

PART II

TRAVELLING ALLOWANCES

CHAPTER I

SECTION I - GRADES OF OFFICERS

1. For the purpose of calculating Travelling Allowances, officers are classified into the following four grades :-

First Grade.- All officers in receipt of actual pay of †Rs.2000 and above, and officers belonging to All India Services, non-All India Service Officers holding posts borne on the cadre of All India Services, Heads of Departments and Officers of the Indian Army, Navy or Air Force appointed as Aides-de-camp to the Governor irrespective of the pay drawn by them.

Second Grade.- Other officers in receipt of actual pay of †Rs.1,000 or above but below †Rs.2,000.

Third Grade .- All other officers except Class IV Officers.

Fourth Grade.- Class IV Officers.

†This amendment shall be deemed to have come into force with effect from 1st September 1985.

[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

Note- 1.-All Private Secretaries to Ministers and the Private Secretary to the Speaker will be treated as Grade I Officers from 28th June 1969 and 2nd September 1969 respectively for purposes of Travelling Allowances, irrespective of the pay drawn by them.

Note.-2.- For the purpose of calculating the T.A. for accompanying the Governor, Advisers or Ministers on tour, non-gazetted officers, other than those in the last grade, will be treated as Second Grade (b) officers irrespective of the "actual pay" drawn by them.

[G.O.(P) 438/68/Fin.,
dt. 19-8-1968]

Note 3.- The term 'pay' occurring in this part of the rules should be deemed to include only - Pay as defined in Rule 12 (23 (i) and (iii) of Part I, Kerala Service Rules, and personal pay, dearness pay and special pay treated as coming under classes I and II under Appendix IV, Kerala Service Rules.

Note 4.- The classification of a re-employed pensioner for purposes of Travelling Allowances will be determined on the following basis –

- (a) Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioner shall be determined, in accordance with the pay actually received from time to time.
- (b) Where a pension is allowed to be drawn in addition to pay, the re-employed pensioner should be deemed to be in receipt of actual pay equivalent to his re-employed pay plus pension, subject to the proviso that if the sum of such pay plus pension exceeds the pay of the post if it is on a fixed rate of pay or the maximum pay of the post, if it is on a time-scale of pay, such excess shall be ignored.

- (c) If a portion of the pension has been commuted, the amount of pension to be taken into account for the purpose of clause (b) will be the amount including the pensionary equivalent of the commuted value. The amount of pension to be taken into account will also include the pension equivalent of the death-cum-retirement gratuity, if any.

Note 5. - With effect from 1st July 1978 officers in the scale of pay of Rs.290-425 will be treated as Third Grade Officers for purposes of Travelling Allowances. The above scale of pay of Rs.290-425 has been revised as Rs.575-900 with effect from 1st September 1985. Employees in the scale of pay of Rs.280-400 (1978 Pay Revision) alone will be treated as Class IV employees. The above scale of pay has been revised as Rs.500-800 in the 1983 General Pay Revision.

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

2. The Government may, for reasons which should be recorded, order that any officer or grade of officers shall be included in a grade higher or lower than that prescribed in the above rule.
3. An officer in transit from one post to another ranks in the grade to which the lower of the two posts would entitle him.
4. The Travelling Allowance of an officer who is promoted or reverted with retrospective effect, should not be revised in respect of the period intervening between the date of promotion or reversion, and that on which it is ordered.

Government Decision No. 1

In all cases of belated grant of increments, other than those where such increments have been specifically withheld under competent orders, where the class or grade of officers for drawal of T.A. has been changed consequent on such belated grant of increments, the officers concerned will be eligible to draw the enhanced rate of T.A. with retrospective effect, i.e., from the date on which the increment has actually fallen due.

[G.O.(Ms.) 452/60/Fin.,
dt. 21-9-1960]

Government Decision No. 2

In cases of belated issue of pay slips for ordinary increments, which do not depend on the passing of tests, completion of probation, retrospective confirmation, promotion, revision of pay scales, etc., but are delayed for some routine reason or other, the officers concerned will be eligible to draw the enhanced rate of T.A. with retrospective effect, i.e., from the date on which the increment has actually fallen due. But such claims for arrears of T.A will be paid by the Treasury Officers only after special audit by the Accountant General.

[G.O.(P.) 667/69/Fin.,
dt.. 15-12-1969]

Government Decision No. 3

It is clarified that the above Decision No. 2 is applicable to all cases of belated issue of pay slips, when the delay in issue of pay slips is not due to any fault of the officer, i.e., it is only when increments are delayed on account of specific orders of competent authorities that the benefit contemplated in the above decision shall be denied.

[G.O.(P) 570/75/Fin.,
dt. 22-12-1975]

SECTION II-GENERAL

5. The following are the different kinds of Travelling Allowances which may be drawn in different circumstances by officers:-

- (a) Permanent Travelling Allowance
- (b) Conveyance Allowance
- (c) Mileage Allowance
- (d) Daily Allowance
- (e) Actual Travelling Expenses.

The Rules in this Chapter explain the nature of these allowances and the method of calculating them. The circumstances, in which they may be drawn for particular journeys, are described in Chapters II to IV.

Government Decision No. 1

The expressions 'road mileage' and 'mileage allowance' wherever they occur shall be assigned meaning as referring to distance in kilometres.

[G.O.(P) 36/64/Fin.,
dt. 20-1-1964]

Government Decision No. 2

An Officer of Government required to attend meetings of the Board of Directors or Committees of an Industrial Concern or a Bank or a Joint Stock Company on behalf of Government shall receive T.A. and D.A. from Government according to rules. The officer should credit the entire T.A. and sitting fee paid by the Industrial Concern or Bank to the receipt head corresponding to the head of account to which his T.A. is debited. He will also forward to the Accountant General in advance a statement of T.A. and sitting fee to which he is entitled for attending such meetings in a month so as to enable the Accountant General to watch recovery. The practice of crediting to Government the T.A. received from the University of Kerala according to its rules and receiving T.A. according to State T.A. rules as laid down in G.O. (Ms.) 330/59/Fin., dated 29th June 1959 will be discontinued from 1st August 1960 in respect of Government officers travelling on University business and instead they will be allowed to receive T.A. direct from the University according to its rules.

[G.O.(Ms.) 370/60/Fin.,
dt. 27-7-1960]

- 5A.** The right of a Government servant to Travelling Allowance including daily allowance shall be forfeited or deemed to have been relinquished if the claim for it is not preferred to the drawing officer or controlling officer within one year from the date on which it fell due.

[G.O.(P) 6/68/Fin.,
dt. 4-1-1968]

This amendment shall be deemed to have come into force with effect from 12th September 1967.

[G.O.(P) 106/70/Fin.,
dt. 7-2-1970]

SECTION III - PERMANENT TRAVELLING ALLOWANCE

- 6.** A permanent monthly Travelling Allowance may be granted by Government to any officer whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of Travelling Allowance for journeys within the officer's sphere of duty and is drawn all the year round, whether the officer is absent from his headquarters or not.

Government Decision No. 1

Since Permanent Travelling Allowance is fixed at a monthly rate it is not necessary that the officer should be on tour beyond 8 kilometres from headquarters on all days of the month. Even for days he is not on tour outside 8 kilometres from headquarters he can draw Permanent Travelling Allowance. This does not however mean that Permanent Travelling Allowance can be drawn without leaving headquarters on any day of the month. The drawal of the allowance will be governed by the order fixing the rate of Permanent Travelling Allowance and prescribing the terms and conditions for its drawal. For the drawal of full amount of Permanent Travelling Allowance an officer should be on tour outside 8 kilometres from headquarters for 15 days in a month and should spend at least 6 hours outside headquarters on each such day. If the minimum number of days of travel is not performed reduction has to be made as per the terms and conditions of the Permanent Travelling Allowance.

This decision shall be deemed to have come into force with effect from 9th December 1970.

Government Decision No.2

The following procedure will be followed for drawal of P.T.A in cases where an officer is on duty for a part of a month and also in cases where the officer has been on duty for the whole month but has not toured for the minimum number of days prescribed :-

- (a) If an officer is on duty for a part of a month he will be allowed proportionate P.T.A. for the days he is on duty provided that the officer is on tour for the proportionate number of days with reference to the minimum days of tour prescribed.
- (b) For every day short toured, a deduction of $(1 \times \text{PTA}) / Y$ will be made where Y is the minimum number of days of tour prescribed.

Example.- Suppose an officer whose P.T.A. is Rs.40 per mensem, and whose minimum period of touring is fixed as 20 days per month, is on duty only for 20 days in a month of 30 days. He is entitled to a P.T.A. of $\text{Rs.}(20 \times 40)/30 = \text{Rs.}26.67$ provided, he puts in not less than the proportionate number of tour days, i.e., $(20 \times 20)/30 = 13$ days. For every day short toured by him a deduction of $1/20$ of Rs.40 will be made (i.e., if he tours only for 12 days, an amount of Rs.2 will be deducted from Rs.26.67).

- (c) In cases where the officer is on duty for the whole month but has not toured for the minimum number of days prescribed, a deduction of $(X \times \text{P.T.A}) / Y$ will be made where X and Y are the shortfall in the number of days of tour and the minimum number of days of tour prescribed in a month respectively.

Example.- Suppose an officer whose P.T.A is Rs.40 per mensem and whose minimum number of tour days is fixed as 20 per month, is on duty for the whole month and tours only for 15 days, a deduction of $5 \times 40/20 = \text{Rs.}10$ is to be made from his P.T.A. of Rs.40 per mensem.

Effective from 8th June 1962.

7. A Permanent Travelling Allowance may not be drawn during leave, temporary transfer or joining time, or unless in any case, it be otherwise expressly provided in these rules, during any period for which Travelling Allowance of any other kind is drawn.
8. When an officer 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 Government may consider to be necessary in order to cover the travelling expenses which he has to incur.

SECTION IV - CONVEYANCE ALLOWANCE

9. The Government may grant on such conditions as they think fit to impose, a monthly conveyance allowance to any officer 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.
10. Except as otherwise provided in these rules and unless the Government otherwise direct, a conveyance allowance is drawn all the year round, is not forfeited during absence from headquarters and may be drawn in addition to any other Travelling Allowance admissible under these rules provided that an officer, who is in receipt of a conveyance allowance specifically granted for the upkeep of a motor car or motor cycle shall not draw mileage or daily allowance for a journey by the motor car or motor cycle except on such conditions as the Government may prescribe.
11. A conveyance allowance shall not be drawn during leave or temporary transfer or holidays prefixed or suffixed to leave. A conveyance allowance to which the obligation of maintaining a motor vehicle or any other conveyance is not attached, is not admissible even during joining time.

SECTION V - MILEAGE ALLOWANCE

SUB - SECTION (I) - GENERAL

12. A mileage allowance is an allowance, calculated on the distance travelled which is given to meet the cost of a particular journey.
13. (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 may be calculated on the route actually used.
- (b) The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, the Government will declare which shall be regarded as the shortest of two or more routes.

Government Decision No. 1

The shortest distance between Ernakulam to Fort Cochin and Mattancherry and vice versa would be the distance by road for purpose of Travelling Allowance.

[G.O.(Ms.)117/64/Fin.,
dt. 16-3-1964]

Government Decision No. 2

The route via., Mavelikkara would be the shortest route for journeys between Chengannur and Alleppey for purpose of Travelling Allowance.

[G.O. (Rt.) 2723/64/Fin.,
dt. 8-12-1964]

[This will have effect till bridges are opened in all three ferries in the Changancherry route]

Government Decision No. 3

In the case of air journeys from Trivandrum to Delhi via., Bombay the claim should be supported by a certificate that no seat was available via., Madras. But the Chief Secretary to Government, Members of the Board of Revenue, Secretaries and Additional Secretaries to Government and Heads of Departments are permitted to travel either via., Bombay or Madras for the journeys to Delhi and back.

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

[Circular Memorandum No. 53/64/Fin., dated 6th June 1964 and G.O. (P) No. 699/64/Fin., dated 30th September 1964].

- (c) If an officer 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.

14. The Government in respect of Heads of Departments and the Heads of Departments in the case of their subordinates 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 route.

*Note 1.-The sanction of Government is not required for the claim for higher road mileage by an officer of the First Grade for a journey performed by road between places connected by rail or by air within the State. The signature of the officer on the Travelling Allowance bill will be sufficient for the purpose of this rule. In such cases, the full rate of mileage allowance will be allowed upto 200 kilometres a day irrespective of the fact whether any inspection work is done or any public purpose is served en-route and at three fourths of the full rate for the remaining distance.

*Note 2.- In cases where the distance to be travelled from the Headquarters to perform the duty at the outstation is within 50 kilometres, the onward journey shall be performed on the day on which official business is to be transacted. Similarly the return journey shall be performed on the day on which official business is completed at the outstation.

*Effective from 1st November 1979

[G.O.(P)186/89/Fin.,
dt 29-3-1989]

15. A journey on transfer is held to begin or end at the actual residence of the Government servant 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.

[G.O.(P) 16/65/Fin.,
dt 6-1-1965]

Explanation.-For the purpose of this rule the "duty point" at the headquarters means the place or office where a Government servant remains on duty, i.e., the place or office of employment at the headquarters. In the case of outstations the "duty point" means the place or office visited by the Government servant on duty. Whether there are two or more such places or offices at an outstation, the following shall be taken as the "duty point" :-

- (a) If a Government servant reaches that station by rail, steamer,

or air, the place or office which is farthest from the railway station, harbour (or jetty) or the air booking centre as the case may be.

- (b) If he reaches that station by road, the place or office which is farthest from the point from which the journey to that station commenced.

Note. - Where the journey commences or ends at a station which is either the Government servant's headquarters or his places of duty, it may be treated to have commenced or ended at his residence.

16. An Officer 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 are subject to the condition that if an officer travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used plus the incidental expenses admissible to his grade calculated on the distance travelled in the case of rail journeys and the incidental expenses admissible had he travelled by the class of accommodation by which he is entitled to travel in the case of journeys by sea or air.

[G.O.(P) 216/65/Fin.,
dt 29-5-1965]

Note 1. - Officers who are eligible to travel by first class or air conditioned class and who actually travel by that class and claim the fare accordingly, should furnish the following certificate in their Travelling Allowance bills namely:-

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

"Certified that I have actually travelled in the class of accommodation for which the fare is claimed in this bill";

Effective from 1st November 1979.

Note 2:- Non Gazetted Officers who are eligible to travel by first class/air conditioned class but who are not drawing officers, shall furnish the following declaration in their tour diary, namely:-

[G.O. (P) 186/89/Fin.,
dt 29-3-1989]

"I hereby declare that I have actually travelled by first class/air conditioned class on(dates) from (place) to (place).

On the basis of the above declaration furnished by the non gazetted officers, the drawing officers shall furnish the following certificate in the Travelling Allowance bills of the nongazetted officers, namely:-

"Certified that the officers for whom first class/air conditioned class railway fare has been claimed in this bill have declared that they have actually travelled by that class of accommodation";

Effective from 31st March 1981.

17. Mileage allowance is differently calculated as shown in the following sections, according as the journey is or could be by railway, by sea, by road or by air.

SUB - SECTION II - MILEAGE ALLOWANCE FOR JOURNEYS BY RAILWAY

18. For the purpose of calculating mileage allowance, officers when travelling by railway are entitled to class of accommodation according to the following scale:-

- (a) An Officer of the First Grade - Accommodation of the First Class (or the highest class by whatever name it is called).

- (b) An officer of the Second Grade - Accommodation of the First Class.
- * (c) An officer of the Third Grade or the Fourth Grade - Accommodation of the Second Class.

Note 1.- Air conditioned accommodation is not recognised as a class of accommodation for the purpose of these rules except for journeys on tour by officers holding posts on a scale of pay the minimum of which is not less than ₹2000. First Grade Officers holding posts on a scale of pay the minimum of which is less than ₹2000 may however travel by air conditioned accommodation while on tour subject to the recovery of 13 paise per 10 kilometres or part thereof if it exceeds 5 kilometres, from their T.A. bills. This rule is applicable in the case of journeys by air conditioned class in Deluxe trains also.

†Effective from September 1985.

[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

Note 2.- Officers of the Second and Third Grades will be allowed to travel in air conditioned second* class accommodation in Deluxe trains at public expense.

*Effective from 1st March 1975.

[G.O.(P) No.117/77/Fin.,
dt. 13-3-1977]

Note 3.- [Deleted]

Effective from 1st November , 1979.

[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

19. The Government may, for special reasons which should be recorded, declare any particular officer or class of officers to be entitled to accommodation of a higher class than that prescribed for his class in clauses (b) or (c) of Rule 18.

[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

20. Except in the case of journeys on transfer (the rules for which are contained in section III), the mileage allowance admissible to an officer is as follows :-

- * (a) First Grade and Second Grade Officers who do not actually travel in First Class/Air conditioned class and officers who are not eligible for First Class/Air conditioned class of accommodation are entitled to mileage allowance at the following rates:-

First Grade Officers	-	18 paise per kilometre
Second Grade Officers	-	14 paise per kilometre
Third Grade Officers	-	12 paise per kilometre
Fourth Grade Officers	-	10 paise per kilometre

These rates are inclusive of incidental expenses and are applicable for journeys irrespective of whether the places are connected by rail or not.

- * (b) Officers who are eligible for First Class/Air conditioned class of accommodation and who actually perform the journey by such class are entitled to claim actual rail fare plus incidental expenses at the following rates:

First Grade Officers	-	8 paise per kilometre
Second Grade Officers	-	6 paise per kilometre

The above rates are subject to a minimum of half daily allowance.

*Effective from 1st November, 1979.

[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

Government Decision No. 1

The Railway authorities entertain claims for refund of cancellation charges on unused Railway tickets only from the passengers concerned. So in case where the official rail journey is cancelled solely due to official reasons, the Government servant should after getting the refund in the usual manner from the Railway station prefer to the appropriate Railway authority concerned his claim for refund of cancellation charges (i.e., full ticket value excluding reservation charges and refund already received) on unused tickets supported by a certificate from his controlling authority to the effect that the journey had to be cancelled solely due to exigencies of service. When the officer himself is his own controlling officer for purposes of T.A. he may furnish his own certificate. The claim for the refund preferred on the Railways, should, however, be restricted to what it would be, had the officer booked and cancelled his journey by the shortest route, save in exceptional cases, where the route actually adopted by the officer is certified by the controlling officer or by the officer himself if he is his own controlling officer for T.A. purposes to be in the interest of public service.

[G.O.(P) 388/75/Fin.,
dt 27-8-1975]

Reservation charges in cases referred to above will be reimbursed to the Government servant without waiting for the acceptance of his claim for refund of cancellation charges by the Railway authorities. The amount of reservation fee reimbursed to a Government servant is debit to the same head to which his T.A. is charged.

The Government servant should record a certificate as follows in the T.A. Bill for the claim.

"Certified that the reservation of journey ticket made as per reservation ticket No..... onwas cancelled due to exigencies of public service."

This amendment shall be deemed to have come into force with effect from the 6th October 1983.

[G.O. (P) 639/83/Fin.,
dt 6-10-1983]

Government Decision No. 2

The reservation charges paid for railway journeys in respect of the appropriate classes of accommodation will be reimbursed to Government servants as forming part of the fare in cases where reservation is actually required in the exigencies of public service.

[G.O. (P) 639/83/Fin.,
dt. 6-10-1983]

This amendment shall be deemed to have come into force with effect from the 6th October 1983.

21. [Deleted] †

22. [Deleted] †

23. [Deleted] †

†Effective from 1st November 1979.

[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

24. If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by rail within the period for which a return ticket is available. The mileage allowance for the forward and the return journeys wherever such return tickets are available and are purchased will be the actual cost of the return ticket plus the usual allowance admissible for incidental expenses each way.

SUB-SECTION (III) - MILEAGE ALLOWANCE FOR JOURNEYS**BY SEA IN A STEAMER**

25. For the purpose of calculating mileage allowance, officers are entitled to class of accommodation according to the following scale :-
- (a) An Officer of the First Highest class
Grade
- (b) An Officer of the Second Grade If there be two classes only on the steamer the higher class, and if there be more than two classes, middle or second class.
- (c) An Officer of the Third Grade If there be two classes only on the steamer the lower class, if there be three classes, middle class, or second class and if there be four classes, third class.
- (d) An officer of the Fourth Lowest class
Grade
26. Except in the case of journeys on transfer the mileage allowance admissible to an officer is single fare of the class of accommodation he is entitled to plus the Daily Allowance admissible under the rules for halts outside the State or 1 and 3/5 fare whichever is greater. In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word 'fare' in this rule should be held to mean fare exclusive of diet.
27. In cases of doubt or in which, owing to the arrangement of classes on a steamer, the provisions of Rule 25 if strictly construed involve hardship, Government may decide, for journeys generally or for particular journeys, to what class of accommodation an officer is entitled, and whether if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.
28. The rules in this sub-section apply to officers who cross a river or arm of the sea by steamer in the course of a journey unless such crossing occurs during a railway journey and the charge for it is included in the railway fare. In the latter case, the crossing is treated as part of the railway journey.
29. If suitable accommodation on a Government vessel is offered to an officer, he is entitled to Travelling Allowance under Rule 109 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

SUB-SECTION (IV) - MILEAGE ALLOWANCE FOR JOURNEYS BY ROAD

30. For the purpose of these rules travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal.

31. For journeys by road, mileage allowance is admissible at the following rates for each kilometre travelled irrespective of whether the places are connected by rail or not :

[G.O. (P) 186/89/Fin.,
dt 29-3-1989]

Officers of the First Grade : 95 paise per kilometre if special conveyance is engaged and 18 paise per kilometre if the journey is performed by public conveyance

Officers of the Second Grade : 14 paise per kilometre

Officers of the Third Grade : 12 paise per kilometre

Officers of the Fourth Grade : 10 paise per kilometre

Effective from 1st November 1979.

The rate of mileage allowance for journeys by road for special conveyance (motor car) is Rs.1.25 per kilometre with effect from 1st September 1985.

For journeys by public conveyance by road, officers will be paid actual bus fare plus incidental expenses as admissible under Para 1 of Rule 110. Grade I and II Officers will be entitled to travel by Express bus and Grade III and IV Officers by Fast Passenger bus. In emergent cases, with the permission of the Controlling Officers, Grade III and IV Officers can perform journeys in Express buses and claim Travelling Allowance on that basis. The existing provision for claiming road mileage for journeys by rail or road, irrespective of whether the places are connected by rail or not, will continue.

[G.O.(P) 186/89/Fin.,
dt 29-3-1989]

Effective from 1st September, 1985.

Note 1.- With effect from 1st November 1979, only officers of the First Grade are allowed to travel by special conveyance and claim higher mileage. With effect from 1st September, 1985 First Grade Officers in receipt of actual pay of Rs. 2250 and above only are allowed to travel by special conveyance and claim higher mileage. An officer of the First Grade claiming the higher mileage will note in his Travelling Allowance bill concerned the registration number of the special conveyance used by him.

Note 2.- Officers of the First Grade claiming mileage at the higher rate shall furnish the following certificate in their Travelling Allowance bills, namely :-

"I certify that I did not perform the road journeys for which mileage allowance has been claimed at the higher rate by any public conveyance which plies regularly for hire between fixed points and charge fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or without incurring its running charges."

Note 3.- An officer of the First Grade claiming higher road mileage for a journey performed in his own car shall furnish the following certificate in lieu of the certificate referred to in Note 2 above, namely:-

"I certify that the road journeys for which mileage has been claimed at the higher rate were performed by me in my own car".

Note 4.- All officers claiming road mileage should record in their Travelling Allowance bills one of the following certificates as may be appropriate, namely :-

- (a) "Certified that a I have not been provided with any Government conveyance for my use".

Or

- (b) "Certified that the Government conveyance provided for my use was out of order/not available for journeys on(dates to be specified).

Explanation.—In the case of non-gazetted officers, the drawing officers shall record the certificate with suitable changes and the controlling officer shall ensure that the Government servants who are provided with Government conveyance use such conveyance for their official journeys and that otherwise, the prescribed certificate is recorded invariably.

Note 5. - When two or more officers travel in a conveyance belonging to one of them or hired by one of them, the officer who owns or hires the conveyance may draw Travelling Allowance as if he travelled alone and the other officer (s) may draw only the Travelling Allowance as admissible under Rule 107 read with Rule 110, even if he (they) meets (meet) a portion of the cost of propulsion of the conveyance or of the hire charges of the conveyance, as the case may be. A certificate in the following form shall also be attached to the Travelling Allowance bills of the officers claiming travelling allowance under the above provision, namely:-

"Certified that I/We

(1) Name and Designation

(2) Name and designation

(3) Name and designation

(4) Name and designation travelled together from

.....to on

in a special conveyance (here enter Registration No. of the vehicle) owned/hired by the officer whose name is mentioned as No..... above, and that I have claimed Travelling Allowance admissible under Note 5 below Rule 31, Kerala Service Rules, Part II."

Note 6. - An Officer who performs a journey by a conveyance owned by another officer without meeting the cost of its use and propulsion but whose own conveyance immediately precedes or follows him is eligible for the mileage allowance admissible under the rules. He shall, when he claims mileage allowance certify that the cost of the use and propulsion of his conveyance which immediately preceded or followed the conveyance by which he travelled was met by him.

Note 7. -If an Officer of the First Grade, travels more than two hundred kilometres a day by special conveyance, the rate of mileage admissible for the excess over two hundred kilometres will be reduced to three fourths of what is normally admissible.

Government Decision No. 1

If an Officer has to perform long journeys, he may be allowed to perform the journeys in more than one day subject to the condition that the halt should be made only after the officer has made a march of not less than two hundred kilometres in a

[G.O.(MS) 454/61/Fin.,
dt. 6-11-1961]

day. In cases where the journey commences late in the day, halts may also be made after marches of less than two hundred kilometres. In all such cases of long journeys the restriction regarding the mileage in the above note will be applied only in respect of each day's journey. No daily allowance either full or half will be admissible to the Officer for such intermediate halts.

Government Decision No. 2

Effective from 1st November, 1959.

[G.O.(Ms) 486/61/Fin.,
dt 2-12-1961]

Note 8. - For journeys performed by foot between places not connected by any public conveyance, Officers of the First Grade shall be given mileage at the rate applicable for journeys by special conveyance and officers of the other grades shall be given mileage at the rate of 35 paise per kilometre. An Officer claiming mileage in such cases should certify that he performed the journey entirely by walking, and the officer who countersigns the Travelling Allowance bill shall countersign the above certificate also.

Note 9. - A First Grade Officer, with a staff car attached to him or his office should not engage a special conveyance for his journeys, if the staff car is available. The following procedure should be observed if such an Officer claims higher mileage in his Travelling Allowance bills namely:-

- (i) If the bill requires countersignature, the countersigning authority shall countersign it only after satisfying himself that the departmental vehicle was not available for the journey and shall record a certificate to that effect in the bill.
- (ii) If the bill does not require countersignature, a certificate should be attached to the bill signed by the head of the Office or the Officer-in-charge of the departmental vehicle to the effect that the vehicle was not available for the journey for which special mileage is claimed.

Note 10. - Autorickshaws, Motor Cycles, Scooters and Mopeds will not be considered as special conveyances, and no higher rate of mileage will be allowed for journeys performed by such vehicle.

With effect from 1st September, 1985 Grade I and Grade II Officers are entitled for special mileage allowance at the rate of 30 paise per kilometre for journeys for public purpose by motor cycle or Scooter owned and maintained by them. As in the case of special mileage for car, the registration number of the Motor cycle or Scooter should be recorded in the bill claiming T.A., at the special rate allowed for such journeys.

Government Decision No. 3

Half daily allowance will be admissible for intermediate halts beyond 200 kilometres when the journey is performed in departmental vehicles.

[G.O.(P) 756/78/Fin.,
dt 16-10-1978]

Government Decision No. 4

The above note should be deemed to apply only to journeys performed by road. 'The nature of conveyance' referred to in the note is intended to differentiate between 'Public conveyance' and 'Special conveyance' and not between different modes of journeys, such as journey by road or journey by rail. The note above therefore allows higher mileage only for journeys on transfer between places not connected by rail.

(Circular No. 43959/EB4/Fin., dt. 19-11-1962)

Rule 66, Part II, does not permit an officer to draw road mileage for journeys on transfer performed between places connected by rail as the term "Mileage allowance" as defined in Rule 12, Part II, relates not to 'road mileage' alone.

32. The Government may, for special reasons to be recorded, allow to a particular officer or grade of officers, mileage allowance at a higher rate than is prescribed in Rule 31.
33. 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.

SUB - SECTION (V) MILEAGE ALLOWANCE FOR JOURNEYS BY AIR.

34. An officer authorised to travel by air is entitled to mileage allowance equal to one standard air fare plus an allowance for incidental expenses at one-fifth of the standard air fare subject to a minimum of one daily allowance and maximum of five times the daily allowance at the ordinary rate for each single journey, each single journey being defined as the journey from starting point to destination or vice versa.

[G.O.(P) 197/66/Fin., dt 11-5-1966]

Note 1.- All first grade officers are authorised to travel by plane, Officers belonging to the other grades should take the prior sanction of Government for air journeys.

Note 2.- When an officer performs both rail and air journeys on the same day he will be allowed to draw the actual incidental expenses at the prescribed rates subject to a minimum of one daily allowance for both the air and rail journeys together.

[G.O. (P) 416/66/Fin., dt 13-9-1966]

Note 3.- The incidental expenses are limited to the following ceiling:-

	Rs. p.
(i) First Grade Officers	62.50
(ii) Second Grade Officers-	
(a) Officers whose actual pay is *Rs.1500 and above and those in the cadre of Deputy Collectors and Deputy Superintendents of Police drawing a pay below *Rs.2000	42.50
(b) Other Officers	30.00
(iii) Third Grade Officers	25.00
(iv) Fourth Grade Officers	20.00

This amendment shall be deemed to have come into force with effect from 21st March 1974.

[G.O.(P) 300/75/Fin.,
dt 7-7-1975]

* Effective from 1st September 1985.

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

Government Decision No. 1

The following classification is prescribed in respect of various officers for purposes of air travel while performing official duty journeys, where two classes of tickets are available :-

[G.O.(P) 16/64/Fin.,
dt. 9-1-1964]

Class of Officers	Class of air travel
(i) Officers drawing a pay of Rs.2,250 per month and above.	Standard (First) Class
(ii) Officers drawing a pay between Rs.1,800 and Rs.2,249 per month	Standard (First) class where the journey involves night travel; otherwise Tourist Class.
	For this purpose 'Night' means the time between 6 p.m. and 6 a.m.
	In case part of the journey is performed during night, standard (First) class will be admissible for the entire journey.
(iii) Officers other than those falling under (i) and (ii) above	Tourist class.

Government Decision No. 2

The Chairman and Members of the Kerala Public Service Commission will be included along with officers of a pay of Rs.2,250 per mensem and above for purposes of air travel.

[G.O. (Ms.) 586/64/Fin.,
dt. 19-8-1964]

Government Decision No. 3

The taxes paid on inland and foreign air travels shall be reimbursed to the State Government servants, in cases where the travel is on official business and on public interest and where the expenditure on air fare itself is borne by the Government, Officers may claim reimbursement of the tax paid by them in the Travelling Allowance bills prepared for the particular journeys producing receipts in token of having paid the tax. The reimbursement of the tax will be by debit to the same head of account to which the Travelling Allowance claims of the officers are debited.

[G.O. (P) 46/73/Fin.,
dt. 12-2-1973]

This decision shall be deemed to have come into force with effect from 15th November 1971 and 15th October 1971 respectively, for inland air travel tax and foreign air travel tax.

Government Decision No. 4

The Governor, Speaker, Deputy Speaker, Leader of the Opposition, Ministers, Chief Secretary, Secretaries to Government and the following Heads of Departments will be covered by Personal Accident Insurance Policies on year to year basis.

[G.O.(P) 531/80/Fin.,
dt. 29-8-1980]

1. Member, Board of Revenue.
2. Chief Engineer.
3. Director of Health Services.
4. Director of Public Instruction.
5. Member, Planning Board.
6. Director of Technical Education.
7. Director of Collegiate Education.
8. Chief Electrical Inspector.
9. Director of Ports.
10. Chief Town Planner.
11. Inspector General of Police.

In respect of others who travel by air on Government business they will take Air Insurance Coupons from Air Port (Rupees ten for a compensation of Rupees one lakh). This amount will be reimbursed to them along with the T.A. claims.

35. An Officer who is not authorised to travel by air but who performs a journey by air on tour can draw only the Travelling Allowance to which he would have been entitled if he had travelled by rail, road or steamer.
36. If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the 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 ticket plus 2/5 of the standard air fare for a single journey between the two places.

Note. - The incidental expenses for each single journey will be limited to the ceilings prescribed in note 3 under rule 34.

[G.O.(P) 186/89/Fin.,
dt 29-3-1989]

Government Decision

The cancellation charges of air tickets shall be reimbursed to officers who have booked their tickets for official journeys in case they could not undertake the journeys due to circumstances beyond their control.

[G.O.(P) 141/77/Fin.,
dt. 10-5-1977]

The Government servant should record a certificate as follows in the T.A. Bill for the claim. Certified that reservation of journey ticket made as per reservation ticket No..... on.....was cancelled due to exigencies of public service.

SECTION VI - DAILY ALLOWANCE

37. A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charge incurred by an officer in consequence of such absence.

38. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every officer whose duties require that he should travel, and may not be drawn except while on tour.

39. Daily allowance is admissible on the following scale :-

- | | | |
|-------|---|-----------------|
| (i) | Officers of the First Grade | †Rs.40.00 a day |
| (ii) | Officers of the Second Grade | |
| | (a) Officers whose actual pay is †Rs.1,500 or above, and those in the cadre of Deputy Collectors and Deputy Superintendents of Police drawing a pay below †Rs.2,000 | †Rs.32.00 a day |
| | (b) Other Officers | †Rs.24.00 a day |
| (iii) | Officers of the Third Grade | †Rs.21.00 a day |
| (iv) | Officers of the Fourth Grade | †Rs.16.00 a day |

†Effective from 1st September 1985.

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

Provided that an officer, who while on tour is provided with free boarding and lodging, may draw only one fourth of the daily allowance admissible to him at the station concerned; if only boarding is provided free to such an officer he may draw daily allowance at one-half of the admissible rate; if only lodging is provided free, he may draw daily allowance at two-thirds of the admissible rate.

[G.O.(P) 426/66/Fin.,
dt 17-9-1966]

Note 1. - Daily Allowance is calculated on the actual pay the officers are in receipt of, and with reference to the grade to which they belong.

Note 2. - If a Government servant who stays during tours in circuit houses, inspection bungalows, rest houses, etc., is required to pay any charges on account of stay at such places, even though it may not cover the entire cost of the facilities provided, no reduction in the daily allowance will be made.

[G.O. (P) 426/66/Fin.,
dt 17-9-1966]

40. The Government may, for reasons which should be recorded and on such conditions as they may think fit to impose, sanction for any officer or class of officers, a daily allowance higher or lower than that prescribed in Rule 39, if they consider that the allowance so prescribed is inadequate or excessive.

SECTION VII - ACTUAL EXPENSES

41. Unless in any case it be otherwise expressly provided in these rules, no officer 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.

CHAPTER II

TRAVELLING ALLOWANCE FOR DIFFERENT KINDS OF JOURNEY

SECTION I - GENERAL

42. The Travelling Allowance admissible to an officer for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in Sections II to XI of this Chapter.

Note 1. - When an officer who is permitted on his own request to attend meetings or conferences or congresses held in India and if any Government

interest is served thereby, he may be paid (under specific orders of Government) a single railway fare of the class of accommodation to which he is entitled under these rules for the journey each way, without any road mileage or daily allowance for halt, at the place of meeting.

Travelling and daily allowances under these rules, are however, admissible when an officer is officially sent to attend a conference, congress or meeting.

Note 2. - The officers of Government travelling on University business will receive Travelling Allowance direct from the University according to its rules.

Note 3. - An officer as a member of a Staff Council shall be eligible for Travelling Allowance and Daily Allowance as on tour for the journeys performed by him for attending the Staff Council Meeting and back.

43. Unless in any case it be otherwise expressly provided in these rules, an officer making a journey for any purpose is not entitled to recover from Government the cost of transporting his family or his personal luggage, conveyances and camp equipage.

44. The Government 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 officers travelling in any specified locality in which travelling is unusually expensive.

Note 1. -When travelling in hilly tracts, officers are entitled to draw an additional 25 per cent of the daily allowance or mileage allowance ordinarily admissible to them in Class I tracts and 12 ½ per cent thereof in Class II tracts. Appendix IX gives the list of Class I and Class II hilly tracts.

Ruling No. 1

A Government servant whose headquarters is situated in a special tract and who undertakes a journey from headquarters and returns thereto on the same day, is not entitled to the higher rate of daily allowance applicable for halts in the special tract irrespective of whether the journey is performed entirely in the special tract or partly in the special and partly in the ordinary tract.

Ruling No. 2

A Government servant whose headquarters is situated in a hilly tract may claim half daily allowance admissible under Rule 63 for the day of arrival at and for the day of departure from a place in Class I or II hilly tract at the enhanced rates applicable to the class of the hilly tract where he halted, provided his absence from the headquarters exceeded eight hours.

This ruling shall be deemed to have come into force with effect from 20th July 1960.

Ruling No. 3

The area between Dehra Dum and Mussorie in Uttar Pradesh will be treated as Class I hilly tract for purposes of Note I to Rule 44, Part II, K.S.R.

[G.O.(Rt.) 787/61/DD.,
dt. 9-10-1961]

Note 2. - The rate of daily allowance of an officer who spends part of a day in a hilly tract and part in a place to which the ordinary rates apply is determined according to the place where he halts after the journey.

Note 3. - Officers travelling or halting outside the State may be given daily allowance at the following rates :-

- | | |
|---|--------------------------|
| (i) Officers of the First Grade
for halt | †Rs.65.00 a day |
| (ii) Officers of the Second Grade | |
| (a) Officers whose actual pay
is †Rs.1,500 or above
and those in the cadre of
Deputy Collectors and
Deputy Superintendents
of Police drawing a pay
below †Rs.2,000. | †Rs.50 a day for halt |
| (b) Other Officers | †Rs.40.00 a day for halt |
| (iii) Officers of the 3 rd Grade | †Rs.40.00 a day for halt |
| (iv) Officers of the 4 th Grade | †Rs.30.00 a day for halt |
| †Effective from 1 st September 1985. | |

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

45. When an officer 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 II-JOURNEYS ON TOUR

SUB-SECTION (I) - GENERAL RULES

46. The headquarters of an officer shall be in such place as Government may prescribe.
47. The Government may define the limits of the sphere of duty of any officer.

Note 1- The Heads of Departments and District Collectors are empowered to sanction journeys of subordinate officers to the adjoining districts of neighbouring States.

[G.O.(P) 454/80/Fin.,
dt.16-7-1980]

Effective from 30th August 1979.

Note 2- The Heads of Departments and District Collectors will be competent to undertake journeys outside the State in the adjoining districts of neighbouring States in public interest.

Note 3. - The Board of Revenue is empowered to sanction journeys of Poddars outside the State accompanying remittances to the Reserve Bank of India agencies in accordance with instructions from the Currency Officer.

G.O.(Ms.) 157/Rev.,
dt. 14-2-1962]

Effective from 14th February 1962.

Note 4. - The Inspector-General of Police is empowered to sanction the journeys outside the State of all officers of his department below the rank of Assistant Superintendent of Police/Deputy Superintendent of Police. *He is also empowered to sanction journeys outside the State of all officers below the rank of Superintendent of Police in the Crime Branch in connection with investigation of cases.

*[G.O.(P) 440/67/Fin.,
dt. 5-10-1967]

48. An officer is on tour when absent on duty from his headquarters either within or, with proper sanction beyond his sphere of duty.
49. In case of doubt the Government may decide whether particular absence is absence on duty for the purpose of Rule 48.
50. The Government may impose such restrictions as it may think fit, upon the frequency and duration of journeys to be made on tour by any officer or class of officers.
51. If the Government declares that the pay of a particular officer or class of officers has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the officer's sphere of duty, such an officer may draw no Travelling Allowance for such journeys though he may draw mileage allowance, for journey 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 journeys, including such part of it as is within his sphere of duty.
52. The Travelling Allowance drawn by an officer 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 allowances is admissible.

SUB-SECTION (II) - OFFICERS IN RECEIPT OF PERMANENT

TRAVELLING ALLOWANCE

53. A Permanent Travelling Allowance is intended to cover the cost of all journeys within the sphere of duty of the officer who draws it, and such an officer may not draw any other Travelling Allowance in place of or in addition to Permanent Travelling Allowance for such journeys provided that:
- (1) a class of officers to whom Government may extend this concession may draw, in addition to Permanent Travelling Allowance single fare for a journey by rail, and

- (2) the Government may, by general or special order, permit an officer 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 authorised 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.

54. When an officer in receipt of Permanent Travelling Allowance travels on duty, with proper sanction, beyond his sphere of duty, he may exchange his Permanent Travelling Allowance for the mileage allowance for the entire journey including such part of it as is within his sphere of duty and may draw in addition Permanent Travelling Allowance for any day of his absence for which he does

not draw mileage allowance. This rule does not apply to an officer who travels beyond his sphere of duty in the course of a journey from one place within that sphere to another such place, or to an officer who makes, by road alone, a journey not exceeding 32 kilometres.

Note. - All officers in receipt of Permanent Travelling Allowance will be allowed to exchange Permanent Travelling Allowance for regular Daily Allowance for days of halt at places outside the area of jurisdiction for the performance of official duty at such places under specific orders of competent authority subject to the normal rules for the drawal of Daily Allowance.

The above benefit will also be extended to officers who are in receipt of Permanent Travelling Allowance and who are deputed for training at an outstation beyond their area of jurisdiction.

The amendment in the first paragraph shall be deemed, to have come into force with effect from December 15, 1970 and that in the second para from January 15, 1971.

Government decision.

Deduction of proportionate Permanent Travelling Allowance for the day on which Permanent Travelling Allowance is exchanged for mileage allowance will be made in accordance with the formula specified below.

[G.O.(P) 370/67/Fin.,
dt. 18-8-1967]

If 'X' is the number of days of tour performed in a month (i.e., including the days for which Permanent Travelling Allowance is exchanged for mileage) and 'Y' the number of days on tour for which Permanent Travelling Allowance is exchanged for mileage, Permanent Travelling Allowance to be deducted will be $Y/X \times \text{PTA}$ admissible for the month for 'X' days of tour.

(Permanent Travelling Allowance admissible for 'X' days has to be calculated in accordance with the Decision No. 2 under Rule 6, Kerala Service Rules, Part II.)

SUB-SECTION (III) - OFFICERS NOT IN RECEIPT OF PERMANENT TRAVELLING ALLOWANCE

SUBDIVISION (I) - DAILY ALLOWANCE

55. Except where otherwise expressly provided in these rules, an officer not in receipt of Permanent Travelling Allowance draws Travelling Allowance for journeys on tour in the shape of daily allowance.

56. Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when an officer actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated whether he halts there or not.

Note.- If an officer of a vacation department combines tour with vacation i.e. proceeds on tour and avails of vacation without returning to his headquarters, he should be granted tour Travelling Allowance under these rules for the onward journey only.

Ruling

When two journeys are performed within a period of 24 hours, the period of absence from headquarters will be treated as one day irrespective of the fact that the journey was performed on two calendar days and the drawal of daily allowance will be regulated accordingly.

[G.O.(P) 405/65/Fin.,
dt. 18-10-1965]

57. Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of eight kilometres from the duty point (i.e. the place or office of employment) at his headquarters or return to it from a similar point.

[G.O.(P) 16/65/Fin.,
dt. 6-1-1965]

Note 1- The term 'radius of eight kilometres' means a distance of eight kilometres by the shortest route by which a person can reach his destination by the ordinary modes of travel.

Government Decision

In the case of an Officer having his headquarters at Ernakulam, no daily allowance is admissible for journey to Mattancherry/Fort Cochin and vice versa, as he does not reach a point outside the radius of 8 Kms. This takes effect from 16th March 1964.

[Circular Memo
92/64/EB4/Fin.,
dt. 24-10-1964 and
G.O.(P) 129/65/Fin.,
dt. 8-4-1965]

Note 2- The Malabar Special Police and the District Armed Reserve Personnel stationed at Malappuram who have to halt for a period of ten days at Melmuri Rifle Range situated within eight kilometres from Malappuram in connection with the annual firing course there, shall be exempted from the operation of the above rule.

Note 3- Civilian staff of N.C.C. Department attending N.C.C. Camps within a radius of eight kilometres from their headquarters shall be exempted from the operation of the above rule.

[G.O.(P) 248/80/Fin.,
dt. 17-4-1980]

This amendment shall be deemed to have come into force with effect from 1st April 1960.

58. Subject to the conditions laid down in Rules 59 and 60, daily allowance may be drawn during a halt on tour or on a holiday occurring during a tour.

Note 1.- An officer who takes casual leave while on tour is not entitled to draw daily allowance during such leave.

Note 2- Daily allowance is not admissible for any day, whether Sunday or holiday, unless the officer is actually and not merely constructively in camp.

Note 3.- In the case of enforced halt occurring en route on tour journeys necessitated by break down of communication due to blockade of roads and railways on account of floods, rains, landslides and other acts of God or delayed journeys or cancellations of schedules of motor conveyances, trains or air crafts, such periods of halts shall be treated as duty and the Government servant granted daily allowance at three-fourths of the rate applicable to him at the station in which the enforced halt takes place for the entire period of enforced halt after excluding the first day of such halt for which no daily allowance shall be allowed. Government in the Administrative Department in respect of Heads of Departments and the Heads of Departments in the case of their subordinate officers will be the authority competent to declare the periods of enforced halts as duty.

[G.O.(P) 254/67/Fin.,
dt. 29-6-1967]

Note 4.- In respect of journeys involving an overnight halt at an intermediate station either due to non-availability of connecting service or due to the cancellation of connecting air service, half daily allowance will be allowed at the rate applicable to the intermediate station for each overnight halt (in addition to the allowance for incidental expenses admissible for air journeys) if the Indian Airlines Corporation does not provide at its expense any facility for boarding and lodging. Half Daily Allowance will also be given for similar enforced halts occurring between air and rail/road journeys on duty.

The above amendment shall be deemed to have come into force with effect from 24th December, 1970.

Note 5.- No daily allowance is admissible to a Government servant for the day on which he avails himself of a restricted holiday while on tour.

[G.O.(P) 254/67/Fin.,
dt. 29-6-1967]

59. A daily allowance may not be drawn for more than ten days of a halt at one place. But Heads of Departments in the case of their subordinates and the Government in the case of Heads of Departments, may grant exemption from the operation of this rule where they are satisfied :-

- (a) that prolonged halts are necessary in the interest of the public service, and
- (b) that such halts necessitate the maintenance of camp equipage, or where no camp equipage is maintained entail extra expense on the officer after the first ten days.

In such cases the daily allowance admissible will be -

- (a) full rate for the first ten days;
- (b) three-fourth rate for the next 20 days; and
- (c) half-rate thereafter.

But no allowance will be given for halts exceeding three months.

Note 1.- Officers deputed for training to Trivandrum, Ernakulam, Kozhikkode, and city outside the state of Kerala shall be paid daily allowance at full rate for the first 30 days and at $\frac{3}{4}$ of the rate for the next 60 days, in relaxation of the restriction imposed in the above rule.

[G.O.(P) 837/78/Fin.,
dt. 1-12-1978]

[G.O.(P) 1027/79/Fin.,
dt. 23-11-1979]

This Rule shall be deemed to have come into force with effect from 1st August, 1982.

[G.O.(P) 416/83/Fin.,
dt. 20-7-1983]

Explanation.—This note shall apply to the officers deputed for training to Delhi, Bombay and Calcutta with effect from the 1st December, 1978 and to those deputed for training to other cities outside the State with effect from the 10th July 1979.

[G.O.(P) 588/80/Fin.,
dt. 11-9-1980]

Note 2.— Periods of absence on leave (including casual leave) will be included in computing the limits prescribed in this rule.

Exception.—The Circle Commander, No. 11 Circle Cadet Corps, Trivandrum will be competent to sanction Daily Allowance under the above rule, to the civilian staff of the establishment of the National Cadet Corps deputed for duty to camps.

This exception shall be deemed to have come into force with effect from 20th October 1962.

Ruling No. 1

The sanction of competent authority for admitting daily allowance in excess of ten days would be necessary only when the number of full daily allowances drawn inclusive of the half daily allowance under Rule 63 exceeds ten; but the daily or half daily allowances, if any, admissible for the days of travel covered by Rule 60 (c) should be excluded in calculating the daily allowances.

Ruling No. 2

Daily allowance will be allowed for the first three months at the rates specified in this rule even in cases of halts on tour exceeding three months.

60. For the purposes of Rules 57 to 59

- (a) After a continuous halt of ten days' duration, the halting place shall be regarded as the officer's temporary headquarters.
- (b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding eight kilometres for a period including not less than three nights.
- (c) In calculating the duration of a halt, any day on which the officer travels or halts at a distance from the halting place exceeding eight kilometres shall be excluded. On such a day the officer may draw daily allowance or exchange it for mileage allowance, if admissible.

Note. - If an officer proceeds on earned leave after a halt on duty at an outstation and on termination of the leave resumes duty directly at the same halting station and remains thereon halt for some more days, the absence on leave should not be treated as interruption of halt, but the whole period should be treated as one continuous spell of halt, leaving out the leave period from the calculation of daily allowance.

SUBDIVISION (II) – MILEAGE ALLOWANCE AND ACTUAL EXPENSES IN PLACE OF OR IN ADDITION TO DAILY ALLOWANCE

61. The Government may by general or special order and on such conditions as they think fit to impose, permit any officer, or class of officers to draw mileage allowance instead of daily allowance for the whole period of any absence from headquarters, if they consider that the nature of the officer's duty is such that daily allowance is not sufficient to cover his travelling expenses.

62. (a) Subject to any conditions which Government may by general or special order impose, an officer may exchange his daily allowance for mileage allowance on any day on which—
- (i) he travels by railway or steamer or plane or by any two of them or by all of them;
 - (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 eight 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 or plane under clause (i) of sub-rule (a) of this rule, mileage allowance may be drawn on account of such journey by road, but such mileage will be limited to the amount of daily allowance unless the journey by road exceeds thirty-two kilometres.

[G.O.(P) 16/65/Fin.,
dt. 6-1-1965]

Note - If an officer halts at the outstation, and the place or places of duty visited be within the radius of 8 kilometres road mileage should always be from the Railway Station to the Chief Public Office, no matter where he proceeds first to the temporary residence or the place of duty.

Government decision

If an officer performs a direct journey by road between two places connected partly by road and partly by rail he will be entitled to T.A. at the following rates. Road mileage for the road portion upto the nearest railway station plus road mileage at the rates as provided in Rule 21, Part II, K.S.Rs for the portion connected by rail.

[G.O.(P) 115/76/Fin.,
dt. 10-4-1976]

Eg; If an officer travels from Neyyattinkara to Quilon directly by road, he will be entitled to the admissible road mileage for the distance from Neyyattinkara to Trivandrum which is connected by road only and from Trivandrum to Quilon which is connected by rail at the rates as provided in Rule 21, K.S.R., Part II.

63. Daily allowance for halt on tour at an outstation will be calculated on the basis of the period of halt which will begin from the time the forward journey ends at the outstation and will end at the time the return or further journey commences. The rate of daily allowance will be calculated as follows :-

[G.O. (P) 83/68/Fin.,
dt. 23-2-1968]

- | | |
|--|---|
| 1. Halt upto six hours | Nil |
| 2. Halt exceeding six hours but not exceeding twelve hours | Half daily allowance |
| 3. Halt exceeding 12 hours but not exceeding twenty four hours | Full daily allowance |
| 4. Halt exceeding twenty four hours | One daily allowance for every 24 hours. For fraction of 24 hours at the end of halt, daily allowance will be calculated as indicated above. |

Note 1. - This concession is also admissible to officers who are entitled to daily allowance for halts on tour but whose journeys are regulated by Rules 103, 105 and 107.

Note.2. - Officers and men of Fire Force Department are exempted from the operation of the above rule. They will be eligible to draw full daily allowance whenever they make a journey to a place more than 8 km. from the fire stations in fire service vehicles in an emergency or to attend an ambulance call, irrespective of time limit or absence.

[G.O.(P) 266/73/Fin.,
dt. 10-7-1973]

Government decision.

(i) The daily allowance admissible for halt at an outstation under this rule and the daily/mileage allowance admissible for the journey should be calculated separately, irrespective of whether the halt is preceded or followed by a journey which qualifies for daily or mileage allowance.

[G.O.(P) 240/78/Fin.,
dt. 6-3-1978]

(ii) Rule 62 (a) refers to travelling by a Government servant on any day for a total distance exceeding 32 kilometres. The number of journeys in a day or whether any one or more of the journeys exceed 32 kilometres or whether each or the several journeys is less than 32 kilometres is not material. If the total travelling in a day exceeds 32 kilometres, he can exchange daily allowance for mileage allowance. If he does not so exchange he gets only one daily allowance for that day to cover all the journeys.

(iii) Daily allowance for halt under this rule is to be calculated after computing the total number of hours of halt at an outstation, irrespective of the total number of days of halt and whether or not the daily allowance is exchanged for mileage allowance.

(iv) In a case whether the Government servant, while on tour returns on the same day, to the first halting station from another outstation. Daily allowance, if admissible for the journey, may be exchanged for mileage allowance, subject to the provisions of Rule 62 but in addition to this allowance, no daily allowance for halt under Rule 63 is admissible even if the halt at another outstation exceeds six hours.

(v) If a Government servant halts at more than one station on the same day, daily allowance for halt may be calculated after computing the total hours spent on halt at all the outstations taken together. This proviso applies only if the halts at more than one station begin and terminate within the duration of 24 hours. If the duration of halt at the second station extends beyond 24 hours from the commencement of halt at the first outstation, daily allowance admissible for halt at the second station is to be reckoned separately

(vi) When a Government servant, on tour, visits various outstations on duty over a number of days, the total daily allowance admissible under this rule should not exceed the total daily allowance calculated on the basis of the total number of hours between the time of arrival at temporary residence duty point at the first outstation and the time of departure from the temporary residence/duty point at the last station of tour.

[G.O.(P) 321/70/Fin.,
dt. 15-5-1970]

SUBDIVISION (III) – TRAVELLING ALLOWANCE ADMISSIBLE
FOR JOURNEYS AND HALTS WITHIN EIGHT
KILOMETRES OF HEADQUARTERS

64. Government may, by general or special, order permit any officer or class of officers to draw the actual cost of hiring a conveyance on a journey for which no Travelling Allowance is admissible under these rules.

Note 1. - When a nongazetted or last grade officer is despatched on duty to a place at some distance from his office, or is summoned to his office by special order, of a gazetted officer outside the ordinary hours of duty, the expenditure involved may be paid by Government and charged to contingencies provided—

- (a) That the head of the office certifies that the expenditure was actually incurred, was unavoidable, and is within the scheduled scale of charges for the conveyance used.
- (b) that the officer concerned is not entitled to draw Travelling Allowance under the ordinary rules 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.

Note 2. - The teaching staff in all Government Training Schools and Government Training Colleges who undertake journeys for practice teaching will be paid allowance at the following rates per day for the actual number of days on which they perform journeys for practice teaching :-

- (i) When the distance is less than two kilometres no conveyance allowance will be allowed.
- (ii) When the distance is two kilometres or more but less than four kilometres—Rs. 2.
- (iii) When the distance is four kilometres or more but less than six kilometres— Rs.3.
- (iv) *When the distance is six kilometres or more and no regular Travelling Allowance is admissible—Rs. 4.

Effective from 1st April 1961.

*[G.O.(P) 145/76/Fin.,
dt. 25-5-1976]

[G.O.(Ms.) 403/Edn.,
dt . 17-7-1961

&

G.O.(P) 468/61/Fin.,
dt . 20-11-1961]

Note 3. - Last grade officers deputed for treasury transactions within a radius of 8 kilometres will be paid an allowance at the rate of *Rs.5 per day by debit to the contingencies of the Department concerned, when the distance to the treasury from the headquarters exceeds two kilometres or more but does not exceed 8 kilometres subject to following :

- (i) The allowance will be paid to such officers who are required under Article 284 of the Kerala Financial Code, Volume I to be engaged for cashing bills or remitting money into the treasuries when they are required to carry Rs.500 or more.

- (ii) The allowance will be paid only for journeys to or from the treasury which actually involve the carrying of money and not otherwise.
- (iii) The allowance will be paid only if no regular T.A. or other remuneration is payable for the day.
- (iv) The allowance will not be paid for more than three visits in a week with reference to a particular office.
- (v) The allowance will be admissible only if the officer is using his own conveyance or engaging one for hire, if conveyance is used no allowance will be payable.
- (vi) The payment of the allowance will be extended to cases in which the officers have to travel more than two kilometres from the office to the State Bank for collection and remittance of cash even though the treasury is situated at a place within a distance of less than two kilometres from the headquarters.

*Effective from 15th December 1980.

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

Explanation.—For the purpose of determining the distance of two kilometres from headquarters, the duty point at the headquarters should be taken as the place or office where the Government servant normally remains on duty.

SECTION III – JOURNEYS ON TRANSFER

- 65.** Travelling Allowance may not be drawn under this section by an officer 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 direct.

Note 1. - An officer appointed to a post under Government as a result of selection by the Public Service Commission should be granted T. A. as on transfer for joining the post if he already holds a substantive appointment under Government, the Government of India or any other State Government.

Note 2. - The Travelling Allowance of officers for journeys on temporary transfers and relieving duties of not more than two months' duration will, however, be limited to the allowances that would have been admissible if such journeys were journeys on tour. Daily allowance as for halt on tour will also be allowed for halts, at the new temporary headquarters in such cases. When, however, the period of transfer is subsequently prolonged to more than two months, the officer concerned will be allowed to draw the Travelling Allowance otherwise admissible for journeys on transfer, deducting that had been drawn already. Where, however, the amount already drawn is larger than what is admissible for journeys on transfer, no refund need be made.

[G.O.(P) 271/64/Fin.,
dt. 14-5-1964]

“Temporary transfer” means a transfer to duty in another station which is expressed to be for a period not exceeding two months.

Government decision No.1

A transfer which is not specifically stated to be temporary will be treated as permanent. All transferring authorities in cases of temporary transfers of relieving duties should specify in the order of transfer, the nature of the transfer.

[G.O.(Ms.)484/61/Fin.,
dt. 29-11-1961]

Government decision No. 2

In the case of temporary transfers all transferring authorities should specify in the order itself that the transfer, is temporary not exceeding two months.

[G.O. (Ms.) 272/64/Fin.,
dt. 14-5-1964]

Note 3. - In cases where husband and wife are both State Government employees and one of them is transferred at the same time or within six months of transfer of the other, from one and the same old station to one and the same new station, transfer T.A. will not be admissible to both of them as independent Government servants. Either of them will be allowed to claim transfer T.A. the other being treated as a member of his/her family not in the State Government's employment on furnishing the following certificate. :-

'Certified that my wife/husband who is employed under the State Government and who has been transferred from..... to within six months of my transfer has not already claimed any transfer T.A. consequent on her/his transfer.'

- 66.** An Officer may draw mileage allowance for journey on transfer.
- 67.** (a) Unless in any case it be otherwise expressly provided in these rules, an officer is entitled for a journey on transfer to the following:-

I. FOR JOURNEYS BY RAIL OR STEAMER

- * (i) If the journey is by rail he may draw mileage allowance at twice the rate applicable to him under sub-rule (a) of Rule 20 and if the journey is by steamer three fares of the class of accommodation to which he is entitled, the fares being limited to the lowest rate of such class of accommodation. If the journey is actually performed by first class by a First Grade or Second Grade Officer and the necessary certificate to this effect is produced, the officer may claim a single railway fare and three times the incidental expenses admissible to him under sub-rule (b) of Rule 20.
- * (ii) He may draw additional mileage allowance at the rate applicable to him under Rule 20 or Rule 44 as the case may be, if two adult members of his family accompany him, and at twice that rate if more than two members accompany him. If the journey is actually performed by first class by members of the family accompanying a First Grade or Second Grade Officer, he may draw an extra fare for each adult member of his family for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid.
- (iii) He may draw the actual cost of carriage by goods train, steamer or other craft, of personal effects upto the following maxima :-
- (a) Officers whose actual pay is
*Rs.1500 and above and
officers belonging to the All
India Services.

2240 Kilograms

- | | |
|---|----------------|
| (b) Officers whose actual pay is
*Rs. 650 and above but below
*Rs. 1500 | 1120 Kilograms |
| (c) All other officers | 560 Kilograms |

In addition to the above concession, loading and unloading charges of personal effects to officers transferred in public interests will be allowed as specified below :-

- (1) *Officers of the First Category.*— Actual charges for packing and loading of personal effects at one end and for unloading and unpacking at other end subject to a maximum of Rs. *70 at each end.
- (2) *Officers of the Second Category.*—Actual charges for the above purpose subject to a maximum of *Rs.30 at each end.
- (3) *Others.*—Actual charges for the above purpose subject to a maximum of *Rs.15 at each end.

*Effective from 1st September 1985.

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

Note 1.- In the case of journeys on transfer performed by First or Second Grade Officers by Mail/Express Train and actual First class fares for travel by such trains are claimed, a certificate to the effect that the journey was performed by First class by Mail/Express Train should be recorded by the claimant on the Travelling Allowance bill.

[G.O.(P) 186/89/Fin.,
dt. 29-3- 1989]

Note 2.- If an officer carries his personal effects by passenger instead of by goods train he may draw the actual cost of carriage upto a limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train.

Note 3.- An officer who carries his personal effects by road between places connected by rail may draw actual charges upto the limit of the amount which would have been admissible had he taken the same quantity by goods train. Loading and unloading charges as well as packing and unpacking charges will be allowed in such cases also. In cases where the actual expenses claimed exceed the limit mentioned above, the controlling authority may, for valid reasons, allow such claims subject to the limit of the amount which would have been admissible, if the maximum number of kilograms had been transported by goods train.

Note 4.- The claim for transport of personal effects between places connected partly by road and partly by rail shall be regulated as follows:-

(1) For the rail portion.- As in Rule 67 (a) I (iii) and Note 2 or 3 of Rule 67 (a) I (iii)

(2) For the road portion.- As in Rule 67 (a) II (iii).

[G.O.(P) 311/66/Fin.,
dt. 13-7-1966]

Ruling

Places where a railway station is situated within eight kilometres from the central point of the respective localities, will be treated as places connected wholly by rail, for purposes of calculation of charges for transport of personal effects on transfer.

Note 5. - Subject to the prescribed maximum number of kilograms an officer may draw the actual cost of transporting personal effects to his new station from a place 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 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 admissible number of kilograms been transported by goods train from the old to the new station direct.

(iv) Provided that –

- (1) the distance travelled exceeds 150 kilometres;
- (2) the officer is travelling to join a post in which the possession of a conveyance is advantageous from the point of view of his efficiency, or is travelling after being relieved from a post in which the possession of a conveyance was advantageous from the point of view of his efficiency; and
- (3) Conveyances are actually carried by rail, steamer or other craft;

he may draw the actual cost of transporting at owner's risk conveyances, on the following scales:-

- | | | |
|-----|---|-------------------------------|
| I | Grade Officers | A motor car. |
| II | Grade Officers in receipt of actual pay of *Rs.1500 and above | A motor car or a motor cycle. |
| II | Grade Officers whose actual pay is below *Rs.1500 | A motor cycle. |
| III | Grade Officers | An ordinary cycle |

*Effective from 1st September 1985.

[G.O. (P) 186/89/Fin.,
dt. 29-3-1989]

Note 1. - In the case of the motor car, the cost of transporting a chauffeur or cleaner may also be drawn.

Ruling

When the officer transports his motor car by rail he may draw one railway fare for III class accommodation in respect of the chauffeur or cleaner, provided he certifies that the chauffeur or cleaner actually travelled by rail on the section for which the transportation charges of motor car by rail are claimed.

[G.O. (P) 35/64/Fin.,
dt. 20-1-1964]

Note 2. - When an officer 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 of *14 paise per kilometre in respect of the motor car and *7 paise per kilometre in respect of the motor cycle, the distance to be reckoned for the purpose of the concession being limited to the distance between the stations by rail or steamer or both combined, as the case may be. If the officer himself travels by car or motor cycle he may draw the fares admissible under clause (a)1 (i). For any member of his family who travels by the car or motor cycle, the officer may draw the extra fare or half fare which should have been admissible under clause (a) I (ii) if the member had travelled by rail or steamer.

*Effective from 1st September 1985.

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

Ruling

When the motor car is transported by road under its own power, no railway fare for chauffeur or cleaner is admissible. The allowance of 14 paise per kilometre for the motor car transferred under its own power includes the travelling expenses of the cleaner or chauffeur travelling in the car.

[G.O.(P) 35/64/Fin.,
dt. 20-1-1964]

II. FOR JOURNEYS BY ROAD

- (i) He may draw mileage allowance at twice the rate applicable to him under Rule 31 and Rule 44 or any rate applicable to him, which has been fixed under Rule 32, as the case may be.
- (ii) He may draw additional mileage allowance at the rate applicable to him under Rule 31 or Rule 44 or any rates applicable to him, which has been fixed under Rule 32, as the case may be, if two members of his family accompany him, and at twice that rate if more than two members accompany him.

Note. - Officers of the First Grade on transfer from one station to another shall be entitled to the higher rate of mileage for all journeys irrespective of the distance travelled per day or the nature of the conveyance used, except in the case of journeys on temporary transfers and relieving duties of not more than two months' duration.

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

Government Decision

Children below five years can be counted as members of a family for the purpose of claiming road mileage under the rule referred to above.

[G.O.(Ms) 817/64/Fin.,
dt. 21-12-1964]

- (iii) For the transportation of personal effects within the limits

prescribed in sub-clause I (iii) of this clause he may draw the actual cost of transport limited to the mileage allowance at thrice the rate applicable to him.*

*[G.O.(P) 311/66/Fin.,
dt. 13-7-1966]

- (b) The following explanations are given for the terms employed in clause (a) of this rule:-

- (i) The term 'personal effect' is not subject to definition, but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.
- (ii) The term 'motor cycle' includes a side car.

- (iii) A member of an officer'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 officer's old station the officer may draw the actual fare for the journey made by such member 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 purposes of this rule, the grade of an officer 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 allowance is claimed.

Ruling No. 1

In case an officer's family performs the journey to the new station from a place other than the old station by a lower class of accommodation than the class of entitlement (in the case of journeys by rail or steamer), the mileage that would have been admissible had the member proceeded from the old station to the new station would be reckoned on the basis of the class by which the journey was actually undertaken.

[G.O.(P) 290/66/Fin.,
dt. 1-7-1966]

Ruling No. 2

If the members of his family have joined the Government servant at the new station, within six months after the date of his transfer, they will be eligible for Travelling Allowance for their journey from the old station to the new station though they may later on decide to proceed to some other station.

- (c) An officer 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.

- (d) An officer claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed and that only goods belonging to him and his family were carried. All vouchers claiming transporting charges of personal effects by road should

[G.O.(P) 279/67/Fin.,
dt. 15-7-1967]

invariably mention the number of the lorry or other conveyance by which, and the number of the house from and to which the personal effects were transported. The officer should also state in the certificate the weight of the personal effects actually carried and the amount actually paid for their transport separately by rail, road, steamer or other craft and the controlling officer should record a certificate that he has scrutinised the details and satisfied himself that the claim is reasonable. The payees' receipt for the charges paid for the transport of personal effects should be attached to the bills.

(e) An officer claiming the cost of transporting a conveyance by rail or steamer must support his claim by railway or steamer receipt. He should also produce a certificate that the conveyance belonged to him. The receipt shall be attached to the bill.

[G.O.(P) 279/67/Fin.,
dt. 15-7-1967]

(f) 'Family' for the purpose of these rules includes the officer's wife, children and step-children residing with and wholly dependent on him. Not more than one wife is included in a family for the purpose of these rules. In the case of a female officer the 'family' will include the 'husband' also provided he is residing with and wholly dependent on her (the female officer).

Note 1- Charges for the transport of personal effects of an officer 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 2- The expression 'date of his transfer' occurring in the first sentence of Rule 67 (b) (iii) means the date on which the officer takes over charge at the new station in case his family follows him or the date on which he hands over charge at the old station in case his family precedes him.

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 quotes reduced rates for wagon loads, in its tariffs.

Note 4- In cases where an officer is transferred from Station A to Station B and again transferred within a reasonably short time to Station C he may be allowed to recover the cost of carriage of personal effects from Station A to Station C subject to the conditions—

(1) that the total weight carried from Station B to Station C and from Station A to Station C does not exceed the maximum limit prescribed in the rule, and

(2) that the total cost of transporting the effects from Station A to Station B, from Station B to Station C and from Station A to Station C does not exceed the amount admissible from Station A to Station B plus that admissible from Station B to Station C.

Note 5- When an officer transports more than the maximum quantity admissible by a cheaper route, he can draw actual charges not exceeding the amount admissible for the maximum quantity by the normal recognised route.

Note 6- A motor car may be treated as a part of personal effects in cases where an officer is not entitled to its free transport in addition to personal effects.

68. An officer transferred from one post to another who under the orders of competent authority is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters is entitled to -

[G.O. (P)186/89/Fin.,
dt. 29-3-1989]

(i) Travelling Allowance as on tour from his old headquarters to the place of handing over charge and from the place of taking over charge to the new headquarters.

- (ii) all concessions admissible under sub-rule (a) of rule 67 for journey from the old to the new headquarters minus what will be admissible to the Officer, for journey as on tour from the old to the new headquarters.

69. An officer whose headquarters are changed while he is on tour, and who proceeds to his headquarters without returning to his old, is entitled to—

(i) Travelling Allowance as on tour for his journey upto the new headquarters;

(ii)*all concessions admissible under sub-rule (a) of rule 67 from the old to the new headquarters minus what will be admissible to the Officer for a journey as on tour from the old to the new headquarters.

*[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

70. If the family of an officer, in consequence of his transfer, travels to a station other than the new headquarters; Travelling Allowance for the journey of the family may be drawn subject to the conditions that it does not exceed the Travelling Allowance that would have been admissible if the family had proceeded to the new headquarters station.

71. An officer 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 had accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

72. An officer, who goes on leave not exceeding four months after he has given 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 as for a journey from his old to his new post.

72A. When a Government servant whose case is not covered by Rule 72 is posted to a station other than that at which he was stationed before he went on leave, the controlling officer may permit him to recover the Travelling Allowance under sub-rules I (iii) and (iv) or II (iii), as the case may be, of Rule 67 (a) as for a journey from his old to the new station.

[G.O.(P) 295/84/Fin.,
dt. 12-6-1984]

73. When an officer of the Government is transferred to the administrative control of another Government which has made rules prescribing amounts and conditions of Travelling Allowances, his Travelling Allowances for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating Travelling Allowances on transfer.

Note.— The controlling officer for the purpose of Travelling Allowance for the journey of an officer 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 IV—JOURNEY TO JOIN NEW APPOINTMENT

74. Except as otherwise provided in these rules Travelling Allowance is not admissible to any person for the journey to join his first appointment in Government service.

75. When a pensioner, or an officer who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is reappointed to Government service, the Government may permit him to draw Travelling Allowance. Travelling Allowance under this rule should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.
76. When mileage allowance is drawn under Rule 75 the rate admissible is that of the grade to which the officer will belong after joining his post.

SECTION V—JOURNEY TO ATTEND AN EXAMINATION

77. An officer is entitled to draw Travelling Allowance for the journey to and from the place at which he appears for an obligatory departmental examination, provided that Travelling Allowance shall not be drawn under this rule more than twice for any particular examination.

Note 1.- If a Government servant actually performs the journey to the place of examination, but is not able to appear for the examination because of its cancellation at the last moment Travelling Allowance may be sanctioned to him by the Government/the Head of Department concerned after due verification of the facts. This concession will be admissible only if the intimation regarding the cancellation did not reach the Government servant before the commencement of the journey and the journey did not commence too early, i.e. the date of its commencement was not in advance of the schedule date of the examination by more than the minimum number of days required for performing the journey.

[G.O.(P) 21/67/Fin.,
dt. 18-1-1967]

Note 2.- If the place where the Government servant works is a centre for the departmental examinations, he shall not be eligible for Travelling Allowance for appearing for the examinations at another centre under this rule, except in case where he has to appear for the examination at that centre owing to reasons beyond his control.

[G.O.(P) 80/76/Fin.,
dt. 10-3-1976]

78. The Government may permit an officer to draw Travelling Allowance for the journey to and from the place at which he appears for an examination other than those specified in Rule 77.
79. Travelling Allowance under this section should be calculated as for a journey on tour but no allowance may be drawn for halts on the journeys.

SECTION VI—JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE

80. Except as otherwise provided in these rules, an officer is not entitled to any Travelling Allowance for a journey made during leave or while proceeding on or returning from leave.
81. The Government may, for special reasons which should be recorded, permit any officer to draw, for a journey of the kind specified in Rule 80 Travelling Allowance as for a journey on tour.
82. (a) When an officer 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. 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 officer.

- (b) If the officer recalled to duty is entitled to Travelling Allowance under Rule 72 he may not draw mileage allowance under clause (a) unless he abandons his claims to the mileage allowance specified in Rule 66, Rule 67 (a) I (i) and Rule 67 (a) II (i).

83. If a nongazetted officer, on compulsory recall from leave exceeding four months, is posted to a station other than that from which he went on leave, he may, if his new station is distant more than 80 kilometres from his old station, draw in addition to the allowance admissible under sub-rules I (ii) and (iv) and II (iii) of Rule 67 (a) Travelling Allowance for his family under Rule 67 for the journey from the place at which the order of recall reaches him to the new station; provided that the amount so drawn shall not exceed the amount admissible under Rule 67 for the journey from the old to new station.

SECTION VII—JOURNEY FOR JOINING FIRST APPOINTMENT

84. In the following cases Travelling Allowances are admissible for joining a first appointment:-
- (1) To any person appointed to the Public Works the Medical or any other department in any capacity requiring technical skill or knowledge for which he has been specially trained.
 - (2) To recruit constables enlisted for service at the other district headquarters, for joining their first appointment at Trivandrum.

Note.— Teachers deputed for training from Departmental Schools are entitled to Travelling Allowance under the ordinary rules, for their journey to and from the Training School or College.

SECTION VIII—JOURNEYS DURING SUSPENSION OR TO GIVE EVIDENCE OR TO ATTEND A COURT OF LAW AS ASSESSOR OR JUROR OR IN CONNECTION WITH THE DEFENCE OF A CASE INSTITUTED AGAINST AN OFFICER FOR ACTS DONE IN HIS OFFICIAL CAPACITY

85. (a) (i) An officer under suspension who is required to perform any journey for attending any departmental enquiry (other than police enquiry) or called upon to appear before the Disciplinary Proceedings Tribunal may be allowed, for the onward and return journeys, Travelling Allowance as for a journey on tour from his head quarters to the place at which the departmental enquiry or disciplinary proceedings, as the case may be, is or are held or from the place at which he has been permitted to reside during suspension to the place at which the departmental enquiry or

disciplinary proceedings, as the case may be, is or are held, whichever is less. No Travelling Allowance will, however, be admissible if the enquiry or disciplinary proceeding as the case may be, is or are held at an outstation at his own request.

[G.O. (P) 385/67/Fin.,
dt. 26-8-1967]

(ii) An officer under suspension, if reinstated in service, pending finalisation of the enquiry or disciplinary proceedings initiated against him, and posted to a station other than the one where he was working at the time of his suspension may be allowed Travelling Allowance for his journey to the new station as for journey on transfer from the old station or from the place where he has been permitted to reside during suspension whichever is less. The grade of the officer and his Travelling Allowance for the journey shall be determined on the basis of his pay in the post he was holding at the time of his suspension or the pay in the post to which he is reinstated whichever is lower.

[G.O.(P) 601/78/Fin.,
dt. 3-8-1978]

(iii) If an accused officer, whether under suspension or not, against whom disciplinary proceedings have been initiated retires from service in the course of the proceedings or if an officer against whom disciplinary proceedings are initiated after his retirement and is called upon to appear before Disciplinary Proceedings Tribunal/Disciplinary Authority/Enquiry Authority properly constituted under competent authority for holding the enquiry will be allowed for the onward and return journey Travelling Allowance as for a journey on tour from his place of residence to the place where the enquiry is held.

Note. - His Travelling Allowance will be regulated by the grade to which he belonged prior to his suspension/retirement.

[G.O. (P) 159/73/Fin.,
dt. 23-5-1973]

(b) An accused officer, if not under suspension, when called upon to appear before a Disciplinary Proceedings Tribunal/Disciplinary Authority/Enquiry Authority, properly constituted under competent authority for holding the enquiry, may be allowed, for the onward and return journeys, Travelling Allowance as for a journey on tour from his headquarters.

[G.O. (P) 436/65/Fin.,
dt. 19-11-1965]

In case the accused officer is on leave and is permitted to reside at a place other than his headquarters during the leave, he may be allowed Travelling Allowance as for a journey on tour from his headquarters or from the place of his residence whichever is less. No Travelling Allowance will, however, be admissible if the enquiry is held at the outstation at his own request.

Note.—In the cases covered by Rule 85, no allowance for halts on journeys or at the outstation where the enquiry is held will be allowed.

86. The following provisions apply to an officer who is summoned to give evidence :-

(a) In a criminal case, a case before a court-martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority within the State :

(i) He may draw Travelling Allowance as for a journey on tour attaching to his bill a certificate of attendance given by the Court or other authority which summoned him.

(ii) When he draws such Travelling Allowance, he may not

accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for travelling and subsistence allowance of the witness must be credited to Government.

- (iii) If the court in which he gives evidence is situated within eight kilometres of his headquarters and no Travelling Allowance is therefore admissible for the journey he may, if he is not in receipt of Permanent Travelling Allowance, accept such payment of actual travelling expenses as the court may make.
- (b) Officials employed by the Central Government or by the Government of any of the States appearing in cases in which the State is a party, as witnesses on summons before the Criminal Court of this State to give evidence regarding facts of which they have official knowledge, will, on production of certificates of attendance issued by the courts before which they appear as witnesses, be paid Travelling Allowance by the Government by whom they are employed at their own rates. In cases where the State is not a party, such officials will be paid Travelling Allowance by the summoning court according to its own rules and the charges will be borne by the State within whose limits the summoning court is situated.

When any of the Governments requisitions the services of an official of a commercial department as a witness or any other official as a technical or expert witness within the meaning of section 45 of the Indian Evidence Act, 1872, the pay of the official concerned for the period of his absence from his headquarters and Travelling Allowance and other expenses due to him will be borne by the requisitioning Government. The Travelling Allowance in such cases will be regulated by the Travelling Allowance Rules applicable to the official summoned. The charges will, in the first instance, be borne by the Government under whom he is employed and will be passed on after audit for payment to the requisitioning Government.

- (c) A person formerly in the service of the Government summoned to give evidence under the circumstances mentioned in clause (a) above shall be entitled to receive Travelling Allowance (as for journeys on tour) at the rate admissible to the person, when last in the service of the Government or if he is at the time employed under a fund administered by the Government at the rates admissible for the appointment under the fund. He will be paid batta and Travelling Allowance by the court which summoned him as witness from the allotment under 'Witness batta' according to the rule of the court, but if he is entitled under this clause to more than what is allowed by the court, the difference will be paid by the department in which the officer was last serving. Bills for such claim should be supported by certificate similar to that referred to in clause (a) (i) above and showing the amount of the allowances paid by the court.

Note 1.- An officer 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 2.- The T.A. claims of officers summoned by Civil Courts in any other State

will be settled in accordance with the reciprocal arrangements entered into between this State and such other State.

Note 3.—T.A. claims of officers summoned as witnesses in departmental enquiries in other States are regulated by the reciprocal arrangements made with the respective State Governments. Government have accordingly entered into the following reciprocal arrangements with the Governments of Mysore and Tamil Nadu in this regard.

In departmental enquiries to which the State is a party, a Government servant giving evidence regarding facts of which he has official knowledge will on production of a certificate of attendance by the summoning authority, be paid T.A. by the Government under whom he is serving.

In departmental enquiries to which the State is not a party, a Government servant giving evidence regarding facts of which he has official knowledge will be paid T.A. by the summoning authority according to the rules under which the Government servants draws his Travelling Allowance or a journey on tour on production of a certificate signed by the Controlling Officer showing the rates of T.A. and D.A. admissible to him for a journey on tour. If the Government servant is his own controlling officer, the certificate will be signed by him as such. The expenditure on account of T.A. and D.A. paid by the summoning authority will be borne by the Government within the territory of which that authority is situated.

- 86A.** If an officer undertakes a journey in connection with a civil or criminal case instituted against him or acts done in his official capacity and the defence of such case has been sanctioned by the competent authority such an officer may be granted Travelling Allowance admissible to an officer of his grade while on tour.
- 87.** An officer summoned to give evidence in circumstances other than those described in Rule 86 or to serve as an assessor or juror in a court of law is not entitled, by reason of his position as an officer, to any payments other than those admissible by the rules of the 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.
- 87A.** If an Officer undertakes a journey on a summons from an investigating Police Officer, in a criminal case, such Officer may be granted Travelling Allowance admissible to him while on tour if he is not an accused in the criminal case.

[G.O.(P) 216/81/Fin.,
dt. 2-4-1981]

This amendment shall be deemed to have come into force with effect from 2nd April 1981.

SECTION IX—JOURNEYS TO OBTAIN MEDICAL TREATMENT, ADVICE OR CERTIFICATE OR TO APPEAR BEFORE A MEDICAL BOARD

- 88.** Travelling Allowance is not admissible for a journey undertaken to procure health certificate on first appointment to Government service.
- 89.** If, in order to obtain anti-rabic treatment, an officer is compelled to leave a station at which he falls ill and at which anti-rabic treatment

is not available, and travels to the nearest station where the treatment is available he may on production of a certificate from his authorised medical attendant that the journey was in his opinion absolutely necessary, draw Travelling Allowance for the journey. This concession is admissible also to an officer on leave.

- 89A.** A Government servant suffering or suspected of suffering from tuberculosis may on production of a certificate from a T. B. Specialist that the journey was in his opinion absolutely necessary, draw Travelling Allowance in accordance with the rules for his journey to the nearest Government Medical Institution and back in connection with his medical examination and periodical check-up. This concession is admissible also to an officer on leave. [G.O. (P) 775/64/Fin., dt. 19-11-1964]
- 90.** If an officer, being stationed where there is no medical officer, of Government, is required to obtain a medical certificate from a medical officer of Government in support of an application for an original grant of leave 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 an extension of leave.
- 91.** If an officer, having obtained a medical certificate in support of an application for an original grant of leave, is required to appear before a medical board, 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.
- 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, but Travelling Allowance is admissible for a second or subsequent journey, if necessitated, to obtain the certificate for the original grant of leave.
- 92.** The journeys contemplated by Rule 90 and Rule 91 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the officer requiring medical service.
- 93.** (a) An officer who is directed by his official superior in the interests of the public service, to apply for an invalid pension, may, if he is 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 is 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 interests of public service and that he did not voluntarily ask to retire.
- (b) A competent authority may allow actual expenses, as limited by clause (a) of this rule, to be drawn by an officer 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.
- 94.** Except as provided for in Rule 91 and Rule 93 no Travelling Allowance is admissible for a journey undertaken in order to appear before a medical board.

95. (a) Travelling Allowance under Rules 89 to 94 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.
- (b) (i) All India Service Officers who perform journeys to seek medical advice/treatment under the All India Services (Medical Attendance) Rules, 1954 will be given Travelling Allowance for the journeys, as on tour.
- (ii) No daily allowance will be allowed for the halts made in this connection.
- (iii) The family members of these officers will be allowed single first class railway fare (i.e. the class of accommodation to which the officers themselves are entitled) or single fare of any lower class by which the patient actually travels for consulting a Government Specialist on the advice of the authorised Medical Attendant.

SECTION X—JOURNEYS IN ATTENDANCE ON AN INCAPACITATED OFFICER OR MEMBER OF HIS FAMILY

96. A medical officer of Government who considers that an officer on whom it is his duty to attend professionally should leave his station to obtain 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 an officer, shall be deemed to have been travelling on duty and may draw Travelling Allowance for the onward and return journey as for a journey on tour, and (b) if not an officer, 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.

SECTION XI—JOURNEYS ON A COURSE OF TRAINING

97. When an officer or a student not already in government service is selected to undergo a course of training, Government may decide the scale, if any on which he shall draw—
- (a) Travelling Allowance for the original journey to and the last journey from the place of training, and for halts at such place;
- (b) in the case of training at a school, college or similar institution, Travelling Allowance for similar journeys on the occasion of holidays and vacations; and
- (c) Travelling Allowance for journeys during the course of training:

Provided that the scale so fixed shall not exceed that admissible to officers of similar status on duty at the place of training.

98. (a) An officer deputed to undergo a course of training, if the course of training exceeds three months, may draw Travelling Allowance under the rules for journeys on transfer irrespective of whether the training is at a fixed centre or not. If the course of training does not exceed three months, the rules which govern journeys on tour shall apply.

Note. - In case where the period of training of the officer exceeds three months, transfer Travelling Allowance for the family of the Officer will also be allowed if there is specific permission granted by the competent authority to take the family of the Officer to the place of training. This aspect should be specifically considered and appropriate orders issued while issuing sanction for deputation of Officers for training.

[G.O. (P) 209/81/Fin.,
dt. 30-3-1981]

- (b) If in a training school, a vacation is allowed, no Travelling Allowance is admissible for journeys from and to the school unless for the purpose of a practical course of training which is required to be undergone at another station during such vacation.

SECTION XII—JOURNEY OF THE FAMILY OF AN OFFICER WHO DIES IN SERVICE

99. (1) If an officer dies while in service, members of his family will be granted Travelling Allowance for the journey to his home or to any other place where they may wish to reside whether it is inside or outside the State *either from his headquarters or from the place of his death, provided that the amount shall not exceed what would be admissible for a journey from the officer's headquarters to his home.

Note. - For the purposes of this rule the headquarters of an officer on leave shall be considered to be the place of his headquarters where he was last on duty.

- (2) The rates of Travelling Allowance shall be those which would be admissible under the rules for a journey on transfer less that admissible to the officer.
- (3) The family should perform the journey within three months of the death of the Government employee and the Travelling Allowance should be claimed as soon as possible after the journey is over. The Travelling Allowance may be drawn in advance if the officer drawing the bill is satisfied that the journey will be made.
- (4) Bills will be drawn and countersigned by the officers authorised to deal with the bills of the deceased Government employee, if the deceased officer is a nongazetted officer and if the officer is a gazetted officer, the bill will be countersigned by his superior officer.
- (5) *[Deleted]

*[G.O. (P) 277/75/Fin.,
dt. 30-6-1975]

Ruling

The term "Travelling Allowance" mentioned in this rule includes cost of transportation of personal effects also.

SECTION XIII—JOURNEY OF AN OFFICER AFTER RETIREMENT

- 99A. Travelling Allowance will be allowed to an officer on retirement to enable him to proceed to any place within or outside* the State where he proposes to settle down after retirement subject to the following conditions :-

*[G.O. (P) 44/78/Fin.,
dt. 10-1-1978]

- (i) The concession will be given only in cases of retirement on superannuation, or on invalid, retiring or compensation pension, or with effect from 30th July 1975, in cases of compulsory retirement under Rule 60 A, Part I of these rules, but will not be given in other

cases of compulsory retirement or cases of removal or dismissal from service.

- * (ii) The Travelling Allowance will be given as for a journey on transfer from the last headquarters to the place of residence, where he proposes to settle down. For regulating the claim accordingly, every Government servant should furnish to his controlling officer before his retirement, a declaration indicating the station where he intends to reside after retirement. The officers compulsorily retired under Rule 60-A, of Part 1 of these rules shall furnish the declaration within one month after such retirement.
- [G.O. (P) 74/77/Fin.,
dt. 28-2-1977]
- *[G.O. (P) 44/78/Fin.,
dt. 10-1-1978]
- (iii) The journey shall be performed within one year of the date of retirement:
- [G.O. (P) 595/78/Fin.,
dt. 29-7-1978]
- Provided that officers who are re-employed under the Government of Kerala and whose re-employment is ordered while on leave preparatory to retirement or within one year of the date of retirement, can avail themselves of the benefit of this rule, if the journey is performed within one year from the date of expiry of the period of re-employment.
- [G.O. (P) 537/80/Fin.,
dt. 3-9-1980]
- (iv) If Travelling Allowance advance is allowed it should be restricted to 75 per cent of the Travelling Allowance admissible for the journey and a declaration should be obtained from the Government servant giving his consent for recovery from his pension, if need be. The detailed T.A. bill should be presented **within two months of the date of drawal of the advance to the last controlling officer for adjustment and counter signature. If the Government servant is a Gazetted Officer the bill should be sent to the office of the Accountant General for pre-audit before payment.
- [G.O. (P) 200/70/Fin.,
dt. 6-4-1970]
- **[G.O. (P) 595/78/Fin.,
dt. 29-7-1978]

This amendment shall be deemed to have come into force with effect from 8th January 1970.

99B. [Deleted]

[G.O. (P) 277/75/Fin.,
dt. 30-6-1975]

CHAPTER III

TRAVELLING ALLOWANCE ADMISSIBLE WHEN MEANS OF TRANSPORT ARE SUPPLIED WITHOUT COST TO THE OFFICER TRAVELLING

SECTION I—JOURNEYS BY RAILWAY

100. When an officer is entitled to or is allowed free transit by railway, whether on a free pass or otherwise 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. 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 officer certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.
101. When an officer 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.

102. When an officer 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.

SECTION II—JOURNEYS BY SEA OR RIVER STEAMER

103. When an officer 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 a local fund, he may draw no Travelling Allowance except subject to the provision of Rule 110* 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.

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

SECTION III—JOURNEYS BY AIR

105. When an officer is allowed free transit by air in a Government machine or in a machine chartered by Government for the purpose, he is entitled subject to the provisions of Rule 110* 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 and may not exchange it for mileage allowance. If, however, part of the journey is made by other means of locomotion, he may at his option draw in lieu of daily allowance the mileage allowance admissible for that part.

*This amendment shall be deemed to have come into force with effect from 15th May 1970.

[G. O.(P) 113/76/Fin.,
dated 6-4-1976]

- (b) If he has to provide separate conveyance at his own expense for his servants or luggage he may—
- (i) if the journey is between places connected by rail or steamer draw incidental expenses or three-fifth of a fare as the case may be of the class of accommodation to which he is entitled by railway or steamer, or
 - (ii) if the journey is between places not connected by rail or steamer draw the daily allowance of his grade or half the mileage allowance calculated for the journey.

If, however, a part of the journey is performed by other means of locomotion he may draw mileage allowance admissible for that part subject to the condition laid down in sub-clause (i) and (ii) of clause (b) of Rule 62.

- 106.** An officer, 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 an officer 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 Government. In giving such sanction, care should be taken to see that no extra expenditure is caused to Government thereby.

SECTION IV—OTHER JOURNEYS

- 107.** 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 an officer uses a means of locomotion provided at the expense of Government, a local fund or Government of another State and does not pay the cost of its use or propulsion, he is entitled subject to the provisions of Rule 110 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 the grade and may not exchange it for mileage allowance. If, however, part of the journey is made by other means of locomotion, he may at his option draw in lieu of daily allowance the mileage allowance admissible for that part.

Ruling

When a Government servant performs a journey on transfer in a conveyance provided by the Government, he may be allowed daily allowance for each calendar day of journey. He will not, however, be eligible for any additional daily allowance for the members of his family who accompany him and for whom he does not pay any fare, nor will he be paid any allowance for the personal effects carried along with him for which he does not pay any charge except in the case of transport by rail in which case he may be allowed the actual charges as provided under Rule 67 (a) I (iii), Kerala Service Rules, Part II.

[G.O.(P) 617/63/Fin.,
dt. 12-12-1963]

- (b) If he has to provide separate conveyance at his own expenses for his servants or luggage, he may, if the conditions of Rule 62 are fulfilled, exchange his daily allowance for half the mileage allowance calculated for the journey and draw in addition the mileage allowance admissible for any part of the journey made by other means of locomotion.

- 108.** When an officer is provided with means of locomotion as in Rule 107 but pays all the cost of its use or propulsion, he may draw Travelling Allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as Government may fix.

- 109.** [Deleted]

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

SECTION V—METHOD OF CALCULATING DAILY ALLOWANCE

- 110.** When an officer, who is supplied with means of conveyance without charges, returns to his headquarters on the same day, daily

[G.O.(P) 186/89/Fin.,
dt. 29-3-1989]

allowance admissible under Rule 103, Rule 105 and Rule 107 will be limited to the incidental expenses at the rates given below:

Officers of the First Grade .. 8 paise per kilometre

Officers of the Second Grade .. 6 paise per kilometre

Officers of the Third Grade .. 4 paise per kilometre

Officers of the Fourth Grade .. 3 paise per kilometre

Effective from 1st July 1980.

When an officer is provided with free conveyance for part of the journey or for one way journey only (i.e. either for going from or for return to Headquarters) and he returns to his head quarters on the same day the daily allowance if admissible under the rules will be limited to the incidental expenses as indicated above for the onward or downward journey as the case may be. He may in addition draw mileage allowance admissible for the part of the journey for which the conveyance is not provided free of charges, provided the distance travelled exceeds 32 kilometres.

Note 1. - A chauffeur or driver or cleaner or mechanic of a motor car, jeep, van, wagon, lorry, boat or other means of locomotion supplied at the expense of Government will be allowed daily allowance at the rates specified under these rules.

Note 2. - The rates of incidental expenses mentioned in this rule shall be subject to a minimum of half daily allowance.

Effective from 1st May 1981.

[G.O. (P) 186/89/Fin.,
dt. 29-3-1989]

CHAPTER IV

GRANT OF TRAVELLING ALLOWANCE TO THOSE WHO ARE NOT IN REGULAR GOVERNMENT SERVICE

111. The grant of Travelling Allowance and Daily Allowance to non-official members of Committees, Boards, Councils, etc. will be regulated as follows:-

- (i) Committees, Boards, Councils, etc. constituted by Government will be classified into two-First Class and Second Class—according to their importance, jurisdiction and the over all status of the members. Whether a committee (or other body) is of the First Class or the Second Class will be specified in the orders constituting the committee.
- (ii) Non-officials (including retired officials) serving in First Class Committees, Boards, etc., will be allowed Travelling Allowance and daily allowance at the rates admissible to First Grade Officers
- (iii) Non-officials (including retired officials) serving in Second Class Committees, Boards, etc., will be allowed Travelling Allowance and daily allowance at the rates admissible to Second Grade Officers drawing a pay of more than †Rs.1500 per mensem.

†Effective from 1st September 1985.

[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

- (iv) The Travelling Allowance admissible to Members of the Legislative Assembly serving in any committee (or other body) will, however, be regulated by the provisions of the Payment of Salaries and Allowances Act.
- (v) Members of Parliament serving in such committee (or other body) will be allowed Travelling Allowance and daily allowance at the rates admissible to M.L.As. subject to the condition that in respect of railway journeys they will be allowed only the incidental expenses, since they are in possession of free railway pass.
- (vi) The Travelling Allowance Rules in the Kerala Service Rules applicable to First and Second Grade Officers of Government will apply to the non-official members of First and Second Class committees respectively. *Member of a First class Committee will however be allowed mileage for road journeys between places connected by railway, if any public interest is served by such road journeys.

*[G.O.(P)186/89/Fin.,
dt. 29-3-1989]

Note. - Non-official members, other than Members of the Legislative Assembly, serving on First and Second Class Committees, may be paid per day of attendance at the meetings of the committees at places within a radius of eight kilometres from their residence, sitting fees to cover out of pocket expenses at the rate equal to the amount of Daily Allowance admissible for halts at the station.

112. The following principles should be observed in granting Travelling Allowances to witnesses, who are not officers but are summoned to give evidence in a case in which the conduct of an officer is the subject of a departmental enquiry held by officers serving directly under the Government:-

- (1) Travelling Allowance will be paid only in respect of witnesses whose evidence is considered to be of material value by the officer conducting the enquiry.
- (2) Such allowances may be paid to witnesses summoned on behalf of the officer whose conduct is the subject of a departmental enquiry in the event of the officer concerned clearing himself.
- (3) In exceptional cases the officer conducting the enquiry may, for reasons to be recorded, recommend to the Government that the principles laid down above be departed from owing to special reasons and it is for the Government to accept or reject the recommendation.

112 A. The rates of Travelling Allowance and batta in the case of those coming under Rule 112 will be the rates allowable from time to time to non-official witnesses summoned by criminal courts, the discretion in the matter of classification of such witnesses for the purpose being vested with the concerned authority conducting the enquiry.

[G.O. (P) 1/66/Fin.,
dt. 1-1-1966]

CHAPTER V
CONTROLLING OFFICERS

- 113.** The Government shall declare what authority shall be the controlling officer, for Travelling Allowance purposes, of each officer or grade of officers. It may, if it thinks fit, declare that any particular officer shall be his controlling officer.
- 114.** Except where expressly permitted by a competent authority a controlling officer may not delegate to a subordinate his duty of countersignature.
- 115.** Except as provided in Rule 113 no bill for Travelling Allowance, other than Permanent Travelling Allowance shall be paid unless it is signed or countersigned by the controlling officer concerned.
- 116.** It is the duty of a controlling officer, before signing or countersigning 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 halts, if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration;
 - (b) to scrutinise carefully the distances entered in Travelling Allowance bills;
 - (c) to satisfy himself that mileage allowance for journeys 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 and that where the actual cost of transporting servants, 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 check any tendency to abuse the option of exchanging daily allowance for mileage allowance;
 - (e) to observe any subsidiary rules or orders which a competent authority may make for his guidance; and
 - (f) to satisfy himself before permitting a claim under Rule 23 that the officer 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.