

9. THE ALL INDIA SERVICES (TRAVELLING ALLOWANCES) RULES, 1954.

In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (LXI of 1951), the Central Government, after consultation with the Governments of the States concerned hereby makes the following rules, namely: —

1. **Short title**—These rules may be called the All India Services (Travelling Allowances) Rules, 1954.

2. **Definitions**—In these rules, unless the context otherwise requires -

(a) "Government" means in the case of a member of the Service serving in connection with the affairs of the Union, the Central Government, and in the case of a member of the Service serving in connection with the affairs of a State, the Government of that State.

(b) ¹ "member of the Service" means a member of an All India Service as defined in Section 2 of the All India Services Act, 1951.

3. **Regulation of travelling allowance**—

3(1) Every member of the Service shall be entitled to the highest class of accommodation (which does not include air-conditioned accommodation in the case of travel by railway) for travel (on duty in India). In all other respects, the travelling allowance admissible to such member and the conditions in which those allowances are payable shall be regulated by the appropriate rules of the Government under whom he is serving for the time being:

Provided that Government may by general or special order regulate the entitlement of a member of the Service to travel by air-conditioned accommodation:

Provided further that in the absence of first class accommodation on any particular train, a member of the Service may, at his option, travel by air-conditioned accommodation, and shall, when so travelling be entitled to draw rail fare at the presumptive first class rate, in addition to such allowance for incidental expenses of the journey as may be admissible under the appropriate rules aforesaid.

² 3(2) In respect of journey by land, sea or air on duty outside India, a member of the Service shall be entitled to accommodation in accordance with the rules and orders on the subject governing members of the Indian Foreign Service 'A'.

4. **Travelling allowances on transfer or deputation**—The travelling allowances of a member of the Service who is serving under one Government shall, on transfer or deputation or service under any other Government, be governed by the rules of the Government under whom he is transferred or deputed to serve unless, by a special or general order of the Government, he continues to be governed by the rules of the Government under whom he was serving before such transfer or deputation.

¹ Substituted vide Ministry of Home Affairs Notification No. 16/5/66-AIS(II), dated 07.01.1967.

² Added vide Ministry of Home Affairs Notification No. 16/13/60-AIS(II), dated 06.09.1961.

³ Provided that in the case of a member of the Service transferred or deputed to serve under Constituent State of a joint cadre, an order under this rule shall be passed by the Joint Cadre Authority.

⁴ Interpretation—If any question arises as to the interpretation of these rules, the Central Government shall decide the same.

⁵ Repeal and Saving—All rules corresponding to these rules in force immediately before the commencement of these rules and applicable to members of the Service are hereby repealed:

Provided that any order made or action under the rules so repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

GOVERNMENT OF INDIA'S DECISIONS

GOVERNMENT OF INDIA'S INSTRUCTIONS UNDER RULE 3

1. Travelling Allowances to family members of the members of the Services who die while in service will be allowed under the following conditions: - Conveyances at Government expenses of families and personal effects of officers who die while in service -

1.1 In the case of All India Services officers, who die while in service, the following concessions will be admissible to members of their families, as defined in S.R. 2(8) - for purposes of travelling allowance rules, provided the journey is completed within six months after the death of the officer.

1.2 Travel expenses will be admissible by the shortest route from the last headquarters of the officer to his normal place of residence which shall be the permanent home as entered in his service book or recorded or such other place as might have been declared to be the permanent home by the officer while in service.

1.3 The amount of travel expenses payable to the members of the family will be:

(a) For journey by rail and/or steamer:—

- (i) Actual fare (without the incidentals) of the class of accommodation, to which the deceased officer was himself entitled, for each member of the family.
- (ii) Actual cost of transportation of personal effects on the scale admissible under S.R. 116(a)/(I)/ (iii).

(b) For journeys by road:—

- (i) One mileage allowance for one member of family, a second mileage allowance, if two other members of family, and a third mileage allowance, if more than two other members of family travel, at the rate applicable to the deceased officer.
- (ii) Actual cost of transportation of personal effects on the scale admissible under S.R. 116(a) /(II)/(iii).

³ Inserted vide D.P. & A.R. Notification No. 13/4/71-AIS(II), dated 11.01.1972.

⁴ Substituted vide D.P. & A.R. Notification No. 7/1/73-AIS(II), dated 02.01.1975.

⁵ Added vide DP&AR Notification No. 28/1/54-AIS(II), dated the 14.09.1954.

- 1.4 If at the time of the death of an officer, a member of his family happens to be at a station other than the officer's last headquarters or being there proceeds to a station other than the normal place of residence, such member may draw the actual fare for the journey made by rail or steamer, road mileage for the actual distance of road journey and cost of transport of personal effects from the place where he was at the time of the officer's death to the place to which he actually travelled, provided that the total expenses claimed shall not exceed the total mileage allowance and cost of transportation of personal effects up to the prescribed limit that would have been admissible, had such member travelled from the headquarters of the officer to the normal place of residence.

(G.I. Ministry of Home Affairs letter No. 4/8/56-AIS(III), dated 17th January, 1958.)

2. Conditions for grant of Travelling allowances for journeys to peruse official records at outstations in disciplinary cases— All India Services officers serving in connection with the affairs of the Union, who undertake journeys to outstations to peruse official records for the preparation of their defence in connection with the disciplinary proceedings instituted against them may be given T.A. as for a journey on tour without any allowance for halts. The T.A. will be allowed from the headquarters of the officer or from any other place where the officer may be spending his leave or where the suspended officer has been permitted on his own request to reside, but not exceeding what would be admissible had the journey been undertaken from the headquarters of the officer. The grant of the travelling allowance will be subject to the following further conditions:—

- (i) The inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement:
- (ii) The competent authority certifies that the original records could not be sent to the headquarters station of the officer or the bulk of the documents ruled out the possibility of copies being made out, and sent; and
- (iii) the Head of office, under whose administrative control the officer is, certifies that the journey was performed with his approval.

2. It has also been decided that, in the case of officers not under suspension at the time of undertaking the journey, the period spent in transit to and fro and the minimum period of stay required at the place where official records are made available for perusal should be treated as duty or leave, according as the officer is on duty or on leave at that time. In case of officers under suspension, who are subsequently reinstated in service, the period will be treated as duty, leave or otherwise in accordance with the orders passed by the competent authority under rule 9 of the All India Services (Discipline and Appeal) Rules, 1955.

3. In so far as All India Services officers serving in connection with the affairs of the States are concerned, the State Governments have been requested to consider the desirability of framing similar instructions.

[G.I., Ministry of Home Affairs letter No. 16/5/59-AIS(II), dated the 19.11. 1959.]

3. All India Services officers retire from the Central Government are entitled to Travelling Allowances: - A question arose whether officers of the AIS who were borne on State Cadres but were serving the Central Govt. at the time of retirement and who retired from service without reverting to the parent State Cadre were entitled to T.A. admissible to Central Govt. servants on retirement under Ministry of Finance O.M. No. 5(109)-E-IV/57 dated 11.7.60. The Government of India have held that in view of the provisions of Rule 3 and 4 of the AIS (T.A.) Rules, 1954, such officers are entitled to the benefit of retirement T.A. admissible under the orders of the Central Government referred to above.

4. Conditions for sanction of Travelling Allowances on retirement— Orders have been issued sanctioning the grant of travelling allowance to retiring Central Government servants vide Government of India, Ministry of Finance O.M. No.5(109), EIV/57, dated the 11th July, 1960 (extract reproduced below). These orders are applicable to All India Service officers serving in connection with the affairs of the Union. As far as All India Services officers serving in connection with the affairs of the States are concerned, the State Governments have been requested to take necessary action to extend the instructions, referred to above, under their own rules.

(G.I., Ministry of Home Affairs letter No.16/5/60-AIS(II), dated the 27th October, 1960 and the 3rd February, 1962).

I. Extracts from Government of India Ministry of Finance O.M. No. 5(109)-E/IV/57 dated the 11th July, 1960, as amended from time to time:- T.A. to Central Government servants on retirement—
I. Settlement in station other than last station of duty. -It has been decided to sanction the grant of travelling allowance to retiring Central Government servants on the scale and the conditions set out below. The travelling allowance referred to will be admissible in respect of the journey of the Government servant and members of his family from the last station of his duty to his home town or to the place where he and his family is to settle down permanently even if it is other than his declared home town and in respect of the transportation of his personal effects between the same place.

(a) For journeys—

(i) By air

Government servants who are entitled to travel by air at their discretion on tour/transfer while in service can travel by air along with the entitled family members, on retirement.

(ii) By rail and/or steamer.

Actual fares including the tax on fares, of the class of accommodation to which the Government servant was entitled on the date when he was last on duty in respect of self and members of his family, as defined in S.R. 2(8).

(iii) By road

One mileage allowance for the Government servant, a second mileage allowance if two members of the family travel with him, and a third mileage allowance if more than two members of his family travel with him, at the rate applicable to the Government servant on the date when he was last on duty.

(iv) Partly by one mode of travel and partly by another.

As admissible under sub paras (i) and (ii) above, in so far as they are respectively applicable.

(v) In a private car between stations connected by rail/steamer.

As admissible under sub-para (iii) limited to railway/steamer fares admissible under sub-para (ii).

Explanation—In regard to the question as to how the travelling allowance in respect of the members of the family of a retiring Government servant, who do not actually accompany him is to be regulated, it has been decided that the provisions of SR 116(b) (iii) may be applied mutatis mutandis in all such cases. A member of a Government servant's family who follows him within six months or precedes him by not more than one month may, therefore, be treated as

accompanying him. The period of one month or six months, as the case may be, may be counted from the date the retiring Government servant himself actually moves. The claims of travelling allowance in respect of the family members will not be payable until the head of the family himself or herself actually moves.

The time-limits of one month and six months mentioned above may be extended by the competent authority in SR 116(b)(iii) in individual cases attendant with special circumstances.

- (b) The Government servant shall, besides the fares, be also eligible to lumpsum grant and transfer incidentals as admissible on transfer.
- (c) The Government servant shall also be eligible to Packing Allowance as admissible on transfer.
- (d) Transportation of personal effects at the scale of allowance laid down in Order below SR 116 is allowable. The Government servant will also be entitled to claim the cost of transportation of personal effects between railway station and residence at either end of the journey as in the case of transfer.
- (e) The actual cost of transporting a motor car or other conveyance maintained by the Government servant before his retirement is reimbursable as per Order below SR 116, provided the possession of the conveyance by the officer while in service at the place of his last posting was considered to be in public interest.
- (f) Mileage allowance will be admissible for journeys between residence and the Railway Station or Bus Terminal, as the case may be, at either end.

NOTE — The revised entitlements for transfer T.A. in so far as these are admissible under the normal rules, will also be applicable in cases of Travelling Allowance on retirement.

Explanation—In regard to the time-limits applicable for the transportation of personal effects on availment of the concession, it has been decided that the time-limits prescribed in the Explanation below sub-para (a) above in the case of members of the family, namely one month anterior and six months posterior to the date of the movement of the retiring Government servant himself, should apply in case of transport of his personal effects. These limits may, however, be extended by the competent authority prescribed under SR 116 (b) (iii) in individual cases attendant with special circumstances.

2. The grant of the concession will be further subject to the following conditions, clarifications and subsidiary instructions: —

- (i) The concession will be admissible by the shortest route from the last place of duty of the Government servant to his home town or to the place where he and his family are to settle down permanently even if it is other than his declared home town.
- (ii) (Omitted).
- (iii) The concession may be availed of by a Government servant who is eligible for it, at any time during his leave preparatory to retirement, or within one year of the date of his retirement.

Powers to extend the time-limit of one year will be exercised by the Administrative Ministries/Departments with the approval of the F.A. concerned, in individual cases attendant with special circumstances.

- (iv) The concession will be admissible to permanent Central Government servants who retire on a retiring pension or on superannuation, invalid or compensation pension.
- (v) The concession will also be admissible to temporary employees who retire on attaining the age of superannuation or are invalided or are retrenched from service, without being offered alternative employment, provided that they have put in a total

service of not less than 10 years under the Central Government at the time of retirement/invalidment/retrenchment.

- (vi) In the case of a person whose domicile is elsewhere than in India or who intends to reside permanently outside India after retirement, the concession will be admissible up to the railway station nearest to the port of his embarkation. In the case of such a person who travels by air, the concession of travelling allowance by rail/road under these Orders will be admissible up to the airport of emplacement for himself and members of his family and up to the port of despatch for his personal effects.
- (vii) Where an officer is re-employed under the Central Government while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession admissible under these orders may be allowed to be availed of by him within one year of the expiry of the period of his re-employment.
- (viii) A Government servant will be eligible to the retirement travelling allowance concession in full, notwithstanding the fact that he had availed of leave travel concession to home town or any place in India during one year preceding the date of retirement or commencement of leave preparatory to retirement.

3. Non-admissibility—The concession is not admissible to Government servants -

- (a) who quit service by resignation; or
- (b) who may be dismissed or removed from service; or
- (c) who are temporary employees with less than ten years of service retiring on superannuation/invalidation/retrenchment.

4. The Travelling Allowance claims admissible under these Orders will be drawn on Travelling Allowance Bill forms like Transfer Travelling Allowance claims. The claims of officers who were their own controlling officers before retirement, will, however, be countersigned by the next superior administrative authority. The claim of an officer who before retirement was employed as the Comptroller and Auditor-General or as a Secretary to the Government of India may be countersigned by his successor in office. The certificate required to be furnished by the officers in respect of Transfer Travelling Allowance claims will also be required to be furnished in respect of claims of Travelling Allowance under these orders.

5. Before reimbursing the Travelling Allowance admissible under these orders, the countersigning authorities should satisfy themselves, as far as possible, that the claimant and members of his family actually performed the journey to the home town or the other place to which he might have proceeded to settle there, e.g., by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance, etc.

[Clarification—The checks prescribed on retirement travelling allowance claims would be with reference to duties and powers of the controlling officers enumerated under SR 195 and no separate set of guidelines would be necessary vide E.I., M.F., D.O., Dy. No. 1914-IV/89, dated the 7th December, 1989, in reply to C.&A.G., U.O. No. 1009-A.I./82-86, dated the 1st November, 1989.]

6. Payment of Travelling Allowance claims under these orders may be made by the Treasury Officer in relaxation of Rule 21 of the Central Treasury Rates, i.e., may make the payment of such claims even after the issue of a last pay certificate and without asking the retired officer to surrender the last pay certificate which will be required for the purpose of the finalization of his pension.

[G.I., M.F., No. 5(109)-E.IV/57, dated the 11th July, 1960; No. 5(3)-E. IV (B)/60, dated the 18th January, 1961; No. 5(5)-E.IV(B)/62, dated the 17th May, 1962; No. 5(109)-E. IV/57, dated the

11th October, 1962; No. 5 (70)-E. IV (B)/64. dated the 12th January, 1965; No. 5 (54)-E. IV(B)65, dated the 16th February, 1966; No. 19030/1/73-E.IV(B), dated the 29th June, 1974 and the 18th February, 1975; No. 19018/1/74-E.IV(B) dated the 1st June, 1976; No. 19016/1/75-E.IV(B) dated the 24th February, 1977; No. 19016/2/76-E. IV (B), dated the 25th April, 1977; No. 19030/1/76-E. IV (B), dated the 30th January, 1978; No. 19016/1/78-E.IV(B), dated the 14th February, 1979; No. 19018/86-E.IV dated the 13th February, 1986; No. 19016/1/86-E.IV, dated the 18th August, 1986; No. 19030/5/86-E.IV, dated the 24th August, 1987; No. 19018/1.93-E. IV, dated the 13th July, 1993 and O.M. No. 19016/1/94-E. IV, dated the 8th July, 1994.]

II. For settling down at the last station of duty/within short distance:- It has been decided that in cases where the Government servant wishes to settle down permanently at the last station of duty, travelling allowance may be allowed to the extent indicated below, provided the Government servant concerned is required to change his residence as a result of his retirement:—

- (a) Self and family—Actual cost of conveyance but not exceeding the road mileage allowance admissible under SR 116 (a)II (i)/ and (ii).
- (b) Personal effects—Actual cost of transportation not exceeding the amount admissible under SR 116 (a) II (iii).
- (c) Transportation of Conveyance—An allowance for car/scooter/motor cycle at the rates notified by the concerned Directorate of Transport for taxi/auto-rickshaws. Where the above allowance is claimed, mileage allowance will not be admissible to the Government servant/members of family travelling by the conveyance. If they travel otherwise than by the conveyance they will be entitled to the mileage allowance as per SR 116 (a) II (i) and (ii).

Note 1.—No lumpsum or any other travelling allowance concession will be admissible.

Note 2.—For the purpose of this Order, the term 'last station of duty' will be interpreted to mean the area falling within the jurisdiction of the Municipality or Corporation, including such of suburban municipalities, notified areas or cantonments as are contiguous to the named municipality, etc., where the Government servant was posted immediately before his retirement.

The admissibility of travelling allowance as above will also be subject to other conditions for the grant of travelling allowance on retirement as contained in Order (1) above as amended from time to time.

[G.I., M.F., O.M. No. 19016/1/81-E. IV, dated the 13th August, 1981.]

Note 3.—No lumpsum transfer grant is admissible for transfer/setting down on retirement at last station of duty or within relatively short distance from the old headquarters. Hence no packing allowance is admissible in such cases.

[C. & A.G. New Delhi, Letter No. 216-Audit 1/4-86, dated the 15th October, 1986 and the 26th February, 1987.]

7.1 Travelling Allowance Rules – Implementation of the Sixth Central Pay Commission Report.

7.2 The undersigned is directed to say that in pursuance of the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to Travelling Allowance entitlements, sanction of the President is conveyed to the modifications in the Travelling Allowance Rules as set out in the Annexure to this Office Memorandum in so far as they apply to civilian employees of the Central Government. Separate orders will be issued by the Ministries of Defence and railways in respect of their personnel.

7.3 The 'Grade Pay' for determining the TA/DA entitlement is as indicated in Central Civil Services (Revised Pay) Rules 2008.

7.4 The term 'pay' for the purpose of these orders refer to basic pay as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules ,2008 and includes the revised non-practicing allowance, if any admissible in addition.

7.4 In respect of these employees who opt to continues in their pre-revised scales of pay , the corresponding Grade Pay of the pay scales of the post occupied on 1/1/2006 would determine the TA/DA entitlements under these orders . However, for determining the Composite Transfer Grant for such employees, the term pay shall also include, in addition to the basic pay in the pre-revised Scales, stagnation increments, dearness Pay and NPA a per orders in force on 1/1/2006.

7.5 These orders shall take effect from 1st September , 2008. However , if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the exiting entitlements in the case of any individual ,groups or classes of accommodation, etc, shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

7.6 The claims submitted in respect of journey made on or after 1st September,2008, may be "regulated in accordance with these orders.

7.8 It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential officials requirements.

7.9 In so far as the persons serving in the Indian Audit & Accounts Department are concerned these orders issue in consultation with the Comptroller & Auditor General of India.

(Ministry of Finance, Department of Expenditure OM No.19030/3/2008-E.IV, New Delhi , the 23rd September,2008)

8.1 The undersigned is directed to refer Para 3 of Annexure to this Deptt OM even no dated 23/9/2008 regarding Travelling Allowance Rules- Implementation of the Sixth Central Commission.

8.2 It is clarified that the present provision of Government of India order 7 below of SR-46 reimbursement of Taxi/Auto Charges from Residence to Railway station /Air port, etc., and back headquarter station as well as for the Railway station /Airport etc, to the place of stay and back at the station of tour will continue to be applicable in addition to reimbursement of Taxi/travel charges within the city (refer Para 3 of Annexure to this Deptt. OM of even no dated 23/9/2008.

8.3 In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

(Ministry of Finance, Department of Expenditure OM No.19030/3/2008-E.IV Branch New Delhi , 14 October,2008)

9.1 Consequent upon the issue of this Department's O.M. of even numbered dated 23/09/2008 on the subject cited above, a number of queries have been received regarding the implementation of revised TA Rules. Some of the points raised through the references are as under:-

- (i) Whether receipt for reimbursement of food bill and travel charger for travel within city are to be produced by the Government servant mandatorily?
- (ii) How would DA be paid to an employee, who does not stay in a hotel/guest house and makes his /her own arrangement?
- (iii) In case the employee, in course of the tour, stays in Government Guest House And does not pay any charges towards the room, how daily allowance will be paid to him/her?
- (iv) In case a person during his/her tour returns to the headquarter within twelve hours, what will be the rate of DA payable to him/her?

9.2 In terms of Sixth CPC's recommendations regarding Travelling Allowance/Daily Allowance on tour as accepted by the Government, it is clarified that with the revision of TA/DA Rules as circulated vide this Department's OM No.19030/32/2008-E.IV dated 23rd September, 2008, Daily Allowance in monetary terms is no longer admissible to Central Government Employees on tour. It is further clarified that only the actual expenditure incurred within the prescribed limits will be reimbursed as per normal procedure of reimbursement.

(Ministry of Finance, Department of Expenditure OM No.19030/3/2008-E.IV, New Delhi, the 19th November, 2008)

10.1 Consequent upon the issue of this Department's OM of even number dated 23/09/2008 and 19//11/2008 on the subject cited above, references have been received regarding Para 3 of OM dated 23/09/2008 on daily allowance on tour.

10.2 Keeping in view the references received, it is advised that "rates of Daily Allowance on Tour" may be regulated either in accordance with the provisions of this Department's OM dated 23/9/2008, or per the old rates prevalent prior to the issue of the said OM, whichever is claimed by the employee. The option to claim will be available as a complete package for a particular tour and not by taking part of either orders. In other words, officers may choose to be governed either by orders dated 23/09/2008 or dated 17 April, 1998, in regard to daily allowance on tour.

10.3 In case the rate of Daily Allowance on tour is regulated as per old rates prevalent prior to issue of the said OM ,dated 23/09/2008, (a) the revised pay range, i.e. pay in the pay band for the purpose of regulation of Daily Allowance only would be as under:

Pay range (as per OM)	Revised pay in the pay band
Rs 16,400 and Above	Rs 30,500 and Above
Rs.8000 and Above but less than Rs 16,400	Rs15,000 and Above but less than Rs 30,500
Rs.6500 and Above but less than Rs 8,000	Rs 12,500 and Above but less than Rs 15,000
Rs4,100 and Above but less than Rs 6,500	Rs.8000 and Above but less than Rs 12,500
Below Rs 4,100	Below Rs 8000

In respect of officers in HAG – and the apex scale ,the basic pay as defined in CCS (RP Rules will be considered for determination of entitlement of Daily Allowance.

b) The classification of cities/towns, as per orders prevalent with the old rates as precluded vide OM dated 17/04/1998 will continue to apply.

10.4 TA claims already settled as on the date of issue these orders may not be re-opened.

(Ministry of Finance, Department of Expenditure OM No.19030/3/2008-E.IV, Dated, 22 January, 2009)