

## TOUR AND TRANSFER TRAVELLING ALLOWANCE TABLE

[G.O.Ms. No. 237 Finance (Pay Cell) Department dated: 01.06.2009, G.O.Ms. No. 296 Finance (All) Department dated: 13.07.2009]

GRADE	GRADE PAY	DAILY ALLOWANCE	TERMINAL CHARGES/ Flat Charges		MILEAGE ALLOWANCE		MILEAGE – for places not connected by public conveyance	PERSONAL EFFECTS -ON TRANSFER			LUMP SUM GRANT -ON TRANSFER		PERSONAL SERVANTS	CONVEYANCE
			CHENNAI	OTHER PLACES	CAR	MOTOR CYCLE		PASSENGER TRAIN	GOODS TRAIN	TOTAL	Up to 60 Kms	Beyond 60Kms.		
1	2	3	4A	4B	5A	5B	6	7A	7B	7C	8A	8B	9	10
I A	Rs.8700- and above	Rs.200	Rs.10	Rs.5	Rs.8	Rs.4	Rs.1.50	200 Kg	4300 Kg	4500 Kg	Rs.900	Rs.1800	2	Air or Air-conditioned First Class by Rail irrespective of whether the journey is within or outside the State.
I B	Rs.6600- and more (including All India Service Officers serving in the State - irrespective of the Grade Pay)	Rs.200	10	5	8	4	1.50	200	4300	4500	900	1800	2	i) Air journey outside the State ii) First Class or Air-conditioned Second Class by Rail for journey within or outside the State.
II	Rs.4400- and above but below Rs.6600-	Rs.150	10	5	8	4	0.90	75	1925	2000	675	1425	1	First Class by Rail
III	Rs.1900- and above but below Rs.4400-	Rs.100	5	3	-	4	0.75	40	960	1000	450	975	--	Second Class by Rail
IV	Below Rs.1900-	Rs.80	5	3	-	-	0.75	40	960	1000	225	525	--	Second Class by Rail

- ❖ Officers drawing Grade Pay Rs. 10000- and above are eligible to travel *by air in Executive Class*.
- ❖ A Government servant is entitled to tour travelling allowance only if he travels beyond eight kilometers from his headquarters - TNTA Rules – 64.
- ❖ **Day** means a block of 24 hours of absence from headquarters at whatever hour the period begins and ends –TNTA Rules 2(iv).
- ❖ A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends on his return to headquarters – TNTA Rules – 41.
- ❖ A Government servant is on tour when absent on duty from his headquarters - TNTA Rules –60 [For details refer Notes there under].

**Daily allowance:**

- Daily allowance shall be drawn only when a Government servant reaches a point outside a radius of eight kilometres from his headquarters or returns to his headquarters from a similar point – TNTA Rule 42.
- Daily allowance shall be double the above rates *for stay in Chennai City* and other Metropolitan cities.
- Daily allowance admissible: 1) 6 hours and below - 30% 2) Exceeding 6 hours – 70% 3) Exceeding 12 hours – 100% (full).
- Daily allowance admissible for free board and lodging : i) Free board and lodging -1/4 rate of DA ii) Free board- ½ rate of DA iii) Free lodging – 3/4 rate of DA.
- Daily allowance may be drawn for holidays occurring during a tour, if the Government servant is actually in camp. A Government servant who takes casual leave or avails himself of Saturday, Sunday, any other holiday or restricted holidays while on tour, is not entitled to draw daily allowance during such leave or holidays - TNTA Rule 43(a).
- A Government servant is permitted to avail of casual leave or holidays or both not exceeding 7 days at a time in a particular place either immediately before or after the period of official journey or during camp. If the casual leave or holidays availed exceed 7 days, the Government servant is not entitled to travelling allowance for the return journey. If, however, casual leave or holiday is availed after his return to headquarters, it terminates the camp and it has to be construed as resumption of duty. The Government servants who avail themselves of vacation at camp are not eligible for travelling allowance for the return journey- Ruling (3) under TNTA Rule 61.

**Incidental Charges(TNTA Rules 46) :**

- For journeys on tour to places at a distance of 160 Kms or more from headquarters or camp and absence of 24 hours or more from headquarters –at the rate of ½ DA – may be drawn for each of the day of departure from the Headquarters and the day of arrival back at the Headquarters-(½ DA+½ DA).
- For journeys on tour to places at a distance of 160 kms or more from headquarters or camp and absence of less than 24 hours from headquarters –at the rate of ½ DA - may be drawn either for the day of departure from the Headquarters or for the day of arrival back at the Headquarters -(½ DA only).
- Each journey need not be a distance of 160 kms after an initial travel of 160 kms from headquarters on that particular tour.
- For a straight journey from headquarters to camp and back to headquarters, Incidental Charge is allowed at the rates at headquarters. The allowance allowed during camp shall be calculated with reference to the rate admissible at that place. - Ruling (8) under Rule46.
- For journeys from camp to camp the Incidental Charge should be regulated with reference to the daily allowance admissible for the stay at camps with reference to its classification as Classes I, II or ordinary tract.
- This allowance is subject to increase by 50 per cent or 33 1/3 per cent for journeys in special tracts as contemplated in Rule 47 - Ruling (3) under Rule46.
- No enhanced Incidental Charge can be claimed at camps not involving move to another camp (ie,for journey to camp and back to headquarters)even though the camp is in special tract.

**Terminal Charges/Flat Rate :**

- ❖ Terminal Charge /Flat Rate is admissible if the distance between the airport, railway or bus terminals and the residence or place of halt or work is at least ½ km - Ruling (2) under Rule 46A.
- ❖ If a Government servant performs journeys to more than one place on a single day, the eligibility for the flat charge shall be restricted to that of any two places only - Ruling (5) under Rule 46A.
- ❖ Flat charge is not admissible for journeys performed by Government conveyance or by car for which mileage is drawn -Ruling (6) under TNTA Rules 46A.

**Mileage Allowance :**

- Mileage allowance for a journey by motor car or motor cycle or scooter or moped by road shall be admissible to Government servants – TNTA Rule 23.
- Mileage Allowance claim shall be restricted to 320 kms or 200 miles only, though the total distance travelled by own car or departmental staff car exceeds 320 kms - Note (1) under Rule 27.
- The distance of 320 Km. is the total distance travelled and not one way only but both ways to be taken into account.[Govt. Letter No.82796/Allowance/1993, dated 12-9-1993] - Note (2) under Rule 27.
- In calculating mileage allowance, fractions of a kilometer should be omitted.
- As a working rule, road journeys from headquarters should not be resorted to normally for distance exceeding 200 miles / 320kms – Govt. letter no. 87877A/ Fin (All.I)/ 84 dated: 09.12.1990.

**Journey in Special Tracts:**

- Daily allowance will be increased by 50%, 33.33% respectively for journeys in Special Tracts included in Class I and Class II - Rule 47 –TNTA Rules.
- Incidental Charges will be increased by 50%, 33.33% respectively for journeys in Special Tracts (Rule 47) included in Class I and Class II - Ruling (3)under Rule 46.
- The mileage allowance at increased rates under Rule 47 will be given only for journeys performed in special tracts –Ruling (3) under Rule 23.
- A Government servant whose headquarters is situated in a special tract is not entitled to enhanced rate of daily allowance for a journey from and to his headquarters within a period of 24 hours irrespective of the fact whether the journey is performed entirely in special tract or partly in the special tract and partly in the ordinary tract- Note under Rule 47.
- The rate of daily allowance of a Government servant who spends part of a period of absence of 24 hours from headquarters in one of the special localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts after the journey - Ruling under Rule 47.
- The Journey performed by the officers to Mussourie and Nainital shall also be treated as Special Localities/Tracts Class-I and they shall be allowed enhanced D.A. as applicable to Special Localities Class-I . [Letter No. 77/DS (PG) Finance (Allowances)/2003, dated 29-9-2003].
- For the list of special tracts in which daily allowance and mileage are increased and other details refer to Annexure- V of TNTA Rules.

**Monthly Ceiling on Tour TA :**

- 10% of Pay + GP + PP. (Officers having jurisdiction over more than one District: 12%).
- Train /Bus/Air fare should be excluded from computing the ceiling - Govt.Ir.no.103001/All-I/90 Finance Department dated:12.12.1990.
- The monthly ceiling for officers who perform journey in Class I and Class II Special Tracts shall be increased by 50% and 33.33% respectively - Govt.Ir.no.1190/Fin(All-I)/90-1 dated:04.11.1990.
- No ceiling: 1) For Training outside the jurisdiction 2) For Collectors, Heads of Departments, State Touring Officers, Audit Personnel etc.

**To attend Treasury work:**

- Distance between office and Treasury / Pay and Accounts office – Within 8 kms : Actual bus fare/rail fare.  
[G.O.Ms.No. 471 Finance Dept.dated:22.07.1982] Above 8 kms but within 50 kms : Actual bus fare/rail fare + Daily Allowance only.  
Above 50 kms. : As on regular tour.

**To bring cash from/to Bank/ Treasury:**

- ❖ Up to Rs.1999-: Actual bus fare/rail fare. (2) Rs.2000- and above but below Rs.9999- : Actual Auto fare (3). Rs.10000- and above: Actual Taxi fare -  
[Govt. letter no. 64258/Fin(All. I)/81-2 dated: 22.07.1982]

**Other Details:**

- ❖ Without the permission of the State Government, a controlling officer may not delegate to a subordinate his duty of countersigning - TNTA Rules 6.
- ❖ If a Government servant travels by a class lower than that to which he is entitled, he will draw the fare of the class by which he actually travels - TNTA Rules 32. When a Government servant travels by a class higher than the one by which he is entitled to travel, his claim for railway fare should be limited to that of the class by which he is entitled to travel – Ruling under TNTA Rules 32.
- ❖ In case of rail journey, whenever First Class is not available, travel in Third Class A/C Sleeper may be allowed in respect of those officers who are eligible for First Class –Govt. letter no.58007/Fin (All) /2009-1 dated: 10.10.2009.
- ❖ A journey performed within Chennai, Madurai and Coimbatore Corporation limits will **not** be treated as on tour. A journey performed by Govt. Servants beyond corporation limit shall be treated as on tour - Rulings under TNTA Rules 64.
- ❖ A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an obligatory departmental examination prescribed in the Service Rules. Travelling allowance shall not be drawn more than twice for any particular examination - TNTA Rules 86. The sanction of the Government is required for drawal of travelling allowance for attending an examination other than those specified in Rule 86- Rule88. For more details see TNTA Rules 89.
- ❖ A Government servant deputed to undergo a course of training, shall draw travelling allowance as on tour for the journeys to and from the training centre. Daily allowance at full rate is admissible for the first 90 days. If the training period exceeds 90 days duration, only transfer travelling allowance is admissible - TNTA Rules 106(a). The Government servants shall also be allowed HRA and CCA at the rate admissible to the training centre - **Note** (1) under TNTA Rules 106(a).[G.O. Ms. No. 748, Finance (Allowance), dated 22-9-1992.]
- The travelling allowance of a Government servant shall be revised when there is a delay in the sanction of an increment due in the normal course or in fixing pay in the revised scale when a revision is made – Note(1) under TNTA Rule 8.
- A Government servant should furnish in the case of railway journeys a certificate in the following form in each travelling bill:—  
“I certify that for the railway journeys included in this bill, I travelled by.... class, for which travelling allowance is claimed”.  
This certificate is required in the case of journeys on transfer also both in respect of the officer himself and his family.
- The right of a Government servant to travelling allowance including Daily Allowance is forfeited or deemed to have been relinquished if the claim for it is not preferred in due time (within three months from the date on which the journey was completed/ from the date of completion of last journey in a month -Article 52 of TNFC-Vol. I).[G.O. Ms.No.856, Finance (Allowances) Dated: 16-12-1993] – Notes under TNTA Rules 110(D).
- The Countersigning Officers should refuse to counter sign bills presented after 3 months-Note 1 under Article 52 of TNFC-Vol. I.
- A Government servant may be sanctioned 75% of the probable expenditure on tour as advance before the commencement of the tour. The head of

department may sanction advance to himself (Note-1). Second advance should be sanctioned only after an account of the previous advance has been rendered to the Controlling Officer- - Article 84 of TNFC-Vol. I.

- Where after drawal of travelling allowance advance, a Government servant has not submitted the adjustment bill in time and consequently his right to travelling allowance claim stands forfeited, the advance so drawn with interest (at the rate of 2.5% from the date of payment) shall be recovered from his pay or any other dues in one instalment – Notes under TANTA Rules 110(D) and Article 84A of TNFC-Vol. I.
- When a Government servant proceeding on tour reserved the railway / Air accommodation and cancelled it subsequently in the exigencies of public service, he is entitled to claim refund of cancellation and reservation charges – Ruling under TANTA Rule 29 / 37(12) .The expenditure for accommodation in Rail / Air Journey should be debited under, “04.Travel Expenses--01. Tour Travelling Allowance” under the relevant Service Head of Account - Letter No.29971/Allowances/2010-1, dated: 04.06.2010.

#### **TRANSFER TRAVELLING ALLOWANCE: [TANTA Rules 69(a) to 81]**

- ❖ Transfer Travelling allowance may be drawn by a Government servant on transfer to another station which is more than eight kilometers away from his present headquarters.
- ❖ Travelling allowance is admissible only if a change of residence is involved.
- ❖ If the **transfer is at the request** of the Government servant, travelling allowance is not admissible. Travelling allowance is admissible to a Government servant on transfer at his request in the nature of reversion to his parent department to join a higher post on promotion.
- ❖ **Family** includes the following persons who are wholly dependent on a Government servant:—1. Wife (one wife); 2. Children; 3. Step children; 4. Adopted child if such adoption is legally recognized as conferring the status of a natural child under the personal law of the Government servant; 5. Married daughter till she is placed under her husband’s protection; 6. Widowed daughter; and 7. Father and mother - TN TA Rules 2(v).
- ❖ Adopted father, adopted mother, step father, step mother, sisters (including widowed sisters), brothers etc. are not treated as members of his family and are not entitled to TTA - Ruling under TN TA Rules 2.
- ❖ Parents getting pension and children employed/ aged above 25 are also not entitled to Transfer Travelling allowance.
- ❖ A Woman Government servant is entitled to claim travelling allowance on account of her husband only if he is wholly dependent on her –Note under TN TA Rules 2.
- ❖ In cases where both husband and wife are in the State Government’s employment and are transferred at the same time or within six months of his/her transfer from one and the same old station to one and the same new station, transfer travelling allowance will not be admissible to both of them as independent Government servants. Either of them may claim transfer travelling allowance, the other being treated as a member of his/her family not in the State Government’s employment.
- ❖ A Government servant who takes leave of any kind not exceeding six months, is entitled to transfer travelling allowance – TN TA Rules 78.
- ❖ A member of a Government servant’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 - TANTA Rule 76.
- ❖ Travelling allowance may be admitted for journeys performed by an officer’s **sons or daughters from their place of study** to any new station to which he is transferred. The fares from the place of study to the new station or from the old to the new station whichever is less is admissible - Ruling (3) under

TNTA Rule 76.

- ❖ If, in consequence of his transfer, the family of a Government servant travels to a station other than the new headquarters, travelling allowance for this journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible, if the family had proceeded to the new station –Rule 75.
  
- A Government servant may draw for himself a single **fare** of the class he is entitled to travel.
- The Government servant may draw one fare for each adult member of his family and **one half** ( ½ ) **for each child** (aged 3 and above but below 12- for Bus fare; aged 5 and above but below 12- for rail fare) who accompany him. The fare shall be any class of accommodation; but not higher than admissible to him.
- Full **Daily allowance** (up to 24 hours) may be drawn for the Government servant and each member of his family. Daily allowance for fraction of journey time in excess of 24 hours at rates given in Rule 40 shall be allowed.
- **Incidental charge** at one half of the rate of daily allowance for which the Government servant is eligible as on tour at both ends of the journey irrespective of the time gap may be drawn for him alone (to compensate expenses at each end on porter age involved in the journey). Incidental charge shall be allowed, if the journey is performed by bus, rail or by air and **not by car**.
- **Terminal Charges/Flat Rate** shall be allowed to the Government servant and each member of his family (aged 3 and above) under taking the journey both at the old station and at the new station, while on transfer - TNTA Rule 46A.
- If the Government servant **travels by car**, he is not entitled to rail fare/bus fare, Incidental charges and Terminal Charges/Flat Rate and is entitled to Daily allowance and mileage only.
  
- ❖ **Personal Servants** are entitled to II Class rail fare/ bus fare and Terminal Charges/Flat Rate admissible to Grade IV Government servants.
  
- **Transport of personal effects**: He is permitted to transport personal effects by rail at railways' risk, lorry, etc., up to the maximum limits given in col.7. Milch cows and pet animals are also personal effects.
- The cost of transport of personal effects shall be admitted only if the personal effects are either in the possession of the Government servant or family before and after transfer and are transported within 3 months of the Officer's report for duty in the new station.
- If he carries more than the permitted quantity by passenger train, he shall be allowed good rate only for the excess quantity conveyed.
- The claim should be restricted to what would have been admissible had the personal effects been transported by passenger and good trains up to the maximum limits allowed under each.
- A Government servant may carry his personal effects partly by road and partly by passenger/goods train between stations connected by rail and draw actual expenses up to the amount which would have been admissible had he taken the maximum number of kilograms by passenger and goods trains up to the maximum limits allowed under each.
- If the personal effects are transported between places not connected by rail, thrice the mileage given in col.6 (viz., rate x3x distance) may be claimed.
- If the personal effects are transported between places partly connected by rail and partly connected by road, goods rate for the distance connected by the rail in passenger and goods trains and for the distance connected by road twice the mileage given in col.6 (viz., rate x2x distance) may be claimed .
- Claims will be admitted only on production of vouchers.

- ❖ ***Transport of motor car:*** In the case of a motor car transported **by Rail**, the cost of transporting charged by the Railways and II Class rail fare for a chauffeur/driver or cleaner may be drawn, if he performs the journey between the places between which the car is transported.
- ❖ The conveyance may be transported to the new station from a place other than the old station also.
- ❖ If the conveyance is transported not by its own propulsion (say, **transported in a lorry**), mileage at the rate of 40 paise a km for a motor car and 20 paise a km for a motorcycle/scooter/moped may be claimed.
- ❖ If the conveyance is **transported by its own propulsion (ie, by road)**, mileage at the rate of Rs.8- a kilometer for a motor car and Rs.4- a km for a motor cycle/scooter/moped may be claimed.
- ❖ When mileage is drawn, no charge is admissible to compensate expenses on porter-age at either end.
  
- The Government servant may draw **lump sum allowance** as given in col.8.
- The rate of lump sum allowance is doubled for journeys on transfer outside the State.
- Lump sum allowance at full rates may be allowed to a bachelor who has actually transported personal effects to the new station.
- If personal effects are not transported, one half of the allowance admissible shall be allowed. The balance 50% is admissible to a Government servant on a later date consequent on the shifting of his family at a later date but within a period of six months. A **supplemental claim** shall be made for personal effects as per Article 239 of TNFC Vol. I.
- Lump sum allowance will be restricted to 50% if personal effects are transported in a borrowed conveyance.
  
- A Government servant, who **travels by a conveyance provided at the expense of Government**, may claim —
  - (i) for himself and for each member of his family, daily allowance on the scale prescribed by Rule 70 (viii); and
  - (ii) a lump sum allowance on the scale and subject to the restrictions prescribed by Rule 70(x) - Rule 73 of TNTA Rules
  
- ❖ The Government servant **on retirement** shall be paid travelling allowance as on transfer to any place within India where he/she proposes to settle down as per the entry in the pension application – Note under TN TA Rules 93.

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