

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



सत्यमेव जयते

**RAJASTHAN TRAVELLING**  
**ALLOWANCE RULES, 1971**

**(Updated up to 31.10.2015)**

This document is compilation of original orders and amendments. In spite of due care having been taken, if any, errors or omissions have inadvertently remained and are detected in Rules, the same may also kindly be brought to the notice of Finance (Rules) Department. In case of any discrepancy, original Rules / Orders issued shall prevail.

## Rajasthan Travelling Allowance Rules, 1971

S.No.	Particulars	Page No.
1 CHAPTER I	General	
2 CHAPTER II	Categorisation of Government servants	
3 CHAPTER III	Principles of calculations of Mileage Allowance	
4 CHAPTER IV	Travelling Allowance for Journey on Tour	
(i) Appendix-I	Rate of admissibility of Mileage Allowance for travel by Rail	
(ii) Appendix-II	Mileage Allowance for travel by Road.	
(iii) Appendix-III	Mileage Allowance for travel by Air.	
(iv) Appendix-IV(A)	Rates of Daily Allowance	
(v) Appendix-IV (B)	Daily Allowance Rates for Boarding and Lodging	
(vi) Schedule to Appendix IV (A) and (B)	Condition for admissibility of Daily Allowance	
5. CHAPTER V	Permanent Travelling Allowance	
Appendix I	List of Government servants who are entitled to Permanent Travelling Allowance	
6. CHAPTER VI	Non-admissibility of Travelling Allowance to certain Government servants	
7. CHAPTER VII	Travelling Allowance for Journey on transfer	
8. CHAPTER VIII	Conveyance Allowance	
9. CHAPTER IX	Instructions for Drawing Officers and Controlling Officers	
10. CHAPTER X	Delegation Schedule of Delegation of Powers	
11. CHAPTER XI	Travelling Allowance for Special Journeys	
(i) Section-I	Travelling Allowance for Special Journeys	
(ii) Section-II	Journey undertaken by a Government servant during suspension	
(iii) Section-III	Journeys undertaken by Government servants to give evidence or to attend a Court of law to which Government is a party or a departmental enquiry	
(iv) Section-IV	Travelling Allowance to Government servants on Retirement	
(v) Section-V	Travelling Allowance to the families of Government servants who die while in service.	
12. CHAPTER XII	Travelling Allowance to private persons and part-time Government servants	
13. CHAPTER XIII	Grant of Compensatory Allowance to Government servants deputed for training	
14. CHAPTER XIV	Deleted	

S.No.	Particulars	Page No.
<b>IMPORTANT ORDERS</b>		
1	Camel Allowance to Camel Sowars	
2	Cycle Allowance to Cycle Sowars	
3	Conveyance Allowance	
4	Conveyance Allowance to Blind and Orthopedically Handicapped Government servants	
5	Travelling Allowance when a Government servant exercise option to retain the existing pay scale	
6	Procedure for deduction of Rs. 200/- per month from the salary of officers authorised to use Government vehicles for journey between the residence and office	
7	T.A. Rules— Controlling Officer and power to decide as to whether absence from headquarter is absence on duty to be treated as a journey on tour-clarification thereof	
7A.	Air Travel by Government servants	
8	Instructions relating to payment of travelling allowance and other expenses to witnesses in departmental inquires	
9	F.D. Memo No. F.3(9) F.D. (Rules)/70, dated 25.5.1972	
10	F.D. Order No. F.1(45) F.D. (Rules)/70, dated 27.10.1972	
11	F.D. Circular No. F.3(9) F.D. (Rules)/70, dated 16.10.1973	
12	Payment of travelling allowance to Government servants on deputation to corporations, autonomous bodies, public undertaking etc. for attending civil/criminal/revenue courts or departmental enquiries	
13	Accommodation at Delhi	
14	Drawal of T.A. which remained unpaid due to transfer to new place of posting	
15	हवाई जहाज से यात्रा मुख्य सचिव की पुर्वानुमति से होगी।	
16	Instructions regarding admissibility of transfer T.A. and Joining Time	
17	Guidelines regarding foreign travel by Ministers and Officials of State Government and PSUs and the Autonomous Bodies of the Government of Rajasthan	

# Rajasthan Travelling Allowance Rules, 1971

**No.F.3(9)F.D.(Rules)/70-In** exercise of the powers vested in them under rule 42 of the Rajasthan Service Rules, the Government hereby makes the following rules to regulate grant of Travelling Allowance to Government Servants, namely:—

## CHAPTER—1

**1. Title & Commencement.**—(1) These rules may be called the Rajasthan Travelling Allowance Rules.

2. These rules shall come into force with effect from 1st September, 1971.

**2. Applicability** (1) These rules shall apply to all Government servants whose pay is charged to the consolidated Fund of the State.

(2) These rules shall not apply to:—

- (i) Work-charged employees.
- (ii) Employees paid from contingencies.
- (iii) Employees employed on contract where the terms of contract specifically provide otherwise.
- (iv) Employees on deputation from Central or other State Governments or from any body corporate where the terms of deputation provided for the application of other rules.

**3. Definitions.**- For the purpose of these rules, the following terms used in the rules have the meaning herein explained:—

(1) "**Government**" means Government of Rajasthan.

(2) "**Competent Authority**" means Government or any other authority subordinate to Government to which the power is delegated by or under these rules.

(3) "**Day**" means a calendar day, beginning and ending at midnight but an absence from headquarters which does not exceed twenty four hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

<sup>1</sup>[(4) "**Family means**" a Government's servants wife or husband as the case may be, legitimate children and step children residing with and wholly dependent upon the Government servant. Not more than one legally married wife is included in a family for the purpose of these rules. The term 'legitimate children' includes widowed daughter residing with and wholly dependent upon the Government servant but does not include adopted children unless adoption is recognised under the personal law of the Government servant. For the purpose of transfer travelling allowance, the term "family" shall also include parents, sisters and minor brothers residing with and wholly dependent upon the Government servant:]

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1. Substituted vide F.D. order No. F.4(1)FD(Gr.2)/78, dated 21-8-1978,

## **Explanation:**

A legitimate child or step child/parent/minor brother/widowed daughter <sup>1</sup>/sister who reside with the Government servant and whose income from all sources including pension and pension equivalent of death- cum- retirement gratuity or in case of members of Contributory Provident Fund, pension equivalent of Government contribution with interest thereon and special contribution does not exceed <sup>2</sup>[Rs. 2000/- p.m] may be deemed to be wholly dependent upon the Government servant.

<sup>3</sup>[**Note:** - 1. The employed children of Government servants shall not be considered as dependent upon him/her.

2. Government servants married children of any age shall not be considered as dependent upon him/her.
3. Children under going education, who do not have any source of income shall be considered as dependent upon him/her.
4. Travelling Allowance on transfer will be restricted to only two dependent children of an employees 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 <sup>5</sup>[two].

<sup>4</sup>[(5) "**Pay**" means pay is defined in rule 7(24) of R.S. R. but it excludes special pay and non-practicing or non-clinical allowance.]

(6) "**Public Conveyance**" means railway train or passenger bus or other conveyance which plies regularly for the conveyance of passengers on payment of individual fare, but does not include a taxi car, scooter, tonga or other conveyance hired for a particular journey.

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1. Added vide F. D. order No. F. 4(1) FD(Gr.2)/78, dated 9-3-1981.
  2. Substituted vide FD Order No.F.7(3) (FD/Rules)/98-I dated 13.03.2008 (w.e.f. 25.02.2008)
  3. Inserted vide FD Order No.F. 7(3) (FD/Rules)/98-I dated 13.3.2008 (w.e.f. 25.02.2008).
  4. Substituted vide FD Order No.F.3(1) FD (Gr.2)/76 dated 01.12.1976 w.e.f. 01.09.1976.
  5. Substituted vide F.D. Order No.F.7(3)FD/Rules/98 dated 13.03.2008 with immediate effect.

(7) "**Transfer**" means a transfer of a Government servant in the public interest from one headquarter station in which he is employed to another such stations either to take up duties of a new post or in consequence of a change of the headquarters of his post.

(8) "**Travelling allowance**" means and includes mileage allowance, <sup>1</sup>[Daily allowance] and permanent travelling allowance.

(9) "**Mileage allowance**" means an allowance granted to a Government servant to meet the cost of a particular journey on the basis of distance travelled by Rail, Road or Air.

(10) <sup>1</sup>["**Daily Allowance**"] means an allowance granted to a Government servant to meet the cost of lodging and boarding and other incidental expenditure necessitated at the place of halt.

(11) "**Journey on Tour**" means a journey undertaken by a Government servant on duty to a place other than his headquarters either within or beyond his sphere of duty.

(12) "**Period of absence from headquarters**" means period of absence from headquarters which begins on the day on which the Government servant actually leaves the headquarters and ends on the day on which he returns thereto.

## CHAPTER II CATEGORISATION OF GOVERNMENT SERVANTS

<sup>2</sup>[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 based on 'Basic Pay' i.e. total of pay in Running Pay Band and Grade Pay
Category 'A'	Government servants drawing basic pay of Rs. 37000/— per month or above
Category 'B'	Government servants drawing basic pay of Rs.19,000/- or above but below <b>Rs. 37,000/-</b> per month.
Category 'C'	Government servants drawing basic pay of Rs.15, 000/- or above but below <b>Rs. 19,000/-</b> per month.
Category 'D'	Government servants drawing basic pay of Rs.10, 000/- or above but below <b>Rs. 15,000/-</b> per month.
Category 'E'	Government servants drawing basic pay below Rs.10,000/- per month.]

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1. Substituted Vide **F.D.** order No.F.7(3) FD/Rules/98-I, dated 13.03.2008 (w.e.f. 25.02.2008)

2. Substituted Vide **F.D.** order No.F.7(3) FD/Rules/98, dated 12.09.2008 (w.e.f. 01.09.2008)

5. (1) For the purposes of these rules, the term "actual pay" means as defined in rule 3(5) of these rules whether drawn while holding a post in substantive or officiating or purely temporary capacity at the time when the journey is undertaken.

(2) In case of a Government servant re-employed after retirement the term 'actual pay\*' means pay plus the amount of pension including pension equivalent of Death-cum-retirement gratuity, if any, irrespective-, of commutation of a part- of pension, if any, or pensionary equivalent of Government contribution with interest thereon and special contribution included in the total retirement benefits in respect of a Government servant governed by Contributory Provident Fund, as the case may be, but not exceeding the maximum pay of the post in any case.

(3) In case of a Government servant drawing consolidated pay, the term, 'actual pay' means the amount which is equal to 60% of the, consolidated pay.

<sup>1</sup>[(4) In case of Government servant re-employed after retirement on consolidated salary his categorisation for the purpose of calculating his Travelling Allowance shall be the same which existed immediately before his retirement, provided that in case where such re-employment is on lower post the categorisation for the purpose of calculating Travelling Allowance shall be on the pay of maximum of the pay scale of the post or the last pay drawn whichever is less].

### ***CHAPTER III***

#### **PRINCIPLES OF CALCULATION OF MILEAGE ALLOWANCE**

**6. General :—**(1) Travelling Allowance is a Compensatory Allowance and is so regulated it is not on the whole a source of profit to the recipient.

(2) (i) A Government servant's claim to Traveling allowance shall be regulated by the rules in force at the time of journey in respect of which they are made.

(ii) 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 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. Claim for revised Travelling Allowance is however, permissible in cases where correct rate of pay has been determined and authorised in accordance with rules in force with retrospective effect in place of provisional payment.

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1. Inserted vide F.D. Order No.F.4(1)FD/Gr.-2/82, dated 14.09.1993.

(3) A competent authority may prescribe the limits of the sphere of duty and a place as a headquarter of a Government servant. In case of doubt the competent authority may decide whether particular absence from headquarters is to be treated as journey on tour for the purpose of these rules.

<sup>1</sup>[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.]

**7. Principles of Calculation—** (1) For the purposes of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes provided that when there are alternative railway route and the difference between them in point of time and cost is not great mileage allowance should be calculated by the route actually used.

(a) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

<sup>2</sup>(b) For journeys on tour the road routes between the places and in respect of officers mentioned below shall be treated as the shortest if journey is actually performed by their own cars or in a Government vehicle, if available :-

S. No.	Places	Category of Officers
1	Jaipur and Kota	Officers of the Category 'A'
2	Jaipur and Bundi	
3	Jaipur and Tonk	
4	Jaipur and Deoli	
5	Ajmer and Kota	

(2) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his Mileage Allowance should be calculated by the route actually used.

(3) A competent authority may for special reasons which should be recorded permit Mileage Allowance to be calculated on a route other than the shortest or the cheapest, provided that the journey is actually performed by such route.

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1. Inserted vide F.D. Order No.F.7(3)FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008)  
2. Substituted Vide F.D. Order No. F.4(1) FD/Gr.2/82 dated 23.03.1990



(4) (i) Where a. Government servant performs journey by road in a public conveyance<sup>1</sup> or in a motor car or in a scooter/motor cycle/ moped etc. owned by him between the places connected by rail, he shall be entitled to Mileage Allowance as admissible for road journey limited to rail Mileage Allowance unless road Mileage Allowance work out to be less than the rail mileage Allowance. In case of officers entitled to travel by rail, in air-conditioned class the expression "rail Mileage Allowance" for the purpose of this sub-rule includes mileage allowance admissible in respect of journey by rail, in air-conditioned class also, if air conditioned accommodation in train is provided on that route.

<sup>2</sup>[Provided that while performing journey by road in a motor car owned by the Government servant, the Government servant shall be entitled to toll tax charges actually paid by him in addition to the mileage allowance as admissible under the above sub-clause (i)]

<sup>3</sup>**[Exception:-** If a Government Servant of Category 'C' or 'D' performs journey either by Rail or Bus in the Class for which he is authorised to travel, his Mileage Allowance should be calculated by the mode of travel actually used.]

(ii) If the countersigning authority himself or any officer subordinate to him performs a journey by road<sup>4</sup> in a motor car or in a scooter/ motor cycle/moped etc. owned by him, or in a Government vehicle between the places connected by rail and claims road mileage allowance by clearly specifying the public interest served by the road journey for example, saving of time, inspection of the site on the road side etc., he shall be entitled to claim road mileage allowance, subject to recording of a certificate by the countersigning authority on the T. A. bill to the effect that the specified public interest served by the road journey would not have been served, had the journey been performed by rail.

**Exception:—** The provisions of this rule shall not apply to the Vigilance Commissioner who may undertake journey by road at his discretion without disclosing the public interest served by the road journey.

(iii) For the purpose of this rule, a journey performed between places not directly connected by rail but, which can be reached by rail up to rail terminus then by bus or any other means of public conveyance, shall be treated as a journey partly by rail and partly by road unless the mileage allowance calculated by road works out to be less than mileage allowance calculated for journey partly by rail and partly by road.

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1. Substituted for the words "in his own car" vide **F.D.** Order No F 3(9) FD (Rules)/ 70, dated 4-1-72 with effect from 1-9-1971.
  2. Inserted vide FD. Order No. F.4 (1) FD(Gr.2)/89 part dated 23-3-2001
  3. Inserted vide F.D. Order No.F.4 (1) FD/Rules/82 part-II dated 15.5.1986
  4. Substituted for the words "in his own car" vide **F.D.** Order No F 3(9) FD (Rules)/ 70, dated 4-1-72 with effect from 1-9-1971.

(5) A journey on transfer is held to begin or end at the actual residence of the Government servant concerned. Any other journey is held to begin or end in any station at the duty point in that station. The term "duty point" means the place or office of employment of the Government servant at the headquarters, or place of office visited by the Government servant on duty at an outstation and where there are two or more points at an outstation, the point farthest from the railway station in case of journey by rail or road, and from air booking centre in case of journey by air shall be treated as duty point, in any other case, journey may be treated to have commenced or ended at the place of the residence of Government servant at that station.

#### **CHAPTER IV**

### **TRAVELLING ALLOWANCE FOR JOURNEY ON TOUR**

**8. Rates of Mileage Allowance & Daily Allowance.**—(1) The rates of mileage allowance admissible to a Government servant for journey on tour performed by rail or road or air shall be as indicated in Appendix I, II, & III appended to this Chapter.

(2) The Daily Allowance shall be admissible at the rates and subject to the conditions mentioned in Appendix IV appended to this 'Chapter.

**9. Admissibility of Travelling Allowance for Journey on tour :-** (1) Subject to rules contained in Chapter II & III and rule 8, the Travelling Allowance admissible to a Government servant for journey on tour shall be as follows:—

- (i) For journey by rail:
  - (a) Mileage Allowance at the rates for railway travel shown in Column 2 & 3 of Appendix I, plus.
  - (b) Daily Allowance at the rates prescribed for the station of halt.
- (ii) For journey by road in a public conveyance:
  - (a) Mileage Allowance at the rates shown in Column 3 of Appendix II, plus.
  - (b) Daily Allowance at the rates prescribed for station of halt.
- (iii) For journey partly by road in a public conveyance and partly by rail:
  - (a) For the road journey in a public conveyance mileage allowance at the rates for travel by road shown in Column 3 of the Appendix -II.

- (b) For the rail Journey mileage allowance at the rates for rail travel shown in Column 2 and 3 of Appendix - I, plus.
- (c) Daily Allowance at the rates prescribed for the station of halt.

**(iv) (a) For journey by Air :**

- (i) Mileage Allowance at the rates for air journey shown in Appendix -III, plus.
- (ii) Daily Allowance at the rates prescribed for the station of halt.

(b) For journey by air in a chartered plane or free transit by air:

- (i) <sup>1</sup>[Daily Allowance only for stay at a station at the rates prescribed for the station of the halt.]

**(v) For journey by car or any other conveyance owned by the Government servant:**

- (a) Mileage Allowance at the rates prescribed in Column 2 of Appendix II.
- (b) Daily Allowance at the rates prescribed for the station of halt.

*Note:* Mileage Allowance under (a) above shall not be admissible if the propulsion charges are not borne by the Government servant.

**<sup>2</sup>(vi) For journey by car or any other conveyance which is not his own.**

- <sup>3</sup>(a) Daily Allowance according to item (5) of Schedule to Appendix IV.

**<sup>2</sup>(vii) For mixed journey by road i.e. partly by own Car or Government vehicle or vehicle provided by local fund or local body:**

- (a) Travelling Allowance for each type of journey as separate individual journey under clause (V) to (VII) as the case may be Subject to the condition that total Mileage Allowance shall not exceed the mileage allowance to which he would be entitled had he covered the whole distance in his own .or hired car.

<sup>4</sup>[(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 headquarters, the distance of which is more than 15 Kms. from his duty point or return there to from a distance exceeding 15 Kms. whether by rail or road. For the purpose of this rule the limits of headquarters in case of a town or city extends upto Municipal limits / Urban Agglomeration limits of the town or city, as the case may be.

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1. Substituted vide F.D. order No.F.3(9)FD/Rules/70 dated 04.01.1972 w.e.f. 01.09.1971.  
 2. Deleted clause (vi) and renumbered existing clause (vii) and (viii) as clause (vi) and (vii) vide FD Order No.F.3(9)FD/Rules/70 dated 13.02.1974.  
 3. Substituted vide FD Order No.F.3(9)FD/Rules/70, dated 16.02.1973  
 4. Substituted vide F.D. order No.F.7(3)FD/Rules/98-I dated 13.03.2008 w.e.f. 25.02.2008

(ii) A non-gazetted Government servant travelling on duty, from his duty point at his headquarters to any other place within the limits of his headquarters i.e. within the municipal limits of 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.

<sup>1</sup>[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. 15/- 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 Running Pay Bands 15600-39100 and Grade pays 7600 (20) 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.

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1. Inserted vide F.D. Order No.F.7(3)FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008)
  2. Substitute vide F.D. Order No.F.7(3)FD/Rules/98, dated 12.09.2008 (w.e.f. 01.09.2008)

10. Government may, for special reasons to be recorded by the controlling officer justifying payment of actual travelling expenses in the interest of Government work allow payment of actual travelling expenses incurred in connection with journey on tour by a Government servant under the express orders of his immediate superior officer under whom he is employed.

<sup>1</sup>[11. If short journeys are undertaken by Government servant belonging to •Category 'A' on tour in all State capital cities in India except Jaipur including Delhi/New Delhi within the Municipal Limits between the place his actual stay and the place (s) or office (s) visited by him in connection with Government work, he shall be entitled to actual amount spent by him in payment of fare for taxi, tonga, scooter/and rail, tram or bus fare as the case may be. A Government servant belonging to Category 'B','C' and 'D' shall be, entitled to claim actual amount spent by him in payment of fare/for tonga, scooter/and rail, tram or bus, A detailed statement in the prescribed *Pro-forma* in respect of such short journeys undertaken shall be appended to Travelling Allowance claim.]

## <sup>2</sup>PROFORMA

### Details of short journey.

Date	Brief particulars of places between which taxi/conveyance was used.	Purpose of journey	Mode of conveyance	Approximates distance in kms.	Actual fare paid
1	2	3	4	5	6

Certified that I have actually travelled.....kms. by.....as stated above from the place of actual stay and paid Rs..... on account of fare/hire charges.

**Signature of Govt. servant**  
Designation.

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1. Substituted vide F.D. Order No. F.4 (1) F.D(Gr. 2)82 dated 13-2-86 effective from 1-2-86.
  2. Substituted vide F.D. Order No.F.4 (1)FD/Gr.-2/82, dated 07.12.1996.

<sup>1</sup>[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 (Application to all categories)
1	2	3	4
A	Actual rail fare including reservation charges of any train in any class.	7 Paisa	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.
B	<sup>2</sup> [Actual rail fare including reservation charges of A.C. Three Tier (May travel in Two tier if the train does not have Three tier A.C. Coach) or A.C. Chair Car, (excluding Executive Class)]	5 Paisa	<sup>2</sup> [2. For this purpose (except travel by second class Non A.C.) the Government servant concerned shall enclosed Ticket/ Cash Receipt (in original or photo copy) issued by Railway Authorities, in the Travelling Allowance Bill.]  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.
C	Actual rail fare including reservation charges of AC Chair Car or non A.C. Second Class Sleeper.	3 Paisa	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

		<p>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> <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><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>
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D	Actual rail fare including reservation charges non A.C. Second Class Sleeper.	3 Paisa	
E	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	3 Paisa	

1. Substituted vide Order No. F.7(3)FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008).
2. Substituted vide Order No. F.7(3)FD/Rules/98 dated 13.10.2008 with immediate effect.



<sup>1</sup>[APPENDIX —II  
Rule 8(1)  
MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of Government	Special Rates	Ordinary Rates			
1	2	3			
A & B	(i) Journey in a motor car owned by a Government servant.	Rs.4.50	(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: -		
		per km.		i) Category 'A	7 Paise per km.
	(ii) Journey by a Scooter/ motor cycle/ moped etc. owned by a Government servant.	Rs.1.50	per km.	ii) Category 'B	5 Paise per km.
		<sup>2</sup> (b. Mileage Allowance for journey to reach Airport/ Railway Station / Bus Stand from duty Point/ residence and vice versa.			
	(iii) Journey by any other means of Conveyance like Rikshaw, Tonga, Motor Rikshaw etc.	Rs.3.00	per km.	<b>Place</b>	<b>Rate</b>
				(i) Jaipur	Rs.60/-
				(ii) Jodhpur, Udaipur, Kota Bikaner and Ajmer	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.25/-		

1. Substituted vide FD Order No. F.7(3)FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008)
2. Substituted vide FD Order No. F.7(3)FD/Rules/98 dated 13.10.2008 with immediate effect.

C, D & E	(i) Journey by a Scooter/ motorcycle / 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.	
	(ii) Journey by Tonga, Rikshaw, Motor Rikshaw etc. (iii) Journey on cycle or on foot	Rs.3.00 per km.	<sup>1</sup> (b) Mileage allowance for journey to reach airport / railway station / bus stand from duty point / residence and vice versa.	
			<b>Place</b>	<b>Rate</b>
			(i) Jaipur	Rs.50/-
			(ii) , Jodhpur, Udaipur, Kota, Bikaner and Ajmer	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.25/-	
<p><b>Exception</b> — 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.</p> <p>1. Circle Inspector 2. Sub-Inspector. 3. Assistant Sub-Inspector. 4. Head Constable 5. Constable.</p>			<p><b>Exception: -</b> Mileage allowance for journey from airport to duty point <sup>2</sup>[residence] and vice versa within Rajasthan :- i) Jaipur and Udaipur Rs.100/- fixed charges. ii) Jodhpur and Kota Rs.50/- fixed charges.</p> <p><b>Note:-</b> (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.</p>	

1. Substituted vide FD Order No. F.7(3)FD/Rules/98 dated 13.10.2008 with immediate effect.
2. Substituted vide FD Order No. F.7(3)FD/Rules/98 dated 13.10.2008 with immediate effect.

1	2	3
	<p>NOTE :-</p> <ol style="list-style-type: none"> <li>1. 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</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>7. Travel by own Car will be done only after prior approval of the Controlling Authority.</li> <li>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.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li><sup>1</sup>(iv) Every Government servant who travels on duty in Air Conditional / deluxe (including semi-deluxe / Volvo or any upper class bus shall be required to attach the bus ticket or its photocopy in the Travelling Allowance bill.</li> </ol>

1. Substituted vide F.D. order No.F.7(3)FD/Rules/98 dated 13.10.2008 with immediate effect.

<sup>1</sup>[APPENDIX —III  
Rule 8 (1)

**MILEAGE ALLOWANCE FOR TRAVEL BY AIR**

Eligibility	Mileage Allowance	Remarks
<p>1. Officers drawing Basic pay of <sup>2</sup>[Rs. 37,000] and above and advocate General.</p> <p><b>Note:-</b></p> <p>1. Officers drawing basic pay of <sup>2</sup>[Rs.80,000] and above can travel in Executive Class.</p> <p>2. Officers drawing pay of <sup>2</sup>[Rs. 37,000/- and above below <sup>2</sup>[Rs.80,000/-] can travel in Economy Class/Standard / Lowest Class of Airlines.</p> <p><b>Exception :-</b></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 <sup>2</sup>[Rs. 27,000/-] and above but below <sup>2</sup>[Rs. 37,000/-] 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>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 are, if any, limited to 'A' of the rate of Daily Allowance.</p> <p><b>Note:-</b> 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 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 <b>be</b> admissible.</p>	<p><sup>3</sup>1. (a) Air travel in economy class/ lower class can be done through any Airline.</p> <p>(b) All air ticket bookings shall be preferred directly with the airline or through official website of airline.</p> <p>(c) Tickets may also be booked through authorized booking agencies. However, facilitation fee/ service charges to booking agency (by whatever nomenclature) which is not included in the tariff charged by the airline shall not be reimbursed.</p> <p>(d) Element of Service Tax, Education Cess or any other fee/ cess charged by Government on air travel or booking of air tickets would be admissible for reimbursement to the individual officer."</p> <p>2. Officers drawing basic pay below <sup>2</sup>[Rs.80,000] 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 authorized 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</p>

		<p>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.</p> <p>(ii) Deleted.<sup>3</sup></p>
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1. Substituted vide F.D. order No.F.7(3)FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008)
2. Substituted vide F.D. order No.F.7(3)FD/Rules/98 dated 12.09.2008 (w.e.f. 01.09.2008)
3. Substituted vide F.D. order No.F.6(3)FD/Rules/2012Pt. dated 16.10.2015 (w.e.f. 16.10.2015)

<p>2. Government nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other corporate body or statutory organization 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><sup>1</sup>[3. The Additional Director General of Police, ATS &amp; SOG Rajasthan, Jaipur is authorized to grant permission to travel by Air to Anti Terrorist Squad personnel whenever the exigencies of work so require even though he is not entitled to travel by Air under these rules."]</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>
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1. Substituted vide F.D. order No.F.6(3)FD/Rules/07 dated 16.03.2010.

<sup>1</sup>[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  (Amount in Rs.)	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  (Amount in Rs.)	For Mumbai/ Kolkata/ Chennai/ New Delhi  (Amount in Rs)	Remarks (applicable to all Categories of Government servants)
1	2	3	4	5
A	205	255	390	Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix.
B	180	225	345	
C	160	195	300	
D	135	165	255	
E	85	105	160	

1. Substituted vide FD Order No.F.6(3)FD/Rules/2012 dated 08.05.2012

<sup>1</sup>[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- 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 Ahmadabad 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 (applicable to all Categories of Government servants)
1	2	3	4	5
A	640	975	505	<p><b>Note :-</b></p> <p>1) Admissibility Daily Allowance is subject to the conditions mentioned in the schedule Appended to this Appendix.</p> <p>2) <b>Conditions for drawing Daily Allowance: -</b></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>
B	495	760	340	
C	375	570	300	
D	240	370	195	
E	130	190	100	

1. Substituted vide F.D. Order No.F.6(3) FD/Rules/2012, dated 08.05.2012.

				<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> <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/1182 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, Kotkata, 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>
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**<sup>1</sup>[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. <sup>2</sup>[3 Daily Allowance shall be admissible upto a period of 30 days for continuous halt at a particular station. 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 but upto 180 days, sanction of Government in the Finance Department will be necessary. For halt of more than 180 days no daily allowance will be admissible.
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.

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1. Substituted vide F.D. Order No.F.7(3)FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008)
  2. Substituted vide F.D. Order No.F.7(3)FD/Rules/98 dated 13.10.2008 w.e.f. immediate effect.

## CHAPTER V

### PERMANENT TRAVELLING ALLOWANCE

**12. Permanent Travelling Allowance** - A permanent Travelling Allowance is a fixed monthly amount granted to a Government servant whose duties require him to travel extensively within his sphere of duty. This Allowance is granted in lieu of all other forms of Travelling Allowance.

**13. Conditions of Grant.**- (1) Except during leave, temporary transfer or joining time a permanent Travelling Allowance may be drawn all the year round irrespective of whether the Government servant is absent from Headquarters or not.

(2) (a) If a Government servant in receipt of permanent Travelling Allowance performs journey by rail or where rail journey is combined with road journey within jurisdiction, the travelling allowance for the rail journey or rail - cum-road journey may be drawn under rules contained in Chapter IV of these rules, subject to deduction from his permanent Travelling Allowance @ 1/30 of permanent Travelling Allowance for each day occupied in journey and for each day on which the Government servant receives Daily allowance for halts.

(b) If a Government servant in receipt of permanent Travelling Allowance undertakes a journey under the orders of competent authority beyond his Jurisdiction (including such part of it which is within jurisdiction) he may draw Travelling Allowance under these rules subject to deduction from his permanent Travelling Allowance @ 1/30 of the permanent Travelling Allowance for each day occupied in the journey and for each day on which the officer draws Daily allowance for halts.

**14.** The Government Servants mentioned in the Appendix appended to this chapter shall be entitled to permanent Travelling Allowance at rates and subject to such conditions as may be specified by the Government from time to time.

### APPENDIX-I

#### LIST OF GOVERNMENT SERVANTS - WHO ARE ENTITLED TO PERMANENT TRAVELLING ALLOWANCE

1. (a) Inspectors of the Settlement Department who 'work on field <sup>1</sup>[in] connection with Traverse Survey; Soil Classification, attestation and disposal of objection etc, shall be allowed a fixed Travelling Allowance of (2) (Rs.1000/-) p.m. lieu of Travelling Allowances as per rules.

(b) The Inspectors will be eligible to receive this Travelling Allowance for eight months in a year as directed by the Settlement Commissioner. The grant of fixed Travelling Allowance to the Inspectors will be subject to the following conditions:—

- (i) that the officer in receipt of fixed Travelling Allowance should be on tour for 15 days in a month and should spend 15 nights at points beyond a radius, of 8 Kms. from headquarters;

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1. Corrected vide F.D. Order No. F. 3 (9) FD (Rules)/70, dated 11.11.1971.

2. Substituted vide F.D. Order No.F.6 (3) FD/Rules/2012 dated 03.10.2013 (w.e.f. 01.10.2013)

- (ii) if the number of days toured and nights' spent outside his headquarters falls below the prescribed number of 15 in a month, a deduction should be made in the fixed Travelling Allowance at the rate of <sup>1</sup>[Rs. 25/-] in respect of the deficiency; and
- (iii) In respect of journeys to points outside his jurisdiction, he should be allowed Travelling and Daily Allowance; admissible under these rules subject; to deduction of <sup>1</sup>[Rs. 25/-] per day.
- (iv) Permanent Travelling Allowance shall not be admissible to an Inspector of Land Records who has been provided with Camel sowar in lieu of a peon.

**<sup>2</sup>[2. Officer of the Police Department of the rank of sub-Inspectors and below;—**

(a) Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables in police department posted at police Stations/Police Out- posts shall be allowed fixed Travelling Allowance in lieu of ordinary Travelling Allowance for journeys within jurisdiction of their police station/ police out-post at the rates given below subject to the conditions mentioned in sub-paragraphs (b) &(c).

- (i) Sub-Inspectors .posted in rural areas. <sup>4</sup>[Rs.1000/-P.M.]
- (ii) Sub-Inspectors posted in urban areas i.e. <sup>4</sup>[Rs. 750/- P.M.]  
at police stations and out-posts located  
within Municipal limits of any town.
- (iii) Assistant Sub-Inspectors posted in Rural <sup>4</sup>[Rs. 750/- P.M.]  
areas.
- <sup>3</sup>(iv) Assistant Sub-Inspectors posted in <sup>4</sup>[Rs. 750/- P.M.]  
urban areas i.e. at police stations and  
out posts located within Municipal limits  
of any town.

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1. Substituted vide F.D. Order No. F.4(2)FD/Gr.-2/82, dated 27.12.1982 effect from 1.1.1983.

2. Deleted for S. No. 2 and substituted the S.No. 3 to 11 as S.No. 2 to 10 vide FD. Order No. F.3 (9) FD/(R)/70 dated" 5-6-75 with effect from 1-6-1975

3. Substituted vide F.D. Order No. F.4 (2) FD(Gr.2)/82 dated 14.08.1985 w.e.f. 01.08.1985.

4. Substituted vide F.D. Order No.F.6(3)FD/Rules/2012 dated 3.10.2013 (w.e.f. 01.10.2013).

- (v) Head Constables posted in rural or urban areas. <sup>3</sup>[Rs. 750/- P.M.]
- (vi) Constables posted in rural or urban areas <sup>3</sup>[Rs. 500/-P, M.]
- (b) Sub-Inspectors and Assistant Sub-Inspectors posted in rural areas.

(i) The Sub-Inspectors/Assistant Sub-Inspectors in receipt of this allowance should be on tour for 15 days in a month at points beyond a radius of 8 Kms. from his headquarters.

(ii) If the number of days toured outside the headquarters falls below the prescribed number of 15, a deduction should be made at the rate of <sup>1</sup>[Rs. 25/-] or <sup>1</sup>[Rs. 15/-] per day in case of "Sub-Inspector/Assistant Sub-Inspector, respectively in respect of the deficiency.

(iii) In respect of Journeys to points outside his jurisdiction sub-Inspector /Assistant Sub-Inspector Should be allowed travelling allowance and. Daily allowance as admissible under *the* rules subject to a deduction of <sup>1</sup>[Rs. 25/-] and <sup>1</sup>[Rs. 15/-] per day from fixed travelling allowance for each day of journey.

(c) In cases -of journeys by Head Constables and Constables to points outside their jurisdiction. Travelling Allowance and Daily Allowance admissible under the rules shall be allowed subject to a deduction of <sup>1</sup>[Rs. 15/-] and <sup>1</sup>[ Rs.10/-] only per day respectively from fixed travelling allowance for each day of such journeys.

<sup>2</sup>[(d) The Police Personnel mentioned in para (a) above shall be entitled to actual bus or rail fare of the lowest class in addition to the amount of permanent travelling allowance when they are required to undertake journey within their jurisdiction on duty beyond a radius of 8 Km.' from their headquarters.

### **3. Inspectors of the Excise and Taxation Department—**

(a) Inspectors in the Excise and Taxation Department who are incharge of Excise circle should "be allowed a fixed Travelling Allowance of <sup>3</sup>[Rs.1000/ -] p.m. subject to 'the following conditions:—

- (i) That the Inspector in receipt of the allowance should be on tour for 15 days in month and should spend 15 nights at points beyond a radius of 8 kms. from his headquarters,
- (ii) if the number of days toured or night spent outside his head quarters falls below the prescribed number of 15, a deduction should be made at the rate of <sup>1</sup>[Rs. 25/-] per day in respect of the deficiency, and
- (iii) in respect of journeys to points outside his Jurisdiction he should be allowed Travelling and Daily Allowance admissible under rules subject to a deduction of <sup>1</sup>[Rs.25/-] per day.

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1. Substituted vide F.D. Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

2. Added vide .F.D. Order-No. 4(1)FD(Gr.2)/78 dated 30-11-78 **with** effect from 1-12-1978.

3. Substituted vide F.D. Order No.F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

(b) Inspector of the Excise and Taxation Department other than those covered by (a) shall be entitled in respect of journey performed by them on duty to Travelling Allowance (including Daily Allowance for halts) as admissible under the Rules subject to the condition that those provided with Camel Sowars at Government expenses will not be entitled to road mileage allowance' for road journey performed within their jurisdiction.

<sup>2</sup>[4. <sup>3</sup>[Except the Rangers and Deputy Rangers working under the State Trading Scheme of Forest Department.] Ranger and Deputy Rangers in the Forest Department who are incharge of Ranges should be allowed a fixed Travelling Allowance of <sup>4</sup>[Rs. 1000/-] per mensem. The grant of fixed Travelling Allowance will be subject to the following conditions;—

- (i) that the officer' in receipt of the fixed Travelling Allowance should be on tour for 15 days in a month and spend 15 nights at points beyond a radius of 8 kms. from his headquarters;
- (ii) if the number at days toured and nights spent outside his headquarters falls below the prescribed number of 15, a deduction should be made at the rate of <sup>1</sup>[Rs. 25/-] per day in respect of the deficiency, and
- (iii) in respect of journeys to points outside his jurisdiction he should be allowed Travelling and Daily Allowance admissible under the rules subject to a deduction of <sup>1</sup>[Rs. 25/-] per day.

**Note:—** As an exception *to* Rule 12, these officers are entitled to Daily allowance under ordinary rules for journeys from or to their headquarters, to, or from places at a distance of over 48 Kms. even though such places maybe within their sphere of duty provided they are absent from their headquarters for consecutive nights.

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1. Substituted vide F.D. order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

2. Substituted for S.No. 5 vide F.D.order No. F.3(9)FD(Rules)/70, dated 05.6.1975 w. e. f. 1-6-1975.

3. Inserted vide F.D. Order No. F.3(9)FD/Rules/70, dated 4-1-72 with effect from 1-9-1971.

4. Substituted vide F.D.Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

### **<sup>2</sup>[5.] Peripatetic Vaccinators of the Public Health Department:-**

- (a) The fixed Travelling Allowance at the rate of <sup>4</sup>[Rs. 1000/-] p.m shall be allowed to Vaccinators who are not provided with Camel Sowers subject to the following conditions:—
- (i) that the vaccinators in receipt of the allowance should be on tour for 15 days in a month and spent 15 nights at points beyond a radius of 8 Kms. from their headquarters;
  - (ii) if the number of days toured or nights spent out side headquarters falls below the prescribed number of 15, a deduction should be made from the Fixed Travelling Allowance at the rate of <sup>1</sup>[Rs. 25/-] per day in respect of the deficiency; and
  - (iii) In respect of Journeys to points outside the jurisdiction he should be allowed Travelling and Daily Allowance admissible under rules Subject to a deduction of <sup>1</sup>[Rs. 25/-] per day.
- (b) The vaccinators who are provided with Camel Sowars shall *be entitled* to fixed travelling allowance <sup>4</sup>[Rs.750/-] p.m. subject to the condition mentioned in sub- clause (i), (ii) & (iii) of clause (a) above except, that the rate of deduction per day Shall be <sup>1</sup>[(Rs. 15/-) per day for the purpose of condition mentioned in sub-clause (ii)&(iii) respectively in their cases.

### **<sup>3</sup>[6]. Inspectors, Land Records and Moharrirs of the Building and Road and Irrigation Division of the Public Works Department:-**

- (a) Inspectors, Land Records and Patwaries of the Chambal Project Stage II & III, Kota should be allowed a fixed Travelling Allowance of <sup>4</sup>[(Rs. 750/-) p.m. subject to the following conditions :-
- (i) that the officials in receipt of fixed Travelling Allowance should' be on 'tour for '15 days in a' month' and should spend 15 nights at points,' beyond a radius of 8 kms from their headquarters.
  - (ii) if the number of days toured and nights spent out-side their-headquarters falls short of the prescribed number of 15 days in a month, a deduction should be made in fixed Travelling Allowance at the rate of <sup>1</sup>[Rs.15/-] per day in respect of the deficiency, and
  - (iii) in respect of journeys to points outside their jurisdiction they should be allowed Travelling and Daily Allowance admissible under the Rules subject to a deduction of <sup>1</sup>[Rs. 15/-] per day.

The fixed Travelling Allowance will be admissible till the project is completed and their jurisdiction are fixed. During' the maintenance period they will be governed by the Rajasthan Travelling Allowance Rules.

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1. Substituted vide F.D. Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

2. Substituted for S.No. 6 vide F.D. Order No.F.3 (9) FD/Rules/70 dated 05.06.1975 (w.e.f. 01.06.1975)

3. Substituted for S.No. 7 vide F.D. Order No.F.3 (9) FD/Rules/70 dated 05.06.1975 (w.e.f. 01.06.1975)

4. Substituted vide F.D. Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

<sup>2</sup>[7] [Process Servers of Commercial Taxes Department shall be allowed a fixed travelling allowance of <sup>4</sup>[Rs.750/-] per month subject to the following conditions:-

- (i) that the process servers in receipt of fixed travelling allowance should be on tour for 15 days in a month at points beyond a radius of 8 kms. from their headquarters.
- (ii) if the number of days toured outside headquarters falls short of the prescribed number of 15 days in a month, a deduction should be made at the rate of <sup>1</sup>[Rs. 15/-] per day from the fixed Travelling Allowance in respect of the deficiency.

In addition to above they shall be entitled to actual rail or bus fare of the lowest class.

<sup>2</sup>[8.] Mines Guard of the Mines Department shall be allowed fixed Travelling Allowance of <sup>4</sup>[Rs. 1000/-] p. m. subject to the following conditions:—

- (i) that the Mines Guard in receipt of the allowance shall remain out on tour within his jurisdiction for a period of not less than 15 days and spend 15 nights in a month.
- (ii) if the number of days toured or nights spent on tour falls below the prescribed number of 15, a deduction shall be made at the rate of <sup>1</sup>[Rs. 25/-] per day in respect of deficiency.
- (iii) in respect of journey to points outside his jurisdiction, he shall be allowed Travelling and Daily Allowance as admissible under rules subject to a deduction of <sup>1</sup>[Rs. 25/-] per day.

<sup>2</sup>[9.] <sup>3</sup>[Officer of the Excise Department of the rank of patrolling officer and below:—

(a) The Patrolling Officers, Jamadars and sepoy in the Excise Department (Preventive Force) shall be allowed fixed travelling allowance at the rates given below subject to the conditions mentioned in sub-paragraph (b) below:—

- (i) Patrolling Officer Gr. I <sup>4</sup>[Rs. 1000/-] p. m.
- (ii) Patrolling Officer Gr. II <sup>4</sup>[Rs, 1000/-] p. m.
- (iii) Jamadars <sup>4</sup>[Rs. 750/-] p. m.
- (iv) Sepoys <sup>4</sup>[Rs.500/-] p.m.

(b) (i) The officers in receipt of the fixed travelling allowance should be on tour for- 15 days in a month and spent 15 nights at points beyond a radius of 8 kms. from his headquarters.

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1. Substituted vide F. D. Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.  
2. Substituted for the S. No. 8 to 10 vide F.D. Order No. F. 3(9) FD (Rules),: 70, dated 5-6-1975 with effect from 1-6-1975.  
3. Inserted vide F.D. Order No. F. 3(9) FD (Rules)/70, dated 1-12-1972.  
4. Substituted vide F.D. Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.



- (ii) If the number of days of tour outside the headquarters falls below the prescribed number of 15, the deduction should be made at the rate of <sup>1</sup>[Rs. 25/-] or <sup>1</sup>[Rs. 25/-] or <sup>1</sup>[Rs. 15/-] or <sup>1</sup>[Rs. 10/-] per day in case of Patrolling Officer Gr. I, II, Jamadars and Sepoys respectively in respect of deficiency.
- (iii) In respect of journeys to points outside their jurisdiction. Patrolling Officers Gr. I, II, Jamadars and Sepoys Should be allowed travelling allowance and daily allowance as admissible under the rules subject to a deduction of <sup>1</sup>[Rs. 25/-] <sup>1</sup>[Rs. 25/-] or <sup>1</sup>[Rs. 15/-] and <sup>1</sup>[Rs. 10/-] per day respectively from fixed travelling allowance for each day of journey.].

<sup>2</sup>(10.) Deleted.

- <sup>3</sup>[11] (a) Amins of the Settlement Department who work on field in connection with Traverser shall be allowed a fixed travelling allowance of <sup>4</sup>[Rs. 1000/-] p.m. in lieu of travelling allowance.
- (b) The Amins will be eligible to receive this travelling allowance for eight months in year as directed by the Settlement Commissioner. The grant of fixed travelling allowance to the Amins will be subject to the following conditions:—
  - (i) the Amins in receipt of fixed Travelling Allowance should be on tour for 15 days in a month and should spend 15 nights at points beyond a radius of 8 Kms. from his headquarters
  - (ii) if the number of days toured and nights spend outside his headquarters falls below the prescribed number of 15 in a month a deduction should be made in the fixed Travelling Allowance at the rate of <sup>1</sup>[Rs. 25/-] per day in respect of the deficiency ; and
  - (iii) in respect of journey to points outside his jurisdiction he should be allowed Travelling and Daily Allowance admissible under these rules subject to a deduction of <sup>2</sup>[Rs. 25/-] per day.

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1. Substituted vide F.D. Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

2. Deleted vide F. D. Order No. F.4(2)FD(Gr.2)/82, dt, 4.1.86 effective from 1-12-1985.

3. Inserted vide F.D. Order No. F. 4 (1) FD (Gr.2)/78 dated 21-8-1978.

4. Substituted vide FD Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

<sup>1</sup>[12.] The Malaria Surveillance Inspectors of Medical & Health Department shall be allowed a fixed travelling allowance of <sup>4</sup>[Rs. 1000/- p. m. subject to the following conditions:—

- (i) that the, Malaria Surveillance Inspector in receipt of this allowance should be on tour for 15 days in a month and should spend 15 nights at points beyond a radius of 8 Km. from his headquarters
- (ii) if the number of days toured or nights spent outside his headquarters falls below the prescribed number of 15 days in a month, a deduction should be made at the rate of <sup>2</sup>[Rs. 25/-] per day in respect of the deficiency, and
- (iii) in respect of journeys to points outside his jurisdiction he should be allowed Travelling and Daily Allowance admissible under the rules subject to. a deduction of <sup>2</sup>[Rs. 25/-] per day.

<sup>3</sup>[13.] Land Records Inspector of the Revenue Department shall be (allowed -a fixed travelling allowance of <sup>4</sup>[Rs. 1000/- p.m. subject to the following conditions:-

- (i) that, the, Land Records Inspector' in receipt of this allowance should be on tour for 45 day in each quarter of the year and should spend 45 nights at points beyond a radius of 8 Kms. from his headquarters.
- (ii) if the number of days toured and nights spent outside his headquarters falls below the prescribed "number of 45 in each quarter a deduction should be made in the fixed Travelling Allowance at the rate of Rs. 25/- per day in respect of the deficiency, and
- (iii) in respect of Journeys to points outside his jurisdiction, he should be allowed Travelling and Daily Allowance admissible under these rules subject to a deduction of Rs. 25/- per day.
- (iv) permanent Travelling Allowance shall not be admissible to an Inspector of Land Records who has been provided with Camel Sowar in lieu of a peon.

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1. Inserted vide F.D. Order No. F.4(1)FD(Gf.2)/78 dated 29-11-1978 with-effect from 1-1-1978.

2. Substituted vide F.D. Order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

3. Inserted vide F.D. Order No.F.4(2)FD/Gr.-2/82 dated 21-12-1983 effective from 1-11-1.983.

4. Substituted vide F.D. order No. F.6(3)FD/Rules/2012 dated 03-10-2013 with effect from 01-10-2013.

## CHAPTER VI

### NON ADMISSIBILITY OF TRAVELLING ALLOWANCE TO CERTAIN GOVERNMENT SERVANTS

15 (1) The following categories of Government servants who are required to perform journeys by road within-jurisdiction in the process of discharging their duties shall not be entitled to any Travelling Allowance or Permanent Travelling Allowance:—

- (i) Patwaries.
- (ii) Settlement Amins.
- (iii) Settlement Field &, Survey Staff.

**Note:-** Settlement Amins are allowed actual cost of carriage of Survey instruments when they are sent on duty.

- (iv) Class IV servants of all description (including horse and Camel Sowars and process servers).

**Note:-** Class IV Government servants accompanying, their superior officers on tour are entitled to travelling allowance.

- (v) Choudharies, Mukaddams and Farm Ploughman of Agriculture Department.
- (vi) Forester <sup>1</sup>[except Foresters working under State Trading Scheme of Forest Department.]

<sup>2</sup>[(vii) Malaria Surveillance Workers/Basic Health Workers.]

(2) Government may from time to time add, delete or modify this list.

<sup>3</sup>[**Process Servers:-** The Process Servers who belong to the Class IV services are not entitled to any Travelling Allowance or permanent Travelling Allowance in respect of journeys they are required to perform by road within their jurisdiction in the process of discharging their duties. It has come to the notice of the Government that one of the causes of delay in disposal of cases in the judicial and revenue courts is belated service of summons, service processes etc. by Process Servers because they are not permitted to undertake journey by rail or bus in the discharge of their duties within their "Jurisdiction under the 'existing Travelling Allowance Rules,

2. The matter has been considered and the Governor has been pleased to order that Process Servers may be allowed actual rail or bus fare of the lowest class without, incidental charges and daily allowance when they are required to undertake journey within their jurisdiction on duty beyond the radius of 8 kms. from the headquarters.

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1. Added vide F.D. Order No. F.3 (9)FD/Rules/70, dated 4-1-72 with effect from 1-9-1971.

2. Added vide **F.D.** Order No. F.3(9)FD/Rules/70, dated 28-8-1972.

3. Added vide Order No. F. 4(1)FD(Gr,2)/78, dated-13-12-1978.

3. They will indicate the purpose of journey and distance from the place of headquarters to the place visited for claiming actual rail or bus fare alongwith other details of journey, and their Travelling Allowance claims will be countersigned by the Head of the Office after exercising necessary checks as provided in Chapter IX of the Travelling Allowance Rules. ]

### <sup>1</sup>[Diet Allowance to the Process Servers.

In terms of this Department Order of even number dated 13-12-1978 the Process Servers are entitled to actual rail or bus fare of the lowest class without incidental charges and daily allowance when they undertake journey within their jurisdiction on duty beyond the radius of 8 Kms. from the headquarters.

The matter has further been considered and the Governor has been pleased to order that the Process Servers, in addition to actual rail or bus fare of the lowest class without incidental charges and daily allowance may also be allowed Diet Allowance @ <sup>2</sup>[Rs. 20/-] per day when they undertake journey within their jurisdiction on duty and stay at night at a place beyond the radius of 8 Kms. from the headquarter subject to the following conditions;—

- (a) Diet Allowance will be admissible for actual number of night halts; and
- (b) The Head of office certifies on the body of the bill that night halt at that place was necessary looking to (i) the time required for service of Process in the adjoining area and (ii) availability of transport for back journey.]

<sup>3</sup>[ तहसील मुख्यालय पर ठहरने पर पटवारियों को यात्रा भत्ता मिलेगा— अगर तहसील मुख्यालय पर बैंक में पैसे जमा कराने, चालान फार्म प्राप्त करने, अन्य राजकीय कार्य के कारण तहसील मुख्यालय पर रुकने अथवा बस व रेल सेवा के समय पर न मिलने के कारण मुख्यालय पर रुकना आवश्यक होने पर 8 घंटे से अधिक रुकने पर पटवारियों को नियमानुसार भत्ता दिया जावे ]

16. If a Government servant not entitled to Travelling Allowance under rule 15 of these rules undertakes a journey under the order of competent authority beyond his jurisdiction (including such part of it which is within jurisdiction), he may draw Travelling Allowance admissible to Government servant for journey on tour in accordance with provisions contained in Chapter IV of these rules.

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1. Inserted vide F.D. Order No.F.4(1)FD(Gr;2)/78, dated 17-1-1991.
  2. Substituted vide F.D. Order F.4(1)FD/Gr.-2/78 dated 20.12.1994 (w.e.f. 01.01.1995)
  3. आदेश सं. एफ. 3(142) राजस्व (ग्रुप 1)/72, दिनांक 27.12.1979.

## **CHAPTER VII**

### **TRAVELLING ALLOWANCE FOR JOURNEY ON TRANSFER**

**17. Admissibility of Travelling Allowance on Transfer.**— (1) A Government servant who is transferred from one station to another in public interest and not at his own request shall be entitled to Travelling Allowance at the rates given in Appendix appended to this Chapter,

(2) A Government servant who takes leave not exceeding 4 months after, he has given over charge of his old post and before he has taken charge of his new post is entitled to Travelling Allowance under these rules, irrespective of the fact whether order of transfer is received before or after the commencement of leave.

(3) A Government servant whose posting is changed while in transit from one post to another is entitled to Travelling Allowance:—

- (i) from his old station to that place enroute to the station to which he was originally proceeding at which he receives his further orders of transfer, and
- (ii) thence to his new Station.

(4) A Government servant deputed for a temporary duty at a station other than the place of his posting or transferred temporarily for short period not exceeding 30 days shall not be treated to have been transferred for the purpose; of claiming Travelling Allowance under this rule. In the absence of any orders to the contrary the journey performed by in such cases shall be treated as journey on tour.

<sup>1</sup>[(5) A Government servant who is transferred within Municipal Limits / Urban Agglomeration limits and the distance of new office exceeds 15km. 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.]

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1. Inserted vide F.D. order No.F.7(3)FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008)

**<sup>1</sup>[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 affects by Rail or Road (For one side only)	Remarks
	For self	For family	For self	For family	For self	For family			
1	2	3	4	5	6	7	8	9	10
Category 'A', 'B', 'C', 'D' and 'E'	Two fares of the class for which entitled on tour except travel by Air/ Rajdhani Express and, Shatabdi Express	<sup>2</sup> [One extra fare for each member of the family. However in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff regulation of railways shall be admissible.]	Two bus fares of class for which entitled on tour for journey performed by road.	<sup>2</sup> [One extra fare for each member of the family. However in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff regulation of shall be admissible.	Rs.3.00 per Km.	Additional mileage allowance at the rate of Rs.3.00 per K.m. for the members of his family, if the number of family is more than three other than the self.	Category 'A' Rs.3000 Category 'B' Rs.2500 Category 'C' Rs.2000 Category 'D' Rs.1500 Category 'E' Rs. 1000	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, <b>Note:-</b> Rate shown in this column to cover cost of transportation of personal affects 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.	1. If a Government servant on transfer actually under takes 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 categorization in lieu of two rail is 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 case

1. Substituted vide FD Order No.F.7(3)FD/Rules/98-I dated 13.3.2008 (w.e.f. 25.02.2008).
2. Substituted vide FD Order No.F.7(3)FD/Rules/98 dated 13.10.2008 with immediate effect.

<sup>1</sup>[Travelling Allowance to Government Servants on Transfer

Category of the Government servants	Cost of carriage of conveyance	Remarks
1	2	3
Category 'A' & 'B'	<p>By Rail -</p> <p>Actual cost of transportation of Motor car. Scooter. Moped or Motor Cycle (with or without side car) at owners risk.</p> <p><b>Note:</b> I. 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.</p> <p>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 <sup>2</sup>[xxx] 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.</p>	<p>Following explanations are given of terms used in this appendix:-</p> <p>(i) The term "personal effects" is not subject to definition but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.</p> <p>(ii) Charges for the transport of personal effects and conveyance of a Government servant on Transfer will be admissible even if they precede him by a period not exceeding a month or follow him by a period not exceeding six months from the date of his relieve at his old station. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of the Department under whose control the Government servant is serving for the time being.</p> <p>(iii) A member of a Government servant's family who follows him within six months or precedes him by not more than one month from the date of his relieve at his old station may be treated as accompanying him. These limits may be extended by the Head of Department in individual cases attendant with special circumstances in respect of Government servants serving under his administrative control.</p>

1. The existing Column 1 and 2 substituted vide FD. Order No.F.7(3)FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008)
2. Deleted word 'are' vide FD Order No.F. 7(3)FD/Rules/98 dated 13.10.2008 with immediate effect.

1	2	3
	<p>3. If distance between two stations is 400 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 —</p> <p>I. 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.</p>	<p>When a Government servant, as a result to 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 competent authority considers sufficient, then the Government servant shall receive the actual expenses of the journey which his family undertakes upto the amount which he might have drawn, had his family travelled direct, from his old station to his new provided that the journey is undertaken within a month prior to the date of Government servant's relieve at his old station or within six months subsequent the date. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of Department in respect of Government servants serving under his administrative control or of the Administrative Department in case of the Head of Department himself.</p> <p>For the purpose of this rule 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, subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer.</p> <p>(iv) Children of Government servants who are studying in educational institutions at a place other than the Government servant's headquarters at the time of transfer shall be considered as members of Government servants families for the purpose of Travelling Allowance Rules and they shall be</p>



1	2	3
<p>Category 'C', 'D' &amp; 'E'</p>	<p>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> <p>1. Cost of carriage of Motor Cycle / Scooter Moped shall be admissible to category 'A' and 'B' officer.</p> <p>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.</p> <p><b>Note :</b> Note 2 mentioned in this column under heading "By rail" against category 'A' &amp; 'B' shall also apply here.</p>	<p>entitled to Travelling Allowance from the place where they are studying to the new Station limited to rail/road fare from old station to new station or actual rail/bus fare whichever is less;</p> <p>(v) A Government servant who travels in a Government vehicle free of charge on transfer from one station to another shall get Travelling Allowance as follows :-</p> <p>(1) If the family of Government servant travels with him.-</p> <p><b>For self</b> - One mileage allowance for journey by road at the rates given in column 4.</p> <p><b>For family</b> - No Travelling Allowance</p> <p>(2) If Government servant alone travels :-</p> <p><b>For self</b> - One mileage allowance for journey by road at the rates given in column 4.</p> <p><b>For family</b>:- As admissible under normal rules</p> <p>(vi) The provisions contained in column 2 and 3 shall not apply to a Police Officer using free rail passes. Their Travelling Allowance shall be regulated in accordance with provision of para 123 and 128 of Railway Manual.</p> <p>(vii) Where both husband and Wife are in Government employment and are transferred at the same time or within 6 months of his her transfer. from one and the same old station to another same new station, either of them shall only be entitled to transfer Travelling Allowance, the other member (s) being treated as a member of his/her family not in Government employment on furnishing the certificate prescribed for this purpose in Chapter IX of these rules.</p>

## CHAPTER VIII

### CONVEYANCE ALLOWANCE

**18.** (1) The Government may grant a monthly conveyance allowance on such conditions as it thinks fit to impose on any Government servant who is required to travel extensively within a short distance from his headquarters, under conditions which do not entitle him to Travelling Allowance.

(2) Except as provided in sub-rule 4, 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 specially granted for the *upkeep* of a motor car or motor cycle, shall not draw mileage allowance for a **journey** by a motor car, motor cycle except on such conditions as the authority which sanctions the conveyance allowance may **prescribe**.

(3) In the case of *a*. Government servant in receipt of a conveyance allowance, the conveyance allowance for days on which road journey is performed in the conveyance in respect of which such allowance is granted, and for which journey a Daily allowance or mileage allowance is claimed, will be deducted @1/30<sup>th</sup> of the monthly allowance for each day from the amount of travelling allowance. Such officers shall record a certificate on their travelling allowance bill as to whether or not the conveyance in respect of .which the **allowance is granted has been used** in making the journey.

(4) The drawal of conveyance allowance during leave, temporary transfer and joining time shall be regulated as follows:—

(a) Conveyance allowance granted on the condition of maintaining motor car/motor cycle shall not be admissible **during** :

- (i) joining time, leave, the period of temporary transfer or training treated as duty and also during holidays prefixed to leave or holiday suffixed to leave and joining time;
- (ii) *any* period of more than 15 days at a time during which a Government servant in receipt of , conveyance allowance is absent from headquarters <sup>1</sup>on duty or does not maintain a motor car/motor cycle or the motor car/motorcycle maintained by him remains out of order or is not used for official journey for any other reasons.
- (b) Conveyance allowance whether granted on the condition of maintaining his own cycle or cycle provided by the Government shall be admissible during leave or temporary transfer and during joining time.
- (c) Conveyance allowance granted on the condition that a horse, camel or any other animal is maintained may be drawn during leave or temporary transfer or joining time.
- (d) A conveyance allowance to which obligation of maintaining a motor car / motor cycle or horse or any other animals is not attached, shall not be admissible during leave, temporary transfer joining time or training period treated as duty.

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1. Corrected vide F.D. Order No.F.3(9)FD/Rules/70, dated 11.11.1971.

**Note:**—1. Leave means total leave of all kinds not exceeding 120 days and the 1st 120 days of the leave if the actual duration of the leave exceeds that period but does not include extraordinary leave study leave and leave preparatory to retirement / refused leave / terminal leave whether running concurrently with notice period or not. When vacation or holidays are combined with leave the entire period of vacation or holidays and leave should taken as one spell of leave.

2. Temporary transfer means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For purpose of this rule it include deputation. Subject to the limit of four months, if the temporary duty is subsequently extended beyond months in all, will remain intact upto the date of the order of extension.

(5) A Government servant who is granted conveyance allowance on the condition of maintaining a motor vehicle or any animal shall record on the pay bills for months of January and July every year a certificate in the form given below which shall be countersigned by the controlling authority.

"Certified that I have actually maintained the motor car/motor cycle/cycle/animal during the period for which conveyance allowance has been claimed by me and that the conditions prescribe in rule 18 of the conveyance allowance rules for drawal of conveyance allowance have not been violated."

## **CHAPTER IX**

### **INSTRUCTIONS FOR DRAWING OFFICERS AND CONTROLLING OFFICERS.**

**19. Controlling Officer to be declared by Competent Authority:-** Government shall declare what authority **shall** be Controlling Officer for travelling allowance purpose of each Government servant or category of Government servants. It may, if it thinks fit, declare that any particular Government servant shall be his own Controlling Officer.

**Note :-** For delegation of power already made item No. 4 of Schedule of delegation may be referred to.

**20. Signature of Controlling Officer necessary on travelling allowance bill.—**A bill for travelling allowance (other than a permanent allowance) of a Government servant other than the Head of a Department shall not be paid unless countersigned by the Controlling Officer.

**21. Duties of Controlling Officer.—**It is the duty of a Controlling Officer, before signing or countersigning 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 journey or halt if he considers that a journey was unnecessary or unduly protected or that a halt was of excessive duration.
- (b) to scrutinize carefully the distance entered in travelling allowances bills;
- <sup>1</sup>[(c) to satisfy himself (i) that mileage allowance for journey by Rail or Road has been claimed at the rate applicable to the class of accommodation actually used, and (ii) that where the actual "cost of transporting personal effects etc. is claimed under these rules the scale on which such-servants, personal effects etc. were transported was reasonable and to disallow any claim which in his opinion does not fulfill these conditions."]
- (d) to satisfy himself that travelling allowance is not on the whole a source ;of profit to the recipient
- (e) to observe any subsidiary rules or orders which a competent authority may make for "his guidance.

**22.** Countersignature does not dispense with the necessity for formal audit with reference to rates and general conditions. The Accountant General will accept counter signature by the proper , authority or the signature of the Drawing Officer when a bill does not require countersignature as final evidence that the facts of the journey on which the claim is .founded are correct and that the claim is admissible with reference to Rule.21 and to any departmental rules. It is the duty of the controlling or the Drawing Officer, as the case may be, to enforce departmental rules.

**23.** The following instructions should be followed by all Drawing and Controlling Officers. These instructions are in addition to the duties entrusted to the controlling officer under these rules:-

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1. Substituted vide Order No. F.6(3) F.D./Rules/2012 dated 2.8.2013

1. The bills should indicate clearly the full purpose of the journey Vague phrases like On Government Duty should not be used.

2. The actual pay, designation and place of 'Headquarters of the Government servant should be correctly and clearly mentioned in the bill,

3. If the journey commences from a place other than the Headquarters, the reasons for the same should be stated in the remarks column against the first entry in the Travelling Allowance bill.

4. In case journeys are performed by means of conveyance other than one provided at the expense of the Government etc., it may be stated in *the* bill whether the cost of propulsion was paid by the Government servant claiming travelling allowance.

5.. In the case of transfer Travelling Allowance bills; the full relationship of the members of the family to the Government servant and their ages should be stated in the bill.

6. If the journey is undertaken to attend a Court of Law or Departmental Enquiry; the court certificate from the Enquiry Officer as the case may be, must be attached with the bill.

7. If free board and .lodging is allowed at the expense of the Government or the host Government or organization or body causing the halt the fact should be indicated in the bill. Controlling Officers should ensure at the time of countersigning bill that such information is not with held.

<sup>1</sup>[8. Time barred T.A. Claims should *be* presented to the competent authority after completing the necessary formalities as required under General Financial & Accounts Rules.]

9. Travelling Allowance bills of non-gazetted officers, particularly stenographers Personal Assistants, and Class IV Government servants are certified by the gazetted officers under whose instructions the journey was performed.

10. One or more of the following certificates which may be appropriate should be recorded on the Travelling Allowance bills by the Government servant claiming travelling allowance. If any additional certificate is required by any rule or order; the same should also be recorded.

### **CERTIFICATES TO BE RECORDED ON T. A. BILLS**

<b>Nature of the Certificate</b> <b>1</b>	<b>Circumstances under which necessary</b> <b>2</b>
1. Certified that the payment of this bill has not been received before.	In all cases.
2. Certified that the members of my family in respect of whom Travelling Allowance has been claimed are residing with me and are wholly dependent on me.	In case of journey on transfer for which Travelling Allowance in respect of family has been claimed.

1. Substituted vide F.D.Order No. F.4(1)FD(Gr.2)/78, dated 9-3-1981.

<p style="text-align: center;"><b>Nature of the Certificate</b> <b>1</b></p>	<p style="text-align: center;"><b>Circumstances under which necessary</b> <b>2</b></p>
<p>3. Certified that the road journey for Which mileage allowance has been claimed at special rates was performed in my own car and the entire propulsion charges were borne by me.</p>	<p>In cases where journey by road is performed in own car.</p>
<p>4. Certified that entire running/hire charge on the car No..... engaged for road journey was paid by me or share of Rs... out of the total amount of running expenses of Rs..... was paid by me.</p>	<p>In cases where journey by road is performed in a borrowed or hired car.</p>
<p>5. Certified that my wife/husband who is employed under Government and who has been transferred from..... to..... within 6 months of my transfer has not already claimed any Transfer Travelling allowance in consequence of his/her transfer.</p>	<p>In cases where both husband and wife are in Government service and transferred from one and the same place to another same new station.</p>

**24.** Following instructions shall govern the payment and allocation of Travelling Allowance claims of Government servants:—

(1) The Travelling Allowance of a Government servant on whatever duty he may be employed, shall be debited to the same Head as his pay except in the following cases:—

- (a) Where a Government servant is permitted to travel on duty connected with an outside body or Fund and is permitted to receive directly T. A. paid by such body.
- (b) When Government considers it necessary to show separately the cost of a special service and in case' covered by general or special orders of Government authorizing a deviation from the general rule.

(2) Travelling Allowance of Central Government employees appointed as members of State Committees, Commissions etc. shall be borne by Central Government unless in any case decided otherwise. The same principle will be followed in case of State Government servants appointed to Central Committees and Commissions etc.

(3) Travelling Allowance to persons in Government service appointed to serve a Board /Committee/Commission etc. shall be paid by the Department which appoints the Board/Committee/ Commission etc.

## CHAPTER X

### DELEGATION

**25.** (1) The power of competent authorities under these rules are regulated by the orders embodied in schedule appended to this Chapter and such other general or special orders as may be issued by Government in this behalf.

(2) Except where expressly permitted by Government a controlling Officer shall not delegate to a subordinate officer his duty of countersignature.

#### SCHEDULE OF DELEGATION OF POWERS

S.No	Rule	Nature of Power	Authority to whom the power is delegated	Extent of delegation
1.	2.	3.	4.	5.
1.	6(3)	(i) To prescribe the limits of sphere of duty and a place as Headquarters of a Government servant,  <sup>1</sup> [(ii) To decide whether absence from Headquarters is absence on duty to be treated as a journey on tour.]	(1)Administrative Department.  (2)Head of Departments.  (i)Administrative Department   (ii) Heads of Departments.  (iii) Controlling Officers.	Full powers in respect of Heads of Departments.  Full powers in respect of all Government servants working under them.  (i) Full powers in respect of Heads of Department including grant of permission to undertake journey on tour outside Rajasthan. (ii) Full powers in respect of all gazetted and non gazetted Govt. servants serving under him in the Administrative Deptt. of the secretariat including grant of permission to undertake journey on tour outside Rajasthan. Full powers in respect of Govt. Servants serving under their control including grant of permission to undertake journey on tour outside Rajasthan.  Full powers in respect of Govt. Servants serving under their control for journey on tour undertaken within the State or in the District in another State adjoining the jurisdiction of the Controlling Officers.

1. Substituted vide F.D. Order No. F.3 (1) FD (Gr.2)/76, dated 7<sup>th</sup> May, 1976 with effect from 1-5-1976.

2.	7(3)	To allow mileage allowance by a route other than the shortest or cheapest,	(iv) Chief superintendent Garages  Heads of Departments.	Full powers in respect of Drivers of Motor Garage Department.  <sup>2</sup> [xxx]  2. Full powers in respect of Government servants working under them subject to the fulfillment of following conditions:-  (1) The journey is performed within his jurisdiction.  (2) Mileage allowance by a route other than shortest or cheapest route is necessary in public interest.
3.	9(1)	To sanction cancellation charges including reservation charges.	(i) Personnel Department.	Full powers in respect of officers of secretariat.  <sup>1</sup> [ <b>Note:-</b> The Secretaries to Government (including special Secretary, Addl. Secretary and Ex-Officio secretaries) who countersigned their own travelling allowance claims are authorised to sanction cancellation charges including reservation charges in their own case also.]

1. Substituted vide FD Order No.F.3(9)FD/Gr-2/70 dated 07.01.1976.

2. Exception deleted vide F.D. Order No.F.7(3)FD/Rules/98-I, dated 13.03.2008 (w.e.f. 25.02.2008)



			(ii) Administrative Departments.  (iii) Heads of Departments.	Full powers in respect of Heads of Department.  Full powers in respect of Govt. servants serving under their control.  <sup>1</sup> [Note - A Head of Department who is authorised to countersign his own travelling allowance claim can also sanction cancellation charges including reservation charges in his own case.]
<sup>2</sup> [4.	19	Powers to declare an authority to be a Controlling Officer and to make rules for the guidance.	(1) Administrative Department.          (2) Heads of Departments.	Full powers including power to declare a Government servant to be his own controlling officer.  <b>Note:-</b> All India Service Officers drawing pay in senior scale and above of their service and State Service Officers drawing pay in the scale of <sup>3</sup> [Grade pay of Rs. 7600/-] and above are authorised to counter sign their own T.A. Claims.  Full powers provided that they may not declare a Govt. servant to be his own Controlling Officer.
5.	21	To restrict the frequency and the duration of journey.	Controlling Officer.	Full powers.

1. Added vide F.D. Order No. F. 3(9) FD (Gr.2)/70 dated 7.1.1976

2. Substituted vide F.D. Order No. 4(1) FD (Gr.2)/78 dated 21.08.1978.

3. Substituted for 12000-16500 vide F.D. Order No.F.7 (3)FD/rules/98, dated 12.09.2008 w.e.f. 01.09.2008.

6.	28	Powers to determine the category to which witnesses (other than Government servants) called for departmental enquiries shall belong for the purpose of Travelling Allowance under Note 2 (iii) below sub-rule (1) of rule 28	Commissioner including Addl. Commissioner for departmental enquiries and other officers conducting departmental enquiries under the Rajasthan Civil Service (C.C.A.) Rules.	Full powers subject to the conditions that the Daily allowance shall not be granted at rates higher than the rates shown in Appendix IV attached to chapter IV.  Note:- The officers conducting the enquiry may allow actual travelling allowance in lieu of total travelling allowance (including Daily allowance) where such expenses are less than such total travelling allowance admissible on the above basis.
7.	31	Powers to determine the Category to which persons not in Government service belong for the purpose of calculating travelling allowance and the rate of Daily allowance to be allowed to them.	(i) Administrative Department.  (ii) Commissioner (including Addl. Commissioner) Departmental Enquiries,	Full powers subject to the condition that the rates of daily allowance to be allowed should not exceed the rates laid down in Appendix IV attached to Chapter IV.  Full powers subject to the condition that the rates of daily allowance to be allowed should not exceed the rates laid down in Appendix IV attached to Chapter IV.
			(iii) Addl. Director of Primary & Secondary Education	Full powers in respect of persons who are invited for attending Syllabus Advisory Committees or for conducting teachers workshop for participating in Seminars of inspecting agencies and administrative officers etc. and also in respect of persons who are invited by the Director, State Institute of Education, Udaipur with the approval of the Additional Director of primary & Secondary Education for Delivering lectures to the trainees who assemble at the State Institute of Education & his staff, subject to the condition that in respect of employees of central or other state Government travelling (mileage) allowance and Daily Allowance and daily allowance shall not be allowed at

				<p>rates higher than those admissible to such employees under the rules of the Government to which they belong.</p> <p>Note:- The following broad principles are laid down for categorisation of non-official members for the purpose of travelling allowance:-</p> <p>(1) In the case of non-official members who are regular full time employee of an institution and draw salary on monthly basis, the categorization may be determined with reference to the salary drawn by them. The salary drawn by the nonofficial members may be treated as pay for the purpose of rule 4 of the Rajasthan Travelling allowance Rules.</p> <p>(2) In the case of non-official members not covered by clause (1) categorization should be determined with reference to the status held by them in civil life subject to the condition that the categorization is not higher than that of the highest official member on the Committee.</p>
			<sup>1</sup> [(iv) Lokayukta or up-lokayukta	<p>Full powers in respect of persons summoned by the Lokayukta or up-lokayukta to appear before them in the case of preliminary enquiry/investigation under the Rajasthan Lokayukta and up-Loka- Yuktas Act, 1973 subject to the condition that in respect of employees or central of other state Government, travelling (mileage) allowance and Dsaily allowance shall not be allowed at rates higher than those admissible to such employees under the rules of Government to which they belong.</p>

1. Added vide F.D. Order No. F.3 (9) FD/Rules/70, dated 31-12-1974.

				<p>Note:- The following broad principles are laid down for categorization of non-official members for the purpose of travelling allowance:-</p> <p>(1) In the case of non-official members who are regular full time employee of an institution and draw salary on monthly basis, the categorization may be determined with reference to the salary drawn by them. The salary drawn by the non-official members may be treated as pay for the purpose of rule 4 of the Rajasthan Travelling Allowance Rules.</p> <p>(2) In the case of non-official members not covered by clause (1) above categorization should be determined with reference to the status held by them in civil life subject to the condition that the categorization is not higher than that of Category 'A' officer.]</p>
<sup>1</sup> [8.	32.	Permission to travel by Air with Chief Minister.	Principal Secretary to Government / secretary to Government, cabinet secretariat on the recommendation of the principal secretary / secretary to Chief Minister.	Persons who are not entitled to travel by Air (including persons engaged on contract as personal staff of Chief Minister) may be allowed to travel by Air with Chief Minister, in relaxation of rules.]

1. Added vide F.D. Order No.F.4(1)FD/Rules/89, dated 22.12.2006.

## CHAPTER XI

### TRAVELLING ALLOWANCE FOR SPECIAL JOURNEYS

26. Travelling Allowance to Government servants for journeys undertaken by them in circumstances other than journey on tour or transfer shall be regulated as follows :—

#### SECTION I

<b>PURPOSE OF JOURNEY</b>	<b>T A. ADMISSIBLE</b>
1. Journey undertaken to join first appointment.	<p>1. No Travelling Allowance shall be admissible to a person not already in service without sanction of Government.</p> <p>2. A person already in .Government service shall be allowed travelling allowance as for journey on tour by rail (excepting Rail Air conditioned class)or road only on the basis of category to which he belongs, while holding to post in previous department/subject to following conditions:—</p> <p>(a) His service in the previous Department was:-</p> <p>(i) Permanent, or</p> <p>(ii) Temporary but recruited through the Rajasthan Public Service Commission, or</p> <p>(iii) Temporary but recruited by competent authority according to rules in cases where the post .is outside the preview of the Rajasthan Public Service Commission, or</p> <p>(iv) Temporary and not covered by(ii) &amp; (iii)above but having continuous service of at least 3 years on the date of commencement of journey, or</p> <p>(b) His appointment to the other post is on the basis of:—</p> <p>(i) Recruitment through the Rajasthan Public Service Commission.</p> <p>(ii) Recruitment by the competent authority according to rules in case where the post is outside the preview of the Rajasthan Public Service Commission</p> <p>3. Retrenched Government servants discharged on abolition of a post or pensioner may on re-employment be granted travelling allowance as for Journey on tour by the authority competent to reappoint him.</p>

<p>2.(a) Journey undertaken to attend obligatory examinations,</p>	<p>Travelling Allowance as for a journey on tour from the place of posting to the place of examination twice, for each standard or part of examination if more than one.</p> <p><i>Note:—</i>Following examinations are considered as obligatory examinations for the purpose of these rules.</p> <ol style="list-style-type: none"> <li>1. Departmental examination for the Dy. Superintendent of Police..</li> <li>2. Qualifying examination for the post of Prosecuting Sub-Inspector and Prosecuting Inspector of Police.</li> <li>3. Examination for Constables, qualifying as proficient in finger print work.</li> <li>4. Examination of Sub-Inspector and Inspectors of Police deputed to the Finger Print Bureau of the Criminal Investigation Department for training as experts in finger print work..</li> </ol>
<p>(b) Journey undertaken for an examination other than obligatory examinations.</p>	<p>Travelling Allowance as for journey on tour once only as may be permitted by general or special orders of Government for any particular examination.</p> <p><i>Note:</i> Travelling Allowance shall be admissible for the following examinations as for journey on tour.</p> <ol style="list-style-type: none"> <li>(1) On passing English or/and Hindi Typing test or English or/and Hindi Stenography test conducted by the Rajasthan Public Service Commission.</li> <li>(2) Examinations conducted under Rajasthan Civil Services (Departmental examination) Rules, 1959 for the purpose of confirmation on the post held by them. If he fails in examination, Travelling Allowance for subsequent journey (s) performed for appearing at an examination shall not be allowed.</li> </ol>
<p>3. Journey undertaken by a Government servant summoned to appear before selection Committee for testing his fitness for promotion or a particular employment.</p>	<p>Travelling Allowance as "for journey on tour. No Daily Allowance shall be admissible.</p>
<p>4. (a) Journey under taken consequent upon Compulsory re-call from leave of two months, or more, .if half or more than half the period of leave has been availed of:</p>	<p>Travelling Allowance shall be admissible as follows:—</p> <p>For self :- Mileage allowance at the rates admissible for journey on tour from the place at which the order of recall is received.</p> <p>For Family :- <span style="float: right;">NIL</span>  For transportation of personal effects and conveyance. <span style="float: right;">NIL</span></p>
<p>(b) Recall of an officer enjoying vacation at a station away from his headquarters.</p>	<p>No Travelling Allowance shall be admissible unless specially permitted by competent authority on the grounds of interest of public service.</p>

<p>5. Travelling Allowance for a journey to-attend a course of training to a person not al-ready in service of Government selected to undergo a course of training.</p> <p>6. Journey undertaken by Government servants to attend non-official meetings or conferences of professional character but not of a service association or trade union or like body, after obtaining permission of Government</p> <p>7. Journey undertaken for undergoing medical examination in connection with State Life Insurance Scheme.</p> <p><sup>1</sup>[8. Journey to attend meetings of the Board of Directors of Companies, Cooperative Societies Autonomous Bodies including Industrial and commercial-Corporations and other -Statutory organisations as Government nominee while on duty or on leave,</p>	<p>As may be sanctioned by the competent authority</p> <p>Single railway fare of the class of accommodation to which they/are entitled for journeys each way. No road mileage allowance and Daily allowance shall be admissible.</p> <p>Travelling Allowance for a journey on tour. No Daily allowance shall be admissible.</p> <p>1. Travelling Allowance as admissible to the officer under these rules for journey on tour on recording a certificate in the T. A. bill to this effect that the entire amount of fee or remuneration including the amount of Travelling Allowance paid to him by such bodies has been credited to the receipt head of-the Department concerned <sup>2</sup> [vide cash receipt number and date/ Treasury Challan Number and date with Head of Account through which he has deposited the Money in Government Account may also be indicated;]</p> <p><sup>3</sup>[Note :- If Travelling Allowance and Daily Allowance is paid to an officer of the State Government as per Rajasthan Travelling Allowance Rules, 1971 who is deputed as Government nominee for attending meetings of the Government Companies, Corporations and Boards, Cooperative Societies, Autonomous Bodies etc. he may retain the amount so paid to him on this account, and he may not be required to credit the said amount to the receipt head of the department concerned nor he will submit any claim from his Department Budget. The amount of fee or remuneration paid to him by such bodies should however, be credited to the receipt head of the department concerned.</p> <p>2. For attending local meeting such officers may accept and retain fixed conveyance charges of <sup>4</sup>[Rs. 50/-] for each such meeting. If paid by the Public Sector undertaking/ Companies/ Corporations/ Autonomous Bodies etc. but fixed conveyance charges shall <i>not be</i> admissible to a nominated Government Director who uses Government vehicle or Companies / Corporations/ Autonomous Body vehicle for attending such local meeting.</p>
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1. Substituted vide FD Order No.F.4(1)FD/Gr-2/78 dated 25.10.1978

2. Added vide FD Order No.F.4(1)FD/Gr-2/78 dated 2.6.1979 w.e.f. 7.5.1979

3. Inserted vide FD Order No.F.4(1)FD/Gr-2/78 dated 19.10.1984

4. Substituted vide FD Order No.F.7(3)FD/Rules/98-I dated 13.3.2008 w.e.f.25.2.2008

<p>9. Journey undertaken by an <sup>2</sup>[un employed] Schedule Caste /Scheduled Tribe candidate for <sup>2</sup>[interview] in connection with appointment to a post under Government.</p>	<p><sup>1</sup> Note:—The provisions contained in para 2 shall also be applicable in cases where Government servants are required to attend annual general meetings of the aforementioned organisations as a nominee of the Governor. In case no fixed conveyance charges are paid for attending annual general meetings by the aforementioned organisations, the same shall be paid by the Government out of the office expenses of the department concerned.</p> <p>Actual Bus fare or II class Rail fare for forward and return journey by train by the shortest route from his normal place of residence to the place of interview or the place from which he actually performs journey whichever is nearer to the place of interview provided the distance travelled by rail is 80 Kms. Candidates called for interview by the Rajasthan Public Service Commission; shall be paid by them. Such expenditure shall be debited to contingencies of the Department.</p>
<p>10. Journey undertaken to <sup>3</sup>[receive] gallantry medals national awards from the Govt. of India or State award, cash prizes, merit certificate etc. from the Governor at a formal investiture.</p>	<p><b>T.A.</b> as for journey on tour.</p>

1 Inserted vide F.D. Order No. F.4 (1) FD (Gr.2)/ 82 dated 19-2-1985.

2 Corrected vide F.D. Order No.F.4 (1)FD/Gr.-2/82, dated 13.02.1986 effective from 01.02.1986.

3 Corrected vide F.D. Order No.F.3 (9)F.D./Rules/70, dated 11.11.1971.



## SECTION II

### JOURNEY UNDERTAKEN BY A GOVERNMENT SERVANT DURING SUSPENSION

27 (1) A Government servant under suspension who is required to perform a journey to attend the departmental enquiry (other than a police enquiry) against him 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 out station at his own request. His travelling Allowance will be regulated by the category to which he belonged prior to his suspension.

(2) Travelling Allowance to a Government servant whether on duty or on leave or under suspension who undertakes journey to out-stations to peruse official records for the preparation of his defense in connection with the disciplinary proceedings instituted against him; shall be admissible as for, a journey on tour without any Daily allowance for Journey undertaken by him to the stations where the official, records are-made available. The travelling allowance will be allowed from the headquarter of a Government servant or from any other place where the Government servant may be spending his leave or where the suspended officer has been permitted on his own request to reside, but not exceeding what would be admissible/had the journey been undertaken from the headquarters of the Government servant The grant of the travelling allowance will be subject to the following further conditions, :—

- (i) the inquiry officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement,
- (ii) the Competent authority certifies that the original records could not be sent to the headquarters station of the Government servant or the bulk of the documents rules out the possibility of copies being made out, and sent, and
- (iii) the Head of the Department/Officer, as the case may be certifies that the journey was performed with his approval.

In the case of officers not under suspension, at the time of undertaking of the journey, the period spent in transit to and from and the minimum period of stay required at the place where official records are made available for perusal should be treated as duty or leave, according as the officer is on duty or on leave at that time. In case of officers under suspension, who; are subsequently: re-instated in service, the period will be treated as duty, leave or otherwise in accordance with the orders passed by the authority under rule 54 of the-Rajasthan Service Rules.

(3) Travelling allowance shall be admissible to a Government servant in the following three types of cases as mentioned against each:-

<p>(i) Where a Government servant whether he is under suspension or-not performs journey to attend Police/ Special Police Establishment enquiry in connection with a case in which he is suspected to be involved.</p>	<p>Travelling Allowance for a journey on tour undertaken under the express permission of the Controlling Authority.</p>
<p>(ii) Where a Government servant undertakes journeys during suspension for appearing in a Court of Law, as an accused and is later acquitted by the Court and re-instated in service or would have been re-instated in service but for his death or attaining the age of compulsory retirement or permitted to retire voluntarily.</p>	<p>No travelling' allowance shall be admissible. Government servant may, however include his travelling, allowance expenses in any claim preferred by him under Article 320(3)(d) of the Constitution for reimbursement, of the cost incurred by him in defending the legal proceedings. Reimbursement of travelling expenses to the extent of amount of Travelling Allowance admissible for journey on tour may be allowed in such cases on 'the basis of advice given by the Rajasthan Public Service Commission.</p>
<p>(iii) Where a Government Servant is approved by disciplinary authority to assist the delinquent Government servant to present his case, in the Departmental Enquiry held under the provisions of Rajasthan Civil Services (Classification, Control &amp; Appeal) Rules, 1958 irrespective whether he is on duty or leave on production of certificate or letter from the Disciplinary Authority to this effect.</p>	<p>Travelling Allowance as for a journey on tour. Daily allowance shall be admissible on the basis of certificate attendance given by the Enquiry Officer</p>
<p><sup>1</sup>[(iv) Where a retired Government servant is approved by disciplinary authority to assist the delinquent Government servant to present his case in the Departmental Enquiry held under the provisions of Rajasthan Civil Services (Classification, Control &amp; Appeal) Rules, 1958 on production of certificate or letter from the Disciplinary Authority to this effect.</p>	<p>A retired government servant who is approved by the Disciplinary Authority of the delinquent Government servant to assist him in Departmental Enquiry held under the Rajasthan Civil Services (Classification, Control &amp; Appeal) Rules, 1958 shall be allowed Travelling Allowance as on tour on the basis of his status at the time of retirement. In such a case daily allowance shall be paid on the basis of certificate of attendance given by the Enquiry Officer. The payment of TA claim shall be made by the Disciplinary Authority of the delinquent Government servant.</p>

1. Inserted vide FD Order No.F.6(3)FD/Rules/2012 dated 09.07.2012

### SECTION III

#### **JOURNEYS UNDERTAKEN BY GOVERNMENT SERVANTS TO GIVE EVIDENCE OR TO ATTEND A COURT OF LAW TO WHICH GOVERNMENT IS A PARTY OR A DEPARTMENTAL ENQUIRY**

28. (1) The following provisions apply to a Government servant (including those on deputation to Universities, Autonomous bodies, Corporations, Public Undertakings etc.) who is summoned to give evidence in a criminal case, a civil (including Revenue) case to which Government is a party or a departmental enquiry held by a properly constituted authority provided that the facts as to; which he is to give evidence have come to his knowledge in the discharge of his public duties :—

- (i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him.
- (ii) When he draws such travelling allowance he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to 'Government.
- (iii) If the court or the office of the Enquiry Authority in which he gives evidence is; situated within 8 Kms. of his headquarters and not travelling allowance is, therefore, admissible for the journey, he may, if he is not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.
- (iv) A Government servant summoned to give evidence while on leave or vacation is entitled to travelling allowance under this rule from and to the place from which he is summoned as if he was on duty.
- <sup>1</sup>(v) A retired government servant who is summoned in a criminal case or a civil case to which government is a party or in a <sup>2</sup> departmental enquiry on behalf of the Government to give evidence of the facts which came to his knowledge while discharging duties of the post shall be entitled to travelling allowance as for journey on tour on the basis of this status at the time of retirement. The payment of T.A. claim shall be made by the office from where he retired after attaching to his bill a certificate of attendance and non payment of T.A. claim issued by the court or other authority which summoned him."

1. Inserted vide FD Order No.F.6(3)FD/Rules/2012 dated 09.07.2012

2. Inserted vide FD Order No.F.6(3)FD/Rules/2007 dated 09.10.2015

<sup>1</sup>(vi) A government servant belonging to category "A" and "B" before his retirement if summoned to give evidence after retirement in a criminal case or a civil case to which government is a party or in a <sup>3</sup>departmental enquiry on behalf of the Government to give evidence of the facts which come to his knowledge while discharging duties of the post. If travels by own car or taxi shall be *entitled* to Travelling Allowance limited to Special Rate prescribed for journey on tour under Rule 8(1) of Appendix II of Rajasthan Travelling Allowance Rules, 1971.

<sup>2</sup>(vii) For local short journeys undertaken by a retired Government servant, who has been summoned to give evidence after retirement in a criminal case or a civil case to which government is a party or in a <sup>3</sup>departmental enquiry on behalf of the Government, the short journey charges shall be admissible as applicable to a Government servant under Rule 9(2)(ii) and Rule 9A of the Rajasthan Travelling Allowance Rules, 1971.”

*Note 1:—This sub-rule provides merely for cases in which the court or other authority has the power of paying witness expenses. It is not the intention of the rule to forbid the grant of travelling allowance to a Government servant attending under proper orders any enquiry whether police or departmental. It is within the discretion of the superior officer, who orders a Government servant to proceed from one station to another to appear before police officer (s) or to accompany them to another station to give a statement or to assist generally in police investigation to grant travelling allowance for the journey as having been performed on duty.*

2. In cases in which an oral enquiry is: held under Rule 16 of the Rajasthan Civil Services (Classification, Control and Appeal) Rules and the person charged and or the witnesses called by the officer conducting the enquiry at his own initiative or at the instance of the departmental representative or the person charged has to proceed from one station to another to appear before the officer conducting the enquiry they will be entitled to travelling allowance as shown below:—

(i) The person charged	Travelling allowance as on a journey on tour on production of a certificate of attendance from the Enquiry Officer or Authority if the Government servant is under suspension. Travelling allowance as for a journey on tour under this sub-rule read with Note 1 under sub-rule (1) above, if not under suspension. The person charged will not be entitled to any travelling allowance if the enquiry is held at a place other than his headquarters expressly on his own request.
(ii) The witness called by the officer conducting the enquiry when they are Government servants.	Travelling Allowance as on tour under this sub-rule read with Note under sub-rule (1) above on production of a certificate of attendance from the Enquiry Officer or Authority.
(iii)The witness-called by the officer conducting the enquiry when they are not Government servants	Travelling Allowance under rule 31.

1. Inserted vide FD Order No.F.6(3)FD/Rules/2012 dated 14.12.2012  
 2. Inserted vide FD Order No.F.6(3)FD/Rules/2012 dated 21.05.2013.  
 3. Inserted vide FD Order No.F.6(3)FD/Rules/2007 dated 09.10.2015

3. A retired Government servant who undertakes journey from the place where he is actually residing after retirement to the place where he is required to appear before the officer conducting departmental enquiry against him will be entitled to Travelling Allowance in accordance with clause (i) of Note 2 above. The category to which he belongs for the purpose of calculating Travelling Allowance shall be determined with reference to pay he was last drawing at the time of retirement. If the enquiry is held at the place where he is residing after retirement, no Travelling Allowance- (including conveyance allowance) shall be allowed.

<sup>1</sup>[4. Where a Government servant goes in appeal against the order of the disciplinary authority under Rajasthan Civil Services (Classification, Control and Appeal). Rules and is called before an Appellate Authority for enquiry, evidence or hearing he shall not be entitled to any travelling allowance.]

(2) A Government servant who is summoned by a Court of Law (including revenue courts) to produce official documents or to give evidence of facts which came to his knowledge in discharge of his public duties in civil cases to which Government is not a party shall be treated as on duty and shall be paid Travelling Allowance by the Courts at the rates admissible to, a Government servant for a journey on tour. The Government servant should present to the Court, a certificate duly signed by the Controlling Officer of the Government servant showing the rates of Travelling Allowance and Daily Allowance admissible to him for a journey on tour. If, the Government servant is his own controlling officer this certificate will be signed by himself.

(3) (i) A Government servant summoned to give evidence in circumstances other than rules those described in sub-rule (1) or (2) or to serve an assessor or juror in court of law is not entitled by reason of his position as a Government servant to any payment other than those admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation apart from payment of travelling expenses, he must credit that sum to Government before drawing full payment for the day or days of absence.

(ii) The terms subsistence allowance and compensation accruing in the clause (i) of this sub-rule is intended to denote payments of the nature of remuneration for devoting time to the work of the court, which might otherwise be devoted to earn a living. A Government servant who draws duty pay or leave salary from the Government for the days on which he attends the Court as a witness or assessor or juror should, therefore, credit the sum, if any, paid to him by the Court as subsistence allowance or compensation which is in the nature of remuneration for his attendance at the Court. The payments made by the Court to a Government servant to meet the ordinary daily charges (cost of conveyance and of boarding and/or lodging) incurred by him in consequence of his absence from his headquarter being of the nature of Daily allowance which from part of Travelling allowance may be accepted by the Government servant from the court in addition to his duty pay or leave salary from the Department/Office where he is employed.

**SECTION IV**  
**TRAVELLING ALLOWANCE TO GOVERNMENT SERVANTS**  
**ON RETIREMENT**

**29. (I)** The Travelling Allowance to a State Government servant and an officer of All India Services allotted to this State in respect of a journey undertaken by him and member of his family from the last station of his duty to his home town on his retirement from Government service shall be admissible as follows:—

**A. For journey by Rail:**

- (i) Actual fare of the class of accommodation to which the Government servant was entitled on the date when he was last on duty in respect of self and members of his family. The incidental charges would not be admissible.
- (ii) Actual cost of transportation of personal effects as admissible to a Government servant on transfer.

**B. For journey by road:**

- (i) Actual fare of the class of accommodation in bus to which the Government servant was entitled immediately before the date of retirement in respect of self and members of his family. The incidental charges shall not be admissible.
- (ii) Actual cost of transportation of personal effects as admissible to Government servant on transfer.

**C. For Journey partly by one mode of travel and partly by another:**

As provided under clause (A) &(B) above in so far as they are respectively applicable.

Note :-The actual cost of transporting a motor car or another conveyance maintained by the Government servant before his retirement is not reimbursable under these rules, but the motor car or conveyance may be treated as part of the personal effects referred to in clauses A and B.

**D. For Journeys Performed by a Government Servant In His Own Car or In a Private Car Between Stations Connected By Rail:**

As provided under clause B limited to the amount admissible under clause. A above.

(2) The grant of 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.
- (ii) The term 'home' referred to in these rules shall be the permanent home town or village as entered in the Service Book or other appropriate official, record of the Government servant concerned <sup>1</sup>[or such other place as has been declared by him, duly supported by] reasons such as ownership of immovable property, permanent residence of near relative for example, parents, brothers etc.; as the place where he would normally reside but for his absence from such a station for service under the State Government.

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1. Added vide F.D. Order No. F.3(9) FD(Rules)/70, dated 11-11-1971

- (iii) Every Government servant should make such a declaration before the expiry of six months from the, date of his confirmation on a pensionable *post* under Government. The declaration will be subject to the acceptance of the Appointing Authority who shall satisfy about the correctness thereof after calling for such evidence as may be considered necessary. Declarations made by non- Gazetted Government servants after verification shall be pasted in, the; service Book. Declarations made by gazetted Government servants after verification by the Appointing Authority will however, be forwarded to Accountant General, Rajasthan who shall keep them with the History of Service of the Government servant concerned.
- (iv) In the case of an officer of All India Services the place which the officer may have declared to be his home town for the travel concession shall be regarded as his 'home town' for purposes of these rules also.
- (v) Where a Government servant wishes to settle down not in his 'home town' but at another place, he may be permitted to avail the concessions upto the latter place. In that event the amount reimbursable to him would be that which would have been admissible had; he actually proceeded to his home town, or the amount reimbursable had the' latter place been the 'home town' whichever is less.
- (vi) The concession may be availed of by a Government servant who is eligible for it, at any time during his leave preparatory to retirement or during refused leave or within <sup>1</sup>[12 months] of the date of retirement.
- (vii) (a) The concession will be admissible to Government servants who retire on a retiring pension *or* on superannuation, invalid or compensation pension or as a member of Contributory Provident Fund and decide to go to home town with the definite intention-of settling there and not merely to pay a visit to the home town.
- (b) The concession will not be admissible to a Government servant who quits service by resignation or who may be dismissed or removed; from service or who is compulsorily retired as measure of punishment. It will also not be admissible to a Government servant who owns or has constructed a house at the last station of his duty from where he retires.
- (viii) Where an officer is re-employed under the Government while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession admissible under this rule may be allowed to be availed of by him within six months of the expiry of the period of his re-employment.

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1. Substituted for the figures and words "6 months" vide F.D. order No.F.3(9) FD (Rules)/70, dated 11-5-1973 effect from 15-5-73.

- (ix) In the case of Officers of All India Services who availed of the leave travel concession as amended and amplified from time to time during one year proceeding the date of retirement or commencement of leave preparatory to retirement as the case may be, the amount of travelling allowance admissible under these rules will be reduced by the amount reimbursed to him on account of leave travel concession as above. These conditions may be waived by the Controlling Officer in case of invalidment from service.
- (3) (i) The Travelling Allowance claims admissible under this rule will be drawn on Travelling Allowance Bill forms like Transfer Travelling Allowance Claims. The claims of Government servants, who were their own controlling Officers before retirement, will however, be countersigned by the next superior administrative authority. The claim of an officer who before retirement was Chief Secretary to Government or Chairman, Board of Revenue 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 claim for travelling allowance under this rule.
- (ii) Before reimbursing the Travelling Allowance admissible under this rule, the countersigning authorities should satisfy them-selves, as far as possible, that the claimant and members of his family actually performed the journeys to the home town or the other place to which he might have proceeded to settle there, e.g. by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance etc.
  - (iii) Payment of Travelling Allowance Claims under this rule may be made by, the Treasury Officer in relaxation of rule 23 of the Rajasthan Treasury Rules i. e. he may make the payment of such claims even after the issue of Last Pay Certificate and without asking the retired officer to surrender the Last Pay Certificate which will be required for the purpose of the finalization of his pension.
- (4) These concession shall be admissible to persons who are not in the whole time employment of the Government or are engaged on contracts.



## SECTION V

### TRAVELLING ALLOWANCE TO THE FAMILIES OF GOVERNMENT SERVANTS WHO DIE WHILE IN SERVICE

30. The members of family of a Government servant who dies while in service shall be entitled .to following concessions provided that journey is completed within a period of six months from the date of death of the Government servant:—

(i) Travel expenses will be admissible by the shortest route from the last headquarters of the Government servants 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.

(ii) The amount of travel expenses payable to the members of family will be.

#### **(a) For journey by rail:**

- (i) Actual fare (without the incidental charges) of the class of accommodation to which the deceased Government servant was himself entitled for each member of family.
- (ii) Actual cost of transportation of personal effects as admissible in case of travelling allowance on transfer.

#### **(b) For Journey by road:**

- (i) Actual bus fare (without incidental charges) of the class to which the deceased Government servant was .himself entitled for each member of his family.
- (ii) Actual cost of transportation of personal effects as admissible in case of travelling allowance on transfer.

(2) If at the time of death of 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 station other than the normal place of residence, such member may draw the actual fare for the journey made by rail *or* road for the actual distance of-the road journey and cost of transportation of personal effects from the place where he was at the time of the Government servant's death to the place to which he actually traveled. Provided that the total expenses claimed shall not exceed the total mileage allowance and cost of transportation personal effects upto the prescribed limit that would have been admissible had such member travelled from the headquarters of the Government servant to the normal place of residence.

(3) These provisions shall not apply to:

- (a) Government servant who are not in the whole-time employment of Government.
- (b) Government servants who die while on leave preparatory to retirement.
- (c) Retired Government servants who have been re-employed.
- (d) Temporary Government servants who have not rendered three years continuous service.

**CHAPTER XII**  
**TRAVELLING ALLOWANCE TO PRIVATE PERSONS AND**  
**PART TIME GOVERNMENT SERVANTS**

31. (1) In the case of :—

- (a) Part time Government servants or Government servants wholly or partly paid by fee, and
- (b) Persons who, not being Government servants, 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 orders of the Government or to perform any public duty in a honorary capacity or to appear as prosecution or defence witness in a departmental enquiries whether conducted by Commissioner, Departmental Enquiries or any authority under Rajasthan Civil Services (Classification, Control and Appeal) rules or by <sup>1</sup>[Lokayukta and Up-Lokayuktaj the category to which such Government servants or persons not in Government service 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 powers.

(2) The following broad principles are laid down for categorisation of non-official members for the purpose of travelling allowance:—

(a) In the case of non-official members who are in regular full time employment of an institution and draw salary on monthly basis the categorisation may be determined with reference to the salary drawn by them. The salary drawn by thereon official members may be treated<sup>2</sup> as pay for the purpose of 4 of the Rajasthan Travelling Allowance Rules.

(b) In the case of non-official members not covered by clause (a) categorization should be determined with reference to the status held by them in civil life subject to the condition that the categorization is not higher than that of the highest official member of the Committee.

<sup>2</sup>[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.]

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1. Substituted for the words "State Vigilance Commissioner" vide F.D. Order No.F.3(9)FD (Rules)/70, dated 31-12-1974,  
2. Substituted vide F.D. Order No.F.7 (3) FD/Rules/98-I, dated 13.03.2008 (w.e.f. 25.02.2008)

**33.** <sup>1</sup>[(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/-
4	Daily Allowance	Other places	@Rs. 3/- per km. subject to maximum of Rs. 25/-
		(i) For all localities within the State except Jaipur.	<sup>2</sup> [Rs. 205/-
		(i) For Jaipur	<sup>2</sup> [Rs. 255/-
		Provident 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.	

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1. Substituted vide F.D. Order No.F.7 (3) FD/Rules/98-I dated 13.03.2008 (w.e.f. 25.02.2008)
  2. Substituted vide F.D. Order No.F.6 (3) FD/Rules/2012 dated 08.05.2012

(2) Notwithstanding the provisions contained in sub-rule (1) in cases where all the non-official members of a Committee/Conference/Board etc. are also the members of the Legislature or if a committee/conference/board etc. includes members of legislature as well as other non-officials and the Board or the Committee meets at the same station where a session of the Legislature is held or 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 (mileage allowance), and Daily, allowance 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 allowance for attending the session of the Legislature under the rules applicable.

(3) Non-Official members of Local Committee (as distinct from Committee convened by the Government at headquarters) are expected to attend the meeting of such committees at their local centers without incurring any heavy expenditure, and, therefore, no travelling allowance should be necessary. However, if the Administrative Department considers necessary it may allow only actual cost of conveyance hired subject to a maximum of <sup>1</sup>[Rs. 50/-] per day to non-official members residing at places where meeting of Committee/Commission etc. set up by the Government is held. The Controlling Officer should verify such claims and satisfy himself, after obtaining such details as may be considered necessary, that the actual expenditure was not less than the sum claimed. If he is not satisfied with details, he may, at his discretion, limit the conveyance allowance to road mileage allowance <sup>1</sup>[Rs. 3.00] per km. In such cases conveyance charges to non-official members using their own car will also be admissible <sup>1</sup>[Rs. 50/-] per day.

(4) (i) All orders appointing a Board or Committee etc. should indicate the rates of travelling allowance admissible to non-official members as mentioned in sub-rule (1) for the purpose of grant of travelling allowance to them unless travelling allowance at rates lower than those mentioned in sub-rule (1) is allowed. The order shall also specify the authority which shall act as countersigning authority in respect of Travelling Allowance claims of non-official members. A copy of the orders should be furnished to the Accountant General together with the following information:—

- (a) Name and full address of each member,
- (b) Designation of the controlling officer,
- (c) the rates of travelling allowance to be-allowed, and
- (d) the head of account (major, minor and detailed head) to which the charge is debitable.

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1. Substituted vide FD Order No.F.7(3)FD/Rules/98-I, dated 13.03.2008 (w.e.f. 25.02.2008)

- (ii) The payment of Travelling Allowance and Daily Allowance to non-official members will be subject to the recording of following certificate in the bill:—

"Certified that I have not drawn any Travelling Allowance and Daily Allowance for this journey from any other department of Government Or Autonomous bodies, Company or Statutory or non-statutory Corporation etc."

(5) The procedure for payment of Travelling Allowance claims for non-officials shall be as follows:—

- (i) The amount of travelling allowance payable to non-official members shall be drawn from Treasury on Travelling allowance Bill Form No.G.A. 95 by the drawing officer (s) of the office in which the meeting is convened. Government order issued under sub-rule (4) of this rule will be treated as an authority for the purpose of drawal of Travelling Allowance advance from the Treasury and copy of it shall invariably be attached with the Travelling Allowance bill in which advance is claimed.
- (ii) A non-official member shall be required to submit his claim for Travelling Allowance in the prescribed form in duplicate (appended to this chapter). Travelling Allowance for inward journey, Daily allowance for the days of meeting and charges for return journey will be included in the claim and the, payment will be treated as final irrespective of the day of the completion of the journey. For return journey the drawing officer shall however, obtain from' non-official members the following certificate on completion of journey—

Certificate in respect of return journey from. .to. .performed on.. ....

"Certified that I have actually performed the journey as claimed for and have travelled in the class of accommodation for which I have received the travelling allowance.

**Date.....**

Signature  
Address."

(iii) The amount of Travelling Allowance shall be disbursed on the days of meeting or the last day of meeting as the case may be and acquaintance of the non-official member shall be obtained on the copy of the bill which shall be retained by the Drawing Officer. The second copy of the bill shall be attached with travelling allowance bill sent to the Treasury in adjustment of amount of advance. Reference of each members claim shall be embodied in the Travelling Allowance bill. The undisbursed amount shall be refunded into Treasury before the Adjusting Travelling Allowance Bill is sent to Treasury after countersignature of authority concerned.

(iv) The advance shall be charged to the Head to which Travelling Allowance is debited.



**CHAPTER XIII**  
**GRANT OF COMPENSATORY ALLOWANCE TO GOVERNMENT**  
**SERVANTS DEPUTED FOR TRAINING**

<sup>1</sup>[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 3/4 of daily allowance admissible at the place of training

<sup>2</sup>(b) Incases where a Government servant is sent or deputed to undergo a regular course of study of training within the State or outside the State which results in acquiring of a degree or diploma <sup>3</sup>[or equivalent qualification from a University or any other autonomous institution or College etc. the Compensatory allowance under this rule shall not be admissible irrespective of whether the period of training is treated as duty under rule 7 (8) (b)(i) of Rajasthan Service Rules or not.]

<sup>2</sup>(c) If a Government servant is allowed or avails Of free lodging and boarding during training, the rate of Compensatory Allowance admissible under sub-rule (1)(a) of this rule shall be reduced by 75 % and if he is allowed or avails of free accommodation only, the rate will be reduced by 15%.

(2) The Compensatory Allowance shall not be admissible to a Government servant who is deputed for training within the State in the following circumstances—

- (i) If, at the time of deputation for training he is posted at the place where training institute is situated.
- (ii) If, he is a .probationer (including IAS/IPS/IFS etc), who has been recruited directly, from open market through competitive Examination or by process of selection or recruited directly through competitive examination or by process of selection, for temporary appointment.

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1. Substituted vide FD Order No.F.7(3)FD/Rules/98-I, dated 13.03.2008 (w.e.f. 25.02.2008)  
2. Renumbered the clause “(b)” as clause “(c)” and added the new clause “(b)” vide FD Order No.F.3(9)FD/Rules/70 dated 13.02.1974.  
3. Inserted vide F.D, order No. F. 3 (1)FD(Gr.2)/76, dated 1-10-1977 with effect from 13-2-1974

<sup>1</sup>[Provided that when a probationer, who is already receiving training in an institute within the State is deputed for short-term field training/study or educational excursion outside the place of training (not exceeding 7 days at a time), compensatory allowance at the rate at which Daily allowance is admissible at the place, shall be payable to him for that period.]

(3) Where a Government servant deputed for training within the State or outside the State is treated as on tour and is paid stipend during the period of training from any source whatsoever, the Compensatory Allowance to such Government servant shall not be admissible, but if the amount of stipend paid to him works out to be less than the amount of Compensatory Allowance admissible under this rule the difference shall be paid to him as Compensatory Allowance.

**35.** (1) Travelling Allowance for outward and return journey from the place of training at the commencement and end of the training will be admissible at tour dates only. If, however, at the end of training a Government servant is posted to a station other than from which he proceeded on training, he shall be entitled to the travelling allowance as follows:—

- (a) T.A. as for journey on tour from the place of training to the place where he was posted immediately before proceeding on training.
- (b) T.A. as on transfer under rule 17 from the place where he was posted immediately *before* training to the place of new posting.

(2) When a Government servant proceeds on leave after a period of training or proceeds to a training class after a period of leave and eventually joins the post he held previously, he should be granted Travelling Allowance as on tour provided that the period preceding **or** succeeding the period of training is privilege leaves not exceeding 120 days.

(3) Compensatory allowance shall not be admissible for the days in respect of which tour travelling allowance is drawn.

<sup>2</sup>[**Clarification:—Admissibility of transfer T.A. to probationers on completion of training**—A question has been raised whether a person who has been appointed on his being selected for appointment to Government service under the recruitment rules framed under proviso to Article 309 of the Constitution as a probationer is entitled to transfer Travelling Allowance on his posting at a place, different from that where his training ends.

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1. Inserted, vide F.D. Order No.F.4 (1) FD (Gr.2)/82, date 1-2-1984. Effective from 1-02-1984 and shall be applicable in respect of forward Journey undertaken on or after 1st February 1984  
2. Clarification Vide **F.D. Order** No.F.4 (1) FD (Gr.2)/78, dated 25-2-1982.



The matter has been considered and with a view to allaying doubts it is clarified that in such cases Travelling Allowance as on transfer shall be admissible to a Government servant; if he is posted at a place different from the place where his training ends.

Past cases, if any, decided otherwise than in accordance with these orders shall, however, be not reopened.]

36. The following certificates should be recorded on bills on which Compensatory Allowance is drawn:—

1. Certified .that no Compensatory Allowance has been drawn for the days in respect of which Tour Travelling Allowance is drawn.
2. Certified that stipend at the rate of Rs.....per month has been/not been drawn (Mention Nil when it is not drawn) and only difference between Compensatory Allowance admissible under the rules and the amount of stipend has been claimed/drawn in this bill.

Countersignature

Signature of the  
Government servant.

Signature of Controlling Officer

<sup>1</sup>[37. Journey performed by a Government servant outside India shall be regulated in accordance with the rules/instructions/guidelines issued by the Government of India in this regard for the .officers of comparable category in the Central Government.]

#### CHAPTER XIV

<sup>2</sup>[X X X]

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1. Inserted, vide **F.D.Order**No.F.4 (1) FD (Gr.2)/82, dated 10-6-1985.

2. Deleted Chapter XIV vide F.D.Order No.F.3 (1) F.D (Gr.2)/76, dated 19-2-1976 w.e.f. 22-2-1975.

## **IMPORTANT ORDERS CAMEL ALLOWANCE TO CAMEL SOWARS**

### **(1) (i)**

Order No.F.1 (76)FD/Gr.-2/66, dated 12.09.2008. The Governor has been pleased to order to withdraw to Finance Department Order No. F.1 (76)FD/Gr.-2/66, dated 09.07.1985 and amendment made their in from time to time. This order shall come into force w.e.f. 01.09.2008

### **(1) (ii)**

Order No.F.1 (76)FD/Gr.-2/66, dated 20th Dec. 1994:- The Governor has been pleased to order that the existing rate of Camel Allowance payable to Camel Sowars may be revised from Rs. 125/- per month to Rs. 165/- per month with effect from 01.01.1995 subject to the condition that 25% posts of the Camel Sowars shall be abolished from 01.04.1995.

### **(1) (iii)**

In supersession of this department Order No. F.I(76) F.D.(Gr.2) /66 dated the 3rd August, 1978, the Governor has been pleased to order that with effect from 1-7-1985 Camel Allowance at the rate of Rs.125/- p.m. shall be allowed to all Camel Sowars subject to the following conditions:—

1. That a Camel Sowar maintains a camel at his own cost for Government duty.
2. A Government servant who is granted conveyance allowance on the condition of maintaining an animal shall record on the pay bill for the month of January and July every year a certificate in the form given below which shall be countersigned by the controlling-authority:—

"Certified that I have a actually maintained an animal during the period for which conveyance allowance has been claimed by me and that conditions prescribed in rule 18 of the Rajasthan Travelling Allowance Rules for drawal of conveyance allowance have not been violated.

3. No travelling allowance of any kind will be admissible to the Government servant for Journeys within this jurisdiction.
4. In case a Camel Sowar undertaking Journey by road on camel outside his jurisdiction (including such part within his Jurisdiction) under the orders of the competent authority, he shall be allowed halting allowance on recording a certificate that camel in respect of which the allowance is claimed was used in the journey.
5. Travelling allowance according to the rules shall be admissible in case of journey outside his jurisdiction by rail or by passenger bus service.

[F.D. Order No. F.I (76) FD (Gr.2)/66 dated 9-7-1985]

### **(2)(i)**

## **CYCLE ALLOWANCE TO CYCLE SOWARS**

Under the existing orders a Cycle Sowar using his own cycle for the Government work is entitled to an allowance of Rs. 6/- p. m.

The Governor has been pleased to order that with effect from 1-8-1964. The aforesaid allowance may be raised to Rs. 9/- p. m. In the pay bill for the month of July and January each year a certificate shall be re- orded by the Drawing Officer to the effect that the Cycle Sowar in whose favour the allowance at the enhanced rate is being drawn, is possessing his own cycle and is maintaining it in good condition.

Cycle Sowars who are provided cycle by the Government shall continue to draw an allowance of Rs. 3/- p. m. as hither to fore.

[F.D Order No: F. 1(31) FD (E-R)/64, dated 10-8-1964.]

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As amended in accordance with provision contained in Rule 18(5) of RTA Rules.

**(2)(ii)**

In partial modification of Finance Department order No. F. 1(31) FD(Exp.) Rules/64 dated 10-8-1964 (appearing at page 76 of the Rajasthan Travelling Allowance Rules, 1971), the Governor has been pleased to order that with effect from 1-8-1974 the rate of cycle allowance payable to cycle sowars using their own cycles be revised to **Rs. 12/-** per month.

[F. D. Order No. F. 1(13) FD(Gr. 2)/73 dated 19-7-1974.]

**(2) (iii)**

वित्त विभाग की आज्ञा संख्या एफ. 1(31) वित्त विभाग (व्यय)/64 दिनांक 06.04.1965 में आंशिक संशोधन कर राजस्थान के राज्यपाल महोदय ने यह निर्णय लिया है कि जन स्वास्थ्य अभियांत्रिकी विभाग के मीटर निरीक्षक, मीटर रीडर, मिस्त्री, लाइनमैन इत्यादि जो अपनी निजी साईकिल का उपयोग सरकारी कार्य के लिये करते हैं, उन्हें भी साईकिल सवारी की तरह दिनांक 01.08.1974 से साईकिल भत्ता 9/- रूपये मासिक से बढ़ाकर 12/- रूपये प्रतिमाह की दर से भुगतान किया जावे।

(वित्त विभाग का आदेश संख्या एफ.1(13)एफ.डी.(गुप-2)73 दिनांक 06.04.1976.)

**(2) (iv)**

The Governor has been pleased to order that with effect from 1-4-1982, the rate of cycle allowance payable to Cycle Sowars using their own cycles maybe raised from Rs. 12/-toRs.15/-p.m. and in case of Cycle Sowars who are provided cycle by the Government, the rate of cycle allowance be raised from Rs. 3/-to Rs. 5/-p.m.

F. D. Order No. F. 12(2) F.D. (Gr. 2)/82 dated 23-4-1982.]

**(2) (v)**

The Governor has been pleased to order that the existing rate of cycle allowance payable to Cycle Sowars using their own cycles may be revised from **Rs.15/-** to **Rs.25/-** per month with effect from 1-5-1988.

[F. D. Order No. F.12(2) FD(Gr.2)/82 dated 10-6-1988.]

**(2) (vi)**

The Governor has been pleased to order that the existing rate of cycle allowance payable to cycle sowars using their cycle may be revised from Rs. 25/- to Rs. 50/- per month with effect from 01.01.1995.

[F.D. Order No.F.12(2)FD/Gr.-2/82, dated 20.12.1994.]

**3 (i)**

**Conveyance Allowance**

<sup>1</sup>The Governor has been pleased to accord sanction to the grant of Conveyance Allowance to the following officers at the rates mentioned against each with effect from 1-9-1976 to enable them to perform part-time duties in "the State Teaching Institutions, District 'Jails Lockups, Police Lines etc. to which they are attached:—

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1. F.D. Order No.F.10(4)FD/Gr.-2/76-I, dated 01.12.1976.

S. No.		Amount per Month (Rs.)
1.	CAS if attached part-time to individual Training Institution.	50/-
2.	C. A. S. if attached part-time to Jails and Lock-ups :—	
	(i) District Jails B Class.	50/-
	(ii) Special Class. Sub-Jails	50/-
	(iii) 1st, 2nd & 3rd Class Lockups	50/-
	(iv) 'A' Class District Jails	75/-
3.	C.A.S. if attached part-time to College/Institute of Technical Education :-	
	(i) if he attends to College / Institute as well as Hostel.	75/-
	(ii) if he attends to College / Institute only.	50/-
4.	C.A.S. if attached part-time to Higher Secondary and S.T.C. Schools:-	
	(i) for looking after health of students & teaching of Hygiene.	50/-
	(ii) for teaching of Hygiene & looking after the health of students in schools as well as in Hostels attached thereto.	75/-
5.	C.A.S.-at District Hqrs."attached part-time to Police Lines in the following District at the rate shown against each:—	
	Police Lines, Jaipur	1000/-
	A- Class District : Bikaner / Jodhapur / Udaipur.	75/-
	B-Class District :	
	Alwar / Bharatpur / Jhunjhunu / Sikar / Ganganagar / Sawai Madhopur / Tonk / Kota / Pali / Nagaur / Barmer/Chittorgarh/Churu/Bhilwara/ Jaisalmer	50/-
	C- Class District	
	Bundi / Jhalawar / Jalore / Dungarpur / Banswara / Sirohi.	50/-
6.	V.A.S. appointed to look after the horses of Rajasthan Police Academy, Jaipur in addition to his <b>normal duties</b> .	75/-
7.	Doctors (CAS) attending Hostels of Social Welfare Department for Scheduled Castes & Scheduled Tribes :-	
	Strength of inmates upto 25	50/-
	Strength of inmates above 25	75/-
8.	VAS appointed to visit Dog Squad of Police Department at Jaipur atleast twice a week in addition to his normal duties.	50/-
9.	CAS appointed to visit Home Guard Training Centre to examine the health of Home Guards and to teach (स्वास्थ्य) on part - time basis.	75/-
10.	CAS appointed part -time medical officer in Beggar Home. Ajmer run by Social Welfare Department.	75/-
11.	Specialist of various categories for their visits to the ESI Dispensaries.	50/-

<b>12.</b>	(i) Civil Asstt. Surgeon appointed as part - time Medical Officer in the dispensary of Govt. Hostel. (ii) Compounder working part - time in the Govt. Hostel dispensary.	125/- 50/-
<b>13</b>	(i) The Compounder of S.M.S Hospital in addition, to his own duties, who goes to Governor House with the personal Physician of the Governor's for Medical treatment of the Governor and his family. (ii) Civil Asstt. Surgeon appointed as part - time Medical Officer to examine the Health of Trainees in HCM State Institute Jaipur	50/- 1000/-
<b>14</b>	Civil Asstt. Surgeon appointed as part-time Medical Officer to look after children in children's Home, Jaipur run by Social Welfare Deptt.	75/-
<b>15</b>	Civil Asstt. Surgeon posted as part-time Medical Officer in Police Wireless Lines Dispensary.	1000/-
<b>16</b>	CAS who are posted as Medical Officer in ESI Hospitals & Dispensaries and are required to pay domiciliary visits to the patients as per ESI Act.	Rs. 5/- per visit subject to a maximum of Rs. 50/- p.m. (A certificate from the Doctor of the number of visit made during each month will be attached with the bill through which the amount is claimed.
<b><sup>1</sup>17</b>	विभिन्न कारागृहों में अंशकालीन कार्य सम्पादन करने वाले कम्पाउन्डरों को वाहन भत्ता :- (प) जिला कारागृह प्रथम श्रेणी (पप) जिला कारागृह द्वितीय श्रेणी / तृतीय श्रेणी	20/- रु. प्रतिमाह 10/-रु. प्रतिमाह
<b><sup>2</sup>18</b>	Civil Assistant Surgeon appointed., as part-time Medical Officer at Mewar Bhil Corps Kherwara.	Rs. 75/-p.m.

2. The grant of Conveyance Allowance to the above mentioned Officer shall not be subject to the condition of maintaining any kind of vehicle.

3. This supersedes the F.D. Order No. F.9(54)FD(ER.)/68, dated January 28, 1969 as amended from time to time.

1. Added vide F.D. order No.F.10(4)FD/(Gr.-2)/76-I, dated 20.06.1981 w.e.f. 01.09.1976.

2. Inserted vide F.D. Order No.F.10(4)FD/Gr.-2/76, dated 20.05.1985 w.e.f. 01.05.1985.

(3) (ii)

<sup>1</sup> The Governor has been pleased to accord sanction to the grant Conveyance Allowance to the following Government servants at the rate mentioned against each with effect from 01.09.1976 :-

	Amount per Month (Rs.)
1. Asstt. Sub-Inspectors posted at 51 City Police Stations of Jaipur, Ajmer, Jodhpur, Bikaner, Udaipur and Kota Cities,	50/-
2. One Clerk-of Rajasthan House, New Delhi	1000/-
3. Asstt. Public .Relation Officer, Rajasthan Information Centre, Delhi	1000/-
<sup>2</sup> 4. One U.D.C or Assistant of the Governor's Secretariat who attends to the V.I. Ps., protocol work and is required to visit - Railway Station, Secretariat and many other places quite frequently at odd hours on working days as 'well as holidays subject to the condition that he would not use or be provided with staff car in connection with performance of official work or duties.	50/-
<sup>3</sup> 5. (i) Senior Superintendent of Gardens, Jaipur	75/-
(ii) Superintendent of Gardens posted at Jodhpur, Udaipur & Kota.	75/-
<sup>4</sup> 6. Superintendent of Gardens posted at Alwar.	75/-
<sup>5</sup> 7. Superintendent of Gardens posted at Bikaner.	75/-

2. The grant of Conveyance Allowance to the above Government servants subject to the condition that they actually maintain Scooter or Motorcycle.

3. This supersedes the F.D. Order No. F.9(54)FD/Rules/68, date 28.01.1969, 13.01.1972 and 08.05.1973.

1979 को निरस्त करते हुये राज्यपाल महोदय ने निम्नलिखित अधिकारियों को उनके नाम के सम्मुख अंकित दरों पर वाहन भत्ता स्वीकृत करने की सहर्ष अनुमति प्रदान की है -

(1) **जन सम्पर्क विभाग**  
सहायक निदेशक, बम्बई / कलकता 75/- रु. प्रतिमाह

(3) (iii)

<sup>6</sup>इस विभाग के समसंख्यक आदेश दिनांक 08.02.1977, 01.01.1977 एवं 11.01.

1. F.D. Order No. F. 10 (4) **F.D.** (Gr.2)/76, II. dated 1-12-1976.
2. Substituted vide F.D, Order No. F.10(4) **F.D.**(Gr.2)/76 dated 29-1-1986.
3. Substituted vide F.D. Order No. F; 10 (4) F.D.(Gr.2)/76 dated 20-11-1987 with effect from 28-5-1986.
4. Inserted 'vide F. D. Order No. F. 10(4) F.D. (Gr;2)/76 dated 28-6-1983 with effect from 1-7-1983.
5. Inserted vide F.D. Order No. F. 10(4) **F.D.** (Gr.2)/76 dated 7-8-1985 with effect from 1-7-1985.
6. वित्त विभाग का आदेश क्रमांक प.10(4)वित्त/गुप-2/76 दिनांक 04.10.1980.

1 <sup>2</sup>	पर्यटन विभाग सहायक निदेशक अथवा पर्यटक अधिकारी के पद पर कार्यरत एक अधिकारी जो नई दिल्ली, बम्बई, कलकता, मद्रास, आगरा तथा अहमदाबाद में पदस्थापित हों।	75/- रू. प्रतिमाह
3	रतलाभ में पदस्थापित कनिष्ठ अभियन्ता, केन्द्रीय भण्डार, खण्ड माही परियोजना, बांसवाडा।	50/-रू. प्रतिमाह

**(3) (iv)**

<sup>2</sup>पुलिस ट्रेनिंग स्कूल, किशनगढ में प्रशिक्षण के लिये रखे हुये घोडो की देखरेख एवं उनके स्वास्थ्य के रख रखाव हेतु दिनांक 08.02.1979 में अंशकालीन (पार्ट-टाईम) पशु चिकित्सक को 75-रू. प्रतिमाह वाहन भत्ता स्वीकृत करने की राज्यपाल महोदय ने सहर्ष अनुमति प्रदान की है।

**4(i)**

**CONVEYANCE ALLOWANCE TO BLIND AND  
ORTHOAEDICALLY HANDICAPPED GOVERNMENT  
SERVANTS**

<sup>3</sup>[The Governor has been pleased to order that conveyance allowance to the blind and orthopedically handicapped Government servants may be allowed <sup>4</sup>[@ 5% of their pay not exceeding Rs. 200/- p.m.) Subject to the following conditions:-

- (i) An anorthopedically handicapped employee will be eligible for conveyance allowance only if he or she has a minimum of 40 % permanent partial disability of either upper or lower limbs or 50 % permanent partial disability of both upper and lower limbs together. For purpose of estimation of disability, the standards as contained in the Manual for Orthopedic Surgeon in Evaluating Permanent Physical Impairment brought out by the American Academy of Orthopedic Surgeons, USA and published on their behalf by Artificial Limbs Manufacturing Corporation of India G.T. Road, Kanpur shall apply.
- (ii) the case of a blind employee, the allowance will be admissible only if he or she has a vision less than 3/60 or field vision less than 10, in both eyes.
- <sup>5</sup>(iii) The conveyance allowance will be admissible to the Orthodaedically handicapped employees on the recommendation of the Head of Orthopedic Department of a Government Hospital. The allowance will also be admissible on the recommendation of the Director, Rehabilitation Research Centre, Sawai Man Singh Hospital Campus, Jaipur.
- (iv) In the case of a blind employee, the allowance will be admissible on the recommendation of the Head of Ophthalmological Department of Government Hospital.
- (v) The allowance will not be admissible during leave (except casual leave) joining time or suspension.

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1. वित्त विभाग के आदेश क्रमांक प.10(4)वित्त/गुप-2/76 दिनांक 27.05.1988 द्वारा प्रतिस्थापित।  
2. वित्त विभाग के आदेश क्रमांक प.10(4)वित्त/गुप-2/76 दिनांक 06.10.1980  
3. F.D. Order No.F.10(4)FD/Gr.-2/76, dated 13.03.1984.  
4. Substituted vide F.D. Order No.F.10(4)F.D./Rules/76, dated 02.05.1998.  
5. Substituted vide F.D. Order No.F.10(4)F.D./Gr.-2/76, dated 11.05.1984.

<sup>1</sup>2 In cases where handicapped employee is required to undertake journey from the place of his posting to the nearest Government Hospital in the State in order to obtain the required certificate from the Head of Orthopedic / Rehabilitation Ophthalmological Department, he shall be treated as on duty for the period of the journey and the actual stay at the Head Quarters where the hospital is situated. He shall also be allowed Travelling Allowance as on tour for such a journey without Daily allowance on production of a certificate of attendance given by the hospital authorities.

3. All Heads of Departments will be competent to sanction conveyance allowance under these orders. The Government servants concerned shall accordingly apply for the grant of conveyance allowance to their Head of Department. It shall be the responsibility of the Head of the Department concerned to refer the cases of the concerned employees to the appropriate medical authorities - for obtaining their recommendations for the grant of conveyance allowance. The allowance shall be granted with effect from the date, the recommendation of the concerned medical authority is received by the Head of Department.

4. These orders are in supersession of all previous orders issued in this regard.

**(4) (ii)**

<sup>1</sup>The Governor has been pleased to order that the provisions contained in the Finance Department order of even number dated 13.03.1984, 11.05.1984 and 18.08.1989 shall also be applicable to such employees who are suffering from spinal deformity (generally known as hunch back disability) causing permanent partial disability of above 40% estimated as per the standards laid down in the booklet on uniform Definitions of the Physically Handicapped issued by Ministry of Welfare and certified by the competent authority.

[F.D. Order No.F.10 (4) F.D. (Gr.-2)/76 dated 06.03.1990.]

**(4) (iii)**

<sup>2</sup>The Governor has been pleased to order that in para 1 of the Finance Department order No.F.10(4)FD/Gr-2/76 dated 13.03.1984 as amended vide order dated 18.08.1989 and 02.05.1998, the existing words and figures @ of 5% of their basic pay not exceeding Rs. 200/- per month shall be substituted by the words and figures @ 3% of their basic pay not exceeding Rs. 300/- per month with effect from 01.09.2008

**(4) (iv)**

<sup>3</sup>The Governor has been pleased to order that in para 1 of the Finance Department order No.F.10(4)FD/Gr-2/76 dated 13.03.1984 as amended vide order dated 18.08.1989 and 02.05.1998 and 12.09.2008 the existing words and figures @ of 3% of their basic pay not exceeding Rs. 300/- per month shall be substituted by the words and figures @ 6% of their basic pay not exceeding Rs. 600/- per month with effect from 01.04.2012.

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1. Substituted vide F.D. Order No.F.10 (4)FD/Gr.-2/76, dated 11.05.1994

2. Substituted vide F.D. Order No.F.10 (4)FD/rules/76, dated 12.09.2008 w.e.f. 01.09.2008

3. Substituted vide F.D. Order No.F.6 (6)FD/rules/2010, dated 25.04.2012



(5)

**TRAVELLING ALLOWANCE WHEN A GOVERNMENT SERVANT  
EXERCISES OPTION TO RETAIN THE EXISING PAY SCALE.**

The undersigned is directed to say that the Rajasthan Civil Services (Revised Pay Scales) Rules, 1989 have been promulgated w.e.f. 01.09.1988 vide this department Notification No.F.20(1)FD/Gr.-2/89 dated 23.09.1989 and consequential amendments have also been made in the Travelling Allowance Rules, Under rule 9 of the Rajasthan Civil Services (Revised Pay Scales) Rules, 1989 an existing Government servant may exercise option to retain existing pay scale till the date of his next increment or any subsequent increment or until he vacates his post or ceases to draw pay in that time scale of pay.

The Governor is pleased to order that if a Government servant exercises option to retain the existing pay scale under the aforesaid rules, he shall continue to draw Travelling Allowance at the rate at which he would have drawn this allowance but for coming into force of the Rajasthan Civil Services (Revised Pay Scale) Rules, 1989 and consequential amendments in the Travelling Allowance Rules as referred to above. This will be operative from 01.01.1989 but the claims already settled shall not be re opened. [F.D. Memorandum No.F.4 (1) F.D. (Gr.-2)/82 dated 19.01.1990.]

(6)

**Sub: Procedure for deduction of <sup>1</sup>[Rs. 200/- per month] from the salary of officers authorised to use Government vehicles for journey between the residence and office.**

In terms of General Administration Department Order No. F. 23(85) /GA/-1/90-dated 3I-8-1990 the Chief Secretary, Directors, General of Police, Secretaries to Government, Divisional Commissioners, Inspectors General of Police, Special Secretaries to Government, Deputy Inspectors General of Police, Head of Department Class-I, District Collectors and District Superintendents of Police are authorized to use Government vehicle for journey between residence to office on payment of <sup>1</sup>[Rs. 200/- per month.] The order further states that the payment of <sup>1</sup>[Rs. 200/- per month] by the above officers is compulsory and the procedure for recovery of this amount shall be laid down separately by the Finance Department.

In pursuance of the above referred order of the General Administration Department the following procedure is laid down for recovery of <sup>1</sup>[Rs. 200/- per month] from the above mentioned officers and accounting of the receipt:—

(a) Deduction of <sup>1</sup>[Rs. 200/- per month] from the salary for every month from September, 1990 shall be made directly from the salary bill of the authorised officer for crediting the same to (the Budget Head given below. The recovery shall thus be by way of the adjustment.

"0070—Other Administrative Services.  
60—Other Services  
114—Receipts from Motor Garage etc.  
(ii) Other Receipts.

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1. Substituted vide Order No.F.4 (1) FD/Rules/86, dated 04.06.1998 w.e.f. 01.06.1998.

(b) If no recovery for the months of September/October. 1990 has so far been made in respect of any officer, the same shall be recovered from the salary bill for the month of November, 1990.

(c) A Schedule of recovery (one copy only), in the proforma appended to this order, shall be enclosed to the salary bill through which recovery is being made.

(d) Some of the authorised officers might be using vehicles of the Subordinate Department /States Motor Garage/State Undertaking/Autonomous Body/ Cooperative Society etc. for journey between, residence and office. In case of such officers also the recovery shall be made from the salary bill in the manner indicated above. The concerned State Undertaking/Autonomous Body/Cooperative Society etc. may present claim to the concerned Drawing Disbursing Officer for remittance of recovery made on its behalf. - On receipt of such a claim the Drawing Disbursing Officer shall sanction refund of the amount recovered in respect of the Undertaking/Autonomous Body/Co-operative Society's vehicle after due verification. The refund shall be debited to the budget head indicated in sub-para (a); above by way of minus entry. The Drawing Disbursing Officers are authorised to sanction refund in such, cases. In cases where *the* vehicles used by the authorised officers are of the Subordinate Departments/State Motor Garage, there is no need of affecting any change in-the classification of the receipt.

F.D. Order No. F,4(1)FD (Gr.2)/86 dated 27-10-1990].'

(Enclosure to the FD. Order No. F. 4(1) FD(Gr.2)/86 dated 27-10-1990).

**SCHEDULE OF RECOVERY ON ACCOUNT OF USE OF  
GOVERNMENT VEHICLE FOR JOURNEY BETWEEN OFFICES  
TO RESIDENCE BY THE AUTHORISED OFFICERS.**

Budget head: "0070—Other Administrative Services.

60- Other Services.

114—Receipts from Motor Garage etc.

(ii) Other Receipts."

S.No.	Name of the Officer with designation	Recovery from the month of	Amount
1	2	3	4
			Total

**Signature of the  
Drawing Disbursing Officer.**

(7)

**Sub:- T.A. Rules- Controlling Officer and power to decide as to whether absence from headquarter is absence on duty to be treated as a journey on tour - clarification thereof.**

In terms of Note in column 5 against item at S.No. 4 of the Schedule of Delegation of Powers appended to the Rajasthan Travelling Allowance Rules, 1971 the State Service Officers drawing pay in the Scale of 3700-5000 or above are authorized to countersign their own T.A. claims. As per entry in column 5 indicating extent of delegation against S.No. 1 of the aforesaid Schedule regarding power to decide as to whether absence from headquarter is absence on duty to be treated as tour, an Administrative Department has full powers in respect of Gazetted and Non-Gazetted Government servants serving in the Administrative Department of the Secretariat including grant of permission to undertake journey on tour outside Rajasthan.

The State Service Officers posted as Dy. Secretary to. the Government draw pay (a) in a pay Scale 3700-5000 or above or (b) in a Pay Scale below 370-5000. Clarification has been sought as to whether in the case of a Dy. Secretary drawing pay in a Scale below the Pay Scale 3700-5000 the T.A. claim is required' to be countersigned by the-Secretary and permission to undertake journey on tour outside Rajasthan is to be issued separately.

The matter has been considered and it is clarified that in case the T. A. claim of a **Dy. Secretary** drawing pay in a Pay Scale below the scale 3700-5000 which includes journey (s) outside Rajasthan has been countersigned by the Secretary to the Government it shall be deemed that permission to undertake journey (s) on tour outside Rajasthan, as included in the T.A. Claim, has also been accorded.

F.D. clarification No.F.4 (1)F.D./Gr.-2/82, dated 04.12.1990]

(7A)

**Subject: - Air travel by Government Servants.**

In Appendix III of Rajasthan Travelling Allowance Rules, 1971, Government Servants have been entitled to under take journey by air. Since private airlines have now started operating in the Country. It is hereby clarified that the officers entitled to travel by air on tour can now undertake such journeys by private airlines also in the economy class.

(F.D. Memorandum No.F.4(1)FD/Gr.-2/82, dated 10.11.1994.)

(8)

**INSTRUCTIONS RELATING TO PAYMENT OF TRAVELLING  
ALLOWANCE AND OTHER EXPENSES TO WITNESSES  
IN DEPARTMENTAL INQUIRIES.**

The question of, evolving uniform procedure in regard to-payment of Travelling Allowance and other expenses to persons appearing as witnesses in departmental inquiries to tender evidence has been under consideration for some time past. The matter has been considered and it has been decided that payment of travelling and other expenses to persons appearing as witnesses in departmental inquiries, may be regulated in accordance with instructions laid down below:—

1. Every person whether he is a State Government servant or not, who is called to give evidence in a departmental inquiry by either the Government or the Government servant against whom the inquiry is being held shall be entitled to payment of travelling and other expenses as laid down in these instructions.

2. The officer or board holding the inquiry shall furnish a certificate in Form I to every person appearing before him or it to give evidence.

(3) (i) Where the witness is a State Government servant, he shall be entitled to receive, in respect of the attendance before the authority holding the Department inquiry, from the Department under which he is serving for the-time being payment of a travelling allowance as on tour under Note 2 (ii) below Rule 28(1) of the Rajasthan Travelling Allowance Rules.

(2) Where the Government servant is called in the Departmental inquiry to give evidence as to facts which have come to his knowledge in the discharge of his public duties, the minimum time required to be spent by him on the journey to and from the place where the inquiry is held and the days on which he is required to remain present before the authority holding the inquiry Shall be treated as duty:

Provided that if the Government servant is on leave, the entire time spent shall be treated as a part of the leave and he shall not be deemed to have been recalled to duty.

(3) Where a Government servant is called by any authority holding the department inquiry to give evidence as to facts which have come to his knowledge at a time when he was not in Government service, he may be paid travelling allowance as provided in sub-para (1) above.

4. Where the witness is a servant of another Government or Central Government, he shall be entitled to receive, in respect of the attendance before the authority holding the departmental enquiry from the concerned State Government/Central Government such travelling allowance and/or halting allowance as may be admissible to him under the rules applicable to him in that behalf in respect of a journey undertaken on tour and the amount so paid shall be paid by the State Government to the concerned State Government / Central Government, who shall raise a debit in respect thereof against the State Government.

5. Where a person who has been a Government servant is called to give evidence as to facts which have come to his knowledge in the discharge of his public duties, or a person who is not a State Government / Central Government servant, is called to give evidence before any authority holding a departmental inquiry such persons shall be entitled to claim from the department under whom the Government servant against whom the inquiry is being held is for the time being serving, travelling allowance under Note 2 (iii) below Rule 28(1).

6. The foregoing instructions shall also apply to a person nominated by the Disciplinary authority to present the case in support of the charge before the authority holding, the departmental inquiry or assisting the Government servant against whom the inquiry is held in presenting his case, as provided in sub-para (5) of Rule 16 of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958. Such persons shall be granted certificate in Form II by the authority holding the departmental Inquiry.

7. All expenditure on travelling allowance paid to a Government servant under these instructions shall be charged to the head of account to which such Government servant's salary is debitable.

**II.** The State Government have entered into reciprocal arrangement with State Governments noted below in regard to payment of Travelling Allowance and other expenses in such cases in accordance with aforesaid instructions.

1. Madhya Pradesh
2. Uttar Pradesh.
3. Maharashtra.
4. Gujrat.
5. Bihar.
- @(6. Punjab.

7. Tamil Nadu.)

@Added vide F.D. Memo No.F. (11)FD(Rules)/71, dated 26-5-1972. (Enclosure to, the F.D, Memo No. F.3 (3) FD(Exp-Rules)/64 dated 08.07.1965.

### FORM-I

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

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

(Signature).

Disciplinary Authority/Board of  
Inquiry/Inquiring Officer.

Place and

Date.

Copy forwarded, to information to the Ministry /Department of .....Secretary to the Government of (Name of State Government)..... Department.

### FORM II

This is to certify that Shri (Name, designation, office, etc.) attended the proceedings in the departmental inquiry against Shri (Name, designation etc.) to present the case in support of the charges/to assist the said Shri (Name) in presenting his case on .....at (place).....

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

(Signature)

"Disciplinary Authority/Board of Inquiry/Inquiring Officer.

Place and Date.

Copy forwarded for information to the Ministry of / Department of.....

[F.D. Memo No.F.3(3)FD/(E-R)/64, dated 08.07.1965.

(9)

As a result of liberalization of rates of travelling allowance with effect from 01.09.1971 there will be tendency for the expenditure under this head to show a rise. The need of economy in expenditure on travelling allowance has, however, become paramount specially in view stringent financial position of the state. Accordingly, it is enjoined upon all controlling officers that they should very carefully scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, so that unnecessary journeys do not mount up expenditure on travelling account, The controlling officers have full power to disallow the whole or any part of Journey or halt if he considers that a journey was un necessary or unduly protected or that halt was of excessive duration. It has come to the notice of the Government that Government servant has been dispatched on duty to distant places for petty business e.g. obtaining to terms of travelling allowance bill from Government Press or to procure service BOOK of a Government servant or to deliver monthly Account of Treasury, Forest/Public Works to

the Accountant General etc. These tasks can be performed or achieved by making use of normal postal/ rail parcel facilities which are comparatively economical. Some 'of the officers bring with them a number of subordinate officer and ministerial Government servants when they come to Jaipur for discussion in respect of very important and urgent matters. They should, as far as possible. Permit only the absolute-minimum number of Government 'Servants to accompany any them on such occasions. Class IV Government servants and stenographers should not be allowed to accompany officers visiting, Jaipur/ Delhi or District headquarters, similarly parties visiting Accountant General's office, Jaipur for reconciliation of expenditure figures Should not frequently visit Jaipur but only twice or thrice in a year and such a party Should compose of not more than 2 persons ordinarily. The controlling officer may issue directions to a Government servant in respect of duration of halt at a particular station for performance of duty and may also .where he considers necessary ask the Government servant to furnish details of the work done or duty performed on each day of halt. Visits to Jaipur for discussion of ordinary and routine matters should be particularly avoided. These examples are only illustrative and not exhaustive merely to indicate how controlling officers-can exercise' tight control over travelling expenditure rigidly.

2. The controlling, officers may also issue written directions to Government servants of Category C not to perform journey on tour in their own cars in view of limited appropriation at their disposal to meet travelling allowance expenses. Likewise the provisions contained in clause (ii) of sub-rule (4) of rule, 7 should be rigidly enforced by the countersigning authorities with a view to bring about real economy in expenditure travelling allowance claims.

3. In all cases where minimum touring has been prescribed for certain categories of fields officers under rules or orders 'of Government it should .invariably be done but at the' same time unnecessary touring in excess of prescribed essential touring should be scrupulously avoided.

4. The Chief Accounts Officer is also being requested "to issue detailed instructions for the guidance of Departmental Internal Check Parties to examined travelling allowance claim with a view to pin point cases of unnecessary expenditure on travelling which could have been conveniently avoided.

5. The demand for additional funds to meet expenditure over and above the appropriation placed at the disposal of disbursing officers shall ordinarily be rejected straightway unless the department can explain any exceptional reasons and circumstances which necessitated more touring e.g, in calamitous situations like famine, flood, earthquake etc, or in emergency like war.

6. Heads of Department should acknowledge the receipt of this memorandum.

(F. D. Memo No. F. 3 (9) F.D. (Rules)/70 dated 25-5-1972.)

**(10)**

In. pursuance of Rule 3 (11) of the Rajasthan Travelling Allowance Rules, 1971, the Governor is pleased to order that the representations of the Department Level joint Consultative Council constituted under Government circular No. F.6.(29) Q&M/70, dated 1-2-1971, who come from a place other than the place of meeting; to attend the meeting, of the council shall be treated, as on duty (and paid Travelling Allowance and Halting Allowance according to normal rules. Expenditure on this account will be chargeable to their respective departmental budget head.

(F. D. Order No. F. 1 (45)FD (Rules )/70 dated 27-10-1972.)

(11)

It has come to the notice of the Government that services of the Government servants posted in subordinate offices are utilized in the district, regional or offices; of the heads of Departments in order to cope with temporary increase of work or for clearing arrears etc. Such Government servants when deputed for temporary duty either at the same station at which they are posted or at a station other than their posting are paid pay and allowances against their own posts in subordinate offices. Consequently the work in subordinate offices suffers. Audit has also raised objections to such arrangements which is *prima facie* justified. Government servants called for temporary duty from out station are also paid travelling allowance and halting allowance treating them as on duty. The provisions of Rule 17(4) of Rajasthan Travelling Allowance Rules which permit such journeys as on tour when temporary duty at a Stations for-temporary transfer is for a period not exceeding 30 days unless there are orders to the contrary.

2. It is enjoined on all Heads of Departments, District and Regional officers that they should not utilised the staff working in the subordinate offices under them for their own office work, but should get it done by the employees working directly under their control in their own offices. Whenever, there is a temporary or occasional increase in the work in an office or Department, the existing staff already employed should be utilised for doing the work, keeping in view the provisions contained in Rule 13 of Rajasthan Service Rules. It is a fundamental condition of Government service that the whole time of a Government servant is at the disposal of Government and his services may be utilised in any manner required by the proper authority without any additional remuneration. However, there exist rules for grant of honoraria in certain circumstances, recourse to which can be taken when considered necessary by the competent authority. The practice of utilising the staff of subordinate offices should be given up in order also to effect economy in travelling allowance expenditure

(F.D. Circular No. F.(9)FD/(Rules)/70, date 16.10.1973

(12)

**PAYMENT OF TRAVELLING ALLOWANCE TO GOVERNMENT SERVANTS ON DEPUTATION TO CORPORATIONS, AUTONOMOUS BODIES, PUBLIC UNDERTAKINGS ETC. FOR ATTENDING CIVIL/ CRIMINAL/REVENUE COURTS OR DEPARTMENTAL ENQUIRIES.**

The question of evolving uniform procedure in regard to payment of travelling allowance to Government servants on deputation to public undertaking, Government companies, Corporations, Autonomous bodies etc. who are required to perform journeys to give evidence in Civil/Criminal/ Revenue Courts or Departmental enquiries in respect of facts which had come to their knowledge in discharge of their duties performed by them prior to their transfer on deputation has been under consideration for: the some time past.

2. The matter has been considered and it has been decided that payment of travelling allowance to such, Government servants appearing as witness to give evidence in Court of Departmental enquiries shall be made as on tour under Rajasthan Travelling Allowance Rules on production of a certificate of attendance from the Court or Enquiring Authority, as the case may be, by the organisation or Undertaking in which he is on deputation in the first instance Since the liability for payment of travelling allowance in

such cases is to be borne by the State Government, the foreign employer or borrowing authority shall prefer the claim in respect of amount of travelling allowance paid according to the Rajasthan Traveling allowance Rules *for* reimbursement "to the Department to which the Government servants belongs. In case of officers of all India Service Rajasthan Administrative Service such claims shall be preferred to the special secretary personnel and in case of members of Rajasthan Accounts service to the Chief Accounts Officer.

3. The procedure for preferment of claim by the foreign employer or borrowing authority and remittance of money by the Department shall be as follows:-

(1) Immediately after payment of travelling allowance claim to the Government servant on deputation in accordance with instructions contained in para 2 above the foreign employer or borrowing authority will sent Travelling Allowance bill in duplicate duly signed by the claimant with a covering letter to the concerned authority.

(2) On receipt of a claim for reimbursement the concerned drawing and disbursing officer of the Department shall, after countersignature of the bill by the competent authority draw money from the treasury and account for the money in the department cash book.

(3) The drawing officer shall remit the money by means of crossed demand draft to the foreign employer or borrowing authority and obtain acknowledgment. Necessary entries shall also be made in the departmental registers maintained in the Department for remittance of money order, demand drafts, cheques, etc.

(F.D. Order No.F.3(1)FD/Gr.-2/76, dated 13.04.1976.]

(13)

### **ACCOMODATION AT DELHI**

Due to the acute shortage accommodation at Rajasthan House/ Bikaner House / Jodhpur House, New Delhi , it has been experienced that some times even Ministers and Senior officers who visit Delhi on official visit do not get accommodation and thus are subjected to lot of inconvenience. This matter has been examined by the Government and keeping in view the above difficulty, the Governor has been pleased to order as follows :-

1. All Ministers (including State and Dy. Ministers) and Chief Secretary while visiting Delhi on official duty can stay in any **ITDC hotel** (including 5 Star Hotel). All officers in the pay scale of 2500-125/2-2750 or higher pay scale and Secretaries and special Secretaries to Government and Heads of Department Class-I, can stay in 3 Star Hotel i.e. Lodi Hotel and Hotel Ranjeet.

2. This facility would be subject to the following conditions:-

(A) There is no need to obtain NAC by Ministers and Chief Secretary for staying at any ITDC Hotel as Delhi.

(B) All other officers are required to first obtain NAC on telephone or otherwise from Manager, Rajasthan House before staying in a 3 Star ITDC Hotel.



(C) The Minister or an officer mentioned above would make full payment for lodging and boarding charges at the Hotel at the time of his checking out and then claim only the lodging charges for single occupancy, single bedroom plus (morning tea and breakfast charges, if any morning tea and breakfast would be limited to Rs. 25/- per day) minus the lodging charges (including charges of geyser, air conditioner etc. if any) and morning tea and breakfast charges if any which would have been paid by him to Manager, Rajasthan House, if he had stayed there. When a need to stay in an ITDC Hotel arises, necessary T.A. advance can be drawn by the Minister / Officer before going to Delhi .

(D) The Minister or an officer mentioned above will occupy the room in the ITDC Hotel only on a single occupancy basis i.e. his / her wife / husband or other members of family, if accompanying him / her would pay for the additional charges livable as a result of occupation of the same room by more than one person.

(E) While or before staying in an ITDC Hotel on official duty, if a Minister or officer mentioned above, decides to prefix or surfix leave with his duty period, he would not be entitled to above facility during the leave period.

(F) Lunch, Dinner and after-noon tea at the Hotel is not covered in the above facility and these can be taken if so desired, at Rajasthan House, on concessional rates.

(G) Quite often, the Ministers, Officers leave Delhi-after the day's work is over, by the evening flight or by bus/car or .rail. When a Minister or Officer mentioned above is scheduled to leave Delhi by the evening, he should then vacate the room in the Hotel, by the checking out time (which is usually 12.00 noon) and there-after put his luggage at Rajasthan House (for which a receipt would be given) where clock-room facilities for this purpose are being provided.

3. The provisions contained in Rajasthan Travelling Allowance Rules -regulating grant of halting allowance to Government servants at split rates at Delhi shall be deemed to have been modified to the extent indicated above.

(This issues with the concurrence of Finance Department vide their **I.D.** No. 899/Gr./82 dated 17-5-82).

[**G.A.D.** Order N6. F.2(H))GA/I/82, dated 20-5-1982.]

(14)

### **Drawal of T.A. which remained unpaid due to transfer to new place of posting.**

Some doubts have been-expressed to whether T.A. bill pertaining journeys undertaken by a Govt. servant at, his previous place of posting remaining unpaid can be drawn at his new headquarters. Rule 200A of General Financial & Account Rules allows drawal of arrears of pay & Allowances, increment or leave salary etc. of a Govt. servant due in respect of the old post which could not *be* drawn before the transfer but not the T.A. Bills.

It is now clarified that Rule 200-A of G.F. & A.R. does not deal with T.A. bills. Such bills are dealt with in accordance with in the Rules 201 to 205 *and* 450 of GF & AR accordingly the T.A. claim remaining undrawn to due to transfer are payable at the old office where, his pay for that period was drawn and the expenditure on T.A. shall be debited to the same "budget head to which the pay of the individual for that period had been debited.

(**F.D. Circular No.** F.5(21)FD/RRA&A/78 dated 12.06.1984.

(15)

### हवाई जहाज से यात्रा मुख्य सचि की पूर्वानुमति से होगी

वित्त विभाग द्वारा जारी समसंख्यक परिपत्र दिनांक 13.06.2001 के बिन्दु संख्या 2(1) में हवाई जहाज से यात्रा पर प्रतिबंध लगाते हुए यह व्यवस्था दी गयी थी कि यदि अपरिहार्य कारणों से राजकीय हित में हवाई यात्रा की जानी परमावश्यक है तो हवाई यात्रा हेतु प्राधिकृत अधिकारी द्वारा ही निम्नहस्ताक्षरकर्ता की पूर्वानुमति ली जानी चाहिए। शासन के ध्यान में यह आने पर कि कतिपय प्राधिकृत अधिकारियों द्वारा बिना पूर्वानुमति से हवाई यात्रा की जाकर कार्यान्तर स्वीकृति हेतु प्रकरण भेजे जाते हैं, वित्त विभाग के समसंख्यक पत्र दिनांक 09.07.2001 द्वारा यह निर्देश दिये गये थे कि हवाई यात्रा पूर्वानुमति लेकर ही की जानी चाहिए।

इन व्यवस्थाओं के उपरान्त भी कतिपय प्राधिकृत अधिकारी अभी भी पूर्वानुमति के बिना हवाई यात्रा कर नियमित करने हेतु प्रकरण भिजवा रहे हैं। अतः भविष्य में यदि किसी प्राधिकृत अधिकारी द्वारा निम्नहस्ताक्षरकर्ता की पूर्वानुमति बिना हवाई यात्रा की जाती है तो उसकी कार्यान्तर स्वीकृति प्रदान करने पर विचार नहीं किया जावेगा।

(क्रमांक प.9(1)वित्त-1(1)आ.व्यय/2003 (8/03) दिनांक 13.06.2003)

**Circular No. F.7(3) FD (Rules)/98**

**Dated 2.8.2005**

**Subject: Instructions regarding admissibility of transfer T.A. and Joining Time.**

Under Rule 2(7) of Rajasthan Traveling Allowance Rules, 1971 and Rule 4(1) of Rajasthan Civil Services (Joining time) Rules, 1981 the provisions regarding 'TA' and 'Joining Time' on transfer in public interest are as under:

(a) "2(7) Transfer means a transfer of a Government servant in the public interest from one headquarter station in which he is employed to another such station either to take up duties of a new post or in consequence of a change of the headquarters of his post."

(b) "4(1) Joining time shall be granted to a Government servant on a transfer in public interest to enable him to join the new post either at the same or a new station. No joining time is admissible in case of temporary transfer for a period not exceeding 180 days. Only the actual transit time, as admissible in case of journeys on tour, may be allowed."

When transfer is on official's request, no TA and Joining time are admissible.

It has been brought to the notice of the Government that large number of transfers of Government servants are being made on request. But no specific mention to this effect is being made in the transfer orders. This puts heavy burden on the State exchequer on account of transfer TA and Joining Time pay.

It is, therefore, enjoined upon all authorities competent to issue transfer orders of Government servants to ensure that in the order of transfer it is specially mentioned that the transfer is in public interest. In cases where no such mention is made in the transfer orders it will be presumed that transfer is on the request of the concerned Government servant and consequently no TA and Joining Time on such transfer will be admissible.

**Circular No. F.6 (8) FD (Rules)/2005**

**Dated 13.10.2006**

**Subject: Guidelines regarding foreign travel by Ministers and Officials of state Government and PSUs and the Autonomous Bodies of the Government of Rajasthan.**

With a view to regulating the entitlements, stream lining the procedure, and bringing about coherence in all cases of foreign travel by Ministers and Officials of State Government on official tour, following instructions/guidelines are issued:

**A. Travel by Officers of the Government of Rajasthan.**

**1. In case where visits are fully funded by Government of India or any other sponsoring agency:**

(i) The approval for such visits would be regulated under instructions contained in Order No. F.5 (101) Plan/MP/Gr.VII/1981 dated 14th June 2001 (**Appendix – I**).

(ii) All costs of foreign and incidental domestic travel would be borne by the Government of India/Sponsoring Agency. No expenses for such visits, including insurance, travel from the place of posting to the place of taking the international flight (for example Jaipur to Delhi in case of departure from Delhi) etc. will be borne by the State Government. Such incidental journeys will not be made by official vehicles also.

(iii) In such cases no per diem will be given by State Government.

**2. In case of visits undertaken at State Government's expense:**

(i) Foreign visits funded by State Government can only be undertaken with prior administrative approval. The administrative approval for foreign visits will be granted only at the level of Chief Minister. Concerned administrative department shall decide the name(s) of the official(s) to undertake the visit with the approval of the Minister and move the proposal through the Finance Department and Chief Secretary. In case Chief Minister is also the Minister, the case will be routed through Finance Department and Chief Secretary to Chief Minister, for approval both as Minister – in – charge of the department, and as Chief Minister.

(ii) Clearance from Ministry of economic Affairs, Government of India and political clearance from Ministry of External Affairs, Government of India may be taken by the concerned administrative department (which is DOP in case of AIS officials).

(iii) In case the visit involves foreign hospitality or financial assistance from the external agencies, approval under Foreign Contributions (Regulation) Act is required. Approval of Ministry of Home Affairs, Government of India, as laid down in Government of India's orders dated 16th August, 1982 and 18th October, 2004 (at Appendix – II and Appendix – III respectively), may also be obtained in such cases.

(iv) Facilities admissible on foreign visits and the rates of daily allowance (on per night halt basis) are given at Appendix – IV and its Annexure.

(v) After obtaining administrative approvals as mentioned and necessary clearance from the Government of India, the respective administrative departments (DOP in case of AIS officials) would issue formal sanction showing the details of following expenses:

- (a) Air Fare;
- (b) Airport and visa charges;
- (c) Accommodation charges;
- (d) Local Transportation Expenses;
- (e) Daily Allowance/per Diem charges;
- (f) Entertainment Allowance (if admissible);
- (g) Other contingent expenses (alongwith details).

The formal sanction may be issued in the format given at **Appendix – V** to this order. Any sanction issued without mentioning I.D. No. of Finance Department would not be valid and not be passed by the Treasury Officers.

(vi) Arrangements like accommodation are normally to be made through the Indian Embassy. For this purpose, copy of the sanction issued by the administrative department may be faxed or mailed to the concerned embassy. The embassy would make these arrangements provided Ministry of External Affairs, Government of India also gives them the advice as per the administrative sanction of the State Government. Therefore, the formal sanction, alongwith a covering letter, as given in **Appendix – VI** should be sent to the Ministry of External Affairs, Co-ordination section, with request that necessary directions be issued to the concerned embassies.

(vii) In exceptional circumstances, where it is not feasible to arrange accommodation through embassy, a composite allowance, which would include accommodation, per diem charges and transportation expenditure, will be admissible as follows:

- (a) \$ 350 – for officials in the pay scale of 22400 – 525 – 24500 and above;
- (b) \$ 300 – for officials drawing pay in the pay scale of 18400 – 500 – 22400 and above;
- (c) \$ 250 – for all officials other than (a) and (b) above.

(viii) Composite allowance represents two costs:

(i) the Per Diem Allowance and

(ii) hotel/telephone/incidental charges. While the Daily Allowance does not require to be supported by bills, other expenses like hotel need to be vouched for with the support of bills. Thus, in such case it is important to find out what is the Daily Allowance payable in the countries being visited. For example, if an official is entitled to Composite Allowance of US \$ 300 and he/she is visiting a country which has Per Diem @ \$ 75, then from his/her Composite Allowance of \$ 300, then the balance \$ 225 represents charges for hotel/telephones/incidental charges etc.

In such a case, an official does not have to provide for bills against the Per Diem Allowance of US \$ 75 but the remaining expenditure of \$ 225 is to be fully vouched for. In other words the actual expense made, based on bills, is what the official is entitled to, subject to a maximum of US \$ 225. Thus if in the example taken, the official's vouched expenditure is US \$ 200, then his/her total entitlement will be US \$ 75 (per diem) plus US \$ 200 (vouched actuals), that is, US \$ 275.

(ix) Sanction for advance for air fare, diem charges and incidentals, if required, can be issued by the administrative department on the basis of approval already given by Finance Department, for the visit.

(x) After the foreign visit, the officials concerned should submit the Traveling Allowance bill within a period of 15 days. The claims (other than such claims for which funds were made available by the Indian Embassy) would be preferred and got adjusted against advance if already drawn.

(xi) Expenses, which were incurred by the Indian Embassy, would be booked under the relevant budget head by the Accountant General on receipt of debit advice from the Ministry of External Affairs, Government of India. This would then be reconciled by the accounts section of the concerned administrative department. This shall be the personal responsibility of the senior most Rajasthan Accounts service Officer and Head of the Department.

(xii) After completion of the visit, the officials concerned would submit a report on the subject matter of the visit within 15 days to the controlling officer and the Administrative Department.

**B. Travel by officials on deputation to public sector undertakings/autonomous bodies and officials of PSUs /Autonomous bodies (other than cases where full cost is borne by the Government of India on any other sponsoring agency) :**

- (i) For seeking administrative approval for undertaking the foreign visit, proposals would be moved to Finance Department after taking approval of the Minister concerned and Bureau of Public Enterprises (BPE). Approval of Chief Minister would be taken through Finance Department.
- (ii) Necessary clearance may be obtained from Ministry of Economic Affairs, Government of India, if required.
- (iii) Expenses like air fare, per diem charges and incidentals etc. would be as per **Appendix – IV**, with Annexure as may be amended from time to time.

(iv) Public Sector Undertakings/Autonomous Bodies may then issue a formal sanction on the lines of format enclosed as Appendix - V by replacing the word "Governor" wherever appearing by the word "the Administrator/Chairman/Board of Directors etc.", as the case may be.

(v) Public Sector Undertakings/Autonomous Bodies can also request the State Government to request the concerned embassy for making arrangements for accommodation and local transportation etc. Alternatively, they can travel on composite allowances as laid down in para 2(vii) of this circular.

(vi) After the foreign visit, the officials concerned should submit the Travelling Allowance bill within a period of 15 days. Through the Travelling Allowance bill, the claims (other than such claims for which funds were made available by the Indian Embassy) would be preferred, and got adjusted against advance if already drawn.

(vii) Composite allowance represents two costs:

(i) the Per Diem Allowance and

(ii) the hotel/telephone/incidental charges as already explained in para 2(viii) of this circular.

(viii) Expenses, which were incurred by the Indian Embassy, would be booked under the relevant budget head by the Accountant General on receipt of debit advice from the Ministry of External Affairs, Government of India. This would then be reconciled by the accounts section of the concerned PSU/Autonomous Body. The expenditure if incurred by the embassy would be reimbursed by the Public Sector Undertaking to the State Government either through a cheque to be sent to the State Government or by way of an adjustment entry.

(ix) After completion of the visit the officials concerned would submit a report within 15 days on the subject matter of the visit to the administrative department and the Controlling Officer.

### **C. Travel by Ministers of the Government of Rajasthan.**

#### **In case of Travel by Ministers of the Government of Rajasthan.**

**Procedure and entitlements as applicable for officers (Part A) shall be applicable with the following modifications**

(i) Cabinet Secretariat shall process proposal of foreign travels by Chief Minister/Ministers. It shall obtain approval of Finance Minister and Chief Minister in case of Ministers.

(ii) Clearance from Ministry of Economic Affairs, Government of India and political clearance from Ministry of External Affairs, Government of India may be taken by the Cabinet Secretariat, or the concerned Administrative Department.

(iii) In exceptional circumstances, where it is not feasible to arrange accommodation through embassy, a composite allowance of \$ 350, which would include accommodation, per diem charges and transportation expenditure, will be admissible to Ministers.

(iv) In case of foreign visits of the Chief Minister, actual expenses on transportation, entertainment and accommodation will be admissible, alongwith per diem allowance prescribed by Government of India. Finance Minister shall have the powers to relax the provisions of this circular on the basis of reasons to be recorded in writing in each case.

**GOVERNMENT OF RAJASTHAN PLANNING (MANPOWER) DEPARTMENT**

**Circular No. F. 5. (101) Plan/MP/Gr.VII/81**

**Dated 14.6.2001**

**Subject: Foreign visits of officers/employees of the State Government/Corporations/Boards — procedure for obtaining approval for.**

Vide this Department's circular of even number dated September 27, 1999 it had been directed that all cases pertaining to foreign training/ visit of officers/employees of the State Government/Corporations/Boards should be submitted for the approval of the Chief Minister at the initial stage of nomination of the individual officers for such training/visit and the nominations will be deemed to be final only after the approval of the Chief Minister. It appears that there is some confusion with regard to the procedure to be followed for obtaining approval for foreign visits by officers/ employees of the State Government/Corporations/Boards. The procedure to be followed for obtaining approvals in respect of foreign visits by officers/ employees of the State Government/Corporations/Boards etc. is hereby clarified as follows

As soon as any information is received regarding any Foreign Training/ Foreign Visit/Study Tour or any Seminar/Workshop etc. to be held overseas, the concerned Administrative Department shall decide the names of the officers to be nominated for this purpose with the approval of the Chief Minister. The file shall be routed by the Secretary of the concerned Department through the Chief Secretary to the Minister of the Department and the Chief Minister.

Thereafter, the following procedure will be followed where the full expenses for the foreign visit, excluding cost of local travel, is being borne by the Government of India or the sponsoring agency/organization:

**(i) Where the duration of the foreign visit is less than 15 days**

If the duration of the Foreign Training/Foreign Visit/Seminar/Study Tour/Workshop is less than 15 days the nominations for the foreign visit will be forwarded to the Government of India/the concerned sponsoring organization /agency at the level of the concerned Administrative Department itself. In such cases it will not be necessary to make any further reference to either the Planning Department or the Finance Department.

**(ii) Where the duration of the foreign visit is more than 15 days**

If the duration of the foreign Training/Foreign Visit/Seminar/Study Tour/ Workshop is more than 15 days the concerned Administrative Department shall forward the case to the planning (Manpower) Department. The nominations for the foreign visit shall not be forwarded by the concerned Administrative Department to Government of India concerned sponsoring organization/agency till the case has been examined and approved by the Planning Department.



**(iii) Where the duration of the foreign visit is more than 3 months**

All cases of foreign visits where the duration is more than three months shall be forwarded by the Administrative Departments to Planning (Manpower) Department. Planning (Manpower) Department will put up the case before the Screening Committee constituted vide this Department's Circular No. F. 5(56) P1an/MP/7/97 dated March 11, 1998. After the proposal has been approved by the Screening Committee, either in a meeting or by circulation, the file will be submitted for the approval of the Minister for Planning Department and Chief Minister. The nominations shall be forwarded to Government of India/sponsoring organization/agency only after the proposal has been finally approved by the Chief Minister.

**(iv) Foreign visits of All India Services Officers**

In case of officers belonging to the All India Services the concerned Administrative Department shall, after obtaining approvals as per the above mentioned procedure, refer the matter to the Department of Personnel. The orders in respect of all officers of the All India Services shall be issued only by the Department of Personnel after obtaining the necessary cadre/political clearances from Government of India.

**(v) Role of Public Enterprises Department**

Public Enterprises Department will function as the nodal agency in respect of foreign visits of officers/employees of the various Government Companies/ Corporations/ Boards etc. Public Enterprises Department will follow the same procedure as prescribed above for the Planning (Manpower) Department, in respect of the officers/employees of the State enterprises.

No. 21/1/1/82-Cab.

**GOVERNMENT OF INDIA (BHARAT SARKAR) CABINET SECRETARIAT  
(MANTRIMANDAL SACHIVALAYA)**

To,

New Delhi, dated 16.8.1982

The Chief Secretaries to the State  
Governments/Union Territories

**Subject : Guidelines regarding foreign travel of Ministries of State Government and Union Territories, Member of State Legislatures and Union Territories and State Government officials.**

Sir,

I am directed to say that references are received from time to time from State Governments for giving clearance to visits abroad of Ministers of State Governments in their official capacity or of Member of State Legislatures or of officials as members of official delegations or on invitation by foreign Governments or organizations. In this connection the following guidelines are being indicated which may be followed in the future in all such cases in respect of travel abroad of the aforesaid categories of persons:

(i) All proposals for visits of members of State Governments abroad in their official capacity will be sent by the State Government addressed to Secretary to Government of India in the Ministry of Finance, Department of Economic Affairs for approval and release of foreign exchange, and copies of the letter would be endorsed to:

1. Ministry of External Affairs;
2. Central Administrative Ministry concerned with the subject matter of the visit; and
3. Ministry of Home Affairs.

It may be noted that MHA have also to consider applications under FCRA specifically when foreign hospitality or financial assistance is involved. It is the responsibility of the person concerned to obtain this clearance where such hospitality is involved.

This procedure will be applicable even in the case of proposals where the expenditure is borne by State Public Sector Undertakings or Corporations.

(ii) In case of official delegations their composition and background of the members may be indicated.

(iii) The work proposed to be transacted in each place of visit together with duration may be indicated, specially where official meetings are to take place with functionaries of foreign Governments. It would be appreciated that keeping in view the need for conserving foreign exchange, the duration of stay abroad should be the minimum necessary.

(iv) On receipt of recommendations from the different concerned Ministries, Department of Economic Affairs will consolidate the case and issue final orders regarding clearance of the visit, the number of persons to go abroad, the places to be visited and duration of visit at such place.

(v) Department of Economic Affairs will thereafter issue instructions to the Reserve Bank of India for release of foreign exchange towards personal incidental. Simultaneously, Ministry of External Affairs would be advised to issue instructions to the Missions for release of Daily Allowance and other Allowance as per rates prevalent in the country of visit and also for extending appropriate courtesies to the official delegations.

(vi) On the basis of formal clearance from the Department of Economic Affairs, State Government would issue necessary formal deputation orders endorsing copies thereof to all concerned Ministries of the Central Government and our Missions in the places to be visited. The number and date of clearance received from the Department of Economic Affairs should be quoted in the deputation orders. Without the Department of Economic Affairs reference number, the Missions will not be in a position to honour these deputation orders.

(vii) I. In places of visit where there are no Missions, or if otherwise DA etc. is required to be released in India itself, a certificate of entitlement may be obtained from the Ministry of External Affairs and forwarded to the Department of Economic Affairs for release of foreign exchange.

2. In making a reference to the Department of Economic Affairs, the name of the branch of the Reserve Bank of India from where the foreign exchange is required to be released should be clearly indicated.

(viii) Within three weeks of the completion of the visit, the leader of the delegation should send a report to the Ministry of Finance, Department of Economic Affairs with copies to the Ministry concerned with the subject matter of the visit.

2. Attention is drawn in this connection to the provisions of the Foreign Contribution (Regulation) Act of 1976 which lays down certain restrictions on acceptance of foreign hospitality. Prior permission of the Central Government is necessary before such hospitality (which includes travel assistance or concession) can be accepted by a Minister, Member of Legislature, office bearer of a political party, Government servant or employee of a Corporation. In cases where foreign hospitality is involved, including travel expenses, therefore, specific and prior clearance of the Ministry for Home Affairs is required before any acceptance is conveyed.

A separate reference in the prescribed Form FC.2 indicating the source from which the travel and stay expenses are proposed to be met should be made directly to that Ministry well in time.

3. The above instructions may please be brought to the notice of the Chief Minister, all Ministers and other Officials.

No. F. 1/15/EM/2004

**GOVERNMENT OF INDIA MINISTRY OF FINANCE (DEPARTMENT OF  
ECONOMIC AFFAIRS)**

To,

New Delhi, dated 18.10.2004

The Chief Secretaries to the State  
Governments/Union Territories  
(By Name)

**Subject : Guidelines regarding foreign travel on official account by the functionaries of  
State/Union Territory Governments.**

Sir,

The procedure for processing foreign visits on official account by the functionaries of State/UT Governments is laid down in Cabinet and Secretariat's letter No. 21/1/1/81-Cab. dated 16<sup>th</sup> August, 1982 (Annexure-I). In accordance with the procedure, Department of Economic Affairs (DEA) is the nodal Department for processing all such proposals. The concerned line Ministry examines the proposals from the point of view of essentiality, Ministry of External Affairs from political angle and Ministry of Home Affairs from FCRA angle (wherever foreign hospitality is involved). DEA obtains the approval of the competent authority for such visits and conveys the same to the concerned State/UT Governments. Policy guidelines as have also been framed for processing such foreign visits vide DEA's letter (No. F.1/67/EC/84 dated 17<sup>th</sup> December, 1985 (Annexure-II) indicating the nature and types Of foreign travel permissible under the policy guidelines.

The Government of India has recently announced vide its OM No. 7(5)E. Coord/2004 dated 24th September, 2004. Guidelines on Expenditure Management which provide Inter alia, that foreign travel should be restricted to unavoidable official engagements by restricting the size of Official delegations to the barest minimum and that there shall be a ban on foreign travel for Study Tours, Seminars, Workshops etc. funded by the Government of India except for annual and other formal meetings of bilateral/multilateral bodies. State/UT Governments are requested to keep these guidelines in view while sending proposals for foreign travel of their functionaries to the Department of Economic Affairs.

**Entitlement of Ministers / Officers on Foreign Tours**

(i) **Pay and Allowances** - The pay and allowances of the officials will be drawn as usual in rupees in India.

(ii) Passages— Air fare will be admissible for all Ministers / officials as follows :

Chief Minister	First Class
Ministers or equivalent	Club Class
Officials Drawing Basic Pay of Rs. 22400/- per month & above.	Club Class
Others	Economy Class (Excursion Fare)

(iii) **Excess baggage** — Excess baggage over and above the free allowances provided by the air company may be allowed per person to all Officials up to 5kgs. for a period of tour up to two weeks and more than 5kgs. but up to a maximum of 10kgs. may be allowed for a tour of two weeks or more on the merit of each case for carrying official papers and records, and not for personal luggage.

(iv) **Hotel accommodation** - As stated in para 2(vi), Hotel accommodation is normally to be provided by the Indian Embassy / High Commission, in the manner laid down. Sometimes Indian Embassy / High Commission may not be able to make the Hotel accommodation and may, in any case, be reluctant to make these arrangements for Public Sector Undertaking officials. In that case, the composite allowance would be paid as laid down in para 2 (viii) of this circular. It is clarified that composite allowance represents two costs.

(i) Per Diem Allowance and

(ii) Hotel / telephone / incidental charges and has to be claimed in the manner laid down in para 2 (viii) of this circular.

(v) **Daily Allowance** — Daily Allowance of the official during the period of tour abroad will be regulated as per the rates as indicated at Annexure to Appendix— IV. This is an admissible for actual night halts abroad and is not payable for journey time.

(vi) **Enforced halt** - In international travel, the issue of Enforced halt should not normally arise. Ministers / officials are expected to take flights which either directly fly them to their destination, or into India, or if they are via another destination then there is connecting flights onwards to India, or their destination. Airlines normally take care of the lodging and boarding where a halt is necessary for such transit flights. In the exceptional situation where the transition at intermediate station requires enforced *halt* by virtue of there being no connecting, flights to India or the fare allowed does not entitle official for such transitional lodging and boarding, Minister/official shall take prior permission of the government for such enforced halt before proceeding on such journey. Enforced Halt Allowance @ 250/- per day, inclusive of hotel, per diem and all other charges, for all categories, except the CM, to whom actual would be paid, in such a case would be payable.

(vii) **Incidental Charge** Ministers/officials are normally expected to travel on an official (white) passport. In such cases, visa charges will not be payable. Therefore, visa charges can be claimed only by such Ministers / officials *who* have not had time, before the journey, to have the official passport issued, or to officials who are not entitled to diplomatic / white passport as per GOI guidelines. An incidental charge of Rs. 100/- per night, excluding journey time, will be payable to cover other incidental cost. Passenger tax

charges where payable should and will be paid as part of the ticket cost.

**(viii) Local Transportation** - Airport to Hotel and Hotel to Airport charges by' taxi are payable to Ministers and officials in the pay scale of Rs. 22400-24500 and above. They may also be paid actual taxi charges for official visits, at the discretion of the controlling officer if no other means of local transportation was available or feasible. For all other officials, travel charges will be paid only for travel by- public transport such as bus/train/underground railways.

**(ix) Mobile/ Telephone Charges** — These will be admissible only to the Chief Minister and his/her personal staff travelling with him/her.

**(x) Local assistance** - Ministers/officials are sent on deputation abroad and therefore, are entitled *to* medical care as if they are on duty. The draft sanctioned order given at Appendix - V covers the contingency of medical expenses.

**(xi) Entertainment expenditure** — Entertainment expenditure will be admissible to *the* Chief Minister only. In case a delegation is being led by a Minister or the Chief Secretary, limited entertainment expenditure may *be permitted with the prior approval of Finance Department and Chief Minister.*

**(xii)** Where an official is treated as state guest and is provided both boarding and lodging only, 25% Daily Allowance shall be payable.

**Annexure to Appendix - IV****<sup>1</sup>[ Rates of Daily Allowance for Journeys in Various Countries]**

<b>S. No.</b>	<b>Name of the Country</b>	<b>Daily Allowance (US\$)</b>
1.	Afganistan	75.00
2.	Albania	75.00
3	Algeria	75.00
4	American Samoa	60.00
5	Angola	75.00
6	Anguilla	75.00
7	Antigua	75.00
8	Argentina	75.00
9	Armenia	75.00
10	Australia	100.00
11	Austria	100.00
12	Azerbaijan	75.00
13	Aruba	75.00
14	Bahamas	75.00
15	Bahrain	75.00
16	Bangladesh	60.00
17	Barabados	75.00
18	Belgium	100.00
19	Belize	60.00
20	Beiarus	75.00
21	Benin	60.00
22	Bermuda	75.00
23	Bhutan	60.00
24	Bolivia	75.00
25	Botswana	75.00

26	Bosnia Herzgovina	75.00
27	Brazil	75.00
28	British Virgin Islands	60.00
29	Brunei	100.00
30	Bulgaria	75.00
31	Burikina Faso	60.00
32	Burundi	60.00
33	Cameroon	60.00
34	Canada	100.00
35	Cape Verde Islands	60.00
36	Cayman Islands	60.00
37	Central African Republic	60.00
38	Chad	60.00
39	Chile	75.00
40	China	100.00
41	Colombia	75.00
42	Comoros	60.00
43	Congo	60.00
44	Cooks Island	60.00
45	Costa Rica	75.00
46	Croatia	75.00
47	Cuba	75.00
48	Cyprus	100.00
49	Czech Republic	75.00
50	Denmark	100.00
51	Dhibouti	60.00
52	Dominica	75.00
53	Dominican Republic	75.00



54	Ecquador	75.00
55	Egypt	75.00
56	EI Salvador	75.00
57	Eritrea	60.00
58	Equatorial Guinea	60.00
59	Estonia	75.00
60	Ethiopia	60.00
61	Fiji	100.00
62	Finland	100.00
63	France	100.00
64	French Guyana	75.00
65	Gabon	60.00
66	Gambia	60.00
67	Gaza (PNA)	75.00
68	Georgia	75.00
69	Germany	100.00
70	Ghana	60.00
71	Gibraltar	100.00
72	Greece	100.00
73	Grenada	75.00
74	Guadeloupe	75.00
75	Guam	60.00
76	Guatemala	75.00
77	Guinea	60.00
78	Guinea Bissau	60.00
79	Guyana	75.00
80	Haiti	75.00
81	Honduras	75.00

82	Hong Kong	100.00
83	Holy See (Vatican)	100.00
84	Hungary	75.00
85	Iceland	100.00
86	Indonesia	75.00
87	Iran	75.00
88	Iraq	75.00
89	Ireland	100.00
90	Israel	75.00
91	Italy	100.00
92	Ivory Coast	60.00
93	Jamaica	75.00
94	Japan	100.00
95	Jordan	60.00
96	Kampuchea (Cambodia)	75.00
97	Kazakhstan	75.00
98	Kenya	60.00
99	Kiribati	60.00
100	Korea (North)	60.00
101	Korea (South)	100.00
102	Kuwait	75.00
103	Kyrgyzstan	75.00
104	Laos	60.00
105	Latvia	75.00
106	Lebanon	60.00
107	Lesotho	60.00
108	Liberia	60.00
109	Libya	60.00

110	Lithuania	100.00
111	Luxembourg	100.00
112	Macao	100.00
113	Madagascar	60.00
114	Malawi	60.00
115	Malaysia	75.00
116	Maldives	60.00
117	Mali	60.00
118	Malta	100.00
119	Martinique	75.00
120	Macedonia	75.00
121	Mauritania	60.00
122	Mauritius	60.00
123	Mexico	75.00
124	Micronesia	100.00
125	Moldova	75.00
126	Monaco	60.00
127	Montenegro	75.00
128	Mongolia	60.00
129	Montserrat	75.00
130	Morocco	60.00
131	Mozambique	60.00
132	Myanmar	60.00
133	Namibia	75.00
134	Nauru	60.00
135	Nepal	60.00
136	Netherlands	100.00
137	Netherlands Antilles	75.00

138	New Caledonia	60.00
139	New Zealand	100.00
140	Nicaragua	75.00
141	Niger	60.00
142	Nigeria	60.00
143	Niue	60.00
144	Norway	100.00
145	Oman	75.00
146	Pacific Island (Trust territory)	75.00
147	Pakistan	60.00
148	Panama	75.00
149	Papua New Guinea	100.00
150	Paraguay	75.00
151	Puerto Rico	75.00
152	Principality of Liechtenstein (Vaduz)	100.00
153	Peru	75.00
154	Philippines	75.00
155	Poland	75.00
156	Portugal	100.00
157	Qatar	75.00
158	Reunion	60.00
159	Republic of Palau	75.00
160	Republic of Slovenia	100.00
161	Republic of San Marino	100.00
162	Romania	100.00
163	Rwanda	60.00
164	Samoa	60.00
165	Sao Tome & Principe	60.00

166	Saudi Arabia	75.00
167	Senegal	60.00
168	Serbia	75.00
169	Seychells	75.00
170	Sierra Leone	60.00
171	Singapore	75.00
172	Slovak Republic	75.00
173	Solomon Islands	60.00
174	Somalia	60.00
175	South Africa	75.00
176	Spain	100.00
177	Sri Lanka	60.00
178	St. Kitts & Nevis	60.00
179	St. Lucia	60.00
180	St. Vincent & Grenadines	60.00
181	Sudan	60.00
182	Suriname	75.00
183	Swaziland	60.00
184	Sweden	100.00
185	Switzerland	100.00
186	Syria	75.00
187	Tajikistan	75.00
188	Tanzania	60.00
189	Thailand	75.00
190	Togo	60.00
191	Tonga	60.00
192	Trinidad & Tobago	75.00
193	Tunisia	60.00

194	Turkey	100.00
195	Turkmenistan	75.00
196	Turks & Caicos	75.00
197	Tuvalu	60.00
198	Uganda	60.00
199	UAE	75.00
200	UK	100.00
201	USA	100.00
202	Russian Federation	75.00
203	Ukraine	75.00
204	Uruguay	75.00
205	US Virgin Islands	60.00
206	Uzbekistan	75.00
207	Vannatu	75.00
208.	Venezuela	75.00
209.	Vietnam	60.00
210.	Yemen	60.00
211.	Wallis Futune Islands	60.00
212.	Zaire	60.00
213.	Zambia	60.00
214.	Zimbabwe	75.00

GOVERNMENT OF RAJASTHAN (NAME OF DEPARTMENT)

No.

Jaipur, dated :

**Subject:-** Sanction of Ministers / officials for tour abroad.

Sanction of the Governor is hereby accorded to the foreign tour of Shri / Smt. ....Designation .....to .....(name of the city and country) in connection with .....(purpose of the visit) from .....to.....The terms and condition of the deputation will be as follows :-

- (i) **Period of deputation:** The tour will commence from the date of departure from India and will terminate on the date of return to India. The total period of deputation abroad will be for ..... days excluding journey time.
- (ii) **Pay & Allowances :** Shri / Smt.....will be entitled to full pay and allowances as he /she would have drawn in India but for his/her deputation period abroad. He/She will draw pay in India in Indian rupees.
- (iii) **Air Passage :** The cost of air passage from .....(to and fro, including via), by .....class, will be borne by the Government of Rajasthan /.....Corporation / Government of India /.....
- (iv) **Incidental Charges:** Visa Charges will be paid as per actual. An incidental charge of Rs. 1000/- per night, excluding journey time, will be payable to cover other incidental cost. Passenger tax charges where payable should and will be paid as part of the air ticket.
- (v) **Hotel Accommodation:** Hotel accommodation may be made available by the Indian Embassy/ High Commission to shri/smt.....for stay at.....(city/name of the hotel).

**Note:** The AD shall clearly mention in the sanction whether the arrangements are to be made through Indian Embassy / High Commission or accommodation arrangement shall be made by official himself within Composite Rates payable as per para (iv) of Appendix- IV. It should be mentioned that vouchers are to be submitted as per para (iv) of Appendix-IV.

(vi) **Daily Allowance** : Shri / Smt. ....will be entitled to draw daily allowance as per Annexure to Appendix-IV of Government of Rajasthan 's Circular No.F.6(8)FD/Rules/2005 dated .....

(vii) **Local Transportation:**

**Note:** The administrative department may state this condition as per applicability, as per para (vii) of Appendix-IV of this circular.

(viii) **Composite Allowance** : Shri / Smt. ....will be given a Composite Allowance of .....per day in lieu of accommodation charges / transportation charges and per diem charges if they are not drawn (only in case of special orders as per para 2 (vii) of the Government of Rajasthan 's Circular No.F.6(8)FD/Rules/2005 dated ..... and para (iv) of Appendix-IV).

(In case composite allowance is being allowed para (vi) above becomes redundant and need not be included)

(ix) **Entertainment Allowance** : Shri / Smt. ....will be allowed to draw entertainment allowance of US \$.....as sanctioned by Finance Department I.D. No.....

(x) **Mobile / Telephone Charges:** Shri / Smt. ....will be entitled to draw Mobile / Telephone Charges as per actual (only in case of special order)

2. Medical expenses, if any, during the deputation period will be admissible as per rules of MEA, Government of India, and debited to the State Government.

3. Sanction of the Governor is also accorded for the drawal by Shri / Smt. ....of the following amounts in foreign exchanges at the Indian Embassy / High Commission:

- (i) Daily allowance @ US\$.....as per rules.
- (ii) Incidentals @ .....
- (iii) Other allowances ..... (please specify)

(Applicable to cases where the admissible foreign exchange allowance has either only partially been drawn or not drawn at all in India)

4. The expenditure involved in this sanction will be borne by the .....from out of its sanctioned budgetary grant for the year .....and is debitable to the following Head of Account.

- (i) Indicate details of Budget Head /PD A/c ;

.....  
.....  
.....

5. This issues with the Concurrence of the Finance Department ID no.....

6. This bears the approval of the ministry of Economic Affairs, Government of India vide its Order no.....



GOVERNMENT OF RAJASTHAN  
(NAME OF DEPARTMENT)

No.  
To,

Jaipur, dated

The Secretary to Government of India,  
Ministry of External Affairs,  
Coordination Section, New Delhi.

**Sub. : Regarding foreign travel by Shri/Smt.....Designation.....  
to..... (name of the city with country).**

Sir,

I am directed to enclose a copy of sanction No..... dated..... regarding foreign travel to..... (name of place with country) from..... to..... by Shri/Smt..... Designation....., Department..... for making arrangements like accommodation and local transportation through Indian embassy.

Copy of sanction No.....dated.....from Ministry of Economic Affairs, Government of India is also enclosed.

Annexure to Appendix — IV

**Rates of daily allowance from 24<sup>th</sup> September, 2000 for duty  
journeys in various countries**

[G.1, Min. of External Affairs (F.D. section), Order No. Q/FD/1695/1/90, dated the 11<sup>th</sup> November, 1996 as modified vide Order No. Q/FD/695/ 3/2000, dated the 1<sup>st</sup> December, 2000.]

In pursuance of Ministry of Finance, Department of Expenditure's Office Memorandum No. 7(4) E-Co-ord./2000 dated 24.9.2000 regarding guidelines on expenditure management and in partial modification of this Ministry's Order No. Q/FD/695/1/90, dated the 11<sup>th</sup> November, 1996 and the dated the 7<sup>th</sup> July, 1997 and subsequent corrigendum and addendums issued in this regard, sanction of the President is hereby accorded to the payment of Daily Allowance for journeys on duty in various countries abroad as in the Annexure. All other terms and conditions on Daily Allowance for journeys on duty abroad shall remain unchanged.

2. The rates of Daily Allowance are the same throughout a country. However, tours undertaken by officers attached to the Missions/Posts abroad, within the same country, shall be entitled to full Daily Allowance instead of 75%.

3. Full Daily Allowance shall be applicable up to 14days, 75% of full-Daily Allowance for the next 14 days and 60% of full Daily Allowance thereafter in case of long tours/Temporary duties.

4. Daily Allowance shall be regulated as in Para (3) above or rank Foreign Allowance whichever is less in case of long-term training/deputation etc.

\*5. Admissibility of Daily Allowance for various categories of officers as defined in SR 17 shall be as follows

<b>S.No.</b>	<b>Officers Drawing Pay</b>	<b>DA Admissible</b>
(a)	of Rs. 8,500/- per month and above in the new pay scales	Full rates as prescribed in the Annexure
(b)	of Rs. 3,300/- per month and above and less than Rs. 8,500/-	75% of the prescribed rate
(c)	below Rs. 3,300/- per month	33% of the prescribed rate

\*[Modified vide Government of India, Ministry of External Affairs, FD Section, Corrigendum No. Q/FD/6951I/98 dated 15.9.1998]

6. However group 'A' Officers of the Central Government are treated as Grade I Officers for T.A./D.A. purposes even if their pay is less than Rs. 2,800/- per month (which is revised to Rs. 8,500 in the new pay scales).

7. The rates of Daily Allowance fixed for various grades of officials do not include any element towards cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the officers subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

8. As regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead panels of hotels have been drawn up for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel room rentals (including, service charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted Daily Allowance at the rate prescribed for his grade.

9. Hotel entitlement of officers going abroad on non-representational visits such as training, courses or seminars shall be one step below their normal entitlement.

10. Where an officer is treated as State Guest and is provided all meals free of cost, only 25% of the Daily Allowance rates shall be admissible to him.

11. No reimbursement on account of tips, in addition to Daily Allowance shall be admissible.

12. Where the hotel charges include breakfast charges, the Daily Allowance shall be reduced by 10%.

13. In the case of countries, where local currencies are freely convertible, the equivalent amount of prescribed Daily Allowance in US Dollars for the country concerned may be paid in the local currency. The local currency equivalent may be arrived at via, Rupee, by using the official rates of exchange fixed by the Ministry from time to time. In the case of Missions where local currencies are not freely convertible, the prescribed Daily Allowance for the country concerned may be paid in US Dollars.

14. This issues with the concurrence of the Ministry of Finance (Department of Expenditure) vide their U.O. No. 1046-E. IV/2000-DC, dated 20-11-2000 and Integrated Finance Division of this Ministry vide their Dy. No. 6207, dated 1.12.2000.

15. The above order will be effective from 24.9.2000.