

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE**

**THE PUNJAB CIVIL SERVICES RULES**

**Volume III**



**TRAVELLING ALLOWANCE RULES**

**Fifth Edition**

**(As amended up to 31<sup>st</sup> January, 2016)**

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CHANDIGARH**

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## **PREFACE TO THE FIFTH EDITION**

The fifth edition of the Punjab Civil Services Rules, Volume III incorporates all amendments made up to the 31st January, 2016.

2. Suggestions for making corrections and improvements may kindly be forwarded to the Department of Finance.

Dated Chandigarh,  
The 18th February, 2016.

**D. P. REDDY,**  
Additional Chief Secretary,  
Government of Punjab,  
Department of Finance.

## PREFACE TO THE FOURTH EDITION

The fourth edition of the Punjab Civil Services Rules, Volume III incorporates all amendments made up to the 31st March 1984.

2. Suggestions for making corrections and improvements may kindly be forwarded to the Department of Finance.

Dated Chandigarh  
The 2<sup>nd</sup> May, 1984.

G. BALAKRISHNAN,  
Secretary to Government of Punjab,  
Department of Finance.

## PREFACE TO THE THIRD EDITION

This is an up-to-date compilation of the Punjab Civil Services Rules Volume III. All the corrections and amendments made to the various Rules upto 1<sup>st</sup> October, 1976 have been incorporated in it. The material, which had become obsolete with the passage of time, has been omitted, rules have been rationalised and consequential changes, where required, due to (a) Re-organisation of Punjab, (b) upon the re-designation of some posts, (c) revision of pay-scales and (d) reclassification of railway accommodation as a result of the abolition of III Class railway accommodation, have been suitably incorporated.

2. Suggestions for making this edition more useful, for corrections of errors and rectifying of omissions, if any, may be sent to the Finance Department.

S.P. BAGLA  
Commissioner for Finance and  
Secretary to Government, Punjab  
Finance Department.

## PREFACE TO THE SECOND EDITION

This brings the compilation up-to-date. It incorporates correction slips Nos. 1 to 58 and Amendments 1-12 of 1965, issued to the First Edition (Second Reprint) and is printed to meet further demand for copies of these Rules.

2. It is requested than any errors or omissions found in this Volume may kindly be brought to the notice of Heads of Departments, who will please submit their proposals to the Finance Department through Administrative Department concerned.

K.S. NARANG  
Secretary to Government, Punjab,  
Finance Department.

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**THE PUNJAB CIVIL SERVICES RULES**  
**VOLUME III**

**TRAVELLING ALLOWANCE RULES**

**CHAPTER 1–DEFINITIONS**

**1.1.** (a) Except as provided in clause (b) below and unless there is anything repugnant in the subject or context, the terms defined in Chapter II of Volume I (Part I) of these Rules have the same meaning and implications when used in this Volume.

(b) The term ‘Head of Department’ as used in this Volume means the authority shown in Appendix–C to the Punjab Budget Manual in respect of the Government employees whose pay is debited to the corresponding head of account in the Appendix, with the following exceptions: –

- (1) The Governor is Head of Department with respect to himself and his personal staff.
- (2) Commissioners are Heads of Departments with respect to the Government employees whose pay is debited to the group heads “Commissioners” and “District Administration”. Commissioners are also Heads of Departments with respect to Government employees whose pay is debited to the head “2029–Land Revenue–102–Survey and Settlement Operations” for purposes of note 1 below rule 2.20.
- (3) Deputy Commissioners are Heads of Departments with respect to the I.A.S. and P.C.S. Officers serving under them in the matter of performance of journey beyond their sphere of duty for attending courts as witnesses in their official capacity.
- (4) A competent authority may appoint any other authority to exercise the powers of a Head of Department.

## CHAPTER 2—TRAVELLING ALLOWANCE RULES

### SECTION I—GENERAL

#### General Rules

**2.1.** The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government employees: –

- (a) Permanent travelling allowance.
- (b) Conveyance and horse allowance.
- (c) Mileage allowance.
- (d) Daily allowance.
- (e) The actual cost of travelling.

The nature of these allowances and the method of calculating them are explained in the subsequent Sections.

**Note.**—The term “mileage allowance” wherever used will have reference to allowance admissible for a kilometre.

**2.2. Travelling allowance calculated with reference to the purpose of the journey.**—The travelling allowance admissible to a Government employee for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in Sections VII to XX.

A competent authority may direct a Government employee to perform a journey in the interest of the public service for any purpose not specified in these Rules. The travelling allowance in such a case will be that admissible for a journey on tour, unless a special rate is sanctioned by a competent authority.

**Note.**—A list of special orders passed under this rule is given in **Appendix–O**.

**2.3. Recovery of cost of transporting Personal luggage, etc.**—Unless in any case it be otherwise expressly provided in these Rules, a Government employee making a journey for any purpose is not entitled to recover from Government the cost of transporting his family, servants, personal luggage, conveyances, tents and camp equipage.

**2.4. Revision of travelling allowance due to promotion or reversion.**—A Government employee’s claims to travelling allowance should be regulated by the Rules in force at the time the journeys in respect of which they are made, are undertaken. The travelling allowance of a Government employee, who is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of the promotion or reversion or grant of increased rate of pay and that on which it is notified, except where the notification implies a change of duties.

In the case of all bills audited before the notification appears, the audit officer should be guided by the facts officially known at the time, but in the case of travelling allowance bills not presented or audited before the promotion is gazetted, there is no objection to the audit office recognising the retrospective effect of the notification.

## SECTION II—PERMANENT TRAVELLING ALLOWANCE

**2.5. Conditions of grant.**—A permanent monthly travelling allowance may be granted by a competent authority to any Government employee whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within Government employee's sphere of duty and is drawn all the year round, whether the Government employee is absent from his headquarters or not. The allowance is calculated so as not to exceed the average amount which would be drawn under rules 2.40 to 2.49 in sub-sections (ii) and (iii) of Section VII by a Government employee of the same grade. The authority granting the allowance may attach to it the condition of a conveyance being maintained.

**Note.**—The posts carrying the permanent monthly travelling allowance, shall be such as given in **Appendix-B**.

**2.6.** In order to prevent permanent travelling allowance being turned into a source of profit, a controlling officer may in any month reduce the amount of allowance if, in his opinion, a Government employee is neglecting the due performance of the duties for which he receives the allowance. This power should be used with due regard to the fact that the allowance is based on an average of the whole year, and, therefore, the allowance should not be reduced with reference to touring done in any single month but on evidence of habitual neglect of touring and after the Government employee has been warned. If the condition is attached that a conveyance should be maintained, controlling officers should also from time to time satisfy themselves that this is fulfilled. All bills for fixed travelling allowance mentioned in **Appendix-B** which are specifically subject to a means of conveyance being actually kept, must be supported by a certificate to the effect that the means of conveyance in respect of which allowance is claimed, is his own property and was maintained at the station of duty during the period from \_\_\_\_\_ to \_\_\_\_\_ for which fixed travelling allowance is claimed.

**Note.**—If the means of conveyance ceases to be actually kept, it shall be replaced within one month or the fixed travelling allowance shall cease to be drawn with effect from the date on which the means of conveyance ceased to be kept.

**2.7. When inadmissible.**—A permanent travelling allowance may not be drawn during joining time, or unless in any case it be otherwise expressly provided in these Rules, during any period for which travelling allowance of any other kind is drawn. The extent to which it can be drawn during leave is governed by Rules contained in

Chapter V of Volume I (Part I) of these Rules. For periods of temporary duty, it can be drawn with the sanction of competent authority.

**Note 1.**—Zilladars in the Public Works Department, Irrigation Branch, deputed to undergo a course of training at the Agricultural College or required to undergo training in the work of Kanungo or Naib-Tehsildar and Naib-Zilladars who are Zilladar candidates, when deputed to undergo training in the Civil Department may draw the permanent travelling allowance during the course of their training: provided they actually maintain conveyances, and the authority sanctioning the deputation certifies that on the expiry of the period of training they are likely to return to posts to which the allowance is attached.

**Note 2.**—(i) Excise and Taxation Inspectors in receipt of permanent travelling allowance on the condition of maintaining a conveyance when deputed to undergo a course of training at any of the distilleries or breweries, may draw their permanent travelling allowance during the course of their training, provided that:—

(a) the period of training does not in any one case exceed three months without the previous sanction of Government;

(b) the Deputy Excise and Taxation Commissioner certifies that the Inspector maintained a conveyance during the period of training; and

(c) the certificate of the likelihood of the Inspector to return to post to which the allowance is attached is recorded in the original orders of his being placed on training.

(ii) Other Excise and Taxation Inspectors will not, however, be allowed to draw permanent travelling allowance while under such training. They may draw travelling allowance at tour rates for journeys performed for joining and leaving the places of training plus halting allowance at the rate prescribed under these rules: provided that the period of training does not in any one case exceed three months without the previous sanction of Government.

**Note 3.**—When permanent travelling allowance is subject to the condition of keeping a conveyance, it may be drawn during joining time provided:—

(a) the conveyance was maintained in the post from which the Government employee concerned is transferred and is actually maintained during joining time; and

(b) the Government employee proceeds to join a post in which the maintenance of such conveyance is necessary for the proper discharge of his duties.

If the rate of permanent travelling allowance in the new post differs from that attached to the old post, the lower of the two rates will be admissible during joining time.

**2.8. Combination of posts.**—When a Government employee holds, either substantively or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance not exceeding the total of all the allowances, as the competent

authority may consider to be necessary in order to cover the travelling expenses which he has to incur.

**2.9. Travelling allowance in addition to or in exchange for permanent travelling allowance.**—A Government employee in receipt of permanent travelling allowance may not draw any other travelling allowance in place of, or in addition to, permanent travelling allowance, provided that a competent authority may permit:

- (1) a Government employee or class of Government employee to draw, in addition to permanent travelling allowance, single fare for a journey by rail;
- (2) by general or special orders, a Government employee whose sphere of duty extends beyond the limits of a single district to draw, in addition to permanent travelling allowance, whenever his actual travelling expenses for a duly authorized journey by public conveyance exceed double the amount of his permanent travelling allowance for the period occupied in such journey, the difference between such double permanent travelling allowance and the mileage allowance calculated for the journey;
- (3) by general or special orders, a Government employee to draw, in addition to permanent travelling allowance, mileage by rail for a journey expressly authorised by a specified authority;
- (4) by special or general orders, a Government employee or class of Government employees, to draw in addition to or in lieu of permanent travelling allowance mileage by road or actual expenses for a journey expressly authorised by a specified authority. Such order will be given only in very exceptional circumstances when there is clear proof that the permanent travelling allowance was not intended to cover the particular journeys for which the concession is asked.

**2.10. Mileage allowance in addition to permanent travelling allowance.**—When a Government employee in receipt of permanent travelling allowance, travels on duty with proper sanction, beyond his sphere of duty, he may draw (a) mileage allowance by rail for the whole journey, and (b) mileage by road for such portion of the journey, including such part of it as is within his sphere of duty, as is in excess of 32 kilometres. This rule does not apply to a Government employee who travels beyond his sphere of duty in the course of journey from one place within that sphere to another such place. In addition, he may draw permanent travelling allowance for any day of his absence for which no mileage allowance is drawn.

### SECTION III—CONVEYANCE ALLOWANCES

**2.11. Conditions of.**—A competent authority may grant, on such conditions as it thinks fit to impose, a monthly conveyance allowance to any Government employee

who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance. Where circumstances require it, a competent authority may grant a daily conveyance allowance under this rule.

**Note 1.**—The posts carrying monthly conveyance allowances shall be such as given in **Appendix–C**.

**Note 2.**—The pay of a Government employee is supposed to include the cost of upkeep of such means of conveyance as are necessary for his ordinary duties and the same is in accordance with his official status. Therefore, only in few exceptional cases, should the claim for a conveyance allowance be admitted. After conveyance allowance has been granted, it is not necessary to enquire in what precise manner it is being spent as long as the Government employee moves about adequately in the discharge of his duties and fulfils the conditions imposed by the competent authority while sanctioning the conveyance allowance.

**2.12. When drawn.**—Except as otherwise provided in these Rules or in Appendix–C and unless the authority sanctioning it otherwise directs, a conveyance allowance is drawn all the year round, and is not forfeited during absence from headquarters and may be drawn in addition to any other travelling allowance admissible under the Rules:—

Provided that the T.A. of a Government employee who is in receipt of a conveyance allowance specifically granted for the upkeep of a motor car or motor cycle, for the journeys beyond a radius of 8 kilometres from headquarters, shall be regulated as under:—

- (a) if performed by railway, conveyance allowance may be drawn in addition to T.A. (daily allowance or railway mileage) that may be admissible;
- (b) if performed by road, only the conveyance allowance will be admissible but the Government employee may at his option exchange it (at the rate of 1/30th for each day) for any T.A. (daily allowance or road mileage) that may be admissible to him under the Rules;
- (c) if performed partly by rail and partly by road, conveyance allowance may be drawn in addition to T.A. (daily allowance or railway mileage) but the officer may at his option draw railway mileage and exchange the conveyance allowance (at the rate of 1/30th for each day) for road mileage or daily allowance that may be admissible to him under the Rules; and
- (d) if performed by Government vehicle provided to him free of cost, the Government employee will have the option either not to claim any T.A. or to claim daily allowance admissible for journeys by Government vehicles under rule 2.100 and 2.105 after deducting 1/30th of his conveyance allowance.

**Note 1.**—It is open to the controlling officers to reduce the conveyance allowance in any month if the Government employee appears to be neglecting the duties for the performance of which the allowance was granted and in so doing they should bear in mind the conditions mentioned in rule 2.6.

**Note 2.**— Omitted.

**2.13. During leave or joining time.**—A conveyance allowance may be drawn during joining time if (a) the conveyance was maintained in the post from which the Government employee concerned is transferred and is actually maintained during joining time, and (b) the Government employee concerned proceeds to join a post in which the maintenance of such conveyance is necessary for the proper discharge of his duties. Its drawal during leave is governed by Rules contained in Chapter V of Volume I (Part I) of these Rules. During joining time granted after leave, the grant of conveyance allowance will be subject to the condition that it was admissible and drawn during leave. A conveyance allowance can only be drawn for periods of temporary duty, other than in a post for which it has been sanctioned when ordered by the competent authority.

**Note 1.**— A proportionate amount of conveyance allowance, granted on condition that a motor car or motor cycle is maintained, may be drawn during joining time if the Government employee certifies that he continued to maintain the vehicle, that the amount claimed was spent by him on garage hire or wages to staff or both for the period for which the amount is claimed and that the vehicle was not during that period in use by anybody.

**Note 2.**—A conveyance allowance to which the condition of maintaining a cycle is attached, will not be drawn during joining time as no expense is incurred on the maintenance of a cycle when not in use.

**Note 3.**—No allowance shall be drawn for Head Constables and Constables sick or on leave, except to meet expenditure actually incurred on the feeding, shoeing and maintenance of the animals and for Chanda Subscriptions for the period of absence of the men concerned.

**Note 4.**—Mounted Police Officers proceeding on earned leave or undergoing promotion courses at the Punjab Police Academy, Phillaur, and Sub Inspectors when posted to the mobile patrols, who are in possession of horses or camels shall hand over their mounts to the Lines Office or the Officer in charge of the Mounted Police who shall be responsible for the feeding and keeping of such animals under the supervision of a Group 'A' or Group 'B' Officer. No conveyance allowance shall be drawn for them for the period of their absence on leave or training at the Punjab Police Academy, Phillaur and in the case of Sub Inspectors when posted to the Mobile Patrol except to meet expenditure actually incurred on the feeding, shoeing and maintenance of animals which should in no case exceed the conveyance allowance admissible in each case. The accounts shall be kept in the relevant form prescribed in the Police Rules. Such horses and camels shall be looked after and may be used for instruction duty by mounted upper subordinates under orders of the Group 'A' or Group 'B' Officer in supervisory charge. In such cases, responsibility for loss or injury by misconduct or neglect shall rest with the

officer so ordered to look after or use the animal provided that no policeman shall be held responsible for more than one animal at a time. Where, however, adequate accommodation for horses and syces is not available in the Police Lines, the Superintendent of Police may authorise such officers to make their own arrangements for the care and maintenance of animals and draw the prescribed conveyance allowance admissible to each of them. Assistant Sub-Inspectors are not mounted Police Officers and exempted from the operation of this rule.

**Note 5.**—Subordinates of the Public Works Department, Buildings and Roads and Irrigation Branches, deputed to attend the reinforced concrete class at the Government School of Engineering may draw the conveyance allowance during the course of their training; provided they actually maintain conveyance, and the authority sanctioning the deputation certifies that on the expiry of the period of training the subordinates are likely to return to posts to which the conveyance allowance is attached.

**2.14.** All conveyance allowances are except where otherwise specifically exempted in Appendix—C, subject to the means of conveyance being actually kept and a certificate to the effect that the conveyance in respect of which allowance is claimed is his own property, and was maintained at the station of duty during the period from ... to ... must be attached to each bill on which the allowance is drawn.

**Note.**—If the means of conveyance ceases to be actually kept, it shall be replaced within one month or the conveyance allowance shall cease to be drawn with effect from the date on which the means of conveyance ceased to be kept.

#### SECTION IV—GRADES OF GOVERNMENT EMPLOYEES

**2.15.** The Government employees are divided into following five grades, namely:—

TABLE

<b>Grades of Government employees</b>	<b>Grade Pay in rupees</b>
First	10,000 and above
Second	7,600 and above but less than 10,000
Third	5,400 and above but less than 7,600
Fourth	3,800 and above but less than 5,400
Fifth	Below 3,800.

**Exception.**— The Judicial Officers of the State Government are divided into the



following three grades, namely: –

<b>Designation of the Judicial Officer</b>	<b>Grade</b>
District Judge (Super Time Scale) District Judge (Selection Grade) District Judge (Entry Level)	First
Civil Judge (Senior Division)	Second
Civil Judge (Junior Division)	Third.

**Note 1.**—The grade to which a retired Government employee belongs on his re-employment, shall be determined from the grade pay he received on the date of his retirement or the grade pay of the post to which he is re-employed, whichever is lower.

**Note 2.**—The grade of a probationer, shall be determined from the grade pay of the post, to which he is appointed.

**2.16. Government employees in transit from one post to another.**—A Government employee in transit from one post to another, would rank in the grade to which the lower of the two posts would entitle him.

**2.17. Part-time Government employees, etc.**—A Government employee whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

The following part-time Government employees are included in the grades shown against each:—

- |     |  |          |
|-----|--|----------|
| (1) | Assistant to the Advocate-General  | Grade I  |
| (2) | Assistant Legal Remembrancer   | Grade I  |
| (3) | Administrator-General and Official Trustee   | Grade II |
| (4) | Departmental Sub-Registrars  | Grade II |
| (5) | Chairmen and members of Debt Conciliation Boards constituted under the Relief and Indebtedness Act.  | Grade II |
| (6) | Government Pleaders and Public Prosecutors are included in the appropriate grades according to their pay, as if they were whole-time Government employees. |          |

**SECTION V-DAILY AND MILEAGE ALLOWANCES****(i) General**

**2.18. Definition of daily allowance and the rule as to its drawal.**—A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by a Government employee in consequence of such absence:

Provided that the daily allowance at full rate shall be admissible only if the absence of the Government employee from the headquarters is for a period of not less than six hours subject further to the condition that the distance travelled exceeds twenty-five kilometres from the headquarters:

Provided further that daily allowance can be drawn by a Government employee if his duty requires him to travel and may not be drawn except while on tour:

Provided further that if a Government employee is on tour to a place at the distance exceeding eight kilometres but not exceeding twenty-five kilometers from the headquarters, it shall be treated as a local journey and the daily allowance in such cases shall be,—

- (i) half of the normal rate irrespective of the period of absence, if the employee returns to the headquarters on the same day; and
- (ii) at full rate, if the employee stays out for night.

**2.19. Definition and principles of calculation of mileage allowance.**—A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey on the following principles:—

- (a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes 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, mileage allowance should be calculated on the route actually used.
- (b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt a competent authority may decide which shall be regarded as the shortest of two or more routes.
- (c) If a Government employee travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on

the route actually used.

**Note 1.**—Where the question is merely one of measurement of routes, Commissioners of Divisions can issue a correction slip to the Polymetrical Tables which, for practical purposes shall be taken as a declaration of the shortest routes under the above Rules.

**Note 2.**—The following road routes shall be regarded as the shortest routes for purposes of travelling allowance:—

- (i) Between Chandigarh and Roop Nagar.
- (ii) Between Chandigarh and Patiala.
- (iii) Between Muktsar and Malout.
- (iv) Between Hoshiarpur and Nangal.

**Note 3.**—When journey is performed between places partly connected by rail, and partly not so connected, a Government employee shall draw the actual fare.

**2.20. Special concessions.**—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 cheapest: provided that the journey is actually performed by such routes.

**Note 1.**—When road mileage is claimed for a journey between places connected by rail, the competent authority should decide whether the full rate of T.A. be passed in such a case or whether it should be limited to what would have been admissible if the officer had travelled by rail in the ordinary way. The principle which should be followed in deciding such questions is whether any real public interest was served by the road journey which would not have been served had the officer travelled by rail, such as the saving public time or inspection work. In cases where road mileage is allowed, a certificate giving brief reasons for doing so should be recorded by the competent authority on the T.A. bill. If the Government employee concerned is himself a Competent Authority or Secretary to Government, the certificate should be recorded by the next senior Administrative Officer, if any, or by the Chief Secretary. In the case of the Secretary, Punjab Vidhan Sabha Secretariat, the required certificate should be recorded by the Speaker.

**Note 2.**—When the Governor travels by road, members of the personal staff accompanying him are permitted to travel by road between stations connected by rail.

**2.21.** A journey on transfer is held to begin or end at the actual residence of the Government employee concerned. Any other journey (excluding a journey of the type referred to in the Note below) is held to begin or end in any station at the duty point in that station.

Explanation: For the purposes of this rule ‘duty point’ at the headquarters means the places or office where a Government employee remains on duty, i.e., the place of office of employment at the headquarters. As for outstations the duty point shall be taken to be the place of office visited by the Government employee on duty. Where

there are two or more such points at an outstation, the following shall be taken as the duty point:—

- (a) If the Government employee reaches that station by rail, steamer or air, the point which is farthest from the railway station, harbour (or jetty) or the airport, as the case may be; and
- (b) If he reaches that station by road, the point which is farthest from the point where the journey to that station commenced.

**Note.**—Where a journey commences/ends at a station which is neither the Government employee's headquarters nor his place of duty, it may be treated to have commenced/ended at his residence.

**2.22.** A Government employee is required to travel by the class of accommodation for which travelling allowance is admissible to him. The provisions of all rules regulating mileage allowance contained in these Rules are subject to the condition that if a Government employee travels in a lower class of accommodation, he shall be entitled to the fare to the class or accommodation actually used.

**2.23. Different rates of different classes of journeys.**—Mileage allowance is differently calculated, as shown in the following rules, according as the journey is, or could be made by railway, by sea or river steamer or by road, or by air.

**(ii) Rate of Daily and Mileage Allowances**

**2.24. A—Entitlement to travel by Rail**

The entitlement of a Government employee to travel by rail shall be as under, namely: —

TABLE

Grade of Government employees	Entitlement
First	First Class Air-Conditioned or Executive Class
Second	First Class or Air-Conditioned Chair Car or Air-Conditioned two tier sleeper
Third	First Class or Air-Conditioned Chair Car or Air-Conditioned three tier
Fourth and Fifth	Second Class sleeper

**Note.** — The cost of reservation and sleeper shall be reimbursed.

**Note 1.**—(a) Any other officer, who wishes to travel by air-conditioned accommodation will himself pay the difference in fares between the air-conditioned accommodation and class to which he is entitled to travel.

(b) All officers eligible to travel by First Class, may travel at their discretion, by rail-motors between Kalka and Shimla on tour and transfer.

**Note 2.**—If a Government employee mentioned in Note 1(b) above travels by a train which does not provide the class of accommodation to which he is entitled, he may be allowed to draw a single railway fare for the next higher class, provided the journey is actually performed by the higher class and the Controlling Officer attaches a certificate to his Travelling Allowance bill to the effect that it was necessary in the public interest for him to travel by that train.

**Note 3.**—When ‘through booking’ involves the payment for part of a journey at rates for accommodation of class higher than that to which the Government employee concerned is entitled, the Government employee may draw a single railway fare for the whole journey at the rate at which he is actually required to pay for the ‘through booking’.

**Note 4.**—Financial Commissioners and Chief Secretary are entitled to reserve by requisition one First Class Coupe (not air-conditioned) or failing that one ordinary First Class compartment (not air-conditioned) when making journeys by rail on duty of over six hours duration or journeys any part of which falls between the hours of 11.00 P.M. and 6.00 A.M.,—vide rule 2.91.

**Note 5.**—When a Government employee entitled to travel in a higher class by rail, travels in Second Class and pays the extra charges for sleeping accommodation provided by the railways for Second Class passengers during night journey, the Controlling Officer may allow the fare of the accommodation actually spent inclusive of charges for the reservation and sleeper.

**Note 6.**— Omitted.

### **B –Entitlement to travel by Sea or River Steamer**

The entitlement of a Government employee to travel by Sea or River Steamer shall be as under, namely:—

TABLE

<b>Grade of Government employees</b>	<b>Entitlement</b>
First	Highest class.
Second	If there are two classes, the highest class; and if there are three classes, then middle or second class.
Third and Fourth	If there are two classes only, the lower class; and if there are more than two classes, then the middle or second class, and if there be four classes, then the third class.
Fifth	Lowest class.

**B1–The Entitlement to travel by Road**

A Government employee shall have the option to travel by any mode of road transport i.e. by air-conditioned bus, deluxe bus or ordinary bus subject to the payment of actual charges or maximum railway fare of the entitled class, whichever is less. In the case of stations not directly connected by rail, the entitlement to travel by road transport, shall be as under, namely:–

TABLE

<b>Grade of Government employees</b>	<b>Entitlement</b>
First and Second	Actual fare by any type of public bus OR At the rates prescribed by the Transport Department of air-conditioned taxi when the journey is actually performed by air-conditioned taxi OR Actual fare for journey by autorickshaw
Third	Same as for the first and second grade employees with the exception that journey by air-conditioned taxi will not be permissible OR At the prescribed rates for taxi or autorickshaw or own scooter or motor cycle or moped
Fourth and Fifth	Actual fare by ordinary public bus OR At the prescribed rates for autorickshaw or own scooter or motor cycle or moped

**C– Daily Allowance**

(1) The classification of cities for grant of Travelling Allowance, shall be as under, namely:–

TABLE

Serial No.	Population	Class of city
(1)	Cities with population of 50 lakhs and above.	A1
(2)	Cities with population of 20 lakhs and above but less than 50 lakhs.	A2
(3)	Cities with population of 10 lakhs and above but less than 20 lakhs.	B1
(4)	Cities with population of 5 lakhs and above but less than 10 lakhs.	B2

**Note.**– Shimla shall be treated as B1 city irrespective of its population.

(2) The revised rates (in rupees) of Daily Allowance at Hotel-rates and Non-Hotel rates at different places, shall be as under, namely: –

TABLE

Grade of Government employees	A1 city		A2 city		B1 city		B2 city and all other places	
	Hotel rates	Non-Hotel rates	Hotel rates	Non-Hotel rates	Hotel rates	Non-Hotel rates	Hotel rates	Non-Hotel rates
First	800	400	640	320	480	240	320	160
Second	700	300	560	240	420	180	240	120
Third	450	250	360	200	270	150	180	100
Fourth	380	200	300	160	230	120	150	80
Fifth	300	150	240	120	180	90	120	60

(3) The maximum rates (in rupees) per day for re-imbusement of expenses incurred by an employee on accommodation for staying in hotels or tourist bungalows while on tour outside Punjab and Chandigarh on production of receipts, shall be as

under, namely :—

TABLE

<b>Grade of Government employees</b>	<b>Entitlement of Hotel Accommodation</b>			
First	Re-imburement of actual expenditure towards rent of a normal single room in a hotel of a category not above 5 star.			
Second	Re-imburement of actual expenditure incurred towards rent of a normal single room in a hotel of category not above 3 star.			
	Any hotel room upto Rupees per day			
	A1 city	A2 city	B1 city	B2 city/other places
Third	800	600	500	400
Fourth	500	400	300	200
Fifth	300	200	150	100:

Provided that in the case of tour of a Government employee at New Delhi or Shimla, the re-imburement of expenditure on hotel accommodation and Daily Allowance (at hotel rates), shall be admissible only if no accommodation is available in Punjab Bhawan or Circuit Houses or Rest Houses, as the case may be, at these places.

**Exceptions.—**

(1) Omitted.

(2) When a Government employee who, while on tour, is allowed free board and lodging at the expense of the Central Government or State Government or an autonomous industrial or commercial undertaking or corporation or a statutory body or a local authority, in which Government funds have been invested or in which Government have any other interest may draw only one-fourth of the daily allowance admissible to him at the station concerned. If only board or lodging is allowed free to such a Government employee he may draw daily allowance at one-half of the admissible rate. The same rate of daily allowance will be admissible to Government employees on tour in Pakistan when they are treated as State Guests.



**D–Mileage Allowance for Travel by Road**

The different rates (in rupees) of road mileage (per kilometre) for various kinds of conveyances shall be as under, namely: –

TABLE

Grade of Government employees	Own Motor Car	Own Motor Cycle or Scooter	Ordinary Cycle	Other means of conveyance	
				Taxi	Others
1	2	3	4	5	6
First	6.00	2.40	1.20	7.00	6.00
Second	6.00	2.40	1.20	7.00	6.00
Third	6.00	2.40	1.20	7.00	6.00
Fourth	-	2.40	1.20	-	3.00
Fifth	-	2.40	1.20	-	3.00

**Note 1.**–The rates prescribed for motor-car in the above table apply to journeys performed by a Government employee in his own car or a full taxi, motor omnibus, motor lorry, but not in the case of journey performed in Government-owned car or in another officer's car if the Government employee does not bear the charges of its propulsion.

**Note 1-a.**–Government employees of grade II are not ordinarily expected to perform journeys by motor-car and accordingly for such journeys they should not draw mileage in excess of the rate prescribed for other means of conveyance. The mileage allowance for motor-car only be drawn by such officers when it is certified by the controlling officer concerned that it was absolutely necessary in the public interest that the journey should have been performed by a motor-car.

**Note 2.**–Travelling by road includes travelling by sea or in any vessel or river in a steam or motor launch or in any vessel other than a steamer and travelling by canal.

**Note 3.**–In calculating mileage allowance for journeys by road, fractions of a kilometre should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

**Note 4.**–Omitted.

**Note 5.**–A certificate should be given by the controlling officer in respect of claims for mileage by journeys by motor cars, motor cycles, etc., to the effect that the journey has been performed in the relevant vehicle and if the Government employee is himself the controlling officer, he himself may give a similar certificate.

**Note 6.**—The rate of road mileage prescribed in the above table shall apply to all journeys, whether on tour or transfer.

**Note 7.**—A Government employee may, while on tour, travel by road transport viz. motor car, omni-bus between stations connected by rail and charge the actual fare paid for such transport irrespective of the fact that the ordinary bus fare exceeds the second class railway fare and draw in addition full daily allowance for the days of departure and arrival. When such journeys are performed by cars, the claim of a Government employee must be supported by actual ticket but in case, the journeys are performed by bus, a certificate in the form given in rule 2.109 will suffice.

The concession mentioned above will also apply in the case of a Government employee, who travels in another officer's car, nothing being paid for the use of transport.

**Note 8.**—The mileage allowance admissible to Government employees of Grade I and Grade II for journey by road shall be Rs. 6.00 per kilometre, when the journey is performed by motor car which term includes a taxi, motor or omni-bus, motor lorry, plying for hire, all the accommodation of which is reserved by the officer making the journey. In the case of Government employee of Grade II, the mileage allowance at the rate of Rs. 6.00 per kilometre shall be allowed provided the condition imposed in Note (1) above is satisfied.

**Note 9.**—Government employees performing journeys on foot shall be entitled to draw road mileage at the rates prescribed in the fourth column captioned as "Ordinary Cycle" of the above table.

**Note 10.**—A Government employee visiting foreign countries on official tours shall be reimbursed actual taxi charges incurred by him for the performance of journey from the Airport to the place of his stay and *vice versa* in the country of his visit subject to his furnishing a certificate to the effect that he has not availed of the Indian Mission car facility for such journey.

**Explanation.**—The amendments pertaining to travelling allowance, which came into effect on and with effect from the 1<sup>st</sup> day of August, 2009, shall not adversely affect the existing entitlements of a Government employee. The existing entitlements, shall continue to be same till the Government employee reaches the equal or higher entitlements.

### **Rate of Mileage by Rail or Steamer or Air**

**2.25.** Except for journeys on transfer (the rules about which are contained in Section IX) the mileage allowance admissible to a Government employee is:—

#### **A—For a Journey by Rail**

Actual fare of the class in which Government employee is entitled to travel. No incidental charges shall be admissible. Half daily allowance shall be admissible in the case of an employee returning to the headquarters in less than six hours:

Provided that full daily allowance shall be admissible in case the Government employee returns in not less than six hours subject to the condition that the travelling is beyond twenty-five kilometers.

**Note 1.**—A Government employee is ordinarily expected in respect of journeys by road (including journeys on transfer) to travel on rail-cum-road tickets issued by some of the railways in India, wherever rail-cum-road services exist and are controlled by the railway authorities. In such a case, the mileage allowance for the road portion of the journey shall be calculated as for journeys by rail. The cost of transportation of personal effects on transfer will, however, be regulated under rule 2.59 (a)–II(ii).

**Note 2.**—Government employees who are entitled to travel by second class will, for journeys other than those on transfer, be entitled to the fare by the train by which they are required to travel provided they actually travel by the aforesaid train. The Government employee concerned should accordingly, certify on each travelling allowance bill in which mail/express train fare is claimed that the journeys were actually performed by the mail/express train and the controlling officer should certify in respect of such journeys that these were performed by mail/express trains in the public interest. The check contemplated in rule 2.109 of the Travelling Allowance Rules will, however, continue to be exercised by controlling officers, as at present.

**Note 3.**—Journeys on transfer may be performed by passenger or mail express train at the Government employee's discretion, but when actual fares are claimed by a mail/express train a certificate to the effect that the journey was performed by such a train should be recorded by the claimant on the travelling allowance bill.

**Note 4.**— Omitted.

**Note 5.**— Omitted.

**Note 6.**—When under the rules of the railway or steamer company, return tickets are issued and the routes of the return journeys and the period within which it will be performed are covered by such rules, return tickets at reduced rates should always be purchased. Wherever such return tickets are available and are purchased or would have been purchased will be the actual cost of return tickets plus the usual allowance admissible.

### **B—For a Journey by Steamer**

1½ fares of the class of accommodation in which he is entitled to travel.

### **C—For a journey by air**

(i) A Government employee authorised to travel by air on tour under rule 2.31 is entitled to mileage allowance equal to one standard air fare for the journey plus daily allowance; provided that if more than one air journey (including the return journey) are performed within twenty-four hours, the total entitlement to daily allowance for all the journeys shall be restricted to one Daily Allowance at the ordinary rates given in rule 2.24C.

(ii) A Government employee not entitled to travel by air under rule 2.31 but authorised by the Competent Authority to travel by air on tour is entitled to one

standard air fare for the journey plus one Daily Allowance in respect of a journey by rail or steamer in the case of journey between the stations connected by rail or by sea as the case may be and half the mileage by road in the case of journey between stations connected by road to which he would have been entitled had he travelled by the surface route or the Daily Allowance admissible under clause (i) of this rule, whichever is less:

Provided that if at either end of the journey by air a Government employee has to perform a connected journey by rail, road or steamer, he may draw the mileage allowance admissible for such journey subject to the conditions laid down in clause (b) of rule 2.44.

**Note 1.**— Standard air fare means actual single journey air fare payable for the service by which the journey is performed.

**Note 2.**—If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within a period during which a return ticket is available. The mileage allowance for the forward and the return journeys when such return tickets are available will, however, be the actual cost of the return tickets plus daily allowance as admissible in the rule 2.24(C).

**Note 3.**—When a Government employee eligible to travel by air under rule 2.31(i) travels by air in a plane owned or chartered by Government between places not connected by scheduled air service he will be entitled to daily allowance subject to the conditions laid down under rule 2.18. Government employees who are not entitled to travel by air but are authorised to do so, will be entitled to Daily Allowance as per rule 2.24(C). In cases where a Government employee undertakes more than one air journey between places connected by scheduled air services as also between places not so connected on the same day, he will be entitled to full daily allowance under rule 2.24(C) and this Note subject to the overall limits of a daily allowance for all air journeys on that day.

**2.26.** A competent authority may for special reasons, which should be recorded, declare any particular Government employee or class of Government employees to be entitled to accommodation of a higher class than that prescribed for his grade in rule 2.24.

**Note.**—If it is necessary for a Personal Assistant or a Clerk to accompany a Minister in reserved accommodation, he may do so by purchasing a ticket for the class of accommodation in which he is entitled to travel.

### (iii) Higher rates for expensive localities

**2.27. Special accommodation.**—A competent authority may, by general or special order, direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for

any or all Government employees travelling in any specified locality in which travelling is unusually expensive.

**Note.**—For halts at places within Pakistan at the rates of equivalent grade fixed by the Government of India for Central Government employees from time to time provided that the cost of trips, taxis, services charges and heating charges etc., recoverable by the hotels and actual cost of taxi or conveyance hire for trips on duty will not be reimbursable.

**Note 1.**—Where accommodation and meals are both provided either free as and when an officer is a State Guest or at Government expense, he may draw only one-fourth of the daily allowance admissible to him at the station concerned and when accommodation alone is provided free,  $\frac{2}{3}$ <sup>rd</sup> of the rates of daily allowance will be admissible.

**Note 2.**—When a Government employee travels by road within the territories administered by another Government within the Indian Union, which has fixed special rates for Government employees under its administrative control he must draw travelling allowance at the rates fixed for a Government employee drawing the same pay in those localities or at his discretion mileage allowance at Punjab rates; daily allowance when admissible being drawn at the rates mentioned in Note I above.

**Note 3.** Omitted.

**Note 3-a.**—The rate of daily allowance of a Government employee who may spend part of a day in one locality and part of it in a place for which a different rate of daily allowance is admissible, should be determined according to the place where he spends the night succeeding such day.

**Note 4.** Omitted.

**Note 5.** Omitted.

**Note 6.**—The mileage allowance for journeys performed within Pakistan shall be calculated at the rates admissible for journeys performed in Punjab (India).

**2.28. Special daily allowance.**—A competent authority may, for reasons which should be recorded and on such conditions as it may think fit to impose, sanction, for any Government employee or class of Government employees a daily allowance, higher or lower, than that prescribed in rule 2.24 or 2.27.

**2.29. Special rates for mileage allowance.**—A competent authority may, for special reasons to be recorded, prescribe for a Government employee or class of Government employees or for journeys made by any special mode of conveyance, mileage allowance by road at a rate different from that prescribed in rule 2.24 or 2.27.

#### (iv) Mileage for journeys by air

**2.30.** For the purpose of the rules in this sub-section, travelling by air means the journey performed only in the machine of a public or a private air transport company regularly plying for hire.

**2.31. Travel by air is permissible on tour:** (i) (a) The entitlement of Government employees to travel by Air within India for journey on tour, shall be as under:-

TABLE

<b>Grade of Government employees</b>	<b>Entitlement</b>
First and Second	Economy Class
Third	Economy Class (On the condition that the distance is more than 500 kilometres)

(b) In case of international travel by air, the Government employees of first grade, who have status equivalent to the level of Secretary and above in the State Government, shall be entitled to travel by Business or Club Class in cases where the one-way flying time is more than eight hours. In all other international flights, they shall travel by economy class. All other Government employees, who are entitled to travel by air, shall be required to travel by Economy Class.

(ii) In other cases, whenever a competent authority certifies that air travel is urgent and necessary in the public interest: provided that a competent authority may grant general permission to any Government employee or class of Government employees to travel by air as a matter of routine in connection with a specified journey or journeys.

**2.32.** A Government employee who is not authorised to travel by air but who performs a journey by air on tour can draw only the mileage allowance to which he would have been entitled if he had travelled by rail, road or steamer or the mileage allowance as calculated under rule 2.25 (C) whichever is less.

**2.32-A.** (i) Government employees who are entitled to travel by air under rule 2.31 (i) may insure their lives for an amount of Rs. 10,00,000 against air accidents for the duration of the journey and claim from the Government along with travelling allowance the amount of premium paid.

(ii) Where the Government employees are not normally entitled to travel by air but are allowed by the competent authority under rule 2.31(ii) to travel by air, they may also insure their lives against air accidents for the duration of the journey for an amount of Rs. 5,00,000 and claim from the Government the amount of premium paid along with their travelling allowance.

**Note.**—The claim for the reimbursement of the air risk insurance premium should be supported by a certificate to the effect that the insurance premium was actually paid by the officer to the Insurance Company.

### SECTION VI—ACTUAL EXPENSES

**2.33. Actual expenses not admissible except under special rule.**—Unless in any case it is otherwise expressly provided in these rules, no Government employee is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as travelling allowance, the actual cost or part of the actual cost of travelling.

**2.34. Journey by Special conveyance.**—When a Government employee of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer, stating that the use of the special means of conveyance was absolutely necessary and specifying the circumstances which rendered it necessary.

### SECTION VII— JOURNEYS ON TOUR

#### (i) General Rules

**2.35. Definition of tour.**—A Government employee is on tour when absent on duty from his headquarters either within, or, with proper sanction, beyond his sphere of duty. For the purposes of this Section, a journey to a hill station is not treated as a journey on tour.

A competent authority may, in case of doubt, decide whether a particular absence from headquarters is absence on duty.

**Note.**—When power is exercised under this rule, a copy of the sanction briefly giving the grounds of sanction should be sent to the Accountant General (Audit) for audit.

**2.36. General principles on which travelling allowance is drawn for journeys on tour.**—The travelling allowance drawn by a Government employee on tour ordinarily takes the shape of either permanent travelling allowance, or daily allowance, if either of these is admissible to him. Permanent travelling allowance and daily allowance may, however, in certain circumstances, be exchanged for mileage allowance or for the whole or part of the actual cost of travelling. In certain other circumstances, actual cost may be drawn in addition to daily allowance or for journeys for which no daily allowance is admissible.

**Note.**—The exchange of mileage allowance for permanent travelling allowance should be made at the rate of 1/30th of the permanent travelling allowance for each day on which the mileage allowance is drawn.

**2.37. Restrictions on the duration and frequency on tours.**—A competent authority may impose such restrictions, as it may think fit, upon the frequency and duration of journeys to be made on tour by any Government employee or class of Government employees.

**2.38. Government employees who are not entitled to travelling allowance for journeys on tours.**—If a competent authority declares that the pay of a particular Government employee or class of Government employees has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government employee's sphere of duty, such a Government employee may draw no travelling allowance for such journeys, though he may draw mileage allowance for journeys by rail or steamer. When travelling on duty with proper sanction, beyond his sphere of duty, he may draw travelling allowance, calculated under the ordinary rules for the entire journey including such part of it as is within his sphere of duty.

**Note 1.**—A list of the appointments so declared is given at **Appendix—E**.

**Note 2.**—Head Constables and Constables of Police on escort duty are entitled to draw the actual cost of the conveyance of their baggage by road in addition to the daily and mileage allowance admissible to them under the ordinary rules.

**Note 3.**—Tent pitchers in the Police Department may draw travelling allowance when accompanying an officer on a journey on tour for which travelling allowance for more than two Group 'D' Government employees (whether orderly or tent-pitcher) is not drawn.

**Note 4.**—Police Officers are permitted to draw travelling allowance for journeys by roads within their sphere of duty made in public motor vehicles provided that the amount is not more than the railway fare between the two places and provided also that the journey, if it had not been performed by a public motor vehicle would have been performed by rail.

**Note 5.**—A Police Officer below the rank of Inspector may draw travelling allowance for a journey performed by him by road either within or beyond his sphere of duty provided the Superintendent of Police certifies in writing that the journey was necessary in the public interest.

**Note 6.**— Deputy Rangers and Foresters not in charge, of Ranges may draw travelling allowance calculated under ordinary rules as and when they travel within their sphere of duty and stay out of their Headquarters. In case they may return to their Headquarters on the same day, they are only entitled to actual Bus fare/Railway fare.

**2.39. Carriage of tents supplied by Government.**— (a) A competent authority may prescribe the scale of Governments tents to be supplied to any Government



employee or class of Government employees for office, or if it thinks fit for personal use.

(b) When such tents are used by a Government employee on tour, half of the carriage will be borne by Government and the other half shall be paid by the Government employee or employees for using the tent or tents.

(c) Government employees who are allowed tents for their office establishment only are not entitled when they go into camp without an office establishment, to the use of tents at Government expense, and must, therefore, bear the whole cost of their carriage.

**Exception:** Tents occupied by Assistant Commissioners, while under Settlement Training, Inspectors and Sub-Inspectors of the Fisheries Department, Tehsildars, Naib-Tehsildars, Settlement Tehsildars and Naib-Tehsildars, Excise Inspectors whatever their pay, District Kanungos, Officials/Officers of the Punjab Forest Department while on tour in places where Rest Houses and other facilities are not available, Surveying Instructors of the Government School of Engineering, accompanying students in their annual survey camp and by ministerial employees below the rank of Superintendent Grade II, and tents occupied by sewadars or police guards will be carried wholly at Government expense.

#### (ii) Daily Allowance on Tour

**2.40. General Rule.**—Except where otherwise expressly provided in these rules, a Government employee, not in receipt of permanent travelling allowance, draws travelling allowance for journeys on tour in the shape of daily allowance.

**2.41. Drawn during absence from headquarter on duty.**—Daily allowance shall be permissible as prescribed in rule 2.18. The period of absence from headquarters begins when a Government employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters is situated.

**Note 1.**—The term radius of twenty-five kilometers should be interpreted as meaning a distance of twenty-five kilometres by the shortest practicable route by which a traveller can reach his destination by the ordinary modes of travelling.

**Note 2.**—If an officer of a Vacation Department combines tour with vacation, i.e. proceeds on tour and then avails himself of vacation without returning to his headquarters, he should be granted tour travelling allowance under these rules, only for the outward journey.

**Note 3.**—A canal patwari halting at the headquarters of a Zilladar, or the Division, which is within twenty-five kilometres, but more than 3 kilometres of his own headquarters may draw halting allowance when the halt is for the work connected with the final check and preparation for seasonal demand statements.

**Note 4.**—(i) A Government employee of grade lower than the first, when required by the order of a superior authority to travel by special means of conveyance, may be allowed under rule 2.34 of the Punjab Civil Services Rules, Volume III, the actual cost of travelling in lieu of Daily Allowance.

(ii) No Daily Allowance will be admissible to a Government employee performing such local journeys at headquarters in a staff car or a Government vehicle provided to him free of charge. When a Government employee performing a local journey beyond a radius of eight kilometres from the duty point at headquarters is provided with free conveyance for one way journey only, either for going from or for return to headquarters, he may be allowed one-fourth of the daily allowance fixed under rule 2.24-C.

**Note 5.**—If the period of absence from headquarters beyond twenty-five kilometres is less than six hours, daily allowance shall be admissible at half the normal rate fixed under rule 2.24-C.

**Note 6.**—When journey on tour involves two calendar days, full daily allowance shall be payable for both the days irrespective of the time spent on each day.

**2.42. Halts on tour.**—Subject to the conditions mentioned below, daily allowance may be drawn during a halt on tour or on holiday occurring during the tour:—

- (i) Daily allowance may not be admissible for a continuous halt of more than one hundred and eighty days at a place outside the Government employee's headquarters during his tour or temporary duty.

**Note.**—After a continuous halt of one hundred and eighty days' duration, the halting place shall be regarded as the Government employee's temporary headquarters.

- (ii) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding twenty-five kilometres for a period including not less than three nights.
- (iii) In calculating the duration of a halt, any day on which the Government employee travels or halts at a distance from the halting place exceeding twenty-five kilometers shall be excluded. On such a day, the Government employee may draw daily allowance or exchange it for mileage allowance, if admissible.
- (iv) A Government employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave. Where casual leave is combined with tour to stations other than hill stations, either before the commencement of tour or during the tour or on completion of tour, while no daily allowance will be admissible for the days of casual leave, there will be no objection to the drawal of mileage allowance, as may be admissible from headquarters to the outstation(s) where official duty is

performed and *vice versa* or from one tour station to another tour station by the shortest route. It will, however, be a pre-requisite in all such cases that the Government employee should obtain prior permission of his Controlling Officer for the combination of casual leave with tour. In respect of officers who are their own Controlling Officers, such permission should invariably be obtained from their next higher authority. A certificate to the effect that “the journey undertaken was for official purposes and casual leave was incidental to it” should be recorded on the T.A. bill by the Controlling Officers. The officers who are their own Controlling Officers should record a similar certificate on their T.A. bills themselves and also that “the combination of casual leave with tour was with the prior approval of the higher authority”.

- (v) Daily allowance is not admissible for any day whether Sunday or holiday, unless the Government employee is actually and not merely constructively in camp.
- (vi) When bodies of police are moved from one tehsil to another for special temporary duty, the new tehsil will not be regarded as their sphere of duty for the one hundred and eighty days, and halting allowance will be admissible to all ranks for the one hundred and eighty days. After that time, the new tehsil will be regarded as their sphere of duty and mileage and daily allowance will be governed by the ordinary travelling allowance rules.
- (vii) Teachers of Government institutions accompanying candidates to the examination centres, who act as Superintendents, Assistant Superintendents or Invigilators of examinations conducted by the University or Board, may, besides travelling allowance to and from the examination centres, draw at their option, daily allowance at the rate admissible to them for the period of the examination or the fees paid by the University or Board. If daily allowance is drawn, the fees paid by the University or Board should be credited to Government.
  - (a) In cases, where fees paid by the University or Board are credited to Government, the treasury receipt should be attached to the travelling allowance bill in support of the claim.
  - (b) The claim on account of travelling allowance should be accompanied by a certificate to the effect that either no travelling allowance was paid by the University or Board or if any travelling allowance was paid, it was credited to Government. In the latter case, the treasury receipt should also be produced.

- (c) Travelling allowance to and from the examination centres as contemplated in this rule may not be drawn in respect of journey or a portion of a journey performed on the same day as that on which such teachers also act as Superintendents, Assistant Superintendents or Invigilators, etc., unless the fees paid by the University or Board for that particular day are credited to Government and no further daily allowance is claimed for that date.
- (viii) In all cases of enforced halts occurring, *en-route* on tour/ journeys, temporary transfer or training, necessitated by break down of communications due to blockade of roads on account of floods, rains, heavy snowfall, landslides, or delayed sailing of ships or awaiting for air-lift, etc., the period of such halts shall be treated as duty and the Government employee concerned shall be paid daily allowance at 3/4th of the rate applicable to him at the station in which the enforced halt takes place for the period of enforced halt after excluding first day of such halt for which no daily allowance shall be allowed.

**(iii) Mileage Allowance and Actual Expenses in Place of or in Addition to Daily Allowance on Tour.**

**2.43. Exchange of daily allowance for mileage allowance during the whole period of a tour.**—A competent authority may, by general or special order and on such conditions as it thinks fit to impose, permit any Government employee or class of Government employees to draw mileage allowance instead of daily allowance for the whole period of any absence from headquarters if it considers that the nature of the Government employee's duty is such that daily allowance is not sufficient to cover his travelling expenses.

**2.44. Exchange of daily allowance for mileage allowance on any particular journey.**— (a) Subject to any conditions which a competent authority may, by general or special order impose, a Government employee may exchange his daily allowance for mileage allowance on any day on which—

- (i) he travels by railway or steamer or both, or
- (ii) he travels more than 32 kilometres by road: provided that, if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part only of them.

**Note.**—Short journeys, within a radius of twenty-five kilometres from headquarters, may not be added to other journeys, when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

(b) When a journey by road is combined with a journey by railway or steamer, under clause (a) (i) of this rule, mileage allowance may be drawn on account of such journey by road.

**Note.**—If actual places of duty fall outside the twenty-five kilometers radius at the outstation, road mileage allowance may be allowed under rule 2.44(a)(ii). But if places of duty are situated in localities within the twenty-five kilometres radius at the outstation, road mileage is admissible to and from the first place of duty only. The above distinction of places within twenty-five kilometres radius and beyond can be made as daily allowance which is a uniform allowance for each day of absence from the headquarters which is intended to cover the ordinary daily charges incurred by a Government employee in consequence of such absence. The ordinary daily charges can reasonably be held to include the cost of journeys within a radius of twenty-five kilometres from the place of halt. Thus a Government employee who halts at a place for a day and draws daily allowance will not be entitled to draw mileage allowance for journeys within twenty-five kilometres of his camp. Similarly, it may be held that when a Government employee arrives at his camp after making a railway journey and performs short journeys within twenty-five kilometres of his camp he is not entitled to any road mileage, if he halts at his camp and draws daily or half daily allowance, as the case may be.

**2.45.** In addition to the mileage allowance for journey by rail, or by sea, or river steamer or by road admissible under rule 2.44, the Government employee may draw full daily allowance for the days of departure and arrival including the days of departure and arrival at headquarters.

**Note 1.**—If on any one day two separate journeys are performed one ending at, and the other commencing from headquarters, one daily allowance will be admissible in respect of both journeys. When the journeys, on tour involve two calendar days, daily allowance for two days will be allowed irrespective of the time involved on each day.

**Note 2.**—In the case of a Government employee who, while on tour, is treated as a State Guest, full daily allowance admissible to him for the days of arrival at and departure from his place of halt where he is treated as State Guest, will be half of the reduced daily allowance to which he may be entitled under Exception (2) below rule 2.24 (C) whereas the full daily allowance for the days of departure from and arrival at other places will be full daily allowance ordinarily admissible to him.

**Note 3.**— In the case of a Government employee whose absence from his headquarters does not exceed 24 hours but falls on two calendar days, full daily allowance will be admissible for both the days notwithstanding the provisions of rule 2.18 of the Punjab Civil Services Rules, Volume I, Part I.

The criteria for admitting full daily allowance in such cases being whether any Government duty was performed at the out-station or not, no daily allowance should be allowed to Government employees simply for stopping at a place for rest or for catching the available train or bus on the following day. The controlling officer of the Government employee shall have to record a certificate to this effect.

**2.46.** When a journey by road is performed in a private motor vehicle which is not the property of the Government employee, travelling allowance will be regulated by rule 2.100.

**Note 1.**—When two or more Government employees travel in a motor vehicle belonging to one of them the travelling allowances of the owner of the vehicle will be regulated by the ordinary rules and the travelling allowance of the other Government employee travelling with owner will be regulated by rule 2.100 even though he may have incurred some expenses for the use or propulsion of the vehicle in question.

**Note 2.**—The words “private motor vehicle” used in this rule do not include public motor vehicles plying for the hire or cars borrowed from friends or relatives other than officers subordinate or junior to the person performing the mileage, if the officers pay all the charges for their propulsion.

**Note 3.**—When a Government employee travels in a Motor Vehicle borrowed from a friend or a relative, who is a private individual, between stations connected by rail, he shall be entitled to mileage allowance as under: –

If he pays full propulsion charges himself	Actual cost of propulsion charges not exceeding one rail fare of the class of accommodation to which he is entitled to travel.
If he pays ½ propulsion charges himself	Actual cost of propulsion charges paid by him not exceeding half the railway fare of the class of accommodation to which he is entitled to travel.

In addition, he may charge full daily allowance for the days of departure and arrival.

**Exception:** When a Government employee travels in another officer’s car between stations connected by rail and does not pay any expenses for the use or propulsion of the vehicle, his travelling allowance shall be regulated under Note (7) below rule 2.24(D). The Government employee shall be entitled to daily allowance under rules 2.100 and 2.105 for such a journey between stations not connected by rail.

The Government employee will not, however, be entitled to anything for journeys covered by this rule, from duty point (i.e. the place/office of employment at his headquarters) to Railway Station and *vice versa* except that they will draw full daily allowance for the days of departure or arrival as the case may be under the normal rules.

**Explanation:** The term “propulsion charges” used in this rule includes only the driving charges, i.e., the cost of petrol and mobil oil etc., but does not include the charges on account of the wear and tear of the vehicle or the pay of the driver.

**2.47. Actual expenses of maintaining camp during a sudden journey away from it.**—A competent authority may permit any Government employee, who is compelled by a sudden emergency to leave his camp and travel rapidly on duty to a place more than 32 kilometres distance, to draw, in addition to mileage allowance, the actual cost of maintaining his camp, whether the camp be moved or not: provided that the amount of actual cost drawn shall not exceed the daily allowance of his grade.

**2.48. Actual expenses on first and last journey of an extensive tour.**—A Government employee entitled to daily allowance, whose sphere of duty extends over the whole State may, when making a journey of more than 160 kilometres to the first or from the last camp of an extensive tour, recover, in lieu of the daily allowance admissible for the days occupied by such journey, the whole necessary cost of the journey, including the cost of transportation of camp equipment and of employees, horses, motor-cars, motor cycles, bicycles and private baggage on such scale as a competent authority may prescribe.

**Note.**—For the scale fixed under this rule see **Appendix-N**.

**2.49. Government employees whose duties require them to travel constantly by railway.**—When a member of the railway police, or any other Government employee or class of Government employees, whose duties involve constant travelling by railway and to whom a competent authority may declare this rule to be applicable, makes a journey by railway on tour:—

- (i) He is entitled either to a free pass under the free pass rules of the railway or to the fares for himself and the employees and luggage accompanying him which a free pass would cover.
- (ii) He may draw daily allowance for any day on which he is absent from his headquarters for six or more consecutive hours.
- (iii) He may not exchange for mileage allowance the allowances admissible under sub-clauses (i) and (ii) of this rule.
- (iv) If he combines with a railway journey, a journey by steamer or road, he may, if he travels to a place distant at least 8 kilometres from the point where he leaves the railway or returns to the railway from a place similarly distant, draw mileage allowance for the journey by steamer or road in addition to daily allowance, if any, admissible under this rule: provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of the absence from his headquarters.

**Note 1.**—If in the exigency of public service, such officers travel by road only, their travelling allowance will be governed by rule 2.44.

**Note 2.**—The travelling allowance of the Stenographer to the Assistant Inspector-General, Government Railway Police, Punjab, will be governed by these rules.

(iv) TRAVELLING ALLOWANCE ADMISSIBLE FOR JOURNEYS AND HALTS WITHIN 8 KILOMETRES OF HEADQUARTERS

**2.50. Conveyance hire.**—A competent authority may, by general or special order, permit any Government employee or class of Government employees to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these rules.

**Note 1.**—This rule is designed to cover cases in which it is equitable to allow Government employees to draw the actual cost of conveyance where the circumstances are not exactly covered by any other existing rule. It is, therefore, applicable to cases in which a Government employee is transferred from one office to another within the same stations accompanied by a change in residence.

**Note 2.**—This rule is not intended to cover cases where a Group ‘C’ or Group ‘D’ Government employee is despatched on duty to a place at some distance from his office or is summoned to his office by a special order of a Group ‘A’ or Group ‘B’ employee outside the ordinary hours of duty. In such cases, the expenditure involved may be paid by Government and charged to contingencies, provided—

- (a) that the head of the office certifies that the expenditure actually incurred was unavoidable and is within the scheduled scale of charge for the conveyance used;
- (b) that the Government employee concerned is not entitled to draw travelling allowance under the ordinary rule for the journey, and that he is not granted any compensatory leave, and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

**2.51. Ferry charges, tolls and railway fare.**—A Government employee travelling on duty within 8 kilometres of his headquarters is entitled to recover the actual amounts which he may have to spend to payment of ferry and other tolls and fares for journeys by railway or other public conveyance.

**2.52. Actual expenses of maintaining camp equipage during the halt at headquarters.**—On the following conditions and any other conditions which it may think fit to impose, a competent authority may, by general or special order, permit any Government employee or class of Government employees to recover the actual cost of maintaining camp equipage during a halt at headquarters or within 8 kilometres of headquarters or during the interval between the Government employee’s departure from or arrival at headquarters and that of his camp equipage:—

- (a) The amount drawn, together with any amounts recovered under rule 2.51 should not exceed the daily allowance of his grade.



- (b) The period of the halt or interval for which it is granted should not exceed ten days. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval.
- (c) The Government employee must certify that he had maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not been less than the amount drawn. In the case of a Group 'C' or Group 'D' Government employee, the head of the office must certify that such maintenance was necessary.
- (d) The expenses of maintenance of camp equipage during halts at headquarters is the difference between the actual outlay incurred by a Government employee in maintaining the equipage during that time and the outlay he would incur if he could discharge it and had nothing to do with it till he wanted it again. Interest on capital outlay, and charges on account of depreciation and repairs as well as the upkeep of horses, etc., used only for the conveyance of the Government employee on his marches, cannot be reckoned in actual expenses of keeping up camp equipage. The cost of maintaining camp equipage hired during the month may be included in the expenses.
- (e) A Government employee who, while halting at headquarters and drawing allowance under this rule makes a journey of 8 kilometres or less, returning the same day to headquarters, may be granted allowance under both this rule and rule 2.51(b), subject to the restriction contained in clause (a) of this rule that the total sum received shall not exceed the daily allowance.
- (f) In the case of Clerks and Munshies, riding horses and riding camels are included in the camp equipage in maintenance of which during halts at headquarters, allowance within certain limits are admissible under this rule.

#### **SECTION VIII– JOURNEYS TO JOIN A FIRST APPOINTMENT**

**2.53. General rule.**—Except as otherwise provided in this Section travelling allowance is not admissible to any person for the journey to join his first post in Government service.

**Note.**—Travelling allowance is not admissible for a journey undertaken to procure a health certificate required on first appointment to Government service.

**2.54. Concession to persons re-employed in Government service.**—When a pensioner or Government employee who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is re-appointed to

Government service, the authority, which sanctions his re-appointment may, permit him to draw travelling allowance for so much of his journey to join his new post as falls within India as for a journey on tour without any allowance for halts on the journeys.

**2.55.** Omitted.

**2.56.** When travelling allowance is drawn under rules 2.53 and 2.54, the rate admissible is that of the grade to which the Government employee will belong, after joining his post.

### SECTION IX– JOURNEYS ON TRANSFER

**2.57. General conditions of admissibility.**—Travelling allowance may not be drawn under this Section by a Government employee on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

**Note 1.**—A Government employee appointed to a post under the Punjab Government as a result of competitive examination which is open to both Government employees and others:—

- (a) if already holding a substantive appointment, under Government (including other Governments in India) should be granted travelling allowance for joining the post, and
- (b) if already employed in a temporary capacity under Government (including other Governments in India) should not be granted travelling allowance for joining the post, unless in any particular case, the competent authority otherwise directs.

**Note 2.**—No travelling allowance shall be admissible in cases where no change of residence is involved consequent on the transfer of a Government employee, as it is quite contrary to the spirit of the rules to allow Travelling Allowance when no move has actually taken place.

**Audit Instruction**—When a Government employee is transferred otherwise than for the public convenience, a copy of the order of transfer should be sent to the audit officer of the circle of audit in which he is serving, with an endorsement stating the reason for transfer. In the absence of such an endorsement the audit officer shall assume that the Government employee has been transferred for the public convenience. In the case of Group ‘C’ or Group ‘D’ Government employees, a certificate from the head of the office will be accepted in lieu of the copy of the order of transfer.

**2.58.** A Government employee may draw travelling allowance under this section for a journey on transfer from military to civil employ.

**2.59.** (a) Unless in any case it be otherwise expressly provided in these rules, a Government employee is entitled for a journey on transfer, to the following concessions:

**1. For journeys by rail or steamer:**

- (i) He may draw actual fare of the class of accommodation to which his grade entitles him and daily allowance for himself and for each member of his family irrespective of the age.
- (ii) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid.

**Note 1.**—Government employee and/or his family member(s) may travel by road transport viz. motor omni bus etc. between stations connected by rail and charge actual fare paid for such transport, supported by actual car tickets or the railway fare(s) of the class to which he is entitled, whichever is less, and draw, in addition, full daily allowance for journey on transfer. In case a Government employee travels by omni bus, a certificate to the effect that the amount charged was actually incurred as bus fare(s) should be given.

**Note 2.**—The concession as envisaged under Note (5) below rule 2.24 (A) may be availed of for journeys on transfer also.

- (iii) The employee shall be entitled to the transport charges for carriage of their personal effects on transfer, according to the following scales:—

TABLE

Grade of Government employees	Officer possessing no family	Officer possessing family
	Quintals	Quintals
First	30	45
Second	30	45
Third	20	30
Fourth	15	20
Fifth	15	20

The packing charges shall be Rs. 10 per quintal. For the carriage of personal effects, the employee shall be reimbursed either the transport charges admissible by

road or the actual transport charges admissible by rail plus an amount not more than the twenty-five per cent thereof. In addition, one fare of the entitled class shall be allowed to the employee himself on his transfer when his family does not accompany him in the first instance.

**Note 1.**—If a Government employee carries his personal effects by passenger, instead of by goods train he may draw the actual cost of carriage up to a limit of the amount which would have been admissible, had he taken the maximum number of quintals by goods train.

**Note 1-a.**—Subject to the prescribed maximum number of quintals, a Government employee who carries his personal effects by air, may draw actual expenses up to the limit of the amount which would have been admissible had he taken the same quantity by passenger train (up to the limit of the amount which would have been admissible had he taken the maximum number of quintals by goods train), road or steamer, as the case may be, under normal rules.

**Note 2.**—Charges for the transport of personal effects, tents and motor cars of a Government employee on transfer may be admitted in audit if they do not for good and sufficient reasons accompany him but are carried within a reasonable time before or after the date of his journey on transfer.

**Note 3.**—Claims preferred under this rule for the carriage of personal effects should be admitted in all cases at the lowest available rates for “smalls”. “Smalls” are defined as goods which of themselves do not constitute a working-load for the unit of railway transport, the wagon. The minimum load constituting a wagon load is specified by each of the railways who quote reduced rates for wagon loads in its tariffs.

**Note 4.**—Subject to the prescribed maximum number of quintals a Government employee may draw the actual cost of transporting personal effects to his new station from a place in India other than his old station (e.g. from a place where they are purchased en route, or have been left on the occasion of a previous transfer) or from his old station to a place in India other than his new station, provided that the total amount drawn, including the cost of transporting these personal effects, shall not exceed that admissible, had the maximum number of quintals been transported by goods train from the old to the new station direct.

**Note 5.**—Motor cars or other conveyances shall be deemed a part of personal effects for the purpose of this rule in all cases where a Government employee is entitled to travelling allowance for transport under rule 2.59 (a) (i).

**Note 6.**—The cost of transportation of personal effects on transfer may be allowed, subject to the maximum number of quintals prescribed under this rule, at the “Quick Transit Service” rates, if personal effects are actually transported by such service. A certificate to the effect that the personal effects were transported by the “Quick Transit Service” and that they reached the destination within the specified period, should be recorded by the claimant on the Travelling Allowance Bill.

- (iv) He may draw the cost of transporting at owner's risk, conveyances on the following scales:—

TABLE

<b>Grades of Government Employees</b>	<b>Entitlement</b>
First and Second	One motor car or motor cycle or ordinary cycle.
Third and Fourth	One motor cycle or ordinary cycle:

Provided that –

- (1) the distance travelled exceeds 128 kilometres;
- (2) the Government employee is travelling to join a post in which the possession of a conveyance is advantageous from the point of view of his efficiency; and
- (3) conveyance is actually carried by rail, steamer, or other craft.

**Note 1.**—In the case of a motor car, the cost of transporting a chauffeur may be drawn.

**Note 2.**—When a Government employee transports his motor car or motor cycle by road under its own power between stations connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance not exceeding an amount equal to forty per cent of the mileage allowance admissible for that kind of vehicle under rule 2.24-D. The distance to be reckoned for the purpose of this concession shall be limited to the distance between the stations by rail or steamer or both combined or the actual distance travelled by the vehicle so transported, whichever is less. If the Government employee himself and or any member of his family travels by such vehicle, he may at his option, draw in lieu of this allowance the railway fare which would have been admissible, if the journey had been performed by rail. No railway fare will be allowed for the chauffeur even though he actually travels by rail.

**Note 3.**—The actual cost of transporting includes empty haulage charge, if any is levied by the railway authorities, for a covered carriage, or a motor car, truck if one is not available at the station of dispatch, and has to be obtained from elsewhere. When a conveyance is transported by steamer, the actual cost of transporting it may, for purpose of this rule include besides the freight other incidental charges such as ghat pass, river dues, loading and unloading charges.

**Note 4.**—If a Government employee possessed a conveyance at the station from which he is transferred, he may draw the actual cost of transporting a conveyance from a place in India other than his former station: provided that the amount so drawn shall not exceed that admissible had the conveyance been transported from the old to the new station direct, and provided further that the conveyance is actually transported to the new station within a reasonable time before or after the officer is transferred. In the case of Government employee

who has not possessed a conveyance in the station, from which he is transferred, but takes one to the new station from some other place, the above expenses may be allowed, with the sanction of Government.

**Note 5.**—When a Government employee, who is transferred from a post in which the possession of a conveyance is advantageous from the point of view of his efficiency to another post in which it is not advantageous, is again transferred within a period not exceeding four months, to a post in which the possession of the conveyance is advantageous from the point of view of his efficiency, he may draw the cost of its transport, from the first station to the last station: provided that the conditions in sub-clause (iv) are fulfilled and he certifies that the conveyance was possessed by him at the first station.

**Note 6.**— Omitted.

**Exception:** A Government employee who travels by a Government steamer is not entitled for the journey by steamer to the concessions allowed by this clause. He is entitled to free transport of himself, his family, servants and their bonafide personal effects and of conveyance subject to the limits prescribed in sub-clause (iv) and may draw in addition the daily allowance of his grade.

**Note.**—The expression “free transport of bonafide personal effects” is not intended to include incidental charges incurred by an officer travelling by a Government steamer.

## II For a journey by road:

(i) He may draw two mileages at the rate to which his grade entitles him, a third if two members of his family accompany him and a fourth, if more than two members accompany him.

(ii) (a) The employee shall be entitled to the transportation charges for carriage of their personal effects by road in the following scale, namely: —

TABLE

Grade of Government employees	Entitlement
First and Second	Two Trucks
Third	One Truck
Fourth and Fifth	One Truck

**Explanation.**— The carrying capacity for the purposes of the household goods for,—

- (i) one truck shall be considered to be 90 quintals; and
- (ii) a mini truck shall be considered to be 40 quintals.

(b) The rates for carriage of personal effects by road shall be fixed by the State Transport Commissioner from time to time, who shall determine the distance between two stations (by road, by shortest routes) and also fix the rates per truck per quintal per kilometre: Provided that the State Transport Commissioner, may fix separate rates, for journey covering smaller distance, if necessary.

**Note 1.**—Children whatever their age, are included in the term “members of family” as used in clause I (ii) above.

**Note 2.**—**Appendix H** prescribes the ordinary means and the rates for free transport by road of personal effects of Government employees on transfer under this rule.

**Note 3.**—If the number of quintals of personal effects transported by a Government employee exceeds the limits prescribed in clause II (ii) of this rule, he may draw actual expenses subject to the limit of amount which would have been admissible if the maximum number of quintals had been transported by him.

(b) The following explanations are given of terms employed in rule 2.59 (a):—

(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 their transportation is reasonable.

(ii) The term “motor cycle” includes a side-car.

(iii) A member of a Government employee’s family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. If such member travels to the new station from a place other than the Government employee’s old station, the Government employee may draw the actual fare for the journey made by such members, by rail or steamer plus the road mileage, if any, at the rate and subject to the conditions prescribed in clause (a)II(ii) for the actual distance of the road journey performed by such member: provided that their sum shall not exceed the total mileage allowance that would have been admissible had such member proceeded from the old to the new station. For the purpose of this rule, the grade of a Government employee should be determined with reference to the facts on the date of his transfer while the number of fares admissible should 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.

(c) Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government employee himself

may be transported at the expense of Government: provided that they do not exceed a scale to be prescribed in this behalf by a competent authority as suitable to a particular Government employee or class of Government employees. If they exceed this scale, the excess may be treated as part of personal effects.

(d) A Government employee who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the number and relationship of the said members.

(e) A Government employee claiming the cost of transporting personal effects, must support his claim by a certificate that the actual expenses incurred was not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately by rail, road, steamer or other crafts and the Controlling Officers should record a certificate that he has actually scrutinised the details and satisfied himself that the claim is reasonable.

**Note.**—Every claim for the actual cost of transporting personal effects made in a travelling allowance bill on transfer should be supported by receipts and vouchers, whenever possible, in respect of the expenditure incurred. The railway and steamer authorities grant receipts for the charges actually paid when personal effects and the like are booked by rail or steamer and there should be no difficulty in producing the receipt in such cases.

(f) A Government employee claiming the cost of transporting a conveyance by rail or steamer must support his claim by the railway or steamer receipt. In case, where the receipt has been lost or has been surrendered to the railway or steamer authorities without a cash receipt having been obtained in exchange and where the production of a duplicate receipt is likely to involve a disproportionate amount of trouble, the audit officer may, at his discretion, dispense with the production of the receipt and accept a certificate to the effect that the amount claimed was not more than the expenses actually incurred.

**2.60.** A Government employee transferred from one post to another who under the orders of the competent authority, is permitted to hand over charge of his old post or to take over charge of the post at a place other than the Headquarters, is entitled to:—

- (1) actual fare plus full daily allowance from the place of handing over the charge to the place of taking over; for himself as well as for each member of his family irrespective of the age;
- (2) all the further concessions admissible under rule 2.59 (a).

**2.61.** A Government employee who, in consequence of his transfer or deputation on a course of training in which travelling allowance at transfer rates is allowed, is obliged to send his family to a station other than his new headquarters or place of training, may draw travelling allowance for his family to that other station,



subject to the condition that it does not exceed the travelling allowance which would have been admissible, if his family had accompanied him to his new headquarters or place of training.

**2.62. Government employees whose duties involve constant travelling by railway.**—The members of the railway police or other Government employees, whose duties involve constant travelling by railway specified in rule 2.49 may draw travelling allowance under that rule for journeys on transfer within the limits of the railway to which they are attached, and are entitled, in addition to a free pass or fares for their families; provided that they must not draw daily allowance for halts in the course of the journey unless such halts are made in connection with their duty. When transferred from one railway to another, they are entitled to travelling allowance under rules 2.57 to 2.59, as on transfer.

**2.63. Government employees appointed to a new post while in transit.**—A Government employee appointed to a new post, while in transit from one post to another is entitled to draw travelling allowance under this Section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

**2.64. Government employee taking short leave before joining post.**—A Government employee, who goes on leave not exceeding 120 days after he has made over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance under this Section from his old headquarters to his new station.

**Note.**—The provisions of Note (4) to clause I(iii) and of Note (5) to clause I (iv) of rule 2.59 (a) apply here also.

**2.65.** A Government employee who received order of transfer while on leave not exceeding 120 days, at a station other than his headquarters and proceeds by railway direct therefrom with his family to join his new post, travelling by a class lower than that to which he is entitled, may draw travelling allowance as below:—

(i) For self :—

- (a) Actual railway-fare for the direct railway journey, plus
- (b) Full daily allowance from the old to the new station.

(ii) For family:—

For each member, one or half fare, as the case may be, as in (i) (a) above subject to the provisions of rules 2.59 (b) (iii).

**Note.**—In the case of an officer who proceeds to the new station partly by the class of accommodation to which he is entitled and partly by a lower class, the one fare referred to in clause (i) (a) should be calculated partly by the class of accommodation to which he is entitled and partly by the lower class actually used in proportion to the distance actually travelled by those classes from the station at which leave was being spent to the new station even though the total amount actually paid by the officer be more than what would have been admissible for a direct journey from the old to the new station by the appropriate class of his grade.

**2.66. Government employee taking long leave while in transit.**—A Government employee who takes leave exceeding 120 days while in transit from one post to another, may draw travelling allowance as on transfer under rules 2.58 or 2.59(a) except the transportation charges of his personal effects and conveyances, for so much of the journey to join the new post as he has accomplished before the order granting his leave is received in addition to any allowance admissible under rule 2.67.

**2.67. Government employee posted to a new station on return from long leave.**—(1) When on return from leave exceeding one hundred and twenty days a Government employee is posted to a station other than that at which he was posted when he went on leave, the Controlling Officer may permit him transportation charges of his personal effects and to recover the travelling allowance under sub-clause (iii) and (iv) of clause I and sub-clause (ii) of clause II of sub-rule (a) of rule 2.59 as for a journey from his old to his new station.

(2) In cases where a Government employee has been on leave for more than one hundred and twenty days either on medical grounds or on study leave, and is posted to another station on return from such leave, he may be allowed full transfer travelling allowance, as admissible under the normal State Travelling Allowance Rules.

**Note.**—The provisions of Note 4 to sub-clause (iii) and Note 5 to sub-clause (iv) of clause I of sub-rule (a) of rule 2.59 apply here also.

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

**Note.**—The controlling officer for the purpose of travelling allowance for the journey of a Government employee to join his post under a borrowing Government as well as for the return journey, will be the Controlling Officer in regard to his post under that Government.

**SECTION X– JOURNEY TO A HILL STATION**

2.69. Omitted.

**2.70. Journey made under the orders of superior authority.**—A Government employee, who travels on duty, to a hill station, within his sphere of duty, or is required by the orders of a superior authority to travel to a hill station on duty, may draw travelling allowance during his absence as for a journey on tour. Such a Government employee will, however, forfeit all claims to travelling allowance for the halt at the hill station and the journey between the hill station and the stations visited immediately before and after the halt at that station, other than permanent travelling allowance, if he prolongs his stay at the hill station, beyond a period of one hundred and eighty days or the period necessary for the performance of the duty on which the journey is made, whichever is less.

2.71. Omitted.

**SECTION XI– JOURNEY TO A STATION OTHER THAN A HILL STATION**

**2.72.** When a Government employee is permitted for his own convenience, to perform his duties at a station other than his headquarters, he is not entitled to daily allowance or mileage allowance for the journey to or from such station or for the period during which he halts at it, and such Government employee must go to the station and back to his place of duty, wherever that may be, without expense to Government. A competent authority may decide what should be considered to be the place of duty.

**SECTION XII–JOURNEY TO ATTEND AN EXAMINATION**

**2.73. General rule.**—Except for halts on the journeys, a Government employee is entitled to draw travelling allowance at tour rates for the journey to and from the place at which he appears for an examination of any of the following kinds: –

- (a) An obligatory departmental examination.
- (b) In the case of military officer in civil employ, an examination for promotion in military rank.
- (c) In the case of a Medical Officer, Assistant Medical Officer an examination designed to test his fitness to rise above an efficiency bar in a time scale:

Provided that:–

- (1) Travelling allowance shall not be drawn more than twice for any particular examination; and

- (2) A competent authority may disallow travelling allowance under this rule to any candidate who, in its opinion:—
- (i) has culpably neglected the duty of preparing himself for an obligatory examination.
  - (ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.
- (d) Any other examination specified by the competent authority.

**Note.**—For a list of examinations specified by competent authority under clause (d) see **Appendix-L**.

**2.74.** With the sanction of competent authority, travelling allowance under this Section may be permitted to a Government employee who, while travelling or during the examination, is on earned leave not exceeding 120 days. The travelling allowance admissible in such cases would be that admissible from his previous (where he was last on duty) headquarters to the place of examination or from the place where he is spending his leave to the place of examination, whichever is less.

### **SECTION XIII— JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE OR WHILE UNDER SUSPENSION.**

**2.75. General rule.**—Except as otherwise provided in these Rules, a Government employee is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave or while under suspension. A competent authority may, for special reasons which should be recorded, permit any Government employee to draw for such a journey, travelling allowance as for a journey on tour. For this purpose a Government employee under suspension shall be regarded as in the grade to which he belonged before suspension.

**Note.**—Travelling allowance under this rule will be regulated by the pay and grade of the post which a Government employee would have held had he not proceeded on leave.

**Exception 1.** Omitted.

**Exception 2.** Omitted.

**2.76.** Omitted.

**2.77. Government employees recalled to duty from leave.**—(a) When a Government employee is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him or, if the return journey involves travelling by sea, from the port at which he lands in India, to the station to which he is recalled. If the period by which the leave is

curtailed is less than a month, mileage allowance may be allowed at the discretion of the authority recalling the Government employee.

(b) If the Government employee, recalled to duty is entitled to travelling allowance under rule 2.64, he may not draw mileage allowance under clause (a) of this rule, unless he abandons his claims to the mileage allowance for himself specified in rule 2.59 (a) I(i) and II (i).

**2.78. Travelling allowance during joining time when proceeding to or returning from a place in remote locality from or to a specified station.**—A Government employee entitled to joining time when proceeding from a specified station to join a post in a place in a remote locality which is not easy of access or when returning from such a place in a remote locality to a specified station, may draw travelling allowance for the journey as for a journey on transfer.

**Note.**—This rule governs travelling allowance admissible in the case of leave or leave-cum-transfer of a Government employee to whom rule 9.1(d) of the Rules in Volume I (Part-I) of these Rules applies. The travelling allowance in the case of a straight transfer of such a Government employee is regulated by the rules in Section IX (Journeys on transfer) of this Chapter.

#### **SECTION XIV— JOURNEY BY THE FAMILY OF A GOVERNMENT EMPLOYEE ON HIS DEATH**

**2.79.** (1) A competent authority may grant to the family of a Government employee who dies while in service the concessions for the transport at Government expense of the family as defined in rule 2.17 of the Punjab Civil Services Rules, Vol. I, Part I and personal effects, provided the journey is completed within one year after the death of the Government employee.

(2) Travel expenses will be admissible by the shortest route from the last headquarter of the Government employee to his normal place of residence which shall be the permanent home as entered in his service book or record or such other place as might have been declared to be the permanent home by the Government employee, while in service.

(3) The amount of travel expenses payable to the members of the family will be:—

(a) for a journey by rail:—

(i) Actual fare plus one daily allowance of the class of accommodation to which the deceased Government employee was himself entitled for each member of family irrespective of the age.

(ii) Actual cost of transportation of personal effects on the scale as admissible under rule 2.59(a) I (iii).

(b) for journey by road:—

(i) Actual fare plus one daily allowance for each member of the family of the deceased Government employee irrespective of the age at the rate applicable to the deceased Government employee.

(ii) Actual cost of transportation of personal effects on the scale as admissible under rule 2.59 (a) II(ii).

(4) If at the time of the death of a Government employee a member of his family happens to be at a station other than the Government employee's last headquarters or being there proceeds to a station other than the normal place of residence such member may draw the actual fare for the journey made by rail or steamer, road mileage for the actual distance of road journey and cost of transport of personal effects from the place where he was at the time of the Government employee's death to the place to which he actually travelled provided that the total expenses shall not exceed the total mileage allowance and cost of transportation of personal effects up to the prescribed limit that would have been admissible had such member travelled from the headquarters of the Government employee to the normal place of residence.

(5) This rule will not apply to:—

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

(b) Government employees paid out of contingencies.

(c) Government employees who die while on leave preparatory to retirement.

(d) Retired Government employees who have been re-employed.

(e) Temporary Government employees who have been re-employed.

(6) An advance to meet travelling expenses may be sanctioned subject to the following terms and conditions: —

(i) An advance may be sanctioned by the authority who would have been competent to countersign the Travelling Allowance claim if the officer were alive.

(ii) The amount of the advance may be limited to 3/4th of the probable amount of travelling expenses that may be admissible.

- (iii) The advance will be admissible to only one member of the family of the deceased Government employee on behalf of all. It should be the widow/widower or any other member of the family (within the definition of term “family”) who is a major and of sound mind. The decision of the sanctioning authority as to whom the advance may be given shall be final. After the advance is sanctioned by the competent authority it may be drawn by the Head of the Office and paid to the member of the family authorized in this behalf.
- (iv) Only one advance will be admissible irrespective of the fact that the members of the deceased Government employee’s family travel in separate batches from the same or different stations.
- (v) The account of the advance drawn should be rendered within one month of the completion of the journey if the family travels in one batch. In case the family travels in more than one batch the account may be rendered within one month after the completion of the journey by the last batch. In any case the journey must be completed before the stipulated period of one year and the account of the advance rendered within one month of the expiry of the stipulated period at the latest. The advance should, however, be refunded forthwith if the journey is not completed within the stipulated period.
- (vi) The surety of permanent Government employee of status comparable to or higher than that of the deceased Government employee should be obtained in the prescribed form before the advance is sanctioned. The person receiving the advance should also give an undertaking in that prescribed form in writing to the effect that he/she would abide by the provisions contained in clause (v) above. This is necessary in order to enable the sanctioning authority to effect recovery of overpayments resulting from non-performance of journey within the stipulated period or non-submission of the adjustment bill within the prescribed period.
- (vii) The advance will be interest free and will be treated as an “advance recoverable”. The adjustment of the advance will be watched through Objection Book by the Accountant General (Accounts and Entitlements).

## SURETY FORM

KNOW ALL MEN BY THESE PRESENTS THAT we (1) \* \_\_\_\_\_  
 \_\_\_\_\_ (hereinafter called the ('obligor') and (2) † \_\_\_\_\_  
 \_\_\_\_\_ (hereinafter called the surety) are held and fully and firmly bound  
 unto the Governor of Punjab ( hereinafter called the 'Government') for the sum of  
 # \_\_\_\_\_, to the payment of which amount will and truly to be made,  
 we jointly and severally bind ourselves and our respective heirs, executors,  
 administrators, legal representatives and assigns by these presents.

WHEREAS the Government has paid to the obligor a sum of  
 Rs.# \_\_\_\_\_ (receipt of which sum the obligor hereby acknowledges) on  
 account of advance of travelling expenses to the family of the  
 § \_\_\_\_\_ deceased (hereinafter referred to as the 'family') for their  
 journey to\*\* \_\_\_\_\_ and for the transport of the personal effects of the  
 said§ \_\_\_\_\_ deceased to \*\* \_\_\_\_\_.

NOW THE CONDITION OF THE ABOVE WRITTEN BOND is such that if  
 the said obligor shall account to the satisfaction of the Government within one month  
 of the completion of the journey to\*\* \_\_\_\_\_ by the family if the  
 family travels in one batch, or when the family travels in more than one batch, within  
 one month of the completion of the journey by the last batch, or within one month of  
 the expiry of the period of six months after the date of receipt of this advance  
 whichever is earlier, for the proper expenditure of the aforesaid advance, then the  
 above-written bond shall be void and of no effect but otherwise the bond shall  
 remain in full force, effect and virtue. These presents further witness that:—

(a) any forbearance, extension of time, or indulgence on the part of the Governor  
 of Punjab or any officer to the obligor whether with or without the knowledge or  
 consent of the surety, shall not in any way release the said surety, his heirs, executors,  
 administrators, legal representatives and assigns from his or their liability under the  
 above-written bond;

\* Herein insert the name of the individual to whom the advance is paid.

† Herein insert the name of the surety.

# Here specify the amount of advance paid.

§ Insert the name of the deceased Government employee.

\*\*Insert the normal place of residence of the Government employee a journey to which is admissible under the rules.



(b) that the stamp duty on this bond shall be borne by the Government.

Signed and delivered by the above-named obligor in the presence of :-

1. \_\_\_\_\_

2. \_\_\_\_\_

Signed and delivered by the above-named surety in the presence of :-

1. \_\_\_\_\_

2. \_\_\_\_\_

Accepted for and on behalf of the Governor of Punjab in the presence of :-

1. \_\_\_\_\_

2. \_\_\_\_\_

#### **SECTION XV- JOURNEY ON RETIREMENT**

**2.80** (1) A Government employee on retirement may be granted travelling allowance on the scale and the conditions set out in the succeeding paragraphs to enable him to proceed to the place where he intends to reside permanently after retirement.

(2) The travelling allowance referred to will be admissible in respect of the journey of the Government employee and members of his family from the last station of his duty to his home town or from his home town to the last station of his duty; provided he intends to settle down there permanently and in respect of the transportation of his personal effects between the same places. The precise entitlement under the concession will be as follows:-

(a) For journey by rail and/or steamer:-

(i) Actual fares including the tax on fares of the class of accommodation to which the Government employee was entitled on the date when he was last on duty in respect of self and each member of his family as defined in rule 2.17 of the Punjab Civil Services Rules, Volume I, Part I, irrespective of age, plus one daily allowance for himself and for each member of his family, irrespective of age.

(ii) Actual cost of transportation of personal effects in the scale admissible under rule 2.59 (a) I (iii).

(b) For journey by road:-

(i) Actual fare plus one daily allowance for self and for each member of the family who travels with him irrespective of age at the rate applicable to the Government employee on the date when he was last on duty.

- (ii) The transportation charges of personal effects on the scale admissible under rule 2.59 (a) II (ii).

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

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

**Note 1.**—The actual cost of transporting a motor car or other conveyance maintained by a Government 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 application of the scale referred to in clauses (a) to (c) above.

**Note 2.**—No mileage allowance will be admissible for journeys between residence and the Railway Station or Bus Terminals as the case may be at either end.

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

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

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

- (i) The concession will be admissible by the shortest route from the last place of duty of the Government employee to his home town. The place which a Government employee may have declared to be his home town for purposes of leave travel concession by Punjab Government shall be regarded as his home town for the purposes of these orders also. Failing a declaration by the Government employee of his home town for the purpose of the leave travel concession, the place entered in his service book or other service record may be treated to be his home town.
- (ii) Where a Government employee wishes to settle down not in his 'home town' but at another place, he may be permitted to avail of the concessions up to 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.
- (iii) The concession may be availed of by a Government employee who is eligible for it, at any time during his leave preparatory to retirement or within six months of the date of his retirement: Provided that notwithstanding anything contained in rule 2.110, the time limit for the

presentation of Travelling Allowance bill for shifting of personal effects on retirement shall be two years.

- (iv) The concession will be admissible to permanent Punjab Government employees who retire on retiring pension or on superannuation, invalid or compensation pension. It will not be admissible to Government employees who quit service by resignation or who may be dismissed or removed from service or compulsorily retired as a measure of punishment.
- (v) The concession will also be admissible to (i) Quasi-permanent employees, and (ii) temporary employees who retire on attaining the age of superannuation or are invalided or are retrenched from service without being offered an alternative employment: provided that they have put in a total service of not less than 10 years under the Punjab Government at the time of retirement/invalidment/retrenchment.
- (vi) In the case of a person whose domicile is elsewhere than in India or who intends to reside permanently outside India after retirement the concession will be admissible up to the railway station nearest to the port of his embarkation. In the case of such a person who travels by air the concession of travelling allowance by rail/road under these orders will be admissible up to the airport of emplanement for himself and members of his family and up to the port of despatch for his personal effects.
- (vii) Where an officer is re-employed under the Punjab Government while he is on leave preparatory to retirement or within six months of the date of his retirement the concession admissible under these orders may be allowed to be availed of by him within six months of the expiry of the period of his re-employment.
- (viii) In the case of a Government employee who availed of the Leave Travel Concession during one year preceding the date of retirement or commencement of leave preparatory to retirement, as the case may be, the amount of travelling allowance admissible under this rule will be reduced by the amount reimbursed to him on account of the Leave Travel Concession as above. The amount to be deducted shall be the amount paid to him in respect of only the forward journey(s) to the home town performed by himself and/or the members of his family during the period of one year, mentioned above. Also in the case of a Government employee who avails of the leave travel concession for one way journey to home town during his leave preparatory to retirement, the amount of leave travelling concession, if any reimbursed

to him shall be deducted from the amount of travelling allowance admissible under this rule. Controlling Officers may, at their discretion, waive the condition of recovery in deserving cases of invalidment from service. The recovery may not be made in respect of leave travel concession availed by the Government employee himself during the period of one year stated above, if owing to the exigencies of public service, he was not enabled to avail of the concession on the last occasion preceding the said period.

- (ix) In case of the family of a retiring Government employee, who do not actually accompany him the provisions of rule 2.59 (b) (iii) may be applied *mutatis mutandis*. A member of a Government employee's family who follows him within six months or precedes him by not more than one month may, therefore, be treated as accompanying him. The period of one month or six months, as the case may be, may be counted from the date the retiring Government employee himself actually moves. The claims of travelling allowance in respect of the family members will not be payable until the head of the family himself or herself actually moves.

These conditions may be waived of by the Controlling Officer in the case of invalidment from service.

(4) The Travelling Allowance claims admissible under this rule will be drawn on Travelling Allowance Bill forms like Transfer Travelling Allowance claims. The claims of the officers who were their own controlling officers before retirement, will, however, be countersigned by the next superior administrative authority. The certificates required to be furnished by the officers in respect of Transfer Travelling Allowance claims will also be required to be furnished in respect of claims for Travelling Allowance under this rule.

(5) Before reimbursing the Travelling Allowance admissible under this rule the countersigning authorities should satisfy themselves, as far as possible, that the claimant and members of his family actually performed the journeys to the home town or the other place to which he might have proceeded to settle there e.g., by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance, etc.

(6) Payment of Travelling Allowance claims under this rule may be made by the Treasury Officer concerned in accordance with the provisions of sub-rule (2) of rule 22 of Punjab Treasury Rules 1985 i.e. he may make the payment of such claims even after the issue of a last pay certificate and without asking the retired officer to surrender the last pay certificate which will be required for the purpose of the finalisation of his pension.

(7) In regard to the grant of an advance of travelling allowance to such retiring Government employees it has been decided that such an advance may be sanctioned by the authorities competent to do so in cases of journeys performed during the leave preparatory to retirement but not in cases of journeys performed after the date of retirement.

(8) The concession admissible under this rule shall be admissible to all persons who retire on and after the 5<sup>th</sup> January, 1961.

(9) This rule does not apply to persons who:

- (i) are not whole-time employees of the Government or are engaged on a contract; or
- (ii) are paid from contingencies.

#### SECTION XVI

#### **JOURNEY TO GIVE EVIDENCE OR TO ATTEND A COURT OF LAW AS ASSESSOR OR JUROR, OR TO OBTAIN MEDICAL TREATMENT, ADVICE OR CERTIFICATE, OR TO APPEAR BEFORE A MEDICAL BOARD, OR IN ATTENDANCE ON AN INCAPACITATED GOVERNMENT EMPLOYEE OR MEMBERS OF HIS FAMILY**

**2.81. Journey to give evidence.**— (1) A Government employee whether he is on duty or on leave, who is summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in any criminal case, or in any civil or revenue case, to which Government is a party, or in a case before a court martial or in a departmental enquiry held by a properly constituted authority, may draw travelling allowance as for a journey on tour, attaching to his bill, a certificate of attendance granted by the court or other authority summoning him. When he draws such travelling allowance, he may not accept any payment of his expenses from the court or the authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness, must be credited to Government. If the court in which he gives evidence is situated within 8 kilometres of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.

**Note 1.**—A Government employee of a Vacation Department, when summoned to give evidence during vacation from a place other than his headquarters, is entitled to travelling allowance as on tour from his headquarters or from the place where he might be enjoying his vacation, whichever is less.

**Note 2.**—When a Government employee summoned as a witness in a criminal case, or in a civil case to which Government is a party, claims travelling allowance under this rule, a

certificate from the court should be attached to the bill showing the amount of travelling or subsistence allowance which he has been paid under the rules of the court. This certificate is required to enable the Audit Officer to determine the amount of travelling allowance due under these Rules.

**Note 3.**—This State Government have entered into reciprocal arrangements with the State Governments of Orissa, Himachal Pradesh, Bihar, Assam, U.P., Maharashtra, Tamil Nadu, Rajasthan, Madhya Pradesh, Andhra Pradesh, Karnataka, Kerala, Gujarat, J.&K., West Bengal and with the Government of India, for the payment of expenses of Government employees who are summoned by the criminal court to give evidence in their official capacity on the following lines:—

- (i) In criminal cases to which the State is a party a Government employee giving evidence regarding facts of which he has official knowledge will, on production of a certificate of attendance issued by the summoning court, be paid travelling allowance by the Government under whom he is serving.
- (ii) In criminal cases to which the State is not a party a Government employee giving evidence regarding facts of which he has official knowledge will be paid travelling allowance by the summoning court according to the rules under which such Government employee draws his travelling allowance for a journey on tour. In order to enable the court to assess the amount admissible to him, the Government employee should carry to the court a certificate duly signed by the Controlling Officer of the Government employee showing the rates of travelling and daily allowance admissible to him for a journey on tour. If the Government employee is his own Controlling Officer, the certificate will be signed by him as such.
- (iii) When a Government employee serving in a Commercial Department or when any other officer is summoned to give evidence as a technical or expert witness the pay of the Government employee concerned for the period of his absence from his headquarters and travelling allowance and other expenses due to him will first be borne by the Government under whom he is serving and subsequently will be recovered from the requisitioning Government.

**Note 4.**—A Government employee summoned to give evidence while on leave is entitled to travelling allowance under this rule from and to the place from which he is summoned, as if he were on duty.

**Note 5.**—This State Government have entered into reciprocal arrangement with the State Government of Haryana for the payment of expenses of Government employees of one State who are summoned to appear in their official capacity in departmental enquiries pertaining to the pre-reorganised Punjab to be held in the other State.

(2) A Government employee summoned to give evidence under any other circumstances, or to attend, a court of law as assessor or juror, by reason of his position as a Government employee, is not entitled to any payments other than those admissible by the rules of court. If the court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must

credit that sum to Government before drawing full pay for the day or days of absence.

(3) A Government employee who is proceeded against under rule 8(2) of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and is required to appear before an inquiry authority, may be treated on duty for the period so involved. If, during the course of the enquiry he is on leave, then he will be allowed travelling allowance as admissible for journey on tour subject to the condition that the amount thereof shall not exceed the amount admissible to him, had he undertaken the journey from his headquarters:

Provided that he will not be allowed any allowance for halts on journeys or at the station from the headquarters of the employee or from any place where the employee might be spending his leave.

Provided further that it is certified by the Head of Office that the journey was performed with his approval.

(3-A)(1) A Government employee whether on duty or on leave or under suspension against whom disciplinary proceedings are instituted shall be allowed travelling allowance as for a journey on tour including daily allowance for halts (restricted to a maximum of three days only) for the journeys undertaken by him to the stations where the official records relating to the disciplinary proceedings are available. The travelling allowance shall be allowed from the headquarters of the Government employee or from any other place where the Government employee may be spending his leave or where the suspended Government employee has been permitted on his own request to reside, but not exceeding what could be admissible had the journey been undertaken from the headquarters of the Government employee. The grant of the travelling allowance will be subject to the following further conditions :-

- (i) the enquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement;
- (ii) the competent authority certifies that the original records could not be sent to the headquarters station of the Government employee or that the bulk of the documents rules out the possibility of copies being made out and sent to the headquarters station of the Government employee; and

- (iii) the head of office under whose administrative control the Government employee is, certifies that the journey was performed with his approval.
- (2) In the case of a Government employee not under suspension at the time of undertaking of the journey, the period spent in transit to and from and the minimum period of stay required at the place where official records are made available for perusal, shall be treated as duty or leave, as the case may be.
- (3) In the case of a Government employee under suspension, who is subsequently reinstated in service, the period referred to in clause (2) above shall be treated as duty, leave or otherwise in accordance with the order passed by the competent authority under rule 7.3 of the Punjab Civil Services Rules, Volume I, Part I.

(4) (i) Where a retired Government employee is required to appear before an enquiry officer or in a court of law, as the case may be, the department at whose instance the enquiry is conducted or the judicial proceedings are instituted shall, on the spot, grant him travelling allowance and daily allowance as admissible on tour for the journey and halts calculated under the rules on the basis of last pay drawn by him from the place of his residence or any other place whichever is shorter in distance to the place where the retired Government employee is required to appear;

Where a retired Government employee against whom judicial proceedings are instituted by the Government after retirement and he has to attend such cases in a court of law from outstations, he shall be allowed travelling allowance and daily allowance as admissible on tour for the journey and halts he has to perform from the place of his residence or from any other place to the place of judicial proceedings, whichever is shorter, in distance:

Provided that travelling allowance and daily allowance for appearing in a court of law shall be paid only if the retired Government employee is honourably acquitted by the court:

Provided further that it is certified by the Inquiry Officer or the Court, as the case may be, that the journey was performed under appropriate orders and it was in the interest of public service;

(ii) It will be the sole responsibility of the retired Government employee who is called for evidence to satisfy the department referred to in clause (i) about the last pay drawn by him by showing the copy of last pay certificate given to him at the time of his retirement by the Drawing and Disbursing Officer of the office from where he retired. It will be the responsibility of the Head of Department or Head of Office or the Drawing and Disbursing Officer to ensure that copy of the last pay certificate duly



signed by a competent authority is given to the retired Government employee for production, where necessary.

(iii) The expenditure will be debitable to and paid by the Department, at whose instance the enquiry is being conducted or at whose instance the judicial proceedings have been instituted.

(5) Where a Government employee after removal, dismissal or compulsory retirement from service is required to appear before an inquiry officer in the interest of public service, he may be allowed travelling allowance for a journey on tour from the place where the summons to attend the inquiry reaches him to the place of inquiry and back but not exceeding that to which he would have been entitled had he performed the journey from his home town to the place of inquiry and back. The travelling allowance will be regulated in accordance with the pay of the post held by the Government employee immediately before his removal, dismissal or compulsory retirement from service, as the case may be.

**2.82.** A competent authority may sanction travelling allowance under clause (1) of rule 2.81 in cases in which Government employees are compelled to answer criminal or civil cases brought against them in respect of acts done by them in the discharge of their official duty and in which Government has decided to undertake their defence at the public cost.

**2.83. Journey to obtain medical advice or medical certificate.**—(a) If, in order to obtain a medical advice a Government employee is compelled to leave a station at which he is posted and at which there is no medical officer of Government and travels to another station, he may, on production of a certificate from the Medical Officer consulted that the journey was, in his opinion absolutely necessary, draw travelling allowance for the journey.

(b) If a Government employee, being stationed at a place where there is no medical officer of Government, is required to obtain medical certificate from a medical officer of Government, he may draw travelling allowance for the journey undertaken to obtain that certificate.

**Note.**—Travelling allowance is not admissible for a journey to obtain a medical certificate in support of an application for the original grant of leave or an extension of leave.

(c) If, having obtained such a certificate, he is required to appear before a medical board or committee or to appear before a nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, he may draw travelling allowance for the journey undertaken to obtain that opinion. He may draw travelling allowance for the second and subsequent journey also, if any, provided that he produces a certificate from the medical officer concerned or the medical board or committee that he was required to undertake such

journey or journeys at the behest of that authority.

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

(d) The journeys contemplated by this rule should not be undertaken without the previous permission of the Controlling Officer, if such permission can be obtained without risk to the Government employee requiring medical advice.

**2.84. Journey to appear before a medical board preliminary to retirement.—**

(a) A Government employee, who is directed by his superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual travelling expenses subject to a maximum of the amount of travelling allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases, his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service and that he did not voluntarily seek retirement.

(b) A competent authority may allow actual expenses, as limited by clause (a) of this rule to be drawn by a Government employee, who voluntarily applies for an invalid pension, provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.

(c) A Government employee, who has been directed to apply for or is in receipt of a wound or disability pension from State revenues, may for the journeys made to obtain a certificate from a medical board for the grant of or the continuance of his pension, draw his actual expenses, subject to a maximum of the amount of travelling allowance calculated for the journey from his headquarters to the place where the medical board is held, and back.

(d) Except as provided in this rule, no travelling allowance is admissible for a journey undertaken in order to appear before a medical board.

**2.85. Rates of Travelling Allowance under this section.**—Travelling allowance under the rules in this section should be calculated as for a journey on tour but no allowance may be drawn for halts on the journeys. In case of a patient who is a family member of the Government employee he/she will be allowed single railway fare of the class to which Government employee is entitled or the fare of the class in which he/she actually travels and in case of journeys by bus single fare of the bus, whichever is less.

**2.86.** A medical officer of Government who considers that a Government employee on whom it is his duty to attend professionally, should leave his station to obtain further medical advice or treatment or to proceed on leave and that it is unsafe

for him to travel unattended may, if he does not himself accompany him, arrange for an attendant to do so, and the attendant: –

- (a) If a Government employee, shall be deemed to have been travelling on duty, and may draw travelling allowance for the outward and return journey as for a journey on tour; and
- (b) If not a Government employee, may draw actual expenses, when the medical officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose of this rule.

This rule also applies to the attendants on members of Government employee's family. The travelling allowance in their case will be the same as is admissible under rule 2.85 to members of Government employee's family.

**2.87.** In case of a Government employee entitled to free medical relief who is seriously ill, and the local medical officer in attendance is of opinion that a consultation is necessary, it is open to him to move the Director of Health Services to depute another medical officer for the purpose of consultation, and if an officer is so deputed, Government will bear his travelling expenses. In selecting an officer, the Director of Health Services should pay due regard alike to considerations of propinquity and to the interests of the patient.

#### **SECTION XVII– JOURNEY ON A COURSE OF TRAINING**

**2.88.** (1) (a) When a Government employee or a student not already in Government Service, is selected to undergo a course of training or a work-study course, he may be allowed travelling allowance and daily allowance at tour rates as indicated below: –

##### **TRAVELLING ALLOWANCE:**

- (i) Travelling Allowance for the original journey to and the last journey from the place of training.
- (ii) In the case of Training at a school, college or similar institution, travelling allowance for similar journeys on the occasions of holidays and vacations.
- (iii) Travelling allowance for journeys during the course of training.

##### **DAILY ALLOWANCE:**

(b) (i) In the case of a student not already in Government service who is selected to undergo a course of training or work-study course and in the case of a Government employee for a continuous halt during training or work-study course at a

place outside his headquarters, full daily allowance shall be allowed at tour rates for the entire period of training:

Provided that where free food or lodging is provided at Government expense and where the trainees, selected to undergo a course of training or work-study course, are unmarried the daily allowance shall be reduced to one half:

Provided further that where both food and lodging are given free to the trainees by the training institutes, the daily allowance shall be reduced to one-fourth.

(2) The tour rates of daily allowance shall be as follows:—

1. For a period not exceeding thirty days	.. Full daily allowance
2. For a period exceeding thirty days, but not exceeding one hundred and eighty days	.. One half of the daily allowance
3. For a period exceeding one hundred and eighty days	.. Nil

Provided that the admissibility of daily allowance at a place outside Government employee's headquarters, where boarding and lodging are not provided, shall be as follows:—

(i) For a period of first one hundred and eighty days	.. Full daily allowance
(ii) For a period of beyond one hundred and eighty days	.. Nil

**Note:**—Travelling allowance and daily allowance to a student not already in Government service will be determined with reference to the grade pay of the post for which he is a prospective candidate.

**2.88A.** (i) No travelling allowance should be allowed for the onward journeys in cases where the probationers join the training institutions direct on first appointments to Government service.

(ii) T.A as on tour may be allowed to the probationers who are already in Government service or who first join their respective Department or State of allotment and then proceed to join the training institute or where they move from one training institute to another. No daily allowance will, however, be admissible in any case for the periods of their stay in the training institutes, and

(iii) Travelling allowance as admissible under the normal rules may be allowed

for tours to outstations undertaken from the training institutes as part of the training.

These Rules shall apply to the probationers who join the training institutes on or after 24<sup>th</sup> August, 1968.

**2.89.** Omitted.

### **SECTION XVIII– JOURNEY IN CONNECTION WITH DUTY FOR LOCAL FUNDS**

**2.90.** (a) Except as provided in clause (b), the travelling allowance to Government employees for journeys performed in connection with a local fund is governed by the Rules of the Local Funds, and is payable from that source.

(b) When a Government employee who is an *ex-officio* member of a local body, travels to attend meetings of the local body or when a Government employee travels for purposes of supervision or control of affairs of a local body as a part of his regular duties, his travelling allowance shall be paid from the State revenues, and shall be governed by these Rules.

(c) When a Government employee paid from State revenues travels on duty connected with a local fund for which the travelling allowance is payable by the Local Fund he should prepare a separate bill for such journeys, but should forward this bill, if any, with the bill for the same month payable from State revenues to his controlling authority for the latter bill. This authority will scrutinise the bill, and will forward the bill payable by a local body to the local body concerned for necessary action under the rules of the Local Fund.

### **SECTION XIX–TRAVELLING ALLOWANCE ADMISSIBLE WHEN MEANS OF TRANSPORT ARE SUPPLIED WITHOUT COST TO THE GOVERNMENT EMPLOYEE TRAVELLING**

#### **(i) Journeys by railway**

**2.91.** The Financial Commissioners and Chief Secretary have been granted the general right to reserve by requisition one first class coupe or, failing that one ordinary first class compartment, when making journeys by railways on duty for over six hours duration or journeys, any part of which, falls between the hours of 11. p.m. and 6 a.m.

The procedure to be followed in submitting the requisition for reserved accommodation shall be such as may be prescribed by the Railway Board.

**Note.**—A first class compartment means a compartment with the smallest number of berths (or seats where seats only are provided) other than count compartments available in the train by which the Financial Commissioners are to travel.

**2.91-A.** When a Financial Commissioner or Chief Secretary travels in a reserved accommodation on tour: –

- (a) the entire cost of haulage is borne by Government;
- (b) any persons travelling with him in the reserved accommodation must pay the usual fares to the railway by the purchase of first class tickets, and in every bill for travelling allowance in respect of a journey performed in reserved accommodation he must specify the number of persons who travelled with him and certify that necessary tickets were purchased by them;

**Note.**—The Financial Commissioner shall be required before beginning the journey to have the number and other details of the tickets purchased for the persons travelling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which the journey is commenced. This is necessary in order to enable an adjustment to be made between the Civil and Railway Department in respect of the fares realised by the railway.

When in the case of a Financial Commissioner, who travels in reserved railway accommodation no travelling allowance bills are received by the Audit Officer, but only debits are received on account of railway requisition; the Audit Officer will call for a certificate from him to the effect that the journey covered by the requisition was for public duty.

- (c) if he desires additional accommodation for his staff or luggage, he must make arrangements with the railway administration for the provision of such accommodation, the haulage and other charges being met at his expense;
- (d) he is entitled to draw no travelling allowance for the journey, but he shall draw full daily allowance;
- (e) the amount of luggage which may be transported free of cost, is the amount covered by the number of tickets which a member of the public would have to purchase to reserve such accommodation.

**2.91-B. Free passes.**—The issue of free passes for journeys by railway is regulated by rules made in this behalf by the Railway Board.

**2.92. Free transit by railway otherwise than in accommodation reserved by requisition.**—When a Government employee is entitled to or is allowed free transit by railway on a free pass or otherwise, the mileage allowance which he draws for the journey must, except in the case of Government employees whose duties require them to travel extensively by railway and who are covered by rule 2.49, be reduced by the amount of the fare which, but for such free transit he would have paid. This rule applies to cases in which a free pass is issued on any railway. The reduction made must include the full number of fares covered by the pass unless the Government

employee certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

**2.93. Government employee in receipt of permanent travelling allowance.**—When a Government employee in receipt of permanent travelling allowance uses a free pass on a railway within his sphere of duty, he must deduct from his permanent travelling allowance for the month the amount of the railway fares which he would have paid if he had not travelled on a pass.

**2.94. Government employee permitted to travel in a higher class on payment of lower fare.**—When a Government employee is permitted to travel by railway in a higher class on payment of a lower fare his mileage allowance must be reduced by the amount by which the fare of the class in which he travels, exceeds the fare actually paid.

**2.95. Government employee travelling with a free pass on an un-opened line of railway.**—A Government employee travelling with a free pass on an unopened line of railway or by railway trolley is entitled to the travelling allowance prescribed in rule 2.92.

#### (ii) Journeys by Sea or River Steamer

**2.96. Journey by Government vessel.**—When a Government employee travels by sea or river otherwise than on payment of passage money in a steamer the cost of which is paid by Government or by local fund, he may draw no travelling allowance except the daily allowance of his grade: provided that when his servants and luggage are not conveyed on the vessel but are sent separately at his expense, he may draw in addition the actual cost of transporting them.

**Note.**—Claims under this rule should be supported by receipts or when these are not available, by certificates.

**2.97. Free transit by non-Government steamer.**—When a Government employee is allowed free transit by sea or river steamer, otherwise than in a Government vessel, the mileage allowance, which he draws for the journey, must be reduced by the amount of the fare which, but for such free transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass unless the Government employee certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

This rule does not apply to cases in which a Government employee is allowed a free pass by a steamship company without cost to Government unless the free pass is issued in connection with his official status or duties or as part of a regular arrangement with Government for the conveyance of mails, etc.

**(iii) Journey by Air**

**2.98.** When a Government employee is allowed free transit by air in a machine owned or chartered by Government or by an Indian State, he is entitled to daily allowance, subject to the conditions laid down in rule 2.25-C.

**2.99.** A Government employee when making a journey by air, in a Government machine or in a machine chartered by Government for the purpose, shall pay a first class full or half railway fare, as the case may be, to Government on behalf of each person not entitled to travel in that machine who may accompany him.

**Note.**—If a Government employee wishes to take with him any “non-entitled” person in a Government machine or in a machine chartered by Government he should obtain the sanction of the Head of Department or if he himself is the Head of Department of the Administrative Department concerned. The sanctioning authority in giving such sanction should satisfy itself that no extra expenditure is caused to Government thereby.

**(iv) Other Journeys**

**2.100. Free transit by boat, road, etc.**—Except where otherwise expressly provided in these Rules, when, on a journey other than a journey by railway or by sea or river steamer or by air, a Government employee uses a means of locomotion provided at the expense of Government, a local fund or a court of wards estate and does not pay the cost of its use or propulsion, he is entitled to travelling allowance as follows:—

- (a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of his grade. If, however, part of the journey is made by other means of locomotion, he may, draw daily allowance, provided the distance travelled exceeds 25 kilometres.
- (b) If he has to provide separate conveyance at his own expense for his servants or luggage, he may draw the actual expenses plus daily allowance at full rates.

**Note 1.**—The Inspector-in-charge of the Mobile Police Patrol is permitted to draw the daily allowance admissible under this rule on those days only, when the distance travelled is more than 32 kilometres from his headquarters.

**Note 2.**—The provisions of this rule apply equally to journey made on transfer and journey on tour.

**Note 3.**—When a journey under this rule is combined with a journey by railway, the allowance, admissible to a Government employee should be regulated in accordance with the provisions of this rule. The additional full daily allowance under rule 2.45 is not permissible in such a case. The Government employees will not, however, be entitled to anything for journeys covered by this rule from duty point (that is the place or office of employment at his



headquarters) to Railway Station and *vice-versa* except that, they will draw full daily allowance for the days of departure or arrival as the case may be under the normal rules.

**Note 4.**—The employees travelling by staff car or Government vehicle shall be paid full daily allowance in case the absence from headquarters is not less than six hours and if it is followed by night halt outside the headquarters, the Daily Allowance shall be admissible at the rates of the place of night halt.

**Note 5.**—Government employees who may be provided with cars at State expense are not entitled to the benefits of clause (b) of this rule, even if they make separate arrangement for the conveyance of their servants and luggage.

**Note 6.**—When a peon uses a cycle supplied at the expenses of Government for taking dak to offices situated beyond a radius of 8 kilometers from his headquarters, he may draw daily allowance, of his grade, if the journey involves an absence of at least one night from his headquarters, but he should not exchange it for mileage allowance.

**Note 7.**—When a Government employee performs a journey in a conveyance supplied at the cost of Government, a local fund or a court of wards estate from an ordinary locality to an expensive locality where he halts, the daily allowance admissible to him under this rule should be calculated at the basic rates given in rule 2.24-C and not at the enhanced rates allowed for expensive localities in rule 2.27, as the daily allowance is granted in lieu of mileage allowance. The rate of daily allowance will be on the basis of ordinary localities for the journey days, and at the rates fixed for expensive localities as in rule 2.27 *ibid* for the days of halt. In respect of journey from the expensive locality to another expensive locality/more expensive locality and *vice-versa*, the daily allowance may be allowed at the rates of less expensive locality instead of the basic rates given in rule 2.24-C.

**Exception**—(1) Secretaries to Ministers in the scale of Rs. 15600-39100+6600 Grade Pay and Private Secretaries in the scale of Rs. 15600-39100+5400 Grade Pay attached to Governor, Ministers, Speaker, Deputy Speaker, Deputy Minister and Chief Secretary to Government of Punjab, while travelling on duty with Governor, Minister, Speaker, Deputy Speaker, Deputy Minister and Chief Secretary to Government of Punjab in their cars or in Government transport are permitted to have daily allowance admissible to them under these rules for the entire journey, irrespective of the fact whether the stations between which the journey is performed, are connected by rail or not.

(2) Private Secretaries in the grade of Rs.15600-39100+5400 Grade Pay attached to Secretaries to Government, Personal Assistants in the grade of Rs. 10300-34800+4800 Grade Pay attached to Governor, Ministers, Speaker, Deputy Speaker, Deputy Minister, Chief Parliamentary Secretary and Secretary to Government, Stenographers, Steno-typists, Jamadars and Peons and members of the household staff of Raj Bhawan that is Manager, Household Store Keeper, Head House Bearers, House Bearers, Head Khidmatgar, Head Cook, Cooks, Head Driver, Drivers, Motor Cleaner, Khalasis and their Jamadars, Bhishties, Sweepers and Jamadars, Dhobi and

Mate Dhobi when required to travel in Government transport or staff car between stations connected by rail and Group 'C' and Group 'D' employees in the personal staff of the ministers when travelling in Minister's car between stations connected by rail are allowed to draw daily allowance admissible to them under these rules.

**2.101.** When a Government employee uses a staff car or is provided with means of locomotion as in rule 2.100 he should not draw travelling allowance under the ordinary rules by paying for petrol, etc. All the expenses incurred in respect of the propulsion of such vehicles will be borne by Government and the travelling allowance of the Government employee regulated under rule 2.100.

**2.102.** Omitted.

**2.103. Chauffeurs of Government motor car.**—The chauffeur of a motor car supplied at the expense of Government, when making a journey by road on the motor car in his charge, may draw travelling allowance under the provisions of rule 2.105.

**Note.**—While travelling on duty by Government owned transport, General Managers, Works Manager, Traffic Managers, Chief Inspectors and Station Supervisors of Government Transport Services, Punjab, shall be entitled to daily allowance only when they pass the night away from their headquarters or when the distance travelled is more than 48 kilometres from headquarters. Inspectors, Drivers and Conductors when on duty with the vehicle shall be paid daily allowance only when they pass the night away from their headquarters. These conditions will be subject to other conditions in these rules.

**2.104.** The following rules have been prescribed in respect of the drawing of travelling allowance by Government employees who accompany the Governor:—

- (1) If the Government employees travel in the Governor's special train consisting of nine carriages, i.e. the maximum number for a 'special' including wagons, servants, carriages, etc., the travelling allowance which they would ordinarily draw should be reduced by the amount of the fare which, but for such free transit, they would have paid. No refund to the Governor's Tour Fund is necessary, as no extra expenditure is incurred out of the grant on this account.
- (2) If the Government employees travel in an ordinary train, they should purchase their own tickets and draw the ordinary travelling allowance. No recoveries are necessary in this case unless their fares are, in the first instance, advanced from the Tour Fund, in which case the accounts of the fund should be adjusted by the Military Secretary.
- (3) In all cases, where full travelling allowance is drawn by the Government employees, it should be certified on the bills that the journey was performed by an ordinary train, or in an extra carriage attached to the Governor's special train. On the authority of this certificate and on the

understanding that the accounts of the Tour Fund will (if necessary) be adjusted by the Military Secretary, the travelling allowance charged by the Government employees will then be passed in full.

#### METHOD OF CALCULATING ALLOWANCE

**2.105.** When a Government employee who is supplied with means of conveyance without charge, returns to his headquarters on the same day, daily allowance, if admissible under rules 2.95, 2.96 and 2.100 will be calculated as under: –

Half : If the absence from headquarters is less than six hours.

Full daily allowance: If the absence from headquarters is not less than six hours.

**Note 1.**– See also Note (5) below rule 2.100.

**Note 2.**–When a Government employee, who, while on tour, is treated as a State Guest travels to another station in a conveyance provided at the expense of Government or a Local Fund and returns on the same day on which he departed from there, his daily allowance shall be regulated in accordance with the manner specified in this rule, provided that he does not get less daily allowance for the day than what would have been admissible to him if he had not moved from his place of halt.

**Note 3.**–When a Government employee is provided with free conveyance for part of the journey or for one way journey only (that is either for going from, or for return to headquarters) and he returns to his headquarters on the same day, the daily allowance if admissible under the rules, may be calculated as follows:–

Half Daily Allowance: If the absence from headquarters is less than six hours.

Full daily allowance: If the absence from headquarters is not less than six hours. He may, at his option, draw in lieu of the above daily allowance the mileage allowance admissible for the part of journey for which the conveyance is not provided free of charge, provided the distance travelled exceeds 25 kilometers.

#### SECTION XX–GOVERNMENT EMPLOYEES IN MILITARY EMPLOY

**2.106.** (a) Except as provided in clause (b) the travelling allowance admissible to Government employees in military employ is governed by military regulations.

(b) When a Commissioned Indian Military Officer of the regular forces, the Military police or the Militia, whether on the active or the retired list, invited to attend a darbar or levee, at a place other than that at which he is stationed or has his residence, a competent authority may grant him travelling allowance for the journey, subject to the following limits:–

- (i) For the journey from his station or place of residence to the place at which the darbar or levee is held and thence back to his starting point single railway and steamer fares actually paid and actual travelling expenses for

journeys by road, subject to the maximum admissible to a Government employee of the first grade, when on tour.

- (ii) For halts at the place at which the darbar or levee is held, a daily allowance of Rs. 150.

### **SECTION XXI—CONTROL OVER TRAVELLING ALLOWANCE BILLS**

**2.107. Controlling Officer to be declared by competent authority.**—A competent authority shall declare what authority shall be the Controlling Officer for travelling purposes of each Government employee or class of Government employees. It may, if it thinks fit, declare that any particular Government employee shall be his own Controlling Officer. A Controlling Officer shall not, without the sanction of a competent authority delegate to a subordinate his duty of counter signature.

**2.108. Signature of Controlling Officers necessary on a travelling allowance bill.**—No bill for travelling allowance of a Group ‘C’ or Group ‘D’ Government employee other than permanent travelling allowance, shall be paid unless it be signed or counter-signed by the Controlling Officer of the Government employee who presents it.

**Note.**—A certificate to the effect that there has been no change in the nature of duties of the Government employee or the extent of his touring to justify the withdrawal or reduction in the rates of the conveyance allowance shall be endorsed by the Controlling Officer on the pay bills of the Government employees concerned for the months of January, April, July and October, in each year.

**2.108-A. Bill for travelling allowance of Group ‘A’ or Group ‘B’ Government employees.**—No bill for travelling allowance of a Group ‘A’ or Group ‘B’ government employee shall be signed and paid unless the drawing and disbursing officer in addition to complying with the provisions of rule 2.109 is satisfied.—

- (i) that before undertaking the journey the Group ‘A’ or Group ‘B’ officer has got his detailed tour programme approved from the respective Controlling Officer, specifically indicating therein whether the journey shall be performed by a private car or by any other means of conveyance viz., by bus or railway;
- (ii) that the Group ‘A’ or Group ‘B’ officer has submitted his tour notes in respect of the journey performed by him for which T.A. claim is put up by him to the Controlling Officer and that the Group ‘A’ or Group ‘B’ officer has given a certificate to that effect on the T. A. bill; and
- (iii) that the *ex post facto* sanction of the Controlling Officer for performing the journey by private car, if not already approved in the tour programme, and

the approval of the Controlling Officer with regard to any variations in the tour programme already approved by him has been obtained:

Provided that the bill for travelling allowance of the Drawing and Disbursing Officer himself shall not be paid unless it is signed by his controlling officer:

Provided further that the Commissioners of Divisions shall be their own Controlling Officers for the purpose of countersigning their own travelling allowance bills subject to the condition that before undertaking the journey they shall get their tour programme approved by the Financial Commissioner (Revenue), Punjab.

**Exception:**—These rules shall not apply to the staff of the Punjab Vidhan Sabha Secretariat.

**2.109.** It is the duty of a Controlling Officer, before signing or counter-signing a travelling allowance bill :—

- (a) to scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and to disallow the whole or any part of the travelling allowance claimed for any journey or any halt, if he considers that journey was unnecessary or unduly protracted, or that a halt was of excessive duration;
- (b) to scrutinise carefully the distance entered in travelling allowance bills and to satisfy himself, by maintaining proper check register of bills signed or counter-signed by him, that a double payment for one and the same journey is not passed;
- (c) to satisfy himself that mileage allowance for journey by railway or steamer, excluding additional fare or fares allowed for incidental expenses has been claimed at the rate applicable to the class of accommodation actually used, that concessional return tickets for the journeys or journeys charged for in the bill were purchased wherever and whenever possible, and that where the actual cost of transporting employee's personal effects, etc., is claimed under these Rules, the scale on which such servants, effects, etc., were transported, was reasonable and to disallow any claim which, in his opinion, does not fulfil that condition;
- (d) to exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz., that the allowance is not to be a source of profit, especially in the case of journeys by road performed by motor car;
- (e) to observe any subsidiary rules or orders which a competent authority may make for his guidance;

- (f) to satisfy himself that the Government employee actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

**Note.**—In order to enable the Controlling Officers to discharge their responsibility all Government employees should, when submitting their T.A. Bills for counter-signatures append to their bills the certificates in the following forms. These certificates do not cover all the rules and the Controlling Officer will still have to exercise control otherwise also.

#### CERTIFICATES FOR JOURNEYS ON TOUR

Certified that I was/was not (i) provided with means of locomotion at the expense of Government, local fund or a court of wards estate for journeys by road (rule 2.100); (ii) allowed free transit by railway under a free pass or otherwise (rules 2.92 to 2.95) for any journey for which T.A has been claimed.

2. Certified that I travelled by rail/steamer on all days in the class of accommodation to which I am entitled except on \_\_\_\_\_when I travelled by \_\_\_\_\_class.

3. Certified that between stations connected by rail viz. \_\_\_\_\_to \_\_\_\_\_ I performed the journey by car and incurred a sum of \_\_\_\_\_as road fare, which is supported by actual car ticket.

3-A. Certified that between stations connected by rail viz. \_\_\_\_\_to \_\_\_\_\_, I performed the journey by omnibus by getting a single seat and incurred a sum of \_\_\_\_\_,as road fare.

4. Certified that the journey by road was performed by motor car/motor cycle:

(i) which was a hired one and all the accommodation of which was reserved by me.

(ii) which was a private property, details of which are given below.

\_\_\_\_\_

(iii) being my own property.

(iv) being a Government vehicle.

5. Certified that I did not perform the road journey, for which mileage allowance has been claimed at the higher rates prescribed in rule 2.24-D of the T.A Rules by taking a single seat in any public conveyance (excluding a steamer) which plies regularly for hire between fixed points and charges fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.

6. Certified that the journey by road was performed by taking a single seat in a taxi, motor omnibus or lorry.

7. Certified that the journey beyond jurisdiction was performed under proper authority.

8. Certified that the number of kilometres shown in the bill are correct.

9. Certified that journeys on \_\_\_\_\_ were performed by Mail/Express Train in the interest of public service.

10. Certified that I was actually and not merely constructively in camp on Sundays and Holidays, for which daily allowance has been claimed.

11. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.

12. Omitted.

#### CERTIFICATES FOR JOURNEYS ON TRANSFER

- |  |   |  |
|--|---|--|
| <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol> | } | <p>Same as for journeys on tour, in respect of the Government employee and his family.</p> |
|--|---|--|

7. Certified that the family members for whom T.A. has been claimed actually travelled with me or preceded/followed me within the time-limit prescribed for journeys on transfer.

- |  |   |                                    |
|--|---|------------------------------------|
| <ol style="list-style-type: none"> <li>8.</li> <li>9.</li> </ol> | } | <p>Same as for journey on tour</p> |
|--|---|------------------------------------|

10. Certified that the actual expenses incurred, as cost of transporting personal effects was not less than the sum claimed in the bill.

11. Certified that I have transported \_\_\_\_\_ quintals of luggage on my transfer.

**2.110.** The right of a Government employee to Travelling Allowance, including daily allowance, is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it became due.

### CHAPTER 3

#### **Authorities which exercise the powers of a competent authority under the various Travelling Allowance Rules.**

**Note 1.**— Conservators of Forests have all the powers of a Head of Department for the Group 'C' and Group 'D' employees serving in the circles (as mentioned in rule 2.25(3) of the Punjab Civil Services Rules, Volume I, Part I, except powers mentioned in Serial Nos.16 and 20 of the Table below.

**Note 2.**—The Administrative Departments and Heads of Departments may re-delegate the powers delegated to them in the Table below, on their own responsibility and subject to such restrictions as they may like to impose, to any officer under them at their headquarters offices. Copies of all such orders should invariably be supplied to the Finance Department and the Accountant-General, Punjab.

Powers in respect of Serial Nos. 1, 10, 11, 25, 26 and 27 of the Table below may also be re-delegated subject to the conditions and restrictions stated above, to any authority who has been declared as a Controlling Officer for the purpose of counter-signing the travelling allowance bills.

Sr. No.	No. of Travelling Allowance rule	Nature of Powers	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
1.	2.2	Power to direct a Government employee to perform a journey in the interest of the public service for any purpose not specified in the rules.	1. Departments of Government.	Full powers in respect of travelling allowance at tour rates.
			2. Heads of Departments.	Full powers in respect of travelling allowance at tour rates subject to the limitations of the power to sanction absence from sphere of duty, contained in Serial No. 6 of rule 15.1 in Volume I(Part I) of these Rules.
			3. Superintending Engineers.	Full powers in respect of Government employees under their control.
			4. Heads of Offices.	Full powers in respect of Government employees whom they are competent to appoint.



1	2	3	4	5
			5. Circle Education Officers.	Full powers in individual cases in respect of travelling allowance at tour rates to Government employees whose travelling allowance bills are counter-signed by them, provided that the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case.
2.	2.5 and 2.11	Power to grant a permanent travelling allowance or conveyance allowance.	1. Departments of Government.	For temporary posts which they are competent to create and provided that the allowances granted are the same as are sanctioned for permanent posts of the same description.
			2. Heads of Departments and other subordinate authorities who have power to create posts.	Ditto.
			3. Superintending Engineers.	For temporary posts which they are competent to create and provided that the allowances granted are the same as are sanctioned for permanent posts of the same description in respect of Government employees under their control.
3.	2.9 (Proviso 2)	Power to allow a Government employee to draw difference between double permanent travelling allowance and mileage allowance.	1. Departments of Government and Heads of departments.	Full powers.
			2. Honourable Judges of the High Court.	For Government employees whom they are competent to appoint and who are in grades not higher than grade II.

1	2	3	4	5
4.	2.9 (Proviso 3)	Power to permit a Government employee in receipt of permanent monthly travelling allowance to draw in addition to permanent travelling allowance mileage by road or actual expenses, whichever is less.	1. Departments of Government.	Full powers provided the journey by road or rail is expressly authorised by the higher administrative authority.
			2. Excise and Taxation Commissioner	1. In the case of Government employees in receipt of permanent monthly allowance to which the condition of maintaining a horse is attached in respect of journey performed urgently by an Excise and Taxation Inspector within his sphere of duty in circumstances where it is not possible for him to use his horse.  2. Also in respect of journey performed urgently by an Excise and Taxation Inspector outside his sphere of duty in case in which Deputy Commissioner of Excise and Taxation certifies that such journey was necessary in the interest of Excise work or Passengers and Goods Tax work.
4-A	Omitted.			
5.	2.17	Power to declare the grade in which a part-time or free paid Government employee shall rank.	Departments of Government.	Full powers, as regards grades not higher than grade II.
6.	2.19(b)	Power to decide the shortest of two or more routes.	1. Departments of Government.	In the case of any particular journey.
			2. Heads of Departments	In the case of any particular journey.

1	2	3	4	5
			3. Superintending Engineers.	In the case of any particular journey in respect of Government employees under their control.
7.	2.20	Power to permit mileage allowance to be calculated by a route other than the shortest or cheapest.	1. Departments of Government.	Full powers provided that the selection of such routes was in the interest of Government work.
			2. Heads of Departments.	Full powers provided that the selection of such routes was in the interest of Government work within their sphere of duty.
			3. Commissioners of Divisions.	Full powers provided that the selection of such routes was in the interest of Government work within their sphere of duty in respect of Government employees under their control.
			4. Superintending Engineers.	Full powers provided that the selection of such routes was in the interest of Government work within their sphere of duty in respect of Government employees under their control.
8.	Omitted.			
8-A.	2.24-D Note (7)	Power to grant T.A. without the production of actual car tickets, in cases in which the car tickets have been lost/misplaced or have not been preserved.	1. Departments of Government. 2. Heads of Departments.	Full powers, provided they are satisfied that the journey was actually performed by car and that the fare claimed is in accordance with the prevalent taxi rates.
9.	2.26	Power to declare a particular Government employee to be entitled to railway accommodation of a higher class than prescribed for his grade.	Departments of Government.	In the case of any particular journey.

1	2	3	4	5
9-A.	Omitted.			
10.	2.35	Power to decide whether a particular absence is absence on duty for the purpose of rule 2.35.	1. Departments of Government.	Full Powers.
			2. Heads of Departments.	Full powers in individual cases only, provided that the absence is for reason of a public nature which should be stated and that the period of absence does not exceed 14 days in each case.
			3. Superintending Engineers	Full powers in individual cases only provided that the absence is for reason of a public nature which should be stated, and that the period of absence does not exceed 14 days in each case, in respect of Government employees under their control.
11.	2.37	Power to restrict the duration and frequency of tours.	1. Heads of Departments.	Full powers
			2. Superintending Engineers. 3. Divisional Forest Officers. 4. Secretary, Regional Transport Authority	Full powers in respect of Government employees under their control.
12.	2.39	Power to prescribe the scale of Government tents to be supplied.	Departments of Government.	Full powers.
13.	Omitted.			
14.	2.43	Power to permit exchange of daily allowance for mileage allowance during the whole period of a tour.	Departments of Government and Heads of Departments.	By special order in individual cases.

1	2	3	4	5
15.	2.47	Power to allow the actual cost of maintaining a camp during a sudden journey away from it.	1. Departments of Government.	Full powers.
			2. Heads of Departments.	By special order in individual cases.
16.	2.48	Power to prescribe the scale of camp equipment, servants, horses etc., to be carried at Government expense by a Government employee allowed to receive the actual cost of the first or last journey of an extensive tour.	1. Departments of Government.	Full powers.
			2. Heads of Departments	By special order in individual cases.
17.	2.50.	Power to permit a Government employee to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible.	Departments of Government.	In individual cases only of Group 'C' and Group 'D' Government employees.
17-A	2.50 (a)	Power to permit drawal of actual cost of hiring a conveyance for local journeys to officers who are provided with staff cars or who are entitled to use staff cars while they travel by air or by rail between Chandigarh and Delhi or other places connected by air or rail.	Heads of Departments.	Full powers subject to the provisions of rule 2.31 of the said rules and such other conditions as may be laid down by Government from time to time.
18.	2.50	Power to permit recovery of the actual cost of maintaining camp equipage during a halt at or near headquarters.	1. Departments of Government and Heads of Departments.	By special order in individual cases.
			2. Superintending Engineers.	For all Group 'A' and Group 'B' Government employees (permanent and temporary) under their control and subordinates in Sub-Divisional charge.

1	2	3	4	5
			3. Executive Engineers.	For officers subordinate to them except Group 'A' and 'B' Government employees (permanent and temporary) and subordinates in Sub-Divisional charge.
18-A	2.52	To permit a Government employee or class of Government employees to recover the actual cost of maintaining camp equipage during a halt at headquarters or within 8 kms. of headquarters or during the interval between the Government employees departure from or arrival at headquarters and that of his camp equipage.	Departments of Government.	Full powers subject to the conditions laid down in clauses (a) to (f) of rule 2.52.
18-B.	Note below rule 2.59(a)-1(ii)	Power to grant T.A. without the production of actual car tickets in cases in which the car tickets have been lost/misplaced or have not been preserved.	1. Departments of Government. 2. Heads of Departments.	Full powers provided they are satisfied that the journey was actually performed by car and that the fare claimed is in accordance with the prevalent taxi rates.
19.	2.59(a) (iii), Proviso I	Power to fix the maximum weight of personal effects lower than those prescribed by rule for transportation at Government expense by a Government employee on transfer.	Heads of Departments.	Full powers.
20.	2.59 (c)	Powers to prescribe the scale of tents to be carried at Government expense on transfer.	Heads of Departments.	Full powers.
21.	Omitted.			

[Chap. 3]

CONSENT ORDERS

[Sr. Nos. 22-23a]

1	2	3	4	5
22.	2.72	Power to decide in case of dispute or doubt what should be considered the place of duty for purposes of rule 2.72.	1. Departments of Government.	Full powers.
			2. Heads of Departments	Full powers in the case of Government employees whom they can appoint.
23.	Proviso 2(i) to rule 2.73	Power to disallow travelling allowance for a journey to attend an obligatory examination if the authority considers that the candidate has culpably neglected the duty of preparing for it.	Heads of Departments.	Full powers.
23a	2.73(d)	Power to allow travelling allowance for a journey to attend an examination to a Government employee who while travelling or during the examination, is on earned leave not exceeding 120 days.	1. Departments of Government.	Full powers provided that— 1. Travelling allowance shall not be drawn more than twice for any particular examination. 2. Travelling allowance is not allowed to any candidate who has culpably neglected the duty of appearing in an obligatory examination or does not display a reasonable standard of proficiency in an examination. 3. The examination is an obligatory Departmental examination.

1	2	3	4	5
24.	2.75	Power to sanction travelling allowance to Government employees for journeys to attend conference while on leave.	Heads of Departments.	For journeys to attend conference in the public interest the travelling allowance being limited in amount to what would be admissible for a journey between the last place at which the Government employee was on duty prior to proceeding on leave and the place where the conference is held.
25.	2.75	Power to sanction the grant of T. A. in cases where a suspended Government employee is required by the suspending authority to make a journey for the purpose of attending a Departmental inquiry (other than a police inquiry).	1. Departments of Government.	Full powers for the grant of T.A at tour rates (without daily allowance) for halt from the Government employee's headquarters to the place where the departmental inquiry is held or from the place at which he has been permitted to reside during suspension to the place of inquiry, whichever is less. No T.A. will, however, be admissible if the inquiry is held at the out-station at his own request.
			2. Heads of Departments.	Full powers, as above in respect of Government employees whom they or their subordinate authorities can appoint.
26.	2.82	Power to sanction travelling allowance to a Government employee compelled to answer criminal or civil cases in certain circumstances.	Departments of Government and Heads of Departments.	Full powers.
27.	2.84 (b)	Power to allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension.	Departments of Government, and Heads of Departments.	Full powers.



[Chap. 3]

## CONSENT ORDERS

[Sr. Nos. 30-33]

1	2	3	4	5
28.	Omitted.			
29.	Omitted.			
30.	2.106 (b)	Power to grant travelling allowance to military officers, attending darbars or levees.	Departments of Government.	Full powers.
31.	2.107	Power to declare who shall be the Controlling Officer.	1. Departments of Government	Full powers, provided that they may not declare a Government employee to be his own Controlling Officer.
			2. Heads of Departments.	Full powers provided that a Head of Department may not declare a Government employee to be his own Controlling Officer.
32.	2.107	Power to permit a controlling officer to delegate his duty of counter-signature.	1. Departments of Government.	Full powers.
			2. Heads of Departments.	Subject to delegation being made only to a Group 'A' or Group 'B' Officer who is immediately subordinate to the controlling officer and is working in his own office.
33.	2.109(e)	Power to make rules for the guidance of Controlling Officers.	1. Departments of Government.	Full powers
			2. Heads of Departments.	Full powers only in respect of officers subordinate to them.

**APPENDIX-A**

Rules governing Travelling Allowance of Ministers, Speaker and Members of the  
Legislative Assembly.

(Not printed)

**APPENDIX-B**

(See rule 2.5)

**POSTS CARRYING PERMANENT TRAVELLING ALLOWANCE**

1. The following categories of employees working on the posts given in column 3 of different departments given under column 2, are entitled to Permanent Travelling Allowance, namely: –

TABLE

<b>Serial No.</b>	<b>Name of the Department or Office</b>	<b>Category of posts</b>
1	2	3
1.	Dairy Development	(i) Dairy Development Inspector Grade-I (ii) Dairy Development Inspector Grade-II (iii) Dairy Field Assistant.
2.	Co-operative Department	(i) Inspector Grade-I (ii) Inspector Grade-II
3.	Revenue Department	Patwari
4.	Irrigation Department	Junior Engineer
5.	Rural Development and Panchayats	(i) Gram Sewak or Gram Sewika (ii) Social Education and Panchayat Officer or Mukhya Sewika
6.	Health and Family Welfare	I. (a) Multipurpose Supervisor (Male) 1. Sanitary Inspectors 2. Malaria Inspectors 3. Surveillance Inspectors 4. Senior Malaria Inspectors 5. Senior Sanitary Inspectors (b) Multipurpose Supervisor (Female) 1. Lady Health Visitor II. (a) Multipurpose Workers (Male) 1. Surveillance Workers 2. Basic Health Workers 3. Family Planning Field Workers 4. B.C.G. Technicians 5. Vaccinators 6. Multipurpose Workers (Male)

## APPENDIX-B

1	2.	3
		7. Multipurpose Workers (T.B.) (b) Multipurpose Workers (Female) A.N.M. III. Block Extension Educator IV. Miscellaneous: 1. Inspectors Vaccination 2. Sanitary Supervisors V. Trained Dais Working in Family Planning Centres/Clinics and Swasthya Sahayaks
7.	Sainik Welfare	1. Welfare Workers
8.	Agriculture Department	1. Sub Inspector 2. Junior Engineer (S.O.)
9.	Soil Conservation	1. Sub Inspector 2. Junior Engineer (S.O.) 3. Surveyors
(Excepting those employees who are working in Farm/Nurseries/Offices in the Agriculture Department and Soil Conservation).		
10.	Welfare of Scheduled Castes and Backward Classes	Tehsil Welfare Officers
11.	Labour Commissioner, Punjab	1. Assistant Director of Factories at Batala Circle No. 1-3 Amritsar Circle No. 1-2 Jalandhar Circle No. 1-7 Ludhiana and Phagwara 2. Labour Inspector Grade I 3. Labour Inspector Grade-II 4. Legal Assistant
12.	Public Works Department (Buildings & Roads)	Junior Engineer (posted in works or investigation Sub-division and are not posted in Division or Circle or Chief Engineer's Office. This allowance will also not be payable to those officials working in the Ranjit Sagar Dam Project. Persons getting this allowance will not be entitled to any Design Allowance or Special Pay (Non-Special Allowance).

## APPENDIX-B

1	2.	3
13.	Excise and Taxation Commissioner, Punjab, Patiala	1. Taxation Inspectors and Excise Inspectors 2. Taxation Inspectors
14.	Chief Engineer, Punjab, Public Health, Patiala	Junior Engineers
15.	Chief Engineer, Planning, Irrigation Department, Chandigarh	Ziledars
16.	Forests Department	Forest Guards and Wild Life Guards

2. The rates of Permanent Travelling Allowance admissible to the entitled categories of posts or employees effective from the 21<sup>st</sup> day of May, 2010 are as given in the following table, namely: –

TABLE

Serial No.	Grade Pay Range	Employees whose duties involve touring more than 12 days in a month
1.	Upto Rupees 2,400	Rupees 480
2.	Above Rupees 2,400 but upto Rupees 3,600	Rupees 720
3.	Above Rupees 3,600	Rupees 960

3. (a) The Permanent Travelling Allowance being paid under rule 2.1 covers all journeys performed by an employee within a radius of twenty-five kilometres from his place of duty. An employee shall be considered on tour on a particular day, if he reaches a point eight kilometres away, from the place of duty point, whether he halts there or not. Where no such duty point is fixed, the journey shall be deemed to begin from the residence of the employee.

(b) It shall be the responsibility of each Controlling Officer, to ensure that this allowance is not turned into a source of profit. A certificate may be attached with each bill to the effect that the employee, for whom the payment of Permanent Travelling Allowance has been claimed, has not been neglecting the due performance of touring duties, for which the allowance is claimed.

(c) Each Department shall declare the posts under its charge the duties of which involve touring on an average for more than twelve days in a month. Full allowance shall be payable only if the conditions of grant of Permanent Travelling Allowance, are fulfilled.

**4. Special Provisions for Junior Engineers.**—(a) The Junior Engineers (or the Assistant Engineers re-designated as such after the completion of prescribed span of service as Junior Engineer), who are working in the field, are entitled to be paid a monthly amount equal to average price of thirty litres of petrol in lieu of the Permanent Travelling Allowance admissible to them.

(b) The monthly amount referred to in clause (a) above, shall be calculated on the basis of average price of per litre of petrol prevalent at Chandigarh during the relevant month. The rates of petrol for this purpose shall be obtained from the Controller of Stores, Punjab, Chandigarh, from time to time.

**Note.**—When a Government employee in receipt of Permanent Travelling Allowance, uses a Government vehicle free of charge or gets a free lift in another officer's car or other conveyance, his fixed monthly travelling allowance will be reduced by –

- (a) 1/60<sup>th</sup> or bus fare, whichever is less, for journey outward or inward per day; and
- (b) 1/30<sup>th</sup> or bus fare, whichever is less, for both outward and inward journeys per day.

**APPENDIX-C**

(See rule 2.11)

**POSTS CARRYING CONVEYANCE ALLOWANCE**

The conveyance allowance to the Government employees specified in the Table below shall be admissible to them at the rates specified. The holder of a temporary post shall not be allowed to draw conveyance allowance unless sanctioned by the competent authority.

TABLE

Serial No.	Name of the post	Rate per month (in Rupees)	Date from which sanctioned
1	2	3	4
<b>I. Civil Secretariat and Equivalent Offices</b>			
1.	Deputy Secretary	800	1 <sup>st</sup> October, 2010
2.	Under Secretary	800	-do-
3.	Senior Law Officer	800	-do-
4.	Secretary to Minister	800	-do-
5.	Special Secretary to Minister	800	-do-
6.	Superintendent Grade I	800	-do-
7.	Private Secretary	800	-do-
8.	Personal Assistant	800	-do-
<b>Note.</b> —Conveyance Allowance at the rates shown above shall also be admissible to the similar categories of employees working in the Punjab Vidhan Sabha Secretariat, Financial Commissioner's Secretariat, Punjab Raj Bhawan, Legal Remembrancer's Office and Punjab Public Service Commission, Patiala.			
<b>II. Accounts Personnel of Department of Finance (T&amp;A Wing)</b>			
1.	Joint Controller (Finance & Accounts)	800	1 <sup>st</sup> December, 2011
2.	Deputy Controller (Finance & Accounts)	800	-do-
3.	Assistant Controller (Finance & Accounts)	800	-do-
4.	Section Officer (S.A.S.)	700	-do-
<b>Note.</b> —The conveyance allowance at the rates mentioned above shall also be admissible to the corresponding posts of Local Fund Accounts Wing of the Department of Finance.			
<b>III. Police Personnel</b>			
1.	Inspector	600	1 <sup>st</sup> December, 2011
2.	Sub-Inspector	550	-do-

## APPENDIX-C

1	2	3	4
3.	Assistant Sub-Inspector	500	-do-
4.	Head Constable	450	-do-
5.	Constable	400	-do-
<b>IV. Other Departments</b>			
1.	Superintendent Grade I	800	1 <sup>st</sup> June, 2011
2.	Superintendent Grade II	700	-do-
3.	Senior Auditor (Non-S.A.S.)	700	-do-
4.	Personal Assistant	700	-do-
5.	Senior Assistant	600	-do-
6.	Junior Auditor/Auditor	600	-do-
7.	Senior Scale Stenographer	600	-do-
8.	Junior Assistant	500	-do-
9.	Junior Scale Stenographer	500	-do-
10.	Steno-Typist	400	-do-
11.	Clerk	400	-do-
12.	District Treasurer	600	-do-
13.	Accountant/ Accountant-cum- Cashier/ Cashier (in the scale of Senior Assistant	600	-do-
14.	Assistant Treasurer	500	-do-
15.	Clerk-cum-Cashier/ Cashier-cum-Clerk	400	-do-
16.	Clerk-cum-Storekeeper	400	1 <sup>st</sup> December, 2011
17.	Store-keeper	400	-do-
18.	Library Clerk	400	-do-
19.	Cashier (other than those in the scale of Senior Assistant)	400	-do-
20.	Record Supervisor	400	-do-
21.	Restorer	400	-do-
22.	Private Secretary (Other than those in the Secretariat and equivalent Offices)	800	-do-



## APPENDIX-C

**V. Group 'D' Posts**

Group 'D' employees are entitled to Conveyance Allowance at the rate of three hundred rupees per month with effect from the 1<sup>st</sup> December, 2011. This allowance is inclusive of the Local Travelling Allowance-cum-Miscellaneous Allowance admissible to them earlier.

**VI. Physically Handicapped Employees**

Subject to the conditions specified in this behalf, the Blind and Physically Handicapped Government employees are entitled to Transport (Conveyance) Allowance for going to and coming from the place of their duty at the rate of six hundred rupees per month with effect from the 1<sup>st</sup> December, 2011. This Allowance is admissible to them in addition to the Conveyance Allowance admissible under these rules.

**Notes.**-(1) The conveyance allowance mentioned above is not entitled to the Government employees, who have been allotted Government vehicles.

(2) The employees entitled to Conveyance Allowance under the foregoing provisions have been exempted from keeping and maintaining their own means of conveyance.

(3) The Conveyance allowance mentioned above shall not be admissible during leave (other than casual leave), during the joining time or suspension period.

**VII. Members of Punjab Civil Medical Service**

The doctors belonging to Punjab Civil Medical Service, posted in Subsidiary Health Centres, are entitled to a Conveyance Allowance, at the rates given in the following table, namely:-

TABLE

Serial No.	Type of vehicle used for official work	Rate per month (in Rupees)	Date from which sanctioned
1	Car	1,800	1 <sup>st</sup> October, 2010
2	Other Vehicle	720	-do-

The claimant doctor shall be required to produce a proof that the particular vehicle for which the conveyance allowance is being claimed, is owned by him and is being actually maintained at his own expense. The claimant doctor shall also be required to certify that he remained on tour in the villages at least for ten days in a month and a record of such tours has been kept in the relevant record register.

**APPENDIX-D**

Omitted.

**APPENDIX–E**

[Referred to in Note 1 below rule 2.38]

**List of Government employees not entitled to travelling allowance for journeys on tour within their sphere of duty, except for journeys by rail or steamer.****EXCISE**

1. Excise peons, entitled to draw single second-class fare, when journeys performed by rail or steamer.

**Exception:** Excise peons attached to Excise Bureau in the Punjab.

**FORESTS**

2. Forest Guards and Range Assistants.

**Note:** Range Assistants or Forest Guards employed in the Silvicultural Research Division or on special duty such as working plan work or marking thinnings are allowed to draw travelling allowance at ordinary rates both for march and halts.

**LAW AND JUSTICE**

3. Process servers and bailiffs.

**Exceptions:** A bailiff or process server may draw travelling allowance for a journey performed by him by motor omnibus or other road vehicle either within or beyond his sphere of duty: –

- (a) between a place not connected by rail; or
- (b) between places connected by road as well as by rail when the road route is shorter or when the journey by rail, although shorter in distance would cause inordinate delay:

Provided that judge of the court issuing the process or the officer-in-charge of the Process Serving Agencies certifies that this journey was necessary in the public interest and that no other form of travelling allowance has been drawn.

**POLICE**

4. Police Officers and men of all grades (including those employed in the Criminal Intelligence Department) below the rank of Inspector.

**Exception:** (i) Sub-Inspectors and Assistant Sub-Inspectors are entitled to draw daily allowance at the ordinary rates for all journeys on duty –

- (a) of more than 16 kilometres from their headquarters if they travel by a motor conveyance.
- (b) of more than 24 kilometres from their headquarters if they travel by any other mode of conveyance:

## APPENDIX-E

Provided that in both cases if the Sub-Inspector or Assistant Sub-Inspector is attached to a police station the place to which he travels is beyond the limits of the police station.

**Note.**—In the case of a road journey combined with a journey by railway or steamer or both and which exceeds the limits laid down in Exception (i), the travelling allowance to Sub-Inspectors and Assistant Sub-Inspectors shall not exceed the amount admissible under rule 2.44.

**Exception:** (ii) Head Constables and Constables may draw actual expenses for journeys by boat where this is the ordinary mode of travelling.

**Exception:** (iii) Policemen employed as Clerks in District or Railway Police Offices.

**Exception:** (iv) A Police Officer below the rank of Inspector may draw travelling allowance for a journey performed by him by motor omnibus or other road vehicle either within or beyond his sphere of duty:—

- (a) between places not connected by rail; or
- (b) between places connected by road as well as by rail when the road route is shorter; or when the journey by rail although shorter in distance, would cause inordinate delay:

Provided that the Superintendent of Police certifies on his travelling allowance bill that the journey was necessary in the public interest and that no other form of travelling allowance has been drawn.

**Note.**—(1) The Superintendent of Police shall in certifying that the journey was necessary in the public interest, verify that the purpose of the journey was one for which travelling allowance is ordinarily admissible under the provisions of the Travelling Allowance Rules.

**Note.**— (2) See also Police Rule 22.43.

**Exception:** (v) The staff employed on the Mobile Police Patrol when the distance travelled is more than 32 kms. from headquarters.

## PUBLIC WORKS DEPARTMENT

## 5. Petty establishment expressly engaged for service in the field.

The term 'petty establishment' is not explicitly defined anywhere in the Financial Hand Books of the Punjab Government, but examples of the classes of establishment that come within the scope of this term are given in paragraph 1.7(IV) of the Punjab Public Works Department Code. The State Government, however,

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APPENDIX-E

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in case of doubt, may decide whether any particular Government employee or class of Government employees comes within the term or not.

6. Canal Mistris are entitled to draw ordinary travelling allowance when proceeding under proper authority beyond a radius of 16 kms. from their headquarters.

7. Canal Patwaris.

**APPENDIX-F**

Omitted

**APPENDIX– G**

Omitted

**Appendix-H**

[See rule 2.59(a)II(ii)]

The freight rates for transportation of personal effects by road, on transfer of a Government employee, as fixed by the Transport Department, are given in the following table, namely:-

TABLE

<b>Serial No.</b>	<b>Distance by Road</b>	<b>Type of Goods</b>	<b>Rate per quintal per kilometre</b>
1	For a distance upto 50 kilometres:	1. For non-bulky goods	23 paise
		2. For bulky goods	40 paise
2	For a distance beyond 50 kilometres:	1. For non-bulky goods	23 paise
		2. For bulky goods	35 paise



**APPENDIX-J**  
**PUNJAB HILL ALLOWANCE CODE**  
[Not printed]

**APPENDIX-K**

**RECESS RULES**

[Not printed]

**APPENDIX-L**

[Referred to in Note below rule 2.73]

**TRAVELLING ALLOWANCE TO ATTEND EXAMINATIONS**

The competent authority has permitted Government employees to draw travelling allowance under rule 2.73 for journeys to and from the place of examination in the following circumstances:—

- (1) To accept official candidates for the office of Extra Assistant Commissioner (a) whose names are borne on the Government Register A, (b) whose names are borne on the lists maintained by the Financial Commissioner and also to persons being already Government employees whose names are borne on the lists maintained by the Financial Commissioners and the High Court of accepted candidates for the posts of Tahsildar, Naib-Tahsildar and Sub-Judge: provided that in each case the candidate passes in at least one subject at the examination for attending which travelling allowance is claimed.

**Note.—**

- (This rule does not apply to candidates who are not already Government employees.)
- (2) To Government employees of the Settlement Department when attending the examination prescribed for Tehsildars and Extra Assistant Commissioners.
  - (3) To Military Officers appointed to officiate as Cantonment Magistrates, without having previously passed the preliminary examination, for subsequently appearing at the examination.
  - (4) To Kanungos for attending the examination for the purpose of obtaining a certificate of efficiency.
  - (5) To Kanungo candidates who are Patwaris or already in Government service: provided that in each case the candidate passes the examination in whole or in part, and that in no case travelling allowance be drawn more than twice.
  - (6) Assistant Medical Officers and Dispensers are not ordinarily entitled to travelling allowance for journeys to pass English Qualification Examination or to qualify for higher rate of pay but if a dispenser is required by the Civil surgeon in special circumstances to attend at headquarters for an examination for promotion to higher grade, he may be granted travelling allowance from the source from which his pay is met.
  - (7) To accepted candidates for the post of Court Inspectors for journeys to attend the Departmental Examination: provided that: —
    - (i) in each case the candidate passes in at least one subject at the examination for attending which travelling allowance is claimed ; and
    - (ii) in no case travelling allowance be drawn more than twice in respect of any one complete examination.

**APPENDIX-M**

Omitted



**APPENDIX-O**

(Referred to in Note below rule 2.2)

Travelling allowance to Government employees directed to perform a journey in the interests of the public service for any purpose, not specified in Rule 2.2.

**I. PUBLIC WORKS DEPARTMENT**

1. Engineer Officers of the P.W.D. who are members of the Institution of Engineers (India), and whose subscriptions are up to date, permitted to attend the annual meetings of its Punjab, Haryana and Himachal Pradesh Centre, Chandigarh and Ludhiana Sub-Centre: –

- (i) Actual costs of railway ticket.
- (ii) Daily allowance for halts at the place of annual meetings at ordinary rates as prescribed in rule 2.24 of these rules save that no daily allowance will be admissible for each day spent in travelling.

Travelling allowance of Executive, Assistant Executive and Assistant Engineers, Temporary Engineers, Temporary Assistant Engineers, Sub-Engineers, Superintendents and Assistant Superintendents of the Central Workshop, may be passed on the counter-signature of their Controlling Officers. As regards Superintending Engineers, the signature of the drawing officer should be accepted as final evidence of the fact that he was permitted to attend the meeting.

II. Superintending Engineers, in the Public Works Department, Irrigation Branch, who attend meetings on “Water Distribution” :-

- (i) Travelling allowance at tour rates for the journey to and from the place of meeting.
- (ii) Daily allowance for halts for the days of the meetings as for halts on tour.

The signature of the drawing officer should be accepted as final evidence of the fact that he attended the meetings.

**II. HEALTH DEPARTMENT**

1. (a) Officers of the Department who attend an annual conference convened by the Director of Health Services to discuss public health problems provided that the conference is held apart from any meeting of the Punjab Public Health Association.

(b) Other Medical Officers of Health who are not Government employees and who are permitted to attend a conference of the kind mentioned in clause (a) will not receive travelling Allowance from Government but Government may contribute towards their travelling allowance in the same proportion as Government contributes towards their pay.

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## III. POLICE DEPARTMENT

(a) Police Officers permitted by the Inspector-General, a Deputy Inspector-General of Police or the Assistant Inspector-General, Government Railway Police, to attend Police conferences or to participate in physical training, and lower subordinates permitted by Superintendents of Police or the Assistant Inspector-General, Government Railway Police, to participate in musketry practice held beyond their spheres of duty:—

- (i) Travelling allowance at tour rates for the journey to and from the place where the conference, musketry practice or physical training is held;
- (ii) Daily allowance for halts at place of conference, musketry practice or physical training as for halts on tour.

(b) Staff of the Finger Print Bureau, Phillaur, ordered by the Superintendent of Police in charge of the Bureau to undergo eye-test examination by the Ophthalmic Surgeon of the Guru Teg Bahadur Hospital, Amritsar: —

- (i) Travelling allowance at tour rates for the journey to and from Amritsar.
- (ii) Daily allowance for halts at Amritsar as for halts on tour.

Travelling allowance of all Police Officers may be passed on the counter-signature of their Controlling Officers.

(c) Enrolled Police Officers of the Criminal Investigation Department, Government Railway Police and district executive force, sent to Phillaur for selection for employment in the Finger Print Bureau and subsequently required to undergo an eye-test by the Ophthalmic Surgeon of the Guru Teg Bahadur Hospital, Amritsar :—

- (i) Travelling allowance at tour rates for the journey from the place of their duty to Phillaur and Phillaur to Amritsar and back to the place of their duty;
- (ii) Daily allowance for halts at Phillaur and Amritsar as for halts on tour for those officers only whose headquarters are not at Amritsar or Phillaur.

The travelling allowance of all such officers shall be passed on the counter-signature of the Controlling Officers concerned.

## IV. EDUCATION DEPARTMENT

I. Principals of combined institutions and Headmasters of Government High Schools attending meetings of Headmasters' Association under and with proper sanction, will be allowed single railway fare of the class of railway accommodation to which they are entitled and actual expenses for the journey performed by road (not

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exceeding the usual mileage allowance admissible under the rules) for the journey to and from the place of meeting of the Association, but will not be allowed any daily allowance for the days of halt.

II. The Block Education Officers are allowed travelling and halting allowances for the purposes noted below: –

- (1) Departmental enquiries in their sub-divisions.
- (2) To attend Teachers' Associations in their sub-divisions.
- (3) To conduct or attend refresher courses held in their sub-divisions with previous permission of the Circle Education Officers and outside their sub-divisions with the previous permission of the Director of Public Instruction.

This rule applies to Block Education Officers for physical training also.

- (4) To supervise eradication of pohli weed or locust destruction in their sub-divisions.
- (5) To conduct and attend the District Middle/High School Tournaments and olympic and village games in their sub-divisions.

This rule applies to Block Education Officers for physical training also.

- (6) To attend meetings of the Rural Community Council when held in their sub-divisions.
- (7) To organise or attend rural melas in their sub-divisions.
- (8) To attend cinema-lorry shows in their sub-divisions.
- (9) To attend educational conference within or outside their sub-divisions.

## **V. CO-OPERATIVE DEPARTMENT**

1. Assistant Registrars, Inspectors, Sub-Inspectors and Clerks of the Co-operative Department permitted by the Registrar, Co-operative Societies, to attend Refresher Courses held within or beyond their circle: –

- (i) Travelling allowance at tour rates for the journey to and from the place where the Refresher Course is held.
- (ii) Daily allowance for halts at such place not exceeding one hundred and eighty days as for halts on tour.



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**VI. ADMINISTRATION OF JUSTICE**

(1) A Subordinate Judge undertaking a journey to the private residence of a person making a declaration under section 3 of the Muslim Personal Law (Shariat) Application Act, 1937, will be allowed travelling allowance at the rates noted below: –

For a journey to and from the residence of a declarant beyond a radius of 25 kilometres from the court of the Subordinate Judge.	Actual travelling expenses by ordinary mode of travelling.
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**VII. GENERAL ADMINISTRATION**

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**APPENDIX-P**

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[Not printed]

**APPENDIX-Q**

(Omitted)

**APPENDIX-R**

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