sub-clauses (b) (i) to (ii) below.

(b) Dependent/relative (not more than one) of the deceased government servant—

(i) For journeys between places connected by rail—Railway fare of the class (excluding air-conditioned coach) to which the government servant would have been entitled, or the fare of the class in which journey is actually performed, whichever is less. If the journey is performed by road, then the expenses will be limited to the railway fare, referred to above.

(i) For journeys between places not connected by rail—Actual expenses limited to the expenditure which would have been admissible to the deceased government servant for journey by road.

(iii) Daily allowance for two days, i.e., for the day of rehearsal and the day of actual function will be admissible at the rate as would have been admissible to the deceased government servant. If, however, the arrival is one day before the rehearsal date and departure one day after the function date, then for such two days additional daily allowance will be admissible at half of the above-mentioned rates.

(iv) Prior permission of the Government will be necessary for bringing an escort, but in no case more than one escort will be allowed. Travelling allowance for the escort will be at the same rate as admissible to the dependent of the deceased government servant, but no daily allowance and incidental expenses will be admissible to the escort.

(v) Deputy Secretary to Government, General Administration Department, will be the controlling officer in respect of the travelling allowance of the non-officials and the retired government servants.

65-A. [Deleted.]

65-B. [Deleted.]

## Journeys to attend meetings, conferences or congresses held in India

65-C. Except as provided in rule 65-CC, government servants who are permitted on their own request to attend non-official meetings, or conferences or congresses held in India, may, with the previous sanction of Government, be paid a single railway fare of the class of accommodation to which they are entitled for the journey each way, without any road mileage or daily allowance for halts at the place of meeting, provided any Government interest is served by their attendance at such meetings, conferences or congresses.

The above does not apply when a government servant is officially sent to attend such a meeting, conference or congress. In such cases full travelling allowance as admissible for a journey on tour shall be allowed.

65-CC. (1) Government servants of the Public Works, Irrigation, Minor Irrigation and Rural Engineering Departments and of the organization of the Electrical Inspector to Government, Uttar Pradesh, who being Corporate and Associate Members of the Institution of Engineers, India, or of the Uttar Pradesh Association of that institution or of the council of the former or the executive committee of the latter, are permitted respectively by the Superintending Engineers or the Chief Engineers concerned and the Electrical Inspector to Government, Uttar Pradesh, to attend annual general meetings of the institution or the executive committee of the association, will be allowed one railway fare of the class to which he is ordinarily entitled for journeys to attend meetings referred to, provided that such travelling allowance shall be admissible for attending not more than three meetings a year of the council of the institution and not more than one meeting a year of the executive committee of the association.

Travelling allowance as above will also be admissible for a journey performed to visit works of engineering importance during the course of meetings of any of the bodies mentioned above, provided that if the journey is performed by road and the work visited is situated at a distance exceeding eight kilometres from the place of the meeting mileage allowance at the rate of 35 paise per kilometre will be granted on the assumption that four members will travel together in one motor car.

(2) Government servants serving in the Medical Department, who are members of the Indian Division of the Royal Medico-Psychological Association, London, are entitled to travelling allowance at the rates prescribed in clause (1) above, for attending the meetings of that Association, provided that not more than two officers attend a meeting at any one time and that a meeting is not held more often than once in every three years.

(3) Government servants of various departments who are permitted by respective heads of departments to attend annual sessions of the Indian Science Congress Association, are entitled to travelling allowance at the rates prescribed in clause (1) above for attending the sessions referred to, provided not more than three officers from one department attend an annual session at any one time.

NOTES—(1) The restriction imposed in rule 23 (A) (6) will apply also to journeys mentioned in this rule.

(2) Government servants of the Agriculture and Industries Departments are entitled to travelling allowance at the rates prescribed, subject to the restrictions imposed in this rule and in note (1) above, for attending the meetings of the Institution of Engineers, India, or of the Uttar Pradesh Association of that Institution or of the Council of the former or the Executive committee of the latter.

## **Journeys performed by non-gazetted members of the Government Railway police proceeding on leave**

65-D. A non-gazetted member of the Government Railway Police force or clerical or inferior staff is entitled to a single railway fare when proceeding direct to his home on leave and also when returning direct from his home to duty after leave. If the members of his family accompany him, he may draw travelling allowance for them also, viz., one extra fare for each adult and half fare for each child where actually charged by the railway. Travelling allowance bills for these journeys should be supported by voucher in Police Form No. 17-A.

The above concession may also be allowed once a year to non-gazetted government servants of and above the rank of sub-inspector and clerical staff and also in special cases, with the permission of the Deputy Inspector General, Railway Police, to persons below the rank of sub-inspector, when they are permitted to travel on leave to any hill station in the State.

NOTE—Leave for the purposes of this rule also includes casual leave.

65-E. The travelling allowance mentioned in rule 65-D shall not be allowed more than twice in one calendar year inclusive of the journey to a hill station, if any, to a member of the Government Railway Police. In order to ensure the observance of this rule the controlling officer shall certify on passes, vouchers (Police Form No. 17-A) or travelling allowance bills that the concession has not been allowed more than twice to a member during the year.

## Journeys on work connected with elections to the State Legislature, Parliament and Local Bodies

65-F. Government servants who are employed as presiding or polling officers and polling clerks at general or bye-elections to the State Legislature and Parliament are entitled to draw travelling allowance at the ordinary rates irrespective of any restrictions imposed by Appendix II.

65-FF. Government servants serving under the Uttar Pradesh Government when on duty in connection with elections of local bodies and those serving under the Central Government when assisting in the conduct of those elections, are entitled to draw travelling allowance at the ordinary rates irrespective of any restrictions imposed by Appendix II. Similarly, judicial or other officers of the Uttar Pradesh Government who preside over the meetings of the boards in the election of their Chairman are also entitled to travelling allowance at the ordinary rates. The travelling allowance will in all cases be met from State revenues.

NOTE—Travelling allowance of all other persons engaged in election work of local bodies will be paid by them along with other expenses of the elections from their own funds.

## Journeys performed by police officers to appear in court in connection with any civil or criminal proceeding instituted against them

65-G. A police officer, who undertakes a journey to appear in a court in connection with any civil or criminal proceedings instituted against him by a party other than the Government in respect of any act purporting to have been done in his official capacity, is entitled to the following travelling and other concessions:

(1) If he is given by the court which is dealing with his case the option to appear before it by an advocate but he goes to the place where the court is held to instruct his counsel personally, he is entitled to actual travelling expenses to and from that place and to actual dietary and conveyance charges during halts there, not exceeding the travelling and daily allowances at ordinary rates.



(2) If his presence in the court is necessary as for example, when a counsel is not engaged or where the court requires his personal attendance, and he undertakes the journey to the place where the court is held, he is entitled to travelling and daily allowances at ordinary rates for the journeys to and from, and his halt at, that place.

## Journeys performed by police officials below the rank of sub-inspector serving in the Provincial Armed Constabulary proceeding on leave to their homes.

65-H. A police official below the rank of sub-inspector who has served for at least six calendar months in the Provincial Armed Constabulary is entitled once in one calendar year to a single second class railway fare from battalion headquarters or company headquarters to the nearest railway station to his home and a single second class fare for the return journey to battalion headquarters or company headquarters during an authorised leave, including casual leave, subject to the following conditions—

(i) that he has neither been provided with married quarters at battalion headquarters or at company headquarters nor allowed house rent allowance in lieu thereof;

(ii) that he actually proceeds to his home.

The Commandant at battalion headquarters and all Company Commanders are responsible for seeing that the condition mentioned above are actually fulfilled in each case where travelling allowance is claimed under this rule, and also that such travelling allowance is not allowed more than once in one calendar year to a police official.

65-I. A claim for travelling allowance under rule 65-H will not be entertained unless it is supported by a voucher in Police Form No. 17 (b) properly filled in and signed by the Commandant or Company Commander. The drawing officer should invariably furnish, on the travelling allowance bills in which such claims are made, the following certificates:

(i) Certified that the concession has been claimed by the men eligible for it and for not more than one occasion in the calendar year.

(ii) Certified that the men for whom the railway fares have been claimed have not been provided with married quarters either at battalion headquarters or at company headquarters at.....nor have they been granted house rent allowance in lieu thereof, and that they have served for at least six calendar months of the year in the Provincial Armed Constabulary.

65-J. In addition to the concession allowed by rule 65-H, a police official is entitled to a single lower class, if any, bus fare from the railway station to his home and a single lower class bus fare for the return journey to the railway station, subject to the condition that he lives 32 kilometres or more from the nearest railway station and that an established bus route connects the railway station to a point near his home.

65-K. [Deleted.]

## CHAPTER V

### SPECIAL RULES FOR HIGH OFFICIALS

66. The Governor, his staff and household—The travelling facilities and allowances of the Governor are regulated by the provisions of the Government of India (Governors' Allowances and Privileges) Order, 1950, as supplemented by the orders of Government of India. The members of his Secretarial and personal staff (i.e. the Secretary, his office establishment, the Medical Officer and the Aides-de-Camp) shall, however, draw travelling allowances at such rates and subject to such conditions as the Governor may by order prescribe. (See Appendix VI).

#### Orders of the Governor regarding the above rule

The Governor of Uttar Pradesh has been pleased to direct that his Secretarial and personal staff, i.e. the Secretary, his office establishment, the Medical Officer and the Aides-de-Camp on his personal staff, shall be allowed travelling and daily allowances at the rates and under the conditions laid down from time to time in the Travelling Allowance Rules, contained in the Financial Handbook, Volume III, in respect of ordinary journeys on duty, and at the rates and under the conditions prescribed from time to time in Appendix VI of that volume in respect of journeys in connection with the moves of the Governor to and from the hills and that the said establishment shall also be entitled to house rent and hill allowances at the rates and subject to the conditions prescribed from time to time in Parts I and II of Chapter III-A of Part III of the Financial Handbook, Volume II.

2. The Governor has also been pleased to declare that the Aides-de-Camp are officers of the Category-I for the purpose of calculating travelling allowance.

NOTES—(1) [Deleted.]

(2) When the staff and establishment of the Governor travel free of cost by—

(a) special train, or

(b) special carriage attached to an ordinary train,

they are entitled to draw travelling allowance according to rule 23(A)(5). For travelling free of cost by a motor car belonging to the Governor or to any private person, they are entitled to draw travelling allowance according to rule 29(3).

3. When the Governor halts at either Lucknow or Naini Tal, the place at which he is halting shall be regarded as the headquarters of his staff and no travelling allowance of any kind can be drawn by them during such halt. In the case of establishment, however, Lucknow shall be deemed to be their headquarters during winter months and Naini Tal during the summer months. The establishment will draw daily allowance for halts, if any, made in the course of Governor's tour at Lucknow during the summer months or at Naini Tal during the winter months.

Decision of the Government of India regarding travelling expenses of the personal staff accompanying the Governor when visiting places outside their State on business other than those of the State.

The travelling expenses of the Governor's personal staff who are asked to accompany the Governor while on a private visit outside the State in their official capacities may be charged to Government under the appropriate grant given to the Governor. (Government of India, Ministry of Home Affairs endorsement no. 27/A/51—Public, dated October 16, 1951—Confidential Department file no. 3-D/1950).

67. [Deleted.]

68. [Deleted.]

69. [Deleted.]

70. [Deleted.]

71. [Deleted.]

72. [Deleted.]

73. [Deleted.]

## CHAPTER VI

### TRAVELLING ALLOWANCE ON DEATH OR RETIREMENT

74—81. [Deleted.]

81-A. (1) The members of families, as defined in Rule 6 of the All-India Service Officers serving in connection with the affairs of the State, and of the State Government employees who die while in service, will be entitled to the following travel expenses and expenses on transportation of their personal effects from the last headquarters of the government servant to his normal place of residence, which shall be the permanent home as entered in his service book or record or such other place as might have been declared to be the permanent home by the government servant while in service, provided that the journey is performed by the shortest route within 6 months of his death.

(a) For journey by rail and/or steamer—Actual fare (with the incidentals) of the class of accommodation to which the deceased government servant was himself entitled for each member of the family and the actual cost of transportation of personal effects on the scale as admissible under the rules for a journey on transfer.

(b) For journey by road—(1) When travelling by bus—

One fare of the class to which the deceased government servant was entitled under exception (I) to clause (I) of rule 27 (B) for each adult and half fare for each child, as actually charged by the transport company/corporation, on furnishing a certificate of the number and relationship of the members of the family for whom the claim is made.

(2) When the family of a deceased Category-I or II government servant travels in a motor car or other conveyance which is either the deceased government servant's own or borrowed or hired and when propulsion charges are borne by the family of the deceased government servant in the event of the conveyance being the deceased's own conveyance or borrowed—

(i) when the two stations are connected by rail, such charges as are admissible under rule 42(2)(I)(iv);

(ii) when the two places are connected only by road—

One mileage allowance at the rate admissible under rule 42(2)(I)(iv)(3), if two members of the family travel, two mileage allowances at the same rates if more than two members of the family travel, on furnishing a certificate of the number and relationship of the members of the family for whom the claim is made.

Exception—Where, however, the family of the deceased government servant of Category-I or II travels in a motor car or other conveyance plying for hire and hires only such seats as are equivalent to the number of members of the family, actual fare shall be admissible for such seats.

In addition to the above, actual cost of transportation of personal effects on the scale as admissible under the rules for journey on transfer shall also be admissible.

(2) If at the time of the death of a government servant, a member of his family happens to be at a station other than the government servant's last headquarters, or being there proceeds to a station other than the normal place of residence, such member may draw the travel expenses prescribed in clause (1) above, from the place where he was at the time of the government servant's death to the place to which he actually travelled, provided that the total expenses claimed shall not exceed the total cost that would have been admissible had such member travelled from the headquarters of the government servant to the normal place of residence.

NOTE—In case the family likes to settle down at any other place, they would be entitled to actual expenses not exceeding those which would have been admissible if they had moved to the normal place of residence.

(3)(a) The amount of travelling allowance regarding transport at Government expense of the families and personal effects of government servants who die while in service shall be paid in the order of precedence given below:

(i) The surviving widow or the eldest 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 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. (For details see Appendix XI).

(b) The amount may be drawn on Travelling Allowance Bill (Non-gazetted Establishment) Form 12, Financial Handbook, Volume V, Part I, by the Head of Office under whom the deceased government servant last served or any gazetted officer authorised in his behalf under Note (1) below para 47(g) of the Financial Handbook, Volume V, Part I. The certificates prescribed therein for the Head of Office may be amended suitably and used. Similarly the certificates usually obtained at present from the government servants in support of transfer travelling allowance claims, regarding use of express/mail trains, dependency and relationship of the family members, actual expenses on the transport of personal effects, etc., may also be adopted mutatis mutandis and obtained from the claimant in support of the claim.

(4) The above concession will not be admissible to—

(a) Government servants engaged on contract and those who are not in the whole-time employment of Government.

(b) Government servants paid out of contingencies.

(c) Retired government servants who are re-employed.

(d) Temporary government servants who have not rendered three years' continuous service.

81-B. (1) Travelling allowance will be admissible to government servants on their retirement from service for themselves and their families, as defined in rule 6, to enable them to proceed to their home town or the place where they intend to settle down after retirement. This concession is admissible in case of retirement on superannuation pension as well as on invalid pension and compensation pension sanctioned under Articles 441 and 426 of the Civil Service Regulations. It is also admissible in case of voluntary retirement but not in the case of compulsory retirement under Fundamental Rule 56, Financial Handbook, Volume II, Part II.

(2)(i) Such travelling allowance will be admissible in respect of the journey of the government servant and members of his family and in respect of the transportation of his personal effects from the last station of his duty to his home town as mentioned below :

(a) For journeys by rail and/or steamer—(i) Actual fares including the reservation charges, if any, of the class of accommodation to which the officer was entitled (excluding air-conditioned accommodation) on the date when he was last on duty, for the government servant and members of his family. Incidental expenses will also be admissible at the same rates and on the same conditions on which these were admissible to him on his transfer while in government service.

(ii) Actual cost of transportation of personal effects on the scale admissible under Rule 42(2)(I)(iii).

(b) For journeys by road :

(i) For self—

(a) when travelling by bus—one fare of the class to which he was entitled under exception (1) to clause (1) of rule 27(B) plus incidental expenses at twice the rate admissible to him on his transfer while in government service.

(b) when a government servant of Category-I or II travels in a motor car or other conveyance which is either his own or borrowed or hired and when propulsion

charges are borne by him when the conveyance so used is his own or borrowed—Such charges as admissible under rule 42(2)(II)(iv).

(c) when a government servant of Category-III travels on a motor cycle or scooter or moped which is his own and propulsion charges are borne by him—Such charges as are admissible under rule 42(2)(II)(iv).

Exception—Where, however, the government servant of Category-I and II travels in a motor car or other conveyance plying for hire and hires only a seat, he will draw the actual fare paid for the seat plus incidental expenses at twice the rate admissible to him on his transfer while in government service.

(ii) For family—

(a) when travelling by bus—one fare of the class to which the government servant was entitled under exception (1) to clause (1) of rule 27 (b) for each adult and half fare for each child, as actually charged by the transport company/corporation, on furnishing a certificate of the number and relationship of the members of the family for whom the claim is made.

(b) when the family of a government servant of Category-I or II travels in a motor car or other conveyance which is either the government servant's own or borrowed or hired and when propulsion charges are borne by him, when the conveyance so used is his own or borrowed—

(i) when the two stations are connected by rail—Such charges as are admissible under rule 42(2)(I)(iv) ;

(ii) when the two places are connected only by road—one mileage allowance, at the rate admissible under rule 42(2)(I)(iv), if two members of the family other than self travel, two mileage allowances at the same rates if more than two members of the family other than self travel, on furnishing a certificate of the number and relationship of the members of the family for whom the claim is made.

Exception—Where, however, the family of the government servant of the Category-I or II travels in a motor car or other conveyance plying for hire and hires only such seats as are equivalent to the number of members of family, actual fare shall be admissible for such seats.

(iii) actual cost of transportation of personal effects on the scale admissible under rule 42(2)(II)(iii).

(c) For journeys partly by one mode of travel and partly by another—

As admissible under sub-paras (a) and (b) above, in so far as they are respectively applicable.

NOTES—(1) The actual cost of transporting a motor car or other conveyance maintained by an officer before his retirement will also be reimbursible at the same rates and on the same conditions on which it was admissible to him on his transfer while in Government service.

(2) Mileage allowance will be admissible for journeys between residence and the railway station or bus stand at either end in accordance with rule 42(2)(II) read with rule 14.

(d) For journeys performed in the government servant's own car or in a private car between stations connected by rail—As admissible under sub-para (b) limited to railway/steamer fares admissible under sub-para (a).

(e) Retired government servants while proceeding to their home town or the place where they intend to settle down after retirement will also be entitled to lumpsum at the same rates and on the same conditions as were applicable to them on transfer while in service.

(3) The grant of the concession will be further subject to the following conditions, clarifications and subsidiary instructions :

(i) The concession will be admissible by the shortest route from the last place of duty of the government servant to his home town. The term home town referred to above shall be the permanent home town or village as entered in 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, for example, parents, brothers, etc.) as the place where he would normally reside but for his absence from such a station for service, under Government. Those government servants who have recently acquired an Indian domicile or those who have not so far declared their homes for any purpose in correspondence with Government, for example, service records, applications for house building advances, etc., should now make a formal declaration.

The declaration will be subject in each case to the acceptance by the controlling officer concerned who shall verify the correctness thereof after calling for such evidence as may be considered necessary.

A declaration of home town once made shall ordinarily be treated as final, but in exceptional circumstance, Government in the Administrative Department 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.

(ii) Where a government servant wishes to settle down at a place other than his home town, he will be entitled to draw the actual travelling allowance, provided



the amount of travelling allowance does not exceed the amount which he would have drawn from the last place of duty to his home town.

(iii) The concession may be availed of during leave preparatory to retirement/refused leave, or within six months of the date of retirement.

(iv) The concession will not be admissible to government servants, who quit service by resignation or who may be dismissed or removed from service.

(v) If a government servant is re-employed under the State Government, while he is on leave preparatory to retirement, or within six months of the date of his retirement, the concession admissible under these rules may be availed of by him within six months of the expiry of the period of his re-employment provided he has not availed of it earlier.

(vi) The travelling allowance in respect of the members of the family and the transportation of personal effects of a retiring government servant, which do not actually accompany him will be regulated in accordance with the provisions of note 2(a) and (c) below rule 42(2)(II). A member of government servant's family and his personal effects which follow him within six months or precede him by not more than one month may, therefore, be treated as accompanying him. The period of one month or six months, as the case may be, may be counted from the date of retirement or the expiry of the period of re-employment as the case may be. The claims of travelling allowance in respect of the family members will not be payable until the head of the family himself/herself actually moves.

(4) The travelling allowance claims admissible under these rules will be drawn on Travelling Allowance Bill form like transfer travelling allowance claims. The claims of government servants who were their own controlling officers before retirement, will be countersigned by the next higher administrative officer and, where there is no such higher administrative officer, by the Secretary to Government in the department concerned. The claims of a retiring Secretary to the Government of Uttar Pradesh may be countersigned by his successor-in-office. The certificates required to be furnished by the government servants in respect of transfer travelling allowance claims will also be required to be furnished in respect of claims for travelling allowance under these rules.

(5) Before reimbursing the travelling allowance admissible under the above rules, the countersigning authorities should satisfy themselves as far as possible, that the claimant and members of his family actually performed the journeys to the home town or any other place to which he might have proceeded to settle down e.g. (i) by obtaining a certificate from the government servant concerned to the effect that he and the members of his family have actually travelled in the class for which the claim has been preferred; and (ii) by requisitioning necessary receipts/vouchers,

etc. for the claims charged on account of the transportation of his personal effects/conveyance, etc.

(6) Payment of travelling allowance claims under these rules may be made by the Treasury Officer in relaxation of rule 23 of the Treasury Rules (Uttar Pradesh), read with para 101 of the Financial Handbook, Volume V, Part I i.e., he may make the payment of such claims even after the issue of a last pay certificate and without asking the retired government servant to surrender the last pay certificate which will be required for the purpose of finalising his pension.

## CHAPTER VII

### CONVEYANCE ALLOWANCE

82. The Government may grant a monthly conveyance allowance on such conditions as they think fit to impose, to any government servant who is required to perform frequently at, or within a short distance from, his headquarters journeys for which travelling allowance is not admissible.

Except as otherwise provided in Chapter XII of the Subsidiary Rules in the Financial Handbook, Volume II, and unless the sanctioning authority other wise directs, a conveyance allowance is drawn all the year round, is not forfeited during absence from headquarters, and may be drawn in addition to any other travelling allowance admissible under the rules; provided that a government servant who is in receipt of a conveyance allowance specifically granted for the upkeep of a motor car, motorcycle, scooter or moped shall not draw mileage or daily allowance for a journey by a motor car, motor cycle, scooter or moped except on such conditions as the authority which sanctions the conveyance allowance may prescribe.

(A list of government servants in receipt of conveyance allowances with the rates of such allowance and other conditions attaching thereto, is given in Appendix VIII).

NOTE—The drawal of a conveyance allowance where it is granted to a government servant on the condition that he maintains a specific means of conveyance is subject to the further condition that the conveyance is maintained in a satisfactory condition.

The bill in which the allowance is claimed must be supported by a certificate by the drawing officer, or the officer concerned if he is himself the drawing officer, to the effect that the prescribed means of conveyance continued to be maintained in a satisfactory condition during the period for which the claim is submitted.

83 and 84. [Deleted.]

85. A conveyance allowance may not be drawn during joining time.

NOTE—As an exception to this rule, subordinate police officers and members of the Subordinate Engineering Service and lower subordinates of the Public Works Department may, irrespective of the provisions of Subsidiary Rule 197 contained in the Financial Handbook, Volume II continue to draw, during joining time, the conveyance allowance drawn by them while on duty, subject to the condition that no extra expenditure is there by caused to the Government and that a conveyance is actually maintained.

86 and 87. [Deleted.]

## CHAPTER VIII

### RULES OF PROCEDURE

#### Countersignature

88. (1) A bill for travelling allowance (other than a permanent allowance) of a government servant should not be paid unless countersigned by the controlling officer.

(2) No officer shall act as his own controlling officer unless expressly authorised by Government. A list of officers who have been declared to be controlling officers in respect of their own travelling allowance will be found in Part I of Appendix IX.

(3) Except as provided in sub-rule (2) above, the travelling allowance bill of the head of a department shall be countersigned by the next higher administrative officer and, where there is no such higher administrative officer, by the Secretary to Government in the department concerned.

(4) Unless the Government direct otherwise, the travelling allowance bills of all other officers shall be countersigned by the head of the department concerned. A list of authorities who have been declared to be controlling officers in respect of particular government servants or categories of government servants or non-officials will be found in Part II of Appendix IX.

NOTE—The controlling officer for the purpose of travelling allowance for the journey of a government servant to join his post under a borrowing Government as well as for the return journey will be the controlling officer in regard to his post under that Government.

89. In the following cases travelling allowance bills may be paid without countersignature :

(a) [Deleted.]

(b) Travelling allowance bills of non-gazatted government servants, provided that detailed countersigned bills are subsequently submitted to the Accountant General for adjustment. 89-A. Before undertaking a journey on tour, every government servant unless he is his own controlling officer should obtain the written permission of his controlling officer for undertaking the journey. In cases of urgency, however, a journey may be undertaken by a government servant without taking prior approval of his controlling officer but such permission should invariably be taken immediately after the journey has been performed.

NOTE—The controlling officer may, if the nature of journey required to be undertaken by the subordinates in his department so warrant, prescribe model tour programmes for each month or accord general approval in respect of unscheduled tours (e.g. excise raids) that may be necessary in the public interest. The actual journeys should, however, be approved by the controlling officer before admitting travelling allowance claims in respect thereof.

90. 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, where the actual cost of transporting personal effects is claimed under the rules, the scale on which such effects were transported, was reasonable; and to disallow any claim which, in his opinion, does not fulfill that condition;

(d) to satisfy himself that travelling allowance is not on the whole a source of profit to the recipient;

NOTE—In the case of rail journeys, the controlling officer may, in his discretion, demand a certificate from the government servant making a claim as to the class by which he actually performed a journey, and should, if necessary, reduce travelling allowance to the amount admissible for the class by which the journey was actually performed.

(e) to observe any rules which the Government may make for his guidance.

NOTE—The following means should be employed by controlling officer for checking road distances in travelling allowance bills:

(i) maps;

(ii) local knowledge of the officers countersigning and passing the bills; and

(iii) in doubtful cases ascertainment of actual measurement as recorded in Public Works Department or other records.

91. Except where expressly permitted by the Government, a controlling officer shall not delegate to a subordinate his duty of countersignature.

NOTES—(1) Deputy or Assistant Directors of Education are authorised to countersign the travelling allowance bills of government servants of the Education Department on behalf of the Director of Education in cases where the Director's counter-signature is necessary.

(2) The Drawing and Disbursing Officer of each Secretary's Branch in the Civil Secretariat is authorised to countersign the travelling allowance bills of non-gazetted government servants of the branch on behalf of the Secretary in that Branch. But he should, before countersigning the bills have the claim verified by the government servant's immediate superior officer.

(3) Officers of the Co-operative Department drawing pay in the senior scale are authorised to countersign the travelling allowance bills of the government servants and the honorary organisers of the department on behalf of the Registrar.

(4) Superintending Engineers in the Irrigation Department are authorised to countersign the travelling allowance bills of the establishment attached to their camp.

(5) The Deputy Registrar, High Court of Judicature at Allahabad, is authorised to countersign the travelling allowance bills of the establishment of the High Court in the absence of the Registrar during the period of the court's long vacation.

(6) [Deleted.]

(7) Joint Magistrates and Deputy Collectors or any other gazetted officer in charge of Combined Officers in districts are authorised to countersign the travelling allowance bills of tehsildars, naib-tehsildars and the ministerial establishments of district Officers and all offices subordinate to the district officer.

(8) [Deleted.]

(9) The Financial Controller (Industries) is authorised to countersign the travelling allowance bills of the non-gazetted staff of the Industries Department in cases where the Director's signature is necessary.

(10) The Deputy Secretary, Board of High School and Intermediate, Education, is authorised to countersign on behalf of the Secretary, Board of High School and Intermediate Education, travelling allowance bills of examiners, tabulators, checkers, etc., of all the examinations conducted by the Board of High School and Intermediate Education.

(11) The Assistant Cane Commissioner is authorised to countersign on behalf of the Cane Commissioner the travelling allowance bills of the non-gazetted government servants of the Cane Development Department directly controlled from the Headquarters.

(12) The Deputy Director of Agriculture, Headquarters, is authorised to countersign on behalf of the Director the travelling allowance bills of the non-gazetted District Agricultural Officers and the staff serving under them.

(13) The Sugarcane Inspectors are authorised to countersign on behalf of the Cane Commissioner the travelling allowance bills of the non-gazetted government servants of the Cane Department serving under them.

(14) The Deputy Directors of Animal Husbandry are authorised to countersign on behalf of the Director of Animal Husbandry the travelling allowance bills of the District Livestock Officers (Gazetted Subordinate) serving under their jurisdiction.

(15) [Deleted.]

(16) The Deputy Chief Audit Officer (Co-operatives), U.P. is authorised to countersign on behalf of the Chief Audit Officer, Co-operative Societies and Panchayats, U. P., travelling allowance bills of non-gazetted staff of the Co-operative Audit Organisation working under him.

(17) The Special Secretary to Government in Finance Department dealing with the establishment of the Branch is authorised to countersign the travelling allowance bills of Group 'A' gazetted officers working in Finance Secretary's Branch, U. P. Secretariat, provided that the tour programme has the prior approval of the Secretary, Finance Department and such an approved programme is enclosed with the bills.

(18) Joint Administrator, Tehri Dam Project, Tehri, is authorised to countersign on behalf of the Commissioner and Administrator, Tehri Dam Project the travelling allowance bills of the gazetted and non-gazetted employees of Commissioner and Administrator's Office and other subordinate offices.

