



ORDER

No.5/27/98-1FR(FD)

Dated the Chandigarh, 30<sup>th</sup> July, 2019

**Subject: Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling entitlement.**

Whereas admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement were revised vide Finance Department office orders No. 5/27/98-1FR(FD) dated 20.06.2018 on the basis of recommendations of the 7<sup>th</sup> CPC.

Further, various proposal from Administrative Departments are received in the Finance Department to clarify the entitlement of Travelling Allowance, Daily Allowance, Travelling Entitlement for the employees who are drawing their salary in ACP structure. Now, State Government has decided to substitute the Para 'A' and Sr. No. 2 and 3 of Para 'B' of Annexure to order dated 20.6.2018 in the following manner:-

**Para-A Gradation of Government Employees**

Grading for the purposes of TA/DA		
S.No.	Grade	Description
1	Grade-I	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 19 and above. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in level 15 and above. <b>(iii) For Government Employees on whom the Haryana Civil Services (Assured Career Progression) Rules, 2016 applies: Government Employees drawing their pay in Level 23 and above.</b>
2	Grade-II	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 16 to Level 18. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in level 14. <b>(iii) For Government Employees on whom the Haryana Civil Services (Assured Career Progression) Rules, 2016 applies: Government Employees drawing their pay in Level 20 to Level 22.</b>
3	Grade-III	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 8 to Level 15. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in level 10 to 13. <b>(iii) For Government Employees on whom the Haryana Civil Services (Assured Career Progression) Rules, 2016 applies: Government Employees drawing their pay in Level 11 to Level 19.</b>
4	Grade-IV	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 5 to Level 7. <b>(ii) For Government Employees on whom the Haryana Civil Services (Assured Career Progression) Rules, 2016 applies: Government Employees drawing their pay in Level 5 to Level 10. ...</b>
5	Grade-V	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay/ACP) Rules, 2016 applies: Government Employees drawing their pay in Level 4 and below.

**Para-B Admissibility to travel within and outside India : when journey is under taken by Air.**

Sr. No.	Grade/ Description of category of Government Employees	Description of entitlement
2	(i) Government Employees drawing their pay in Level 16 & 17 of their respective AIS Revised Pay Rules (ii) Government Employees drawing their pay in Level 20 of Haryana Civil Services (Revised Pay) Rules, 2016 <b>(iii) Government Employees drawing their pay in Level 24 of Haryana Civil Services (Assured Career Progression) Rules, 2016</b>	(i) 'Business Class' when travelling within India. (ii) 'Business Class' when travelling abroad.

Government of Haryana  
Finance Department



हरियाणा सरकार  
वित्त विभाग

3	(i) Government Employees drawing their pay in Level 19 of Haryana Civil Services (Revised Pay) Rules, 2016. (ii) Government Employees drawing their pay in Level 15 of their respective AIS Revised Pay Rules. (iii) <b>Government Employees drawing their pay in Level 23 of Haryana Civil Services (Assured Career Progression) Rules, 2016</b>	(i) Economy Class when travelling within India (ii) Premium Economy Class' when travelling abroad
---	---	--

Note:-

1. All other contents of orders dated 20.06.2018 shall remain unchanged
2. These orders shall be effective from 01.05.2018.

Place Chandigarh  
Dated 11.06.2019

**T.V.S.N. Prasad**  
Addl. Chief Secretary to Govt. Haryana,  
Finance Department

Endst.No.5/27/98-1FR(FD)

Dated the Chandigarh, 30<sup>th</sup> July, 2019

A copy is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries in the Haryana.
2. The Registrar General, Punjab & Haryana High Court
3. All the Heads of Department in Haryana
4. All the Divisional Commissioners in Haryana
5. All the Deputy Commissioners in Haryana
6. All the Sub Divisional Officers (Civil) in Haryana

**Deputy Secretary Finance**  
for Addl. Chief Secretary to Govt. Haryana,  
Finance Department

Endst.No 5/27/98-1FR(FD)

Dated the Chandigarh, 30<sup>th</sup> July, 2019

A copy is forwarded to the following for information and necessary action:-

1. The Principal Accountant General, Haryana(A&E) and (Audit), Chandigarh
2. The Director General, Treasury & Accounts, Department Haryana.
3. The computer cell of Finance Department to upload on the website of Finance Department.

**Deputy Secretary Finance**  
for Addl. Chief Secretary to Govt. Haryana,  
Finance Department



ORDER

No. 5/27/98-1FR (FD)

Dated the Chandigarh, 20th June, 2018

**Subject:** Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement.

Whereas admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement were revised vide Finance Department office memorandum No.5/27/98-1FR dated 31.12.2010 on the basis of the recommendations of the 6<sup>th</sup> Central Pay Commission.

Now, the State Government has decided to revise the existing structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement etc. on the basis of recommendations of the 7<sup>th</sup> Central Pay Commission and the recommendations of the Allowance Revision Committee as per Annexure appended to this order. These orders shall be applicable to all the employees of the Haryana Government in accordance with the stipulations included in the said annexure replacing the existing structure to the said extent.

Other terms and condition shall remain unchanged.

These orders shall be effective from 01.05.2018

Place Chandigarh  
Date 15.06.2018

**T.V.S.N. Prasad**  
Principal Secretary to Govt. Haryana,  
Finance Department.

Endst. No. 5/27/98-1FR (FD)

Dated the Chandigarh, 20th June, 2018

A copy is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries in the Haryana.
2. The Registrar General, Punjab & Haryana High Court.
3. All the Heads of Department in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.

*Prasad*  
Secretary Finance  
for Principal Secretary to Govt. Haryana,  
Finance Department.

Endst. No. 5/27/98-1FR (FD)

Dated the Chandigarh, 20th June, 2018

A copy is forwarded to the following for information and necessary action :-

1. The Principal Accountant General, Haryana(A&E) and (Audit), Chandigarh
2. The Director General, Treasury and Accounts, Department, Haryana, Chandigarh.
3. The computer cell of Finance Department to upload on the website of Finance Department.

*Prasad*  
Secretary Finance  
for Principal Secretary to Govt. Haryana,  
Finance Department.



Annexure

(To the Finance Department Letter No.5/27/98-1FR (FD) Dated 20th June, 2018)

'A' Gradation of Government Employees

Grading for the purposes of TA/DA		
Sr. No.	Grade	Description
1.	Grade - I	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 19 and above. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in Level 15 and above.
2.	Grade - II	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 16 to Level 18. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in Level 14.
3.	Grade - III	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government <u>Employees drawing</u> their pay in Level 8 to Level 15. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in Level 10 to 13.
4.	Grade - IV	For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 5 to Level 7.
5.	Grade - V	For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 4 and below.

'B' Admissibility to Travel within and outside India : when journey is undertaken by Air

Entitlement of Travel by Air		
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement
1	Government Employees drawing their pay in Level 18 of their respective AIS Revised Pay Rules	(i) 'Business Class' when travelling within India. (ii) 'First Class' when travelling abroad.
2	(i) Government Employees drawing their pay in Level 16 & 17 of their respective AIS Revised Pay Rules (ii) Government Employees drawing their pay in Level 20 of Haryana Civil Services (Revised Pay) Rules, 2016.	(i) 'Business Class' when travelling within India. (ii) 'Business Class' when travelling abroad.
3	(i) Government Employees drawing their pay in Level 19 of Haryana Civil Services (Revised Pay) Rules, 2016. (ii) Government Employees drawing their pay in Level 15 of their respective AIS Revised Pay Rules	(i) 'Economy Class' when travelling within India. (ii) 'Premium Economy Class' when travelling abroad.



4	Government Employees falling in Grade - II	(i) 'Economy Class' when travelling within India. (ii) 'Economy Class' when travelling abroad.
5	Government Employees falling in Grade - III	(i) 'Economy Class' when travelling within India subject to following conditions: a) Government Employee being 'Head of Department' may travel as such without any restriction. b) Government Employees other than 'Head of Department' may travel as such, after obtaining the prior approval of the concerned Administrative Secretary, only in cases where the distance of journey exceeds 500 K.M.ss. (ii) 'Economy Class' when travelling abroad.
6	Government Employees falling in Grade - IV	'Economy Class' when travelling abroad.
7	Government Employees falling in Grade - V	'Economy Class' when travelling abroad.

**'C' Admissibility to Travel within India : when journey is undertaken by Train**

Entitlement of Travel by Train		
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement
	Government Employees falling in Grade - I	A. C. First Class/Executive Class
2	Government Employees falling in Grade - II	A. C. First Class/Executive Class
3	Government Employees falling in Grade - III	A. C. II Tier/A.C. Chair Car
4	Government Employees falling in Grade - IV	A. C. III Tier/Non A. C. Chair Car
5	Government Employees falling in Grade - V	Second Class Sleeper/Second Class

Note: Within India, 'Train' shall include 'Shatabdi, Suvidha, Rajdhani, Duranto, Premium, Premium Tatkal' and both: 'ordinary'/'Tatkal' booking.

**'D' Admissibility to Travel within and outside India : when journey is undertaken by Sea/River Steamer:**

Entitlement of Travel by Sea/River Steamer		
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement
1	Government Employees falling in Grade - I	Highest available Class
2	Government Employees falling in Grade - II	Highest available Class
3	Government Employees falling in Grade - III	(i) If the vessel has facility to travel in single class - in the available class. (ii) If the vessel has facilities to travel in 2 classes - in the lowest available class. (iii) If the vessel has facilities to travel in 3 classes - in the second highest available class. (iv) If the vessel has facilities to travel in 4 classes - in the third highest available class.

UOM



4	Government Employees falling in Grade - IV	(i) If the vessel has facility to travel in single class - in the available class. (ii) If the vessel has facilities to travel in 2 classes - in the lowest available class. (iii) If the vessel has facilities to travel in 3 classes - in the second highest available class. (iv) If the vessel has facilities to travel in 4 classes - in the third highest available class.
5.	Government Employees falling in Grade - V	Lowest available class in the vessel.

'E' Admissibility to Travel within and outside India : when journey is undertaken by Bus:

Entitlement of Travel by Bus		
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement
1	Government Employees falling in Grade - I	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus
2	Government Employees falling in Grade - II	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus
3	Government Employees falling in Grade - III	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus
4	Government Employees falling in Grade - IV	Non Air Conditioned Deluxe Bus
5	Government Employees falling in Grade - V	Non Air Conditioned Ordinary Bus

'F' Admissibility to Travel within India : when journey is undertaken by Taxi/Own Car/Auto Rickshaw/Scooter and entitled rate to draw mileage allowance for such journey

Entitlement of Travel by Taxi/Own Car/Auto Rickshaw/Scooter			
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement	Rate of Mileage entitlement for the purposes of journey
1	Government Employees falling in Grade - I	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
2	Government Employees falling in Grade - II	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
3	Government Employees falling in Grade - III	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
4	Government Employees falling in Grade - IV	Own Scooter or Auto Rickshaw	Rs. 9/- per K.M.s of journey actually performed
5	Government Employees falling in Grade - V	Own Scooter or Auto Rickshaw	Rs. 9/- per K.M.s of journey actually performed

Uom



'G' Admissibility to undertake local journey while on tour and entitled rate to draw mileage allowance for such journey

Entitlement to undertake local journey			
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement when local journey is performed within Haryana and Chandigarh	Description of entitlement when local journey is performed outside Haryana and Chandigarh
1	Government Employees falling in Grade - I	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
2	Government Employees falling in Grade - II	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
3	Government Employees falling in Grade - III	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
4	Government Employees falling in Grade - IV	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 9/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
5	Government Employees falling in Grade - V	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 9/- per K.M.s of the actual journey performed or actual expenses, whichever is less.

Note 1: The self verified original receipt of payment made towards the perform of journey and payment made must be produced and appended with the claim of Travel Allowance.

Note 2: When the absence from headquarters on tour is less than 12 hours, then the entitlement to claim reimbursement against performing local journey as mentioned under column 3 the above table shall be admissible as under:-

Sr. No.	Length of Absence	Actual entitlement to claim 'reimbursement for local journey' as percentage to the entitlement mentioned in column 3 pertaining to the maximum entitlement in terms of distance
1	If absence from headquarters on official tour is less than 6 hours	30 %
2	If absence from headquarters on official tour is between 6 and 12 hours	50 %
3	If absence from headquarters on official tour is between 12 hours and 24 hours	100 %

Note: The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

Wm



**'H'** Admissibility to claim reimbursement when during the course on tour the Government Employee stays overnight in commercially run Hotel out of the Haryana/Chandigarh.

Entitlement of reimbursement of Hotel Room Rent			
Sr. No.	Grade/Description of category of Government Employee		Description/ceiling of entitlement to claim reimbursement
1.	Government in Grade - I	Employees falling	Actual expenses made subject to a ceiling of Rs. 5,000/ per day.
2.	Government in Grade - II	Employees falling	Actual expenses made subject to a ceiling of Rs. 4,000/ per day.
3.	Government in Grade - III	Employees falling	Actual expenses made subject to a ceiling of Rs. 3,000/ per day.
4.	Government in Grade - IV	Employees falling	Actual expenses made subject to a ceiling of Rs. 1,500/ per day.
5.	Government in Grade - V	Employees falling	Actual expenses made subject to a ceiling of Rs. 500/ per day.

**Note 1:** In all such cases where reimbursement of 'stay in Hotel' is claimed, the 50% of the admissible Daily Allowance shall deemed to be 'the full Daily Allowance' for the purpose of this Order.

**Note 2:** The self verified original receipt of payment made towards the rent of Hotel Room must be produced and appended with the claim of Travel Allowance.

**Note 3:** This reimbursement shall be admissible when the Government Employee stays in a hotel for overnight. Every night stayed in the Hotel shall be reckoned as one day for the purpose of entitlement in column 3 of the above table.

**'T'** Admissibility to draw full Daily Allowance (DA) when on Tour within India

Entitlement to draw full Daily Allowance when on tour within India			
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement when on Tour within Haryana and Chandigarh	Description of entitlement when on Tour outside Haryana and Chandigarh
1	Government Employees falling in Grade - I	Rs. 700/- per day	Rs. 800/- per day
2	Government Employees falling in Grade - II	Rs. 600/- per day	Rs. 700/- per day
3	Government Employees falling in Grade - III	Rs. 500/- per day	Rs. 600/- per day
4	Government Employees falling in Grade - IV	Rs. 400/- per day	Rs. 500/- per day
5	Government Employees falling in Grade - V	Rs. 300/- per day	Rs. 400/- per day

**Note 1:** The entitlement to draw 'actual Daily Allowances' vary from situation to situation, depending up on whether stay arrangement was subsidized/concessional/claimed separately or not or, as the case may be, where food arrangements were made free of cost or not, etc. In all such situation(s), the 'actual entitlement' shall be reduced to a percentage of 'full entitlement'. For such reduction representing actual entitlement, relevant instructions/provisions contained respective Rules need to be followed.

**Note 2:** For the absence from headquarters on tour, irrespective of mode of journey, the rate at which Daily Allowance as a percentage of 'full Daily Allowance' shall be admissible as given below:

Sr. No.	Length of Absence	Actual entitlement to draw 'full Daily Allowance' as percentage to the lumpsum 'full amount' mentioned in column 3 and 4 above
1	If absence from headquarters on official tour is less than 6 hours	30 % of lumpsum amount





2	If absence from headquarters on official tour is between 6 and 12 hours	50 % of lumpsum amount
3	If absence from headquarters on official tour is between 12 hours and 24 hours	100 % of lumpsum amount

**Note:** The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

**'J' Admissibility to draw Composite Transfer Grant on transfer from one destination to other within India**

Entitlement to draw composite Transfer Grant on transfer within India								
Sr. No.	Grade/Description of category of Government Employee	Shortest point to point distance between the two destinations i.e. the destination from where transferred and destination to which transferred						
		Up to 20 K.M.s	21 to 100 K.M.s	101 to 200 K.M.s	201 to 300 K.M.s	301 to 500 K.M.s	501 to 1,000 K.M.s	1,001 K.M.s and above
1	Government Employees falling in Grade - I	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-	Rs. 48,000/- plus 'X'	Rs. 60,000/- plus 'X'
2	Government Employees falling in Grade - II	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-	Rs. 48,000/- plus 'X'	Rs. 60,000/- plus 'X'
3	Government Employees falling in Grade - III	Rs. 7,500/-	Rs. 15,000/-	Rs. 22,500/-	Rs. 30,000/-	Rs. 36,000/-	Rs. 36,000/- plus 'X'	Rs. 45,000/- plus 'X'
4	Government Employees falling in Grade - IV	Rs. 5,000/-	Rs. 10,000/-	Rs. 15,000/-	Rs. 20,000/-	Rs. 24,000/-	Rs. 24,000/- plus 'X'	Rs. 30,000/- plus 'X'
5	Government Employees falling in Grade - V	Rs. 2,500/-	Rs. 5,000/-	Rs. 7,500/-	Rs. 10,000/-	Rs. 12,000/-	Rs. 12,000/- plus 'X'	Rs. 15,000/- plus 'X'

**Note 1:** Save when the context requires it to be otherwise in terms of this Order, admissibility and entitlement 'to draw Composite Transfer Grant on transfer from one destination to other within India' here represents a 'lumpsum amount' to be claimed in lieu of expenses incurred in moving everything on transfer, including the household goods, conveyance, members of family, etc, and also includes the displacement compensation.

**Note 2:** The expression 'X' mentioned in column 8 and 9 in the above table represents the actual cost incurred in transporting the actually transported eligible members of the family from the destination of previous posting to the destination of place of posting on transfer. For this purpose, the entitlement of the 'transported eligible members' would be deemed to be the expense incurred in performing actual journey subject to the maximum ceiling of the entitlement to travel admissible to the Government Employee concerned. Further, if the Government Employee concerned is entitled to travel in 'own car' or 'Taxi' while conducting tour, the respective admissible mileage may be claimed for transporting the entire family as a unit as amount 'X'.

**Note 3:** The admissible entitlement, subject to all other conditioned governing it, shall be increased by 5% every year, with first such increase taking place after this Order comes in force on 1.1.2019.

**Note 4:** The Composite Transfer Grant shall be admissible only when the transfer is made in public interest.

**Note 5:** In the event before moving in terms of Note 1 from one destination to other, the Government Employee has been ordered to be transferred to a different station, the admissibility to the Composite Transfer Grant shall be between two stations where 'moving the household goods' has actually and finally taken place.

*R. S. S. S.*

Secretary Finance

for Principal Secretary to Govt. Haryana,  
Finance Department.

**Chapter - III****General****9. Different kinds of travelling allowance.—**

The following are the different kinds of travelling allowance, which may be drawn in different circumstances by Government employee as per provisions of these rules, namely:-

- (a) *actual cost of travelling;*
- (b) *daily allowance;*
- (c) *reimbursement of hotel charges;*
- (d) *road mileage allowance;*
- (e) *local mileage allowance;*
- (f) *composite transfer grant*

**10. Grading of government employees.—**

The gradation pattern for the purpose of entitlement and calculating of travelling allowance based on grade pay is as under: -

<b>Grade- I</b>	Employees drawing grade pay of Rs. 10,000/- or above and those who are in the pay scale of HAG+ or above and District Judge/Addl. District Judge
<b>Grade- II</b>	Employees drawing grade pay of Rs. 8,900 to 9,800 and Judges of senior division.
<b>Grade- III</b>	Employees drawing grade pay of Rs. 4,600 to 8,800 and Judges of junior division
<b>Grade- IV</b>	Employees drawing grade pay of Rs. 2,500 to 4,200.
<b>Grade- V</b>	Employees drawing grade pay of Rs. 1,300 to 2,400.

**Note 1.—** Travelling allowance of any person working on daily wages, part-time,

may be allowed to be reimbursed by the Head of Department to non-gazetted Government employees and by the Administrative Secretary to gazetted Government employees in exceptional cases subject to declaration by the concerned Government employee.

**25. Reimbursement of ferry and/or toll charges of public conveyance.—**

A Government employee travelling on duty is entitled to reimbursement of the actual amounts which he may have to spend for payment of ferry and other tolls for the office items and fares for journeys by *public conveyance*.

**26. Entitlement of journey by own vehicle or taxi and rate of road mileage allowance.—**

- (1) Save as otherwise provided in these rules, the entitlement of journey by *own vehicle/taxi/ auto-rickshaw* and the rate of road mileage allowance admissible is as under:-

Grade	Journey by Taxi/Auto-rickshaw	Journey by own vehicle	Rate of road mileage allowance
I and II	AC taxi	By own car	Rs. 10/- per kilometer (for own car/AC taxi)
✓ III	Taxi (with prior approval of the Head of office for each journey)	By own car (with prior approval of the Head of office for each journey)	Rs. 8/- per kilometer
IV and V	By auto-rickshaw. (with prior approval of the Head of office for each journey.	By own scooter/ motor cycle (with prior approval of the Head of office for each journey)	Rs. 6/- per kilometer

- (2) The competent authority may, for special reasons to be recorded in writing,

permit *road mileage allowance* to be calculated on a route other than the shortest:

provided that the journey is actually performed by such routes.

- (3) The Government employee performing journey by a vehicle lower than the entitlement shall be entitled to *road mileage allowance* for the vehicle actually used or entitled, whichever is less.

**Note 1.**— *When journey is performed by own vehicle the registration number of the vehicle used must always be mentioned in the claim preferred.*

**Note 2.**— *If a Government employee travels by a route which is not the shortest, but is cheaper than the shortest, his road mileage allowance shall be calculated on the route actually used.*

**27. Reimbursement of toll charges in case of journey by own vehicle.—**

Where the journey is undertaken by *own vehicle* or taxi, all toll charges paid during the journey within or outside the state shall also be admissible in addition to the *road mileage allowance* on production of the original receipt.

**28. Journey by Government employees in a vehicle of one of them.—**

When two or more Government employees travel in a motor vehicle belonging to one of them, the owner of the vehicle shall draw *road mileage allowance* as if he travelled alone, provided one of them shall be entitled to journey by *own vehicle* with or without prior approval of the competent authority, and the other Government employee(s) shall be treated to have availed of free lift and no *road mileage allowance* shall be payable but only daily allowance shall be admissible to him/them as per provision in these rules

**Note 1.**— *Full daily allowance for journey day shall be admissible to the co-passenger(s) other than the owner of the vehicle.*

**Note 2.**— *The Government employee shall certify in travelling allowance claim, the registration number of the vehicle in which journey was performed.*

**29. Local journey while on tour.—**

The *local mileage allowance* shall be admissible for local journeys performed on tour within the State or outside the State upto fifty kilometers per visit per city. The *local mileage allowance* shall be admissible at the rate of *road mileage allowance*

upto the prescribed limit or *actual cost of travelling*, whichever is less. The local journey on tour means journey between office/ residence and bus stand/railway station/airport at headquarters and also at the *duty station* between bus stand/railway station/airport and the place of duty/residence.

**Exception.**— *The limit of fifty kilometers shall not be applicable in case of tour in a city having population more than fifty lakhs as per census data of 2011.*

**Note 1.**— *The local mileage allowance shall be calculated in completed kilometer.*

**Note 2.**— *The actual cost of travelling limited to entitlement shall be reimbursable for local journeys performed on tour, on the basis of certificate given by the Government employee mentioning the places of local journey visited in the public interest.*

**Note 3.**— *A Government employee who performs journey on foot or by bicycle shall be entitled to local mileage allowance at the rate of Rs. four rupees per kilometer.*

**30. Journey within radius of 20 kms of headquarters.—**

The Head of office may permit a Government employee to draw the *actual cost of travelling* not more than *local mileage allowance* limited to twenty five kilometers in a day at the rate admissible under these rules for the journey performed in public interest at one or more stations within the radius of twenty kilometers of the headquarters. In exceptional circumstances, Head of office may relax the limitation of twenty five kilometers by recording reasons specifically.

\*\*\*\*\*

## CHAPTER - IV

## Various Modes of Journey and entitlement

Journey by class of accommodation or entitlement of above class.

15. (1) Except as otherwise provided in these rules each Government employee is required to travel by the mode and class of accommodation for which he is entitled under these rules.
- (2) There shall be no bar in undertaking a journey by any mode of public conveyance or in any class of accommodation above the respective entitlement of the Government employee, provided that the claim filed for reimbursement shall be restricted to the entitlement. However, in all such cases, the essential documents required to be submitted and essential conditions required shall be met with, in reference to the performance of journey. In such cases, there shall be no pre-requirement of seeking the approval of the competent authority for performing a journey above the entitlement.

**Note 1.**— This provision shall not be applicable if journey is performed by own vehicle without prior approval of the competent authority.

**Note 2.**— If journey is performed by any mode or class of accommodation lower than that of entitlement, the actual fare of lower class of accommodation or road mileage allowance of lower mode actually used shall be admissible.

**Note 3.**— The Government employee performing journey by his own vehicle as per entitlement or by a vehicle lower to the entitlement shall be entitled to road mileage allowance for the vehicle actually used or entitled, whichever is less.

**Note 4.**— The Administrative Department is the competent authority to allow a Government employee to perform a particular journey in a class higher than that of his entitlement.

Reimbursement of actual cost of travelling.

16. When journey on tour is performed by public conveyance, the actual fare of the entitled class/mode or the class/mode by which actually travelled, whichever is less, shall be reimbursable.

**Note.**— The fare of journey shall not be reimbursable if free pass for journey by public conveyance has been made available to a Government employee.

Entitlement of journey by bus.

17. The entitlement of class of accommodation of journey by bus shall be as under:-

Grade	Journey by Bus
Grade I and II	AC Bus including Volvo of Haryana Roadways.
Grade III	AC Bus including Volvo of Haryana Roadways or Deluxe Bus.
Grade IV	Deluxe Bus/Ordinary Bus.
Grade V	Ordinary Bus.

Entitlement of journey by rail.

18. The entitlement of class of accommodation for journey by rail is as under:-

Grade	Journey by Rail
Grade I and II	A.C. First Class or Executive Class
Grade III	A.C. II Tier or A. C. Chair Car
Grade IV	A.C. III tier or Non A.C. Chair Car
Grade V	2 <sup>nd</sup> Class/2 <sup>nd</sup> Class Sleeper

**Note.**— Journey by rail includes Rajdhani Express, Shatabadi Express and other such trains.

Entitlement of journey by sea or river steamer.

19. The entitlement of accommodation of journey by sea or river steamer is as under:-

Grade	Journey by Sea or River Steamer
Grade I & II	Highest Class.
Grade III & IV	If there are— 2 Classes by lower class 3 by middle class 4 classes by third class.
Grade V	By lowest Class.

Note.— In cases where the steamer company has two rate of fare, one inclusive and one exclusive of diet, the word 'fare' in the above rule shall be held to mean fare exclusive of diet.

20. The entitlement by air and its class of accommodation are as under:-

Entitlement of  
journey by air

Grade	Entitlement of accommodation for journey by Air
<b>Grade I:-</b>	
(i) Chief Secretary/ Additional Chief Secretary	(i) Business Class within India and 1st class out of India.
(ii) Officers in higher administrative grade (HAG) Scale	(ii) Business Class within India and 1st class out of India.
(iii) Officers in the grade pay of Rs. 10,000	(iii) Economy Class within India and premium economy class out of India.
<b>Grade II</b>	Economy Class (within or out of India).
<b>Grade III</b>	(i) Officers in the Grade pay of Rs. 8700/8800 may travel by air in economy class while on tour within or out of India. (ii) Officers in the grade pay of Rs. 4600 to 8600 may travel by air in economy class where the journey is of more than 500 kms. which cannot be performed overnight by train provided prior approval of the concerned Administrative Secretary is invariably obtained. (iii) Head of Department & Special Secretary to Government Haryana need not to obtain prior approval of Administrative Secretary for journey by air and condition of journey beyond 500 kms. is also not applicable to him.
<b>Grade IV</b>	Economy Class (out of India only).
<b>Grade V</b>	Economy Class (out of India only).

Permission for journey by air in exceptional circumstances.

- ✓ 21. In exceptional circumstances, the Administrative Department (in consultation with Finance Department) may permit any Government employee to travel by air in public interest.

Selection of airlines for journey by air.

- ✓ 22. All the officers concerned shall prefer Air India for journey by air. The criteria for selecting airlines other than Air India shall be less and more competitive fares being offered by the other airlines. Under no circumstances, the fares shall exceed the normal fare of the entitled class offered by Air India or its subsidiaries. Various incentive schemes and concessional fares offered by Airlines shall also be fully utilized. A Government employee shall try to make booking in advance to the extent possible.

**Note.**— If available, return tickets at concessional rates shall always be purchased when a Government employee expects to perform the return journey by air within the period during which it is available.

Reimbursement of reservation and cancellation charges.

23. In case of cancellation of a journey due to any reasons, by public conveyance while on tour or transfer in public interest, the following charges are reimbursable:-

- the actual cost of reservation and sleeper charges;
- tatkal seva charges;
- charges for booking of tickets through internet/ e-ticketing.
- cancellation charges for journey cancelled for official reasons or in unavoidable circumstances.

**Note 1.**— Except in unavoidable circumstances, no refund of above charges shall be admissible if journey is cancelled on the request of Government employee.

**Note 2.**— No refund of "agency charges" shall be made to a Government employee who books his journey through a "travel agent" for his own convenience.

Tickets to be appended to claim.

24. (1) When journey is performed by air, river steamer, air conditioned rail/bus or delux bus, the tickets and boarding pass in case of journey by air, in original shall be attached with the claim, otherwise ordinary fare shall be admissible.
- (2) The actual cost of reservation and sleeper charges shall be reimbursed in full.

**Note.**— If ticket of journey is lost, the actual cost of journey of the entitled mode may be allowed to be reimbursed by the Head of Department to non-gazetted Government employees and by the Administrative Secretary to gazetted Government employees in exceptional cases subject to declaration by the concerned Government employee.

Reimbursement of ferry and/or toll charges of public conveyance.

25. A Government employee travelling on duty is entitled to reimbursement of the actual amounts which he may have to spend for payment of ferry and other tolls for the office items and fares for journeys by public conveyance.

Entitlement of journey by own vehicle or taxi and rate of road mileage allowance.

26. (1) Save as otherwise provided in these rules, the entitlement of journey by own vehicle/taxi/ auto-rickshaw and the rate of road mileage allowance admissible is as under:-

Grade	Journey by Taxi/Auto-rickshaw	Journey by own vehicle	Rate of road mileage allowance
I and II	AC taxi	By own car	Rs. 10/- per km (for own car/AC taxi)
III	Taxi (with prior approval of the Head of office for each journey)	By own car (with prior approval of the Head of office for each journey)	Rs. 8/- per kilometre
IV and V	By auto-rickshaw, (with prior approval of the Head of office for each journey)	By own scooter / motor cycle (with prior approval of the Head of office for each journey)	Rs. 6/- per kilometre



- (2) The competent authority may, for special reasons to be recorded in writing, permit road mileage allowance to be calculated on a route other than the shortest: provided that the journey is actually performed by such routes.
- (3) The Government employee performing journey by a vehicle lower than the entitlement shall be entitled to road mileage allowance for the vehicle actually used or entitled, whichever is less.

**Note 1.**— When journey is performed by own vehicle the registration number of the vehicle used must always be mentioned in the claim preferred.

**Note 2.**— If a Government employee travels by a route which is not the shortest, but is cheaper than the shortest, his road mileage allowance shall be calculated on the route actually used.

27. Where the journey is undertaken by own vehicle or taxi, all toll charges paid during the journey within or outside the State shall also be admissible in addition to the road mileage allowance on production of the original receipt.

28. When two or more Government employees travel in a motor vehicle belonging to one of them, the owner of the vehicle shall draw road mileage allowance as if he travelled alone, provided one of them shall be entitled to journey by own vehicle with or without prior approval of the competent authority, and the other Government employee(s) shall be treated to have availed of free lift and no road mileage allowance shall be payable but only daily allowance shall be admissible to him/them as per provision in these rules.

**Note 1.**— Full daily allowance for journey day shall be admissible to the co-passenger(s) other than the owner of the vehicle.

**Note 2.**— The Government employee shall certify in travelling allowance claim, the registration number of the vehicle in which journey was performed.

29. The local mileage allowance shall be admissible for local journeys performed on tour within the State or outside the State upto fifty kilometres per visit per city. The local mileage allowance shall be admissible at the rate of road mileage allowance upto the prescribed limit or actual cost of travelling, whichever is less. The local journey on tour means journey between office/ residence and bus stand/railway station/airport at headquarters and also at the duty station between bus stand/railway station/airport and the place of duty/residence.

**Exception.**— The limit of fifty kilometers shall not be applicable in case of tour in a city having population more than fifty lakhs as per census data of 2011.

**Note 1.**— The local mileage allowance shall be calculated in completed kilometer.

**Note 2.**— The actual cost of travelling limited to entitlement shall be reimbursable for local journeys performed on tour, on the basis of certificate given by the Government employee mentioning the places of local journey visited in the public interest.

**Note 3.**— A Government employee who performs journey on foot or by bicycle shall be entitled to local mileage allowance at the rate of four rupees per kilometre.

30. The Head of office may permit a Government employee to draw the actual cost of travelling not more than local mileage allowance limited to twenty five kilometres in a day at the rate admissible under these rules for the journey performed in public interest at one or more stations within the radius of twenty kilometres of the headquarters. In exceptional circumstances, Head of office may relax the limitation of twenty five kilometres by recording reasons specifically.

Reimbursement of toll charges in case of journey by own vehicle.

Journey by Government employees in a vehicle of one of them.

Local journey while on tour.

Journey within radius of 20 kms of headquarters.