

# **FINANCIAL HANDBOOK**

Issued by authority of the Government of Uttar Pradesh

Volume III

## **Travelling Allowance Rules**

Fourth Edition (Revised)

(Corrected up to March 31, 1986)

**DIGITIZED BY:**

**DIRECTOR, FINANCIAL STATISTICS (U.P.)**

**125, JAWAHAR BHAWAN, LUCKNOW.**

**1999**

### **PREFACE TO THE SECOND EDITION**

THIS volume contains the travelling allowance rules of the United Provinces Government. The volume was first issued in 1924. It was reprinted in 1930, 1932 and 1935. A second edition of the volume is now being issued. General arrangement of the volume has not been disturbed and the numbering of the existing rules has been retained. Adaptations have, however, been made to incorporate the changes due to the introduction of Provincial autonomy and several new appendices have been added for the same reason. Besides the changes due to constitutional reforms, ordinary corrections issued up to October 31, 1939, have also been incorporated and the rules brought up to date.

2. The rules in this volume have been framed by the authorities mentioned below in exercise of the powers vested in them by statutory or other rules:

(1) By the Provincial Government in exercise of the power conferred upon them by Fundamental Rule 44 and since the commencement of the Government of India Act, 1935, by section 241 (2) (b) read with section 247 (1) (b) of that Act and the Travelling Allowances (Secretary of State's Officers) Rules, 1939 (see Appendix I), framed by that authority under the latter section in respect of persons to whom those rules apply.

(2) By the Provincial Government in exercise of their general powers to regulate the travelling allowance of the Hon'ble Ministers, the Hon'ble Speaker of the United Provinces Legislative Assembly, the Hon'ble President of the United Provinces Legislative Council, the Parliamentary Secretaries to the Hon'ble Ministers and persons not in the service of the Crown who are required by the Government to undertake journeys in connection with the transaction of Government business. (See Appendices VII-B and VII-E and Chapter V.)

(3) By His Majesty by order in Council or by the Secretary of State in respect of His Excellency the Governor and the Hon'ble Judges of the High Court see Appendices VII-A and VII-C.

(4) By the Provincial Government in exercise of the powers conferred upon them by sections 2, 3 and 5 of the United Provinces Legislative Chambers (Members' Emoluments) Act, 1938, in respect of members of the Legislature see Appendix VII-D.

(5) By the Governor in his individual judgment under paragraph 25 of the Government of India (High Court Judges) Order, 1937, in respect of the Judges of the High Court appointed on or after April 1, 1937, and the Chief Judge and other Judges of the Chief Court appointed on or after that date-see subsection II of section A of Appendix VII-C.

3. No additions to or amendments of the rules may be made without the previous approval or sanction of the competent authorities mentioned in the preceding paragraph. Particular care should be taken to see whether any proposed rule or amendment requires the previous approval of the Secretary of State under the Travelling Allowances (Secretary of State's Officers) Rules, 1939, referred to in paragraph 2(1) above.

4. Any omissions or inaccuracies that may be noticed in the volume may be brought to the notice of the Finance Secretary to Government.

**LUCKNOW:**  
**October 31, 1939**

**W. CHRISTIE, M.C., I.C.S.,**  
**Secretary to Government,**  
**Finance Department.**

## **PREFACE**

### **PREFACE TO THE THIRD EDITION**

In this edition of the volume, which is being issued after the second (reprint) edition corrected up to August 31, 1945, all corrections issued up to June 30, 1969, have been incorporated and the rules brought up to date. Amendments arising out of Government orders issued for time to time relating to controlling officers in respect of travelling allowance bills, revised rates of travelling allowance introduced on the recommendations of the U. P. Pay Rationalisation Committee, etc., have also been included. Adaptations due to constitutional changes, metric conversions and substitution of obsolete words, nomenclatures, designations, etc., where necessary, have been made.

2. Many changes have been made in the appendices. The reproduction in this volume of certain rules as contained in the old appendices VII-A, VII-B, VII-C, VII-D, VII-E, XI and XII has not been considered necessary and these have therefore been omitted. The annexure to chapter II, in the last edition, has been converted into Appendix V and, simultaneously, brought up to date showing the tables of distances not only from the collectors' offices to the railway stations but also from the collectors' offices to the bus stations. Certain important Government orders which did not find place in the earlier edition have been included in the new appendices V-A, XIII and XIV. Appendices I-A and IX have also been completely revised.

3. It is requested that any errors or omissions which may be found in this volume may be brought to the notice of the Finance Secretary to Government.

LUCKNOW:  
July 1, 1969

R. K. TRIVEDI,  
Commissioner and Secretary to Government,  
Finance Department.

### **PREFACE TO THE FOURTH EDITION**

The third Edition of this Financial Hand Book published in 1969 had become outdated. The present Edition includes all the corrections and changes made up to March 31, 1986. In this Edition certain new rules have been added and some new terms like daily allowance, mileage allowance, transfer etc., which had not been defined earlier, have now been defined. Certain outdated expressions like hackney carriage, machines for public air transport companies plying for hire etc. have been deleted. Other rules, which in the present context are not necessary, have also been deleted. Government does not now move to the hills during the summer season and, therefore, no head of department is allowed recess in the hills. Hence, such rules regarding recess do not find place in the new Edition. Similarly, many changes have been made in the Appendices. It is hoped that the new Edition, which contains extensive changes would prove useful to all government servants.

LUCKNOW:  
May 13, 1986

J. P. SINGH  
Secretary to Government,  
Finance Department.

## TABLE OF CONTENTS

		<b>Rules</b>
Chapter I	Definitions.	1—11-B
Chapter II	<b>General Rules</b>	
	General Principles.	12—14
	Travel by alternative routes.	14-A
	Classification of government servants.	15—19
	Travelling allowance to private persons and part-time government servants.	20
	Travelling allowance to witnesses.	20-A
	Travelling allowance to honorary munsifs, etc. and private individuals.	21-21-A
	Travelling allowance to lekhpals and patwaris.	21-B
	Travelling allowance to daily wage earners.	21-C
Chapter III	<b>Rules for ordinary journeys</b>	
	Kinds of travelling allowance.	22
	Mileage allowance for travel by rail including airconditioned coach.	23(A)—23(AA)
	Reimbursement of charges for reservation/cancellation of berth and/or seat.	23(AAA)
	Mileage allowance for travel by road.	23(B)
	Mileage allowance for travel by air.	23(BB)
	Rates and conditions regulating the grant of daily allowance.	23(C)—26
	Allowances admissible for different journeys and absences, including night halt.	27(A)—27(CC)
	Halt during absence from headquarters on tour and also during training period.	27(D)
	Journey by motor car, motor truck, motor carrier or jeep car.	29
	Journey in a Government aeroplane.	29-A
	Transportation of conveyance.	34—34-A
	Travelling allowance to government servants holding two posts.	36

	Journey by special means of conveyance.	37
	Permanent monthly allowance.	38—41
<b>Chapter IV</b>	<b>Rules regarding special journeys</b>	
	Travelling allowance on transfer.	42—43
	Travelling allowance on temporary transfer.	Note (21) below rule 42
	Travelling allowance to join first appointment	45
	Travelling allowance to attend examinations.	46—46-B
	Travelling allowance for journeys occasioned by leave.	51 and 56
	Travelling allowance for journeys during suspension or to give evidence.	59—59-B
	Travelling allowance for journeys for obtaining medical advice or to accompany a sick government servant.	60—63
	Travelling allowance for journeys on a course of training.	64—64A
	Travelling allowance for journeys to receive decorations, etc.	65
	Travelling allowance for journeys to attend meeting, conferences in India.	65-C and 65-CC
	Travelling allowance to non-gazetted members of Government Railway Police.	65-D—65-E
	Travelling allowance for journeys for work connected with elections.	65-F—65FF
	Travelling allowance to Police Officers for appearance in Court.	65-G
	Travelling allowance to Provincial Armed Constabulary personnel below the rank of sub-inspector.	65-H—65-J
<b>Chapter V</b>	<b>Special rules for high officials</b>	
	Rules for the members of the Secretariat and the personal staff of the Governor for recess.	66
<b>Chapter VI</b>	Travelling allowance on death or retirement.	81-A—81-B
<b>Chapter VII</b>	Conveyance allowances.	82—87
<b>Chapter VIII</b>	Rules of procedure.	88—91

## APPENDICES

Appendix no.	Subject
I	The All-India Services (Travelling Allowance) Rules, 1954
II	List of government servants who are either not entitled to daily allowance or mileage allowance for journeys by road at all or are entitled only in special circumstances.
III	List of government servants exempted from the operation of rule 27(D) (i) regarding the inadmissibility of daily allowance in respect of a continuous halt of more than ten days.
IV	Lists of posts in which the possession of a conveyance is advantageous for the efficiency of the government servants holding them.
V	Table of distances from the collector's office to the railway station and/or bus station.
VI	Orders regulating the grant of special travelling allowance to the personal staff and the secretarial, ministerial and inferior staff of the Governor during the summer recess.
VII	Rules regulating the grant of travelling allowance to government servants and others for journeys performed in connection with a course of training.
VII-A	Rules regarding the Residential Training Programmes.
VIII	List of conveyance allowances.
IX	Authorities declared to be controlling officers for the purpose of travelling allowance.
X	List of delegations made under the travelling allowance rules.
XI	Government orders regarding the submission of agreement bond for grant of travel expenses in case of death of government servant while in service.
XII	List of some of the permanent monthly allowances.
XIII	Government order regarding the revision of road mileage allowance.
XIV	Government orders regarding the admissibility of travelling allowance and road mileage allowance.

# TRAVELLING ALLOWANCE RULES

## CHAPTER I

### DEFINITIONS

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

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

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

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

4. [Deleted.]

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

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

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

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

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

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

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

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

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

9. [Deleted.]

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

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

10-A. [Deleted.]

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

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

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

(2) Almora—The whole of this district.

(3) Naini Tal and Garhwal—The territory above the submontane road. Journeys above this road, except those between Haldwani and Kathgodam, will be treated as journeys in the hills. All journeys and halts between Haldwani and Kathgodam and the journeys along the submontane road and below it will be considered to be in the plains : Tanakpur, Chhini, Dogari, Jaulasil, Chorgallia, Haldwani, Lamchaur, Kaladhungi, Bailparao, Chhoi, Ramnagar, Dhela, Laldhang, Jhirna and Kalagarh.

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

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

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

(6) Pithoragarh—The whole of this district.

(7) Chamoli—The whole of this district.

(8) Uttarkashi—The whole of this district.

11-B. Transfer means the movement of a government servant from one headquarters station in which he is employed to another such station, either—

(a) to take up the duties of a new post, or

(b) in consequence of a change of his headquarters.

## CHAPTER II

# GENERAL RULES

### Extent of Application

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

### General Principles

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

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

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

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

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

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

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

## Travelling by alternative routes and conveyances

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

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

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



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

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

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

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

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

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

NOTE—(1) The certificate is not required in respect of journeys which the government servants of the Public Works Department, the Agricultural Engineering Department and Irrigation Department have to undertake within their jurisdiction involving road or en route inspections but it should invariably be given in respect of (i) journeys performed within jurisdiction between places connected by rail which do not involve such inspections, and (ii) journeys beyond jurisdiction.

NOTE—(2) [Deleted.]

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

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

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

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

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

Also certified that the said vehicle was—

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

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

\_\_\_\_\_  
\* (Give full name and designation)

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

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

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

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

### Classification of government servants

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

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

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

- (i) Category-I—All government servants in receipt of pay exceeding Rs 1,500 per mensem and officers belonging to the All India Services.
- (ii) Category-II—All government servants in receipt of pay between Rs 701 and Rs 1,500 per mensem.
- (iii) Category-III—All government servants in receipt of pay between Rs 320 and Rs 700 per mensem excluding those specified in Category IV below.

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

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

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

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

17. [Deleted.]

18. [Deleted.]

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

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

20. In the case of—

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

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

the category to which such government servants, or persons not in service of the Government, belong for the purpose of calculating travelling allowance shall be decided by the Government or by any other authority to whom the Government have delegated the necessary power (See Appendix X):

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

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

(1) Public Analyst to Government,

(2) Administrator General and Official Trustee.

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

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

journeys and the days for which they are entitled to draw travelling and daily allowances for attending the session of the Legislature under the U. P. Legislative Chambers (Members' Emoluments) Rules.

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

(ii) For journeys by rail within Uttar Pradesh the members of the Legislature will not be entitled to any rail fare as they are entitled to use railway coupons for such journeys. However, if the members of the Legislature have to travel outside Uttar Pradesh in connection with the work of the Committee/Commission to which they have been appointed and the railway coupons for that year have been fully utilised as per the concerned rules, travelling allowance and daily allowance as provided for Category-I government servants will be admissible to them after a certificate regarding the utilization of the coupons is given by them. For journeys within Uttar Pradesh in connection with the work of committee/commission, the members of the Legislature should utilise the railway coupons or the passes of the U.P. State Road Transport Corporation. For such journeys no fare will be payable.

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

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

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

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

(c) Non-official members who in their private life are accustomed to travel by air or air-conditioned coach.  
(2) In special circumstances as mentioned below, any other non-official member may also be permitted to travel by air or air-conditioned coach:

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

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

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

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

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

- (i) Name and full address of each member;
- (iii) Designation of the controlling officer;
- (iii) The rates of travelling allowance to be allowed; and
- (iv) The head of account (major, minor and detailed heads) to which the charge is debitale.

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

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

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

### **Travelling allowance to witnesses.**

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

- (a) travelling allowance may be paid to witnesses summoned in the event of the government servant concerned clearing himself ;
- (b) such allowances will be paid only in respect of witnesses whose evidence is considered of material value by the authority conducting the inquiry ; and
- (c) in exceptional cases the authority conducting the inquiry may, on grounds to be recorded, recommend to the Government that the principles laid down above be departed from owing to special reasons. In such cases it will be for the Government to decide, after taking into consideration all the circumstances of the case, whether the recommendation should be accepted or not.

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

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

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

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

### **Travelling allowance to honorary munsifs, etc. and private individuals.**

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

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

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

### **Travelling allowance to lekhpals and patwaris.**

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

### **Travelling allowance to daily wage earners.**

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



## CHAPTER III RULES FOR ORDINARY JOURNEYS

### Kinds of travelling allowance.

22. Travelling allowances are of the following kinds :

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

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

(A) Mileage allowance for travel by railway

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

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

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

Category-II—For those government servants drawing pay of Rs. 701 per mensem or more, one fare of the first class or, if there is no first class available, then one fare of the class by which government servant actually travels, whichever is less, and an allowance for incidental expenses at 3 paise per kilometre.

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

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

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

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

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

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

Exception 2—[Deleted.]

Exception 3—[Deleted.]

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

Exception 5—[Deleted.]

(2) For the purpose of this rule accommodation shall be regarded as not available if no train possessing that accommodation stops at the station where the government servant travelling desires to alight, or when the accommodation permissible by this rule is available on some trains but not on others and a government servant has, in the interest of government work which must be certified by the controlling officer, to travel by a train in which it is not available. A government servant of the Category—IV shall, however, in no case be allowed a higher class accommodation than second class.

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

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

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

(4) [Deleted.]

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

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

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



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

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

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

Or,

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

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

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

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

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

## Reimbursement of charges for reservation/cancellation of berth and/or seat.

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

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

## (B) Mileage allowance for travel by road

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

(2) The rates are as follows:

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

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

(i) For distance covered up to first 500 kilometres.

Rs. 1.50 per kilometre.

(ii) For distance beyond 500 kilometres, but up to 1,200 kilometres.	Rs. 1.20 per kilometre.
(iii) For distance covered beyond 1,200 kilometres in a month.	Nil.
(b) Road journeys performed by conveyance driven by petrol/diesel, other than those mentioned in (a) above, e.g. motorcycle/scooter, etc.	Rs. 1.00 per kilometre subject to the condition that for such journeys an amount more than Rs. 200 shall not be admissible in one month.

(2) Government servants of Category-III—

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

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

By any means of conveyance other than those driven by petrol/diesel.	Re. 0.50 per kilometre, subject to the condition that for such journeys an amount exceeding Rs. 50 shall not be admissible in one month.
--	--

(4) Government servants of Category-IV—

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

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

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

Exception 1—Government servants travelling in the hills are entitled to an increase of  $33\frac{1}{3}$  per cent over the rates of road mileage allowance mentioned above.

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

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

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

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

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

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

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

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

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

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

"CERTIFICATE

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

name of the city)

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

Name \_\_\_\_\_

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

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

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

NOTE—3 [Deleted.]

NOTE—4 [Deleted.]

NOTE—5 [Deleted.]

NOTE—6 [Deleted.]

NOTE—7 [Deleted.]

## (BB) Mileage allowances for travel by air

(1) [Deleted.]

(2) The following classes of officers are authorised to travel by air while on tour:

(i) All Secretaries and Special Secretaries to Government.

(ii) Joint/Deputy Secretaries attached to Mukhya Mantri.

(iii) Aides-de-Camp and the Medical Officer of the Governor accompanying the Governor while on tour.

(iv) All other government servants in receipt of pay of Rs. 2,400 per mensem or above and all such government servants (including officers of All India Services) whose scales of pay have not been revised or, if revised, they have opted to retain their old scales of pay and are in receipt of pay of Rs. 2,000 per mensem or more.

Provided that the officers mentioned at (ii) above will perform air journey only in the following circumstances—

(a) when they have to accompany Mukhya Mantri in air journey under his orders ; or

(b) when they are called by Mukhya Mantri at short notice and it is not possible to reach the destination in time by train ;  
or

(c) when they are deputed by Mukhya Mantri to any place for official work at short notice and it is not possible to perform the work in time if the journey is performed by train.

In the order sanctioning air journey the Secretary to Mukhya Mantri shall certify that the above circumstances existed:

Provided also that Government may authorise any other government servant, or class of government servants, to perform any specified journey or journeys by air.

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

NOTE—2 Journeys by air should not be undertaken for any purpose other than tour, e.g. for training, etc. In exceptional cases, however, the following procedure must always be followed.

(i) Finance Department's prior approval must be obtained if, in any special case, exceptional circumstances exist in which journey by air by a government servant for a purpose other than tour is considered unavoidable.

(ii) Prior approval of the Finance Department must be obtained in such cases also where, in special and exceptional unavoidable circumstances, a government servant, normally not entitled to travel by air, may, in public interest, be required to proceed on tour by air, e.g., where on short notice a government servant is required to reach the destination and it may not be possible to undertake such a journey by railway train.

(iii) If a journey by air, in the public interest, is permitted in special circumstances, the return journey should be undertaken by rail/road, as the case may be, in accordance with the rules.

(iv) Journey by air should not be made on routes on which fast and convenient railway trains are available.

(3) A government servant authorised to travel by air in pursuance of the provisions of sub-rule (2) of this rule may draw as mileage allowance, the fare paid for the journey by air together with an allowance equal to one-fifth of the standard air fare limited to a maximum of Rs. 20 for each journey.

A government servant authorised to travel by air on tour under the second proviso to sub-rule (2) is entitled to one standard air fare for the journey, plus the allowance for incidental expenses in respect of journey by rail or road in the case of a journey between stations connected by rail or road, as the case may be, to which he would have been entitled had he

travelled by the surface route, or one-fifth of the standard air fare limited to a maximum of Rs. 20 for each journey, whichever is less:

Provided that, if at the end of the journey by air, a government servant has to perform a connected journey, by rail or road, he may draw the mileage allowance admissible for such journeys under rule 27. No allowance, however, shall be admissible in respect of the surface transport which forms part of the air journey and is included in the fare paid for the same.

NOTE—"Standard air fare" means the actual single journey air fare payable for the service by which the journey is performed.

(4) A government servant who is not authorised to travel by air but who performs a journey by air can draw only the travelling allowance to which he would have been entitled under rule 14-A if he had travelled by rail or road, as the case may be, instead of by air.

(5) If available, return tickets at reduced rates should always be purchased when a government servant expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and the return journeys when such return tickets are available will be the actual cost of the return ticket together with an allowance equal to one-fifth of the standard air fare limited to a maximum of Rs. 20 for each journey.

(6) All claims for full mileage allowance for travel by air must be supported by a certificate in the following form:

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

## Rates and conditions regulating the grant of daily allowance.

### (C) Daily allowances

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

Category of government servants	Ordinary rates (applicable at places other than those mentioned in columns 3, 4 and 5)	Rates for Category 'B' towns which include municipalities and cantonments and where they exist, the adjacent notified areas of Moradabad, Aligarh, Jhansi, Saharanpur, Shahjahanpur, Rampur, Gorakhpur, Mathura, Mirzapur, Hardwar, Faizabad, Firozabad, Muzaffarnagar, and Farrukhabad	Rates for Category 'A' towns which include municipalities and cantonments and where they exist, the adjacent notified areas of Kanpur, Lucknow, Agra, Varanasi, Allahabad, Bareilly Meerut, Nainital, Mussoorie, DehraDun and Ghaziabad	Rates for Delhi, Bombay, Calcutta, Bangalore, Ahmedabad, Patna, Madras, Simla, Hyderabad, Chandigarh and Srinagar (Jammu and Kashmir )
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs.
Category-I				

All government servants drawing pay more than Rs.1,500 per month and officers of the All-India Services.	14.00	18.00	22.00	35.00 if facility of residential accommodation of Public Sector Undertakings/ Corporations/ Co-operative Organisations/ Development Authorities or of the Government exists. Otherwise Rs.60.00.
Category-II				
(a) Those drawing pay between Rs.1,100 and Rs.1,500 per month.	12.00	14.00	16.00	24.00
(b) Those drawing pay between Rs.701 and Rs.1,099 per month.	10.00	12.00	15.00	20.00
Category-III				
(a) Those drawing pay between Rs.551 and Rs.700 per month.	8.00	0.00	12.00	16.00
(b) Those drawing pay between Rs. 320 and Rs. 550 per month.	7.00	8.00	10.00	12.00
Category- IV				
Those drawing pay in the scales of Rs. 305—390 and Rs. 315—440 and their selection grades and those government servants drawing a fixed pay upto Rs. 350 per month.	6.00	6.00	8.00	10.00

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

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

Exception (1)—[Deleted.]

Exception (2)—[Deleted.]

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

- (2) [Deleted.]  
(3) [Deleted.]  
(4) [Deleted.]  
(5) [Deleted.]

(6) In the case of a government servant who has been provided during the period of tour free lodging and boarding by the Government of India or any State Government or such autonomous industrial or commercial undertaking, corporation or local body or a Local Authority in which Government funds have been invested, or in which any other interest of the State Government may be involved, the daily allowance will be drawn at  $\frac{1}{4}$ th of the rate otherwise admissible. If, however, the government servant is provided with only one facility, i.e. free lodging or free boarding, he will get daily allowance at  $\frac{1}{2}$  of the rate otherwise admissible. For this purpose the rate of daily allowance for Category-I government servants in towns mentioned in column 5 of the table will be Rs. 35 per day.

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

CERTIFICATE

Certified that I had stayed from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_  
(date) (date) (name of the hotel/establishment)  
located at \_\_\_\_\_ which provides boarding/lodging at Scheduled Tariffs.  
(name of the city)

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

CERTIFICATE

Certified that from \_\_\_\_\_ to \_\_\_\_\_ I stayed in \_\_\_\_\_ in \_\_\_\_\_  
(date) (date) (name of the city) (name of the State)  
in the \_\_\_\_\_ of that State but

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

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

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

(9) Non-gazetted government servants who are sent to Allahabad in connection with work relating to accounts in the office of the Accountant General, Uttar Pradesh, Allahabad will get an additional daily allowance of Rs. 10 per diem in



addition to the daily allowance under the rules, subject to the condition that the additional daily allowance will be admissible only for the days for which daily allowance is normally admissible under the rules.

(D) Permanent monthly allowances

[See rule (38)]

24. [Deleted.]

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

NOTE—[Deleted.]

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

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

### **Allowances admissible for different journeys and absences, including night halt.**

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

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

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

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

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

Exceptions—(i) [Deleted.]



(ii) Members of the railway police travelling on duty are entitled either to a free pass under the free pass rules of the railway or to the fare for themselves and baggage accompanying them which a free pass would cover. They may draw daily allowance for any day on which they are absent from their headquarters for more than eight consecutive hours, subject to the general restriction of the eight kilometres limit from headquarters prescribed in rule 26.

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

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

(iii) [Deleted.]

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

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

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

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

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

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

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

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

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

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

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

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

(2) [Deleted.]

(C) Journey partly by road and partly by rail

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

NOTE—1 [Deleted.]

NOTE—2 [Deleted.]

(b) For the rail journey—

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

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

(CC) During the course of journeys on official work, one day's daily allowance at ordinary rates will be admissible if the circumstances mentioned below exist, provided that daily allowance is otherwise not admissible for that day under the rules and the controlling officer is fully satisfied about the existence of these circumstances—

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

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

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

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

## **Halt during absence from headquarters on tour and also during training period.**

### **(D) Halt during absence from headquarters**

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

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

NOTE 2—A halt is continuous unless terminated by an absence on duty at a distance exceeding eight kilometres for a period exceeding five days. A break in a halt at a particular place, which does not exceed five days, will not be deemed to

break the continuity of the halt at that place even when government servant returns to that place after a visit to headquarters. The broken periods of such a halt will be treated as parts of the same halt for the purpose of the restrictions in clause (2) of this rule (below) regarding the drawal of halting allowance at full rates for the period of first 30 days and thereafter at half of those rates upto a period of one hundred and fifty days.

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

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

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

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

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

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

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

(i) For the first 45 days—at full rate.

(ii) For the next 135 days—at half the rate.

(iii) Above 180 days—Nil.

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

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

28. [Deleted.]

## Journey by motor car, motor truck, motor carrier or jeep car.

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

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

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

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

(ii) Where, however, the duration of halt is less than eight hours then the government servant will draw only the incidental expenses at the rates prescribed in rule 23(A)(1) for journey by rail, the amount of which will not exceed the amount of one day's daily allowance at ordinary rates.

Explanatory Note—[Deleted.]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Journey in a Government aeroplane.

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

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

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

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

30. [Deleted.]

31. [Deleted.]

32. [Deleted.]

33. [Deleted.]

## Transportation of conveyance.

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

such limits on the weight of camp equipage and the number or means of conveyance as the Government may fix. (See Appendix X).

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

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

35. [Deleted.]

## Travelling allowance to government servants holding two posts.

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

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

## Journey by special means of conveyance.

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

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

## Permanent Monthly Allowances

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

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

- (i) Munshis, clerks, signallers and draftsmen attached to canal divisions in the Irrigation Department.
- (ii) Sub-divisional clerks and Munshis on the establishment of the Executive Engineer, Kumaun Government Estates.
- (iii) Range Officer in charge of the Hardwar Range in the Saharanpur Forest Division.
- (iv) Medical Officers attached to travelling dispensaries and those serving in the Irrigation Department.
- (v) Amins in the Irrigation Department employed on project work, i. e. on land acquisition work on the laying out of irrigation channels or drainage lines or employed on works and survey, where there are to regular beats.
- (vi) Amins in the Irrigation Department stationed at Lalitpur in the Jhansi Division.
- (vii) Government servants of Category-IV.
- (viii) [Deleted.]
- (ix) Assistants to the Special Forest Officer, Tarai and Bhabar Estates Forest Division.
- (x) [Deleted.]

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

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

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

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

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

40. [Deleted.]

41. A permanent travelling allowance cannot be drawn during joining time, or, unless in any case it be otherwise expressly provided in these rules, during any period for which travelling allowance of any other `kind is drawn. Its drawal during leave is regulated by the rules made under Fundamental Rule 93.



## Chapter IV

### Rules regarding special journeys

#### Journeys on Transfer

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

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

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

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

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

(J). For journeys by rail—

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

(iv) Category-IV—One bicycle.

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

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

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

Provided that if the government servant himself and/or any member or members of his family travel by the car/motor cycle/ scooter/moped, he may draw the allowance for the transportation of conveyance in addition to the railway fares and incidental expenses for self only at twice the ordinary rate which would have been admissible if the journey had been performed by rail and/or bus.

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

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

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

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

(II) For journeys by road:

(i) For Self—

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

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

(c) when a government servant of Category-III travels on a motor cycle or scooter or moped which is his own and propulsion charges are borne by him—such charges as are admissible under clause (I) (iv) above  
Exception—Where, however, the government servant of the Category-I or II travels in a motor car or other conveyance plying for hire and hires only a seat, he will draw the actual fare paid for the seat plus incidental expenses at twice the rate admissible to him for an ordinary journey on tour.

(ii) For Family—

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

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

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

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

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

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

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

	Carts or thelas
(1) Category-I—	
(a) if travelling alone	4
(b) if travelling with family	6
(2) Category-II—	
(a) if travelling alone	2
(b) if travelling with family	3
(3) Category-III—	
(a) if travelling alone	1
(b) if travelling with family	2

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

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

Exception (1)—[Deleted.]

Exception (2)—Government servants of Category-IV who are transferred to a distance of more than 40 kilometres between places in the hill pattis of the Kumaun and Garhwal Divisions which are not connected by a motor road, may also draw the cost of engaging one mazdoor for the carriage of their personal effects, provided that this cost shall not exceed

the amount payable to a mazdoor for the journey in question under the normal rate per kilometre for mazdoors fixed by the Collector of the district from time to time.

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

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

(2) (a) It is not necessary that a government servant's family should travel with him. He may charge for their journey if they precede him by a period not exceeding a month, or follow him by a period not exceeding twelve months from the date of his relief at his old station. In exceptional cases, however, the Government may permit the drawal of travelling allowance for the family even when the aforementioned periods are exceeded.

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

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

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

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

(1) to (7) [Deleted.]

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

(9) [Deleted.]

(10) [Deleted.]

(11) [Deleted.]

(11-A) [Deleted.]

(12) [Deleted.]

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

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

(14) Members of the railway police may draw travelling allowance under exception (ii) to rule 27(A) for journeys on transfer within the limits of the railway to which they are attached, and are entitled in addition to a free pass or fares for

their families provided that no daily allowance may be drawn for halts, in the course of the journey, unless such halts are made in connexion with their duty. For journeys on transfer from one line to another, they are entitled to the concession in this rule less the amount of fare or fares covered by the pass, which they may be allowed for any portion of the journey.

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

(16) [Deleted.]

(17) [Deleted.]

(18) [Deleted.]

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

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

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

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

(20) [Deleted.]

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

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

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

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

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

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

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

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

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

- (1) Travelling allowance as for ordinary journeys from the place of handing over charge to the place of taking over;
- (2) An allowance for incidental expenses at the rate admissible to him for an ordinary journey on tour from his old to his new headquarters; and
- (3) all the further concessions admissible under rule 42, direct from the old to the new headquarters, excluding those in clauses (2)(I)(i) and (2)(II)(i) of rule 42.

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

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

NOTE—[Deleted.]

### **Travelling allowance on temporary transfer.**

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

- (i) where the transfer is intended to be for a period of 180 days or less, the order of transfer should specifically state accordingly.
- (ii) the government servant who has been asked to proceed on a temporary transfer will be entitled to mileage allowance and daily allowance at ordinary rates as admissible under these rules.
- (iii) the claim for daily allowance for halt at the temporary headquarters will require verification of the officer under whose administrative control he has been placed at the temporary headquarters.
- (iv) no joining time is admissible in such cases. Only the actual transit time, as admissible in the case of journeys on tour, may be allowed.
- (v) in a case where the transfer initially made for a period exceeding 180 days, is subsequently reduced to a period of 180 days or less, the transfer travelling allowance originally allowed should not be changed to the disadvantage of the government servant.

(vi) if a temporary transfer initially intended to be for a period not exceeding 180 days, is extended beyond 180 days, the government servant shall have the option to claim travelling allowance under rule 42 and in that case the travelling



allowance already drawn shall be adjusted in the transfer travelling allowance claim but the daily allowance admissible up to the date of issue of orders extending the transfer, will not be so adjusted.

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

## Travelling allowance to join first appointment

### Journeys to join First Appointment

44. [Deleted.]

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

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

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

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

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

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

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

(4) [Deleted.]

## Travelling allowance to attend examinations.

### Journeys to attend examinations

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

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

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

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

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

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

47. [Deleted.]

## Travelling allowance for journeys occasioned by leave.

### Journeys occasioned by leave

48. [Deleted.]

49. [Deleted.]

50. [Deleted.]

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

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



(b) For family—Nil

(c) For personal effects and conveyances—Nil

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

I—When recalled from leave not exceeding 120 days—

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

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

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

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

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

(b) For family—Nil

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

NOTE—(1) [Deleted.]

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

NOTE—(3) [Deleted.]

52. [Deleted.]

53. [Deleted.]

54. [Deleted.]

55. [Deleted.]

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

57. [Deleted.]

58. [Deleted.]

58-A [Deleted.]

## Travelling allowance for journeys during suspension or to give evidence.

Journeys during suspension or to give evidence

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

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

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

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

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

59-A. A government servant under suspension who is required to perform a journey to attend the departmental enquiry (other than a police enquiry) may be allowed travelling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held, or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. No travelling allowance will, however, be admissible if the enquiry is held at the outstation at his own request.

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

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

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

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

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

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

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

59-B. (1) A government servant removed or dismissed or compulsorily retired from service but under the orders of the appellate or reviewing authority it is decided to hold a further or fresh departmental enquiry in which the government servant is required to appear before such an enquiry, may be allowed travelling allowance at ordinary rates as for a

journey on tour from the place where he receives the summons asking him to appear before the enquiry to the place where the departmental enquiry is held; provided the amount of travelling allowance will not exceed the amount which would have been admissible to him had he performed the onward and return journeys from his home town to the place of enquiry.

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

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

## **Travelling allowance for journeys for obtaining medical advice or to accompany a sick government servant.**

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

60. (1) A government servant, compelled to leave his station to procure medical advice because no medical officer is available, is entitled to travelling allowance for the journey to and from the nearest station where a medical officer is located, on production of a certificate from the medical officer consulted that such journey was absolutely necessary.

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

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

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

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

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

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

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

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

NOTE—No daily allowance is admissible for halts.

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

NOTE—NO daily allowance is admissible for halts.

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

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

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

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

NOTE—No daily allowance is admissible for halts.

64-F. When on the advice of an authorised medical attendant, the State Medical Board considers it necessary that a government servant retired from the State Government service or an officer of All-India Service who retired while in the service of the State Government or any member or members of their families who is/are dependent on him and who is suffering from a serious and complicated disease which requires specialised treatment and for which proper treatment is not available in any Government or private hospital/institute anywhere in the State of Uttar Pradesh then the case may be referred to any hospital/institute outside the State of Uttar Pradesh but within India, and in such a case rail or road fare. for both outward and inward journeys from the place of his residence to the station where that hospital/institute is situated shall be admissible to him, and to one attendant, as was admissible just before his retirement only once for that reference.

NOTE—No daily allowance is admissible for halts.

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

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

61-A. [Deleted.]

61-B. [Deleted.]

62. [Deleted.]

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

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

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

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

### Travelling allowance for journeys on a course of training.

Journeys on a course of training

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

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

### Travelling allowance for journeys to receive decorations, etc.

Journeys to receive decorations and Certificates of Honours, etc.

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

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

(2) [Deleted.]

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

(a) Government servants—

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

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

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

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

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

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

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

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

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

65-A. [Deleted.]

65-B. [Deleted.]

## Travelling allowance for journeys to attend meeting, conferences in India.

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

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

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

65-CC. (1) Government servants of the Public Works, Irrigation, Minor Irrigation and Rural Engineering Departments and of the organization of the Electrical Inspector to Government, Uttar Pradesh, who being Corporate and Associate Members of the Institution of Engineers, India, or of the Uttar Pradesh Association of that institution or of the council of the former or the executive committee of the latter, are permitted respectively by the Superintending Engineers or the Chief Engineers concerned and the Electrical Inspector to Government, Uttar Pradesh, to attend annual general meetings



of the institution or the executive committee of the association, will be allowed one railway fare of the class to which he is ordinarily entitled for journeys to attend meetings referred to, provided that such travelling allowance shall be admissible for attending not more than three meetings a year of the council of the institution and not more than one meeting a year of the executive committee of the association.

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

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

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

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

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

## Travelling allowance to non-gazetted members of Government Railway Police.

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

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

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

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

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



## Travelling allowance for journeys for work connected with elections.

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

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

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

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

## Travelling allowance to Police Officers for appearance in Court.

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

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

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

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

## Travelling allowance to Provincial Armed Constabulary personnel below the rank of sub-inspector.

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

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

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

(ii) that he actually proceeds to his home.

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

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

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

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

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

65-K. [Deleted.]

## CHAPTER V

### SPECIAL RULES FOR HIGH OFFICIALS

#### Rules for the members of the Secretariat and the personal staff of the Governor for recess.

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

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

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

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

NOTES—(1) [Deleted.]

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

(a) special train, or

(b) special carriage attached to an ordinary train,

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

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

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

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

67. [Deleted.]

68. [Deleted.]

69. [Deleted.]

70. [Deleted.]

71. [Deleted.]

72. [Deleted.]

73. [Deleted.]

## CHAPTER VI

### TRAVELLING ALLOWANCE ON DEATH OR RETIREMENT

74—81. [Deleted.]

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

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

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

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

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

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

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

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

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

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

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

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

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

(i) The surviving widow or the eldest among them if there be more than one surviving widow (not being a minor) if the deceased government servant was a male officer or the husband if the deceased was a female officer;

(ii) The eldest surviving (dependent) child of the deceased government servant provided that he/she has attained the age of majority;

(iii) Any person who in the opinion of the Head of Office is fit to receive payment on behalf of minor(s), subject to the execution by such person of a bond, duly signed by two sureties agreeing to indemnify Government against any subsequent claim, provided that such a bond may be dispensed with when payment is made to a legal guardian. (For details see Appendix XI).

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

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

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

(b) Government servants paid out of contingencies.

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

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

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

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

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

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

(b) For journeys by road :

(i) For self—

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

(b) when a government servant of Category-I or II travels in a motor car or other conveyance which is either his own or borrowed or hired and when propulsion charges are borne by him when the conveyance so used is his own or borrowed—Such charges as admissible under rule 42(2)(II)(iv).

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

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

(ii) For family—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A declaration of home town once made shall ordinarily be treated as final, but in exceptional circumstance, Government in the Administrative Department may authorise a change in such declaration, provided that such a change shall not be made more than once during the service of the government servant.

(ii) Where a government servant wishes to settle down at a place other than his home town, he will be entitled to draw the actual travelling allowance, provided the amount of travelling allowance does not exceed the amount which he would have drawn from the last place of duty to his home town.

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

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

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

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

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



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

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

## CHAPTER VII CONVEYANCE ALLOWANCE

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

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

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

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

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

83 and 84. [Deleted.]

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

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

86 and 87. [Deleted.]

**CHAPTER VIII**  
**RULES OF PROCEDURE**  
**Countersignature**

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

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

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

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

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

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

(a) [Deleted.]

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

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

90. It is the duty of a controlling officer, before signing or countersigning a travelling allowance bill—

(a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;

(b) to scrutinize carefully the distances entered in travelling allowance bills;

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

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

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

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

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

(i) maps;

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

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

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

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

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

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

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

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

(6) [Deleted.]

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

(8) [Deleted.]

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

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

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

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

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

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

(15) [Deleted.]

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

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

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

**APPENDIX I**  
**(REFERRED TO IN RULE 12)**  
**The All-India Services (Travelling Allowances) Rules, 1954**

In exercise of the powers conferred by sub-section (1) of section 3 of the All-India Services Act, 1951 (LXI of 1951), the Central Government, after consultation with the Governments of the States concerned, hereby makes the following rules, namely:—

1. Short title—These rules, may be called the All-India Services (Travelling Allowance) Rules. 1954.

2. Definition—In these rules, unless the context otherwise requires—

(a) "Government" means in the case of a member of the Service serving in connection with the affairs of the Union, the Central Government, and in the case of a member of the Service serving in connection with the affairs of a State, the Government of that State.

(b) "Member of the Service" means a member of an All-India Service as defined in section 2 of the All-India Services Act, 1951.

3. Regulation of travelling allowance—(1) Every member of the service shall be entitled to the highest class of accommodation (which does not include air-conditioned accommodation in the case of travel by railway) for travel (on duty in India). In all other respects the travelling allowance admissible to such member and the conditions in which those allowances are payable shall be regulated by the appropriate rules of the Government under whom he is serving for the time being:

Provided that Government may by general or special order regulate the entitlement of a member of the Service to travel by air-conditioned accommodation:

Provided further that in the absence of first class accommodation on any particular train, a member of the Service may, at his option, travel by air-conditioned accommodation, and shall, when so travelling, be entitled to draw rail fare at the presumptive first class rate, in addition to such allowance for incidental expenses of the journey as may be admissible under the appropriate rules aforesaid.

(2) In respect of journey by land, sea or air, on duty outside India, a member of the Service shall be entitled to accommodation in accordance with the rules and orders on the subject governing members of the Indian Foreign Service 'A'.

4. Travelling Allowance on transfer or deputation—The travelling allowances of a member of the Service who is serving under one Government shall, on transfer or deputation or service under any other Government, be governed by the rules of the Government under whom he is transferred or deputed to serve unless by a special or general order of the Government he continues to be governed by the rules of the Government under whom he was serving before such transfer or deputation:

Provided that in the case of a member of the Service transferred or deputed to serve under a constituent State or a joint cadre an order under this shall rule be passed by the joint cadre authority.

Government of India's Decision

A question arose whether officers of the All India Services, who were borne on State cadre but were serving the Central Government at the time of retirement and who retired from service without reverting to the parent State Cadre, were entitled to travelling allowance admissible to Central Government servants on retirement under Ministry of Finance O.M. no. 5(109)-E IV-57, dated the 11th July, 1960.

The Government of India have held that in view of the provisions of rules 3 and 4 of the All-India Services (Travelling Allowance) Rules, 1954 such officers are entitled to the benefit of retirement travelling allowance admissible under the orders of the Central Government referred to above.

(G.I., M.H.A., O.M. no. 5/4/66-AIS (II), dated the 25<sup>th</sup> January, 1966).

5. Interpretation—If any question arises as to the interpretation of these Rules, the Central Government shall decide the same.

6. Repeal and Saving—All rules corresponding to these Rules in force immediately before the commencement of these Rules and applicable to members of the Service are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provision of these Rules.

(No. 28/1/54—AIS (II), dated the 14th September, 1954)

Executive orders/instructions issued under the All-India Services (Travelling Allowance) Rules, 1954.

1. Conveyances at government expense of families and personal effects of officers who die while in service—In the case of All-India services officers, who die while in service, the following concessions will be admissible to members of their families, as defined in S. R. 2(8) for, purpose of Travelling Allowance Rules, provided the journey is completed within six months after the death of the officer.

2. Travel expenses will be admissible by the shortest route from the last headquarters of the officer 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 officer while in service.

3. The amount of travel expenses payable to the members of the family will be:

(a) For journey by rail and/or steamer—

(i) Actual fare (without the incidentals) of the class of accommodation, to which the deceased officer was himself entitled, for each member of the family.

(ii) Actual cost of transportation of personal effects on the scale admissible under S. R. 116(a)(II)(iii).

(b) For journey by road—

(i) One mileage allowance for one member of family, a second mileage allowance, if two other members of family, and a third mileage allowance, if more than two other members of family travel, at the rate applicable to the deceased officer.

(ii) Actual cost of transportation of personal effects on the scale admissible under S. R. 116(a)(II)(iii).

4. If at the time of the death of an officer, a member of his family happens to be at a station other than the officer's last headquarters or being there proceeds to a station other than the normal place of residence, such member may draw the actual fare for the journey made by rail or steamer, road mileage for the actual distance of road journey and cost of transport of personal effects from the place where he was at the time of the officer's death to the place to which he actually travelled, provided that the total expenses claimed shall not exceed the total mileage allowance and cost of transportation of personal effects up to the prescribed limit that would have been admissible, had such member travelled from the headquarters of the officer to the normal place of residence. (Government of India, Ministry of home Affairs letter no. 4/8/56-AIS (III), dated 17th January, 1958).



2. Travelling allowance for journeys to peruse official records at outstations in disciplinary cases—All-India Services Officers serving in connection with the affairs of the Union, who undertake journeys to outstations to peruse official records for the preparation of their defence in connection with the disciplinary proceedings instituted against them may be given travelling allowance as for a journey on tour without any allowance for halts. The travelling allowance will be allowed from the headquarters of the officer or from any other place where the officer 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 officer. The grant of the travelling allowance will be subject to the following further conditions:

(i) the inquiring 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 officer or the bulk of the documents ruled out the possibility of copies being made out, and sent, and

(iii) the Head of Office under whose administrative control the officer is, certifies that the journey was performed with his approval.

(2) It has also been decided that, in the case of officers not under suspension at the time of undertaking the journey, the period spent in transit to and fro 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 reinstated in service, the period will be treated as duty, leave or otherwise in accordance with the orders passed by the competent authority under rule 9 of the All-India Services (Discipline and Appeal) Rules, 1955.

(3) In so far as All-India Services Officers serving in connection with the affairs of the States are concerned the State Governments have been requested to consider the desirability of framing similar instructions.

(Government of India, Ministry of Home Affairs, letter no. 16/5/59 AIS (II), dated the 19th November, 1959).

3. Travelling allowance on retirement—(1) Orders have been issued sanctioning the grant of travelling allowance to retiring Central Government servants vide Government of India, Ministry of Finance, O. M. No. 5(109), EIV / 57, dated the 11th July, 1960 (extract reproduced below). These orders are applicable to All-India Services Officers serving in connection with the affairs of the Union. As far as All-India Services Officers serving in connection with the affairs of the States are concerned the State Governments have been requested to take necessary action to extend the instructions, referred to above, under their own rules.

(Government of India, Ministry of Home Affairs, letter no. 16/15/60-AIS (II), dated the 27th October, 1960 and the 3rd February, 1962).

Extract from Government of India, Ministry of Finance O. M. No. 5(109)-EIV-57, dated the 11th July, 1960.

The President is pleased to sanction the grant of travelling allowance to retiring Central Government servants on the scale and the conditions set out in the succeeding paragraphs.

(2) The Travelling allowance referred to will be admissible in respect of the journey of the Government servant and members of his family from the last station of his duty to his home town and in respect of the transportation of his personal effects between the same places. The precise entitlement under the concession will be as follows:

(a) For journeys by rail and/or steamer—

(i) Actual fares including the tax on fares 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, as defined in S. R. 2(8). No allowance for incidental expenses would be admissible.

(ii) Actual cost of transportation of personal effects on the scale admissible under S. R. 116(a)(I)(iii).

(b) For journeys by road—

(i) One mileage allowance for the Government servant, a second mileage allowance if two members of the family travel with him, and a third mileage allowance if more than two members of his family travel with him at the rate applicable to the Government servant on the date when he was last on duty.

(ii) Actual cost of transportation of personal effects on the scale admissible under S. R. 116(a)(II)(iii).

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

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

Note—(1) The actual cost of transporting a motor car or other conveyance maintained by a government servant before his retirement is not reimbursable under these orders, but the motor car or conveyance may be treated as part of the personal effects for the purpose of the application of the scale referred to in clauses (a) to (c) above.

Note—(2) No mileage allowance will be admissible for journeys between residence and the railway station or bus terminal as the case may be at either end.

(d) For journeys performed in the officer's own car or in a private car between stations connected by rail/steamer—

As admissible under sub-para (b), limited to railway/steamer as admissible under sub-para (a).

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

(i) The concession will be admissible by the shortest route from the last place of duty of the government servant to his home town. The place which a government servant may have declared to be his home town for the purposes of the leave travel concessions, sanctioned under the Ministry of Home Affairs O. M. No. 43/1/55 Est(A)-Part II, dated 11th October, 1956, shall be regarded as his home town for the purposes of these orders also. Failing a declaration by the government servant of his home town for the purpose of the leave travel concession, the place entered in his service book or other service record may be treated to be his home town.

(ii) Where a government servant wishes to settle down not in his home town but at another place, he may be permitted to avail the concession up to the later 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.

(iii) 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 6 months of the date of his retirement.

(iv) The concession will be admissible to permanent Central government servants who retire on a retiring pension or on superannuation, invalid or compensation pension. It will not be so admissible to government servants who quit service by resignation or who may be dismissed or removed from service.

(v) The concession will also be admissible to (i) quasi-permanent employees and (ii) temporary employees who retire on attaining the age of superannuation or are invalided or are retrenched from service, without being offered an alternative

employment, provided that they have put in a total service of not less than 10 years under the Central Government at the time of retirement / invalidment / retrenchment.

(vi) In the case of a person whose domicile is elsewhere than in India or who intends to reside permanently outside India after retirement, the concession will be admissible up to the railway station nearest to the port of his embarkation. In the case of such a person who travels by air, the concession of travelling allowance by rail/road under these orders will be admissible up to the airport of employment for himself and members of his family, and up to the port of despatch for his personal effects.

(vii) Where an officer is re-employed under the Central Government while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession admissible under these orders may be allowed to be availed of by him within six months of the expiry of the period of his re-employment.

(viii) In the case of a Government servant who availed of the Leave Travel Concession under the All-India Services (Leave Travel Concession) Rules, 1974 during one year preceding the date of retirement or commencement of leave preparatory to retirement, as the case may be, the amount of travelling allowance admissible under these orders will be reduced by the amount reimbursed to him on account of the Leave Travel Concession as above. These conditions may be waived by the Controlling Officer in case of invalidment from service.

(4) The Travelling Allowance claims admissible under these orders will be on Travelling Allowance Bill forms like Transfer Travelling Allowance claims. The claims of officers 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 employed as the Comptroller and Auditor General or as a Secretary to the Government of India may be countersigned by his successor-in-office. The certificates required to be furnished by the officers in respect of Transfer Travelling Allowance claims will also be required to be furnished in respect of claims for travelling allowance under these orders.

(5) Before re-imbursing the travelling allowance admissible under these orders, the countersigning authorities should satisfy themselves, as far as possible, that the claimant and members of his family actually performed the journeys to the home town or 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.

(6) Payment of travelling allowance claims under these orders may be made by the Treasury Officer in relaxation of rule 21 of the Central Treasury Rules, i.e. he may make the payment of such claims even after the issue of a 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.

(7) The concession admissible under these orders will be admissible to all persons who retire on and after the date of issue of these orders.

## APPENDIX II (Referred to in rule 24-A)

### PART I

List of government servants who are not entitled to any travelling allowance for road journeys within jurisdiction.

#### I—Land Revenue

Supervisor and Registrar Kanungos, Revenue Department Amins (i.e. partition amins, kurk amins and amins for collection of canal dues, etc.), extra naib-tahsildars and patwaris in the hill pattis of Kumaon Division and in the Tarai and Bhabar and Garhwal Bhabar Government Estates.

#### II—Forest

Forest guards.

#### III—General Administration

Tent pitchers, khalasis and tahsil peons and Jamadars.

#### IV—Administration of Justice

Process servers.

#### V—Public Works and Irrigation

Surveyors, canal mistries, and petty establishments expressly engaged for service in the field inclusive of patrols, watchmen and beldars.

### PART II

List of government servants entitled to daily allowance or mileage allowance under restrictions for journeys by road within jurisdiction.

#### I—Land Revenue

Members of the Subordinate Engineering Service on the establishment of the Executive Engineer, Tarai and Bhabar Government Estates.	May only draw mileage allowance for journeys by road under the special orders of the Executive Engineer. No daily allowance will be admissible.
---	---

#### II—Police

(i) All members of the force below the rank of Assistant or Deputy Superintendent.	Are entitled to have their baggage conveyed at the expense of the Government when employed on escort, dacoity patrol duty or on patrol duty in disturbed areas when Government transport is not provided. Members of the mounted police will be entitled to this concession also when on patrol duty beyond a limit of eight kilometres from headquarters, provided that the conveyance of baggage is certified to be necessary by the Superintendent of Police. The scale allowed is as follows:	
When on ordinary escort duty.		When on escort duty with touring officers or troops on march, and when on dacoity patrol duty.
Inspectors and Sergeants	25 kilograms	187 kilograms (cart of two bullocks).
Sub-Inspectors and Assistant Sub-Inspectors	20 kilograms	112 kilograms (one pony, or in the hilly parts of Kumaon where a pony cannot carry 112 kilograms four coolies).
Head Constables	10 kilograms	37 kilograms (two coolies).
Naiks and Constables	10 kilograms	14 to 19 kilograms (one coolie).

NOTE—The ordinary jurisdiction of government servants below the rank of Deputy Superintendent of Police attached to the Criminal Investigation Department and the District Intelligence Staff working under the Criminal Investigation Department is limited to a radius of 32 kilometres from the headquarters of each sub-agency.

(ii) All members of the force of or below the rank of Inspector.	May draw daily allowance for journeys of more than 8 kilometres from headquarters, provided that, if a member is attached to a police station, the end of the journey is beyond the limits of the police station.
--	---

NOTE—[Deleted.]

(iii) [Deleted.]

(iv) [Deleted.]

(v) Reserve and City Inspectors of Police.	May draw daily allowance at ordinary rates for all journeys on duty of more than 24 kilometres from headquarters in addition to the conveyance allowance which they receive.
--	--

(vi) [Deleted.]

(vii) All Sub-Inspectors of Police travelling on duty from Tarai and Bhabar thanas other than Haldwani to places in the hills more than 24 kilometres distant from their thanas which are reached via Kathgodam.	<p>Will draw in lieu of daily allowance—</p> <ul style="list-style-type: none"> <li>(i) single second class fare.</li> <li>(ii) pony hire from Kathgodam to their destination.</li> <li>(iii) when not on escort duty, the hire of one mazdoor from Kathgodam to their destination.</li> </ul> <p>The same principle applies to return journeys.</p> <p>For all journeys of over 24 kilometres in the hills, head constables and constables should draw, when not on escort duty, the hire of one mazdoor in place of daily allowance, and for journeys on transfer mileage at 1 1/2 times the ordinary rates, even when the journey is one of less than 32 kilometres.</p>
--	---

## APPENDIX III

### [Referred to in rule 27 (D) (2)]

List of government servants exempted from the operation of rule 27(D) (1) regarding the inadmissibility of daily allowance in respect of a continuous halt of more than ten days.

NOTES—(1) Except where otherwise specifically stated, the exemption is subject to the condition that daily allowance at the rates ordinarily admissible will be allowed for the first 30 days of a continuous halt and thereafter at half of these rates provided that no daily allowance will be allowed after a period of 180 days of such a halt.

(2) For an explanation of the term "a continuous halt" see note 2 below rule 27 (D) (1).

No.	Designation of government servant	Conditions and remarks, if any
1.	2.	3.
1.	All government servants of the Kumaon Division, except the staff of the Excise Department touring in the division and also the Inspectors and Assistant and Deputy Inspectors of Schools of the Bareilly and Meerut Circles and their clerks when touring in the Kumaon Division.	On production of a certificate that camp equipage was maintained during the halts.
2.	[Deleted.]	
3.	[Deleted.]	
4.	Officers engaged in appropriating lands for public purpose.	(a) On production of a certificate that camp equipage was maintained during the halt. (b) On a certificate from the district officer concerned that the extended halt was, in his opinion, unavoidable in each case.
5(a)	All government servants of the Forest Department.	On production of a certificate that camp equipage was maintained during the halt.
5(b)	Camp Clerks accompanying Working Plans Officers of Naini Tal on duty.	Daily allowance is admissible at full rates for the first 30 days of the halt and thereafter at half rates for the remaining period of the stay at Naini Tal.
6	Private Secretaries and Personal Assistants attached to Ministers and Deputy Ministers.	Daily allowance may be drawn at the full rate for the entire period of the halt when accompanying the Minister and Deputy Minister, as the case may be, on tour.
6-A	Private Secretary of the Speaker, Legislative Assembly.	Daily allowance may be drawn at full rates for the entire period of halt with the Speaker at places outside Lucknow.
6-B	Private Secretary and other Staff of the Chairman, Legislative Council.	Daily allowance may be drawn at the full rate for the entire period of the halt with the Chairman at places outside Lucknow and home town of the Chairman.
6-C	Ministerial staff of the office of the Secretary to the Governor accompanying the Governor on tour.	Daily allowance may be drawn at the full rate for the entire period of the halt.
7	Sarishtedar or reader attached to each member of the Board of Revenue.	In respect of all halts at Lucknow with the members in connection with the disposal of appeals under the Oudh Rent Act.

8	[Deleted.]	
9	[Deleted.]	
9-A	Judge, Small Cause Court, Dehra Dun and his office staff.	Daily allowance at full rates is admissible up to a maximum of 15 days of a halt.
10	Government pleaders accompanying sessions judges on tour.	On production of a certificate that camp equipage was maintained during the halt.
11	[Deleted.]	
12	Police (other than railway police) or other government servants attending a fair or agricultural exhibition.	(a) On production of a certificate that camp equipage was maintained during the halt.
		(b) On a certificate from the District Magistrate that the government servant's presence was necessary. Daily allowance is admissible at the full rates for the first 30 days of a halt and thereafter at half of these rates for the remaining period of the halt.
13	Officers and men of the railway police attending a fair.	(a) On production of a certificate that camp equipage was maintained during the halt.
		(b) On a certificate from the Deputy Inspector General of Police in charge of the railway police that their presence was necessary. Daily allowance is admissible at the full rates for the first 30 days of a halt and thereafter at half of these rates for the remaining period of the halt.
14	Police officers and men deputed annually on duty at the Magh Mela, Allahabad.	Daily allowance is admissible at the full rates for the first 30 days of a halt and thereafter at half of these rates for the remaining period of the halt.
15	[Deleted.]	
16	Superintendents of Physical Training of the Agra, Allahabad and Lucknow Training Colleges while conducting classes in physical training for masters in district and municipal board and Anglo-Vernacular Schools, including Government institutions.	In respect of halts, for a period not exceeding six weeks at a centre within the circle of each Superintendent, assigned by the Director of Education, the daily allowance admissible will be at the full rate for the first 30 days and half of these rates for the remaining period.
17	Amins in the Irrigation Department when called to Ziladari or divisional offices for the preparation of jamabandis.	Executive Engineers of canal divisions are authorised in such cases to pass the travelling allowance. Daily allowance will be allowed at the rates ordinarily admissible to the amins for the first 30 days of their halt and thereafter at half of these rates.
18	The Assistant Director of Medical and Health Services, Malariology, clerks attached to his office and Assistant Malaria Officer.	When carrying out preventive measures against malaria or making malarial surveys.
19	Special offices placed at the disposal of the Irrigation Department for land acquisition work and their Staff.	On a certificate of the Executive Engineer concerned, that the prolonged halt was, in his opinion, unavoidable in each case.
20	[Deleted.]	
21	[Deleted.]	
22	[Deleted.]	



23	[Deleted.]	
24	Government servants of the Education Department employed in connection with the conduct of public examinations.	In case of a non-gazetted servant, on a certificate from the controlling officer to the effect that the extended halt was unavoidable.
25	[Deleted.]	
26	[Deleted.]	
27	[Deleted.]	
28	[Deleted.]	
29	[Deleted.]	
30	Advocate General	Daily allowance at the rate of Rs 20 per diem is admissible for the entire period of a halt at Lucknow in connection with a meeting of the Legislature or of a committee of the Legislature.
31	[Deleted.]	
32	Kanungos	During the period (including Sundays and holiday) of their stay at headquarters in connection with record and settlement work.
33	[Deleted.]	

## APPENDIX IV

[REFERRED TO IN RULE 42(2)(II)(iv), NOTE 1]

The mode of conveyance the possession of which may be advantageous in the interest of the efficient performance of the duties of the posts held by Government Servants.

(1) Category—I Government Servants	One Motor Car or Motor Cycle or Scooter
(2) Category—II Government Servants	One Motor Car or Motor Cycle or Scooter or Moped
(3) Category—III Government Servants	One Motor Cycle or Scooter or Moped or Bicycle
(4) Category—IV Government Servants	One Bicycle

## APPENDIX V

(REFERRED TO IN THE NOTE BELOW RULE 14)

Table of distances from the Collector's Office to the Railway Station and/or Bus Station

Serial no.	District	Railway station	Distance from the Collector's office	Name of the bus station	Distance from the Collector's office
1	2	3	4	5	6
			Kms.		Kms.
1	Agra	Agra Fort	2.0	Agra	1.2
		Agra City	3.0		
		Agra Cantonment	4.0		
		Agra Idgah	2.0		
		Raja-ki-Mandi	3.0		
2	Aligarh	Aligarh	1.5	Aligarh	3.2
3	Allahabad	Allahabad	4.6	Zero Road	4.0
		Allahabad City	4.7	Civil Lines	2.6
		Prayag	2.0		
4	Almora			Almora	0.0
5	Azamgarh	Azamgarh	3.4	Azamgarh	0.8
6	Bahraich	Bahraich	3.0	Bahraich	1.2
7	Ballia	Ballia	1.5	Ballia	0.5
8	Banda	Banda	0.8	Banda	0.3
9	Bara Banki	Bara Banki	0.9	B. D.Road	0.8
				Naka Satrikh	2.0
10	Bareilly	Bareilly Junction	1.1	Bareilly	2.0
		Bareilly City	2.4		
11	Basti	Basti	6.0	Basti	3.4
12	Bijnor	Bijnor	2.0	Bijnor	0.2
13	Budaun	Budaun	1.2	Budaun	0.9

14	Bulandshahr	Bulandshahr	1.7	Bulandshahr	1.8
15	Chamoli			Chamoli	0.5
16	Dehra Dun	Dehra Dun	0.8	Dehra Dun	0.6
17	Deoria	Deoria	2.2	Deoria	0.1
18	Etah	Etah	2.7	Etah	1.2
19	Etawah	Etawah	1.3	Etawah	2.0
20	Faizabad	Faizabad	1.2	Faizabad	0.6
21	Farrukhabad	Fatehgarh	2.0	Fatehgarh	0.4
		Farrukhabad	8.0		
22	Fatehpur	Fatehpur	0.7	Fatehpur	3.1
23	Garhwal			Pauri	0.5
24	Ghaziabad	Ghaziabad Jn.	4.0	Ghaziabad	2.0
		New Station	1.5		
25	Ghazipur	Ghazipur City	1.3	Ghazipur	1.2
		Tarighat	3.0		
26	Gonda	Gonda	5.3	Gonda	2.2
		Gonda kutchery	2.2		
27	Gorakhpur	Gorakhpur	1.5	Railway Bus Station	1.2
				Kutchery	0.3
		Hamirpur Road	10.4	Hamirpur	0.0

## APPENDIX V

1	2	3	4	5	6
			Km.		Kms.
29	Hardoi	Hardoi	1.4	Hardoi	0.6
30	Jalaun (Orai)	Orai	2.4	From/To Jhansi	1.6
				Do. Kalpi	0.8
				Do Konch	0.8
				Do Jalaun	0.8

				Do Rath	3.2
				Do Kotra	0.8
31.	Jaunpur	Jaunpur Junction	3.5	Jaunpur	1.0
		Jaunpur City	3.5		
		Jaunpur Kutchery	2.0		
32.	Jhansi	Jhansi	3.2		
33.	Kanpur	Kanpur Central	3.2	Chunniganj	2.8
		Anwarganj	4.2	Collectorganj	2.8
		Rawatpur	6.8		
34	Lakhimpur (Kheri)	Lakhimpur-Kheri	1.5	Lakhimpur	1.3
35.	Lucknow	Lucknow-Junction	3.0	Charbagh	2.8
		Aishbagh	3.0		
		Daliganj	2.0		
		Lucknow-City	2.0		
		Badshahnagar	3.0		
36.	Lalitpur	Lalitpur	1.5	Lalitpur	1.6
37.	Mainpuri	Mainpuri	3.2	Mainpuri	2.4
		Mainpur Kutchery	3.0		
38.	Mathura	Mathura Cantt.	1.9	Mathura	2.0
		Mathura Junction	3.4		
39.	Meerut	Meerut City	5.3	Meerut	2.1
		Meerut Cantt.	4.7		
40.	Mirzapur	Mirzapur	3.0.	Mirzapur	3.0
41.	Moradabad	Moradabad	2.0	Moradabad	3.0
42.	Muzaffarnagar	Muzaffarnagar	1.1	Muzaffarnagar	0.6
43.	Naini Tal			Talli Tal	1.0
44.	Orai (Galaun)	(See Sl. no.30)			
45.	Pilibhit	Pilibhit	5.0	Pilibhit	5.0
46.	Pithoragarh			Pithoragarh	2.0

47.	Pratapgarh	Pratapgarh	3.0	Pratapgarh	1.0
48.	Rampur	Rampur	1.6	Rampur	1.2
49.	Rae Bareli	Rae Bareli	2.6	Rae Bareli	1.8
50.	Saharanpur	Saharanpur	1.8	Saharanpur	1.8
51.	Shahjahanpur	Shahjahanpur	1.8	Shahjahanpur	1.0
52.	Sitapur	Sitapur City	2.2	Sitapur	1.1
		Sitapur Cantt.	2.4		
		Sitapur Kutchery	1.0		
53.	Sultanpur	Sultanpur	1.0	Sultanpur	0.4
54.	Tehri-Garhwal			Narendra Nagar	0.2
55.	Unnao		0.6	Unnao	0.8
56.	Uttarkashi			Uttarkashi	0.5
57.	Varanasi.	Varanasi Cantt.	2.5	Varanasi Cantt	2.6
		Varanasi City	4.8	Bishesharganj	3.5
		Kashi	6.9		

## APPENDIX VI

### (REFERRED TO IN RULE 66)

Government orders regulating the grant of special travelling allowance to the officers, office establishment and the household staff of the Governor on the occasion of the Governor's move to Nainital during summer.

1. Copy of Appointment (B) Department Office Memo no. 2007/II-B-27—1959, dated May 7, 1959.

The undersigned is directed to say that the Governor has decided that Government as such will not recess this year; but Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries, Under Secretaries to Government, Officers on Special Duty not below the rank of an Under Secretary and the individual officers mentioned below may go to Nainital for the period from May 1 to July 15, 1959 with the permission of the Ministers concerned.

2. Officers who go to Nainital on recess, or are otherwise required to go there, should inform Secretariat Administration Department (Establishment) accordingly, stating the likely dates and the period of their stay at Nainital.

3. (1) Some members of the Secretariat staff such as stenographers, Personal Assistants to Ministers and to Chief Secretary, members of the Personal Staff of Ministers, Deputy Ministers and Parliamentary Secretaries, members of the Security staff for Ministers and Assistants or other members of the staff specially deputad by officers are required to accompany the Ministers or the officers concerned to Nainital. The names of such members of the staff should be intimated to Secretariat Administration Department (Establishment) or the establishment section of the Branch concerned, as the case may be.

(2) Officers who go to Nainital may take with them their stenographers and only one peon or Jamadar. Ministers, Deputy Ministers and Parliamentary Secretaries and the Chief Secretary may take with them all or any of the peons (including the jamadar) attached to their personal staff, but where they decide to take more than three of them, a written intimation to this effect, mentioning also the names of the individuals chosen, may please be sent to Secretariat Administration Department (Establishment) or the establishment section of the Branch concerned, as the case may be.

4. Government do not assume any liability for finding accommodation for officers or members of the staff, but where possible accommodation may be arranged by the Government Estate Officer for those applying for the

\* Names of officers

(1) Secretary to Chief Minister.

(2) Development Commissioner.

(3) Secretary of the Legislature.

(4) Director and Deputy Director of Information.

(5) Government Estate Officer.

(6) Deputy Superintendent, Branch Press with a skeleton staff.

NOTE—The Secretary of the Legislature may recess at Nainital at the discretion of the Chairman, Legislative Council and the Speaker of the Legislative Assembly.

same. Where accommodation is so arranged, the person concerned will be expected to avail of the same, and will be required to pay for the accommodation held at the prescribed rates.



5. (1) Since Secretaries, Additional Secretaries and in the Branches where there are no Additional Secretaries, the Joint Secretaries to Government, Secretary to Chief Minister and the Director of Information are required to stay at Nainital during the period of recess, particularly in connexion with meetings of the Council of Ministers, and some other officers may be required by Chief Secretary to be available at Nainital for similar purposes, they will be permitted to draw travelling allowance at the rates specified in Section II of the Appendix provided that their continuous stay at Naini Tal is for not less than one month.

(2) Recessing Officers, other than those referred to in sub-paragraph (1) above, will not be entitled to any travelling allowance for the journey to and from Naini Tal.

(3) Where a Recessing Officer is called to Lucknow or any other station, on duty during the period of stay at Naini, Tal, he will be paid travelling allowance at the normal rates, but no daily allowance will be admissible in respect of any halts at Lucknow on such journeys.

(4) Officers who do not go to Naini Tal on recess but are called to Naini Tal on duty, will get travelling and daily allowances at the normal rates admissible to them.

6. (1) Members of the staff referred to in paragraph 3 or those accompanying Recessing Officers, to Naini, Tal, will be paid travelling allowance at the rate specified in the Appendix.

(2) Members of the staff referred to in sub-paragraph (1) above, will draw daily allowance at the rate to which they are entitled in the hills, at full rates for the entire period of their halt at Naini Tal up to a maximum period of 60 days. They are accordingly exempted under rule 58(3) of the Financial Handbook, Volume III, from the operation of rule 27-D(2) of the said Handbook.

(3) All peons (including jamadars, naib-jamadars, daftaries, etc.) accompanying recessing officers will draw daily allowance at the rate of rupees one per day, admissible to them under the rules, for the entire period of their halt at Naini Tal.

7. All the peons (including jamadars, naib-jamadars, daftaries, etc.) and all other members of the inferior staff, who may be required at Nainital on duty in connexion with official business during the period of recess, are exempted under rule 58(3) of Financial Handbook, Volume III from the operation of rule 27-D(2) of the said Handbook and permitted to draw daily allowance at the rate of rupee one for the entire period of their halt at Naini Tal, subject to the limit of 60 days.

8. A statement of expenditure incurred on travelling and daily allowances and contingencies in connexion with the hill recess should be furnished to Appointment (B) Department by August 31, at the latest.

9. The above decision shall, unless revised hereafter, remain in force for the next year also i.e. for the Hill Recess during the hot weather of 1960.

## APPENDIX

### TRAVELLING ALLOWANCE

1—When the stay is less than one month

(a) For journeys by rail	One fare for Government servants of the fourth class and single fare of the class to which entitled plus the allowance for incidental expenses prescribed for that class each way for those of the other classes; provided that if concession fares for return journeys are allowed by the railway, travelling allowance will be limited to the actual cost of the return ticket plus in the case of Government servants other than those belonging to the fourth class the allowance for incidental expenses to which they may be entitled each way.
--------------------------	---

(b) For journeys by road between Kathgodam and Nainital	(i) For first and 2nd class Government servants—One motor car fare plus half that fare.
	(ii) For 3rd class Government servants—One bus or lorry fare plus half that fare.
	(iii) For 4th class Government servants—One bus or lorry fare.
(c) For other journeys by road.	Mileage allowance by road at the rate to which the Government servant is entitled.

II—When the stay is continuously for a period of one month or more

(a) For journeys by rail	(i) For Government servants accompanied by their families—Three fares of the lowest class each way for Government servants of the fourth class and single fare of the class to which entitled plus four times the admissible rate of allowance for incidental expenses each way for those of the other classes ; provided that if concession fares for return journeys are allowed by the railway, travelling allowance will be limited to the actual cost of the return ticket plus two fares each way in the case of Government servants of the fourth class and four times the admissible rate of allowance for incidental expenses each way in the case of Government servants other than those belonging to the fourth class.
	(ii) For Government servants unaccompanied by their families—One fare for Government servants of the fourth class and single fare of the class to which entitled plus the allowance for incidental expenses prescribed for that class each way for those of the other classes: provided that if concession fares for return journeys are allowed by the railway, travelling allowance will be limited to the actual cost of the return ticket plus in the case of Government servants other than those belonging to the fourth class, the allowance for incidental expenses to which they may be entitled, each way.
	Between Kathgodam and Naini Tal.
(b) For journeys by road—  (i) For first and second class Government servants.	In case of those, unaccompanied by their families, one motor car fare. In the case of those accompanied by their families, the actual cost incurred, subject to a maximum of three fares by motor car.
(ii) Government servants of the third class.	In the case of those unaccompanied by their families, one charabanc fare. In the case of those, accompanied by their families, the actual number of charabanc fares, subject to a maximum of three such fares.
(iii) All other Government servants not included in (i) and (ii) above.	In the case of those unaccompanied by their families, one bus fare. In the case of those, accompanied by their families, the actual number of bus fares subject to a maximum of three such fares.
(c) For other journeys by road—	Mileage allowance by road at the rate to which the Government servant is entitled.

(d) For carriage of personal effects—  (i) by rail	Actual freight paid subject to a maximum equal to the amount charged by the railway for ten maunds excess luggage by passenger train in case of Government servants of the 1st, 2nd and 3rd classes and three maunds in the case of other Government servants.
(ii) by road	Actual freight paid subject to a maximum equal to the amount charged for ten maunds in the case of Government servants of the 1st, 2nd and 3rd classes and three maunds in the case of other Government servants.

NOTES—(1) For calculating the period of stay at Naini Tal for determining what rates of travelling allowance will be admissible in a case, the periods spent by officers or members of the staff on duty outside Naini Tal during the total period of stay, shall be reckoned as part of their continuous stay at Naini Tal irrespective of whether the journey is performed to Lucknow or to any other station.

(2) The following further concession is also admissible to the member's of non-Gazetted Secretariat staff, who are accompanied by their families:

(i) One fare of the lowest class for a servant both by rail and by road for the journeys to and from Naini Tal, provided that if concession fares for return journeys are allowed by the railway, travelling allowance for the journeys by rail will be limited to the actual cost of the return ticket of the lowest class.

(ii) Rs. 3 (Rupees three) only each way for coolie expenses on the transport of personal effects between the motor terminus and their residence at Naini Tal.

(3) Officers who are entitled to travelling allowance under these orders and who have any staff car at their disposal will not be allowed any travelling allowance, either for themselves or for their families, in respect of a journey from Lucknow to Naini Tal and back, if the staff car is also at any time during the period of recess taken to Naini Tal.

2- कार्मिक अनुभाग, उत्तर प्रदेश सरकार का कार्यालय ज्ञाप संख्या 10धध1979-कार्मिक-1 दिनांक 7 जुलाई, 1979 ।

निम्न हस्ताक्षरकर्ता को यह सूचित करने का निर्देश हुआ है कि राज्यपाल महोदय ने यह निर्णय लिया है कि अब तथा भविष्य में भी ग्रीष्म ऋतु में सरकार पहाड़ों पर "रिसेस" नहीं करेगी और किसी भी सरकारी अधिकारी या कर्मचारी को पहाड़ों पर "रिसेस" की सुविधा प्राप्त न होगी।

2-यद्यपि उपरोक्त निर्णय के अनुसार ग्रीष्म ऋतु में सरकारी समितियों की बैठकें नैनीताल में या अन्य पहाड़ी स्थान पर अथवा मुख्यालय से बाहर करने पर प्रतिबन्ध नहीं है, किन्तु ऐसी बैठकों के लिये निर्णय लेने से पहले मुख्यमंत्री जी के पूर्व आदेश लेना आवश्यक होगा।

3-शासन ने यह भी निर्णय लिया है कि कोई अधिकारी बद्रीनाथ, केदारनाथ, गंगोत्री आदि के दौरे पर गर्मियों के मौसम में नहीं जाएंगे और यदि ऐसा करना सरकारी कार्य की दृष्टि से आवश्यक हो तो उसके लिए मुख्य सचिव से पूर्व अनुमति प्राप्त करना आवश्यक होगा।

3. Copy of the Government of Uttar Pradesh Confidential section-4 Office Memorandum no. C. 237-XXV/CX-73-D/48, dated Lucknow May 14, 1952.

In supersession of the orders contained in office orders no. 1176/G.S.—382/44, dated March 20, 1945 and no. 2451/G.S.—382/44, dated 13/14, 1945, issued by the Secretary to Governor, Uttar Pradesh, the Governor is pleased to order as follows:

1. Subject to what is stated in the subsequent items below, the members of the ministerial establishment of the office of Secretary to Governor who have to go to Naini Tal in connection with His Excellency's stay at that station during summer shall receive travelling and daily allowances at the rates admissible to the staff which Secretaries to Government and other authorised Secretariat officers take with them to Naini Tal during the summer. These orders shall be operative with effect from the summer of 1952. (In this connection a reference is invited to para 2 of office memorandum no. C-1265-XXV/CX-73-D/48, dated October 20, 1951, in which it was stated that the staff concerned will be informed by

Governor's Secretary that the rates of travelling allowance admissible in 1952 and subsequent years will be those which are allowed to corresponding personnel in the Secretariat unless a decision to the contrary was taken by Government).

The rates of travelling and daily allowances in respect of the summer of 1952 in respect of the Secretariat staff will be found in Appointment Department Office Memorandum no. O-937/II-B—27-1952, dated April 9, 1952, a copy of which was endorsed to Governor's Secretary and a further copy of which is enclosed herewith for ready reference.

2. Those members of the establishment mentioned above who are provided with rent-free quarters at Lucknow and who are also provided with rent-free quarters at Naini Tal shall not receive any daily allowance in respect of their stay at Naini Tal.

3. Those members of the establishment who are not provided with rent-free quarters at Lucknow but who are provided with such quarters at Naini Tal shall also not receive any daily allowance in respect of their stay at Naini Tal.

4. Those members of the establishment who are provided with rent-free quarters at Lucknow but for whom rent-free quarters are not provided at Naini Tal shall, for their stay at Naini Tal, be paid a compensatory allowance equivalent to the daily allowance at full rates for the period of their actual stay there but they shall receive no daily allowance.

4. Copy of the Government of Uttar Pradesh, Confidential Section- 4, Office memorandum no. C-76/XXV/CX-73-D/48, dated Lucknow, April 14, 1953.

Reference Confidential Department office memorandum no. C-237-XXV/CX-73-D/48, dated May 14, 1952, regarding allowances admissible to members of the ministerial establishment of the office of Secretary to Governor in regard to their journeys to Naini Tal in connection with Sri Rajyapal's stay at that station during summer.

2. Certain doubts have been raised regarding the scope and intention of para 1(2) of that memorandum which says that those members of the establishment who are provided with rent-free quarters at Lucknow and who are also provided with rent-free quarters at Naini Tal shall not receive any daily allowance in respect of their stay at Naini Tal. the position is accordingly clarified below.

3. Except in certain exceptional cases, no Government servant can be compelled to occupy the rent-free quarters whether he will occupy the quarters rent-free or pay rent for them is a matter for the option of the Government servant concerned. The case of the establishment in question is not covered by any exception and so it is hereby clarified that it will be at the option of the establishment concerned to occupy at Naini Tal any quarters rent-free or pay rent for them at the rate prescribed in Fundamental Rule 45-A-IV (b), i.e. 10 percent of monthly emoluments or the standard rent of the building, whichever is less, plus the taxes referred to in that rule. Accordingly, if any member of the establishment does not avail himself of the use of rent-free quarters at Naini Tal and pays rent for them at the prescribed rate, his case will be treated as one in which rent-free quarters have not been provided at Naini Tal and he will accordingly receive the compensatory allowance provided for in paragraph 1(4) of the office memorandum under reference.

5. Copy of the Appointment (B) Department G. O. no. 1793/II-B— 27-60, dated May 4, 1960, addressed to all recessing officers.

I am directed to refer to G.O. no. 1922-II-B—27-59, dated May 7, 1959, conveying orders regarding the hill recess of 1959, and to say that the Governor has approved that the decision contained therein shall remain applicable, for the hill recess this year also, subject to the following additions and alterations:

(i) Insert the following as a new paragraph 2 (a) between the existing paras 2 and 3 of the government order:

"2(a) the non-secretarial staff accompanying the recessing officers holding dual charge (such as Development Commissioner, Deputy Development Commissioner at the headquarter of Government, etc.) will also draw travelling and daily allowances at the rates prescribed in paragraph 2 above."

(ii) Substitute the following for the existing paragraph 5 of the government order:

"The officers who are allowed to recess will not have the option of not making use of this concession, and instead going on tour to the hill areas for inspection work. The recessing officers will either go on recess or not be allowed to tour in the hill areas during this period except in case of administrative urgency. The prohibition on touring in hill areas, however, does not apply to those officers who go on recess to Naini Tal, make it their head-quarters and tour the other hill areas from there in the public interest."

(iii) Add the following in List A-I, appended to the government order:

"3. Chairman, State Electricity Board."

(iv) Add the following in List A-II, appended to the government order:

"(31) Settlement Commissioner.

(32) Additional Settlement Commissioner.

(33) Additional Sales Tax Commissioner.

(34) State Editor, District Gazetteers.

(35) Chief Conservator of Forests."

(v) Add the following in List B, appended to the government order:

"(64) Deputy Inspector General of Police, Training and Principal, Police Training College, Moradabad

(65) Superintendent, Printing and Stationery."

6 Copy of the Confidential Department office memorandum no. 35/2/7/68-CX, dated December 24, 1968 addressed to the Secretary to the Governor, Uttar Pradesh.

The undersigned is directed to say that, in supersession of all previous orders on the subject, the Governor has been pleased to order that the Assistant Secretary, Governor's Secretariat, U.P., the A.D.C and the Secretary to the Governor, shall, in connection with their journeys to, and stay at, Naini Tal with the Governor during the summer each year, receive travelling allowance at tour rates plus full daily allowance up to a maximum period of 60 days subject to the condition that the total stay of the officer at Naini Tal exceeds 30 days in a season. In case, however, any of the aforesaid officers is allowed free lodging at Naini Tal, daily allowance will be admissible to him only at half the rates.

2. The above orders will come into effect as from the Governor's summer move to Naini Tal in 1969.

3. These orders are being issued with the concurrence of the Finance Department vide their U.O no. G-2-4216—A/X, dated December 19, 1968.

# APPENDIX—VII

## (REFERRED TO IN RULE 64)

Rules regulating the grant of travelling allowance to government servants for journeys performed in connection with a course of training.

Training or course of study are ordinarily conducted in the following circumstances:

(a) Pre-service training,

(b) In-service training.

2. Pre-service training—Service rules of some cadres of government servants require them to undergo long or short courses of training before they are considered competent to hold departmental posts. In some cadres the government servants are allowed to join their first posting with full pay and allowances while in others they are allowed to join their first posting as students, apprentices or on a stipend. Travelling allowance in both the above circumstances shall be regulated as below:

(1) In case where they are allowed to join their first posting with full pay and allowances they are not allowed any travelling allowance to join their first place of posting. If a government servant joins at a place other than the place where he has to undergo training he will be allowed travelling allowance at ordinary rates from the place of joining to the place of training. The place of training will be the government servant's headquarters and, therefore, no daily allowance will be admissible for halt at the place of training. For all journeys undertaken in pursuance of training programme travelling allowance will be allowed at ordinary rates. Where, however, with the change in the venue of the training there is a change in the headquarters of the government servant, he will be allowed travelling allowance at transfer rates for self only, without any lump sum, and for personal effects under rule 42 (2) (I) (iii) (a) and 42 (2) (II) (iii). If, however, the government servant is allowed to maintain his family at the place of training he will be allowed to draw mileage allowance for the family also as prescribed in rule 42(2) (I) (ii) and 42(2) (II) (ii), in addition to charging travelling allowance for self and personal effects as aforesaid.

(2) In cases where the candidates are treated as apprentices or students, stipendiary or otherwise, during the period of training, no travelling allowance will be admissible either to join the first place of posting or for journeys performed during the course of training, unless otherwise provided in any Government order or orders that might have been or may be issued by the Administrative Departments of the Government in consultation with the Finance Department.

3. In-service training—The training undergone by a government servant any time during the tenure of his service in any institution, private or public, in or outside the State of Uttar Pradesh, but within India, during which the government servant is treated as on duty under Fundamental Rule 9(6)(b)(i),

Financial Handbook, Volume II, Parts II—IV, shall be treated as in-service training for purposes of these rules. Such a government servant will be entitled to the following travelling allowance for journeys undertaken to attend such a training:

(1) Mileage allowance at ordinary rates for journeys from the place of posting to the place of training and back:

(2) Daily allowance at full rates for the first 45 days of halt and thereafter at half of those rates for the next 135 days:

Provided that—

(i) If both boarding and lodging facilities are available free of charges, then the rate of daily allowance shall be one-fourth of the normal rate and if only either of the above two facilities is available free of charge, then the rate of daily allowance shall be one-half of the normal rate:

(ii) If the government servant is granted a stipend or a scholarship during the course of training the amount of stipend or scholarship shall be adjusted from the daily allowance but if the amount of stipend or scholarship is more than the total amount of daily allowance then daily allowance shall not be admissible

(iii) If the period of training exceeds 180 days, no daily allowance shall be admissible after the stay of 180 days unless specific orders are issued by the Administrative Department of the Government with the concurrence of the Finance Department under rule 27(D)(2).

3) If during the course of or on completion of the training any of the government servants concerned is posted to a station other than that from which he was deputed for training, he will be entitled to travelling allowance as for ordinary journeys from the place of training to the place of his last posting, and at transfer rates from the old place of posting to the new place of posting provided that if the government servant proceeds to the new place of posting direct from the place of training, he will be allowed travelling allowance at transfer rates from the place of training to the place of posting for self and for family and for personal effects from the place of original posting to the place of such posting at transfer rates under rule 42(1) and 42(2).



## APPENDIX VII-A

### (REFERRED TO IN RULE 64-A)

[वित्त (सामान्य) अनुभाग.4 के कार्यालय ज्ञाप संख्या सा.4.जी0 आई0.2/दस.84-622/76, दिनांक मार्च 13, 1985 की प्रतिलिपि,

विषय:-भारत सरकार के कार्मिक एवं प्रशासनिक सुधार विभाग के प्रशिक्षण प्रभाग द्वारा आयोजित विभिन्न आवासीय प्रशिक्षण कार्यक्रमों (Residential Training Programmes) में भाग लेने वाले राज्य सरकार के अधिकारियों को विशेष साप्ताहिक भत्ते की स्वीकृति।

वित्त विभाग के कार्यालय ज्ञाप संख्या सा-4-जी0 आई0-51/दस-622/76, दिनांक-31 अक्टूबर, 1980 के साथ पठित कार्यालय ज्ञाप संख्या क्रमः सा-4-जी0आई0, - 10/दस-81-622-76 दिनांक 22-6-1981 तथा सा-4-जी0 आई0 39/दस-81-622-76 दिनांक 31 अगस्त, 1981 के अनुक्रम में अधोहस्ताक्षरी को यह कहने का निर्देश हुआ है कि राज्यपाल महोदय ने उक्त 31 अक्टूबर, 1980 तथा 31 अगस्त, 1981 के कार्यालय ज्ञापों के साथ संलग्न प्रशिक्षण संस्थानों की सूची और इन संस्थाओं द्वारा चलाये जाने वाले प्रशिक्षण कार्यक्रमों में सम्मिलित होने वाले राज्य सरकार के अधिकारियों को दैनिक भत्ते की एवज में विशेष साप्ताहिक भत्ते की दरों को संलग्नक के अनुसार परिवर्धित एवं संशोधित किये जाने के आदेश प्रदान किये हैं। तदनुसार प्रशिक्षण संस्थानों की संशोधित सूची और इन संस्थानों द्वारा चलाये जाने वाले प्रशिक्षण कार्यक्रमों में सम्मिलित होने वाले अधिकारियों को देय विशेष साप्ताहिक भत्ते की दरें संलग्न हैं।

2-संलग्न सूची के जो प्रशिक्षण कार्यक्रम उत्तर प्रदेश में स्थित प्रशिक्षण संस्थानों में चलाये जाएंगे उनमें सम्मिलित होने वाले राज्य सरकार के अधिकारी-जो प्रशिक्षण संस्थान द्वारा उपलब्ध कराई गयी भोजन एवं आवास की सुविधाओं का उपयोग करेंगे वे-वास्तविक व्यय की प्रतिपूर्ति के अधिकारी होंगे, किन्तु इस प्रतिपूर्ति की धनराशि संलग्न सूची के स्तम्भ-4 में उल्लिखित धनराशि से अधिक नहीं होंगी।

3-जो प्रशिक्षण कार्यक्रम प्रदेश के बाहर स्थित प्रशिक्षण संस्थानों में आयोजित होंगे और राज्य सरकार के अधिकारी ऐसे प्रशिक्षण संस्थानों द्वारा उपलब्ध कराई गई भोजन एवं आवास की सुविधाओं का उपभोग करेंगे तथा उनके एवज में निर्धारित चार्ज का भुगतान करेंगे उन्हें स्तम्भ-3 में उल्लिखित दर से विशेष साप्ताहिक भत्ता अनुमन्य होगा।

4-जिन प्रशिक्षणार्थियों को प्रशिक्षण संस्थान के हास्टल से बाहर रहने तथा अपने भोजन एवं आवास की व्यवस्था स्वयं करने की अनुमति दी जाती है उन्हें प्रशिक्षण के स्थान/नगर में अन्यथा अनुमन्य दर से दैनिक भत्ता देय होगा।

5-संलग्न सूची के स्तम्भ-2 में दी गयी विशेष साप्ताहिक भत्ते की स्वीकृति उन प्रशिक्षण कार्यक्रमों में सम्मिलित होने वाले अधिकारियों को दी जाएगी जो प्रशिक्षण कार्यक्रम इन आदेशों के निर्गत होने की तिथि से या उसके बाद की तिथि से प्रारम्भ होंगे।

6-विशेष साप्ताहिक भत्ते की अनुमन्यता के लिए वित्त विभाग के उक्त कार्यालय ज्ञाप दिनांक 31-10-80 में उल्लिखित शेष शर्तें यथावत रहेंगी।

संलग्नक

वित्त विभाग के कार्यालय ज्ञाप संख्या सा-4-जी0 आई0 2/दस-84-622/76 दिनांक 13 मार्च, 1985 का संलग्नक।

भारत सरकार के कार्मिक एवं प्रशासनिक सुधार विभाग के प्रशिक्षण प्रभाग द्वारा आयोजित आवासीय प्रशिक्षण कार्यक्रमों (प्लान तथा नान-प्लान दोनों) के प्रशिक्षण संस्थानों की सूची तथा इन संस्थानों के प्रशिक्षण कार्यक्रमों में सम्मिलित होने वाले राज्य सरकार के अधिकारियों को अनुमन्य विशेष साप्ताहिक भत्ते की दरें।

क्रम सं०	प्रशिक्षण संस्थान	बाहर से भाग लेने वालों को स्वीकार्य दैनिक भत्ते के स्थान पर साप्ताहिक विशेष भत्ता	स्थानीय भाग लेने वालों को प्रतिदिन स्वीकार्य प्रतिपूर्ति की अधिकतम सीमा
1	2	3	4
		:0	:0
1	भारतीय प्रशासनिक स्टाफ कालेज, हैदराबाद	365.00	40.00
2	भारतीय प्रबन्ध संस्थान, अहमदाबाद	679.00	85.00

3	भारतीय प्रबन्ध संस्थान, बंगलौर	365.00	40.00
4	नेशनल इंस्टीट्यूट फार ट्रेनिंग इन इंडस्ट्रियल इंजीनियरिंग। (एन० आई० टी० आई० ई०) बम्बई	325.00	40.00
5	लखनऊ विश्वविद्यालय, लखनऊ	280.00	30.00
6	टाटा प्रबन्ध प्रशिक्षण केन्द्र, पुणे	295.00	30.00
7	एडवांस लेबल टेलीकम्युनिकेशन ट्रेनिंग सेन्टर (पी० एण्ड टी०) नई दिल्ली	260.00	25.00
8	केन्द्रीय सड़क परिवहन संस्थान पुणे	260.00	25.00
9	दिल्ली विश्वविद्यालय, दिल्ली	260.00	25.00
10	हिमाचल प्रदेश लोक षासन संस्थान षिमला	315.00	35.00
11	भारतीय प्रबंध संस्थान कलकत्ता,	260.00	25.00

1	2	3	4
		रू० षै०	रू० षै०
12	भारतीय लोक प्रषासन संस्थान, नई दिल्ली।	325.00	40.00
13	भारतीय प्रायोगिक संस्थान, नई दिल्ली।	260.00	25.00
14	जवाहर लाल नेहरू विश्वविद्यालय, नई दिल्ली।	260.00	25.00
15	राष्ट्रीय स्वास्थ्य और परिवार कल्याण संस्थान, नई दिल्ली।	260.00	25.00
16	पोस्टल स्टाफ कालेज इंडिया, नई दिल्ली।	260.00	25.00
17	पंजाब विश्वविद्यालय, चंडीगढ़।	240.00	25.00
18	लघु उद्योग विस्तार प्रशिक्षण संस्थान हैदराबाद।	260.00	25.00
19	एच० सी० एम० स्टेट इंस्टिट्यूट आफ पंजाब एडमिनिस्ट्रेशन जयपुर।	230.00	22.50
20	भारतीय प्रोद्योगिकी संस्थान खडगपुर।	222.00	22.50
21	भारतीय प्रशिक्षण तथा विकास सोसाइटी, नागपुर चेप्टर, नागपुर।	230.00	22.50
22	रूड़की विश्वविद्यालय (जल संस्थान विकास प्रशिक्षण केन्द्र) रूड़की	222.00	22.50
23	सरदार पटेल सामाजिक तथा आर्थिक अनुसंधान संस्थान, अहमदाबाद।	240.00	22.50
24	रांची विश्वविद्यालय, रांची।	345.00	40.00
25	केरल लोक प्रषासन संस्थान, त्रिवेंद्रम।	240.00	25.00

26	एम0 डी0 आई0, गुड़गांव।	345.00	40.00
27	प्रशासनिक प्रशिक्षण संस्थान, नैनीताल।	195.00	19.00

1	2	3	4
		रु0 पै0	रु0 पै0
28	मेडिकल कालेज त्रिवेंद्रम	345.00	40.00
29	उसमानिया विश्वविद्यालय, हैदराबाद।	365.00	40.00
30	पंजाबी विश्वविद्यालय, पटियाला।	240.00	25.00
31	गोखले इंस्टिट्यूट आफ पालिटिक्स एण्ड इकोनामिक्स, लोनावाला, पुणे।	365.00	40.00
32	राज्य योजना संस्थान यू0 पी0 लखनऊ।	210.00	20.00
33	मद्रास विश्वविद्यालय, मद्रास।	260.00	25.00
34	सार्वजनिक उद्यम संस्थान, हैदराबाद।	365.00	40.00
35	वी0 पी0 एम0 इंस्टिट्यूट आफ मैनेजमेंट ट्रेनिंग एण्ड रिसर्च मार्गा गोवा	380.00	45.00
36	बनारस हिन्दू विश्वविद्यालय वाराणसी।	365.00	43.00
37	रेलवे स्टाफ कालेज, बड़ौदा	466.00	56.00
38	राष्ट्रीय प्रत्यक्ष कर अकादमी, नागपुर।	250.00	26.00

टिप्पणी—विशेष भत्ते की दरें प्रशिक्षण संस्थानों द्वारा लिये गये प्रतिदिन रहने और खाने के खर्चों और उन स्थानों पर सामान्य नियमों के अधीन भाग लेने वाले अधिकारियों को स्वीकार्य दैनिक भत्ते, जहां प्रशिक्षण संस्थाएं स्थित हैं, को ध्यान में रखते हुए निर्धारित की गई हैं।

1[क्रमांक 37 के सम्मुख अंकित भत्ते की दरें वित्त (सामान्य) अनुभाग-4 के कार्यालय ज्ञाप संख्या सा-4-जी0 आई0 84/दस-85-622/76, दिनांक 20 सितम्बर, 1985 में प्रसारित आदेशों के अनुसार संशोधित हुई हैं।

## APPENDIX VIII

(REFERRED TO IN RULE 82)

### LIST OF CONVEYANCE ALLOWANCES

NOTE—The rates and conditions for the grant of conveyance allowance given in this Appendix, in so far as gazetted government servants are concerned, are subject to the orders contained in Appointment (A) Department Office Memorandum no. 9741-A—547-1959, dated April 1, 1961, or any other orders that may be issued by Government from time to time.

Designation	Rate of monthly conveyance allowance	Authorized means of conveyance for which the allowance may be drawn	Conditions attaching to the allowance.
1	2	3	4
	I—Jails		
	Rs.		
1. Superintendent of Central Jails. Agra, and Varanasi.	48.00 or 120.00 160.00	No particular means of conveyance prescribed. Motor car (if local running exceeds 400 Kilometers per month.	Granted for frequent journeys to and from the District Jails. The allowance will be admissible only when a motor car is actually maintained.
2. Superintendent, District Jail, Gorakhpur.	35.00	No particular means of conveyance prescribed.	The allowance is admissible only to a whole time officer and is granted for frequent visits to the Sadar Lock up at Gorakhpur.
3. (Deleted.)			
4. Each of the two Hindustani teachers attached to the Juvenile Jail, Bareilly.	6.00	No particular means of conveyance prescribed.	Granted for journeys to and from the Juvenile Jail.
	II—Police		
1—3 (Deleted.)			
4. Inspectors L. I. U., C. I. D and A. C. D (except those posted in office).	24.00 or 75.00 or 10.00	No particular means of conveyance prescribed. Motor Cycle Bicycle	If a motor cycle is actually maintained. If only bicycle is maintained for official work.
5. All Inspectors C. P/L. I. U. except those posted in offices and all reserve Inspectors except those posted in Chamoli district.	24.00 or 75.00	No particular means of conveyance prescribed. Motor cycle	Granted for frequent journeys by road which the officials have to undertake on duty. If a motor cycle is actually maintained.
6. (Deleted)			
7. Public prosecutors of all towns except Chamoli.	24.00	No particular means of conveyance prescribed.	Granted for frequent journeys by road which the Public Prosecutors have to

			undertake on duty.
8.	Public Prosecutors of Chamoli.	10.00 Bicycle	If a bicycle is actually maintained.
	Rs.		
9. Inspectors GRP	24.00	No particular means of conveyance prescribed.	Granted for frequent Journeys by road which the Inspectors G. R. P. have to undertake on duty.
10. (Deleted)			
11. Quarter master, XI Bn., PAC, Sitapur	20.00	No Particular means of conveyance prescribed	Granted for frequent journey by road which the officer has to undertake on duty and on the condition that a conveyance other than a bicycle is maintained.
12. All Sub-Inspectors, Civil Police (except those posted in DCRS and other offices) and L.I. U.	75.00	Motor cycle	If a motor cycle is actually
	or 10.00	Bicycle.	If only a bicycle is maintained for official work.
13-15 (Deleted)	Rs.		
16. Assistant Prosecuting officers, S.Is. G.R.P, S.Is, Radio Section, Reserve Sub-Inspectors and S.Is. AP, posted to districts (reserve lines) and at Police Officers Mess I.E.W.	10.00	Bicycle	Granted on the that the official concern actually maintains a bicycle.
17. Sub-Inspectors, Head Constables and Constables of the mounted Police.	20.00	Horse	Granted while the officials are entrusted with Government horse. Officials who are entrusted with the larger type of remount obtained from the allowance of Rs. 2 per remount per mensem with effect from November 1, 1941.
18. Fire Station Officers and Fire Station Second Officers.	10.00	Bicycle	Granted on the condition that the officer maintains a bicycle.

19. Head Constables Traffic Police.	10 .00	Bicycle	If a bicycle is normally maintained,
20. S.Is. M.T. at the Police Motor Transport Workshop, Sitapur.	10.00	Do.	Ditto.
21. Head constables and constables of the Dis- trict Intelligence Staff except those posted in the hill areas of Kumaun Division and Dehra Dun District.	10.00	Do.	Granted on the condition that the official normally maintains a bicycle.
22. Sub-Inspectors, Head Constables and Cons- tables of the C.I.D. except those posted in the hill areas of Kumaon Division and Dehra Dun District.	10.00	Do.	Granted on the condition that the official actually maintains a bicycle.
23. Head Constables and Constables of civil Police at Police stations and constables of Traffic Police,	10.00	Do.	Ditto.
		III—Ecclesiastical	
		IV—Medical	
1. All Senior Superintendents/ Superintendents of Government Hospitals who are Officers-in-Charge of those hospitals.	120.00	Motor Car	Granted for frequent journeys by road which the officer has to undertake on duty. The allowance will be admissible at the rates shown if a motor car/motor-cycle /Scooter or moped, as the case may be, is actually maintained in a proper condition and no free Government transport is provided.
	160.00	if local running exceeds 400 kilometres per month).	
	or		
	75.00	Motor-cycle	
	or		
	60.00	Scooter.	

	or		
	40.00	Moped.	
2—9. (Deleted).			
10. Nurses	10.00	Bicycle	Granted on the condition that the nurses maintain a bicycle , and houses are not available near the hospital and no free transport is provided at Government expense.
		V—Agriculture	
1. Store-keeper, Office of the Agricultural Engineer to Government.	12.69	No. particular means of conveyance prescribed.	Granted for frequent road journeys which the official has to undertake on duty.
2. Store-keeper, Office of the Deputy Director of Agriculture of Sarda Circle, Lucknow.	9.00	Ditto.	Ditto.
3. Agriculture overseer, Agricultural Farm, Varanasi.	9.00	Ditto.	Ditto.
4. (Deleted).		Ditto.	Ditto.
5. (Deleted).			
VI—Excise			
Excise Inspectors of Lucknow,Kanpur,Allahabad, Agra,Varanasi,Dehra Dun and Meerut City.	13.31	No particular means of conveyance prescribed	Granted for frequent road journeys which the officials have to undertake on duty.
VII—Public Health			
1. (Deleted.)			
2. All School Health Officers	120.00 (160.00 or 75.00 or 60.00 or 40.00	Motor Car. if local running exceeds 400 kilometres per month). Motor Cycle.  Scooter  Moped.	Granted for the frequent road journeys which the officers have to undertake on duty. The allowance will be admissible at the rates shown if a motor-car, motor cycle,scooter or moped, as the case may be, is actually maintained in a serviceable condition and no free Government transport is provided.
3—6. (Deleted.)			For journeys between Patwadanger and Haldwani, the Superintendent is entitled to the following travelling allowance in addition to his conveyance allowance :
			(1) road mileage at half the rate ordinarily admissible to him,and



			(2). daily allowance for every night he is required to stay at Haldwani.
VIII—Public Works			
			Executive Engineers of the Public Works Department may sanction the conveyance allowance on the following conditions :
1. Junior Engineers	75.00 or 60.00 or 40.00 or 10.00	Motor Cycle  Scooter.  Moped  Bicycle	(1) That the Junior Engineers have to perform journeys within 8 kilometres from their headquarters in connection with Government works and it is certified that the Junior Engineer is maintaining a serviceable motor cycle, or scooter or a moped or a bicycle. The Executive Engineer will be responsible that the officer maintains a conveyance suitable for the efficient performance of his duties.
	APPENDIX VIII		
1	2	3	4
	Rs.		
			(2) That, except as provided in condition no. (4) the conveyance allowance is forfeited for the day or days in respect of which mileage allowance for journeys by road or daily allowance for halts is drawn.
			(3). That the allowance may be drawn in addition to daily allowance admissible under rule 27(A) (a) (ii) or 27(B) (I) (a) (ii) as the case may be.
			(4) That the allowance may be drawn in addition to mileage allowance admissible.
			(5) That allowance for only one means of conveyance shall be sanctioned at a time.
2 2—25 (Deleted)			

VIII-A—Irrigation

1. Junior Engineer Superintending Engineers may sanction the conveyance allowance on the following conditions:		(1) That the officials have to perform journeys within 8 kilometres from their headquarters in connection with the maintenance of colony and other Government works and the concerned Executive Engineer certifies that the official is maintaining a serviceable motor-cycle/scooter/moped or bicycle. The executive engineer will be responsible that the officer maintains a conveyance suitable for the efficient performance of his duties.	
2. Canal Ziladars	75.00 Motor Cycle or 60.00 Scooter or 40.00 Moped or 10.00 Bicycle	(2) That except as provided in condition no. (4), the conveyance allowance is forfeited for the day or days in respect of which mileage allowance for journeys by road or daily allowance for halts is drawn. (3) That the allowance may be drawn in addition to daily allowance admissible under rule 27 (A) (a) (ii) or 27 (B) (I) (a) (ii) as the case may be. (4) That in the case of Junior engineers the allowance may be drawn in addition to mileage allowance admissible. (5) That allowance for one means of conveyance shall be sanctioned at a time.	
3. Sinchai Paryavekshak	10.00 Bicycle	Granted on the condition that Sinchai Paryavekshak maintains a serviceable bicycle for the performance of the duties.	
1	2	3	4
		IX—Land Revenue	
1.(Deleted)	Rs.		
2. (Deleted)			
3. (Deleted)			
X—Education			
1. (Deleted).			
2. Assistant Inspectresses of Girls Schools at Meerut, Bulandshahr, Aligarh, Agra, Etah, Bareilly, Bijnor, Budaun, Etawah, Kanpur, Allahabad, Jhansi, Hamirpur, Gorakhpur, Basti Azamgarh, Unnao, Hardoi, Kheri, Faizabad, Sultanpur and Bara Banki.	25.00	No particular means of conveyance prescribed.	
3. Assistant Inspectresses of Girls Schools, Kumaon	30.00	Ditto	

Division.			
3-A. Assistant Inspectresses of Girls Schools at Farrukhabad, Banda and Ghazipur.	26.69	Ditto	
3-B. Assistant Inspectresses of Girls School, Garhwal.	40.00	No particular means of conveyance prescribed.	
4. (Deleted.)			
5. (Deleted.)			
6. Compounder, Central School Clinic, Bareilly.	5.00	No particular means of conveyance prescribed.	Granted for attending at the Basic Refresher Course Center, Bareilly.
7. ((Deleted.))			
8. (Deleted.)			
		XI-Forest	
	Rs.		
Forest Guards in the Land Management Circle employed on canals, roadside avenues and village plantation.	10.00	Bicycle	Granted on the condition that a bicycle is maintained and used for the performance of official duties.
	XII—Local Self-Government.		
1. (Deleted.)			
2. (Deleted.)			
3. (Deleted.)			
		XIII—Industries	
1. Principal, Leather Working. School, Kanpur.	26.69	No particular means of conveyance prescribed.	Granted to compensate the officers for the Conveyance charges which they have to incur on their rounds of inspection for the purchase of stores for Government departments.
2. Principal, Central Wood Working Institute, Bareilly.	26.69	Ditto	
	XIV—Labour Department		
1. Director of Factories	50.00		
2. Director of Boilers	40.00	No particular means of	

		conveyance prescribed.	
3. Assistant Director Factories.	20.00		
4. Assistant Director of Boilers.	20.00		
5. Additional Inspector of Factories (ex officio).	15.00	No particular means of conveyance prescribed	This allowance is admissible to the Lady Welfare Superintendent, who is ex officio an additional Inspector of Factories.
6. (Deleted.)			
7. Labour Officers, Kanpur	62.50	Motor car	Granted on the condition that the officers maintain a motor car. They may draw ordinary travelling allowance in addition to their conveyance allowance for all journeys beyond the eight kilometers radius.
	Rs.		
7-A. Labour Inspectors	75.00	Motor Cycle.	
	or		
	60.00	Scooter.	
8. Lady Welfare Superintendent .	25.00	No particular means of conveyance prescribed.	
9. Senior Investigator	20.00	Ditto.	
10. Musicians attached to Labour Welfare Centres.	10.00	Ditto.	
	XV—General Administrations		
1. City Magistrates, Lucknow and Kanpur.	120.00	Motor Car	Granted on the conditions that a motor car is maintained in a satisfactory condition and is used in the performances of official duties and on the other conditions mentioned below :
	or		(i) For a road journey, whether in continuation of railway journey or not, of and under 32 kilometers which commences and ends at headquarters or within the eight kilometers radius on the same day, the conveyance allowance only will be admissible.
	160.00	(if local running exceeds 400 kilometers per month.)	(ii) For a road journey, whether in continuation of a railway journey or not, beyond the eight kilometers radius which does not come under clause (i) above, travelling allowance at ordinary rates may be drawn in

			exchange for the conveyance allowance admissible for the day or days occupied in the journey, provided that if the mileage allowance not exceeding daily allowance in drawn, conveyance allowance shall not be forfeited.
2. City Magistrates, Varanasi, Allahabad, Agra, Meerut, Bareilly, Moradabad, Saharanpur, Faizabad, Dehra Dun, Mathura, Mirzapur, Shahjahanpur and Farrukhabad, and one Additional City Magistrate, Kanpur, who goes about in the city.	120.00	Motor car	(iii) An officer who performs journeys within his own district by rail may draw ordinary travelling allowance in exchange for his conveyance allowance. If, however, a road journey is not practicable and he is compelled to travel by rail, he may draw conveyance allowance in addition to ordinary travelling allowance, provided that he certifies that he was compelled to travel by rail for reasons which should be stated. For all journeys to places beyond his district an officer may draw ordinary travelling allowance in addition to conveyance allowance.
	or		
	160.00	(if local running exceeds 400 kilometers per month.)	
3. Tehsildar at the Sadar Tehsils of Lucknow, Bareilly, Kanpur, Allahabad, Agra, Meerut, Varanasi, Dehra Dun and Naini Tal	25.00	No particular means of conveyance prescribed.	
4. Tehsildars at the Sadar Tehsil of Jhansi, Gorakhpur, Faizabad, Moradabad, Aligarh, Saharanpur and Shahjahanpur.	20.00	Ditto.	
5. Naib-Tehsildar at the Sadar Tehsils of Lucknow, Bareilly, Kanpur, Allahabad, Agra, Meerut, Varanasi, Dehra Dun and Naini Tal	20.00	Ditto.	If there are two Naib-Tehsildars at any of the Sadar tehsils the allowance will be admissible to both of them.
6. Naib-Tehsildars at the Sadar Tehsils of Jhansi, Gorakhpur, Faizabad, Moradabad, Aligarh, Saharanpur and Shahjahanpur.	15.00	Ditto.	Ditto.
7. Temporary Naib-Tehsildars, Agra and Faizabad.	20.00	Ditto.	

8. Nazul Naib-Tehsildars, Mussoorie	20.00	Ditto.	Granted for frequent journeys by road which the official has to undertake on duty.
	XVI—Home Department		
Probation Officers and Additional Probation Officers.	10.00	Bicycle	Granted for the maintenance of a serviceable bicycle.
	XVII—Food and Civil Supplies Department		
1. Senior Marketing Inspectors, Marketing Inspectors, Chief Inspectors and Senior Inspectors.	10.00	Bicycle	Granted on the condition that the officials actually maintain serviceable bicycles and use them for their official duties.
2. Supply Inspectors of cities having a population of more than one lac.	40.00	No particular means of conveyance prescribed.	
	Rs.		
3. Senior Inspectors, Weights and Measures.	40.00	No particular means of conveyance prescribed.	Granted on the following conditions :
4. Inspectors, Weights and Measures.	40.00	Ditto.	(a) they are posted exclusively for cities ;  (b) no travelling allowance is otherwise admissible to them for journeys on official work in their field of duty which lies within 8 kilometres of their headquarters ; and  (c) such places, other than the city area, should not be in their jurisdiction where they regularly go on tour and draw travelling allowance.
		XVIII—Finance Department	
1. District Entertainment Tax Officers.	40.00	No particular means of conveyance prescribed.	Granted to the Officers/Inspectors who have to inspect five or more cinema houses and are posted in the following cities, Provided the journeys are made in their own conveyance : Agra, Aligarh, Allahabad, Bareilly, Bulandshahr, Dehra Dun, Faizabad, Ghaziabad, Gorakhpur, Jhansi, Kanpur (Nagar), Lucknow, Meerut, Mathura, Muzaffarnagar, Mirzapur, Moradabad, Rampur, Saharanpur, Shahjahanpur and Varanasi.
2. Entertainment Tax Inspectors.	40.00	Ditto	

		XIX—Bhasha (Prakashan) Vibhag	
Prakashan Adhikari, Bhasha Prakashan Anubhag, U. P. Secretariat.	60.00	Scooter	Granted on the condition that the scooter is maintained in a serviceable condition.
		XX—Vigilance Department	
Two Presenting Officers in the U. P. Administrative Tribunals- 1, 2 and 3.	20.00	Scooter	Ditto.



# APPENDIX IX

## (REFERRED TO IN RULE 88)

Authorities declared to be Controlling Officers for the purposes of travelling allowance  
PART I

Officers who own their own Controlling Officers in respect of travelling allowance bills

1. Speaker, Legislative Assembly.
2. Chairman, Legislative Council.
3. The Chief Justice and Judges of the High Court of Judicature at Allahabad.
4. Administrative Member and Members (Ordinary), Board of Revenue.
5. Chief Secretary to Government, Uttar Pradesh.
6. Secretaries and Special Secretaries to Government, Uttar Pradesh.
7. Divisional Commissioners.
8. Secretary to Governor.
9. Private Secretary to Chief Minister.
10. Advocate General.
11. Agriculture Production Commissioner.
12. Consolidation Commissioner.
13. Excise Commissioner.
14. Chief Commissioner.
15. Labour Commissioner.
16. Transport Commissioner.
17. Sales Tax Commissioner.
18. Settlement Commissioner.
19. Chairman, Public Service Commission.
20. Director, Administrative Training Institute, Nani Tal.
21. Engineering-in-Chief, Public Works Department.
22. Engineer-in-Chief, Irrigation Department.
23. Chief Engineers, Public Works Department.
24. Chief Engineers, Level-1 and Level-2, Irrigation Department.
25. Director, Personnel, Irrigation Department.
26. Senior Director, Monitoring and Personnel, Irrigation Department.
27. Principal Chief Conservator of Forests.
28. Chief Conservators of Forests and Additional Chief Conservators of Forests.
29. Director-General and Inspector-General of Police.
30. Inspectors-General of Police.
31. Inspector-General of Prisons.
32. Director of Agriculture.
33. Director of Industries.
34. Director of Medical Health and Family Welfare.
35. Director of Education.
36. Director of Adult Education.
37. Director, State Council of Educational Research and Training.
38. Director of Animal Husbandry.
39. Director of Fisheries.
40. Milk Commissioner.
41. Registrar, Co-operative Societies.
42. District Magistrates and Collectors for journeys within jurisdiction.
43. Director of Technical Education.

44. Commissioner, Entertainment and Betting Tax.
45. Chairman, Vigilance Commission and Administrative Tribunal-I.
46. Director of Treasuries and Accounts, U. P., Lucknow.
47. Chief Audit Officer, Co-operative Societies and Panchayats.
48. Examiner, Local Fund Accounts, U. P., Allahabad.
49. Registrar, Firms and Societies.
50. Chairman and Members of Administrative Tribunals.
51. Presiding Officer, Industrial Tribunal concerned.

## PART II

Authorities who are the Controlling Officers in respect of other Officers

Class of bill	Controlling officers
I—GENERAL ADMINISTRATION	
1. District Officers for journeys beyond jurisdiction.	Commissioner of the Division.
2. District Officers for journeys on transfer.	Commissioner of the Division to which the officer is transferred.
3. Additional District Magistrates and Collectors.	District Officer.
4. Joint Magistrates, Deputy Collectors, Treasury Officers, Tahsildars, Naib-tahsildars and ministerial establishments of the district office and other offices subordinate to the District Officer.	District Officer or Additional District Magistrate and Collector.
5. Secretary, Legislative Assembly.	Speaker, Legislative Assembly.
6. Secretary, Legislative Council	Chairman, Legislative Council.
7. Clerks and peons of the Secretary, Legislative Assembly.	Secretary, Legislative Assembly.
8. Clerks and peons of the Secretary of the Legislative Council.	Secretary, Legislative Council.
9. Government servants of the Secretariat.	Secretary in the department concerned.
10. [Deleted.]	

11. Government servants subordinate to Secretary to the Governor.	Secretary to the Governor.
12. Government servants subordinate to the Administrator-General and Official Trustee.	Administrator-General and Official Trustee.
13. Non-officials to assist the Public Service Commission.	Secretary to the Public Service Commission.
14. Personal Assistants (Grades I to IV) of the U. P. Secretariat working on the staff of Ministers and Deputy Ministers.	Deputy Secretary to Government in Secretariat Administration Department.
Class of bill	Controlling officers
II—REVENUE	
1. Superintendent, Tarai and Bhabar Government Estates.	Secretary, Board of Revenue.
2. Gazetted officers and non-gazetted officials serving under the Board of Revenue, U. P. and subordinate to the Secretary to the Board, and officers of the Land Records Section at Lucknow, but excluding Inspectors of Stamps.	Secretary to the Board of Revenue.
3. [Deleted.]	
4. Establishment of Settlement Officers.	Settlement Officers.
5. [Deleted.]	
6. [Deleted.]	
7. [Deleted.]	
8. [Deleted.]	
III—POLICE	
1. Deputy Inspector-General of Police, in charge of ranges.	Inspector-General of Police of the respective ranges.
2. Deputy Inspector-General of Police Criminal Investigation Department.	Inspector-General of Police, Criminal Investigation Department.
3. Deputy Inspector-General of Police, Intelligence Department.	Inspector-General of Police, Intelligence Department.
4. Assistant Inspector-General of Police.	Director-General and Inspector-General of Police.
5. Deputy Inspector-General of Police (Administration)	
6. Deputy Inspector-General of Police, Railway Police.	Inspector-General of Police, Railways.

7. Superintendent of Police (Headquarters).	Deputy Inspector-General of Police (Headquarters).	
8. Superintendents of Police.	Deputy Inspector-General of Police of the ranges.	
9. Deputy Inspector-General of Police and Principal, Police Training College.	Inspector-General of Police, Police Training College.	
10. Nideshak, Fire Services.	Director-General and Inspector-General of Police.	
11. Joint Director, Fire Services	Nideshak, Fire Services.	
12. Gazetted government servants below the rank of Superintendent and subordinate officers of the Police Department within their districts.	Superintendent of Police.	
13. Gazetted government servants below the rank of Superintendent and subordinate officers and men of the Government Railway Police, including members of the clerical and inferior staff.	Superintendent of Police, Railways.	
Class of bill	Controlling officers	
	III—POLICE ( contd. )	
14. (a) Gazetted government servants below the rank of Superintendent and subordinate officers and men employed in the Criminal Investigation Department.	(a) Superintendent of Police, Crime Branch, Criminal Investigation Department.	
(b) Gazetted government servants below the rank of Superintendent and subordinate officers and men employed in the Intelligence Department.	(b) Superintendent of Police, Intelligence.	
15. Gazetted and subordinate government servants and men below the rank of Deputy Inspector-General of Police employed in the Police Training College.	Deputy Inspector-General of Police and Principal, Police Training College.	
16. Chief Fire Officers.	Superintendent of Police of the district where the Chief Fire Officer is posted.	
17. (a) Superintendent of Police, Criminal Investigation Department, U. P., Lucknow.	(a) Deputy Inspector-General of Police, Intelligence Department.	
(b) Superintendent of Police, Intelligence Department.	(b) Deputy Inspector General of Police, Intelligence Department.	
18. Doctors and Compounders and other staff attached to Police Hospitals.	Superintendent of Police.	
19. Ministerial staff and subordinate police officers and men of and below the rank of Deputy Superintendent of Police employed in the office of the Director-General of Police at Lucknow.	Assistant Inspector-General of Police.	
20. Ministerial staff and subordinate police officers of and below the rank of Deputy Superintendent of Police employed in	Superintendent of Police (Headquarters)	

the office of the Director-General of Police at Lucknow/Allahabad.		
21. Establishment accompanying Deputy Inspector-General of Police on tour.	Deputy Inspector-General of Police.	
22. Ministerial staff and subordinate police officers and men of and below the rank of Deputy Superintendent of Police employed in the office of Nideshak, Fire Services.	Joint Director, Fire Services.	
23. Fire Station Officer. Second Station Officers, Leading Firemen, Firemen. Head Drivers, Drivers and other personnel attached to fire stations.	Superintendent of Police.	
Class of bill	Controlling officers	
IV— JAILS		
1. Deputy Inspector-General of Prisons, Superintendents of Jails, whole-time Medical Officers, of Central Prisons, the Director and Assistant Director of Jail Industries, the Principal of Jail Training School, Lucknow, the Superintendent, Reformatory School, Lucknow, and the Personal Assistant to the Inspector-General of Prisons.	Inspector-General of Prisons.	
2. Government servants, other than gazetted government servants, working at the headquarters of the Inspector-General of Prisons.	Deputy Inspector-General of Prisons.	
3. Jailors, Assistant Medical Officers attached to Jail hospitals and all other government servants (excluding whole-time Medical Officers of Central Prisons) subordinate to Superintendents of Jails.	Superintendent of Jail Concerned.	
V— EDUCATION		
Higher Education :		
1. All officers of Higher Education Directorate.		
2. Principals of Degree and Post-graduate Colleges.	Director of Higher Education.	
3. Regional officers of Higher Education.		
4. Librarian, Public Library, Allahabad.		
5. All officers and officials of the Directorate of Higher Education.	Drawing and Disbursing Officers of the Directorate.	
6. All officials of the office of the Regional Officers.	Regional Officer concerned.	
7. All officials of Government Degree and Post-graduate Colleges.	Principal of the College.	

8. Establishment of the office of Librarian, Public Library, Allahabad.	Librarian, Public Library, Allahabad.
Adult Education :	
1. Deputy Directors	Director of Adult Education.
2. District Adult Education Officer	
3. Establishment of the Directorate.	Drawing and Disbursing officers concerned.
4. Officers and officials of the office of the District Adult Education Officer.	District Adult Education Officer.
Class of bill	Controlling officers
V—EDUCATION—(contd.)	
State Council of Educational Research and Training :	
1. Director of Educational Technology.	
2. Director, State Institute of Science Education.	
3. Director, Bureau of Psychology	
4. Director of Hindi Institution	Director, State Council of Educational Research and Training.
5. Director, English Language Teaching Institution.	
6. Principal, Central Pedagogical Institute.	
7. Principal, State Institute of Education.	
8. Pathya Pustak Adhikari.	
9. Education Extension officer	
10. Regional Psychologists, Regional Psychological Centres.	Director, Bureau of Psychology.
11. Officers and officials working in their own offices.	Head of office concerned.
Secondary and Basic Education :	
1. Additional Directors of Education, Joint/Deputy Directors of Education, Camp Office, Lucknow.	
2. Secretary, Board of High School and Intermediate Education, U. P. (Confidential journeys ).	Director of Education.
3. All officers of camp office up to U.P.E.S. (senior scale), all officials of the office of the Headquarters and Camp office.	

4. All Joint Directors in the Directorate.		
5. Chief Finance and Accounts Officer.		
6. Secretary, Board of High School and Intermediate Education, U. P.		
7. Secretary, Basic Shiksha Parishad.		
8. Principal State Institute of School Sports.		
9. All Deputy Directors including Regional Deputy Directors, Assistant Directors and Assistant Deputy Directors of Education in the Basic and Secondary Directorate.		Additional Director of Education In charge, Headquarters.
10. All Senior Accounts Officers, Accounts Officers and Assistant Accounts Officers and other officers.		
11. Librarian, Central Library, Allahabad.		
Class of bill	Controlling officers	
V—EDUCATION—(contd.)		
12. Inspector of Sanskrit Pathshalas.		
13. Inspector of Anglo-Indian Schools.		Additional Director of Education, Incharge, Headquarters.
14. Inspector, Arabic Madarsas.		
15. Registrar, Departmental Examinations.		
16. Regional Inspectress of Girls' Schools.		
17. Principal, Government Women Training College (L. T.) Allahabad.		Additional Director of Education (Women).
18. Principal, Government Home Science Training College for Women.		
19. Principal, College of Physical Education.		
20. Principal, Nursery Training College.		
21. Assistant Accounts Officers of the Divisional Audit Office.		Senior Accounts Officer.
22. Regional District Inspectors of Schools and Officers/officials of their establishment.		Regional Deputy Director of Education.
23. District Inspectress of Girls' School/Principals of Government Girls Inter. Colleges/Regional Institute of Education for Women/Head Mistresses of Government Higher Secondary Schools for Girls/Government Girls Normal Schools/Additional Basic Shiksha Adhikari (Women) and officers and officials of their own		Regional Inspectress of Girls' Schools.

establishments including teaching and non-teaching staff of Girls' Institutions.	
24. Zila Basic Shiksha Adhikari.	Regional Deputy Director of Education.
25. Principals of Government Inter. Colleges/Regional Institutes of Education (except the Principals of Government Inter. College, Allahabad and Government Jublee Inter. College, Lucknow).	
26. Headmasters of Government Higher Secondary Schools, officers and officials of their own establishments, teaching and non-teaching staff of Scholls/Colleges subordinate to them.	District Inspector of Schools.
27. Officials and non-officials of Evaluation Centres and Collection Centres in collection with the conduct of Board's examinations.	
28. Deputy/Additional Deputy Directors of Schools, Sub-Deputy Inspectors of Girls' Schools, office staff of their own office, Deputy Inspector's Office and institutions subordinate to them.	Basic Shiksha Adhikari.
Class of bill	Controlling officers
V— EDUCATION—(concl'd.)	
29. Headmasters of Government Normal Schools.	Basic Shiksha Adhikari.
30. Additional Secretaries of the Board of High School and Intermediate Education and the Zonal Offices and the Senior Accounts Officer.	
31. All officers, officials and non-official-members of Intermediate Board and Zonal Offices and examiners appointed in connection with the conduct of Board's Higher Secondary and Intermediate examinations.	Secretary, Board of High School and Intermediate Education.
32. All officers, officials and non-officials of the office of Basic Shiksha Parishad.	Secretary, Basic Shiksha Parishad.
33. Principal, Government Training College, Lucknow.	Regional Deputy Director of Education, Lucknow.
34. Principal, Government Basic Training College, Varanasi.	Regional Deputy Director of Education, Varanasi.
35. Principal, Government College of Physical Education, Rampur.	Regional Deputy Director of Education, Moradabad.
36. Principal, Government Jubilee Inter	Principal Government Constructive Training College, Lucknow.



College. Lucknow.	
37. Principal, Government Inter College Allahabad.	Principal, Central Pedagogical Institute, Allahabad.
38. Officers and officials of the establishment of Registrar, Departmental Examinations.	
39. Examiners, etc. appointed in connection with the various examinations conducted by the Registrar, Departmental Examinations.	Registrar, Departmental Examinations, U. P.
40. Civilian staff serving in the National Cadet Corps in U. P.	Officers Commanding National Cadet-Corps unit in U. P.
VI— Excise	
1. Assistant Commissioners of Excise and the ministerial establishment under them.	Commissioner of Excise.
2. Superintendents of Excise and the ministerial establishment under them.	
3. All gazetted and non-gazetted government servants serving under them.	Deputy Excise Commissioner concerned.
4. Excise Inspectors and Tari Supervisors.	Assistant Commissioners of Excise in contract districts and District Officers in other districts.
5. Excise peons in districts under contract and special management.	Assistant Commissioners of Excise.
6. Excise peons in districts other than under contract and special management.	District Officer or Additional Magistrate and Collector.
7. Excise staff in dry districts where they are placed under the administrative control of the Superintendent of Police.	Superintendent of Police of the district concerned.
Class of bill	Controlling officers
VII— FOREST	
1. Government servants serving directly under Conservators of Forest.	1. Conservators of Forests. 2. Regional Directors, Social Forestry.
2. Other Government servants of the Forest Department.	1. Divisional Forest Officers. 2. Divisional Director, Social Forestry.
VIII— ADMINISTRATION OF JUSTICE	

1. Deputy Registrar and the non-gazetted ministerial and inferior establishment of the High Court.	Registrar, High Court.
2. Deputy Registrar and the non-gazetted ministerial and inferior establishment of the High Court Bench at Lucknow.	Joint Registrar, High Court Bench at Lucknow.
3. Government pleaders and special counsel.	Deputy Legal Remembrancer to Government.
4. Ministerial and inferior staff, and all officers subordinate to District and Session Judges.	District and Sessions Judges.
5. Ministerial and inferior establishment of Additional District and Sessions Judges.	Additional District and Sessions Judges
6. [Deleted.]	
7. Government servants subordinate to the Advocate General.	Advocate-General.
<b>IX— INDUSTRIES</b>	
1. All government servants of the Directorate of Industries.	1. Director of Industries. 2. Additional Director of Industries.
2. Category-I Officers in the respective Zones.	
3. Category-II Officers in the respective Zones.	Zonal Additional Director/Joint Director of Industries.
4. Non-gazetted Schematic and other staff under their control.	
5. Non-gazetted Schematic and other staff.	1. Joint Director of Industries/Development Officer/Financial Controller of Industries. 2. Deputy Registrar (Industrial Co-operatives). 3. Central Controller, Quality Marking Scheme. 4. Deputy Director of Industries at Headquarters.
6. Non-gazetted Schematic and other staff of Pottery Development, provided the amount of travelling allowance bill does not exceed	

monthly salary of the incumbent.	
7. Gazetted officers under him	Pottery Development Officer, Khurja.
Class of bill	Controlling officers
IX—INDUSTRIES—(concl'd.)	
8. Establishment of the District Industries Centres.	General Manager, District Industries Centre.
9. All gazetted officers of Government Press.	Director, Printing and Stationery.
10. All non-gazetted staff of the Press.	Joint Director, Printing and Stationery concerned.
11. Director, Printing and Stationery	Secretary, Industries Department.
12. Director, Geology and Mining.	Secretary, Industries Department.
13. All gazetted officers of the Directorate.	Director, Geology and Mining.
14. All non-gazetted staff of the Directorate.	Deputy Director, Geology and Mining.
15. All Category—I Officers	Director of Handlooms.
16. All Category—II Officers	Joint Director of Handlooms.
17. All non-gazetted staff.	Assistant Director of Handlooms.
X—LABOUR	
1. Director of Factories and Director of Boilers.	Labour Commissioner.
2. Additional Labour Commissioner and Deputy Labour Commissioner.	Labour Commissioner.
3. All gazetted and non-gazetted staff in the Directorate of Factories.	Director of Factories.
4. All gazetted and non-gazetted staff in the Directorate of Boilers.	Director of Boilers.
5. All other gazetted and non-gazetted staff under the Labour Commissioner.	Deputy Labour Commissioner.
6. Gazetted staff of the Training Wing of Director of Training and Employment's offices and Industrial Training Institute.	Deputy Director of Training and Employment.
7. Non-gazetted staff of Industrial	Principals of Industrial Training Institutes.

Training Institutes	
8. All non-gazetted staff under the Presiding Officers.	Presiding Officer of the Industrial Tribunal concerned.
9. Registrar, Industrial Tribunal , U.P., Allahabad.	Presiding Officer of the Industrial Tribunal declared as Head of Department by the Government from time to time.
10. All government servants of categories—III and IV at the headquarters.	Ditto.
11. Presiding Officers of the Labour Courts.	Ditto.
12. All government servants of categories—III and IV in the Labour Courts.	Presiding Officer of the Labour Court concerned.
Class of bill	Controlling officers
XI—MEDICAL AND PUBLIC HEALTH	
1. Joint Director of Health Service.	
2. Joint Director (Malaria)	
3. Joint/Deputy Director, State Vaccine Institute, Patwadangar.	
4. Deputy Directors.	Additional Director of Health Services (Administration).
5. Deputy Director (Women).	
6. Assistant Director of Health.	
7. Public Analyst to Government.	
8. Chemical Examiner to Government.	
9. Establishment of office of Director of Health.	
10. Principal, Nursing College, Kanpur.	Additional Director (Medical Education and Training).
11. Gazetted and non-gazetted staff of Government Medical Colleges.	Principal of the College concerned.
12. Gazetted and non-gazetted staff of Nursing College, Kanpur.	Principal of the Nursing College.
13. Chief Medical officers.	
14. Principals of Regional Family Planning	Zonal Joint Director , Medical Health and Family Welfare.

Centres.	
15. Superintendents of Mental Hospitals.	
16. Assistant Director, State Vaccine Institute, Patwadangar.	Deputy Director, State Vaccine Institute, Patwadangar.
17. Superintendent/Medical Officer, E.S.I., Hospital.	Joint Director, E.S.I.
18. Members of Provincial Health Service/Provincial Medical and Health Service deputed for Post-Graduate or any other training in Provincial Hygiene Institute.	Assistant Director, Provincial Hygiene Institute.
19. Lecturers, Provincial Hygiene Institute.	
20. Establishment of Provincial Hygiene Institute.	
21. All gazetted assistants and other staff under Chemical Examiner to Government.	Chemical Examiner to Government.
22. Gazetted and non-gazetted staff of the Public Analyst to Government.	Public Analysis to Government.
23. Non-official members of the State Health Board.	Secretary, State Health Board.
24. Establishment of Anti-rabic Treatment Centers.	Medical Officer Incharge of the Centre concerned
25. Deputy Chief Medical officers.	
26. Deputy Chief Health officers.	Chief Medical Officers.
27. Deputy Chief Family Welfare officers.	
APPENDIX IX	
Class of bill	Controlling officers
XI—MEDICAL AND PUBLIC HEALTH—(contd.)	
28. Superintendent of Government Hospitals.	
29. Medical officers of Health Department on Mela duty.	
30. Municipal Medical officers of Health.	Chief Medical Officers.
31. School Health officers.	
32. Staff accompanying Chief Medical Officers on tour.	

33. Gazetted officers of Nursing Service attached to hospitals.	Superintendent of the hospital concerned, otherwise Deputy Chief Medical Officer.
34. Non-gazetted staff of Womens' Hospitals, except nursing staff.	Superintendent/Medical Officer In-charge of the hospital.
35. Gazetted and non- gazetted staff of Mental hospitals.	Superintendent of Mental Hospital.
36. Non- gazetted staff of hospitals, other than District Hospitals, including Primary Health Centres.	Superintendent/Medical Officer In-charge of the hospital.
37. Establishment of E. S. I. Hospitals.	Superintendent/Medical Officer In-charge of the E. S. I. Hospital.
38. D. P. H. Reserve Medical officers of Health.	
39. Assistant Malaria Officer and Malaria Eradication Officer.	Deputy Chief Health Officer/Deputy Chief Family Planning Officer.
40. Assistant hygiene Publicity officers.	
41. Staff under Special Health officers-in-charge of Travelling Dispensaries.	
42. Staff under Special Medical Officers Incharge of Travelling Dispensaries.	
43. Medical Officer Incharge, Anti-Epidemic Operations.	
44. Medical Officer Incharge, Mechanised Units.	Deputy Chief Medical Officer/Deputy Chief Family Planning Officer.
45. Medical Officer Incharge, Kala-Azar Units.	
46. Epidemic Assistants.	
47. Establishment of the offices of the Deputy Chief Health Officer and Deputy Chief Family Planning Officer.	
48. Provincial Medical Service (Women) Officers in Women Hospitals.	Lady Superintendent of Womens' Hospital.
49. All other P. M. S.(W) Officers.	Deputy Chief Medical Officer concerned.
50. Provincial Medical Service/Provincial Health Service/Provincial Medical and Health Service Officers (ordinary grade).	Deputy Chief Medical Officer/Deputy Chief Health Officer/Deputy Chief Family Planning Officer concerned.
51. Non-gazetted staff in District Hospitals, including nursing staff.	Deputy Chief Medical Officer.
Class of bill	Controlling officers
52. Establishment of Joint/Deputy/Assistant Directors.	Joint/Deputy/Assistant Director concerned.

53. Establishment of State Vaccine Institute, Patwadangar	Assistant Director of the Institute.
54. Establishment of State Health Board.	Secretary of the Board.
55. Establishment of State Health Council.	Secretary of the Council.
56. District Health Education and Publicity Officer.	Chief Medical Officer.
XII—ANIMAL HUSBANDRY	
1. All government servants subordinate to the Director of Animal Husbandry.	Director of Animal Husbandry.
2. Government servants subordinate to the Additional Director of Animal Husbandry.	Additional Director of Animal Husbandry (Hills).
3. All government servants serving under the control of Deputy Directors of Animal Husbandry.	Deputy Director of Animal Husbandry concerned.
4. All government servants serving under Exotic Cattle Development Breeding Scheme, Bharari Sen, Chamoli.	Officers-in-charge concerned.
5. Additional Milk Commissioner.	Milk Commissioner.
6. All Departmental Officers of Category—I and officers drawings pay in scales higher than those of Category—I officers.	Ditto.
7. Gazetted government servants up to Category-II and all non-gazetted staff subordinate to them.	Category—I Officer.
8. All non-gazetted government servants serving under them.	Category—II Officer.
9. All gazetted government servants subordinate to Director of Fisheries and the staff of his own office.	Director of Fisheries.
10. Non- gazetted establishment of Group I serving in their region and the staff of Deputy Director of Fisheries.	Deputy Director of Fisheries.
11. Non- gazetted establishment posted under them, except Group I.	Assistant Director of Fisheries.
XIII—AGRICULTURE	
1. Public Relations Officer.	Deputy Director of Agriculture, (Head-
Research - cum - co - ordination officer.	quarters).
3. Extension Officer (Headquarters).	
4. Personal Assistant to Director.	
5. Account Officers.	Chief Accounts Officer.
6. All members of the U. P. A. S. junior scale under the Joint/Deputy Director of Agriculture Incharge of various schemes or under the Regional Deputy Director.	Joint Director/Deputy/Regional Deputy Director of Agriculture

	concerned.
Class of bill	Controlling officers
XIII—AGRICULTURE—(Concl'd.)	
7. All members of the U. P. A. S. junior scale serving under the State Agricultural Marketing Officer.	State Agricultural Marketing Officer.
8. All members of the U. P. A. S. junior scale serving in the Regional Research Station.	Officer Incharge of Regional Research Station.
9. All members of the U. P. A. S. junior scale serving under the Director, Sugarcane Research, Shahjahanpur.	Director, Sugarcane Research.
10. All members of the U. P. A. S. junior scale serving under the Agricultural Engineers.	Agricultural Engineer concerned.
11. All members of the U. P. A. S. junior scale serving under the Director, Horticultural Research Station, Saharanpur.	Director, Horticultural Research Station, Saharanpur.
12. All members of the U. P. A. S. junior scale serving under the Chief Horticulturist, Basti.	Chief Horticulturist, Basti.
XIV—PUBLIC WORKS	
1. Office establishment of Engineer-in-Chief, including all officers working under him.	Engineer-in-Chief.
2. Office establishment of Chief Engineers, including all offices working under them.	Chief Engineers.
3. All Divisional officers and all officers and office establishment working under them.	Superintending Engineers.
XIV-A—IRRIGATION DEPARTMENT	
1. Office establishment of Engineer-in-Chief, and Chief Engineers, Level—I and Level—II.	1. Engineer-in-Chief.
	2. Chief Engineer Level—I.
	3. Chief Engineer Level—II.
	4. Director, Personnel.
	5. Senior Director, Monitoring and Evaluation.
2. Executive Engineers' and Superintending Engineers' establishment.	1. Superintending Engineers.
	2. Directors.
3. All government servants subordinate to Executive Engineers including Assistant	Executive Engineers.



Engineers and Sub-Divisional Officers.	
XV—OTHER DEPARTMENTS	
1. Electrical Inspector to Government.	Secretary to Government in Power Department.
2. Gazetted Officers and non-gazetted technical, clerical and inferior staff subordinate to the Electrical Inspector to Government.	Electrical Inspector to Government.
3. Chief Probation Officer.	Deputy Inspector General of Prisons (Incharge Probation and Children Act)
4. Probation Officers at headquarters and in leave reserve and their staff.	Chief Probation Officer.
Class of bill	Controlling officers
XV—OTHER DEPARTMENTS—(Concl'd.)	
5. Probation Officers and their staff attached to districts.	District Magistrate concerned.
6. [Deleted.]	
7. [Deleted.]	
8. Inspectors of Stamps and Registration and their camp staff.	Inspector-General of Registration, Uttar Pradesh.
9. Permanent and probationary sub-registrars and muharrirs.	District Registrars.
10. [Deleted.]	
11. [Deleted.]	
12. Assistant Examiners and Subordinate Staff under the Examiner, Local Fund Accounts.	Examiner, Local Fund Accounts.
13. Members of the Provincial Economic Intelligence Service and gazetted and non-gazetted staff in the Ministerial Economics Intelligence Service.	
14. Non-gazetted staff in the inferior service under Economics and Statistics Department.	Economics Advisor and Director of Statistics.
15. Subordinate Economics Intelligence Service.	
16. Staff of Chief Inspector of Offices.	Chief Inspector.
17. Establishment of the office of the Rural Development Officer.	
18. Divisional Superintendents of Rural Development Department.	Rural Development Officer.
19. Non-official members of the Advisory Committee constituted under the Naik Girl's Protection Act.	The Commissioner, Kumaon Division.

20. [Deleted.]	
21. Non-official members of the State Transport Authority.	Secretary of the State Transport Authority.
22. Non-official members of the Regional Transport Authority	Secretaries to the Regional Transport Authorities.
23. Assistant Accounts Officers of the Planning set up, posted in the zones.	Joint Development Commissioner/Deputy Development Commissioners of the respective zones.
24. All Group II and Group III staff of the development departments posted within a block except these staff employment in special schemes not directly concerned with the extension works, e.g. staff in farms. nurseries, etc.	Block Development Officers.
25. All Gazetted officers under Commissioner, Entertainment and Betting Tax.	Deputy Commissioner, Entertainment and Betting Tax, working under him. [ Assistant Commissioner, Entertainment and Betting Tax (Headquarters).]
26. Non Gazetted staff under the Commissioner, Entertainment and Betting Tax at Headquarters and in Districts.	
27. Deputy Chief Audit Officer, Regional Audit Officers, Principal, Co-operative and Panchayat Auditors' Training School and District Audit Officers. Co-operative Societies and Panchayats.	Chief Audit Officer, Co-operative and Panchayats.
28. All non-gazetted staff working under the Regional Audit Officers, Co-operative and Panchayats, and the Principal, Co-operative and Panchayat Auditors' Training School.	Regional Audit Officers, Co-operative and Panchayats and the Principal, in so far as they are concerned.

## APPENDIX X

### LIST OF DELEGATIONS MADE UNDER TRAVELLING ALLOWANCE RULES

Serial no. of item	Number of rule under which made	Nature of power	To whom delegated	Special conditions, if any
1	2	3	4	5
1	20(a) and (b).	Power to decide the category to which a part-time government servant, or Government servant wholly or partly paid by fees, or a non-official belongs for the purpose of calculating travelling allowance.	(i) Department of the Government.	Full power : provided that— (a) travelling allowance to non-officials who are required to serve on committees shall be regulated in accordance with note 2 below rule 20; (b) where a committee is a new one and provision for expenditure in connexion with travelling allowance, etc. has not been specially made for it in the budget, the concurrence of the Finance Department shall be obtained before orders for creation are issued by the Administrative Department.
			(ii) Commissioners of Divisions	In respect of non-officials appointed as honorary assistant collectors and their peons-provided that the travelling - allowance granted is at a rate not in excess of that admissible to government servants of corresponding rank.
			(iii) Registrar, Co-operative Societies.	In respect of non-official honorary organizers of societies provided that in the case of organizers who are ex-government servants the travelling allowance to be granted shall not exceed the rates admissible to the category to which they belonged when last in the service of the Government.
			(iv) Director of Education	In respect of non-officials appointed to examination boards or text-book committees or to attend educational conferences, provided that travelling allowance shall be granted in accordance with note 2 below rule 20.
			(v) President of the Board of Public Health.	In respect of the non-official members of the Board attending from out-stations, travelling allowance shall be granted in accordance with note 2 below rule 20.
			(vi) (Deleted).	
			(vii) Chairman, Public Service Commission.	In respect of non- officials appointed to assist the Public Service Commission-at rates not exceeding those admissible to Government servants of the category - 1.
			(viii) (Deleted).	
			(ix) Cane Commissioner	In respect of non-officials appointed to inspect cane purchasing centres and non-official members of the committee attending from

					out-stations, travelling allowance shall be granted in accordance with note 2 below rule 20.
2	27 (D) (2)	Power to grant exemptions from the rule limiting a halt to 10 days.	(i) Departments of the Government.	Full power.	
			(ii) All heads of departments, Deputy Inspectors General of Police and Chief Inspector of Officer.	Individual exemptions in respect of government servants subordinate to them and up to a limit of 30 days.	
			(iii) (Deleted).		
3	32 (1)	Power to permit a government servant to draw actual expenses for keeping up equipage during a halt at headquarters.	(i) Departments of the Government.	Full power.	
			(ii) Superintending Engineers, Irrigation Department.	In respect of the executive engineers, assistant executive engineers, assistant engineers, sub-divisional officers, temporary engineers and land acquisition officers.	
			(iii) Executive engineers, Irrigation Department.	In respect of deputy magistrates, ziladars and ministerial government servants authorised to accompany executive engineers, assistant executive engineers, assistant engineers, sub-divisional officers, deputy magistrates and ziladars on tour.	
			(iv) (Deleted).		
			(v) Superintending Engineers, Public Works Department.	In respect of executive engineers, assistant executive engineers, assistant engineers and ministerial government servants who accompany them on tour.	
			(vi) Chief Engineers, Public Works and Irrigation Departments.	Full power in respect of government servants subordinate to them.	
1	2	3	4	5	
4	33	Power to permit a government servant compelled on an emergency to leave his camp to draw actual expenses for maintaining the camp in addition to daily allowance.	Departments of the Government.	Full power.	
5	34 (1)	Power to permit government servants who are required in the interests of government work to send their motor cars, motor cycles, camp equipments, etc, by rail to recover the cost of their transport.	(i) Departments of the Government	Full power—	
					Maximum limit in respect of any one journey of the —
				Designation of government servant in respect of	Means of conveyance
					Camp equipment (c)

				whom power can be exercised. (a)	(b)	
			(ii) Excise Commissioner	Himself	One motor car	
			(iii) Chief Conservator of Forests	Himself, conservators of forests and other government servants subordinate to him.	Motor car or motor-cycle or scooter or moped or a bicycle.	2238 kilograms.
			(iv) Conservators of Forests	Government servants subordinate to them.	Motor-car, or motor cycle or scooter or moped or a bicycle.	Divisional Forest Officer—1492 kilograms. Attached officers—746 kilograms
			(v) (a) Inspector General of Police.	Himself and government servants subordinate to him.	One motor car or one motor cycle or scooter or moped or one cycle.	1119 kilograms.
			(b) Deputy Inspectors General of Police.	Government servants subordinate to them.	One bicycle	746 kilograms.
			Designation of government servant in respect of whom power can be exercised. (a)		Maximum limit in respect of any one journey of the — Means of conveyance. (b)	Camp equipment (c)
			(vi) (a) Chief Engineers of the Public Works and Irrigation Departments.	1. Himself 2. Superintending Engineers.	Motor car or motor cycle or scooter or moped.	1119 kilograms.
			(b) Superintending Engineers of the Public Works and Irrigation Departments.	1. Executive Engineers. 2. Assistant Executive Engineers. 3. Assistant Engineers. 4. Subordinates.	Motor-car or motor cycle or scooter or moped. One motor cycle or one scooter or a moped or one bicycle.	
			(vii) (a) Director of Medical, Health and Family Welfare.	1. Himself 2. Assistant Directors of Medical and Health Services.	One motor-car or one motor cycle or scooter or moped. One motor-car or one motor cycle or scooter or moped.	1306 kilograms. 746 kilograms.
			(b) [Deleted].			
			(viii) Director of Agriculture	Himself	One motor car.	
			(ix) Registrar, Co-operative Societies.	Do.	Ditto.	
			(x) Director of Animal Husbandry.	Do.	Ditto.	
			(xi) [Deleted].			

1	2	3	4		5
			(XII) Cane Commissioner	1. Himself	One motor car or one motor cycle.
				2. Additional Cane Commissioner	One motor car or one motor cycle.

Note—Previous sanction of the authority referred to in column 4 should be obtained wherever necessary. The concession should be allowed only in exceptional cases when a conveyance is required for strictly official duties at a place where no suitable means of conveyance can be hired, and it is shown that the public interest would suffer if the government servant concerned were to send on his conveyance by road instead of dispatching it by the quickest means at his command. For example, if there be no motorable road leading to the place of inspection, or the road is breached by a flood, it may be necessary in the public interest to send a motor car by rail instead of by road but if a motor-car can be dispatching by road in less time than by rail then the concession is not admissible.

The concession should not be allowed to a government servant, who sends forward his conveyance in order to avoid the expenses of hiring a means of conveyance on a journey for which he draws travelling allowance since that is a charge which the travelling allowance is meant to cover. It is also not admissible for the purpose of enabling a government servant to meet the charges for conveyance to his station of a car, or cycle purchased from a place at a distance.

5-A [Deleted].

6 [Deleted].

7 [Deleted].

8 [Deleted].

9 [Deleted].

9-A [Deleted].

10 [Deleted].

# APPENDIX XI

## (REFERRED TO IN RULE 81-A.)

[वित्त (सामान्य) अनुभाग-4 के कार्यालय ज्ञाप संख्या सा-4-27 12/दस-610-56- दिनांक 9 अक्टूबर, 1974,

अधोहस्ताक्षरी को सेवा काल में मर जाने वाले राज्य के सरकारी कर्मचारियों के परिवारों और उनके वैयक्तिक सामान के सरकारी खर्च पर परिवहन के विषय में वित्त (सामान्य-2) विभाग के कार्यालय ज्ञाप सं0 जी-2-108धदस-619-1956, दिनांक 15 मार्च, 1963 की ओर ध्यान आकृष्ट करने तथा यह कहने का निर्देश हुआ है कि राज्यपाल ने यह निष्पत्ति किया है कि उपयुक्त ज्ञाप के पैरा 1 की मद (3) की शर्तों के अनुसार मृत सरकारी कर्मचारी के परिवार के सदस्य के अतिरिक्त अन्य किसी व्यक्ति को जो अदायगियां की जायगी उनके लिये संलग्न प्रपत्र में एक क्षतिपूर्ति बन्ध-पत्र भरा जाए। जिस कार्यालयाध्यक्ष के अधीन मृत सरकारी कर्मचारी अंत में काम कर रहा था वह राज्यपाल के लिये और उनकी ओर से क्षतिपूर्ति बन्ध-पत्र को स्वीकार करेगा। न्याय विभाग की विज्ञप्ति संख्या 139ध7-ए-2-426-61, दिनांक 1 नवम्बर, 1966 द्वारा कार्यालयाध्यक्षों को बन्ध-पत्र स्वीकार करने के लिए प्राधिकृत कर दिया गया है (सम्बन्धित पद का उद्धरण हवाले के लिये संलग्न है)।

2-राज्यपाल ने यह भी निर्णय किया है कि-

(1) क्षतिपूर्ति बन्ध-पत्र निष्पादित होने पर दो प्रतिभूओं को उसे प्रमाणित करना चाहिए। ये प्रतिभू स्थायी सरकारी कर्मचारी होने चाहिये और उनको पद (चाहे उस पद पर वे स्थायी हों या स्थानापन्न रूप से हों) मृत सरकारी कर्मचारी के पद के तुल्य या उससे ) ऊंचा होना चाहिये।

(2) बंध पत्र को अदायगी के वर्ष के बाद सात वर्ष तक सुरक्षित रखा जाएगा।

(3) यदि मृत सरकारी कर्मचारी स्वयं अपना नियन्त्रण अधिकारी नहीं था तो उसका नियन्त्रण अधिकारी रियायत सम्बन्धी दावों पर प्रतिहस्ताक्षर करेगा और यदि मृत सरकारी कर्मचारी स्वयं अपना नियंत्रण अधिकारी था तो उससे ठीक ऊपर का वरिष्ठ प्राधिकारी दावों पर प्रतिहस्ताक्षर करेगा।

3-राज्यपाल यह भी आदेश देते हैं कि क्षतिपूर्ति बन्ध-पत्र पर आदेश स्टाम्प बुल्क राज्य सरकार द्वारा वहन किया जाएगा।

न्याय विभाग की विज्ञप्ति संख्या 139ध7-ए-2-426-1961, दिनांक 1 नवम्बर, 1966, की सम्बन्धित मद का उद्धरण जिसके द्वारा कार्यालयाध्यक्षों को क्षतिपूर्ति बन्ध-पत्र स्वीकार करने के लिए प्राधिकृत किया गया है।

प्रतिनिधान का प्रकार

प्राधिकृत अधिकारी

12-सरकारी सेवकों के, जिनकी सेवा काल में मृत्यु हो जाए, कार्यालयाध्यक्ष, जिसके अधीन मृत सरकारी सेवक अन्त में परिवारों और वैयक्तिक सामान के लिए सरकारी व्यय पर सेवा में रहा।  
सवारी और परिवहन से सम्बद्ध क्षति पूर्ति बन्ध-पत्र की स्वीकृति।

क्षतिपूर्ति बन्ध-पत्र

इस लेख द्वारा सबको ज्ञात हो कि हम (1) . . . . . (जिन्हें इसमें आगे "आभारक" कहा गया है) तथा (2) . . . . . और (3) . . . . . (जिन्हें इसमें आगे प्रतिभू कहा गया है) उत्तर प्रदेश के राज्यपाल के प्रति (जिसे इसमें आगे सरकार कहा गया है) . . . . . रु0 (. . . . . रूपये) की धनराशि अदा करने के लिए वचनबद्ध और पूर्णतः तथा दृढ़तापूर्वक बाध्य है और इसलिए कि यह अदायगी पूर्णतः और वास्तव में कर दी जाए हम अपने को, अपने-अपने दायदों, निष्पादकों, प्रशासकों, विधिक प्रतिनिधियों तथा अभ्यर्पितियों को संयुक्त रूप से और अलग-अलग बाध्य करते हैं।

चूंकि सरकार ने स्वर्गीय . . . . . के परिवार (जिसे इसमें आगे परिवार कहा गया है) को . . . . . से . . . . . तक यात्रा के लिए और स्वर्गीय . . . . . की निजी वस्तुओं के . . . . . से . . . . . तक परिवहन के लिये यात्रा-व्यय के निमित्त . . . . . रु0 की धनराशि "आभारक" को उसके द्वारा दो प्रतिभूओं सहित यह बन्ध-पत्र निष्पादित करने के प्रति फलस्वरूप दी है (जिसकी प्राप्ति आभारक एतद्वारा अभिस्वीकार करता है)।

अतः अब उपरिलिखित बन्ध-पत्र की शर्त यह है कि यदि यह पता चलता है कि . . . . . रु0 की उक्त धनराशि आभारक द्वारा मृतक के परिवार को नहीं दी गयी है और/या मृतक कि परिवार द्वारा परिवार की यात्रा के व्यय के लिये और मृतक की निजी वस्तुओं के परिवहन के लिये या अपनी किसी अन्य यात्रा के लिये इसके बाद कोई दावा किया जाता है तो और उक्त किसी अवस्था में यह बन्ध-पत्र पूर्णतः लागू रहेगा अन्यथा यह बन्ध-पत्र शून्य और निष्प्रभाव होगा।

परन्तु यह और भी और एतद्वारा अनुबन्ध है कि-

(क) आभारक के प्रति, चाहे प्रतिभूओं की जानकारी या सम्मति सहित या बिना, सरकार या किसी अधिकारी की ओर से कोई सहिष्णुता, मोहलत या अनुग्रह, उक्त प्रतिभू उनके दायद, निष्पादक, प्रशासक, विधिक प्रतिनिधि और अभ्यर्पितों को उपरिलिखित बन्ध-पत्र के अधीन अपने दायित्व से किसी प्रकार मुक्त नहीं करेगा,

(ख) इस बन्ध-पत्र पर स्टाम्प बुल्क सरकार द्वारा दिया जाएगा,

(ग) सरकार विधि द्वारा व्यवस्थित किसी अन्य उपचार पर प्रतिकूल प्रभाव डाले बिना आभारक और/या प्रतिभूओं से मालगुजारी के बकाया के रूप में देय धनराशि वसूल कर सकेगी।

1-

2-

की उपस्थिति में उपरिनामित आभारक	
द्वारा हस्ताक्षरित और परिदत्त	आभारक के हस्ताक्षर

1-	
2-	
की उपस्थिति में उपरिनामित प्रतिभू (1) द्वारा हस्ताक्षरित और परिदत्त	
	प्रतिभू (1) हस्ताक्षर
1-	
2-	
की उपस्थिति में उपरिनामित प्रतिभू	
(2) द्वारा हस्ताक्षरित और परिदत्त	
	प्रतिभू (2) के हस्ताक्षर
1-	
2-	
	की उपस्थिति में उत्तर प्रदेश के राज्यपाल के लिये और उनके निमित्त स्वीकृत।
	(बन्ध-पत्र स्वीकृत करने वाले अधिकारी के हस्ताक्षर
साक्षियों के हस्ताक्षर और पते	
1-	
2-	



## APPENDIX XII

[REFERRED TO IN RULE 38(1)]

List of some of the permanent monthly allowances

(1) [Deleted.]		
Agriculture Department	Rs.	Rs.
(2) Kamdars employed in the Kumaon hills		4.50
	Plains	Hills
	Rs.	Rs.
(3) Gram Sewak (Package Scheme)	20	25
(4) Sahayak Bhoomi Sanrakshan Nirikshak Administrative Reforms Department	20	25
(5) Inspectors of Offices Finance (Audit) Department	125	150
(6) Auditors of the Co-operative, Cane, Industries and Panchayats.	50	65
(7) Peons of the Auditors in the Co-operative and Panchayat Audit Organisation.	4.50	

NOTE—In respect of journeys to, and halts in, the Pauri and Srinagar areas in the Garhwal

* (1) Odarkhana, Jangal, Dhuranagar.	Districts and the marginally*noted villages near Bageshwar in the Almora District, the auditors of the Co-operative Department and their peons may be allowed to draw travelling allowance at the ordinary rates admissible for journeys on tour. They will not be entitled to the fixed allowances specified in items (5) and (6) for the periods during which such ordinary travelling allowance is drawn.	
(2) Binsar, Jhirawli.		
(3) Behargawan, Sorana, Bhatkhola.		
(4) Changaon, Chinna Sakira, Nadila Kharak.		

(8) Following subordinates of the Local Fund Accounts Department :		
(i) Senior Auditors	100	120
(ii) Assistant Auditors	65	85
(iii) Peons/Jamadars	25	30
[See also Exception 2 to rule 23 (B) (2)] Animal Husbandry Department		
(9) Stockman employed on animal husbandry work in the districts of Saharanpur, Meerut, Muzaffarnagar, Bulandshahr and Aligarh.	13.50	
(10) Veterinary Assistant Surgeons in the Tarai and Bhabar and Garhwal Bhabar Government Estates.	35	
(11) Pashupalan Vikas Sahayak	20	25

Area Development Department

(12) Krishi Snatak Gram Sewak Cane Department	20	25
---	----	----

(13) Ganna Supervisor	20	25
(14) Ganna Gram Sewak Civil Defence Department	20	25
(15) Officer Incharge, Civil Defence	30	40
Forest Department		

(16) Following forest subordinates, whether in charge of, on special duty with, or attached to a range:

	Plains	Hills	Border Area
	Rs.	Rs.	Rs.
(a) Rangers	45	65	65
(b) Deputy Rangers	35	50	50
(c) Foresters	20	30	30

NOTE—(1) Range Officers (whether a ranger, deputy ranger or forester holding charge of a range) in Banda, Sone and Bundelkhand Divisions and in the Land Management Circle may be allowed travelling allowance at ordinary rates in lieu of permanent monthly allowance.

NOTES—(2) Deputy Rangers and Foresters under training in the Provincial Foresters' Training Class will be entitled to the permanent monthly allowance at the rates specified above according as they have, during the course of their training, to remain in the hills or in the plains.

	Rs.	Rs.	Rs.
(17) Forest Guards in the Land Management Circle employed on canals, roadside avenues and village plantations.	10	15	15
(18) Rangers and Foresters in the Tarai and Bhabar Government Estates—			
	Rs.		
(a) Trained rangers	45		
(b) Other rangers	35		
(c) Foresters	20		
Home Department			
(19) Prosecuting Sub-Inspector of Police, Ranikhet			35
(20) Prosecuting Sub-Inspector of Police, Lansdown Harijan and Social Welfare Department			30
		Rs.	Rs.
(21) Depressed class Supervisors attached to Zila Parishads.	15		20
(22) Depressed class Supervisors attached to the Zila Parishad and Municipal Board at Dehra Dun.	18.75		
(23) Harijan Kalyan Supervisors (Gr. I)	30		35

(24) Jan Jati Supervisor	30	35
(25) Supervisor (Gr. II)	20	25
Industries Department		
(26) Supervisor-cum-Accountant	25	30
Irrigation Department		
(27) Canal Amins in the Tarai and Bhabar Government Estates, Naini Tal.	20	
(28) Clerks, Stenographers, Munshis, Draftsmen and Signallers who are sent out on tour.	12	

NOTE—(1) The number of above government servants who are taken out on tour to accompany the following officers is limited as follows in the case of each officers :

(i) Divisional Officer	3, out of one signaller, one stenographer, one munshi and one draftsman. A draftsman should only be taken when absolutely necessary.
(ii) Sub-Divisional Officer, other than the Sub-Divisional Officer of the Mirzapur Canals Sub-Division.	2, one clerk and one munshi.
(iii) Sub-Divisional Officer, Mirzapur Canals Sub-Division.	3, out of one clerk, one munshi, one signaller and one stenographer.
(iv) Deputy Revenue Officer	1, one munshi.
(v) Pump Engineer attached to the Development Circle.	1, one clerk.

NOTE—(2) The government servants referred to in this sub-clause may elect to draw either the fixed allowance referred to or travelling allowance at the ordinary rates. Such election need not be absolutely final, but frequent changes should not be allowed.

(29) All Amins	20	25	
(30) [Deleted.]			
(31) [Deleted.]			
(32) [Deleted.]			
(33) Following subordinates :			
(a) Camp Patrols	15	15	Admissible to those only who have two or more tube-wells under their charge.
(b) Camp Tube-well Operators	15	20	
(c) Patrols employed as Zileedar's Muharrir	6		
(d) Dafadars, Barkandazes and peons (office and revenue).	4.50		For the rest, no allowance.

NOTE—In the case of government servants referred to in this item the controlling officers are responsible to arrange for a fair division of touring work among them and to take steps to prevent the allowance being turned into a source of profit by making suitable reductions in the allowance of government servants who do not put in the amount of travelling which they are expected to perform.

(34) [Deleted.]		
(35) Ziladar of the Government Estates, Kheri District	13.50	
(36) Junior Engineer, Dudhi Government Estate, Mirzapur	13.50	
(37) Sub-divisional clerks and munshis on the establishment of the Executive Engineer, Kumaun Government Estates.		12

NOTE—When travelling by rail under proper authority within their circle of duty the government servants referred to in items (26) to (30) and (35) may draw a single railway fare in addition to the allowances.

Medical Department

		Rs.	Rs.
(38)	(i) Assistant Malaria Maintenance Officer	65	80
	(ii) Senior Laboratory Technician	65	80
	(iii) District Health Inspectress	65	80
	(iv) Assistant Unit Officer	65	80
	(v) District Extension Educator	65	80
	(vi) Health Inspector	35	45
	(vii) Senior Malaria Inspector	35	45
	(viii) Malaria Inspector	35	45
	(ix) Sanitary Inspector	35	45
	(x) Block Extension Educator	35	45
	(xi) Smallpox Supervisor	30	40
	(xii) Health Inspectress.	30	40
	(xiii) Assistant Lady Superintendent	30	40
	(xiv) Surveillance Inspector	30	40
	(xv) Vaccinator	25	25
	(xvi) Family Planning Health Assistants	20	25
	(xvii) Basic Health Worker	15	20
	(xviii) House Visitor (Grih Darshak)	15	20
	(xix) Women Welfare Worker	15	20
	(xx) Auxiliary Nurse Midwife	15	20

Public Health Department  
(39)—[deleted.]

(41) Sanitary Inspectors in the Tarai and Bhabar Government Estates. 30

Panchayat Raj Department

(42)	Van Panchayat Inspector	65	80
(43)	Panchayat Sewak	20	25
(44)	Peon	15	20
(45)	Amin	15	20

Revenue Department

(46)	Supervisor Kanungos	25	35
(47)	Supervisor Kanungos is pargana Jaunsar Bawar district Dehra Dun, for journeys performed by them within their jurisdiction.	35	...
(48)	Kham Jamadar of the Garhwal Bhabar Government Estate		3.00
(49)	One of the Honorary magistrates of the Varanasi district who may be deputed from time to time to try railway cases at Moghalsarai.	40	
(50)	Assistant Record Officer, Garhwal		100
(51)	Collection Amins who have to perform rail journeys in the course of their duties and to whom travelling allowance for rail journeys would ordinarily be admissible under these rules, if a fixed travelling allowance as below in lieu thereof was not sanctioned :		
	0 to 8 kms.	10	15
	Above 8 kms. up to 24 kms	15	20
	Above 24 kms.	25	30
Collection Peons		Rs.	Rs.
0 to 8 kms.		8	10
Above 8 kms. up to 24 kms.		12	15
Above 24 kms.		20	25
(52)	Lekhpal	10	15
Rural Development Department			
(53)	Gram Sewak	20	25
(54)	Gram Sewika	20	25
Finance Department			
(55)	Pension Inspectors	40	40

उत्तर प्रदेश शासन  
वित्त (सामान्य) अनुभाग-4

संख्या सा-4-395/दस-99-600-99  
लखनऊ: दिनांक: 11 जून, 1999

कार्यालय-ज्ञाप

विषय :-यात्रा भत्ता की दरों का पुनरीक्षण।

अधोहस्ताक्षरी को यह कहने का निर्देश हुआ है कि वेतन समिति, उत्तर प्रदेश, 1998 के सातवें प्रतिवेदन पर लिये गये निर्णयानुसार राज्यपाल महोदय सरकारी सेवकों (अखिल भारतीय सेवा के अधिकारियों को सम्मिलित करते हुए) को कार्यालय ज्ञाप संख्या-सा-4-1307/दस-88-600/88, दिनांक 23 सितम्बर, 1988 तथा इसके बाद समय-समय पर जारी शासनादेशों द्वारा स्वीकृत यात्रा भत्ता की दरों एवं व्यवस्था को निम्न प्रकार से पुनरीक्षित करने की सहर्ष स्वीकृति प्रदान करते हैं :-

1-यात्रा भत्ता के प्रयोजनार्थ सरकारी सेवकों की अधिकृत श्रेणी :-

यात्रा भत्ता के प्रयोजनार्थ सरकारी सेवक अब नये वेतनमानों में वायुयान/रेल से यात्रा करने हेतु निम्न प्रकार से प्राधिकृत होंगे :-

क्र०-संख्या	वेतन सीमा	यात्रा की अधिकृत श्रेणी
1	2	3
1	रुपये 25000 या इससे अधिक प्रतिमाह वेतन पाने वाले।	वायुयान का एकजीक्यूटिव क्लास
2	रुपये 18400 प्रतिमाह या इससे अधिक वेतन पाने वाले।	वायुयान अथवा रेल का वातानुकूलित कोच (प्रथम श्रेणी) अथवा शताब्दी एक्सप्रेस का एकजीक्यूटिव क्लास।
3	रुपये 16400 से 18399 प्रतिमाह तक वेतन पाने वाले।	रेल का वातानुकूलित कोच (प्रथम श्रेणी) तथा 500 कि० मी० से अधिक की यात्रा पर वायुयान अथवा शताब्दी एक्सप्रेस का एकजीक्यूटिव क्लास।
4	रुपये 8000 से 16399 प्रतिमाह तक वेतन पाने वाले।	रेल की प्रथम श्रेणी अथवा वातानुकूलित कोच (द्वितीय श्रेणी) 2-टियर अथवा शताब्दी एक्सप्रेस में वातानुकूलित चेर कार।
5	रुपये 5000 से 7999 प्रतिमाह तक वेतन पाने वाले।	रेल की प्रथम श्रेणी अथवा वातानुकूलित कोच 3-टियर/ए० सी० चेरकार (शताब्दी एक्सप्रेस को छोड़कर)।
6	रुपये 5000 प्रतिमाह से कम वेतन पाने वाले।	रेल की द्वितीय श्रेणी (स्लीपर)।

2-आनुषंगिक व्यय :-

(६) वित्तीय नियम संग्रह खण्ड-3 के नियम-23 (1) के अन्तर्गत सरकारी सेवकों को वर्तमान में वेतनमान के आधार पर अनुमन्य आनुषंगिक व्यय नये वेतनमान में निम्न प्रकार अनुमन्य होगा :-

क्र०-संख्या	वेतन सीमा	आनुषंगिक व्यय की दर
1	2	3
1	रुपये 8000 प्रतिमाह या इससे अधिक वेतन पाने वाले।	11.0 पैसे प्रति कि० मी०
2	रुपये 5000 से रुपये 7999 प्रतिमाह तक वेतन पाने वाले।	8.0 पैसे प्रति कि० मी०
3	रुपये 5000 प्रतिमाह से कम वेतन पाने वाले।	5.0 पैसे प्रति कि० मी०

(II) हवाई यात्रा के दौरान आनुषंगिक व्यय की दरें रुपये 30 प्रति यात्रा की दर से अनुमन्य होगा।

3-दैनिक भत्ता:-

(क) वित्तीय नियम संग्रह खण्ड-3 के नियम-23 (सी) (1) के अधीन अनुमन्य दैनिक भत्ते की वर्तमान दरों के स्थान पर निम्नलिखित पुनरीक्षित दरें लागू होंगी:-

सरकारी सेवक का वर्ग	“क” वर्ग के नगरों के लिए दरें जिनमें नगरपालिकायें तथा कन्टोनमेन्ट और निकटवर्ती नोटीफाइड एरियाज जहां कहीं विद्यमान हों, सम्मिलित होंगी:-कानपुर, लखनऊ, आगरा,	“ख” वर्ग के नगरों के लिये दरें जिनमें नगरपालिकायें तथा कन्टोनमेन्ट और निकटवर्ती नोटीफाइड एरियाज जहां कहीं विद्यमान हों सम्मिलित होंगी:-मुरादाबाद, अलीगढ़, झांसी, सहारनपुर, मथुरा, रामपुर, मिर्जापुर,	साधारण दर (स्तम्भ 1, 2 में उल्लिखित स्थानों से भिन्न स्थानों के लिये)।
---------------------	--	--	--

	वाराणसी, इलाहाबाद, बरेली, गोरखपुर, मेरठ, नैनीताल, मंसूरी, देहरादून और गाज़ियाबाद।	षाहजहांपुर, हरिद्वार, फ़ैजाबाद, फ़िरोजाबाद, मुजफ़्फ़रनगर और फर्रुखाबाद।	
(धनराशि रूपये में)			
	1	2	3
1.	रूपये 16400 प्रतिमाह या इससे अधिक वेतन पाने वाले।	155.00	125.00
2.	रूपये 8000 से रूपये 16399 प्रतिमाह तक वेतन पाने वाले।	140.00	110.00
3.	रूपये 6500 से रूपये 7999 प्रतिमाह तक वेतन पाने वाले।	120.00	95.00
4.	रूपये 4100 से रूपये 6499 प्रतिमाह तक वेतन पाने वाले।	100.00	80.00
5.	रूपये 4100 प्रतिमाह से कम वेतन पाने वाले।	65.00	50.00

उपरोक्त तालिका के "क" वर्ग के नगरों में रूपये 8000 या इससे अधिक प्रतिमाह वेतन पाने वाले सरकारी सेवकों को जिन्हें अन्य संस्थान अथवा होटल में ठहरना पड़े पूर्व षर्तों एवं प्रतिबन्धों के अधीन निम्नानुसार विशेष दैनिक भत्ता अनुमन्य होगा:-

(रूपये में)		
क्र०-संख्या	वेतन सीमा	विशेष दैनिक भत्ते की दरें
1	2	3
1	रूपये 16400 प्रतिमाह या इससे अधिक वेतन पाने वाले।	400०००
2	रूपये 8000 से रूपये 16399 प्रतिमाह तक वेतन पाने वाले।	300०००

(ख) उत्तर प्रदेश के बाहर के स्थानों पर सरकारी सेवकों को उन्हीं दरों से दैनिक भत्ता अनुमन्य होगा जैसा कि उन स्थानों में केन्द्र सरकार के कर्मचारियों के लिए अनुमन्य है। यदि सरकारी सेवक को किसी होटल या अन्य संस्थान में जहां ठहरने और/अथवा ठहरने व भोजन की व्यवस्था षेड्यूल्ड टैरिफ पर उपलब्ध है, रहना पड़े तो उसे भारत सरकार के कर्मचारियों को अनुमन्य विशेष दर पर दैनिक भत्ता अथवा वास्तविक व्यय जो भी कम हो देय होगा। वास्तविक व्यय का तात्पर्य ठहरने के लिये दिये गए किराये से है। भोजन पर व्यय इसमें सम्मिलित नहीं होगा। वास्तविक व्यय की पुष्टि में वाउचर प्रस्तुत करना होगा।

(ग) प्रदेश के बाहर स्थानीय यात्राओं पर वास्तविक व्यय तथा निःशुल्क आवास अथवा निःशुल्क आवास एवं भोजन दोनों उपलब्ध होने की दशा में दैनिक भत्ते पर वर्तमान में जो प्रतिबन्ध हैं वे यथावत् रहेंगे।

4-सड़क द्वारा की जाने वाली यात्राओं के लिए सड़क मील भत्ता:-

सरकारी सेवकों को सड़क द्वारा की गई यात्राओं के लिए वित्तीय नियम संग्रह खण्ड-3 के नियम-23 (बी) (2) के अधीन सड़क मील भत्ता अनुमन्य है।

सरकारी सेवकों को नये वेतनमानों में सड़क मील भत्ता अब निम्न प्रकार देय होगा।

(ए) रूपये 10०००० प्रतिमाह या उससे अधिक वेतन पाने वाले सरकारी सेवक:-

(क) मोटर कार, मोटर ट्रक, मोटर कैरियर या जीप कार से प्रतिमाह की गई सड़क यात्राओं के लिए:-

		रूपये प्रति कि० मी०	
		पेट्रोल चालित वाहन	डीजल चालित वाहन
(1)	प्रथम 500 कि० मी० तक तय की गई दूरी के लिये	4.50	3.50
(2)	500 कि० मी० से अधिक परन्तु 1200 कि० मी० तक तय की गई दूरी के लिये।	3.25	2.75
(3)	1200 कि० मी० से अधिक तय की गई दूरी के लिये	शून्य	शून्य
(ख)	उपरोक्त (क) में वर्णित वाहनों के अलावा पेट्रोल/डीजल चालित अन्य वाहनों तथा	रूपये 2.00 प्रति कि० मी० इस प्रतिबन्ध के अधीन कि	

	मोटर साइकिल/स्कूटर इत्यादि से की गई सड़क यात्राओं के लिये।	एक मास में ऐसी यात्राओं के लिए रूपये 400 से अधिक की धनराशि अनुमन्य न होगी।
(ग)	पेट्रोल/डीजल चालित वाहन के साधनों के अलावा अन्य वाहनों से/पैदल की गई सड़क यात्राओं के लिये।	रु0 0.60 प्रति कि0 मी0 इस प्रतिबन्ध के अधीन कि इस मास में ऐसी यात्राओं के लिए रु0 120 से अधिक धनराशि अनुमन्य न होगी।
(घ) रु0 10ए000 प्रतिमाह से कम वेतन पाने वाले सरकारी सेवक:-		
(क)	पेट्रोल/डीजल चालित वाहन के किसी भी साधन से की गई सड़क यात्राओं के लिये।	रु0 2.00 प्रति कि0मी0 इस प्रतिबन्ध के अधीन कि एक मास में ऐसी यात्राओं के लिए रु0 400 से अधिक धनराशि अनुमन्य न होगी।
(ख)	पेट्रोल/डीजल चालित वाहन के साधनों के अलावा अन्य वाहनों से या पैदल की गई सड़क यात्राओं के लिये।	रु0 0.60 प्रति कि0 मी0 इस प्रतिबन्ध के अधीन कि एक मास में ऐसी यात्राओं के लिये रूपये 120 से अधिक धनराशि अनुमन्य न होगी।

(घ) यात्राओं पर जाते समय तथा गन्तव्य स्थान से वापसी में निवास स्थान से बस स्टेशन/रेलवे स्टेशन के बीच की जाने वाले अल्प दूरी की यात्राओं के लिये समस्त सरकारी सेवकों को रु0 1ए75 प्रति कि0 मी0 के स्थान पर अब रु0 4.00 प्रति कि0 मी0 की दर से सड़क मील भत्ता ग्राह्य होगा। उक्त अल्प दूरियों की गणना पूर्ववत् वित्तीय नियम संग्रह खण्ड-3 के नियम-14 सपटित परिशिष्ट-5 के आधार पर ही की जायेगी।

जनहित में की जाने वाली यात्राओं के सम्बन्ध में शासकीय सेवकों से यह भी अपेक्षित है कि वे टैक्सी इत्यादि के स्थान पर पब्लिक ट्रांसपोर्ट (रेलगाड़ी या बस) का यथासम्भव अधिकाधिक प्रयोग करें।

स्थानान्तरण की दशा में अन्य सुविधायें:-

(अ) घरेलू सामान की ढुलाई-

सरकारी सेवकों को उनके स्थानान्तरण के अवसर पर व्यक्तिगत सामान की ढुलाई के लिये वित्तीय नियम संग्रह खण्ड-3 के नियम-42 (2) (1) (111) में अंकित भार की सीमा तक ढुलाई पर हुए वास्तविक व्यय की प्रतिपूर्ति अनुमन्य है। सरकारी सेवकों को उनके नये वेतनमानों में व्यक्तिगत सामान की ढुलाई पर हुए व्यय की प्रतिपूर्ति अब निम्न सीमा के अधीन की जायेगी:-

यदि यात्रा परिवार सहित की गई हो:-

सरकारी सेवक/वेतन सीमा	व्यक्तिगत सामान की ढुलाई के लिये अधिकतम सीमा
1-रु0 16400 प्रतिमाह या इससे अधिक वेतन पाने वाले	6000 कि0ग्रा0 या 4 पहियों का एक वैगन
2-रु0 8000 से रु0 16399 प्रतिमाह तक वेतन पाने वाले	6000 कि0ग्रा0 या 4 पहियों का एक वैगन
3-रु0 6500 से रु0 7999 प्रतिमाह तक वेतन पाने वाले	3000 कि0ग्रा0
4-रु0 4100 से रु0 6499 प्रतिमाह तक वेतन पाने वाले	2500 कि0ग्रा0
5-रु0 4100 प्रतिमाह से कम वेतन पाने वाले	1250 कि0ग्रा0

यदि यात्रा स्वयं अकेले की गई हो:-

यदि स्थानान्तरण के अवसर पर सरकारी सेवक ने स्वयं ही अकेले यात्रा की हो तो उस स्थिति में उल्लिखित भार के 2ए3 भाग तक की अधिकतम सीमा तक के व्यक्तिगत सामान की ढुलाई का व्यय ही देय होगा।

(ब) एकमुष्ट स्थानान्तरण अनुदान (कम्पोजिट ट्रांसफर ग्रान्ट)।

कम्पोजिट ट्रांसफर ग्रान्ट प्रदेश के शासकीय सेवकों को एक जिले से दूसरे जिले में स्थानान्तरण होने की दशा में देय होगा तथा इसमें अब तक मिल रहे पैकिंग भत्ता, आवास से रेलवे स्टेशन/बस स्टेशन के लिए सड़क मील भत्ता एवं सरकारी सेवकों तथा उसके परिवार के सदस्यों को स्थानान्तरण पर यात्रा की दशा में मिलने वाले आनुषंगिक व्यय को समाहित माना जायेगा अर्थात् कम्पोजिट ट्रांसफर ग्रान्ट अनुमन्य होने पर अब उपरोक्त भत्ते देय नहीं होंगे।

एक जिले से दूसरे जिले में स्थानान्तरण होने की दशा में कम्पोजिट ट्रांसफर ग्रान्ट के रूप में सम्बन्धित सरकारी सेवक को आधे माह के मूल वेतन अधिकतम रु0 10ए000६ की सीमा के अधीन धनराशि अनुमन्य होगी।

जिले के अन्तर्गत एक स्थान से दूसरे स्थान पर स्थानान्तरण की स्थिति में कम्पोजिट ट्रांसफर ग्रान्ट के स्थान पर निम्नानुसार पैकिंग भत्ता अनुमन्य होगा:-

क्रम-संख्या	वेतन सीमा	पैकिंग भत्ते की दर (रु0 में)
1	रु0 6500 प्रतिमाह या इससे अधिक मूल वेतन पाने वाले	500.00
2	रु0 6499 प्रतिमाह तक मूल वेतन पाने वाले	250.00



स्थानान्तरण यात्रा सम्बन्धी व्यय को सीमित रखने के उद्देश्य से पत्रावलियों के माध्यम से स्थानान्तरण के जो प्रस्ताव उच्चाधिकारियों/मा0 मंत्रिगणों के अनुमोदन हेतु प्रस्तुत हों, उनमें यह अनिवार्य रूप से अंकित किया जाय कि चालू वित्तीय वर्ष में स्थानान्तरण यात्रा भत्ता के रूप में विभाग में कुल कितनी धनराशि उक्त मद पर देय हो चुकी है और कितनी धनराशि की देयता सृजित हो रही है।

2-ऐसे सरकारी कर्मचारियों को जिनके वेतनमान पुनरीक्षित नहीं हुए हैं/किये गये हैं अथवा जो वर्तमान वेतनमान बनाये रखने का विकल्प प्रस्तुत करते हैं, यात्रा भत्ता की उपरोक्त विभिन्न संशोधित पुनरीक्षित दरों की अनुमन्यता के लिए उनके वेतन स्तर के निर्धारण हेतु "वेतन" का तात्पर्य मूल वेतन के अतिरिक्त दिनांक 1.1.1996 को शासनादेश संख्या वे0आ0-1-297धदस-48 (एम)88, दिनांक 21.5.96 के अनुसार देय मंहगाई भत्ता और शासनादेश संख्या-वे0आ0-1-2043/दस-93-39 (एम)893, दिनांक 14.10.1993 तथा शासनादेश संख्या-वे0आ0-1-624धदस-39 (एम)893 टी0सी0, दिनांक 16.8.1995 के अनुसार देय अन्तिम सहायता क्रमशः 100 रुपये प्रतिमाह की प्रथम किस्त तथा वेतन का 10 प्रतिशत परन्तु कम से कम 100 रुपये प्रतिमाह की द्वितीय किस्त का योग होगा।

3-यह आदेश दिनांक 1 जून, 1999 से प्रभावी होंगे अर्थात् उन सभी यात्राओं के सम्बन्ध में लागू होंगे जोकि उक्त तिथि को या उसके पश्चात् प्रारम्भ हुई हों परन्तु जिन मामलों में इन आदेशों के पूर्व प्रभावी नियमों/दरों के अधीन यात्रा भत्ता आहरित किया जा चुका होगा उन्हें पुनरोद्घाटित नहीं किया जायेगा।

4-वित्तीय नियम संग्रह खण्ड-3 के सुसंगत नियमों में आवश्यक संशोधन यथासमय किये जायेंगे।  
सेवा में,

समस्त विभागाध्यक्ष एवं प्रमुख कार्यालयाध्यक्ष,  
उत्तर प्रदेश।

मु0 हलीम खां,  
सचिव।

संख्या सा.4-395 (1)/दस-99-600-99, तददिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

- 1-महालेखाकार, उत्तर प्रदेश, लेखा-प्रथम एवं द्वितीय, इलाहाबाद।
- 2-महालेखाकार, उ0प्र0, आडिट, प्रथम व द्वितीय, इलाहाबाद।
- 3-सचिवालय के समस्त प्रमुख सचिव/सचिव।
- 4-सचिव, विधान सभा/परिषद्, विधान भवन, लखनऊ।
- 5-निदेशक, वित्तीय प्रबन्ध प्रशिक्षण एवं शोध संस्थान, लखनऊ।
- 6-सचिवालय के समस्त अनुभाग।
- 7-वित्त (पदमाप दण्ड निर्धारण) अनुभाग।

आज्ञा से,  
षिव प्रकाश,

संयुक्त सचिव।