

TRAVELLING ALLOWANCE RULES,

1962

Amended up to November, 2011

PREFACE

Since the last edition published in 1992, No. of changes/amendments have taken place in the Travelling Allowance Rules, 1971 during the period of erstwhile RSEB and after formation of the Nigam. In order to update the publication, all amendments carried out till Nov., 2011 have been incorporated in this edition of Jaipur Discom -Travelling Allowance Rules, 2011.

All possible efforts have been made in updating the rules. However, if any error or omission is detected in this edition, which has inadvertently remained, the same may please be brought to the notice of the Accounts Officer (Rules) Jaipur Vidyut Vitran Nigam Limited, Jaipur Suggestions, if any, for improvement are always welcomed.

Place : Jaipur
Date : Nov., 2011

(K.L. Gupta)
Chief Accounts Officer (ATR)

JAIPUR VIDYUT VITRAN NIGAM LIMITED
TRAVELLING ALLOWANCE RULES

INDEX

S. No.	Contents	Rule No.	Page No.
1.	Short title and date of effect	1	1
2.	Definitions	2	2
3.	Interpretation	3	4
4.	Authorities competent to authorities journey on tour	4-5	4-5
5.	Kinds of Travelling Allowance	6-9	5-6
6.	Principles of Calculation	10-12	6-8
7.	Rate of mileage allowance for different classes of journeys.	13-14	8-9
8.	Mileage allowance for journey by road.	15-16	10
9.	Mileage for journey by air.	17-21	11-16
10.	Journey by road.	22-24	16-20
11.	Journey by Car.	25-26	20-22
12.	Admissibility of travelling allowance on transfer.	27-A & B	22-23
13.	Travelling expenses when permitted to hand over or take over charge at a place other than headquarters.	27-C	25
14.	Journey to join first appointment	27-D	25
15.	Journey to join on-re-employment	27-E	25
16.	Journey to attend examination	27-F 28 & 29	25-26
17.	T.A. for Inspection of Record by an employee under suspension	30-31	26-28

S. No.	Contents	Rule No.	Page No.
18.	Journey occasioned by leave recall to duty	32	28
19.	Journey on a course of training	33	29
20.	Journey to attend meetings or conferences.	34	31
21.	Journey to receive Gallantory awards.	35-36	31
22.	Line Staff	37	31
23.	T.A. to work-charged staff	38	31
24.	Special concession to IAS/IA&AS officers and other Central Govt. employee on deputation.	39	32
25.	Travelling Allowance to employee on retirement.	40	33
26.	Permanent travelling allowance	41-43	36
27.	Conveyance allowance	44-46	37-38
28.	Signature of Controlling Officer necessary on the T.A. Bills	47	38
29.	Duties of Controlling Officer	48-51	39-43
30.	Travelling expenses in case of employees holding two or more independent posts.	52	44
31.	Treatment of dearness pay as pay	53-54	44
32.	Journey to attend meeting of the Board of Directors of Companies, Co-operative Societies, Autonomous Bodies including industrial and Commercial Corporation and other statutory organization as Board nominee while on duty or on leave.	55-58	44-45
33.	Journey undertaken by an un-employed Scheduled caste- Scheduled tribe	59	45

S. No.	Contents	Rule No.	Page No.
	candidate for interview in connection with appointment to a post.		
34.	Claims of refund of un-used tickets.	60-62	46
35.	Travel in upper class/Air conditioned/ Deluxe Bus while on tour .	63-64	47
36.	Time limit for referring the T.A. claims	65	47
37.	Travel by bus between station connected by rail.	66	47
38.	Travelling allowance to employees who takes casual leave while on duty at the place other than Headquarters	67	47
39.	Conveyance allowance to employees for bringing/taking cash from Bank.	68	48
40.	Use for Board's vehicle by officer entitled authorized to travel by Air.	69	48
41.	Jaipur Discom,6-08 & JPD/Rules-197	-	49
42.	Appendix 'A' (Part-I) Rate of admissibility of mileage allowance for travel by rail. Annexure -I	-	50
43.	Appendix 'A' (Part-II) Mileage allowance for travel by road. Annexure -II	-	53
44.	Appendix 'A' (Part-III) Mileage allowance for travel by air. Annexure -III	-	58
45.	Appendix 'B' (I) Composite Rate of Daily Allowance within the State. Annexure -IV	-	60

S. No.	Contents	Rule No.	Page No.
46.	Appendix 'B' (II) Composite and Split Rate of Daily Allowance outside the State. Annexure -V	-	61
47.	Appendix 'C' (Part-I) Travelling Allowance admissible to Nigam employees on Transfer.	-	64
48.	Appendix 'C' (Part-II) Rule 27 (A) (i) (a)	-	67
49.	Appendix 'D' Delegation of Powers under the Rajasthan State Electricity Board Travelling Allowance Rules	-	70
50.	GoR's circular dated 17.05.2011 refering reimbursement of Bus-Rail fare, to all the candidates called for interview. Adopted vide No. JPD/CAO (ATR)/AO/Rules/ F.18/D.1534 dated 20.07.11 (JPD) Rules-754	-	97

RAJASTHAN STATE ELECTRICITY BOARD

No. RSEB /A&F/TA Rules/D.6

Jaipur Dated:05.02.1972

ORDER

The Rajasthan State Electricity Board in its 160th meeting held on 28.01.1972 decided to make amendments in the RSEB, T.A. Rules, circulated under order No. RSEB /A&F/TA/Rules/D. 47 dated 27th July, 1971, with effect from 9th July, 1971 with the stipulation that the TA claims already passed and paid shall not be reopened and revised. The revised RSEB T.A Rules incorporating the above amendments are enclosed.

JAIPUR VIDYUT VITRAN NIGAM LIMITED TRAVELLING ALLOWANCE RULES

Rule 1.

These Rules will be called the Jaipur Vidyut Vitran Nigam Limited Travelling Allowance Rules and shall come into force with effect from 9.7.1971.

Unless otherwise expressly provided, these rules shall apply to all employees of the Nigam. These will not apply to the employees on contract unless expressly provided in their agreement.

Definitions :

Rule 2.

In these rules unless the context otherwise requires:

- (i) **Board-** Means the Jaipur Vidyut Vitran Nigam.
- (ii) **Chairman-** Means the Chairman & Managing Director of the Nigam.
- (iii) **Competent Authority-** in relation to exercise of any power means the Jaipur Vidyut Vitran Nigam Limited or any other authority to which the power is delegated by the Nigam under these rules.
- (iv) **Day-** means a calendar day, beginning and ending at midnight but an absence from headquarters which does not exceed twenty four hours shall be reckoned for all purposes as one day at whatever hours absence begins or ends.
- (v) **Family-** Means a Nigam employee's wife or husband, as the case

TRAVELLING ALLOWANCE RULES, 1962

may be, legitimate children and step children residing with and wholly dependent upon the Nigam employee. Not more than one legally married wife is included in a family for the purpose of these rules. Term Legitimate Children, includes widowed daughter residing with and wholly dependent upon the Nigam employee but does not include adopted children unless adoption is legally recognized under the personal law of the Nigam employees.

For the purpose of transfer travelling allowance the term family shall also include parents and sisters and minor brothers residing with and wholly dependent upon the Nigam employee.

* **Note-**

- 1 The employed and married children of Nigam's employee shall not be considered dependent upon him/her.
 2. The Children undergoing education, who do not have any source of income shall be considered dependent upon him/her.
 3. Travelling Allowance on transfer will be restricted to only two dependent children of an employee. This restriction shall come into effect from 01.06.2002 and shall not however, be applicable in respect of those employees who have more than two children prior to 01.06.2002 and also in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results/resulted in multiple births as a consequence of which the number of children exceeds two.
- (vi) **Headquarters-** The headquarters of an employee shall be in such place as a competent authority may prescribe.
- (vii) **Limits of Sphere of duty-** A competent authority may define the limits of the sphere of duty of an employee.
- (viii) **Mileage Allowance-** It is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.
- (ix) **Pay-** means the amount to which an employee is entitled to and is drawn by him monthly in respect of the post held by him substantively or in an officiating capacity and includes :-

* Inserted vide No. JPD/Sr.AO (HQ)/Rules/F.18 /D.528 dated 26.05.08 (code- 465)

TRAVELLING ALLOWANCE RULES, 1962

- a. Personal pay
 - b. Special pay, and
 - c. any other emoluments which may be specially classed as pay by the competent authority.
- (x) **Period of absence from headquarters-** The period of absence from headquarters begins on the day on which the employee actually leaves the headquarters and ends on the day on which he returns thereto.
- (xi) **Public Conveyance-** means a railway train or other conveyance which plies regularly for the conveyance of passengers but it does not include a taxi car, hackney carriage or other conveyance which is hired for a particular journey.
- (xii) **Tour-** An employee is said to be on tour when he is absent on duty from his headquarters either within his sphere of duty or with proper sanction, beyond his sphere of duty. In case of doubt, a competent authority may decide whether a particular absence is absence on duty for the purpose of these rules.
- (xiii) **Transfer-** means movement of an employee from the headquarters station in which he is employed to another station to take up the duties of a new post or as a result of a change in his headquarters.
- (xiv) **Travelling Allowance-** is a compensatory allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the Nigam. It is to regulate that it is not on the whole a source of profit to the recipient.

Note:

No revision of T.A claims, is permissible in cases where an employee is promoted or reverted or is granted an increase rate of pay with retrospective effect in respect of the period intervening between the date of promotion or reversion or a grant of increased rate of pay and that on which it is notified.

TRAVELLING ALLOWANCE RULES, 1962

* 2(A) For the purpose of calculating **Travelling Allowance including Daily Allowance**, Nigam's employees are divided into five categories as under:-

Categories	Class of Nigam's employees based on "Basic Pay" i.e. total of pay in Running Pay Band and Grade Pay
Category 'A'	Employees drawing basic pay of Rs. 37,000/- per month or above.
Category 'B'	Employees drawing basic pay of Rs. 19,000/- and above but below Rs. 37,000/- per month.
Category 'C'	Employees drawing basic pay of Rs. 15000/- and above but below Rs. 19,000/- per month.
Category 'D'	Employees drawing basic pay of Rs. 10,000/- and above but below Rs. 15,000/- per month.
Category 'E'	Employees drawing basic pay below Rs. 10,000/- per month.

§ 2(A)(2) Deleted

Rule 3.

In case of doubts regarding interpretation of these rules. the decision of the Chairman & Managing Director will be accepted.

Rule 4.

The Chairman & Managing Director and Heads of Department will be the controlling officers for themselves.

* Substituted vide order No. JVVNL/Sr.AO(HQ)/AAO/Rules/F.176/D.1618 dated 1.10.2008 for the following:-

2. (A) For the purpose of calculating T.A. including Daily Allowance Nigam's employees are divided into five categories as under:-

1. Category 'A' Nigam's employees drawings basic pay of Rs. 16400/- or above per month.
2. Category 'B' Nigam's employees drawings basic pay of Rs. 8000/- or above but below Rs. 16400/-per month.
3. Category 'C' Nigam's employees drawings basic pay of Rs. 6500/- or above but below Rs. 8000/-per month.
4. Category 'D' Nigam's employees drawings basic pay of Rs. 4100/- or above but below Rs. 6500/-per month.
5. Category 'E' Nigam's employees drawings basic pay below of Rs. 4100/- per month.

§ 2(A)(2) Deleted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D528 dated 26.05.08.

¢ **Rule 5.**

Deleted

KINDS OF TRAVELLING ALLOWANCE

Rule 6.

The following are the different kinds of travelling allowance which may be drawn in different circumstances by the employees:-

(a) Mileage allowance

¥ (b) Daily Allowance

(c) Permanent Travelling allowance

§ **Rule 7.**

Employees belonging to various categories shall be entitled to travel while on tour by rail in the class of accommodation as indicated in column 2 of Appendix-A (Part-I). He shall for every such journey be entitled to the actual fare paid by him by not exceeding the fare of the class for which he is entitled to travel.

> **Rule 8.**

(i) Deleted.

¢ Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/F.18/D528 dated 26.05.08 for the following:-

Rule 5- The Chairman may authorize the employees to under take journey by special means of conveyance, the cost of which exceeds travelling expenses, which would otherwise be admissible. Officers claiming the actual cost of transport for such journeys will however furnish a certificate signed by the employee to the effect that the use of the special means of conveyance was necessary in the interest of the Board's work and was authorized by the Chairman. The circumstances under which the use of special means of conveyance was felt necessary, may however be kept on record.

¥ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D528 dated 26.05.08. for the following-
"Halting allowance"

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D528 dated 26.05.08.for the following:-

Rule 7- Employees belonging to various pay ranges shall be entitled to travel while on tour by rail by the class of accommodation, indicated against such grade in column 2 of the statement at Appendix 'A'. He shall for every such journey be entitled to actual fare paid by him by not exceeding the fare for the class to which he is entitled to travel.

Where different rates are prescribed for travel by ordinary and mail or express trains, the amount paid towards fare by the train in which the journey was actually performed shall be admissible.

> Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08:-

The travelling allowance admissible to the retired employee shall be determined with reference to the pay, which he actually receives plus the amount of pension if any, including that part of pension, which may have been commuted, which he would have drawn had there been no commutation.

< **Rule 8.**

- (ii) In case of retired employees of a Nigam/ State Government /PSU are re- employed in the Nigam. Their categorization for the purpose of calculating T.A. shall be as under:-
- (a) **Those engaged on consolidated contractual amount:** As per category under existing T.A. Rules based on contractual/ consolidated amount.
- (b) **Those reemployed on pay minus pension:** As per category under existing T.A. Rules based on the pay in the scale prescribed for the post held on re-employment.

Rule 9.

An employee during transfer from one post to another shall claim travelling allowance as per travelling allowance admissible to the lower of the two posts,

PRINCIPLES OF CALCULATION

Rule 10.

For the purpose of calculating mileage allowance, a journey between two places held to have been performed by the shortest of two or more practicable routes or by cheapest of such routes as may be equally short provided that when there are alternative railway routes and the difference between them in point of time and cost is not great, the mileage allowance shall be calculated on the route actually used.

The shortest route is that by which, the traveller can most speedily reach his destination by the ordinary mode of travelling.

If an employee travels by a route, which is not shortest but is cheaper than shortest his mileage allowance shall be calculated by the route actually used.

A competent authority may for special reasons, which should be recorded permit mileage allowance to be calculated on a route other than the shortest or

< Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D528 dated 26.05.08. for the following:-

- (ii) In case of Nigam employees re employed after retirement on contract basis, their categorization for the purpose of calculating Travelling Allowance shall be as under:-
- (a) Those engaged on consolidated/contractual amount :As per category under existing Travelling Allowance Rules based on contractual/ consolidated amount.
- (b) Those reemployed on pay minus pension: As per category under existing Travelling Allowance Rules based on the pay in the scale prescribed for the post held on re employment.

TRAVELLING ALLOWANCE RULES, 1962

cheapest, provided that the journey is actually performed by such route.

Note - For journey on tour, the road routes between the places mentioned below shall be treated as the shortest if the journey is actually performed by their own car or in Nigam vehicle by the employees * of category 'A' and 'B'.

Jaipur & Bundi

Jaipur & Kota

Ajmer & Kota

Jaipur & Tonk

Rule 11.

When it is possible to travel between places either by rail or road and the journey is actually made by road then mileage allowance shall be calculated as if the journey had been by rail except journey has been performed by bus, unless :

- (a) Mileage allowance calculated by road is less expensive than mileage allowance calculated by rail or,
- (b) It is sanctioned by a competent authority who should also state briefly the reasons which rendered it necessary that the journey should be made by road instead of by rail.

Note -

1. An employee should specify the means of conveyance for his travelling expense i.e. should state whether he performed the journey in car supplied by the Nigam or in a private > or by public motor service etc. and should in the case of a journey in his own car, certify if the propulsion charges of the car were borne by him.

£ 2. Deleted.

* Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08. for the words and figures "drawing pay of Rs.1200/- or above".

> Deleted the following vide No. JPD/CAO/Rules/F.18/D.2821 dated 22.11.05.
"or hired or borrowed motor car"

£ Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08:-

Note 2. When a journey is made by road and the travelling allowance is calculated as if the journey had been by the rail, halting allowance may be claimed under Rule 13 (ii) on the basis of the actual stay of the employee at the place visited by him irrespective of the timings of railway trains.

TRAVELLING ALLOWANCE RULES, 1962

3. In case of officers entitled to travel by rail in air conditioned class the mileage allowance by rail for the purpose of this rule includes mileage allowance admissible, in respect of journey by rail in air conditioned class also, if the air conditioned accommodation in train is provided on that route.

Rule 12.

Where it is possible to travel between places by rail or by road or by air and the journey is actually made by the employee, who is authorized to travel by air under Rule 17 by road, in his own car then mileage allowance shall be calculated as if the journey had been by air provided the mileage allowance calculated for air journey is less than mileage allowance calculated by road, and provided further it is certified by the employee concerned that in making this journey by road in his own car, time available for Nigam's work was not less than what would have been available had the journey been made by air.

TOUR

Rates of mileage allowance for different classes of journey:

Rule 13.

Mileage allowance for journey by rail.

- (i) The class of accommodation, the employees are eligible for journeys by train have been indicated in the § Appendix-A (Part-I).

(ii) Deleted.

Note -

1. If an employee entitled to travel by a higher class by rail, travels in ~~¥~~ 'second' class and avails for sleeping accommodation provided by the railway for ~~¥~~ second class passengers during night travel by paying extra charges for it, he may be allowed the fare of the accommodation actually used, inclusive of the charges for the sleeping accommodation provided it does not exceed the fare of the class in which the employee is entitled to travel.

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 by the words 'statement at Appendix A'.

Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08:-
(ii) Halting allowance for every day of arrival at or departure from a station other than the employee's headquarters provided his stay at the station on that day is not less than 8 hours.

¥ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the words 'third'.

TRAVELLING ALLOWANCE RULES, 1962

- £ 2. If an employee is entitled to travel in non- AC II class, actually uses non- AC II class sleeper, he shall be reimbursed the cost of sleeper in addition to rail fare.

Rule 14.

Except in the case of journeys on transfer the employees will be allowed the single fare of the class of accommodation in train as indicated in ç 'Appendix-'A' (Part-I)' plus ç 'incidental charges' at the rates indicated against each category provided that:

- * 1. The amount of incidental charges shall be limited to the amount of one daily allowance for every 24 hours journey.
2. Where the amount of incidental charges is less than the > daily allowance as the case may be, only incidental charges shall be allowed.
3. For the purpose of limiting the amount of incidental charges as in proviso (1) above, the > daily allowance applicable shall be the higher of the rates admissible as per ✕ 'Appendix- 'B'-1' at the place ✕ where the journey ends.

Note -

1. If available, return tickets at reduced rates shall be purchased by the employee expected to perform the return journey by rail within the period for which the return ticket is available.
2. In the case of an employee, who travels by rail or by air and then

£ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the followings:-

Note 2. If an employee entitled to travel in class III, actually uses class III, sleeping, accommodation he shall be reimbursed cost of sleeping accommodation in addition to rail fare provided the distance travelled by rail is not less than 300 km. and the night journey involved is for a period for not less than 6 hours.

ç Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08. for the following:-
'the statement at Appendix-'A' and 'incidental expenses'

* Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the followings:-

Except in the case of journeys to State Headquarters, seats of Electricity Boards (other than Jaipur) and Kanpur the amount of incidental charges shall be limited to the amount of one halting allowance for every 24 hours journey.

> Substituted vide No. JPD/Sr. AO(HQ)/Rules/F.18/D528 dated 26.05.08 for the words 'Halting Allowance.

✕ Substituted vide No. JPD/Sr.AO(HQ)/Rules/ F.18/ D.528 dated 26.05.08,for the following:-
the words 'statement at Appendix 'B' and deleted the word 'from'

TRAVELLING ALLOWANCE RULES, 1962

in continuation by bus or vice versa incidental charges for both journeys should be limited to the amount of one > daily allowance by treating the two journey as one journey.

3. When journey on tour by rail or bus begins and ends at the employee's headquarters on the same day, outward and inward journey shall be treated as one journey and the amount of the incidental charges admissible for these journeys shall be limited to the amount of one > daily allowance admissible for ordinary locality.

§ 4. Deleted.

5. If an employee does not get accommodation in the class to which he is entitled to travel, he may travel either in lower or higher class. In the former case he can claim actual fare of the lower class plus incidental charges of the class to which he is entitled and in the later case he may claim incidental charges and railway fare of the class to which he is entitled under these rules.

MILEAGE ALLOWANCE FOR JOURNEYS BY ROAD

Rule 15.

For journeys by road, mileage allowance claimable shall be at the rate indicated in * Appendix-A (Part-II).

ç **Note:-** Deleted

Rule 16.

If an employee while making a journey by road otherwise than on transfer takes a single seat in any public conveyance which plies regularly for hire

> Substituted vide No. JPD/Sr. AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the words 'Halting Allowance.

§ Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08:-

Note 4. The rate of halting allowance for the purpose of incidental charges shall be the rate for halting allowance (other than the split rate shown in column 4&5 of Appendix 'B') at the place where journey begins or ends whichever is higher.

* Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following:-
'the statement at Appendix A'

ç Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08:-

Note- Except where journey has been performed by bus, road mileage is not ordinarily admissible to places connected by rail. Where special sanction has been obtained by the employees for under taking road journeys to places connected by rail, the fact of such sanction should be indicated in the travelling expenses statement.

TRAVELLING ALLOWANCE RULES, 1962

between fixed points at fixed rate of charge shall be entitled to mileage allowance as indicated in * Appendix-A (Part-II) plus passenger Tax charged under the Rajasthan Passengers Taxation Act, 1959 if separately charged by transport operators and toll tax if any charged by municipalities of any station.

Provided that :

- (i) The amount of incidental charges admissible as indicated in *Appendix-A (Part-II) shall be limited to one halting allowance admissible for every period of 24 hours or fraction of 24 hours spent on actual travel by road.
- (ii) Where the amount of incidental charges is less than the amount of halting allowance or halting allowances, only incidental charges shall be allowed.
- ¥ (iii) Deleted.

Note -

1. Fraction of a mile will be ignored in the total of a claim for calculating the travelling expenses admissible under this rule, but not in the various items of the statement.
2. See note 2 and 3 below rule 14.

MILEAGE FOR JOURNEYS BY AIR

Rule 17.

Travel by air is permissible on tour to:

- (a) The categories of Employees indicated in part III of Appendix 'A'
- (b) In the case of an employee to whom sub-clause (a) does not apply whenever the competent authority certifies that air travel is urgent and necessary in the interest of Nigam provided that the Nigam may grant general permission to any class of employees who travel by air in connection with specific journey or journeys within the State.

* Substituted vide No. JPD/Sr.AO(HQ)/Rules/F18/D.528 dated 26.05.08 for the following :
'the statement of Appendix A'

¥ Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/F18/D.528 dated 26.05.08:-
For the purpose of proviso (i) above limiting the amount of incidental charges, the rates of halting allowance applicable shall be the higher of the rates admissible under rule 13 (ii) at the place where the journey commences or at the place the journey ends.

Rule 18.

- (1) An employee authorized to travel by air on tour is entitled * to:
 - (a) Mileage allowance as indicated in § Appendix A (Part-III) under the heading mileage allowance for travel by air.
 - (b) Daily allowance at the rates mentioned in Appendix-B (I) or B(II) as the case may be.
- (2) If at the end of the journey by air an employee has to perform a connected journey by rail or road he may subject to the provision of note ¶ 2 below rule 14 draw mileage allowance admissible for such journey.
- (3) If an employee not authorized to travel by air on tour, performs journey by air, he may draw mileage allowance which would be admissible if he had travelled by rail or road.
- (4) Expenses incurred on booking air passage are not admissible except where actual expenses for travel by air are allowed in any case under orders of the Nigam.
- (5) All booking with national air lines viz Indian Airlines Corporation and Air India International shall be made directly with them and not through travel agencies.

• **Rule 19.**

Daily allowance is an allowance granted to an employee to meet the cost

* Inserted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the words 'Appendix 'A'.

© Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following-

- (b) Halting allowance at the rates mentioned in Appendix 'B' for every day of arrival at or departure from station other than the employees headquarters provided his halt at the station on the day is not less than 8 hours.

¶ Inserted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08

• Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following-

Rule 19- Halting allowance is an allowance granted to an employee to meet the cost of lodging and boarding and other incidental expenses necessitated at the place of halt. Its admissibility is subject to the following conditions:-

- (1) Halting allowance may not be drawn except during a period of absence from headquarters on duty.
- (2) Halting allowance shall be admissible from each day of stay at a station beyond 8 km. from the duty point at the Headquarters of employee provided the stay at that station on a particular day is at least for 8 hours →

TRAVELLING ALLOWANCE RULES, 1962

of lodging and boarding and other incidental expenses necessitated at the place of stay. Its admissibility is subject to the following conditions:-

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

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

For absence not exceeding six hours	-	Nil
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For absence exceeding six hours but not exceeding twelve hours.	-	50%
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For absence exceeding twelve hours	-	Full
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- (ii) in case the period of absence from headquarters falls on two days. It is reckoned as two days and daily allowance is calculated for each as above, subject to the condition that not more than one daily allowance shall be admissible for absence of 24 hours from headquarters.

- ¶ 3. The admissibility of daily allowance, at a place outside Nigam employees headquarters at a particular station for a continuous halt shall be admissible as under:-

¶ Substituted vide No.JPD/Sr.AO(HQ)/AAO/Rules/F18/D.1852 dated 5.11.08 for the following:-

- ¶ 3. The admissibility of daily allowance, at a place outside Nigam employees headquarters for a continuous halt shall be admissible as under :-

For first fifteen days of halt	Nil
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Beyond 15 days but upto 180 days	3/4
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Beyond 180 days	Nil
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TRAVELLING ALLOWANCE RULES, 1962

For halt upto 180 days	Full
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Beyond 180 days	Nil
-----------------	-----

- ¶ 4. Daily allowance shall be admissible upto a period of 30 days for continuous halt at a particular station. In case a halt is continued beyond a period of 30 days the, competent authority to sanction the halt, shall be as under:-

¶ 4. In case the halt is continued beyond a period of 30 days but upto 60 days the Secretary (Administration) will be competent to sanction the same. For a halt beyond a period of 60 days, sanction of Chairman & Managing Director of the Nigam shall be necessary.

→ Provided further that in case stay at that station on a particular day is more than 4 hours, but less than 8 hours, halting allowance at the rate of half of halting allowance shall be admissible. This provision shall not be applicable in case where halt is more than 8 hours.

Clarification:

It is clarified that the intension of the above proviso is that this would be applicable only to such cases, where no halting allowance is admissible for the entire journey and if the health at a particular station on a particular day is more four hours and less than 8 hours, half halting allowance may be paid.

(3) (a) (1) Halting allowance shall be admissible upto a period of 30 days for continuous halt at a particular station. In case the halt is continued beyond a period of 30 days, sanction of the Secretary will be necessary.

(3) (a) (2) Deleted.

(3) (a) (3) For the purpose sub-rule (1) & (2) a halt is continuous unless terminated by an absence on duty at a distance exceeding 8 kms. for a period exceeding five days, A break in 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 an employee returns to that place after a visit to headquarters.

(3) (b) If an employee is allowed or avails of free boarding and lodging during halt at a particular station provided by the Board or the host Board or State or Organization or body responsible for causing the halt, the rate of halting allowance shall be 25% of the normal rates prescribed for the station.

(4) Halting allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No. halting allowance shall be admissible if he leaves camp on private business during holiday (s) or takes any kind of leave including causal leave while on tour.

(5) If a Board employee travels in a Car or by other means of conveyance which is not his own shall, irrespective of whether he returns to the headquarters on the same day or not, be entitled to halting allowance as follows:-

1. If the absence from the headquarters is eight hours or more --- One halting allowance
2. If the absence from the headquarters is more than four hours, but less than 8 hours. --- Half halting allowance
3. If the absence from the headquarters is not more than four hours. --- No halting allowance

The admissibility of the above halting allowance will be subject to the condition that not more than one halting allowance for every absence of 24 hours from headquarters shall be admissible.

TRAVELLING ALLOWANCE RULES, 1962

Period of continuous halt	-	Competent authority
More than 30 days and upto 60 days	-	Secretary (Administration)
More than 60 days and upto 180 days	-	Chairman and Managing Director
More than 180 days	-	No daily allowance

5. If a Nigam employee is allowed or avails of free boarding and lodging during halt at a particular station provided by the Nigam or the host Government or organization or body responsible for causing the halt, the rate of daily allowance shall be 25% of the normal rates prescribed for that station.
6. Daily allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No Daily Allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any kind of leave including casual leave while on tour.
7. If more than one place is visited in a journey, the rate of daily allowance applicable shall be the highest rate admissible at anyone place.
8. Ordinarily a Nigam's employee posted at a particular station shall not be permitted to take over charge of another post at a station different from his own headquarters and to discharge the functions and responsibilities of the additional post at that station in addition to his own post. However in case of employees equivalent to Asstt. Engineer and above, if in exceptional circumstances, it is considered necessary to make such arrangements in the interest of Nigam's work, such arrangements shall be permitted by the authority competent to make arrangements at the same station. In such a case the travelling allowance for the journeys

Note:- If more than one place is visited in a journey, the rate of halting allowance applicable shall be the highest rate admissible at any one place.

- (6) If the Board employee travels in his own car or by any other means of conveyance which is his own he will be entitled to a halting allowance as admissible to the Board employee who travels in the Board's vehicle or other means of conveyance belonging to the Board as per provision of Rule 19 (5) provided that the halt at the destination place of duty is not less than 4 hours.
- (7) In case of employees under category 'D' if the period of halt exceeds more than a period of 15 days in a calendar month, specific sanction of the next higher authority for grant of such halting allowance will be necessary. Such higher authority shall have to record reasons in such sanction.

TRAVELLING ALLOWANCE RULES, 1962

performed by the employee shall be regulated as below:-

For the journeys undertaken from the station headquarters of his regular post to the other station/ headquarters for performing duties of additional post only mileage allowance (including incidental charges) shall be admissible. No daily allowance for the days of his stay/halt at another station shall be admissible.

Rule 20.

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

£ **Rule 21.** Deleted.

Rule 22.

Journey by road : An employee, who travels by road beyond a radius of ₹15 kilometers irrespective of whether the journey commences at his headquarters or at any other place outside his headquarters may draw the following allowances.

- (1) Mileage allowance as indicated in the statement at ¶ Appendix-'A' (part-II).
- § (2) Daily allowance at the rates given at Appendix-B(I) or B(II), as the case may be, subject to fulfillment of conditions mentioned therein and in rule 19.

£ Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08:-
Rule 21. When the journey is performed by rail, halting allowance for every day of arrival at or departure from a station other than the employee's headquarters can be claimed by an employee provided that such stay at the station on that day is not less than 8 hours.

¥ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the figure '8'

¶ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the words 'Appendix-'A'

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following :-
Halting allowance for every day of arrival or departure from a station other than the employee's headquarter, provided that his stay at the station on that day is not less than eight hours and provided that he does not draw halting allowance either under Rule 13 or for halting at another station on the same day.

TRAVELLING ALLOWANCE RULES, 1962

Note : Short journey within a radius of •15 kilometers from headquarters or from a place at which an employee 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. The term radius of •15 kilometers may be interpreted as meaning a distance of •15 kilometers by shortest practicable route by which a traveller can reach his destination by the ordinary mode of travelling.

£ Exception No. 1 - An employee of category 'A' or 'B' who while on tour to New Delhi, Kolkata, Chennai, Mumbai and other State capitals, other than Jaipur, undertakes short journeys within the Municipal limits between the place of actual stay and the place(s) or office(s) visited by him in connection with Nigam's work, shall be entitled to actual amount spent by him in payment of fare of Taxi car, Tonga, Scooter, Rail, Tram or bus as the case may be.

Provided that if such employee performs journey in his own car/scooter/ Motor Cycle/Moped instead of hired taxi, scooter, tonga etc. he will be entitled to Rs. 4.50 per km. for the use of car and Rs.1.50 per km. for the use of scooter/ motor cycle/moped.

Note :- The employee claiming charges under above exception shall be required to attach to his TA bill, a detailed statement of journeys undertaken, in the following proforma, apart from recording a certificate given therein.

-
- Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the figure '8'
 - £ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following-

Exception No. 1

An employee drawing pay of Rs.3,000/- p.m. and above who while on tour to Delhi, Calcutta, Madras, Bombay and other State capitals undertakes short journeys within the municipal limits between the place of his actual stay and the place (s) or office (s) visited by him in connection with Board's work, shall be entitled to actual amount spent by him, in payment of fare of taxi, car, tonga, scooter and rail, tram or bus, as the case may be.

Provided that if such employee performs journey in his own car/scooter/ motorcycle/moped etc. instead of hired taxi/scooter/tonga etc. he will be entitled to get propulsion charges 0.50.per Km. for the use of scooter/motor cycle/moped etc.

Note : An employee claiming charges under above exception shall be required to attach to his travelling expenses statement, a detailed statement of journeys undertaken in the following proforma and in addition he shall record a certificate as given below:-

TRAVELLING ALLOWANCE RULES, 1962

PROFORMA

Details of local short journey on tour or at the place of posting.

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

Certified that I have actually traveledkms. by..... as stated above from the place of duty/ stay for official purpose.

Signature of the Nigam employee

Designation

Verification by the Controlling Authority*

Designation and Seal

* **Note :** Head of Departments and officers drawing pay in the pay scale 12000-16500 and above shall themselves verify their claims for local short journeys and in other cases, controlling officers shall verify the local short journeys undertaken by the Nigam employees.

§ **"EXCEPTION No. 2** - An Employee of category C.D. or F visiting places mentioned in Exception no. I above, will also be entitled to claim actual

PROFORMA

A detailed Statement of Journeys

Date	Brief particulars of places between which taxi/ conveyance was used.	Purpose of journey.	Fare paid for taxi conveyance.
1	2	3	4

CERTIFICATE

Certified that I have actually travelled.....km./Miles by taxi/ other means of a conveyance as stated above and paid Rs.on account of fare/hire charges.

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following:-

Exception No. 2

Employees drawing pay below Rs. 3,000/- p.m. visiting places mentioned in Exception No.1 above, will also be entitled to claim actual expenditure incurred on conveyance including motor cycle, tonga scooter, auto-rickshaw and bus/other than taxi car :

Provided that if such employee performs the journey on his scooter/motor cycle/moped etc. instead of hired taxi scooter, tonga etc. he will be entitled to get propulsion charges Rs. 0.50 per Km. for the use of motor cycle/scooter etc.

TRAVELLING ALLOWANCE RULES, 1962

expenditure incurred on conveyance including motor cycle, tonga, scooter, auto-riksha and bus/other than taxi car :

Provided that if such employee performs the journeys on his scooter/ motor cycle/ moped etc. instead of hired taxi scooter, tonga etc. he will be entitled to charges of Rs. 1.50 per km. for the use of motor cycle/scooter etc.

Note:- An employee claiming charges under above exception shall be required to attach to his travelling allowance bill, detailed statement of journeys undertaken in the proforma, given below exception No.1.

Exception No. 3- Officers/employees who undertake short journey within the municipal limits of Jaipur, Jodhpur, Bikaner, Kota, Udaipur, Alwar & Ajmer in connection with court cases/sales tax and Income tax cases (in visiting office or residence of Advocate and or court or sales tax and income tax authority and coming back) in cases where Nigam is one of the parties thereto and the officer/official Incharge of the case is not in a position to get Nigam's vehicle for the purpose, shall be entitled to actual amount spent by him in payment as fare of taxi-three- wheeler, limited to the maximum of Rs. 150/- p.m. on furnishing particulars of journey and certificate duly signed by the officer/official incharge indicating case-wise datewise details of the visits duly countersigned either by the advocate or the Controlling Officer as per the T.A. Rules. Officers/employees in receipt of conveyance allowance for local journeys at the station concerned shall not be entitled to taxi-three wheeler charges under this exception

* **Rule 23.**

- (1) No travelling allowance other than permanent traveling allowance is admissible for any day on which an employee does not reach a destination outside the limits of his headquarters, the distance of which is more than 15 kms from his duty point or returns thereto from a distance exceeding 15 kms whether by rail or road. For the purpose of this rule, the limits of headquarter in the case of a town or city extends upto municipal limits/ Urban Agglomeration limits of a town or city, as the case may be.

* Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following:-

Rule 23. (1) No travelling allowance other than permanent allowances admissible for any day on which an employee does not reach a destination outside the limits of his headquarters, the distance of which is more than 8 kms. from his duty point or returns thereto from a distance exceeding 8 kms. whether by rail or road. For the purpose of this rule the limits of headquarters in case of a town or city extends upto municipal limits of town or city.

TRAVELLING ALLOWANCE RULES, 1962

- ¢ (2) An employee other than an officer travelling on duty, from his duty point at his headquarter to any other place within the limits of his headquarters i.e. within the municipal limits/ Urban Agglomeration limits of a town or city as the case may be, is entitled to get actual amount spent by him in payment of fare for rail/ tram/ferry/bus/ auto riksha in New Delhi only (for the purpose of remittance of loan cheques from REC/PFC/ Financial Institutions on the very date of issue) or conveyance charges admissible to him under the GF&AR whichever is higher.
- § (3) For local short journeys undertaken by the officers of category 'A' and 'B' (who are not in receipt of conveyance allowance) by their own car/ motor cycle/ scooter shall be entitled to charges for local short journey at the following rates, subject to furnishing of details of journey and certificate in the proforma given below exception No.1 under rule -22:-

Mode of Travel	Rate
i) Own Car	Rs.4.50 per km. subject to maximum of Rs.300/- per month.
ii) Own Scooter/ Motor Cycle	Rs.1.50 per km. subject to maximum of Rs.150/- per month.

Rule 24.

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

Journey by car-

Rule 25.

- (1) If an employee travels in a car or by other means of conveyance

- ¢ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following:-
(2) An employee other than an officer travelling on duty from his duty point at his headquarter to any other place within the limits of his headquarters i.e. within the municipal limits of a town or city is entitled to get actual amount spent by him in payment of fare for rail/tram/ ferry or conveyance charges admissible to him under the GF&AR whichever is higher.
- § Inserted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08.

TRAVELLING ALLOWANCE RULES, 1962

which is his own ✕ than he may draw travelling expenses under rule 11.

- (2) If two or more employees travel together in a car belonging to one who could claim the normal mileage allowance for the journey the other will only be entitled to § daily allowance.

© (3) Deleted.

(4) Deleted.

Note :-

(1) For the purpose of this rule break in journey enroute to the place of visit and return therefrom is permissible and it shall be treated as part of journey provided the break is in Nigam's interest or the distance to be travelled is more than 300 kms.

(2) If road journey is performed to distance of 300 kms. or more and the journey is broken at Delhi the rates of § daily allowance mentioned in column 4 of • Appendix 'B' (1) shall be admissible for that day journey subject to the conditions under which that rate of § daily allowance is admissible.

(5) For mixed journey by road i.e. partly by own car £ or Nigam's vehicle or vehicle provided by the Government or by a local fund or local body, travelling allowance for each type of journey as a separate individual journey under clause (1) to (4) as the case may be shall be admissible subject to the condition that total mileage allowance shall not exceed mileage allowance to which he would be entitled had he covered the whole distance in his own car ¢.

✕ Deleted the following vide No. JPD/CAO/Rules/F.18/D.2821 dated 22.11.05.
"or he has hired"

© Deleted the following vide No. JPD/CAO/Rules/F.18/D.2821 dated 22.11.05:-

If two or more employees share hiring charges or propulsion cost of a conveyance each employee may draw actual share of hire paid plus incidental charges restricted to Halting allowance as admissible for road journey provided the total mileage allowance shall not exceed the amount which would have been admissible if the employee had travelled all alone.

• Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08. for the words 'Appendix 'B'

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following:-
For the words "halting allowance"

£ Deleted the following vide No. JPD/CAO/Rules/F.18/D.2821 dated 22.11.05:-
'or hired conveyance'

¢ Deleted the following vide No. JPD/Sr.AO(HQ)/Rules/ F.18/ D.528 dated 26.05.08:-
'or hired car may be granted'

Rule 26.

Persons who are not Nigam's employees shall be allowed such travelling allowance as the Secretary of the Nigam may decide looking to their status, if such persons are required to perform journey in the interest of the Nigam with the approval of the Chairman & Managing Director. For such persons return rail or air tickets can be purchased and seats got reserved after drawing advance for the purpose. If subsequent to the purchase of return tickets journey of the person concerned is cancelled for any reasons, the reservation and cancellation charges shall be payable and adjusted against the advance drawn for the purchase of tickets. Arrangement shall also be made to get refund of the cancellation charges from the Railway, Air authorities as the case may be if permissible under the rules of the Railway or I.A.C.

Note :- Where the witness is a servant of another Govt. or Central Govt., he shall be entitled to receive, in respect of the attendance before the authority holding the departmental enquiry, such travelling allowance and or § daily allowance as may be admissible to him under the rules applicable to him in that behalf in respect of a journey undertaken on tour provided the T.A. bill is pre-audited by his parent department.

Rule 27. (A) Admissibility of travelling allowance on transfer.

- ⌘ 27(A)(i)(a) An employee who is transferred from one station to another in Nigam's interest and not at his own request shall be entitled to travelling allowance at the rates given in ©Appendix-C (Part-I & II).
- > 27(A)(i)(b) A Nigam employee who is transferred within municipal limits/Urban Agglomeration limits and the distance of new office exceeds 15 km. and such a Nigam employee changes his place of residence, he will be entitled to only lumpsum transfer grant, as indicated in Appendix appended to rule 27.
- (ii) An employee who takes leave not exceeding a month after he has given over charge of his old post and before he has taken charge of his new post is entitled to Travelling Allowance under these rules,

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the following :-
For the words "halting allowance"

⌘ The words & figures "27 (A) (i) renumbered as 27(A)(i)(a) vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08

© Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the words 'Appendix 'C'

> Inserted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08

TRAVELLING ALLOWANCE RULES, 1962

irrespective of the fact whether order of transfer is received before or after the commencement of leave.

- (iii) An employee whose posting is changed while in transit from one post to another is entitled to travelling allowance :
 - (a) From his old station to that place enroute this station to which he was originally proceeding at which he received his further orders of transfer, and
 - (b) Thence to his new station.
 - (iv) An employee deputed for a temporary duty at a station other than the place of his posting or transferred temporarily for short period not exceeding 30 days shall not be treated to have been transferred for the purpose of claiming travelling allowance under this rule. In the absence of any order to the contrary, the journey performed by him in such cases shall be treated as journey on tour.
- 27(B)(i)** A member of an employee's family who follows him within six months or precedes him by not more than one month from the date of his relief at his old station may be treated as accompanying him. These limits may be extended by the Head of Deptt. in individual cases under special circumstances in respect of employees serving under his administrative control.

When an employee, as a result of his transfer to a new station is obliged to move his family to some other station or when an employee and his family are at the time of transfer to a new station living in different places and he desires to move them to his new station or to some other station for reasons which the competent authority considers sufficient then the employee shall receive the actual expenses of the journey which his family undertakes upto the amount which he might have drawn, had his family travelled direct from his old station to his new provided that the journey is undertaken within a month prior to the date of the employee's relief at his old station or within six months subsequent to the date. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of the Deptt. in respect of employees serving under his administrative control or of the Chairman & Managing Director in case of the Head of Department and Nigam in the case of Chairman & Managing Director.

TRAVELLING ALLOWANCE RULES, 1962

For the purpose of this rule the category of an employee will be determined with reference to the facts on the date of his transfer while the number of fares admissible will be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed, subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer.

- (ii) Children of employee who are studying in educational institutions at a place other than the employee's headquarters at the time of transfer shall be considered as member of employee's families for the purpose of Travelling Allowance Rules and they shall be entitled to Travelling Allowance from the place where they are studying to the new station limited to rail road fare from old station to new station or actual/rail, bus fare whichever is less.
- (iii) An employee who travels in a Nigam vehicle free of charge on transfer from one station to another shall get Travelling Allowance as follow:-

(1) If the family of the employee travels with him :

For Self : One mileage allowance for journey by road at the rates given in column 4 of § Appendix C (Part-I).

For Family : No Travelling Allowance

(2) If employee alone travels :

For Self : One mileage allowance for journey by road at the rates given in column 4 of § Appendix C (Part-I).

For Family : As admissible under normal rules.

- (iv) Where both husband and wife are in the Nigam's service or in Nigam or in Govt. service and are transferred at the same time or within six months of his/her transfer, from one and the same old station to another same new station, either of them shall only be entitled to transfer travelling allowance, the other member (s) being treated as a member of his/her family not in Nigam's employment on furnishing the following certificate :

Certified that my wife/husband who is employed under the Nigam/ Govt. and who had been transferred from to.....within six months of my transfer has not already

TRAVELLING ALLOWANCE RULES, 1962

claimed any transfer travelling allowance in consequence of his/her transfer.

27(C) Travelling expenses when permitted to hand over or take over charge at a place other than headquarters.

An employee transferred from one post to another who under the order of the competent authority is permitted to hand over charge of his old post or take over charge of the new post at a place other than the headquarters is entitled to:

- (i) Travelling expenses as for ordinary journey from the place of handing over charge to the place of taking over.
- (ii) Half fare of the class by rail to which he is entitled from his old to his new headquarter.
- (iii) All further concession admissible under rule 15 direct from the old to the new headquarters excluding these in clause (A) (i) of Rule, referred to above and one mileage allowance out of two admissible under clause (B) of the above Rule.

27(D) Journey to Join First Appointment :

Travelling allowance will not be granted to any person for the journey to join his first appointment without the sanction of the Chairman & Managing Director.

Note : When travelling allowance is especially sanctioned under this rule the ordinary rates admissible to the class of employees to which the person concerned will belong after joining his appointment must not be exceeded.

27(E) Journey to join on Re-employment :

An employee thrown out of employment by reduction of establishment or abolition of post or a pensioner may on re-employment be granted by the authority competent to sanction re-appointment, travelling allowance as for journey on tour.

27(F) Journey to attend Examinations :

An employee 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 from consequent on attendance at an obligatory examination and also to \$ daily allowance for the day or days on which the examination is held during

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the words "halting allowance"

TRAVELLING ALLOWANCE RULES, 1962

which the employee 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 Department may disallow such travelling allowance.

Rule 28.

Chairman & Managing Director may by general or special order and on such conditions as he thinks fit to impose, permit any employee or class of employees to draw a travelling allowance as on tour for a journey undertaken any for optional examination.

Rule 29.

An employee summoned to appear before a Selection Committee for the purpose of testing his fitness for promotion or for a particular employment may be granted by the controlling authority travelling allowance as for tour except \$ daily allowance for halt.

Rule 30. (1)

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

Note -

1. His travelling allowance will be regulated by the class to which he belonged prior to his suspension.
2. The order of suspension should specify the headquarter of the employee to be placed under suspension. Normally it should be last place of duty. In the absence of such mention, the last place of duty shall remain his headquarter. The competent authority may, however, at the time or ordering suspension or there after, for reasons to be recorded in writing, fix any other place as his headquarters and pay him transfer, T.A. as admissible to him but for his suspension.
3. In cases of shifting the headquarter of an employee during the period of suspension at his own request the employee shall not be

entitled for any travelling allowance.

T.A. for inspection of Record by an Employee under suspension.

- 30.(2)** An employee who undertakes journey to out stations to peruse official record for the preparation of his defence in connection with the disciplinary proceedings instituted against him, may be allowed travelling allowance as for a journey on tour, without any allowance for halt both for onward and return journey from the place of his headquarter to the place where the official records are available. The grant of travelling allowance will be subject to the following further considerations:
- (a) the enquiry officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statements.
 - (b) the competent authority certifies that the original records could not be sent to the headquarter station of the employee or the bulk of the documents ruled out the possibility of copies being made out and sent, and;
 - (c) the Head of office or any other authority under whose administrative control the employee is working, certifies that the journey was performed with his approval.
3. An employee whether under suspension or not who performs journey to attend police/special police establishment enquiry in connection with a Nigam case in which he is suspected to be involved may be allowed travelling allowance as for a journey on tour provided it is performed under the direction of, or with the approval of his Head of office or any other authority under whose administrative control he is working or was employed before suspension.
4. An employee who undertakes journey during suspension for appearing in a court of law as an accused shall not be entitled to any travelling allowance even he is later on acquitted by the court and reinstated in service or who has been reinstated but for death or retirement.
5. Where under Nigam's regulation an employee against whom the enquiry is held, can present his case with the assistance of any other Nigam employee such employee who is assisting the delinquent employee with the approval of the disciplinary authority may be allowed travelling allowance as on tour and the minimum time required to perform the

TRAVELLING ALLOWANCE RULES, 1962

journeys to and from the place where the enquiry is held and the days on which he is required to present before the enquiry/disciplinary authority may be treated as on duty, provided that if such an employee is on leave when required for assistance the entire time spent including transit time may be treated as a part of leave and he shall not be deemed to have been recalled to duty.

Rule 31.

- (1) An employee who is summoned to give evidence in criminal case or a civil case in which Nigam is party or a departmental enquiry held by properly constituted authority may be allowed T.A. as for a journey on tour attaching to his bill a certificate of attendance by the court or other authority who summoned him or directed him to appear as witness. The amount of expenses, if any paid by the Court will be refunded to the Nigam.
- (2) A person who is not in employment of the Nigam and who is summoned through court as witness to give evidence or who is requested to appear before the Court on behalf of the Nigam as witness or otherwise to argue the case may be allowed travelling allowance as on tour with due regard to his status monthly salary if any, such travelling allowance shall be paid:
 - (i) as may be determined by the court, if the amount is payable through court.
 - (ii) In other cases with the approval of the Chairman & Managing Director /Heads of Department.

Note : The advocate engaged for Nigam's work may be treated equivalent to class I officers of the Nigam drawing pay exceeding Rs. 1000/- but less than 1400/- for the purpose of T.A. Rules. The advocates who are required to attend Nigam's work in Rajasthan High Court/ Supreme Court be treated as class I officers drawing pay above Rs. 2000/- and shall be allowed corresponding ordinary rates of D.A. for Jodhpur and New Delhi.

Rule 32. Journey occasioned by leave/recall to duty :

An employee 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 concession, if leave not exceeding two months is curtailed by less than half or leave not exceeding two months is curtailed by less than one month. In other case, he shall be entitled to the following :

TRAVELLING ALLOWANCE RULES, 1962

- | | | | |
|-----|-------------------------------------|-------|--|
| (a) | For self | ---- | Mileage allowance at the rates admissible on tour from the place at which the order of recall reaches him. |
| (b) | For family | ---- | Nil |
| (c) | For personal effects and conveyance | ----- | Nil |

Rule 33- Journey on a course of training in India :

1. The trainee will be entitled to full pay and allowance during the course of training. The period of training will be treated as on duty.
- ¶ 2. The trainees shall be entitled to T.A. as on tour. He will be entitled to compensatory allowance at the following rates :

Compensatory Allowance

- | | | |
|--------|---|---|
| ¶ (i) | For the first 15 days | At the rate of daily allowance admissible at the place of training |
| ¶ (ii) | For a period exceeding 15 days | At the rate of $\frac{3}{4}$ of daily allowance admissible at the place of training |
| (iii) | The provisions of T.A. Rules shall not apply to the persons who are directly appointed or appointed on probation through competitive examination or Selection in the process of open recruitment and are required to undergo training before joining the post for which selected or where there is a condition for undergoing training for continuation in Nigam service. | |
| (iv) | No © compensatory allowance shall be admissible to the trainee officers where the training does not involve change in place of duty. | |

¶ Substituted vide No. JPD/Sr.AO (HQ)/Rules/F.18/D.528 dated 26.05.08 for the following

HALTING ALLOWANCE

- (i) At full rate as on tour admissible as per RSEB T.A. Rules, if the training is conducted at the institute (s) run by the power Engineers Training Society, outside the State, but in India irrespective of duration of training.
 - (ii) For training programme other than those specified in item I above full halting allowance as per T.A. Rules, for a period not exceeding 3 months.
- © Substituted vide No. JPD/Sr. AO (HQ)/Rules/F.18/D.528 dated 26.05.08 for the words "halting allowance"

TRAVELLING ALLOWANCE RULES, 1962

3. No taxi charges in lieu of local conveyance will be paid to the trainees. The trainees shall, however, themselves manage conveyance or utilize the conveyance of the Institute/Thermal Power Station, as per their terms & conditions. They will themselves be responsible for remitting the charges on account of conveyance utilized by them during the period of training direct to the Institute/Thermal Power Station.
4. The trainees will be entitled for all kinds of leave admissible to the JVVNL officers in normal rules/regulations with the approval of the Director of the Institute or officer In-charge of the Thermal Power Station. The accommodation, electricity and water charges, if any, on account of accommodation facilities availed of by them will be borne by the trainee officers and will be paid to the Institute/ Thermal Power Station direct by the trainees themselves.
5. The trainees will be entitled to retain free residence if already allotted within the colonies/campus of the place of their posting or HRA as the case may be, in cases their families continue to reside at the place of their posting during the course of training.
6. No joining time will be allowed except actual transit period. However, for the purpose of preparation four days time will be admissible to them before proceeding to their station of training in case of training outside the State exceeding six weeks.
7. Tuition fee chargeable per trainee candidate deputed for training will be borne by the Nigam.
8. The trainees will not be entitled to Thermal Allowance, Construction Allowance, Generation Incentive and Project Allowance during the course of training.
9. Officers/official's attending workshops/Seminars/Conferences for a period not exceeding 5 days will be entitled to TA/DA as per normal T.A. Rules.
10. The Nigam also authorized the Chairman & Managing Director in consultation with Member (F&A) to allow special allowance to trainee at Jaipur to mitigate their hardship due to non availability of suitable accommodation and conveyance facilities in the training institution.
11. The Joint Secretary (Admn.)/Chief Engineer, KTPS or any other authority to whom the Secretary may delegate powers shall be competent to incur expenses and countersign the T.A. Bills.

Rule 34. Journey to attend meetings or conferences :

An employee who is permitted at his own request to attend non official meetings or conferences, may with the previous approval of the Chairman & Managing Director of the Nigam, be paid a single fare of the class of accommodation to which he is entitled for the journey each way without any road mileage or • daily allowance for halts at the place of meeting/ conference provided any Nigam's interest is served by his attendance at such meetings/ conferences.

Rule 35. Journey to receive Gallantry awards :

1. An employee who is required to perform journeys to receive the gallantry medal from the President of India or Governor of the State at formal investitures is entitled to travelling allowance as for journey on tour.
2. Employees who perform journeys to receive such rewards or certificate in a function organized by the Nigam are entitled to travelling allowance as on tour.

Rule 36.

Persons who are not Nigam's employees, may with the approval of the Chairman & Managing Director be allowed mileage allowance and • daily allowance or sitting fee in lieu of • daily allowance not exceeding \$ Rs.50/- per day, for attending a selection committee or conferences or any function organized by the Nigam.

Rule 37. Deleted

Rule 38. Workcharged Staff :

- (a) A workcharged employee (on monthly consolidated or daily wages rate) with more than 180 days service shall be entitled to T.A. as under :
 - (i) If he is detained for duty out of allotted area according to Rules for T.A. as on tour applicable to all other employees.
 - (ii) In case he is detained for duty within the allotted area. • Daily allowance at the rates specified in £ 'Appendix B (1)' shall be allowed as below:

\$ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F:18/ D.528 dated 26.05.08, for the figures '25/-'
• Substituted vide No. JPD/Sr.AO(HQ)/Rules/F:18/D.528 dated 26.05.08 for the words "halting allowance"
£ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F:18/ D.528 dated 26.05.08. for the words 'Appendix 'B'

TRAVELLING ALLOWANCE RULES, 1962

- | | |
|--|--|
| a. For absence from headquarters for visit for line work to places beyond 8 kms. from headquarters for 8 hours or less. | Nil |
| b. For absence from headquarters for visit for line work to places beyond 8 kms. From headquarters exceeding 8 hours but not exceeding 12 hours. | Half Rate |
| c. For absence from headquarter for visit line work to place beyond 8 kms. from headquarters exceeding 12 hours upto 24 hours. | Full Rate |
| d. For absence from headquarters for visit for line work to places beyond 8 Kms. from headquarters for any fraction of a day after completion of 24 hours. | Rate as (b) and (c) above as the case may be |

Note: For the purpose of this rule the allotted area means the area of duty assigned to the workman from time to time by head of an office where he is posted.

- (b) As far as possible there should be no transfer of work charged employees. Actual travelling expenses for himself and his family shall, however, be paid in accordance with provisions contained in rule 27 if the transfer has been made in Nigam's interest to a station situated outside the jurisdiction of his sub-division. In addition the employee shall also be allowed actual transportation charges for personal effect limited to 3 quintals.

Rule 39. Special concessions to IAS/IA&AS officers and other Central Government employees who are on deputation to the Nigam.

IAS/IA&AS officers and other Central Government employees on deputation to the Nigam and who are governed by the Nigam's travelling allowance # Rules shall be entitled to the same concessions which are admissible to them for going their homes during leave as are admissible under the rules and orders of their parent department.

Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/ D.528 dated 26.05.08. for the words 'regulations'

Rule 40. Travelling allowance to employees on retirement.

The travelling allowance in respect of the journeys performed by employees and members of their family from last station of duty to their home towns in respect of the transportation of their personal effects between the same places may be granted to the employees on their retirement from Nigam's service. The grant of travelling allowance will be subject to the following conditions.

- (1) The travelling allowance referred to above will be admissible in respect of the journey of the employee and members of his family from the last station of his duty to his home towns and in respect of the transportation of his personal effects between the same places.

In precise, entitlement will be further subject to following conditions.

(a) For journey by Rail :

- (i) Actual fare the class of accommodation to which the employee was entitled on the date when he was last on duty in respect of self and members of his family as defined in rule 2, no allowance for incidental expenses would be admissible.
- (ii) Actual cost of transportation of personal effects on the scale admissible under rule 27.

(b) For journeys partly by one mode of travel and partly by another :

As provided under clause (a) (i) and (ii) above in so far as they are respectively applicable.

Note - The actual cost of transporting a motor car or other conveyance maintained by the Nigam employee 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 clause (a) and (b) above.

(c) For journeys performed in Nigam employee's own car or in a private car between station connected by Rail :

As provided under clause (b) limited to the amount admissible

TRAVELLING ALLOWANCE RULES, 1962

under clause (a) read with para (2).

- (2) The grant of concession will be further subject to the following conditions, clarifications and subsidiary instructions:
- (i) The concession will be admissible by the shortest route from the last place of duty to his home town.
 - (ii) The term 'home' referred to in these orders shall be permanent home town or village as entered in the service book or other appropriate official record of the employee 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, presents, brothers etc. as the place where he would normally reside but for his absence from such a station for service under the Nigam).

Persons who have not so far declared their homes for any purpose in correspondence with Nigam should now make a formal declaration. In every case the declaration should be made to the appointing authority within six months of the issue of these orders in the form given below :

FORM

I.....designation.....of.....department
declare my 'home town' to be.....for the purpose
of travel concessions sanctioned in the T.A. Rules.

Signature of the Nigam employee

1. Witness.....

2. Witness.....

Nigam employee who enters Nigam service in future should make such a declaration before the expiry of six months from the date of his confirmation in the Nigam. The declaration will be subject in each case to the acceptance of the appointing authority who shall satisfy himself about the correctness thereof after calling for such evidence as may be considered necessary.

Declaration made by the employee after verification shall be posted in the service book.

TRAVELLING ALLOWANCE RULES, 1962

- (iii) Where an employee wishes to settle down not in his 'home town' but at another place he may be permitted to avail the concessions upto the latter place. In that event the amount reimbursable to him would be that which would have been admissible had he actually proceeded to his home town, or the amount, reimbursable had the latter place been the 'home town' whichever is less.
- (iv) The concession may be availed of by an employee who is eligible for it, at any time during his leave preparatory to retirement or during refused leave or within six months of the date of his retirement.

Provided further that it will not be admissible to the employee who quits service by resignation or who may be dismissed or removed from service or who is compulsorily retired as a measure of punishment-

- (v) Where an employee re-employed under the Nigam who 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.

- (3)** The travelling allowance claims admissible under these rules will be drawn on travelling allowance bill forms like transfer T.A. claims. The claims of Nigam employees who were competent authorities of their own bills before retirement, will however, be countersigned by the next superior administrative authority. The certificate required to be furnished by the employees in respect of transfer Travelling Allowance claims will also be required to be furnished in respect of claims for travelling allowance under these rules.
- (4)** Before reimbursing the travelling allowance admissible under these rules the controlling authorities should satisfy themselves as far as possible that the claimant and members of his family have actually performed the journeys to the home town or the other place to which he might have proceeded to settle e.g. by requiring the production of original railway vouchers relating to transportation of personal effect, conveyance.

(5) This concession shall not apply to persons who :

- (i) are not in whole time employment of the Nigam or are engaged on contract.
- (ii) are workcharged or are paid from contingencies.

Rule 41. Permanent Travling Allowance :

Nigam may grant permanent travelling allowance to an employee of the Nigam who has to do extensive touring in a specified jurisdiction.

Provided that such allowance shall be in lieu of all other form of travelling allowance for journeys within the jurisdiction. While fixing the permanent travelling allowance, the Nigam may prescribe the minimum mileage to be done per month and the kind of conveyance to be used for journeys.

An employee who is in receipt of a permanent travelling allowance and has to travel on duty outside his jurisdiction can claim such other kind of travelling allowance as may be admissible to him proportionate deduction is made in the permanent travelling allowance for the relevant period inclusive of the journey days.

Rule 42. When admissible :

Unless otherwise provided in these rules or ordered by the Nigam, a permanent travelling allowance may, not be drawn during leave, temporary transfer or 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.

Rule 43. Mileage allowance in exchange for permanent travelling allowance :

A Nigam employee in receipt of permanent travelling allowance may draw travelling allowance calculated under the ordinary rules, in exchange for his permanent travelling allowance in respect of journey made under proper authority beyond jurisdiction including such part of it as is within jurisdiction. The amount of permanent allowance to be surrendered will be calculated at one thirteenth of the permanent travelling allowance for each day occupied in the journey and for each day on which the officer draws § daily allowance at the ordinary rate for halts.

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/ D.528 dated 26.05.08. for "Halting allowance"

Rule 44. Conveyance Allowance :

The Nigam may grant a monthly conveyance allowance on such conditions as it thinks fit to impose to any employee who is required to perform frequently at, within a short distance from his headquarters, journeys for which travelling allowance is not admissible.

Rule 45.

- (1) Except as otherwise provided and unless the sanctioning authority otherwise direct, a conveyance allowance is drawn all the year round, is not forfeited during absence from headquarters and may be drawn in addition to other travelling allowance admissible under the rules, provided that an employee who is in receipt of a conveyance allowance specially granted for the upkeep of a motor car or motor cycle shall not draw mileage or § daily allowance for a journey by a motor car, motor cycle except on such condition as the authority which sanctions the conveyance allowance may prescribe.
- (2) A certificate shall be attached with each bill for conveyance allowance to the effect that the conveyance in respect of which the allowance is granted has been actually maintained. Controlling officers should satisfy themselves from time to time that the certificate given are correct.
- (3) In the case of Nigam employee in receipt of conveyance allowance the conveyance allowance for days, on which road journeys are performed in conveyance in respect of which such allowances are granted, and for which journeys a § daily allowance or mileage allowance is claimed will be deducted from the amount of travelling allowance. Such officers shall record on the bill a certificate as to whether or not the conveyance in respect of which the allowance are granted has been used in making the journey.
- (4) The conveyance allowance in each case shall be fixed by the Nigam at such a rate as the travelling would satisfy and the competent authority may demand full details of travelling done and recommended to the Nigam for modification in the rate of conveyance allowance.

Note : For purpose of these rules movements from residence to office and back shall not constitute travelling on duty.

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

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/ D.528 dated 26.05.08. for "Halting allowance"

Rule 46.

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

Note :

- (i) Joining time, leave the period of temporary transfer or training treated as duty and also during holidays prefixed to leave or holidays suffixed to leave and joining time.
 - (ii) Any period of more than 15 days at a time during which an employee in receipt of conveyance allowance is absent from headquarters on duty or does not maintain a motor car/motor cycle or the motor car/motor cycle maintained by him remains out of order or is not used for official journey for any other reasons.
- (b) Conveyance allowance whether granted on the condition of maintaining his own cycle or cycle provided by the Nigam shall be admissible during leave or temporary transfer and during joining time.

Note :

1. Leave means total leave of all kinds not exceeding 120 days and the first 120 days of the leave if the actual during of the leave exceeds that period but does not include extraordinary leave, study leave and leave preparatory to retirement, refused leave, terminal leave whether running concurrently with notice period or not, when holidays are combined with leave, the entire period of holidays and leave should be taken as one spell of leave.
2. Temporary transfer means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For purpose of this rule it includes deputation. Subject to the limit of four months, if the temporary duty is subsequently extended beyond four months in all, will remain intact upto the date of the order of extension.

Rule 47. Signature of controlling officer necessary on travelling allowance bills :

A bill for travelling allowance (other than a permanent allowance) of an employee other than the Head of a Department shall not be paid unless

countersigned by the controlling officer.

¥ **Note:-** All India service officers drawing pay in Senior Scale and above of their service, State Service officers and Nigam officers drawing pay in the scale of ₹ 27000-37000/- and above are authorized to counter sign their own Travelling Allowance claims.

It is not necessary for the controlling officer to countersign the bills for conveyance allowance every month but he should certify in the pay bills pertaining to the months of January, April, July and October each year to the effect that the conveyance allowance claimed is in order and conditions attached to its drawal have been fulfilled.

Rule 48. Duties of a controlling officer :

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

- (a) To scrutinize the necessary, frequency and duration of journey and halts for which travelling allowance is claimed and to disallow the whole or any journey or halt if he considers that a journey was unnecessary or unduly protected or that a halt was of excessive duration.
- (b) To scrutinize carefully the distance entered in travelling allowance bills.
- (c) To satisfy himself (i) that mileage allowance for journeys by Railway has been claimed at the rate applicable to the class of accommodation actually used (ii) that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible, and (iii) that where the actual cost of transporting servants, personal effects etc. is claimed under these rules the scale on which such servants personal effects etc. were transported was reasonable and to disallow any claim which in his opinion does not fulfill these conditions.
- (d) To satisfy himself that travelling allowance is not on the whole a source of profit to the receiptent. In the case of railway journeys on tour, the controlling officer may at his discretion demand a certificate from the employees making a claim as to the class by which he actually performed a journey and should, if necessary, reduce travelling allowance to the

¥ Inserted vide No. JPD/Sr.AO(HQ)/Rules/F.18/ D.1730 dated 06.12.07.

£ The words & figures Rs.27000, Rs.37000/- substituted vide No. JVVNL / Sr.AO (HQ) / AAO / Rules /F.176/D1618 dated 1.10.08 for the words & figures Rs.12000, Rs.16400/-

TRAVELLING ALLOWANCE RULES, 1962

amount admissible for the class by which journey was actually performed.

(e) To satisfy himself that the claimant has submitted the T.A. claim for the period when he was neither on leave nor on duty at the head-quarter for which a certificate shall be recorded by the drawing officer.

§ (f) It is to be ensured that no employee is sent on tour only for the purpose of delivering mail or correspondence. No Travelling Allowance shall be admissible for such purposes. Such information should be sent by courier or post. Reasons for which, the employee has been sent on tour shall be specifically mentioned and certified on the TA bill by the controlling authority.

In case of a workman covered under the T.W. S.R., the Controlling Officer, will record a certificate in the T.A. Bill of the claimant that the work assigned to the claimant was actually performed as per record.

(g) To observe any rules which the Nigam may make for the guidance

Note : The following means should be employed by controlling officers for checking road distance 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.

Rule 49.

The following instructions should be followed by all Drawing and controlling officers. These instructions are in addition to the duties entrusted to the controlling officers under the rules:

1. One or more of the following certificates which are appropriate should be recorded on travelling allowance bill by the employee claiming travelling allowance. If any additional certificate is required by any rule or order, the same should also be recorded.

TRAVELLING ALLOWANCE RULES, 1962

CERTIFICATES TO BE RECORDED ON T.A. BILLS

Nature of the certificate	Circumstances under which necessary
1. Certified that I was not provided with any free locomotion at the expense of the Nigam	In all cases except where Nigam conveyance is actually used.
2. Certified that the payment of this bill has not been received before.	In all cases
3. Certified that the place for which road mileage has been charged are not connected by rail.	In cases where road mileage is claimed.
4. Certified that I have actually travelled in the same class of accommodation for which T.A. has been claimed.	In case of all journeys by rail.
5. Certified that § daily allowance has not been claimed by me for Sundays or other holidays unless I was actually in camp.	In cases where § daily allowance has been claimed for any holiday or Sunday.
6. Certified that the members of my family in respect of whom T.A. has been claimed are residing with me and are wholly dependent on me.	In case of journeys on transfer for which T.A. in respect of family has been claimed.
7. Certified that no compensatory allowance has been drawn for the days in respect of which tour T.A. is drawn.	In case where compensatory allowance in lieu of § daily allowance has not been drawn for the days in respect of which tour T.A. is drawn.
8. Certified that no public conveyance plies between the two points for which mileage allowance has been claimed	In case where road mileage £ special rates is claimed.
9. Certified that as the class of accommodation to which I am entitled was not available I travelled in class.	In cases where higher class of accommodation is used on rail journeys owing to non-availability of accommodation by the class to which an employees is entitled.

§ Substituted vide No. JPD/Sr.AO (HQ)/Rules/F.18/ D.528 dated 26.05.08, for the following:-
"Halting allowance"

£ Inserted vide NO. JPD/Sr.AO (HQ)/Rules/F.18/ D.528 dated 26.05.08

TRAVELLING ALLOWANCE RULES, 1962

2 (i) The bill should indicate clearly the full purpose of the journey phrase like 'on Nigam duty' should be avoided.

* (ii) The employees undertaking journey shall present their T.A. claims within a period of 2 months **after the last date of month** in which the **journey ends**. In case the bill is not presented within such period, sanction of concerned Head of Deptt. will be necessary, to entertain such claims.

Note: The controlling Officer will ensure that on receipt of T.A. claim, it is countersigned after completion of the requisite formalities and the bill is transmitted to the bill passing authority within 30 days of the receipt of the T.A. claim from the employee preferring the T.A. claim.

£ (iii) In order to ensure correct preferring of T.A. claims a diary should be maintained by each individual upto the rank of A.En. and equivalent in all the disciplines in which the Controlling Officer/Circle SE /X.En available at the H.Q. should countersign the journey performed and an entry to this effect would be made in the register with the Controlling Officer in the proforma prescribed hereunder:-

S.No.	Name of Employee	Designation	Date of proceeding on tour	Date of return from tour	Signature of Controlling Officer
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3. If the bill is time barred and sent for pre-audit to the Circle Accounts Officer, it should be stated as to why the same could not be drawn when the claim fell due. Claims which are more than a year old must be accompanied by the sanction of the competent authority to entertain them for pre-audit. For claims more than three years old, the sanction of the secretary of the Nigam is necessary.

* Substituted vide NO. RSEB/ F&R /F. /D.5 dated 28.01.1993 for the following:-

The employees undertaking journey shall present their T.A. claims within a period of 30 days after the last date of month in which the journey ends. In case the bill is not presented within such period sanction of the concerned Head of Deptt. will be necessary, to entertain such claim.

£ Inserted vide NO. RSEB/ F&R /F. /D.5 dated 28.01.1993.

TRAVELLING ALLOWANCE RULES, 1962

4. The actual pay and special pay, designation place of headquarters of the employee should be clearly mentioned in the bill.
5. If the journey commences from a place other than the headquarters, the reasons for the same should be stated in the remarks column against the first entry in the Travelling Allowance Bill.
6. If the journey is undertaken to attend a Court of law, the court certificate must be attached with the bill.
7. In case journeys are performed by means of locomotion provided at the expense of the Nigam etc. it may be stated in the bill whether the cost of propulsion was paid by the Nigam servant claiming travelling allowance.
8. In the case of transfer travelling allowance bills the full relationship of the members of the family to the employee and their ages should be stated in the bill.
- * 9. No daily allowance is admissible for an absence less than 6 hours from the headquarters.

Rule 50.

Except where expressly permitted by Nigam a controlling officer shall not delegate to a subordinate his duty of counter signature.

Rule 51.

Countersignature does not dispense with the necessity for normal audit with reference to rates and general conditions. The Circle Accounts Officer will accept countersignature by the proper authority or the signature of the Drawing Officer then a bill does not require countersignature as final evidence that the facts of the journey on which the claim is founded are correct and that the claim is admissible with reference to the departmental rules/orders. It is the duty of the controlling or the Drawing Officer as the case may be and not of the Circle Accounts Officer to enforce departmental rules.

* Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/ D.528 dated 26.05.08, for the following:-
No halting allowance is admissible for halts of less than 8 hours and/or 4 hours duration at a place.

General :

Rule 52.

In the case of employees holding two or more independent posts, the travelling allowance shall be calculated with reference to the pay drawn under rule 36 (a) of the Jaipur Vidyut Vitran Nigam Ltd. Employees Service Regulations (Rule 50 (a) of R.S. Rs.) The proportionate pay drawn under rule 36 (b) of the Jaipur Vidyut Vitran Nigam Ltd. Employees Service Regulations (Rule 50 (b) of R.S. Rs.) shall not be taken into account.

Rule 53. Deleted.

£ Rule 54.

"In case of employees drawing monthly consolidated pay, the pay for the purpose of these rules means the amount equal to minimum of the pay scale of the corresponding regular employee or the consolidated salary, whichever is less.

Note : In case of daily wage rated employee monthly consolidated pay will be worked out by multiplying daily wage rate by 30.

Rule 55.

Journey to attend meeting of the Board of Directors of Companies, Co-operative Societies, Autonomous Bodies including Industrial and Commercial Corporation and other statutory organizations as Nigam nominee while on duty or on leave.

1. Travelling allowance is admissible to the officer under the rules for journey on tour on recording a certificate in the T.A. bill to this effect that the entire amount of fee or remuneration including the amount of travelling allowance and *daily allowance paid to him by such bodies has been credited to the receipt head of the Nigam. An officer, who attends the

£ Substituted vide No. JPD/CAO/Rules/F.18/ D.30 dated 2.04.2005. for the following:-

In case of employees drawing monthly consolidated pay, the pay for the purpose of these rules means the amount which is equal to 60% of the monthly consolidated pay.

* Substituted vide No. JPD/Sr.AO (HQ)/Rules/F.18/ D.528 dated 26.05.08, for the following:-
"Halting allowance"

TRAVELLING ALLOWANCE RULES, 1962

meeting of the Board of Directors of Companies etc. as a Govt. or Nigam nominee at a place other than his headquarters where he is spending leave irrespective of whether it is his home town or at any other station during the period of leave, shall also be entitled to claim Travelling Allowance as on tour under these rules from and to the station destination for which travelling allowance is allowed by the company subject to the condition that no leave concession, if admissible, in respect of the officer himself would be permissible in such a case.

2. For attending local meeting, such officers shall draw fixed conveyance charges of Rs. 25/- for each meeting.

Rule 56. Deleted.

Rule 57.

The Director of vigilance and any other officer appointed for vigilance duties by the Nigam or the Chairman & Managing Director may at his discretion travel by the road between places connected by rail without specifying in the T.A. bill the Nigam's interest served by undertaking such a journey and claim mileage allowance accordingly.

Rule 58.

In the case of journeys undertaken by the Chairman & Managing Director, Members of the Board, and Heads of Departments in Nigam's vehicle between places connected by rail a certificate that journey was undertaken to effect saving of time shall be sufficient to treat that journey as performed in Nigam's interest.

Rule 59.

Journey undertaken by an unemployed scheduled caste/scheduled tribe candidate for interview in connection with appointment to a post under Nigam.

Actual bus fare or II class rail fare for forward and return journey by train by the shortest route from his normal place of residence to the place of interview or the place from which he actually performs journey whichever is nearer to the place of interview shall be payable provided the distance travelled

by rail is 80 kms. such expenditure shall be debited to contingencies head miscellaneous.

Rule 60.

Claims of refund of unused tickets should be preferred to concerned railway, road transport concern and air line. The amount of cancellation fee charged by the railway, airlines or the road transport concern shall be reimbursed by the Nigam on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled solely due to official reasons. The ordinary reservation fee in such cases may also be reimbursed to the employee. Claim for refund of cancellation charges by the railway, road transport or airlines authority may also be sent simultaneously to the concerned authority by the controlling officer and credited to Nigam's account when received. The refund of agency charges paid to a travelling agency for booking journey for own convenience not to be made. The cancellation charges shall be claimed in the T.A. bill.

Rule 61.

Where official rail journey is cancelled due to the official reasons, the employee should claim for refund of unused tickets in accordance with the rules of railways as are in force at the time of journey is cancelled. The amount of cancellation fee charged by the railway may be claimed for reimbursement from the Nigam duly approved by a certificate from the controlling officer, that the journey had to be cancelled solely due to official reasons. The ordinary reservation fee however, be reimbursed to the employee without waiting for the acceptance of his claim for refund of cancellation charge by the railway authorities.

Rule 62.

While official journey has been cancelled due to the official reasons, the cancellation charges shall be reimbursed on the basis of the certificate of the controlling authority that the journey was cancelled in the Nigam 's interest. No refund of 'Agency charges' is admissible.

* **Rule 63.** Deleted.

** **Rule 64.** Deleted.

Rule 65.

The right of a Nigam employee to travelling allowance, including § daily allowance shall be forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it felt due, provided that if there are sufficient ground to show as to why the claim was not preferred in time controlling authority may accept the same and send the same to the Circle Accounts Officer for pre-audit. The claims more than three years old will be admitted in audit after the sanction of the authority delegated powers to sanction investigation to payment of time-barred claims.

Rule 66.

The employees can travel by bus between stations connected by rail.

Rule 67.

An employee who takes casual leave while on duty at the place other than his headquarters shall be entitled to travelling allowance as on tour from the place where he has spent the casual leave to his headquarter or to the new place of duty. The travelling allowance so admissible shall not exceed the travelling allowance that would have been admissible if he had travelled from the place from where he proceeded on casual leave. No § daily allowance shall be admissible for the days of casual leave.

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- * Deleted the following vide order No. RSEB/F&R/F.24 (20)/D.24 dated 9.5.1988:-
Employees drawing pay of Rs.*525/- per month and above can travel by Upper Class where buses provided two classes.
- ** Deleted vide order No. RSEB/F&R/F.24 (20) D. 24 dated 9.5.1988.for the following:-
- (a) Employee drawing pay of Rs.525/- per month and above can travelling in Deluxe Air conditioned bus while on tour.
 - (b) The officers entitled to travel by air can travel by Dakota service between Jaipur and Calcutta from where he proceeded on casual leave. No halting allowance shall be admissible for the days of casual leave.
- § Substituted vide No.JPD/Sr.AO (HQ)/Rules/F.18/ D.528 dated 26.05.08, for the following:-
"Halting allowance"

£ **Rule 68-** Deleted.

Rule 69.

Chairman & Managing Director, Members of the Nigam and other officers of the Nigam who are entitled to travel by air or permitted to under take journey by air under special order on duty under these rules, may use Nigam's vehicle from office or residence to and from airport subject to the availability of vehicles.

£ Deleted the following vide order No. RSEB/F&R/F. /GF& AR/D.42 dated 20.3.1991:-

For brining/taking cash from the Bank exceeding Rs.1000/- at any one time Cashier (or other entrusted with the duty in any office) may be allowed actual conveyance charges upto a maximum limit of Rs.15/- in a month for office, where the Bank is situated at a distance from the office and the Head of the office certifies that the use of a hired conveyance is necessary

TRAVELLING ALLOWANCE RULES, 1962

JPR.Discom 6-08

No. Jaipur Discom/CAO/Rules/F.157/D.840

dated 14.05.2001

ORDER

In partial modification of Erstwhile RSEB Order No.RSEB/F&R/FTA/D-22 dated 14.6.1996 the powers delegated to Head of Department under Rule 49(2) (II) of Erstwhile RSEB T.A. Rules shall now be exercised by them with the concurrence of Chief Accounts Officer .

Sd/-
Chairman & Managing Director

JPD/Rules-197

No. JPD/CAO/Rules/F.18/D.820

dated 7.07.2005

ORDER

Sub: - Concurrence to entertain T.A. Claims under Rule 49(2) (ii) of Travelling Allowance Rules.

Pursuant to the decision taken in the 83rd meeting of the Board of Directors held on 13.6.2005, henceforth, the concerned Head of Departments will exercise the powers delegated to them under rule No.49.2 (ii) of Travelling Allowance Rules with concurrence of FA&COA/CAO.

This is in partial supersession to order No. JPD/CAO/Rules/F.157/D.840 dated 14.5.2001.

Sd/-
Chief Accounts Officer

**§ Appendix -'A' (Part-I)
Rule 7, 13 & 14**

**RATE OF ADMISSIBILITY OF
MILEAGE ALLOWANCE FOR TRAVEL BY RAIL**

Category of Nigam employees	Actual rail fare of class of accommodation	Incidental Charges (Per km.)	Remarks
1	2	3	4
A	Actual rail fare including reservation charges of any train in any class	7 paise	1. Incidental charges shall be limited to the amount of one daily allowance for every period of 24 hours spent on actual travel by rail or road.
§B	Actual rail fare including reservation charges of A.C. Three Tier (may travel in A.C Two Tier if the train does not have Three Tier A.C coach) or A.C. Chair Car (excluding Executive class) Note: - However, the officer s of the rank of SE and equivalent shall be entitled to travel in A.C. Two Tier.	5 paise	§2. For this purpose, (except travel by second class Non A.C.), the Nigam employee concerned shall enclose ticket/ cash receipt (in original or photocopy) issued by Railway Authorities, in the Travelling Allowance Bill. 3. Officers not getting accommodation in the class to which they are entitled can travel by the lower or higher class whichever is available. In the former case, they can claim actual fare of the lower class plus incidental charges of the class to which they are

§ Substituted vide No. JPD/Sr.AO (HQ)/Rules/F:18/D.528 dated 26.05.08 for the Appendix-A (Part-I) as at page73

§ Substituted vide No. JPD/Sr.AO (HQ)/AAO/Rules/F:18/D.1852 dated 5.11.08 for the following:-
Category "B"-

1. Employees drawing basis pay above Rs.12000/-but below Rs. 16400/- Actual rail fare including reservation charges of A.C. Two/ Three Tier or A.C. Chair Car, excluding Executive Class.
2. Employees drawing basis pay above Rs.8000/-but below Rs. 12000/- Actual rail fare including reservation charges of A.C., Three Tier or A.C. Chair Car, excluding Executive Class.

Item No. 2, Column 4 "Remarks"-

2. For this purpose, the Nigam employee concerned shall mention the Serial Number of rail Ticket purchased by him and enclose cash receipt, if any, issued by Railway Authorities, mentioning its serial number in the Travelling Allowance Bill.

TRAVELLING ALLOWANCE RULES, 1962

1	2	3	4
C	Actual rail fare including reservation charges of A.C. Chair Car or non A.C. Sleeper class	3 paise	entitled and in the later case they may claim the railway fare and incidental charges of the category to which they belong.
D	Actual rail fare including reservation charges of non A.C. Second class Sleeper.	3 paise	4. Claims for refund of unused tickets should be preferred to concerned Railway, Road transport concerned and Airlines. The amount of cancellation fee charged by the Rail, Airlines or Road transport concerned etc. shall be reimbursed by the Nigam on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of Nigam employee like sudden death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Nigam employees without waiting for the acceptance of his claim for refund of cancellation charges by the Rail, Road transport or Airline authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be made. The cancellation charges shall be claimed in the Travelling Allowance Bill
E	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	3 paise	

TRAVELLING ALLOWANCE RULES, 1962

1	2	3	4
			<p>* 5. In cases, where the officer/official has to perform the journey from the starting station to the last station of that train, Head of Department is authorized to allow payment of ticket charges under 'Tatkal Quota'. In all other cases, prior, approval of the Chairman & Managing Director shall be required to perform journey in Tatkal Quota.</p> <p>Provided that a certificate/undertaking has to be furnished by the officer/official mentioning that the reservation in General Quota for such journey was not available and prior approval to perform journey in Tatkal Quota has been obtained from the competent authority."</p>

* Inserted vide No. JPD/CAO/AO/Rules/F.18/D.1039 dated 30.07.2009 (JPD/Rules-571)

**£ Appendix -'A' (Part-II)
Rule 15 & 16**

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of Nigam employees	Special Rates		Ordinary Rates	
1	2		3	
A & B	(i) Journey in a motor car owned by a Nigam employee.	Rs. 4.50 per km.	(a) Actual Air-conditioned/Deluxe including Semi-Deluxe/Upper Class Bus Fare plus passenger tax and local tax charged, If any plus incidental charges as under	
	(ii) Journey by a Scooter/ motor cycle/ moped etc. owned by a Nigam employee.	Rs. 1.50 per km.	i) Category 'A'	7 paise per km.
	(iii) Journey by any other means of conveyance like Rickshaw, Tonga, Motor Rickshaw etc.	Rs. 3.00 per km.	ii) Category 'B'	5 paise per km.
			§ (b) Mileage Allowance for journey to reach Airport/ Railway Station/Bus Stand from duty point/residence and vice versa	
			Place	Rate
			(i) Jaipur	Rs. 60/-
		(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs. 45/-	
		(iii) All state Capitals in India (except Jaipur) including Delhi	Actual charges paid in payment of fare for taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.	

£ Substituted vide No.JPD/Sr.AO (HQ)/Rules/F.18/D.528 dated 26.05.08, for the Appendix-A (Part-II) as at page-78

TRAVELLING ALLOWANCE RULES, 1962

1	2	3
		(iv) Other places Rs. 25/-
C, D & E	(i) Journey by a Scooter/motor cycle/moped etc. owned by a Nigam employee. (ii) Journey by Tonga, Rickshaw, Motor Rickshaw etc.	Rs. 1.50 per km. Rs. 3.00 per km. (a) Actual ordinary/Express or Mail Class Bus Fare plus passenger tax plus local tax charged, If any plus incidental charges at the rate of 3 paise per km. § (b) Mileage Allowance for journey to reach Airport/ Railway Station/Bus Stand from duty point/residence and vice versa

§ **Substituted vide No.JPD/Sr.AO (HQ)/AAO/Rules/F.18/D.1852 dated 5.11.08 for the following:-**

(b) Mileage Allowance for journey to reach Airport/ Railway Station/Bus Stand from duty point/residence and vice versa	
Place	Rate
(i) Jaipur	Rs. 3/- per km. subject to maximum of Rs. 60/-
(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs. 3/- per km. subject to maximum of Rs. 45/-
(iii) All state Capitals in India (except Jaipur) including Delhi	Actual charges paid in payment of fare for taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.
(iv) Other places	Rs. 3/- per km. subject to maximum of Rs. 25/-

(b) Mileage Allowance for journey to reach Airport/ Railway Station/Bus Stand from duty point/residence and vice versa	
Place	Rate
(i) Jaipur	Rs. 3/- per km. subject to maximum of Rs. 60/-
(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs. 3/- per km. subject to maximum of Rs. 45/-
(iii) All state Capitals in India (except Jaipur) including Delhi	Actual charges paid in payment of fare for taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.
(iv) Other places	Rs. 3/- per km. subject to maximum of Rs. 25/-

TRAVELLING ALLOWANCE RULES, 1962

1	2		3	
	(iii) Journey on cycle or on foot	Re. 1.00 per km.	Place	Rate
			(i) Jaipur	Rs. 60/-
			(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs. 45/-
			(iii) All state Capitals in India (except Jaipur) including Delhi	Actual charges paid in payment of fare for taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.
			(iv) Other places	Rs. 25/-

TRAVELLING ALLOWANCE RULES, 1962

Note: -

1. A Nigam employee shall not undertake journey by a Scooter/Motor Cycle/Moped etc. owned by him for a distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service.

2. Road journey by a Scooter/Motor Cycle/Moped etc. owned by a Nigam employee may, however, be made for a distance not exceeding 50 kms. from his headquarters between places neither connected by rail nor by regular bus service.

3. In case journey in a Motor Car owned by a Nigam employee where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax.

4. In case where husband and wife both are Nigam employees and the Motor Car is owned by either of them, the journey undertaken by either in the said Motor Car owned by his/her spouse would be treated to have been performed in his/her own car for the purpose of these rules.

5. In case journey is performed in a motor car owned by a Nigam employee, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of rail Mileage Allowance. However, for the employees, drawing basic pay in the range of Rs. 12000 or above but

Exception: -

Mileage allowance for journey from airport to duty point/*residence and vice versa within Rajasthan

(i) Jaipur and Udaipur Rs.100/- fixed charges.

(ii) Jodhpur and Kota Rs.50/- fixed charges.

Note: -

(i) A Nigam employee who uses departmental vehicle (including staff car) for road journey from office or residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport/Railway Station or Bus Stand and vice versa.

(ii) Where a Nigam employee alights from a train/bus /aero plane in order to catch a connecting train/bus/air service from another Railway Station/Bus Stand/ Airport as the case may be at a particular place en-route his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above of respective category.

(iii) The procedure laid down in item 4 of Remarks column of Appendix 'A' (Part-I) shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned.

* Inserted words "residence" vide No. JPD/Sr.AO(HQ)/AAO/Rules/F:18/D.1852 dated 05.11.2008 (JPD/Rules-528)

TRAVELLING ALLOWANCE RULES, 1962

<p>below Rs. 16400, the rail mileage allowance shall be limited to A.C. III tier.</p> <p>6. For places which are not connected by Rail, the special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rates of Mileage Allowance shall be admissible.</p> <p>7. Travel by own Car will be done only after prior approval of the controlling authority.</p> <p>8. Places where short journeys are allowed such short journeys can be done by own car and for which Special rates of Mileage allowance will be admissible.</p> <p>9. For officials not entitled to travel by own vehicle, Special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.</p>	<p>§ (iv) Every employees who travels on duty in Air Conditioned/Deluxe including semi-deluxe bus shall be required to attach the bus ticket and mention serial number of bus ticket purchased by him in the Travelling Allowance Bills.</p>
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§ Substituted vide No. JPD/ Sr.AO (HQ)/ AAO/Rules/F18/D.1748 dated 21.10.08 for the following:-
(iv) Every Nigam employees who travels on duty shall be required to attach the bus ticket and mention serial number of bus ticket purchased by him in the Travelling Allowance Bill.

¥ Appendix 'A' (Part-III)
Rule 17 & 18

MILEAGE ALLOWANCE FOR TRAVEL BY AIR

Eligibility	Mileage Allowance	Remarks
<p>1. Officers drawing Basic pay of \$ Rs. 37000/- and above.</p> <p>Note: -</p> <p>1. Officers drawing basic pay of \$ Rs. 80000/- and above can travel in Executive Class.</p> <p>2. Officers drawing pay of \$ Rs.37000/- and above but below \$ Rs. 80000/- can travel in Economy Class/Standard/Lowest Class of Airlines.</p> <p>Exception:-</p> <p>In such cases where journey involved is more than 500 kms. and can not be performed over night by train, officers drawing basic pay of \$ Rs. 27000/- and above but below \$Rs. 37000/- shall be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority. Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass,</p>	<p>1. One actual single fare including tax and surcharge on fare, if any, plus incidental charges equal to 20% of actual fare excluding the element of tax and surcharge on fare, if any, limited to 3/4 of the rate of Daily Allowance.</p> <p>Note: - The rate of Daily Allowance for the purpose of incidental charges shall be the rate of Daily Allowance indicated in Appendix- 'B' (I) at the place where journey ends.</p> <p>2. If more than one Air journey or return journey is performed within 24 hours, the incidental charges for all journeys shall be restricted to one Daily Allowance.</p> <p>3. For combined journey by Air and by rail or road, mileage allowance as permissible for such journeys shall be admissible except for surface transport included in Air fare.</p> <p>4. The amount of bus fare charged by the Indian Airlines for road journey</p>	<p>1. Air travel in economy class/ lower class can be done through any Airline.</p> <p>2. Officers drawing basic pay below \$Rs.80,000/- are expected to certify that they have purchased the ticket of Airlines of Economy Class/ lowest fare for air journey.</p> <p>3. If Nigam employee not authorised to travel by Air on tour, performs journey by Air to save time, he may draw mileage allowance, which would be admissible if he had traveled by rail or road.</p> <p>4. (i) Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any case.</p> <p>(ii) All Nigam Bookings with National Airlines viz. Indian Airlines Corporation and Air India International shall be made directly with them and not through travel agencies.</p> <p>5. The procedure laid down in Item 4 of Remarks column of Appendix 'A' (Part-I) shall apply in respect of refund of cancellation charges of unused</p>

¥ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D.528 dated 26.05.08 for the Appendix-A (Part-III) as at page 83

§ The words and figures Rs. 27000/-,Rs. 37000/-,Rs.80000/- substituted vide No. JVVNL//Sr.AO (HQ)/ AA0/ Rules/ F:176/D.1618 dated 1.10.08 for the words and figures Rs. 12000/-, Rs. 16400/- & Rs. 26000/-

TRAVELLING ALLOWANCE RULES, 1962

Eligibility	Mileage Allowance	Remarks
<p>2. Nigam nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other Corporate Body or statutory organisation may travel by air, if the Company/ Body pay air expenses even though they are not entitled to travel by Air under these rules.</p>	<p>from IAC Office to Airport and vice versa separately in addition to the air fare shall not be admissible.</p>	<p>Air ticket.</p> <p>6. Officers eligible to travel by air, if travel by other means, the incidental charges for such journey shall be as admissible for the respective mode of travel and in such cases incidental charges of air shall not be admissible.</p> <p>7. If an officer undertake journey by air, no departmental vehicle should be made to follow the officer and the subordinate officers will also not perform journey to that station by Nigam vehicle during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance bill.</p>

\$ Appendix -B' (I)
Rule 18 & 19

RATES OF DAILY ALLOWANCE

When a Nigam employee on tour stays in Government/Public Sector Circuit House/Guest House or makes his own arrangements for stay				
Category	For all localities within the State and outside the State except towns included in Columns 3 and 4	For all State Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune, Ahmedabad and hill stations outside the State but excluding capital towns Included in Column 4	For Mumbai/Kolkata / Chennai/ New Delhi	Remarks (applicable to all Categories of Nigam employees)
	(Amount in Rs.)	(Amount in Rs.)	(Amount in Rs.)	
1	2	3	4	5
A	135	170	260	Admissibility of Daily Allowance is subject to the conditions mentioned in Rule-19
B	120	150	230	
C	105	130	200	
D	90	110	170	
E	55	70	105	

\$ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F.18/D. 528 dated 26.05.08 for the Appendix-B (i) as at page 85

β APPENDIX - 'B' (II)
Rule - 19

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

When the Nigam employee stays in the hotel or other establishment providing Boarding and/ or Lodging on tour at fixed rate provided that such hotel/ institution is registered / has obtained a license from the Competent Authority viz. Nagar Nigam, Sales Tax Authority, Service Tax Authority etc.				
Category	For all state Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune and Ahmedabad but excluding capital towns included in column 3	For Mumbai/ Kolkata/ Chennai/ New Delhi	For cities/ District head - quarters outside the state except those mentioned in col. 2 and 3.	Remarks (applicable to all Categories of Nigam employees)
	(Amount in Rs.)	(Amount in Rs.)	(Amount in Rs.)	
1	2	3	4	5
A	425	650	335	Note : 1) Admissibility of Daily Allowance is subject to the conditions mentioned in rule 19
B	330	505	225	
C	250	380	200	
D	160	245	130	
E	85	125	65	

TRAVELLING ALLOWANCE RULES, 1962

2) Conditions for drawing Daily Allowance:-

- (a) The rates for boarding and lodging charges shall be admissible only if an official stays in a hotel/ Circuit house/ Dak Bungalow/ or any other institution like Young Men's Christian Association, Cricket Club of India, Youth Hostels etc. which provide for lodging arrangement at scheduled tariff and produces vouchers/ receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in col. 2, 3 and 4 of this Appendix, actual charges paid shall only be admissible.
- (b) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under col. 2,3 and 4 the actual charges paid shall only be admissible.

TRAVELLING ALLOWANCE RULES, 1962

<p>(3) In case accommodation is not available in Vidyut Niwas at New Delhi, the daily allowance shall be admissible at the rates prescribed for Delhi shown in col. 3 of this appendix, subject to the conditions mentioned in note 2 above. The official claiming the daily allowance for New Delhi shall record a certificate on the travelling Allowance bill to the effect that he actually stayed in a hotel due to non-availability of accommodation in Vidyut Niwas.</p>	<p>(4) Actual taxi charges admissible under exception No. 1 or 2 of rule 22 shall be in addition to daily Allowance.</p>	<p>(5) These rates are inclusive of all types of taxes.</p>	<p>(6) In case accommodation is not available in RVPN's staff house at New Delhi, officers can stay in hotel/institution at prescribed rates after obtaining NAC from RVPN's Vidyut Niwas except officers of category 'A', who can stay in hotel without obtaining NAC.</p>

§ APPENDIX-'C' (Part-I)
Rule 27-A (I & ii)

TRAVELLING ALLOWANCE ADMISSIBLE TO NIGAM EMPLOYEE ON TRANSFER

Category of Nigam employees	Mileage allowance by Rail		Mileage allowance by Road		Road Mileage allowance for journey between places not connected by Rail or regular bus service	Lump sum grant on transfer	Cost of carriage of personal effects by Rail or Road (For one side only)	Remarks	
	For self	§ For family	For self	§ For family					
1	2	3	4	5	6	7	8	9	10
Category 'A', 'B', 'C', 'D' and 'E'	Two fares of the class for which entitled on tour except by travel by Air/Rajdhani (Express and	One Extra fare for each member of the family. However, in respect of the children accompanying the	Two bus fares of class for which entitled on tour journey per-formed by road	One extra fare for each member of the family. However, in respect of the children accompanying the	Rs. 3.00 per Km.	Additional mileage allowance at the rate of Rs. 3.00 per Km. for the members of his family, if the number of family is	Category 'A' Rs.3000 Category 'B' Rs. 2500 Category 'C' Rs.2000 Category 'D' Rs.1500 Category 'E' Rs.1000	Category 'A' Rs.10/-per Km. Category 'B' Rs.10/- per Km. Category 'C' Rs.6/- per Km. Category 'D' Rs.4.60 Per Km.	1. If a Nigam employee on transfer actually undertakes journey by rail/road in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail/road fare of the class actually used plus one extra full rail / road fare of the class (excluding taxes, if any) to which he is entitled on the basis of his categorization in lieu of two rail/road fares indicated in column 2 and 4 of this Appendix.

§ Substituted vide No. JPD/Sr.AO(HQ)/Rules/F:18/D:528 dated 26.05.2008 for the appendix-C (Part-I) as at page 89

§ Substituted vide No. JPD/Sr.AO(HQ)/AAO/Rules/F:18/ D.1852 dated 05.11.2008 for the following:-

Column 3:- One Extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare is actually paid as per Railway Tariff regulation

Column 5:-One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare is paid

TRAVELLING ALLOWANCE RULES, 1962

Category of Nigam employees	Mileage allowance by Rail		Mileage allowance by Road		Road Mileage allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer	Cost of carriage of personal effects by Rail or Road (For one side only)	Remarks
	For self	§ For family	For self	§ For family	For self	For family			
1	2	3	4	5	6	7	8	9	10
	Shatabdi Express	employee, half fare or full fare actually paid as per the tariff Regulations of		em- ployee, half fare or full fare actually paid as per the tariff Regulations, shall be admis- sible.	more than three other than the self			Category 'E' Rs.4/- per Km. Note : Rate shown in this column to cover cost of transporta- tion of personal effects shall be admis- sible subject to produc- tion of Railway or Road Transport Company / Proprietor for actual freight	2. No road mileage allowance for the journey performed from the actual residence of the Nigam employee to Railway station/bus stand or vice versa shall be admissible. 3. A Nigam employee can not undertake journey in a hired/ borrowed car on transfer. If he does so, he will get road mileage allowance at the rates indicated in col. 4 of this Appendix. 4. It will be mandatory to mention in the transfer order that such transfer is made in public interest/administrative reasons. In absence of such specific mention in the transfer orders, the transfer shall be treated on request of the concerned employee and Travelling allowance on

TRAVELLING ALLOWANCE RULES, 1962

Cat-egory of Nigam em-ployees	Mileage allowance by Rail		Mileage allowance by Road		Road Mileage allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer	Cost of carriage of personal effects by Rail or Road (For one side only)	Remarks
	For self	§ For family	For self	§ For family	For self	For family			
1	2	3	4	5	6	7	8	9	10
								charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in this column, The actual freight charges shall only be admis-sible.	transfer will not be admissible in such cases.

Annexure-VII

**§ Appendix- 'C' (Part-II)
Rule 27 (A) (i) (a)**

TRAVELLING ALLOWANCE TO NIGAM EMPLOYEES ON TRANSFER

Category of the Nigam employee	Cost of carriage of conveyance
1	2
<p>Category 'A' & 'B'</p>	<p>By Rail - Actual cost of transportation of Motor Car, Scooter, Moped or Motor Cycle (with or without a side car) at owner's risk.</p> <p>Note :</p> <ol style="list-style-type: none"> 1. A single fare of the lowest class is allowed to Chuffer or cleaner actually employed for the motor car and if he actually travels by rail. 2. The conveyance may be transported by passenger train or goods train at his option. In latter case, cost of packing and transporting the conveyance to and from goods shed at the station of departure and arrival are allowed in addition to freight charges, provided the total amount claimed does not exceed the freight chargeable for transporting conveyance by passenger train.

Category of the Nigam employee	Cost of carriage of conveyance
1	<p data-bbox="158 621 184 644">2</p> <p data-bbox="207 180 353 1072">3. If distance between 2 stations is 400 Kms. or less and they are connected by metalled road, allowance for transportation by road only for the aforesaid distance shall be admissible whether the vehicle is actually moved by rail or by road.</p> <p data-bbox="382 930 410 1072">By Road:</p> <p data-bbox="445 180 931 1072">1. If a Nigam employee transports Motor Car/ Scooter, Moped or Motor Cycle under its own power, an allowance @ Rs. 4.50 per Km. for Motor Car and Rs. 1.50 per Km. for Motor Cycle etc. is admissible for the distance between two stations by ordinary route. If the Nigam employee himself and/or any member(s) of his family travels by the vehicle, he may, in lieu of this allowance, draw railway fares which would have been admissible if the journey had been performed by rail, and if the two places are not connected by rail, the allowance in such a case shall be calculated at the special rates shown in column 2 of Appendix 'A' Pt. II, appended to these rules, but no separate road mileage allowance for family shall be admissible in such a case as shown in column 5 of Appendix <i>ibid</i>.</p> <p data-bbox="962 180 1034 1072">2. If car is loaded in a truck, actual cost of transportation limited to freight charges by passenger train in respect of places connected by</p>

Category of the Nigam employee	Cost of carriage of conveyance
1	2
Category 'C', 'D' and 'E'	<p>rail and an allowance @ Rs. 4.00 per km in respect of places connected by road shall be admissible.</p> <p>1. Cost of carriage of Motor Cycle/Scooter/Moped shall be admissible as admissible to Category 'A' & 'B' officer.</p> <p>2. Actual cost of transportation of Cycle at owners risk shall be admissible, if he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owners risk shall be admissible.</p> <p>Note: Note 2 mentioned in this column under heading "By rail" against category 'A' & 'B' shall also apply here.</p>

RAJASTHAN STATE ELECTRICITY BOARD
DELEGATION OF POWERS UNDER THE RAJASTHAN STATE ELECTRICITY BOARD
TRAVELLING ALLOWANCE RULES

S.No.	Nature of powers	Authority to whom power has been delegated	Extent of delegation
1	2	3	4
1.	To allow mileage allowance by a route other than the shortest or the cheapest.	1. Chairman 2. Head of Department	Full powers. Full powers in respect of journey of employees subordinate to them and undertaken within jurisdiction. Provided the grant of such road mileage is necessary in the interest of the Board.
2.	To prescribe headquarter of the employees	1. Chairman 2. Head of Department	Full powers. Full powers in respect of subordinate ministerial and class IV employees.
3.	To define the employees sphere of duty	1. Chairman 2. Head of Department	Full powers. Full powers in respect of subordinate ministerial and class IV employees.
4.	To decide whether absence from	1. Chairman	Full powers.

TRAVELLING ALLOWANCE RULES, 1962

1	2	3	4
1	duty is tour.	2. Head of Department 3. Controlling Officer	Full powers. Full powers in respect of employees under their control within the state or district adjoining the jurisdiction of the controlling officer in another state.
5.	To restrict the frequency and duration of journey.	1. Controlling Officer	Full powers.
6.	To declare who shall be controlling officer and make rules for his guidance.	1. Chairman	Full powers.
7.	Power to extend the time limits in the case of transfer of family and transportation of goods.	2. Head of Department	Full powers provided they may not declare an employee to be his own controlling officer.
8.	To declare whether the possession of a conveyance by an employee 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.	1. Chairman	Full powers.
		2. Head of Department	Full powers in respect of employees under their control.
		1. Chairman	Full powers.
		2. Head of Department	Full powers to declare the possession of a conveyance by an employee under their control to be advantageous for his

TRAVELLING ALLOWANCE RULES, 1962

1	2	3	4
			<p>efficiency.</p> <p>Note : In exercise of the power vested under this delegation the competent authority may, by issue of general order, declare the possession of the conveyance by a class of employee to be advantageous for efficiency.</p> <p>Full powers.</p> <p>Full powers on the recommendation of the Chief Engineer at the rate to be prescribed by the Board for specific category of the employee.</p> <p>Full powers.</p>
9.	Power to permit travel by air to an employee not entitled to air travel.	1. Chairman	
10.	Power to attach conveyance Allowance with specified posts.	1. Chairman	
*11.	Power to relax the application of various entitlements in specific cases so as permit an employee to travel in a higher class or to use costlier mode of transport or to be reimbursed for higher lodging/boarding charges than he is entitled to etc. provided its reasons are recorded in writing.	1. Chairman	

* New item 11 added in Appendix 'D' vide No. RSEB/FXR/F24(20)/D.24 dated 9.5.1988

RAJASTHAN STATE ELECTRICITY BOARD
\$ APPENDIX. 'A'
(Part-I)

Annexure-I

Rate of admissibility of mileage allowance for travel by rail

Category of Board employees *1.	Actual Rail fare of	Incidental charges class of accommodation	Remarks
2.	3.	4.	
A (i) Employee drawing Pay of Rs. 14,300/- or above.	A.C.C. First Class or any Lower class in any train. Reservation charges paid to Railways would be reimbursable.	4 paisa per Km. in case of Journey by Rail in class I and in case of travel in Deluxe trains providing Air conditioned sitting accommodation or 3 paisa per Km. in case of journey by A.C.C. First class or Air conditioned sleeping accommodation in Super Deluxe/Deluxe Trains, limited to amount of one halting allowance for every period of 24 hours spent on actual travel by rail.	1. Board employee who travels on duty by occupying a berth in I class in a railway train shall be required to produce evidence of having actually performed the journey in the class for which rail fare is claimed. For this purpose, he shall either present issued by cash receipt issued by railway authorities in token of payment of Rail No. of rail ticket purchased by him in the travelling Allowance Bill.
(ii) Employee drawing pay of Rs. 10,000/- or above but below Rs. 14,300/-	First class or A.C.C. II class or Air conditioned sleeper in Super Deluxe/Deluxe trains or Air Conditioned Chair Car in Rajdhani Express or such similar trains. Reservation charges paid to Railways would be reimbursable.	3 paisa per Km. limited to half halting allowance for every period of 24 hours or a fraction of 24 hours spent on actual travel by rail.	

* The existing figures Rs. 4500/-, Rs. 3000/- and Rs. 1800/- in category A(i), A(ii) & B Substituted by the figures Rs. 14300/-, Rs. 10,000/- and Rs. 6500/- vide No. JPD/CAO/Rules/F. 236/TA-Rules/D.3291 dated 5.10.1991 (JPD-6/33)

TRAVELLING ALLOWANCE RULES, 1962

Category of Board employees 1.	Actual Rail fare of 2.	Incidental charges class of accommodation 3.	Remarks 4.
		<p>Note :</p> <p>1. The rate of halting allowance for the purpose of incidental charges shall be rate of halting allowance indicated in col. 2 or 3 or 4 of Appendix B at the place where journey ends.</p> <p>2. When a journey on tour is performed by rail and then by bus etc. in continuation (or vice versa) the rail, air or bus journey will be treated as one journey for the purpose of calculation of incidental charges limited to one halting allowance for every period of 24 hours or fraction thereof.</p>	<p>2. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available.</p> <p>In the former case, they can claim actual fare of the lower class plus incidental charges of the class to which they are entitled and in the later case, they may claim the railway fare and incidental charges of the category to which they belong.</p> <p>3. If an employee entitled to travel in a higher class by rail actually travels in second class sleeper he shall be entitled to rail fare inclusive</p>

TRAVELLING ALLOWANCE RULES, 1962

Category of Board employees 1.	Actual Rail fare of 2.	Incidental charges class of accommodation 3.	Remarks 4.
		<p>3. If a Board employee under takes journey by rail or bus and return to head-quarters on the same day, the incidental charges for forward and return journey shall be limited to one halting allowance.</p> <p>▼ 4. Board employees drawing pay of Rs. 3700/- or above when undertaking journey by rail/bus may claim incidental charges at their option limited to $\frac{3}{4}$ this of halting allowance to those admissible for air journey if places are connected with Air.</p>	<p>of sleeping accommodation charges.</p> <p>4. Claims for refund on unused tickets should be preferred to concerned Railway, Road, Transport concern and Airlines.</p> <p>The amount of cancellation fee charged by the Rail, Air lines or Road Transport concerned etc. shall be reimbursable by the Board on furnishing a certificate from the Controlling Authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable</p>

▼ Exiting note 4 in col. 3 against category 'A' of Appendix 'A' pt. I substituted vide order No. RSEB/F & R/F:24 (20)/Pt.III/D.30 dated 24.4.90 and further substituted vide order No. RSEB/F & R/F:24 (20)/Pt.III/D.66 dated 10.5.91.

TRAVELLING ALLOWANCE RULES, 1962

Category of Board employees 1.	Actual Rail fare of 2.	Incidental charges class of accommodation 3.	Remarks 4.
B. Employee drawing pay of Rs. 6500/- or above but below Rs. 10,000/-	ACCII class or First class or Air conditioned sitting accommodation in Deluxe Trains and Air conditioned/Chair Car in Rajdhani express or such similar trains. Reservation charges paid to Railways would be reimbursable.	3 paise per Km. limited to one halting allowance for every period of 24 hours or a fraction of 24 hours spent on actual travel by rail. Note : given in col. 3 above against item 'A' shall also apply here.	circumstances beyond the control of the employee like sudden lines or death of near relative etc.
C & D Employee drawing pay below Rs. 6500/-	II class including Reservation charges paid to Railways would be reimbursable.	2 paise per Km. limited to one halting allowance for every period of 24 hours or a fraction of 24 hours spent on actual travel by Rail. Note : given in col. 3 above against item A shall also apply here. Note : If a Board employee entitled to travel in class II actually uses 2nd class sleeper accommodation, he	The ordinary reservation fee such cases may also be reimbursed to the employee without waiting for the acceptance of his claim for refund of cancellation charges by the Railway, Road Transport or Airlines authorities. Refund of agency for booking

TRAVELLING ALLOWANCE RULES, 1962

Category of Board employees 1.	Actual Rail fare of 2.	Incidental charges class of accommodation 3.	Remarks 4.
		shall be reimbursed cost of sleeping accommodation in addition to rail fare provided the distance travelled by Rail is not less than 300 Kms. and the night journey involved is for a period of not less than 6 hours.	journeys for his own conveyance are not to be made. The cancellation charges shall be claimed in the T.A. bill.

£ APPENDIX 'A'
(Part-II)

Annexure-II

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of employees 1	Special rates 2	Ordinary rates 3
<p>Category A</p> <p>(i) Journey in a motor car owned by a Board employee.</p> <p>(ii) Journey by a scooter/motor cycle/moped etc. owned by a Board employee.</p> <p>(iii) Journey by any other means of conveyance like Rikshaw, tonga, Motor Rikshaw etc.</p> <p>(iv) Journey on cycle or on foot.</p> <p>Note :</p> <p>1. A Board employee shall not undertake journey by a scooter/motor cycle/moped etc. owned by him for a distance exceeding 15 Kms. from his H.Q. to places connected by rail or regular bus service. Road journey by a scooter/motor cycle/moped etc. owned by a Board employee may, however, be made for a distance not exceeding 100 Kms. from his H. Qs. between places neither connected by rail regular bus service.</p>	<p>Rs. 1.30 per Km.</p> <p>Rs. 0.50 per Km.</p> <p>Rs. 1.00 per Km.</p> <p>Rs. 0.25 per Km.</p>	<p>(a) Actual Air Conditioned/Deluxe including Semi-Deluxe/Upper Class bus fare plus passenger tax and</p> <p>Local tax charged, if any plus incidental charges at the rate of 4 paise per Km. as admissible journey.</p> <p>Note :</p> <p>1. When a journey on tour is performed by rail and then by bus etc. in continuation (or vice versa) the rail, air or bus journey will be treated one journey for the purpose of calculation of incidental charges limited to one halting allowance for every period of 24 hours or fraction thereof.</p> <p>2. If the employee undertakes journey by rail or/and bus and return to H. Qs. on the same day, the incidental charges for forward and return journey shall be limited to one halting allowance.</p> <p>(b) Mileage allowance for journey to reach</p>

TRAVELLING ALLOWANCE RULES, 1962

Category of employees 1	Special rates 2	Ordinary rates 3
<p>2. The Asstt. Engineer/Junior Engineer of O&M Revenue Sub-division may undertake journey by Scooter/Motor-cycle/Moped Owned by him for a distance exceeding 15 kms. from his Headquarter to the places connected by rail or regular bus service, for official work."</p> <p>3. In case where husband and wife both are in Board employee and the motor-car is owned by either of them, the journey undertaken by either in the said motor car owned by his/her spouse would be treated to have been performed in his/her own car for the purpose of there Rules.</p>	<p>PLACE</p> <p>(i) Jaipur/Jodhpur/Kota/Bikaner/ Udaipur/Ajmer.</p> <p>(ii) All State Capitals in India (except Jaipur) including Delhi.</p> <p>(iii) At other places</p>	<p>RATES</p> <p>Rs.25/- fixed charges.</p> <p>Actual charges paid in payment of fare for taxi/rail/tram/bus etc.</p> <p>Rs.1.80/- per Km.</p>
<p>Note : A Board employee who uses departmental vehicle (including staff car for road journey from office or residence or Airport or Railway station or bus stand and vice-versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to airport/railway station of bus stand and vice-versa.</p> <p>(c) Where a Board employee alight from a train/bus/aeroplane in order to catch a connecting train/bus air service from another railway station/bus stand/airport as the case may be, at a particular place enroute his destination he shall be entitled to road mileage allowance at the rates indicated in para (b) above.</p>		

TRAVELLING ALLOWANCE RULES, 1962

Category of employees 1	Special rates 2	Ordinary rates 3								
Category B -do-	-do-	<p>(a) Actual airconditioned/Deluxe including Semi deluxe/upper class bus fare plus passenger tax plus local tax charged, if any, plus incidental charges 3 paise per Km. as admissible for rail journey.</p> <p>Note : 1 & 2 mentioned in this col. against category 'A' shall also apply here.</p> <p>(b) Mileage allowance for journey to reach Airport/railway station/bus stand from duty point and vice-versa.</p> <table border="1" data-bbox="563 159 850 774"> <thead> <tr> <th data-bbox="563 447 850 774">PLACES</th> <th data-bbox="563 159 850 447">RATES</th> </tr> </thead> <tbody> <tr> <td data-bbox="617 447 850 774">(i) Jaipur/Jodhpur/Kota Bikaner/Udaipur/Ajmer.</td> <td data-bbox="617 159 850 447">Rs.25/- fixed charges.</td> </tr> <tr> <td data-bbox="697 447 850 774">(ii) All state capitals in India (except Jaipur) including Delhi.</td> <td data-bbox="697 159 850 447">Actual charges paid in payment of fare or taxi-rail/tram/ bus etc.</td> </tr> <tr> <td data-bbox="812 447 850 774">(iii) At other places</td> <td data-bbox="812 159 850 447">Rs. 1.80 per Km.</td> </tr> </tbody> </table> <p>Note : Not given below item (b) in this col. against category 'A' shall also apply here.</p> <p>(c) Where a Board employee alights from a train/bus/aeroplane in order to catch a connecting train/bus/air service from another railway sta-</p>	PLACES	RATES	(i) Jaipur/Jodhpur/Kota Bikaner/Udaipur/Ajmer.	Rs.25/- fixed charges.	(ii) All state capitals in India (except Jaipur) including Delhi.	Actual charges paid in payment of fare or taxi-rail/tram/ bus etc.	(iii) At other places	Rs. 1.80 per Km.
PLACES	RATES									
(i) Jaipur/Jodhpur/Kota Bikaner/Udaipur/Ajmer.	Rs.25/- fixed charges.									
(ii) All state capitals in India (except Jaipur) including Delhi.	Actual charges paid in payment of fare or taxi-rail/tram/ bus etc.									
(iii) At other places	Rs. 1.80 per Km.									

TRAVELLING ALLOWANCE RULES, 1962

Category of employees 1	Special rates 2	Ordinary rates 3								
<p>Category 'C' & 'D'</p> <p>(i) Journey by any other means of conveyance other than motor car like tonga, rikshaw, motor rikshaw etc.</p> <p>(ii) Journey on cycle of on foot</p>	<p>Rs. 1.00 per Km.</p> <p>Rs. 0.25 per Km.</p>	<p>tion/bus stand, airport as the case may be, at a particular place enroute his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above</p> <p>(a) Actual ordinary express or mail class bus fare plus passenger tax plus local tax charged, if any, plus incidental charges 2 paisa per Km. as admissible for rail journey.</p> <p>Note : Note 1 & 2 mentioned in this col. against category 'A' shall also apply here.</p> <p>(b) Mileage allowance for journey to reach railway stations, bus-stand from duty point & vice-versa</p> <table border="1" data-bbox="648 159 964 774"> <thead> <tr> <th data-bbox="648 468 964 774">PLACE</th> <th data-bbox="648 159 964 468">RATES</th> </tr> </thead> <tbody> <tr> <td data-bbox="648 468 964 642">(i) Jaipur/Jodhpur/ Bikaner/Ajmer/ Udaipur/Kota.</td> <td data-bbox="648 159 964 642">Rs. 20 fixed charges.</td> </tr> <tr> <td data-bbox="648 642 964 774">(ii) All State capitals in India (except Jaipur) including Delhi.</td> <td data-bbox="648 642 964 774">Actual charges paid for 3 wheeler/taxi/scooter/ rail/tram/bus etc.</td> </tr> <tr> <td data-bbox="648 774 964 774">(iii) At other places</td> <td data-bbox="648 774 964 774">Rs. 1.80 per Km.</td> </tr> </tbody> </table> <p>Note : Note given below item (b) above in this col. against category 'A' shall also apply here.</p>	PLACE	RATES	(i) Jaipur/Jodhpur/ Bikaner/Ajmer/ Udaipur/Kota.	Rs. 20 fixed charges.	(ii) All State capitals in India (except Jaipur) including Delhi.	Actual charges paid for 3 wheeler/taxi/scooter/ rail/tram/bus etc.	(iii) At other places	Rs. 1.80 per Km.
PLACE	RATES									
(i) Jaipur/Jodhpur/ Bikaner/Ajmer/ Udaipur/Kota.	Rs. 20 fixed charges.									
(ii) All State capitals in India (except Jaipur) including Delhi.	Actual charges paid for 3 wheeler/taxi/scooter/ rail/tram/bus etc.									
(iii) At other places	Rs. 1.80 per Km.									
		<p>Note : Note given below item (b) above in this col. against category 'A' shall also apply here.</p>								

TRAVELLING ALLOWANCE RULES, 1962

Category of employees 1	Special rates 2	Ordinary rates 3
		<p>(c) Where a Board employee alights from a train/bus in order to catch a connecting train/bus from another railway station/bus stand, as the case may be, at a particular place enroute his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above.</p> <p>GENERAL NOTE (1) The procedure laid down in item 4 of the remarks column of Appendix 'A' shall apply in respect of refund of cancellation charges on un-used tickets issued by road transport.</p> <p>(2) Every employee who travels on duty in AC Deluxe including semi-deluxe upper class bus shall be required to attach the bus ticket or mention serial No. of bus ticket purchased by him in the T.A. bill.</p>

* The existing Appendix 'A' Pt. II substituted vide order No. PSEB/F & R/F/24 (20)/D. 24 dated 9.5.1988

¥ APPENDIX 'A'
(Part III)

Annexure-III

MILEAGE ALLOWANCE FOR THE TRAVEL BY AIR

1	2	3
<p>Eligibility</p> <p>1. Chairman Members of the Board, all Heads of Department and other officers in receipt of actual pay of Rs. 12000/- p.m. & above.</p> <p>2. Board nominees attending meeting of companies cooperative societies, Autonomous Bodies, Industrial or commercial corporation or any other corporate body or statutory organization may travel by Air, if the Company Body pay air expenses even though they are not entitled to travel by air under these rules.</p> <p>3. Officers in receipt of actual pay Rs. 10,000/- and above may undertake journeys Vayudoot Air Service within Rajasthan subject to the condition that the</p>	<p>One actual single fare and surcharge plus incidental charges equal to 20% of actual fare limited to 3/4th halting allowance.</p> <p>For journey to Delhi, Kanpur, State capitals (other than Jaipur) and seats of other Electricity Board incidental charges will be equal to 20% of standard fare.</p> <p>Note :</p> <p>1. The rate of halting allowance for the purpose of incidental charges shall be the rate of halting allowance indicated in col. 2 or 3 of Appendix B-1 at the place where journey ends. (Part-I)</p> <p>2. If more than one air journey or return journey is performed within 24 hours, the incidental charges for all</p>	<p>1. If Board employee not authorized to travel by air on tour, performs, journey by air, he may draw mileage allowance which would be admissible if he had travelled by rail or road.</p> <p>2. (i) Expenses incurred on booking air passage are not admissible except where actual expenses for travel by air are allowed in any case.</p> <p>(ii) All Board booking with National air line-viz. Indian Airlines Corporation and Air India International shall be made directly with them and not through travel agencies.</p> <p>3. The procedure laid down in item 4 remarks col. of Appendix A shall apply in respect of refund of cancellation charges on unused air tickets.</p>

TRAVELLING ALLOWANCE RULES, 1962

<p>1 Eligibility</p> <p>departmental vehicle should not be made to follow the officer when journey is performed by air and the subordinate officers will also not perform journey to that station by Board vehicle during that period. A certificate to this effect will be recorded by the officer on his T.A. claim.</p> <p>Note : The conditions stipulated for journey by Vayudoot Air Service will also be applicable when a journey is performed with in the sate by Indian Air Lines.</p>	<p>2</p> <p>journeys shall be restricted to one halting allowance.</p> <p>3. For combined journey by Air or by Rail or Road, millage allowance permissible for such journeys should be admissible except for surface transport included in Air fare.</p> <p>4. The amount of Bus fare charges by the Indian Air Lines for road journey from IAC office to Airport and vice-versa separately in addition to the Air fare shall not be admissible.</p> <p>5. Mileage allowance for journey to reach airport from duty point and vice versa within Rajasthan.</p> <p>(i) Jaipur and Udaipur Rs. 50/- fixed charges.</p> <p>(ii) Jodhpur and Kota Rs. 30/- fixed charges.</p>	<p>3</p>
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Annexure-IV

*** APPENDIX 'B'**
(Part I)

COMPOSITE RATE OF HALTING ALLOWANCE WITHIN THE STATE

Category	For all localities within the state except Jaipur	For Jaipur
A	40.00	40.00
B	25.00	30.00
C	19.00	25.00
D	13.00	19.00

Note :

1. Admissibility of Halting allowance is subject to the conditions mentioned in Rule 19 of RSEB T.A. Rules.

β APPENDIX 'B'
(Part II)

COMPOSITE AND SPLIT RATE OF HOLDING ALLOWANCE OUTSIDE THE STATE

Category	Daily allowance for halts at ordinary localities outside the State		Metropolitan cities and towns having population of more than 25 lakhs.		State capitals (other than Jaipur & Metropolitan cities) Hill Stations & towns having population of more than 10 lakhs.				
	Composite rates	Split rates	Composite rates	Split rates	Composite rates	Split rates			
		Daily Allowance	Loading Allowance	Daily Allowance	Loading Allowance	Daily Allowance	Loading Allowance		
1	2	3	4	5	6	7	8	9	10
1. Chairman & Members of the Board	60/-	40/-	Actuals	80/-	75/-	Actuals	80/-	75/-	Actual
2. Employees drawing pay of Rs. 16,400/- & above.	60/-	40/-	150/-	75/-	65/-	400/-	65/-	55/-	240/-
3. Employees drawing pay of Rs. 14,300/- & above but below Rs. 16,400/-	50/-	40/-	125/-	75/-	65/-	400/-	65/-	55/-	225/-
4. Employees									

TRAVELLING ALLOWANCE RULES, 1962

1	2	3	4	5	6	7	8	9	10
drawing pay of Rs. 12,000/- & above but below Rs. 14,300/-	45/-	35/-	100/-	65/-	55/-	300/-	55/-	45/-	180/-
5. Employees drawing pay of Rs. 10,000/- & above but below Rs. 12,000/-	45/-	35/-	100/-	65/-	55/-	300/-	55/-	45/-	175/-
6. Employees drawing pay of Rs. 8,000/- & above but below Rs. 10,000/-	40/-	30/-	75/-	60/-	50/-	200/-	50/-	40/-	120/-
7. Employees drawing pay of Rs. 6,500/- & above but below Rs. 8,000/-	40/-	30/-	60/-	60/-	50/-	175/-	50/-	40/-	90/-
8. Employees drawing pay of Rs. 4,000/- & above but below Rs. 6,500/-	35/-	25/-	40/-	55/-	45/-	125/-	45/-	35/-	75/-
9. Employees drawing pay below Rs. 4000/-	25/-	15/-	25/-	40/-	30/-	70/-	30/-	20/-	45/-

Note :

1. Admissibility of Halting Allowance is subject to the conditions mentioned in Rule 19 of RSEB T.A. Rules.
2. Conditions for drawing Halting Allowance at split rates.
 - (a) The split rates for Hotel accommodation charges shall be admissible only if an employee stays in a hotel/circuit house or any other institutions, which provide for lodging arrangements at Scheduled tariff and produces vouchers/receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of hotel accommodation are less than the ceiling prescribed in column 7 & 10 of this Appendix, actual charges paid for hotel accommodation shall only be admissible.
 - (b) No vouchers are to be presented for allowance for meals under column 6 & 9.
 - (c) If the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under col. 6 & 7 or 9 & 10 the actual charges paid shall only be admissible.
3. In case of stay at New Delhi in RSEB Guest House or a place other than a Hotel, halting allowance shall be admissible at the rates showing in col. 5 of this Appendix. In case accommodation is not available in the said house at New Delhi, the halting allowance shall be admissible at the split in rates prescribed for Delhi shown in col. 6 & 7 of this Appendix subject to the condition mentioned in Note 2 above. The officer claiming the Halting Allowance at split rates for New Delhi shall record a certificate on the T.A. claim to the effect that he actually stayed in Hotel due to non-availability of accommodation in the Guest House etc.
4. Actual taxi charges admissible under the RSEB T.A. Rules shall be in addition to Halting Allowance at split rates.

Ξ APPENDIX 'C'
(Part I)

TRAVELLING ALLOWANCE ADMISSIBLE TO BOARD'S EMPLOYEES ON TRANSFER

Category of Board employee	Mileage allowance by Rail		Mileage allowance by Road		Road Mileage allowance for journey between places not connected by rail or regular bus service		Cost of carriage of personal effects by rail or road	Remarks
	For Self	For Family	For Self	For Family	For Self	For Family		
1	2	3	4	5	6	7	8	9
Cat-egory -A	(i) Single fare ACC-II class or First class as the case may be, plus one additional fare of First class	One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare is actually paid as per Rly. Tariff Regulations.	(i) Two actual bus fares for a journey performed by Road in bus plus. (ii) Lump sum transfer grant of Rs. 700/-	One extra bus fare for each family member & half fare for each child accompanying him for whom full or half fare is actually paid.	Rs. 1.00 per Km. plus lump sum transfer grant of Rs. 700/-	Additional allowance @ Rs. 1.00 per Km. for the members of his family if the No. of Family is more than three other than self.	Rs. 4.50 per Km. Note : Rate shown in this column to cover cost of transportation of personal effects shall be admissible subject to production of rail way receipt or cash receipt is used by Railway or Road transport company/proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated the rate shown in this col. actual freight shall only be admissible.	(i) If a Board employee on transfer belonging to category 'A' & 'B' actually undertakes journey by rail in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail fare of the class actually used plus one extra full rail fare of the First class (excluding taxes, if any) in lieu of two rail fares indicated in item (i) under column No.2 of this Appendix.

TRAVELLING ALLOWANCE RULES, 1962

1	2	3	4	5	6	7	8	9
Cat-egory-B	(i) Single fare ACC-II class or First class as the case may be, plus one additional fare of First class	One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare is actually paid as	(i) Two actual bus fares for a journey performed by Road in bus plus. (ii) Lump sum transfer grant of Rs. 550/-	One extra bus fare for each family member & half fare for each child accompanying him for whom full or half fare is actually paid.	Rs. 1.00 per Km. plus lump sum transfer grant of Rs. 550/-	Additional mileage allowance @ Rs. 1.00 per Km. for the members of his family if the No. of Family is more than three other than self.	Rs. 2.25 per Km. (Note : given this col. against category 'A' shall also apply).	(ii) No road mileage allowance for the journey performed from the actual residence of the Board employees to railway station/bus stand or vice versa shall be admissible. (iii) A Board employee can not undertake journey in a hired/borrowed car on transfer. If he does so, he will get road mileage allowance at the rates indicated in col.4 of this Appendix.

TRAVELLING ALLOWANCE RULES, 1962

1	2	3	4	5	6	7	8	9
	(ii) Lumpsum transfer grant of Rs. 550/-	per Rly. Tarrif Regulations.						
Cat-egory -C	(i) Two fares of the second class plus (ii) Lumpsum transfer grant of Rs. 450/-	-do-	(i) Two actual bus fares for a journey performed by Road in bus plus. (ii) Lumpsum transfer grant of Rs. 450/-	-do-	Rs. 1.00 per Km. plus lumpsum transfer grant of Rs. 450/-	-do-	Rs. 1.15 per Km. (Note : given in this col. against category 'A' shall also apply).	-do-
Cat-egory -D	(i) Two fares of the second class plus (ii) Lumpsum transfer grant of Rs. 350/-	-do-	(i) Two actual bus fares for a journey performed by Road in bus plus. (ii) Lumpsum transfer grant of Rs. 350/-	-do-	Rs. 1.00 per Km. plus lumpsum transfer grant of Rs. 350/-	-do-	Rs. 1.00 per Km. (Note : given in this col. against category 'A' shall also apply here).	-do-

APPENDIX 'C'
(Part II)
TRAVELLING ALLOWANCE TO BOARD EMPLOYEES ON TRANSFER

Category of Board Employee	Cost of carriage of conveyance	remarks
1	2	3
Category 'A' & 'B'	<p>By Rail</p> <p>Actual cost of transportation of Motor car, Scooter, Moped or Motor Cycle (with or without a side Car) at owner's risk.</p> <p>Note :</p> <p>1. A Single second class fare is allowed to chuffer or cleaner actually employed for the motor car and if he actually travels by rail.</p> <p>2. The conveyance may be transported by passenger train or goods train at his option. In latter case, cost of packing and transporting the conveyance to and from goods shed or at the station of departure and arrival are allowed in addition to freight charges, provided the total amount claimed does not exceed the freight chargeable for</p>	<p>Following explanations are given for terms used in this Appendix :-</p> <p>(i) The term 'personal effects is not subject to definition but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.</p> <p>(ii) Charges for the transport of personnel effects and conveyance of a Board's employee on transfer will be admissible even if they precede him by a period not exceeding a months or follow him by a period not exceeding a months from the date of his relieve at his old station, Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of the Department</p>

TRAVELLING ALLOWANCE RULES, 1962

1	2	3
	<p>transporting conveyance by passenger train. 3. If distance between 2 stations is 400 Kms. or less and they are connected by metalled road.</p> <p>Allowance for transportation by road only for the aforesaid distance shall be admissible whether the vehicle is actually moved by rail or road.</p> <p>By Road</p> <p>1. If a Board employee transports Motor Car/ Scooter Moped or Motor cycle under its own power an allowance @1.30 paise per Km. for motor car and @Rs. 0.50 paise per Km. for motor cycle etc. is admissible for the distance between two stations by ordinary route. If the Board employee himself and/or any member (s) of his family travel (s) by the vehicle, he may in lieu of this allowance, draw railway fares which would have been admissible if the journey had been performed by rail, and if the two places are not connected by rail, the allowance in such a case shall be calculated at the special rates</p>	<p>under whose control the Board employee is serving for the time being.</p> <p>(iii) A member of Board employee's family who follows him within six months or precedes him.</p> <p>By not more than one month from the date of his relieve at his old station may be treated as accompanying him. These limits may be extended by the Head of Deptt. in individual cases attendant with special circumstances in respect of Board employees serving under his administrative control.</p> <p>When a Board employee, as a result of this transfer to a new station is obliged to move his family to same other station or when a Board employee and his family are at the time of transfer to a new station living in different places and he desires to move them to his new station or to some other station for reasons which the competent authority considers sufficient, then the Board employee shall receive the actual expenses of the journey which his family undertakes up to the date of the board employees relieve at his old station or within six months subsequent to the date. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head Deptt. In respect</p>

TRAVELLING ALLOWANCE RULES, 1962

1	2	3
<p>1</p> <p>Category 'C'</p>	<p>shown in column 2 of Appendix 'A' Pt. Ii, appended to these rules, but no separate road mileage allowance for family shall be admissible.</p> <p>2. If car is loaded in a truck, actual cost of transportation limited to freight charges by passenger train in respect of places connected by rail and an allowance @ Rs. 1 per Km. in respect of places not connected by rail but connected by road shall be admissible.</p> <p>1. Cost of carriage of motor cycle scooter/moped shall be admissible to a category 'C' employee.</p> <p>2. Actual cost of transportation of cycle at owner's risk shall be admissible, if he transports it, by road the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owner's risk shall be admissible.</p> <p>Note : Note 2 mentioned in this Col. under heading 'By Rail' against category 'A' and 'B' shall also apply here.</p>	<p>of Board Employee serving under his administrative control and that of Chairman in cases of the Head of Deptt. Himself.</p> <p>For the purpose of this rule the category of a Board employee will be determined with reference to the facts on the date of his transfer while the number of fares admissible will be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed, subject to the condition that no travelling allowance would be admissible in respect of a Member added to the family after the date of transfer.</p> <p>(iv) Children of Board employees who are studying in educational institutions at a place other than Board employees headquarters at the time of transfer shall be considered as members of Board</p>

TRAVELLING ALLOWANCE RULES, 1962

1	2	3
<p>Category 'D'</p>	<p>Actual cost of transportation of cycle at owner's risk shall be admissible. If he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for the carriage by rail at owner's risk, shall be admissible.</p> <p>Note : Note 2 mentioned in this Col. under heading 'By Rail' against category 'A' and 'B' shall also apply here.</p>	<p>employee's families for the purpose of travelling allowance Rules and they shall be entitled to T.A. from the place where they are studying to the new station limited to Rail/Road fare from old station to new station or actual Rail/Bus fare, whichever is less.</p> <p>(v) A Board employee who travels in Board's vehicle free of charge on transfer from one station to another shall get T.A. as follows :</p> <p>(1) If the family of Board employees travels with him :</p> <p>For Self : One mileage allowance for journey by Road at the rates given in col.4 of Appendix 'C'-I.</p> <p>For Family : No travelling allowance.</p> <p>(2) If a Board employee alone travels :</p> <p>For Self : One mileage allowance for journey by Road at the rates given in col. 4 of Appendix 'C'-I.</p> <p>For Family : As admissible under normal rules.</p>

TRAVELLING ALLOWANCE RULES, 1962

1	2	3
<p>(vi) Where both husband and wife are in Board' service and are transferred at the same time or within six months of his/her transfer from one and the same old station to another same new station, either of them shall only be entitled to transfer travelling allowance, the other Member (s) being treated as a Member of his/her family not in Board service on furnishing the certificate prescribed for this purpose as under :</p> <p>"Certificated that my wife/husband who is in service under the Board and who has been transferred fromto.....within six months of my transfer has not already claimed any transfer travelling allowance in consequence of his/her transfer.</p>		

No. JPD/CAO(ATR)AO/Rules/F.18/D.1534

dated 20.07.2011

ORDER

Sub- GoR's circular dated 17.05.2011, regarding reimbursement of Bus-Rail fare, to all the candidates called for interview.

Pursuant to the decision taken by the Co-ordination Committee in its 149th meeting held on 15.06.2011 and in exercise of powers conferred vide order No. JPD/CAO/Rules/F. 246/D. 4221 dated 11.12.2001, the Chairman & Managing Director has been pleased to adopt and circulate the Department of Personnel, GoR's circular No. F.8 (3) Karmik/Ka-2/ 2011 dated 17.05.2011 (copy enclosed), in the Nigam, being the policy of the State. Accordingly, it is directed to reimburse the Bus-Rail fare of to and fro journey from the residence (address for postal correspondence) to interview point, to all the unemployed candidates called for interview during direct recruitment process.

Sd/-
Chief Accounts Officer (ATR)

राजस्थान सरकार
कार्मिक (क-2) विभाग

क्रमांक पं. 8(3)कार्मिक/क-2/2011

जयपुर, दिनांक 17.05.2011

परिपत्र

विषय : साक्षात्कार के लिये अभ्यर्थियों को बुलाये जाने पर बस-रेल किराये की राशि के पुनर्भरण के संबंध में।

राज्य सरकार के अधीन विभिन्न विभागों, बोर्डों, निगमों, स्वायत्तशासी संस्थाओं इत्यादि में विभिन्न पदों पर की जाने वाली सीधी भर्ती प्रक्रिया में साक्षात्कार का प्रावधान होता है। तदनुसार अभ्यर्थी साक्षात्कार हेतु राजस्थान लोक सेवा आयोग एवं संबंधित विभागों, बोर्डों, निगमों, स्वायत्तशासी संस्थाओं द्वारा निर्धारित साक्षात्कार स्थल पर अपने स्वयं के खर्च पर उपस्थित होते हैं।

राज्य सरकार द्वारा यह निर्णय लिया गया है कि राज्य सरकार के अधीन विभिन्न विभागों, बोर्डों, निगमों, स्वायत्तशासी संस्थाओं में जिन पदों पर भर्ती हेतु साक्षात्कार का प्रावधान है, उन पदों पर भर्ती प्रक्रिया के दौरान साक्षात्कार हेतु बुलाये जाने पर प्रार्थी के निवास स्थान (पत्र व्यवहार का पता) से साक्षात्कार स्थल तक आने-जाने हेतु लघुतम मार्ग का बस का साधारण किराया या रेल का द्वितीय श्रेणी के साधारण किराये के बराबर राशि, जिससे वास्तविक यात्रा की हो, का पुनर्भरण किया जा सकेगा।

यदि अभ्यर्थी का निवास स्थान तथा पत्र व्यवहार का पता अलग-अलग है तो उसे पत्र व्यवहार के पते से किराये का पुनर्भरण देय होगा। यह सुविधा सभी वर्गों के बेरोजगार अभ्यर्थियों को देय होगी।

राजस्थान लोक सेवा आयोग अथवा किसी भी अन्य राजकीय विभाग, निगम, बोर्ड में नवीन नियुक्ति हेतु साक्षात्कार के लिए बुलाये जाने पर, सभी वर्गों के बेरोजगार अभ्यर्थियों को, बस-रेल किराये की राशि के पुनर्भरण के प्रस्ताव के क्रम में राशि का भुगतान सा.वि.ले.नि. के भाग-I के नियम 74 के अनुसार स्थाई पेशगी से नकद किया जा सकता है। यदि किसी विशेष विभाग में भुगतान की राशि ज्यादा हो तो सा.वि.ले.नि. भाग-III के आईटम 26 (ii) के अनुसार राशि का अग्रिम आहरण कर भुगतान किया जा सकता है।

TRAVELLING ALLOWANCE RULES, 1962

उक्त पुनर्भरण निम्न शर्तों के अध्यक्षीन देय होगा-

1. किराये की पुनर्भरण राशि का भुगतान करने से पूर्व अभ्यर्थी के बेरोजगार होने का घोषणा पत्र (Undertaking) साधारण कागज पर प्राप्त किया जावे।
2. यदि अभ्यर्थी निकटतम रेलवे स्टेशन या बस स्टेशन तक पहुँचने के लिये टैक्सी या अन्य साधन से यात्रा करता है, तो उसका किराया देय नहीं होगा।
3. अभ्यर्थी को निवास स्थान से गंतव्य स्थान का रेल/बस का टिकिट प्रस्तुत करना अनिवार्य होगा। यदि किसी कारण से टिकिट प्रस्तुत किया जाना संभव न हो तो कोई सादे कागज पर यात्रा करने का लिखित में घोषणा पत्र (Undertaking) प्राप्त किया जावे।

यह आदेश जारी होने की तिथि से प्रभावी होंगे।

यह आदेश वित्त विभाग की आई.डी. संख्या 101101311 दिनांक 15.05.2011 से प्राप्त सहमति के क्रम में जारी किये जाते हैं।

ह./-

प्रमुख शासन सचिव

TRAVELLING ALLOWANCE RULES, 1962

JPD/6-36

No. JPD/CAO/Rules/TAF(236)/D.3700

Jaipur, dated 01.11.2001

ORDER

Sub- Sanction for air travel and journey(s) outside the state (except Delhi) in emergency in the interest of Company.

The Board of Directors in its 14th meeting held on 20.10.2001 decided to authorise, the Chairman & Managing Director in consultation with FA&COA/CAO to sanction the journey required to be performed in emergency and in the interest of the Company by Air and journey(s) outside the State (except Delhi).

Sd/-
Dy. Secretary (Administration)