

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**

No.F.7(3)FD/Rules/98 -I

Jaipur, dated : 13.03.2008

ORDER

Sub: Amendment in the Rajasthan Travelling Allowance Rules.

The Governor has been pleased to order the following amendments in the Rajasthan Travelling Allowance Rules, 1971, namely: -

- (1) In 'Explanation' appearing below sub-rule (4) of Rule 3, the existing words and figures "Rs.250/- per month" shall be substituted by the words and figures "Rs.2000/- per month" and following 'Note' shall be inserted, thereunder: -

"Note: - 1. The employed children of Government servants shall not be considered as dependant upon him/ her.
2. Government servant's married children of any age shall not be considered as dependant upon him/ her.
3. Children under going education, who do not have any source of income shall be considered as dependant upon him / her.
4. Travelling Allowance on transfer will be restricted to only two dependent children of an employee. This restriction shall come into effect from 01.06.2002 and shall not however, be applicable in respect of those employees who have more than two children prior to 01.06.2002. This restriction shall not be applicable in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results / resulted in multiple births as a consequence of which the number of children exceeds to."

- (2) The existing Rule 4 shall be substituted by the following, namely: -

"4. For the purpose of calculating Travelling Allowance including Daily Allowance, Government servants are divided into five categories, as under: -

Categories	Class of Government servants
Category 'A'	Government servants drawing basic pay of Rs.16,400/- per month or above.
Category 'B'	Government servants drawing basic pay of Rs.8,000/- or above but below Rs.16,400/- per month.
Category 'C'	Government servants drawing basic pay of Rs.6,500/- or above but below Rs.8,000/- per month.
Category 'D'	Government servants drawing basic pay of Rs.4,100/- or above but below Rs.6,500/- per month.
Category 'E'	Government servants drawing basic pay below Rs.4,100/- per month."

- (3) The existing words "Halting Allowance" wherever appearing in the Rajasthan Travelling Allowance Rules, 1971 shall be substituted by the words "Daily Allowance".

- (4) Below sub-rule (3) of Rule 6, following 'Note' shall be inserted, namely: -

"Note: - Government employee shall not be sent on tour only for the purpose of delivering mail or correspondence. No Travelling Allowance shall be admissible for such purposes. Such information should be sent by courier or post. Reasons for which, the employee has been sent on tour, shall be specifically mentioned and certified on Travelling Allowance Bill by the Controlling Authority."



- (5) The existing Appendix – I, II and III and Appendix – IV(A) and IV (B) and Schedule to Appendix – IV – Condition for admissibility of Daily Allowance appended to Rule 8, shall be substituted as at Annexure – I to Annexure – VI, respectively appended to this order.
- (6) The existing sub-rule (2) of Rule 9, shall be substituted by the following, namely: -
 "(2)(i) No Travelling Allowance other than permanent travelling allowance is admissible for any day on which a Government servant does not reach a destination outside the limits of his headquarter, the distance of which is more than 15 kms. from his duty point or returns thereto from a distance exceeding 15 kms. whether by rail or road. For the purpose of this rule, the limits of Headquarter in the case of a town or city extends upto Municipal Limits / Urban Agglomeration limits of the town or city, as the case may be.
 (ii) A non-gazetted Government servant travelling on duty, from his duty point at his headquarter to any other place within the limits of his headquarter i.e. within the municipal limits/ Urban Agglomeration limits of a town or city, as the case may be, is entitled to get actual amount spent by him in payment of fare for rail/ bus/ tram/ ferry or conveyance charges admissible to him under the General Financial and Accounts Rules, whichever is higher."
- (7) Below existing Rule 9, following new Rule 9A shall be inserted, namely: -
 "9A. For local short journeys undertaken by the officers of category 'A' and 'B' by their own Car / Motor Cycle/ Scooter shall be entitled to charges for local short journey at the following rates, subject to furnishing of details of journey and certificate in the proforma given below: -

Category	Mode of travel	Rate
Category 'A' and 'B'	i) Own car	Rs.4.50 per km. subject to maximum of Rs.300/- per month
	ii) Own Scooter/ Motor Cycle	Rs.1.50 per km. subject to maximum of Rs.150/- per month

PROFORMA

Details of local short journey at the place of posting

Date	Brief particular of places of local short journeys	Purpose of Journey	Mode of own conveyance used	Approximate distance in kms.	Rate (Rs. per km.)	Amount
1	2	3	4	5	6	7

Certified that I have actually travelled kms. by as stated above from the place of duty for official purpose.

Signature of Government servant
 Designation

Verification by the Controlling Authority*

Designation and seal

* Note: Head of Departments and Deputy Secretary and Officers drawing pay in the pay scale 12000-16500 (18) and above shall themselves verify their claims for local short journeys and in other cases, Controlling Officer shall verify the local short journeys undertaken by the Government servant."

- (8) The existing Appendix of "Travelling Allowance admissible to Government servants on Transfer" appended to Rule 17 shall be substituted as at Annexure-VII appended to this order.
- (9) In existing Appendix 'Travelling Allowance to Government Servants on transfer', appended to Rule 17, the existing Col. 1 – Category of Government servants and Col. 2 – Cost of carriage of conveyance, shall be substituted by the following, namely: -

Category of the Government servants	Cost of carriage of conveyance	
1	2	
Category 'A' & 'B'	<p>By Rail - Actual cost of transportation of Motor car, Scooter, Moped or Motor Cycle (with or without side car) at owners risk. Note: - 1. A single fare of the lowest class is allowed to chauffeur or cleaner actually employed for Motor Car and if he actually travels by rail. 2. The conveyance may be transported by passenger train or goods train at his option. In latter case, cost of packing and transporting the conveyance to and from goods shed are at the station of departure and arrival are allowed in addition to freight charges provided the total amount claimed does not exceed the freight chargeable for transporting conveyance by passenger train. 3. If distance between two stations is 400 kms. or less and they are connected by metalled road, allowance for transportation by road only for the aforesaid distance shall be admissible whether the vehicle is actually moved by rail or by road.</p> <p>By Road - 1. If a Government servant transports Motor Car, Scooter, Moped or Motor Cycle under its own power, an allowance @ Rs.4.50 per km. for motor car and Rs.1.50 per km. for motor cycle etc. is admissible for the distance between two stations by ordinary route. If the Government servant himself and/ or any member(s) of his family travel(s) by the vehicle he may, in lieu of this allowance, draw railway fare which would have been admissible if the journey had been performed by rail and if the two places are not connected by rail, the allowance in such a case shall be calculated at the special rates shown in column 2 of Appendix-II appended to Chapter 4 but no separate road mileage for family shall be admissible in such a case as shown in column 5 of this appendix. 2. If car is loaded in a truck, actual cost of transportation limited to freight charges by passenger train in respect of places connected by rail and an allowance @ Rs.4.00 per km. in respect of places connected by road shall be admissible.</p>	
Category 'C', 'D' & 'E'	<p>1. Cost of carriage of Motor Cycle/ Scooter/ Moped shall be admissible as admissible to category 'A' and 'B' officer. 2. Actual cost of transportation of Cycle at owners risk shall be admissible. If he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owners risk shall be admissible. Note: - Note 2 mentioned in this column under heading "By rail" against category 'A' & 'B' shall also apply here.</p>	

GA

- (10) Below existing sub-rule (4) of Rule 17, following new sub-rule (5) shall be inserted, namely: -
 "(5) A Government servant who is transferred within Municipal Limits/ Urban Agglomeration limits and the distance of new office exceeds 15 km., and such a Government servant changes his place of residence, he will be entitled to only lump sum transfer grant, as indicated in Appendix appended to Rule 17."
- (11) The existing 'Exception' appearing in Col. 5 against Sr. No. 1 of "Schedule of Delegation of Powers" appended to Rule 25 shall be deleted.
- (12) In item 2 of Sr. No. 8 of Rule 26, the existing words and figures "Rs.25/-" shall be substituted by the words and figures "Rs.50/-".
- (13) The existing Rule 32 shall be substituted by the following, namely: -
 "32. The Travelling Allowance of Member of Parliament, who is appointed to serve on Committee/ Commission/ Board etc. convened by the Government shall be regulated by the terms and conditions including rates as contained in the Travelling Allowance Rules applicable to the Member of Parliament."
- (14) The existing sub-rule (1) of Rule 33 shall be substituted by the following, namely: -
 "33(1). The non-official members of a Committee/ Board etc. appointed by Government shall be entitled to Travelling Allowance from and to the usual place of residence or from the place from which he actually undertakes journey to the usual place of residence or to any other place other than the usual place of his residence, whichever entitles him to less travelling allowance at the following rates: -

1	Journey by Rail	Actual rail fare of First Class or fare of the class lower than First Class by which he actually travels plus incidental charges @ 7 paise per km. limited to amount of one Daily Allowance for every period of 24 hours spent on actual travel by Rail.	
2	Journey by Road	Actual bus fare plus incidental charges at the rate admissible for rail journey.	
3	Mileage allowance for journey to reach Railway Station, Bus Stand from the place where meeting of the Committee / Conference/ Board etc. is held and vice versa.	Place	Rate
		Jaipur	@ Rs.3/- per km. subject to maximum of Rs.60/-
		Jodhpur, Kota, Bikaner, Udaipur, Ajmer	@ Rs.3/- per km. subject to maximum of Rs.45/-
		Other places	@ Rs.3/- per km. subject to maximum of Rs.25/-
4	Daily Allowance	(i) For all localities within the State except Jaipur.	Rs.135/-
		(ii) For Jaipur	Rs.170/-
		Provided that a Member of Legislature who attends the meeting of a Committee/ Conference/ Board etc. in circumstances other than those mentioned in sub-rule (2) of this rule shall be entitled to draw daily allowance at the rates at which it is admissible to him as Member of State Legislature in accordance with the provisions contained in the Rajasthan Legislative Assembly (Officers and Members Emoluments) Act, 1956, as amended from time to time.	

(15) In the existing sub-rule (3) of Rule 33, the existing words and figures "Rs.25/-" and "Re.1.00", wherever appearing shall be substituted by the words and figures "Rs.50/-" and "Rs.3/-" respectively.

(16) The existing sub-clause (i) and (ii) of clause (a) of sub-rule (1) of Rule 34 shall be substituted by the following, namely: -

"34(1)(a) Where a Government servant is deputed for training and the period of training is treated as duty under rule 7(8)(b)(i) of Rajasthan Service Rules, he shall be entitled to Compensatory Allowance during the period of training at the following rates, namely: -

(i)	For the first 15 days	At the rate of daily allowance admissible at the place of training
(ii)	For a period exceeding 15 days	At the rate of $\frac{3}{4}$ of daily allowance admissible at the place of training

These orders shall take effect from 25.02.2008 and in respect of employees who are on tour on 25.02.2008 or who have undertaken part of journey on this date, their Travelling Allowance Claims for the portion of the journey from 25.02.2008 and onwards shall be regulated by this order. The claims already settled shall not be re-opened.

By order of the Governor,



(S. K. Mittal)

Special Secretary, Finance (Exp.)

Copy forwarded to :-

1. All Additional Chief Secretaries/ Principal Secretaries / Secretaries / Special Secretaries to the Government.
2. All Special Assistants / Private Secretaries to the Ministers/State Ministers.
3. Private Secretary to Chief Secretary.
4. All Sections of the Secretariat.
5. All Heads of the Departments.
6. All Treasury Officers.
7. Administrative Reforms (Codification Section, Gr. 7) Department with 7 spare copies.
8. Accountant General (Audit I / II / A & E), Rajasthan, Jaipur.
9. Vidhi Rachana Sangthan for Hindi translation.
10. Director, Treasuries & Accounts, Rajasthan, Jaipur with 100 spare copies for sending to all Sub-Treasury Officers.
11. Analyst-cum-programmer, Finance Department.

Copy also to the :-

1. Secretary, Rajasthan Legislative Assembly, Jaipur with 20 extra copies for Subordinate Legislative Committee.
2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukt Sachivalaya, Jaipur.



(Shailendra Singh)
Deputy Secretary

(T.A- / 2008)

APPENDIX – I

Rule 8 (1)

RATE OF ADMISSIBILITY OF MILEAGE ALLOWANCE FOR TRAVEL BY RAIL

Category of Government servants	Actual rail fare of class of accommodation	Incidental Charges (Per km.)	Remarks (Applicable to all categories)
1	2	3	4
A	Actual rail fare including reservation charges of any train in any class.	7 Paisa	<p>1. Incidental Charges shall be limited to the amount of one daily allowance for every period of 24 hours spent on actual travel by Rail or Road.</p> <p>2. For this purpose, the Government servant concerned shall mention the Serial Number of Rail Ticket purchased by him and enclose cash receipt, if any, issued by Railway Authorities, mentioning its serial number in the Travelling Allowance Bill.</p> <p>3. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available. In the former case they can claim actual fare of the lower class plus incidental charges of the class to which they are entitled and in the later case they may claim the Railway fare and incidental charges of the category to which they belong.</p> <p>4. Claims for refund of unused tickets should be preferred to concerned Railway, Road transport concerned and Airlines. The amount of cancellation fee charged by the Rail, Airlines or Road Transport concerned etc. shall be reimbursed by the Government on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of Government servant like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Government servant without waiting for the acceptance of his claim for refund of cancellation charges by the Railway, Road Transport or Airline Authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be made. The cancellation charges shall be claimed in the Travelling Allowance Bill.</p>
B	Actual rail fare including reservation charges of A.C. Three Tier or A.C. Chair Car, excluding Executive Class.	5 Paisa	
C	Actual rail fare including reservation charges of A.C. Chair Car or non A.C. Sleeper Class.	3 Paisa	
D	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	3 Paisa	
E	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	3 Paisa	

a

1	2	3	4
			<p>5. Gunman accompanying a Minister while on tour may travel by rail in the Class the Minister is travelling, if, so desired by the Minister. He shall be entitled to rail fare accordingly, plus incidental charges at the rates specified for the category to which he belongs subject to recording of following certificate:</p> <p style="text-align: center;"><i>"Certified that I have travelled in the same Class and compartment in which the Minister was travelling."</i></p> <p>6. Railway Magistrate, Officers and men of Railway Police Force who are entitled to a free pass under the Free Pass Rules of the Railway for making journey on tour by rail are not entitled to claim rail mileage allowance at the rates prescribed in this Appendix. However, if he is required to undertake, journey on duty by road in continuation of rail journey, he shall be entitled to claim road mileage allowance in addition to daily allowance admissible under these rules provided he travels by road to a place at a distance exceeding 15 kms. from the rail point or returns thereto from a distance exceeding 15 kms.</p>

6

APPENDIX – II

Rule 8 (1)

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of Government servants	Special Rates	Ordinary Rates											
1	2	3											
A & B	(i) Journey in a motor car owned by a Government servant.	Rs.4.50 per km.	(a) Actual Air-conditioned/ Deluxe including Semi-Deluxe / Upper Class Bus fare plus passenger tax and local tax charged, if any plus incidental charges as under: - i) Category 'A' 7 Paise per km. ii) Category 'B' 5 Paise per km.										
		Rs.1.50 per km.											
	(ii) Journey by a Scooter/ motor cycle/ moped etc. owned by a Government servant.	Rs.3.00 per km.	(b) Mileage Allowance for journey to reach Airport/ Railway Station/ Bus Stand from duty point and vice versa. <table border="1"> <thead> <tr> <th>Place</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>(i) Jaipur</td> <td>Rs.3/- per km. subject to maximum of Rs.60/-</td> </tr> <tr> <td>(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer</td> <td>Rs.3/- per km. subject to maximum of Rs.45/-</td> </tr> <tr> <td>(iii) All state Capitals in India (except Jaipur) including Delhi</td> <td>Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.</td> </tr> <tr> <td>(iv) Other places.</td> <td>Rs.3/- per km. subject to maximum of Rs.25/-</td> </tr> </tbody> </table>	Place	Rate	(i) Jaipur	Rs.3/- per km. subject to maximum of Rs.60/-	(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs.3/- per km. subject to maximum of Rs.45/-	(iii) All state Capitals in India (except Jaipur) including Delhi	Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.	(iv) Other places.	Rs.3/- per km. subject to maximum of Rs.25/-
		Place		Rate									
	(i) Jaipur	Rs.3/- per km. subject to maximum of Rs.60/-											
	(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs.3/- per km. subject to maximum of Rs.45/-											
(iii) All state Capitals in India (except Jaipur) including Delhi	Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.												
(iv) Other places.	Rs.3/- per km. subject to maximum of Rs.25/-												
(iii) Journey by any other means of Conveyance like Rikshaw, Tonga, Motor Rikshaw etc.	Rs.3.00 per km.												
C, D & E	(i) Journey by a Scooter/ motor cycle/ moped etc. owned by a Government servant.	Rs.1.50 per km.	(a) Actual Ordinary/ Express or Mail Class bus fare plus passenger tax plus local tax charged, if any, plus incidental charges at the rate of 3 Paise per km. (b) Mileage Allowance for journey to reach Airport/ Railway Station/ Bus Stand from duty point and vice versa. <table border="1"> <thead> <tr> <th>Place</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>(i) Jaipur</td> <td>Rs.3/- per km. subject to maximum of Rs.50/-</td> </tr> <tr> <td>(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer</td> <td>Rs.3/- per km. subject to maximum of Rs.40/-</td> </tr> <tr> <td>(iii) All state Capitals in India (except Jaipur) including Delhi</td> <td>Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.</td> </tr> <tr> <td>(iv) Other places.</td> <td>Rs.3/- per km. subject to maximum of Rs.25/-</td> </tr> </tbody> </table>	Place	Rate	(i) Jaipur	Rs.3/- per km. subject to maximum of Rs.50/-	(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs.3/- per km. subject to maximum of Rs.40/-	(iii) All state Capitals in India (except Jaipur) including Delhi	Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.	(iv) Other places.	Rs.3/- per km. subject to maximum of Rs.25/-
		Place		Rate									
	(i) Jaipur	Rs.3/- per km. subject to maximum of Rs.50/-											
	(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs.3/- per km. subject to maximum of Rs.40/-											
	(iii) All state Capitals in India (except Jaipur) including Delhi	Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.											
	(iv) Other places.	Rs.3/- per km. subject to maximum of Rs.25/-											
(ii) Journey by Tonga, Rikshaw, Motor Rikshaw etc.	Rs.3.00 per km.												
	Re.1.00 per km.												
(iii) Journey on cycle or on foot.	Re.1.00 per km.												
Exception – The rates shown above shall be increased by 50% in respect of journey performed within 48 kms. of international border by the following categories of employees of Police Department employed in border Intelligence Branch, D.S.B. and Counter Espionage Branch. 1. Circle Inspector 2. Sub-Inspector. 3. Assistant Sub-Inspector. 4. Head Constable 5. Constable.		Exception: - Mileage allowance for journey from airport to duty point and vice versa within Rajasthan :- i) Jaipur and Udaipur Rs.100/- fixed charges. ii) Jodhpur and Kota Rs.50/- fixed charges. Note:- (i) A Government servant who uses departmental vehicle (including staff car) for road journey from office or residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport / Railway Station or Bus Stand and vice versa.											

1	2	3
<p>Note: -</p> <ol style="list-style-type: none"> 1. A Government servant shall not undertake journey by a Scooter/ Motor Cycle/ Moped etc. owned by him for a distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service 2. Road journey by a Scooter/ Motor Cycle/ Moped etc owned by a Government servant may, however, be made for a distance not exceeding 50 kms. from his headquarters between places neither connected by rail nor by regular bus service. 3. In case journey in a Motor Car owned by a Government servant where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax. 4. In case where husband and wife both are Government servants and the Motor car is owned by either of them, the journey undertaken by either in the said motor car owned by his/ her spouse would be treated to have been performed in his/ her own car for the purpose of these rules. 5. In case journey is performed in a motor car owned by a Government servant, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of Rail Mileage Allowance. 6. For places which are not connected by Rail, the Special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rates of Mileage Allowance shall be admissible. 7. Travel by own Car will be done only after prior approval of the Controlling Authority. 8. Places where short journeys are allowed such short journeys can be done by own car and for which Special rates of Mileage Allowance will be admissible. 9. For officials not entitled to travel by own vehicle, special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible. 		<ol style="list-style-type: none"> (ii) Where a Government servant alights from a train / bus / aeroplane in order to catch a connecting train/ bus/ Air service, from another railway station/ bus stand/ Airport as the case may be at a particular place en-route his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above of respective category. (iii) The procedure laid down in item 4 of Remarks column of Appendix-I shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned. (iv) Every Government servant who travels on duty shall be required to attach the bus ticket and mention serial number of bus ticket purchased by him in the Travelling Allowance Bill.

6

APPENDIX – III

Rule 8 (1)

MILEAGE ALLOWANCE FOR TRAVEL BY AIR

Eligibility	Mileage Allowance	Remarks
1	2	3
<p>1. Officers drawing Basic pay of Rs.16,400/- and above and Advocate General.</p> <p>Note: -</p> <p>1. Officers drawing basic pay of Rs.26000/- and above can travel in Executive Class.</p> <p>2. Officers drawing pay of Rs.16400/- and above but below Rs.26000/- can travel in Economy Class / Standard/ Lowest Class of Airlines.</p> <p>Exception: -</p> <p>In such cases where journey involved is more than 500 kms. and cannot be performed over night by train, officers drawing basic pay of Rs.12000/- and above but below Rs.16400/- shall be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority. Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass.</p> <p>2. Government nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other Corporate Body or statutory organisation may travel by air, if the Company/ Body pay air expenses even though they are not entitled to travel by Air under these rules.</p>	<p>1. One actual single fare including tax and surcharge on fare, if any, plus incidental charges equal to 20% of actual fare excluding the element of tax and surcharge on fare, if any, limited to ¾ of the rate of Daily Allowance.</p> <p>Note: - The rate of Daily Allowance for the purpose of incidental charges shall be the rate of Daily Allowance indicated in Appendix-IV(A) at the place where journey ends.</p> <p>2. If more than one Air journey or return journey is performed within 24 hours, the incidental charges for all journeys shall be restricted to one Daily Allowance.</p> <p>3. For combined journey by Air and by rail or road, mileage allowance as permissible for such journeys shall be admissible except for surface transport included in Air fare.</p> <p>4. The amount of bus fare charged by the Indian Airlines for road journey from IAC Office to Airport and vice versa separately in addition to the air fare shall not be admissible.</p>	<p>1. Air travel in economy class/ lower class can be done through any Airline.</p> <p>2. Officers drawing basic pay below Rs.26000/- are expected to certify that they have purchased the ticket of Airlines of Economy Class / lowest fare for air journey.</p> <p>3. If Government servants not authorised to travel by Air on tour, perform journey by Air to save time, he may draw mileage allowance, which would be admissible if he had travelled by rail or road.</p> <p>4. Deputy Secretary, Private Secretary, Additional Private Secretary and Gunman accompanying the Chief Minister may travel by Air, if it is so desired by the Chief Minister. He shall be entitled to claim single fare of Air plus incidental charges of the Category, which would have been admissible had he performed journey by rail or road.</p> <p>5. (i) Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any case. (ii) All Government Bookings with National Airlines viz. Indian Airlines Corporation and Air India International shall be made directly with them and not through travel agencies.</p> <p>6. The procedure laid down in Item 4 of Remarks column of Appendix – I shall apply in respect of refund of cancellation charges of unused Air ticket.</p> <p>7. Officers eligible to travel by air, if travel by other means, the incidental charges for such journey shall be as admissible for the respective mode of travel and in such cases incidental charges of air shall not be admissible.</p> <p>8. If an officer undertake journey by air, no departmental vehicle should be made to follow the officer and the subordinate officers will also not perform journey to that station by Government vehicle during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance claim.</p>

APPENDIX – IV (A)

Rule 8 (2)

RATES OF DAILY ALLOWANCE

When a Government servant on tour stays in Government / Public Sector Circuit House / Guest House or makes his own arrangements for stay.				
Category	For all localities within the State and outside the State except towns included in Columns 3 and 4	For all State Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune, Ahmedabad and hill stations outside the State but excluding capital towns included in Column 4	For Mumbai/ Kolkata/ Chennai/ New Delhi	Remarks
	(Amount in Rs.)	(Amount in Rs.)	(Amount in Rs.)	(applicable to all Categories of Government servants)
1	2	3	4	5
A	135	170	260	Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix.
B	120	150	230	
C	105	130	200	
D	90	110	170	
E	55	70	105	



APPENDIX - IV (B)

Rule 8 (2)

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

When the Government servant stays in a hotel or other establishment providing Boarding and / or Lodging on tour at fixed rate provided that such hotel/ institution is registered / has obtained a license from the Competent Authority viz. Nagar Nigam, Sales Tax Authority, Service Tax Authority etc.

Category	For all State Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune and Ahmedabad but excluding capital towns included in Column 3 (Amount in Rs.)	For Mumbai/ Kolkata/ Chennai/ New Delhi (Amount in Rs.)	For Cities / District head-quarters outside the State except those mentioned in Col. 2 and 3. (Amount in Rs.)	Remarks
1	2	3	4	5
A	425	650	335	<p>Note :</p> <p>1) Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix.</p> <p>2) Conditions for drawing Daily Allowance: -</p> <p>(a) The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel/ Circuit House/ Dak Bungalow/ or any other institutions like Young-Men's Christian Association, Cricket Club of India, Youth Hostels, etc., which provide for Lodging arrangement at Scheduled tariff and produces vouchers/ receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in column 2, 3 and 4 of this Appendix, actual charges paid shall only be admissible.</p> <p>(b) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under column 2, 3 and 4 the actual charges paid shall only be admissible.</p> <p>3) In case accommodation is not available in Bikaner House, Rajasthan House, Jodhpur House at New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 3 of this appendix, subject to the conditions mentioned in Note 2 above. The official claiming the Daily Allowance for New Delhi shall record a certificate on the Travelling Allowance claim to the effect that he actually stayed in a Hotel due to non-availability of accommodation in any of the aforesaid State Circuit Houses.</p>
B	330	505	225	
C	250	380	200	
D	160	245	130	
E	85	125	65	

1	2	3	4	5
				<p>4) Actual taxi charges admissible under Rule 11 shall be in addition to Daily Allowance.</p> <p>5) The provisions as contained in General Administrative (Gr.1) Department Order No. F.2(10)GA/I/82 dated 20.05.1982 shall also continue to be operative so far as it relates to Government officers mentioned therein at their option, at Delhi.</p> <p>6) These rates are inclusive of all types of taxes.</p> <p>7) In case accommodation is not available in Bikaner House, Rajasthan House at New Delhi, officers can stay in hotel / institution, at prescribed rates after obtaining NAC from Rajasthan House, except officers of Category 'A', who can stay in hotel without obtaining NAC.</p> <p>8) Officers of such departments, which have their Rest House(s)/ Guest House(s) in Delhi can stay in hotel only after obtaining NAC from such Guest House / Rajasthan House.</p> <p>9) Officers of Category 'A' staying in any hotel / institution, after obtaining NAC from Rajasthan House, Delhi and / or Government Circuit House in case of Metropolitan Cities, viz., Mumbai, Kolkata, Chennai, as the case may be, shall be entitled for reimbursement of actual cost of such stay upto the maximum limit of Rs.3000/- per day.</p>

6

SCHEDULE TO APPENDIX IV (A) AND (B)

Rule 8 (2)

CONDITION FOR ADMISSIBILITY OF DAILY ALLOWANCE

1. Daily Allowance may not be drawn except during a period of absence from headquarter on duty.
2. Daily Allowance for the entire absence from headquarter, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as under: -

Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates: -

For absence not exceeding six hours	Nil
For absence exceeding six hours but not exceeding twelve hours	50%
For absence exceeding twelve hours	Full

In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above, subject to the condition that not more than one daily allowance shall be admissible for absence of 24 hours from headquarters.

3. The admissibility of daily allowance, at a place outside Government servant's headquarters for a continuous halt shall be admissible as under: -

For first fifteen days of halt	Full
Beyond 15 days but upto 180 days	3 / 4
Beyond 180 days	Nil

4. In case the halt is continued beyond a period of 30 days but upto 60 days the Administrative Department concerned will be competent to sanction the same. For a halt beyond a period of 60 days, sanction of Government in Finance Department shall be necessary.
5. If a Government servant is allowed or avails of free boarding and lodging during halt at a particular station provided by the Rajasthan Government or the host Government or organisation or body responsible for causing the halt, the rate of daily allowance shall be 25% of the normal rates prescribed for that station.
6. Daily Allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No Daily Allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any kind of leave including casual leave while on tour.
7. If more than one place is visited in a journey, the rate of daily allowance applicable shall be the highest rate admissible at any one place.
8. The leave reserve staff who is required to undertake journey on duty under the orders of the competent authority to take over charge of the post from another Government servant proceeding on leave or otherwise is not entitled to transfer travelling allowance. In such cases he is only entitled to mileage allowance (including incidental charges) by rail or road, as the case may be, and that no daily allowance shall be admissible to him.
9. Railway Magistrates, Officers and men of Railway Police Force, Public Prosecutors and Assistant Public Prosecutors of Prosecution Department who undertake journey by rail on train duty shall be entitled to one daily allowance for a single spell of return trip duty, if he spends **more than 6 hours** in any period of 24 hours irrespective of the hour at which absence from his headquarters begin or ends.



APPENDIX
Rule 17(1)

Travelling Allowance admissible to Government servants on Transfer

Category of Government servants	Mileage Allowance by rail		Mileage Allowance by Road		Road mileage allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer	Cost of carriage of personal effects by Rail or Road (For one side only)	Remarks
	For self	For family	For self	For family	For self	For family			
1 Category 'A', 'B', 'C', 'D' and 'E'	2 Two fares of the class for which entitled on tour except travel by Air/ Rajdhani Express and Shatabdi Express	3 One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare paid as per Railway Tariff regulations.	4 Two bus fares of class for which entitled on tour for journey performed by road	5 One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare is paid	6 Rs.3.00 per Km.	7 Additional mileage allowance at the rate of Rs.3.00 per Km. for the members of his family, if the number of family is more than three other than the self.	8 Category 'A' Rs.3000 Category 'B' Rs.2500 Category 'C' Rs.2000 Category 'D' Rs.1500 Category 'E' Rs.1000	9 Category 'A' Rs.10/- per Km. Category 'B' Rs.10/- per Km. Category 'C' Rs.6/- per Km. Category 'D' Rs.4.60 per Km. Category 'E' Rs.4/- per Km. Note- Rate shown in this column to cover cost of transportation of personal effects shall be admissible subject to production of railway receipt or cash receipt issued by Railway or Road Transport Company/ Proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in this column actual freight charges shall only be admissible.	10 1. If a Government servant on transfer actually undertakes journey by rail / road in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail / road fare of the class actually used plus one extra full rail / road fare of the class (excluding taxes, if any) to which he is entitled on the basis of his categorisation in lieu of two rail / road fares indicated in column 2 and 4 of this Appendix. 2. No road mileage allowance for the journey performed from the actual residence of the Government servant to railway station/ bus stand or vice versa shall be admissible 3. A Government servant cannot undertake journey in a hired/ borrowed car on transfer. If he does so, he will get road mileage allowance at the rates indicated in column 4 of this Appendix. 4. It will be mandatory to mention in the transfer order that such transfer is made in public interest/ administrative reasons. In absence of such specific mention in transfer orders, the transfer shall be treated on request of the concerned employee and Travelling Allowance on transfer will not be admissible in such cases.

5