

F.No.10/2/98-IC &
F.No.19030/2/97-E.IV
Government of India
Ministry of Finance
Department of Expenditure
Implementation Cell

New Delhi, the 17th April, 1998.

OFFICE MEMORANDUM

Subject: Travelling Allowance Rules - Implementation of the recommendations of the Fifth Central Pay Commission.

The undersigned is directed to say that in pursuance of the decisions taken by the Government on the recommendations of the Fifth Central Pay Commission relating to Travelling Allowance entitlements, vide this Ministry's Resolution No. 50(1)/IC/97 dated 30th September 1997, sanction of the President is conveyed to the modifications in the Travelling Allowance Rules as set out in the Annexure to this Office Memorandum in so far as they apply to civilian employees of the Central Government belonging to Groups A, B, C and D. Separate Orders will be issued by the Ministries of Defence and Railways in respect of their personnel.

2. The term 'pay' for the purpose of these orders refers to pay in the revised scales of pay promulgated under the Central Civil Services (Revised Pay) Rules, 1997. In the case of employees who opt to retain the pre-revised scales of pay, the term 'pay' will include, besides pay in pre-revised scales of pay, D.A. and Interim Relief at the rates applicable under the orders in force prior to 1.1.1996.

3. These orders take effect from 1st October 1997. However, if the regulation of Travelling Allowance entitlements in terms of the revised entitlements now prescribed results in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements. The T.A. entitlements in respect of journeys performed between 1st January 1996 and 30th September 1997 will be regulated in accordance with the orders contained in this Ministry's Office Memoranda No.19030/5/86-E.IV dated 24.11.1986 and No.19043/2/91-E.IV dated 24.1.1992.

4. Employees who had undertaken tours or had been transferred between October 1, 1997 and the date of issue of these revised orders and whose TA claims have been settled with reference to their earlier entitlements may also be permitted to submit supplementary claims based on their revised entitlements and draw the arrears on this account.

5. The revised Travelling Allowance entitlements prescribed in the Annexure to this Office Memorandum shall also be applicable in the case of those employees who had retired from government service prior to 1st October 1997 but had relocated from their last station of posting only on or after 1st October 1997 and within the period of limitation prescribed for the purpose. Attention is also invited in this connection to the clarificatory orders issued in the Government of India, Ministry of Finance, Department of Expenditure Office Memorandum No.19030/5/86-E.IV dated 12th May 1987.

6. In their application to the staff serving in the Indian Audit & Accounts Department, these orders issue after consultation with the Comptroller & Auditor General of India.

7. Hindi version will follow.

N. Sunder Rajan

(N.SUNDER RAJAN)

Joint Secretary to the Government of India

To

All Ministries/Departments of the Government of India, etc. etc.

Copy to:

- i) All State Governments & Union Territories
- ii) Governors of all States/Lt. Governors of Union Territories;
- iii) Comptroller & Auditor General of India and all offices under his control;
- iv) Union Public Service Commission, Supreme Court, Election Commission, Central Vigilance Commission, Department of Personnel (AIS Division), Lok Sabha/Rajya Sabha Sectt., Commissioner, Municipal Corporation of Delhi; and
- v) All Members of Staff Side of the National Council of J.C.M.

**Annexure to Ministry of Finance, Department of Expenditure O.M. No.10/2/98-IC &
No.19030/2/97-E.IV dated the 17th April, 1998**

1. Revised classification of employees in pay ranges

In supersession of S.R. 17 and G.O.I., M.F., O.M.No.19030/5/86-E.IV, dated the 24th November, 1986, the groupings of pay ranges are revised as follows with effect from 1.10.1997:-

- (i) Rs.16,400 and above
- (ii) Rs.8,000 and above but less than Rs.16,400
- (iii) Rs.6,500 and above but less than Rs.8,000
- (iv) Rs.4,100 and above but less than Rs.6,500
- (v) Below Rs.4,100.

2. Accommodation entitlements for Journeys on Tour

A. Mileage Allowance for journeys by Air

In partial modification of S.R. 48-A, 48-B and G.O.I., M.F., O.M.No.19030/5/86-E.IV(B), dated the 19th March, 1987, and O.M. No.19030/5/73-E.IV(B), dated the 18th February, 1975, with effect from 1.10.1997, travel by air within the country will be permissible on tour in the case of officers in receipt of pay of Rs.16,400 and above at their discretion, provided that officers drawing pay between Rs.12,300 and Rs.16,400 may also be permitted to travel by air at their discretion if the distance involved is more than 500 km and the journey cannot be performed overnight by direct train service/direct slip coach service.

In the case of international travel, officers of and above the level of Secretaries to the Government of India and of equivalent status shall be entitled to travel by first class, officers of the level of Additional Secretaries and Joint Secretaries and of equivalent status by Business/Club class and all other officers by Economy class.

B. Mileage Allowance for Journeys by Rail

In supersession of S.R. 34 and orders issued thereunder, the pay ranges and the travel entitlements for journeys by rail on tour will be as follows with effect from 1.10.1997:-

Pay Range (1)	Entitlement (2)
Rs.16,400 and above	: AC First Class
Rs.8,000 and above but less than Rs.16,400	: II AC 2-Tier Sleeper
Rs.6,500 and above but less than Rs.8,000	: First Class/II AC III-Tier Sleeper/AC Chair Car*
Rs.4,100 and above but less than Rs.6,500	: First Class/II AC III-Tier Sleeper/AC Chair Car*
Below Rs.4,100	: Second Sleeper

* All Government servants who are entitled to travel on tour/transfer by First Class/II AC III-Tier Sleeper/AC Chair Car may, at their discretion, travel by II AC 2-Tier sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains:

Pay Range (1)	Entitlement (2)
Rs.16,400 and above	: AC First Class
Rs.8,000 and above but less than Rs.16,400	: II AC 2-Tier Sleeper
All others drawing pay below Rs.8,000	: AC Chair Car*

* Travel by AC III-Tier sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

Travel by Shatabdi Express Trains:

Pay Range (1)	Entitlement (2)
Rs.16,400 and above	Executive Class
All others drawing pay below Rs.16,400	AC Chair Car

C. Mileage Allowance for journeys by Sea or by River Steamer

The general entitlements for journeys by sea or by river steamer under S.R. 40 are revised as indicated below with effect from 1.10.1997:-

Pay Range (1)	Entitlement (2)
<i>Officers drawing pay of:</i>	
Rs.8,000 and above	Highest Class
Rs.6,500 and above but less than Rs.8,000	If there be two classes only on the steamer, the lower class
Rs.4,100 and above but less than Rs.6,500	If there be two classes only on the steamer, the lower class. If there be three classes, the middle or the second class. If there be four classes, the third class.
Less than Rs.4,100	The lowest class.

Accommodation entitlements for travel between the mainland and the Andaman & Nicobar Group of islands and the Lakshadweep Group of islands by ships operated by the Shipping Corporation of India Limited will be as follows:-

Pay Range (1)	Entitlement (2)
<i>Officers drawing pay of:</i>	
Rs.8,000 and above	Deluxe Class
Rs.6,500 and above but less than Rs.8,000	First/ 'A' Cabin class
Rs.4,100 and above but less than Rs.6,500	Second/ 'B' Cabin class
Less than Rs.4,100	Bunk class

D. Mileage Allowance for Journeys by Road

In supersession of S.R. 46 and the Government of India's Orders thereunder, the pay ranges for travel by public bus/auto rickshaw/scooter/motor cycle, full taxi/own car is revised as indicated below:

Pay Range (1)	Entitlement (2)
(i) Rs.18,400 and above	Actual fare by any type of public bus, including airconditioned bus; OR At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi; OR At prescribed rates for autorickshaw for journeys by autorickshaw, own scooter/ motor cycle, moped, etc.

(ii) Rs.8,000 and above but less than Rs.18,400

(iii) Rs.6,500 and above but less than Rs.8,000

(iv) Rs.4,100 and above but less than Rs.6,500

(v) Below Rs.4,100

Same as at (i) above with the exception that journeys by AC Taxi will not be permissible

Same as at (ii) above with the exception that journeys by airconditioned bus will not be permissible.

Actual fare by any type of public bus other than air-conditioned bus;

OR

At prescribed rates for autorickshaw for journeys by autorickshaw, own scooter/motor cycle/ moped, etc.

Actual fare by ordinary public bus only;

OR

At prescribed rates for autorickshaw, own scooter/motor cycle/ moped, etc.

In modification of G.O.I., Department of Posts letter No.16-15/91-PAP dated 5th March 1993, mileage allowance for road journeys shall be regulated at the following rates in places where no specific rates have been prescribed either by the Director of Transport of the concerned State or of the neighbouring States:

- (i) For journeys performed in own car/taxi ... Rs.8 per km
 (ii) For journeys performed by autorickshaw, own scooter, etc. ... Rs.4 per km

E. Mileage Allowance for journeys on foot and bicycle

In supersession of G.O.I. M.F. O.M.No.19030/1/87-E IV dated the 10th November 1987, the rate of Mileage Allowance for journeys on foot and bicycle, on tour and transfer is revised to 60 paise per kilometer with effect from 1st October 1997.

3. Daily Allowance on Tour

In supersession of S.R. 17 and S.R. 51 and the Government of India orders thereunder, the groupings of pay ranges and the rates of Daily Allowance are revised as follows with effect from 1st October 1997, subject to the existing conditions:-

- (a) When the Government servant stays in Government/Public Sector Guest House or makes his own arrangements

Pay range	Localities other than those mentioned in columns (3), (4) and (5)	B-1 Class cities and expensive localities*	A Class cities and specially expensive localities**	A-1 Class cities
(1)	(2)	(3)	(4)	(5)
	Rs.	Rs.	Rs.	Rs.
Rs.16,400 and above	135	170	210	260
Rs.8,000 and above, but less than Rs.16,400	120	150	185	230
Rs.6,500 and above, but less than Rs.8,000	105	130	160	200
Rs.4,100 and above, but less than Rs.6,500	90	110	135	170
Below Rs.4,100	55	70	85	105

(b) When the Government servant stays in a hotel or other establishment providing boarding and/or lodging at Scheduled Tariffs

Pay range	Localities other than those mentioned in columns (3), (4) and (5)	B-1 Class citir and expensive localities*	A Class cities and specially expensive localities**	A-1 Class cities
(1)	(2)	(3)	(4)	(5)
	Rs.	Rs.	Rs.	Rs.
Rs.16,400 and above	335	425	525	650
Rs.8,000 and above, but less than Rs.16,400	225	330	405	505
Rs.6,500 and above, but less than Rs.8,000	200	250	305	380
Rs.4,100 and above, but less than Rs.6,500	130	160	195	245
Below Rs.4,100	65	85	100	125

* As specified by government from time to time.

** As specified by government from time to time.

4. Journeys on Transfer

A. Accommodation and Mileage Allowance entitlements

Accommodation and Mileage Allowance entitlements as prescribed at Sl.No.2 above for journeys on tour by different modes will also be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R. 114 will, however, continue to be applicable.

With a view to encouraging the adoption of small family norms by Central Government employees, it has also been decided that travelling allowance on transfer will be restricted to only two dependent children of an employee. This restriction, which will come into effect from January 1, 1999, shall not, however, be applicable in respect of those employees who already have more than two children prior to the issue of these orders. Further, children of employees born between the date of issue of these orders and December 31, 1998 will also be entitled to such benefits as are admissible under the Travelling Allowance Rules to employees and their families on transfer irrespective of the number of children that they may already have. This restriction shall not also be applicable in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results in multiple births as a consequence of which the number of children exceeds two.

B. Transfer grant and Packing Allowance

In supersession of G.O.I., M.F., O.Ms No.19030/5/86-E.IV, dated 24th November, 1986, 19th March, 1987 and 6th August, 1987, the lumpsum transfer grant and packing allowance presently admissible on transfer will be replaced by a Composite Transfer Grant with effect from 1.10.1997. The Composite Transfer Grant shall be equal to one month's basic pay in case of transfers involving a change of station located at a distance of or more than 20 km from each other. In cases of transfer to stations which are at a distance of less than 20 km from the old station and of transfers within the same city, the Composite Transfer Grant will be restricted to one-third of the basic pay, provided a change of residence is actually involved. Further, the transfer incidentals for the government servant and the members of his family as well as the road mileage for journeys between the residence and the railway station/bus stand/airport at the old and new stations, which are presently admissible in terms of G.O.I., M.F., O.M.Nos.19030/1/73-E.IV(B) dated 18th February 1975 and 30th January 1978; and G.O.I., M.F., O.M. of even number dated 10th June 1986 respectively shall no longer be admissible. These will instead be subsumed in the Composite Transfer Grant.

C. Transportation of Personal Effects by Rail

In supersession of G.O.I., M.F., O.Ms.No.19030/5/86-E.IV, dated 10th April, 1987 and 6th August, 1987, the entitlements for carriage of personal effects shall be revised as follows with effect from 1.10.1997:-

Pay range (1)	Personal effects that can be carried (2)
Rs.16,400 and above	Full four wheeler wagon or 6000 kg by goods train, or one Double Container.
Rs.8,000 and above but less than Rs.16,400	Full four wheeler wagon, or 6000 kg by goods train, or one Single Container.
Rs.6,500 and above but less than Rs.8,000	3000 kg by goods train
Rs.4,100 and above but less than Rs.6,500	1500 kg by goods train
Below Rs.4,100	1000 kg by goods train*

* Such of those employees as are in receipt of a revised pay of Rs.3,350 p.m. and above may also be permitted to transport 1,500 Kg. of personal effects by goods train.

D. Transportation of Personal Effects by Road

In supersession of G.O.I., M.F., O.Ms. No.19030/5/86-E.IV, dated 24th November, 1986, 19th March, 1987 and 6th August, 1987 and O.M.No.19030/1/76-E.IV(B), dated the 30th January, 1978, the rates of allowance for carriage of personal effects between places connected by road only will be as indicated below with effect from 1.10.1997:-

Pay range (1)	A-1/A/B-1 Class cities Rs. per km (2)	Other cities (3)
Rs.8,000 and above	30.00	18.00
Rs.6,500 and above but less than Rs.8,000	15.00	9.00
Rs.4,100 and above but less than Rs.6,500	7.60	4.60
Below Rs.4,100	6.00	4.00

Notes:

1. The allowance at higher rates mentioned in col.(2) will be admissible, as at present, only for carriage of personal effects from one place to another within the limits of A-1/A/B-1 Class cities.
2. Such of those employees as are in receipt of a revised pay of Rs.3,350 p.m. and above will, however, be entitled to the rates of allowance prescribed for employees in the next higher pay range of Rs.4,100 and above but less than Rs.6,500. The higher rate mentioned in column(2) will be admissible in their cases as well only for carriage of personal effects from one place to another within the limits of A-1/A/B-1 Class cities.

In cases of carriage of personal effects by road between places connected by rail, a government servant can draw the actual expenditure on transportation of personal effects by road or the amount admissible on transportation of the maximum admissible quantity by rail and an additional amount of not more than 25 per cent thereof, whichever is less.

E. Transportation of Conveyance

In supersession of G.O.I., M.F., O.M.No.19030/5/86-E.IV, dated the 10th April, 1987, the scales for transportation of conveyance at government expense will be as follows with effect from 1.10.1997:-

Pay range (1)	Scale (2)
Rs.6,500 and above	One motor car, or one motor cycle/scooter, or one horse.
Less than Rs.6,500	One motor cycle/scooter/moped, or one bicycle.

5. T.A. entitlements of retiring employees

A. Transportation of Conveyance

In partial modification of S.R. 147, the expenditure on transportation of conveyance by government servants on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last places of duty should have been in public interest.

B. Lumpsum Transfer Grant and Packing Allowance

The lumpsum transfer grant and packing allowance may also be replaced by the composite transfer grant equal to a month's basic pay last drawn in the case of those employees who, on retirement, settle down at places other than the last station(s) of their duty located at a distance of or more than 20 km. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc. at the old and new stations, presently admissible, will also be subsumed in the composite transfer grant and will not be separately admissible.

As in the case of serving employees, government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 km may be paid the composite transfer grant equal to one-third of the basic pay last drawn by them, subject to the condition that a change of residence is actually involved.