

FR SR PART-II Travelling Allowance

AAO EXAM PAPER -II

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Grades of Government Servants

Pay Levels of Government Servants

Determination of Grade: A government servant's entitlement is based on the Pay Level of the post they currently hold, regardless of whether that position is permanent, temporary, officiating, or ad hoc. Daily-rated staff, piece-workers, casual laborers, and unskilled personnel who are brought onto monthly rates will be treated the same as regular staff.

In Transit Between Posts: When a government servant is transitioning between two posts, they will be ranked at the lower of the two grades.

Traveling Allowance for Attendants/Escorts: An attendant or escort accompanying a government servant with disabilities during travel for tours or training is eligible for Mileage Allowance only. However, no Daily Allowance will be provided for the attendant or escort in this context.

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Different kinds of Travelling Allowance

SR Rule-21 The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government servants.

1. Permanent travelling allowance
2. Conveyance or Horse allowance
3. Mileage allowance
4. Daily allowance
5. Actual cost of travelling

1. Permanent Travelling allowance

The fixed monthly allowance is provided to government servants whose duties necessitate extensive travel. This allowance is designed to cover the costs of all journeys within their official responsibilities and is received year-round, regardless of actual travel. For journeys outside their official sphere, the government servant may claim normal Traveling Allowance (T.A.) and Daily Allowance (D.A.) for the entire trip, including the portion within their sphere of duty.

This allowance is not applicable during periods of leave, temporary transfers, or joining times. Additionally, it cannot be claimed concurrently with any other type of T.A. unless specifically authorized. (SR 22, 23 & 24)

2. Conveyance or Horse allowance.

This allowance is provided to government servants whose duties require extensive travel at or near their headquarters, under conditions that do not qualify them for a Daily Allowance.

When Drawn: Similar to permanent Traveling Allowance (T.A.), this allowance is available year-round and is not forfeited during absences from headquarters. Unlike permanent T.A., it can be claimed alongside other types of T.A. However, if a conveyance allowance has been specifically authorized for the maintenance of a motorcycle or motor car, no mileage allowance can be claimed for journeys made using that vehicle, up to the limit set by the approving authority.

Conditions for Grant of Conveyance Allowance

1. **Minimum Distance:** The allowance is only granted if the average distance traveled for duty exceeds 200 km per month.
2. **Travel Mode:** Journeys made on foot or by bicycle do not qualify for this allowance.
3. **Salary Criteria:** The conveyance allowance for motor cars is not available to individuals whose pay is less than ₹2,800 per month (as per the Fourth Pay Commission) in the pre-revised scale. **Exception:** CGHS doctors are exempt from this rule.
4. **Vehicle Requirements:** The allowance is granted only if the officer owns and maintains a motor car in good working condition, using it for all official journeys for which the allowance is claimed.
5. **Non-Admissibility:** No conveyance allowance is permissible during:
 - (a) Joining time, leave, and any period of temporary transfer or holidays adjacent to leave or joining time.
 - (b) Any period when the government servant is away from headquarters on tour or temporary duty for 15 days or more.
 - (c) If the vehicle is not maintained for more than 15 days, remains out of order for over 15 days, or is not used for official journeys for any other reasons.

3. Mileage allowance

Definition of Mileage Allowance

Mileage allowance is a form of Travelling Allowance calculated based on the distance traveled, intended to cover the cost of a specific journey. (Rule- SR 29.)

Principles of Calculation

1. Route Calculation:

- Mileage allowance between two locations is determined based on the shortest practicable route. If multiple equally short routes exist, the cheapest route should be chosen. In cases where alternative railway routes do not significantly differ in time and cost, mileage may be calculated based on the actual route taken, even if it is slightly longer.

2. Cheaper Routes:

- If a Government servant travels by a route that is not the shortest but is less expensive, the mileage allowance will be calculated based on

the actual route used, ensuring that the allowance does not result in profit for the recipient. (Rule- SR 30.)

3. Competent Authority Discretion:

- A Competent Authority may allow mileage allowance based on any route actually used, provided that reasons for this decision are documented. This authority has been delegated to all Heads of Departments. (Rule- SR 31.)

4. Road Mileage for Rail-Connected Journeys:

- When claiming road mileage for a journey by motor car between places connected by rail, the Competent Authority must decide whether the full road mileage rate should be granted or if it should be limited to the amount permissible for rail travel. Considerations for allowing full road mileage may include public interest factors, such as time savings or inspections conducted during the journey. (rule- SR 31.)

5. Non-Admissibility of Longer Routes:

- Travelling allowance for longer routes is not permissible when the journey could not be completed via the shortest route due to the unavailability of reserved accommodation in the entitled class. (Rule- 31.)

6. Disruptions in Train Service:

- If train services between two stations are interrupted due to events like floods or strikes, these stations shall be considered temporarily disconnected from rail service, allowing for full road mileage to be claimed without restrictions. **(Rule- SR 31.)**

Duty Point

- The duty point at headquarters refers to the location or office where a Government servant performs their duties, specifically the place of employment at headquarters.
- For outstations, the duty point is defined as the location or office visited by the Government servant for work purposes. If multiple such points exist at an outstation, the following criteria will determine the duty point.
- If the Government servant arrives at a station by rail, steamer, or air, the duty point will be the location that is farthest from the railway station, harbor (or jetty), or airport, as applicable.
- If the Government servant reaches the station by road, the duty point will be the location that is farthest from where the journey to that station began. (Rule- SR 32.)

Temporary Duty at Headquarters

- When a Government servant is assigned temporary duty at a location within their headquarters that is different from their normal place of work, and they do not need to attend their own office on that day, the duty point will be designated as the location where the duty is actually performed on that specific day. (Rule- SR 71.)

Journey by Rail/Air on Tour or Training

Travel Entitlements Based on Pay Level

Pay Level in Pay Matrix	Travel Entitlements
14 and above	Business/Club class by air or AC-1 by train
12 and 13	Economy class by air or AC-1 by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair Car by train

Premium Train Travel

Government officials are permitted to travel by Premium Trains, Premium Tatkal Trains, and Suvidha Trains. The following reimbursements are admissible while on official tour/training:

- **Premium Tatkal Charges for booking tickets**
- **Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains**
- **Tatkal Seva Charges with fixed fare**

Travel Entitlements for Premium Trains

Pay Level in Pay Matrix	Travel Entitlements
12 and above	Executive/AC 1st class (highest available class in Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani)
6 to 11	AC 2nd Class/Chair Car (in Shatabdi Trains)
5 and below	AC 3rd Class/Chair Car

Additional Guidelines

(a) For locations not connected by rail, travel by AC bus is allowed for those entitled to AC II Tier and above, while others may travel by Deluxe/ordinary bus.

(b) For road travel between places connected by rail, any means of public transport is permitted, provided the total fare does not exceed the train fare for the entitled class.

(Rule- 34 and SR 48-8)

International Travel Entitlement

Travel Entitlements Based on Pay Level

Pay Level in Pay Matrix	Travel Entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class

(Rule- SR 48-8)

Sportsmen Participating in National Events

Government servants participating as Managers, Coaches, or Sportsmen/Sportswomen in national/international sporting events within India are eligible to travel by First Class by train.

(Rule -SR 34)

Reimbursement Guidelines

1. **Reservation/Sleeper Charges:** Reimbursement of reservation, sleeper, telegram, and special supplementary charges for SuperFast Express trains is admissible. (Rule- SR 34)
2. **Cancellation Charges:** Reimbursement of cancellation and reservation charges for journeys canceled in the public interest is allowed. (Refer to Rule- SR 34)
3. **Fare Inclusions:** Railway fare includes passenger tax. (Refer to GIO (7), SR 34)
4. **Service Tax and Education Cess:** These are also reimbursable. (Refer to GIO (7), SR 116)

Example 2

Q2. Prepare the transfer travelling allowance bill of Shri 'X', Head of a Central Government Department, drawing a pay of Rs 1,30,400 in Pay Level 12 in the Pay Matrix with the following data:

(a) He was transferred in April from Station 'A' to Station 'B' distance 1,362 km and connected by rail. First Class fare 1,820 (Stations 'A' and 'B' are not connected by air).

(b) His family consists of wife, 3 sons, aged 24, 22, 20 years respectively, all depending on him. A married daughter accompanies him to the new station. He has also a domestic servant.

(c) His personal effects and car were transported by rail.

(d) He and his wife travelled by AC First Class for a distance of 800 km and the balance by First Class. Railway fare from Station 'A' to Station 'C' up to which they travelled by AC First Class is Rs 2,750 per ticket and from Station "C" to Station "B" is 900 per ticket by First Class.

(e) His first son, aged 24 years, left Station 'P' where he was staying at 16.30 hours on 2nd May and reached Station 'B' at 20.00 hours the same day. He travelled by air availing of student concession facility Air fare paid was 2,000. Distance from Station P to Station "B" connected by rail, is 1,400 km.

(f) His third son, aged 20 years, travelled from Station 'Q' where he was staying to Station 'B' on 22nd July, by bus. Bus fare paid Rs 500. Distance from Station 'Q' to Station 'B' connected by 500 km and rail fare by First Class is Rs 950.

(g). His second son, aged 22 years, travelled from Station 'A' to S 'B' by rail Sleeper Class on 7th December. Rail fare Rs 585. The married daughter travelled along with him.

(h) Domestic servant and chauffeur travelled from Station 'A' to Station 'B' on 7th April, in Sleeper Class. Fare Rs 585 each.

(i) Railway freight paid for transportation of car at owner's risk 13,500.

(j) Distance: between residence and RS is 2 km at 'A' and 5 km at 'B'

(k) Railway freight paid for transportation of personal effect passenger/parcel train was Rs 21,025. The charge for 6,000 goods train is Rs 18,325.

Ans.

Pay in Level 12	Rs. 1, 30, 400
Rail class/Air	Ac first class /Economy class.

For self & Family

Composite Transfer Grant 80% of Rs.130400	1,04,320
Rail fare 'A' to 'B' = 3650x 2 (self and wife)	7300
First son 'P to B' air fare	2000
Third son 'Q to B' bus fare	500
For chauffeur II class fare	585
Total	1,14,705

(Note 1- Married daughter not dependent upon the office is not included in definition of family, so T.A. is not admissible.

Note 2- The second son who travelled to station 'B' after six months is not regarded as accompanying the officer. However if sanction of competent authority is obtained for relaxation of the time-limit, TA may be drawn for him also.

Note 3- one second class Railway fare has been allowed to the chauffer. SR 116 (a) I (iv)

Note 4- Maid servant is not eligible for T.A. as she is not included in the term 'family')

For personal effect.

Actual expenditure	21025 (a)
Max admissible amount	

For 6000 kg by goods train	18,325(b0
(b) is less, so allowed amount	18,325

For transport of conveyance.

Actual freight paid	13,500
Total amount	Rs. 1, 46, 530

Example 03

Q 3. Prepare the transfer travelling allowance claim to Group ‘A’ officer drawing pay of Rs. 1,02,800 in pay Level 12 from the following particulars.

- 1) Transfer from Delhi to Mumbai during the month of July
- 2) The Post at Delhi carried a special allowance of Rs. 1600 and that at Mumbai Rs.2000
- 3) His family consist of his wife, two sons aged 20 and 10 years and a brother aged 25 years. They were all residing with him.
- 4) He travelled by Rajdhani Express in Ac-2 tier sleeper
- 5) His family member did not travel with him due to non-availability of residential accommodation at Mumbai.
- 6) He left Mumbai at 16:00 hours on 31-07 and reached Delhi at 11:20 hourse on 01-08 to bring his family members. Travelled by AC-2 tier sleeper.
- 7) He accompanied by his wife, son aged 10 years and brother travelled by Ac first class leaving Delhi at 08:00 hours on 10-08 and arriving Mumbai at 07:00 hours on 11-08
- 8) His son aged 20 years left Delhi at 22:00 hrs on 19-9 and reached Mumbai at 23:00 hours on 20-09 by a slightly longer route in AC First class.
- 9) He transported his personal effect by a single container on 10-08(residence to residence) and paid Rs. 31800. In addition he paid Rs. 500 towards freight charges for the accompanying luggage in excess of permissible limits.
- 10) Full (adult) fare between Delhi and Mumbai were as follow
 - a. AC First class 3900
 - b. Ac 2 tier sleeper 2270
 - c. AC 2 tier sleeper (Rajdhani exp) 2370