

No. 5/27/98-1FR
GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
Dated, Chandigarh, the 31st December, 2010
OFFICE MEMORANDUM

Subject : Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement, etc.

Sir/Madam,

In supersession of all the existing provisions contained in any order/instruction, etc, made prior to the issue of this memorandum, the undersigned is directed to say that in pursuance to the decision taken by the Government relating to Travelling Allowance, Daily Allowance, etc. the modifications in the existing structure of entitlements with respect to such subjects as are included in the Annexure appended to this memorandum shall henceforth be applicable on all the employees of the Haryana Government in accordance with the stipulations included in the said Annexure replacing the existing structure to the said extent.

The 'Grade Pay' appearing in the Annexure, determining the respective entitlements is as indicated in the Haryana Civil Services (Revised Pay) Rules, 2008 or in the Haryana Civil Services (Assured Career Progression) Rules, 2008 or in any other notification issued from time to time by the Finance Department relating to Grade Pay.

In respect of those employees who are drawing pay in pre-revised pay scale or in whose case the scales of pay are yet to be revised, the corresponding Grade Pay of the pre-revised pay scale in which the pay is being drawn by the employee on the date of journey would determine the entitlements of TA/DA etc. under these orders.

The employees who are drawing fixed salary neither in any pay scale nor in any Pay Band/Grade Pay and are working on contract basis or otherwise or have been re-employed after retirement against a post sanctioned in prescribed pay scale/Pay Band, their TA/DA will be regulated keeping in view the grade pay which would have been admissible to them had they been on regular basis on the post on which they have been re-employed after retirement and/or working on contract basis or otherwise.

These revised rates of TA/DA shall also be applicable to the members of All India Services working in connection with the affairs of the State of Haryana.

These instructions will be applicable with immediate effect and the claims submitted in respect of journey made on or after the date of issue shall be regulated in terms of these instructions. Any unclaimed TA/DA bills of tours undertaken earlier shall be claimed as per old rates.

Such other conditions wholly or partially regulating the matters of TA/DA and have not been included in this Memorandum and the Annexure appended thereto shall continue to be regulated in terms of existing rules/instructions.

Yours faithfully,

Sd/-
(Kanwal Singh Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 5/27/98-1FR

Dated, Chandigarh, the 31st December, 2010

To

1. All the Financial Commissioners & Principal Secretaries/
Administrative Secretaries to Government of Haryana.
2. All the Heads of Department, Haryana.
3. All the Divisional Commissioners in Haryana.
4. Registrar (General), High Court of Punjab & Haryana.
5. All the District & Sessions Judges in Haryana.
6. All the Deputy Commissioners in Haryana.
7. All the Sub Divisional Officers in Haryana.

Sd/-

(Kanwal Singh Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Endst. No. 5/27/98-1FR

Dated, Chandigarh, the 31st December, 2010

A copy is forwarded to the following for information and necessary action at their
end :-

Accountant General (A&E/ Audit), Haryana.
Director, Treasury & Accounts, Haryana.

Sd/-

(Kanwal Singh Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to the Principal Secretary/Additional Principal Secretary-
I&II/OSD-I&II to Chief Minister, Haryana for information.

Sd/-

(Kanwal Singh Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary-I&II/OSD-I&II to Chief
Minister, Haryana.

U.O. No. 5/27/98-1FR

Dated, Chandigarh, the 31st December, 2010.

Sd/-

(Kanwal Singh Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

A copy is forwarded to All Senior Secretaries/Secretaries/Private Secretaries to
Chief Minister/Ministers/State Ministers, Haryana for information.

Sd/-

(Kanwal Singh Dahiya)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/
Ministers/State Ministers, Haryana.

U.O. No. 5/27/98-1FR

Dated, Chandigarh, the 31st December, 2010.

INTERNAL CIRCULATIONS

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.
- (ii) In charge, Computer Cell (F.D.)

ANNEXURE*[To the Finance Department Office Memorandum]***No. 5/27/98-1FR, Dated 31st December, 2010****A. Gradation Pattern for the purpose of TA/DA**

GRADE - I	Officers drawing Grade Pay of Rs. 10,000 or above and those who are in the pay band of HAG+ or above.
GRADE - II	Officers drawing Grade Pay of Rs. 8,900 to 9,800.
GRADE - III	Officers drawing Grade Pay of Rs. 4,600 to 8,800.
GRADE - IV	Officials/Officers drawing Grade Pay of Rs. 2,500 to 4, 200
GRADE - V	Officials drawing Grade Pay of Rs. 1,300 to 2,400

B (i). Entitlement of Mode of journey while on tour within India/out of India :-

Grade	Journey by Air	Journey by Sea or River Steamer	Journey by Train	Journey by Road
1.	2		3	4
Gr. I (Gr. Pay 10000 and above)	First Class if out of India. Business/ Club Class if within India.	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Gr. II (Gr. Pay 8900-9800)	Economy Class (within or out of India)	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Gr. III (Gr. Pay 4600-8800)	Economy Class (within or out of India) Subject to prior approval of the Admn. Secy./HOD for each journey)	If 2 Classes by lower, if 3 by middle, if 4 classes by third class.	A.C. II tier or A.C. Chair Car	AC Bus/ Delux Bus
Gr. IV (Gr. Pay 2500-4200)	Economy Class (Out of India only)	As above to Gr. III employees.	A.C. III tier or Non A.C. Chair Car	Ordinary Bus/ Delux Bus
Gr. V (Gr. Pay 1300-2400)	Economy Class (Out of India only)	By lowest class.	2 nd Class/2 nd Class Sleeper	Ordinary Bus

Note 1.— All cases of Air travel both domestic and international where the Haryana Government bears the cost of air passage, the officials concerned should prefer Air India. Journey may also be performed by private air lines other than Air India provided the basic criteria for selecting airlines other than Air India would be better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India will also be fully utilized.

Note 2.— Each officer who is undertaking domestic travel by air within his entitled class, should endeavor to take advantage of the concessions being provided by the airlines, to effect possible saving vis-a-vis the normal fares. Officers should try to make their booking in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available. Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Air India or their subsidiaries. Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made.

Reimbursement of service charge expenses on such credit card would be permissible.

Note 3.— Officers who cover in Grade-III are entitled to travel by air within India provided the distance involved is more than 500 kms and the journey cannot be performed by overnight by train. Prior approval of competent authority for each journey should be obtained.

Note 4.— In case of Journey by Air/A.C. Rail/A.C.Bus/Deluxe Bus, tickets shall be appended to T.A Bills. In case of Rail Journey by 1st Class /A.C. Chair Car, ticket/ticket no./reservation slip, as the case may be, shall be produced. In the absence of ticket, wherever required, ordinary rail/bus fare will be given.

Note 5.— The actual cost of reservation and sleeper charges will be reimbursed in full.

Note 6.— There shall be no bar in undertaking a journey by any mode or in any category above the respective entitlement of the employee provided that the claim filed for reimbursement is voluntarily restricted to the said entitlement. However, in all such cases the essential documents required to be submitted and essential conditions required to be met in reference to the performance of journey by the mode and in the category in which the journey was actually conducted shall have to be submitted alongwith the claim. With this condition, henceforth, there shall be no pre-requirement of seeking the approval of the competent authority for conducting a journey above the entitlement. This provision will not be applicable if journey is performed by a Government employee in his own car without prior approval of the competent authority as per Note 3 below B(ii).

B (ii). Entitlement of journey by road by a Mode other than Public Transport while on tour within India :-

Grade	Journey by Taxi/ Autorickshaw	Journey by own conveyance	Rate of Road Mileage	Local journey within or outside the State
1.	2	3		4
Gr. I (Gr. Pay 10000 and above)	AC Taxi	By own car.	Rs. 10/- pkm. (for own Car/ AC Taxi) Rs. 8/- pkm for Non- AC Taxi.	AC/Non-AC Taxi charges of upto 50 kms. per diem for travel within the city.
Gr. II (Gr. Pay 8900-9800)	AC Taxi	By own car.	Rs. 10/- pkm. (for own Car/ AC Taxi) Rs. 8/- pkm for Non- AC Taxi.	AC/Non-AC Taxi charges of upto 50 kms. per diem for travel within the city.
Gr. III (Gr. Pay 4600-8800)	Non AC Taxi (with prior approval of the Admn. Secy./HOD for each journey)	By own car (with prior approval of the Admn. Secy./HOD for each journey)	Rs. 8/- pkm. (for own Car/ Non-AC Taxi)	Non AC Taxi or auto- rickshaw charges @ Rs. 8/- or Rs. 6/- pkm, as the case may be, limited to Rs. 150/- per diem for travel within the city.
Gr. IV (Gr. Pay 2500-4200)	At prescribed rates of autorickshaw when journey is actually performed by autorickshaw, with prior approval of the HOO for each journey.	By own scooter/ motor cycle (with prior approval of the HOO for each journey)	Rs. 6/- pkm (for own Scooter/ Motorcycle or by autorickshaw)	Travel charges @ Rs. 6/- pkm limited to Rs. 100/- per diem for travel within the city.

Gr. V (Gr. Pay 1300-2400)	At prescribed rates of autorickshaw when journey is actually performed by autorickshaw with prior approval of the HOO for each journey.	By own scooter/ motor cycle (with prior approval of the HOO for each journey)	Rs. 6/- pkm (for own Scooter/ Motorcycle or by autorickshaw)	Travel charges @ Rs. 6/- pkm limited to Rs. 50/- per diem for travel within the city.
Any Govt. employee.			@ Re. 1.20 pkm if journey while on tour is performed by bicycle or on foot by any Government employee.	@ Re. 1.20 pkm if local journey while on tour is performed by bicycle or on foot by any Government employee.

Note 1.— 'Own Conveyance' does not mean and include 'any private conveyance' of the respective description. Such conveyance, whenever used for the purposes of claiming reimbursement under these instructions, must be 'a registered personal vehicle in the name of the employee concerned or in the name of the spouse of the employee concerned'. The registration number of the vehicle used must always be mentioned in the claim preferred.

Note 2.— In all such cases where the journey is undertaken in own conveyance or it is performed in hired conveyance, all 'toll charges' paid during the journey shall also be admissible in addition to the road mileage. Such reimbursement must be claimed by submitting the original receipt of payment of 'toll charges' bearing the registration number of the vehicle. Care must accordingly be taken to pay all 'toll charges' en-route the journey and obtain receipts (bearing the registration number of the vehicle) and submit it in original alongwith the claim of reimbursement/mileage otherwise admissible. It is also suggested to retain a photocopy of the same for personal record.

Note 3.— If the entitlement happens to be to travel in A.C II Tier in Train and does not permit 'journey by own car' but the journey is actually performed in 'own car', the reimbursement shall be restricted to the fare equivalence of A.C. II Tier but while preferring the claim of reimbursement to the said extent of entitlement, the papers required to be submitted with reference to 'journey by own car' while meeting all the necessary requirement thereof shall have to be submitted/met in the manner prescribed for 'journey by own car' and if such compliances with reference to 'journey by own car' are deficient in any manner, the reimbursement restricted to the entitlement shall not be made.

C. Rate(s) of Daily Allowance :

(i) The revised rate(s) of daily allowance for different places would be as under :

Grade	In any town/city in Haryana including Chandigarh	In any town/city outside Haryana/Chandigarh
1	2	3
Gr. I (Gr. Pay 10000 and above)	Rs. 300/- p.d.	Rs. 500/- p.d.
Gr. II (Gr. Pay 8900-9800)	Rs. 240/- p.d.	Rs. 400/- p.d.

Gr. III (Gr. Pay 4600-8800)	Rs. 200/- p.d.	Rs. 300/- p.d.
Gr. IV (Gr. Pay 2500-4200)	Rs. 160/- p.d.	Rs. 200/- p.d.
Gr. V (Gr. Pay 1300-2400)	Rs. 140/- p.d.	Rs. 160/- p.d.

(ii) In the case of travel by Government vehicle/staff car, half/full daily allowance will be admissible for a period of absence as mentioned below :-

(i)	Where absence from Headquarters is for less than 6 hours	No daily allowance
(ii)	Where absence from Headquarter is for 6 hours or more but less than 12 hours	Half daily allowance
(iii)	Where absence is for more than 12 hours but less than 24 hours	Full daily allowance

D. Entitlement of Reimbursement of Hotel charges/Commercial Guest Houses accommodation plus Daily Allowance at any place in the country outside Haryana/Chandigarh.

Grade	Entitlement of Reimbursement of Hotel charges/ Commercial Guest Houses accommodation plus Daily Allowance
Gr. I (Gr. Pay 10000 and above)	Upto Rs. 5,000/- per day plus D.A. of Rs. 500/- per day.
Gr. II (Gr. Pay 8900-9800)	Upto Rs. 4,000/- per day plus D.A. of Rs. 400/- per day.
Gr. III (Gr. Pay 4600-8800)	Upto Rs. 3,000/- per day plus D.A. of Rs. 300/- per day.
Gr. IV (Gr. Pay 2500-4200)	Upto Rs. 1,500/- per day plus D.A. of Rs. 200/- per day.
Gr. V (Gr. Pay 1300-2400)	Upto Rs. 300/- per day plus D.A. of Rs. 160/- per day.

Note 1.— Reimbursement of Hotel/Commercial Guest House charges shall only be admissible when the journey on tour involves overnight stay at destination(s).

Note 2.— All the officers/officials who are entitled to stay in the Haryana Bhawan or any other Rest House/Guest House facility maintained by the Government or its department or PSUs/Agencies wholly or substantially owned or controlled by the Government of Haryana, while on tour in the NCT of Delhi, shall, before availing the terms of Daily Allowance offered by this scheme, have to acquire a 'Non Availability of Accommodation' certificate from the authority competent with reference to any/all such facilities including Haryana Bhawan.

Note 3.— For 'facilities maintained by the departments of Haryana Government or PSUs/Agencies wholly or substantially owned or controlled by the Government of Haryana' this requirement shall be applicable only on the eligible (to stay) officers/officials of the concerned respective department/PSU/Agency maintaining the facility.

Note 4.— Officers traveling outside the State and availing the facility of accommodations run/managed by the Central/other State Governments or Central/State PSUs shall be entitled to claim the accommodation charges as per actual and bills/receipts on this account must be submitted alongwith the claim of reimbursement.

E. Fixed Travelling Allowance :

Wherever applicable the monthly fixed rate of Travelling Allowance admissibility shall be double the existing rate(s) limited to Rs. 100/- p.m. as minimum and Rs. 600/- p.m. as maximum.

F. Transfer T.A

- (i) In case of transfer, an employee would be paid daily allowance for himself as well as for each member of his family as per rate(s) mentioned above. Besides this, he would be paid for each member of his family bus/rail fare, as the case may be. In case of journey by own Car/Scooter/M. Cycle /Moped with or without family he will be entitled to claim road mileage for once only subject to the entitlement and for one vehicle only. The definition of family for the purpose of TA/DA includes an employee's dependents also.
- (ii) In case of transfer from one station to other and when movement of household goods was actually involved, the entitlement of reimbursement of charges paid for moving the household goods consequent to the said transfer and movement shall be regulated in following terms :-

Grade	Entitlement of number of truck(s)	Packing/unpacking/loading/unloading charges on each movement
Gr. I (Gr. Pay 10000 and above)	Two Trucks	Rs. 2,000/-
Gr. II (Gr. Pay 8900-9800)	Two Trucks	Rs. 2,000/-
Gr. III (Gr. Pay 4600-8800)	One and a half Trucks	Rs. 1,000/-
Gr. IV (Gr. Pay 2500-4200)	One Truck	Rs. 500/-
Gr. V (Gr. Pay 1300-2400)	Half Truck	Rs. 250/-

G. Transportation of Conveyance on retirement :-

1	Officers drawing Gr. Pay Rs. 9800 or above and those who are in the pay band of HAG+ or above.	Car/Jeep or 4 wheeler	Reimbursement of Actual fare by train or at prescribed rate of Truck Union. If distance is upto 300 km then expenditure @ Rs. 4/- p.km. will be permissible for one way journey assuming that the vehicle will be transported upto that distance by self-propulsion.
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Note 1.— Two wheeler i.e. Motor Cycle/Scooter will be treated as part of the household effects for this purpose and no separate transportation charges will be permissible.

OTHER GENERAL CONDITIONS TO BE APPLICABLE IN ALL CASES WHEREVER NECESSARY :-

1. All others conditions will be the same as contained in TA rules/instructions issued by Haryana Govt. from time to time.
2. It may be noted and borne in mind that no additional allocation/funds will be provided on account of revision in entitlement in terms of these orders. It may, therefore, be ensured that permission to official travel is given judiciously and are restricted only to absolutely essential official requirements.
3. Wherever as per requirement bills in original are required to be submitted alongwith the claims of reimbursement, all such bills individually should always be self certified by the employee/ person preferring the claim as 'having been paid by him personally'.
4. If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the Finance Department in the FR Branch for decision/clarification.
5. Necessary amendment to the relevant existing rules in the Punjab CSR Volume III (TA Rules) as applicable to Haryana Govt. employees will be issued in due course.
