



**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

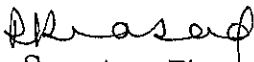
**T.V.S.N. Prasad**  
Principal Secretary to Govt. Haryana,  
Finance Department.

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.

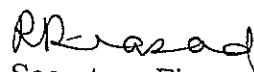
  
Secretary Finance  
for Principal Secretary to Govt. Haryana,  
Finance Department.

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.

  
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**

<b>Grading for the purposes of TA/DA</b>		
<b>Sr. No.</b>	<b>Grade</b>	<b>Description</b>
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 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.
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**

<b>Entitlement of Travel by Air</b>		
<b>Sr. No.</b>	<b>Grade/Description of category of Government Employee</b>	<b>Description of entitlement</b>
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.

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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.

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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



'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.

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**'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 Employees falling in Grade - I	Actual expenses made subject to a ceiling of Rs. 5,000/ per day.
2.	Government Employees falling in Grade - II	Actual expenses made subject to a ceiling of Rs. 4,000/ per day.
3.	Government Employees falling in Grade - III	Actual expenses made subject to a ceiling of Rs. 3,000/ per day.
4.	Government Employees falling in Grade - IV	Actual expenses made subject to a ceiling of Rs. 1,500/ per day.
5.	Government Employees falling in Grade - V	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

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