



GOVERNMENT OF HARYANA

FINANCE DEPARTMENT

HARYANA CIVIL SERVICES (TRAVELLING ALLOWANCE) RULES, 2016

VARIOUS MODES OF JOURNEY AND ENTITLEMENT, DAILY ALLOWANCE AND REIMBURSEMENT OF HOTEL CHARGES, TRAVELLING ALLOWANCE TO APPEAR BEFORE COURT/INQUIRY, TRAVELLING ALLOWANCE FOR DEPARTMENTAL EXAMINATION OR TRAINING, TRANSFER TRAVELLING ALLOWANCE, TRAVELLING ALLOWANCE FOR MEDICAL ADVICE / TREATMENT, TRAVELLING ALLOWANCE ON RETIREMENT OR DEATH WHILE IN SERVICE TRAVELLING ALLOWANCE IN CASE OF TOUR OUT OF INDIA, CONTROL OVER TRAVELLING ALLOWANCE, MISCELLANEOUS



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PREFACE

Article 309 of the Constitution of India provides that subject to the provisions of the Constitution, Acts of appropriate Legislature may regulate the recruitment, and conditions of service of persons appointed to public services and posts in connection with the affairs of the State, and, until a provision in that behalf is made by or under an "Act" of the appropriate Legislature, such rules may be framed by the Governor of the State.

2 Earlier, at the time of framing three Volumes of Punjab Civil Services Rules, the desirability of framing the "Act" was examined by the then Punjab Government in consultation with the Government of India and it was observed that from the promulgation of the Constitution, various sets of rules were framed and revised under the proviso to Article 309 and brought into conformity with the Constitution. Since the said proviso empowers the President and the Governor to make rules in the case of services and posts in connection with the affairs of the Union and of the State respectively, it was not considered necessary to enact the Act, referred to above.

3. The matter regarding re-writing of all the three Volumes of Punjab Civil Services Rules has been under active consideration of Haryana Government for last many years. The Governor of Haryana in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, has pleased to approve the following seven rules books of Haryana Civil Services Rules to regulate the terms and conditions of services of the employees of State of Haryana :-

1. **Haryana Civil Services (General) Rules, 2016**
2. **Haryana Civil Services (Pay) Rules, 2016**
3. **Haryana Civil Services (Travelling Allowance) Rules, 2016**
4. **Haryana Civil Services (Allowances to Govt. Employees) Rules, 2016**
5. **Haryana Civil Services (Leave) Rules, 2016**
6. **Haryana Civil Services (General Provident Fund) Rules, 2016**
7. **Haryana Civil Services (Pension) Rules, 2016**

4. Haryana Civil Services (Govt. Employees' Conduct) Rules, 2016, Haryana Civil Services (Punishment & Appeal) Rules, 2016 and Haryana Civil Services (Compassionate Financial Assistance) Rules, 2016 are being notified separately by the General Administration Department.

5. Main features of these Rules are as under :-

- (1) All the instructions/policy decisions taken by Haryana Government upto December, 2015 have been incorporated and redundant/obsolete rules or portion thereof have been deleted.
- (2) The language of these rules is easy to understand and catchword titles have been provided to make the reading user friendly.
- (3) New terms created from time to time since 1953 have been defined. Terms common for more than one rules books have been compiled at one place.

6. The soft copy both in Hindi and English language has also been made available on the website of Finance Department namely www.finhry.gov.in. The hard copy of English language would also be made available in near future for sale in the sale depots of Printing & Stationery Department, Haryana.

7. If any error or omission is found in these rules the same may please be brought to the notice of Finance Department, Haryana Civil Secretariat, Chandigarh so that the same can be corrected.

Dated : 19 July, 2016

Sanjeev Kaushal
Additional Chief Secretary to Government, Haryana,
Finance Department.

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Haryana Government
Finance Department

Notification

The 19th July, 2016

No. 2/2/2013-4FR/1571.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, regulating the terms and conditions for grant of Travelling Allowance to Government employees of the State of Haryana:-

Chapter - I

Preliminary

1. Short title and commencement.—

- (1) These rules may be called the Haryana Civil Services (Travelling Allowance) Rules, 2016.
- (2) These rules shall come into force from the date of its publication in the official gazette.

2. Extent of application.—

Except as otherwise provided, these rules shall apply to all *Government employees* of Group 'A', 'B', 'C' and 'D' including Members of All India Services serving in connection with the affairs of Haryana State, and any other Government employee or class of Government employees to whom the competent authority may, by general or special order, make them applicable.

Note 1.— *The Speaker of the Legislative Assembly has agreed under clause (3) article 187 of the Constitution that until a law is made by the Legislature of the State under clause (2) of article 187 of the Constitution or rules are framed by the Governor in consultation with the Speaker of the Legislative Assembly under clause (3) of article 187 of the Constitution of India, these rules and amendments thereof, if any, after prior consent of the Speaker, shall apply to the secretarial staff of the Haryana Legislative Assembly.*

Note 2.— *The Chairman, Haryana Public Service Commission, has agreed to the*

application of these rules as amended from time to time, in the case of officers and employees of the Haryana Public Service Commission.

Note 3.— *If any doubt arises as to whether these rules apply to any person or not, the decision shall lie with the Finance Department.*

3. Special provisions, if any, inconsistent with these rules.—

When in the opinion of the competent authority, special provisions inconsistent with these rules are required with reference to any particular post or any conditions of service, that authority may, notwithstanding anything otherwise contained in these rules, and subject to the provisions of clause (2) of article 310 of the Constitution of India, provide in the terms and conditions of appointment of the person appointed to such post for any matter in respect of which in the opinion of that authority special provisions are required to be made:

Provided that in the terms and conditions of appointment it shall be clarified in respect of any matter for which no special provision has been made in the terms and conditions of appointment, provisions of these rules shall apply.

4. Regulation of claim to travelling allowance.—

- (1) A Government employee's claim to travelling allowance shall be regulated by the rules in force at the time the journeys in respect of which they are made or undertaken.
- (2) The travelling allowance of a Government employee, who is promoted or reverted or granted an increased rate of pay with retrospective effect, shall not be reviewed.

5. Power to relax, interpret and amend.—

The power to interpret, change, amend, relax and removal of doubt of these rules shall lie with the Finance Department.

Note 1.— *Communications regarding the interpretation and alteration of these rules shall be addressed to the Finance Department through the Administrative Department concerned.*

Note 2.— *Where the Finance Department is satisfied that the operation of any of these rules regulating the conditions of service of Government employees or any class of such Government employees, causes undue hardship in any*

particular case, it may by order dispense with or relax the requirements of that rule to such extent and subject to such conditions, as it may consider necessary for dealing with the case in a just and equitable manner.

6. Re-delegation of power.—

The Administrative Department/Heads of Departments/ Appointing Authorities competent for any purpose under these rules may re-delegate the powers on their own responsibility and subject to such restrictions as they may like to impose, to the officers working under them at their headquarter offices and declared as for the purpose of countersigning the travelling allowance bills. Copies of all such orders shall invariably be supplied to the Finance Department and the Principal Accountant General, Haryana.

7. Repeal.—

The Travelling Allowance Rules contained in Punjab Civil Services Rules, Volume III in force immediately before the commencement of these rules, are hereby repealed:

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

Chapter - II

Definitions

8. Definitions.—

(a) Unless the context otherwise requires;

- (1) “**actual travelling expenses**” means the actual cost of journey performed in public interest and also includes taxes, ferry and toll charges paid, if any;
- (2) “**composite transfer grant**” means a lump sum amount payable to a *Government employee* in lieu of transfer travelling allowance;
- (3) “**controlling officer**” means a Head of Department or any other departmental officer who is entrusted with the responsibility of controlling the incurring of expenditure and/or the collection of revenue by the authority subordinate to the Head of Department.

Note.— Administrative Secretary may declare any gazetted officer a Controlling Officer for the purpose of Travelling Allowance, who is immediately subordinate to him and is working in his own office;

- (4) “**daily allowance**” means an allowance for each day or part of a day spent away from *headquarters*, which is intended to cover the ordinary daily charges incurred by a *Government employee* in consequence of such absence.

Note.— Where the distance between two stations (from bus stand to bus stand) is less than twenty kilometers. by the shortest route, no daily allowance shall be admissible in such case;

- (5) “**duty point**” means the place of office where an employee is on *duty*. In case of departure for both outward and inward journey, it may be the place of office, residence, stay or place of work visited, as the case may be;
- (6) “**emoluments**” for the purpose of grading for travelling allowance purposes means basic pay which is being drawn by a *Government employee* on the day when the journey is performed by him for tour in public interest;
- (7) “**own vehicle**” means a registered personal vehicle in the name of the *Government employee* concerned or in the name of his/her spouse;

- (8) **“public conveyance”** means the train, bus, aircraft, river steamer or any other public conveyance which plies regularly for the conveyance of passengers and run by an *Organization* under the control of any State Government or Government of India and also the private organizations authorized by any Government.

Note.— *It does not include any ‘Chartered’ means of conveyance.*

- (9) **“shortest route”** means that route by which the traveller can most speedily reach his destination by ordinary mode of travelling. If journey is performed within Haryana from one station to another the shortest route from Bus Stand to Bus Stand and out of Haryana the shortest route from Railway Station to Railway Station shall be taken into account for the purpose of these rules.

Note.— *In case of doubt, a Head of Department may decide which shall be regarded as the shortest of two or more routes.*

- (10) **“tour”** A Government employee is treated on tour when he is away from his *headquarters* either within, or beyond his sphere of duty, in public interest, with proper sanction of the authority not lower than *Head of office*. In case of doubt, the *Controlling Officer* may decide whether a Government employee during the period of particular absence from *headquarters* is to be treated on tour or not.

- (11) **“transfer travelling allowance”** means the *Composite transfer grant* admissible to a Government employee on his transfer from one station to another in public interest which involves change of residence.

- (12) **“travelling allowance”** means an allowance admissible to a Government employee to cover the expenses incurred by him while on tour in public interest. It includes *Daily Allowance, Road Mileage Allowance, Local Mileage Allowance, Permanent travelling allowance*. It also includes reimbursement of *Actual travelling expenses* and hotel charges limited to entitlement.

- (b) The terms not defined in this chapter but defined in the Haryana Civil Services (General) Rules, shall have the same meaning for the purpose of these rules.

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: -

Grade- I	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
Grade- II	Employees drawing Grade Pay of Rs. 8,900 to 9,800 and Judges of Senior Division.
Grade- III	Employees drawing Grade Pay of Rs. 4,600 to 8,800 and Judges of Junior Division
Grade- IV	Employees drawing Grade Pay of Rs. 2,500 to 4,200.
Grade- V	Employees drawing Grade Pay of Rs. 1,300 to 2,400.

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

contract basis, work-charged employees, persons re-employed after retirement or otherwise and are not drawing pay in any pay scale shall be regulated under these rules on the basis of minimum of the functional pay scale sanctioned for the same post in Haryana Government.

Note 2.— *In case of doubt, appointing authority shall be competent to take the decision.*

Note 3.— *A Government employee during transit from one post to another shall rank in the grade to which the lower of the two posts would entitle him.*

11. Entitlement of travelling allowance while on leave or under suspension.—

Travelling allowance of a Government employee on leave or under suspension shall be regulated by the basic pay drawn by him before proceeding on leave or suspension, as the case may be.

12. Competent authority for tour.—

The following authorities shall be competent to direct a Government employee subordinate to them to perform journey in the interest of the public service for any purpose not specified in these rules:-

Head of Office	Within Haryana, Chandigarh and Delhi
Head of Department	Anywhere in India
Administrative Department	Within and out of India.

13. Beginning and end of journey.—

- (1) A journey on transfer is held to begin from or end at the actual residence of the Government employee concerned.
- (2) Any other journey is held to begin from or end at the *duty point* or residence, as the case may be.
- (3) Where a journey begins/ends at a station which is neither the Government employee's *headquarters* nor his place of duty, it may be treated to have commenced/ended at his residence. The travelling allowance claim in such cases shall be restricted to the claim had the journey been performed from his residence.

14 False claim/drawl of travelling allowance.—

The Government employee claiming/drawing a false or bogus travelling allowance shall be liable to disciplinary proceedings under the Haryana Civil Services (Punishment and Appeal) Rules and shall be awarded one of the major punishments as defined in the Haryana Civil Services (Punishment & Appeal) Rules. The following category of cases amounts to a false claim/drawl of travelling allowance—

- (a) for a journey not actually performed;
- (b) of a higher class as per entitlement whereas the journey actually performed in a lower class;
- (c) by submitting false certificate/tickets;
- (d) of road mileage allowance and/or toll charges when the journey not actually performed by own vehicle or taxi/auto-rickshaw.

Chapter - IV

Various Modes of Journey and entitlement

15. Journey by class of accommodation of entitlement or above class.—

- (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.*

16. Reimbursement of actual cost of travelling.—

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.

17. Entitlement of journey by bus.—

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.

18. Entitlement of journey by rail.—

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 nd Class/2 nd Class Sleeper

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

19. Entitlement of journey by sea or river steamer.—

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. Entitlement of journey by air.—

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

Grade	Entitlement of accommodation for journey by Air
Grade I:- (i) Chief Secretary/ Additional Chief Secretary	(i) Business Class within India and 1 st class out of India.
(ii) Officers in higher administrative grade (HAG) Scale	(ii) Business Class within India and 1 st class out of India.
(iii) Officers in the grade pay of Rs. 10000	(iii) Economy Class within India and premium economy class out of India.
Grade II	Economy Class (within or out of India).
Grade III	(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.
Grade IV	Economy Class (out of India only).
Grade V	Economy Class (out of India only).

21. Permission for journey by air in exceptional circumstances.—

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

22. Selection of airlines for journey by air.—

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 prices 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 their booking in advance to the extent possible.

Note.— *If available, return tickets at reduced 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.*

23. Reimbursement of reservation and cancellation charges.—

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 :-

- (a) the actual cost of reservation and sleeper charges;
- (b) tatkal seva charges;
- (c) charges for booking of tickets through internet/ e-ticketing.
- (d) 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.*

24. Tickets to be appended to claim.—

- (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.*

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 to 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* is payable but only daily allowance shall be admissible to 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 kilometers.*

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 - V

Daily Allowance and Reimbursement of Hotel Charges

31. Rate(s) of Daily Allowance within and out of Haryana.—

The daily allowance, where admissible, shall be at the following rate:-

Grade	In any town/ city in Haryana including Chandigarh	In any town / city outside Haryana/ Chandigarh
1	2	3
Grade I	Rs. 500/- per day	Rs. 600/- per day
Grade II	Rs. 400/- per day	Rs. 500/- per day
Grade III	Rs. 300/- per day	Rs. 400/- per day
Grade IV	Rs. 250/- per day	Rs. 300/- per day
Grade V	Rs. 200/- per day	Rs. 250/- per day

32. Conditions for drawl of daily allowance.—

The entitlement of daily allowance of a Government employee shall be regulated under the following conditions:-

1. Daily Allowance may be drawn for the period of absence, including the day(s) of halt and holiday(s) occurring during the tour in public interest, from headquarters beyond the radius of twenty kilometers.
2. A Government employee who avails even a short casual leave or restricted holiday while on tour is not entitled to draw daily allowance for that day.
3. Daily allowance shall not be admissible for Sunday or gazetted holiday(s) if the Government employee is not actually at tour station.
4. Tour and Daily allowance shall be restricted to ten days in a month unless it is extended in public interest by the competent authority.

Note.— *Head of Department and Administrative Secretary concerned are competent authority to allow daily allowance to a Government employee upto fifteen days and beyond fifteen days in a month, respectively, provided the tour is administratively justified.*

5. Except as otherwise provided in these rules, after a continuous halt of ten days duration at a particular station, the halting place shall be regarded as the Government employee's temporary headquarters for the purpose of daily allowance.
6. If on any day two separate journeys are performed, one daily allowance shall be admissible in respect of both separate journeys.
7. If a Government employee on tour receives any fee/remuneration in lieu of travelling allowance from any authority or agency, he may opt either to retain the amount or to draw travelling allowance under normal rules subject to deposit the full amount so received in the State Exchequer.

33. Drawl of daily allowance beyond ten days in a month.—

- (1) There shall be no bar to remain on tour beyond ten days in a month and to draw daily allowance for the same in case of—
 - (i) election duty anywhere in India;
 - (ii) compulsory training under the order of appointing authority or Head of Department;
 - (iii) attending of Court(s) in connection with Government cases;
 - (iv) personal staff of Ministers and officers who actually remain on tour with them; and
 - (v) car/jeep Drivers.
- (2) The following may draw daily allowance for more than ten days in a month:-
 - (i) Deputy Commissioners in Haryana may undertake tour upto fifteen days in a month;
 - (ii) Junior Engineers of three wings of Public Works Department including Panchayati Raj Department upto twenty days in a month;
 - (iii) Police personnel posted in Police Stations upto twenty days in a month.

34. Daily allowance with reference to city where night is spent.—

The rate of daily allowance shall be determined with reference to the city where the Government employee while on tour spends the succeeding night(s) of journey. The

Government employee who spends part of a day in one city and part of it in another city, shall be entitled to daily allowance at the rate of city where he spends the night succeeding such day.

Exception.— *In case of night stay at Delhi while on tour near Delhi, e.g. Gurgaon, Faridabad, Sonipat, the officer and the staff accompanying him shall not be entitled to Daily Allowance at Delhi rate. However, in case the night(s) is spent en route while on tour at far flung places, the daily allowance shall be payable at the normal rate of the city where night is spent.*

Note.— *Where the night is spent in train the daily allowance shall be determined with reference to the place of destination.*

35. Rate of daily allowance in case of enforced halt.—

In all cases of enforced halt occurring en-route on tour journey or training necessitated by break down of communication, due to blockade of roads on account of bundh, curfew, floods, rains, heavy snowfalls, landslides or delayed sailing of ships or awaiting for air lift etc., the period of such halt shall be treated, as duty and full daily allowance shall be admissible for the period of enforced halt at the rate admissible for the station in which the enforced halt takes place.

Note.— *The daily allowance under this rule shall not be admissible until it is sanctioned by Head of Department.*

36. Drawl of daily allowance when journey is performed by Government vehicle.—

The Government employee shall be entitled to draw daily allowance for the journey performed by Government vehicle as under:-

Sr. No.	Absence from Headquarters at a distance of more than 20 kms.	Daily Allowance
1	Where absence from Headquarters is for upto 6 hours	No daily allowance
2	Where absence from Headquarters is for more than 6 hours but less than 12 hours.	50% of Daily Allowance
3	Where absence is for 12 hours but less than 24 hours, irrespective of the fact within one or two calendar day(s).	Full daily allowance

Note 1.— *When the journey is performed partly by Government vehicle (i.e. either for going from, or for return to headquarters) and partly by public conveyance, no fare shall be admissible for the distance travelled by Government vehicle but daily allowance shall be regulated treating overall journey by public conveyance.*

Note 2.— *When a Government employee is allowed free transit by aircraft owned or chartered by Government, he is entitled to daily allowance for each day of absence from headquarters.*

Note 3.— *While travelling on duty by Government owned transport, General Managers, Works Managers, Traffic Managers, Chief Inspector, Inspectors and Station Supervisors of Government Transport Services, Haryana, shall be entitled to daily allowance only when they spend the night away from their headquarters.*

37. Drawl of daily allowance when journey is performed by own vehicle or taxi.—

The Government employee who performed journey in his *own vehicle* or taxi shall be entitled to half daily allowance for journey day(s).

38. Daily allowance in case of stay in the rest house.—

In case of night stay in the Public Works Department Rest House, Circuit House, Haryana Bhawan run by Government or any Organization under any Government on non-commercial basis and an employee has to make payment for the stay, the daily allowance shall be reduced to twenty five percent and the lodging charges (exclusive of breakfast/meals) paid by the Government employee to the Government/Public Sector Guest House authority for each calendar day shall be reimbursed.

39. Drawl of daily allowance when treated as a State guest.—

A Government employee who, while on tour, is treated as a State guest within or out of India, the daily allowance shall be admissible at—

- (i) $\frac{1}{4}$ th rate if boarding and lodging is enjoyed free of cost;
- (ii) $\frac{1}{2}$ rate if either boarding or lodging is enjoyed free of cost;

- (iii) $\frac{1}{2}$ rate if boarding and lodging is enjoyed free of cost for half a day; and
 (iv) $\frac{3}{4}$ th rate if either boarding or lodging is enjoyed free of cost for half a day;

Note.— *Either casual lunch or dinner or tea availed by a Government employee at the expenses of Government or an Organization it shall be ignored for the purpose of daily allowance.*

40. Reimbursement of hotel charges outside Haryana and Chandigarh.—

- (1) Where a Government employee has to stay in accommodation run on commercial line while on tour outside Haryana and Chandigarh, the actual hotel/tourist bungalow expenses shall be reimbursable upto the following limits :-

Grade	Entitlement of Reimbursement of Hotel Charges/ Commercial Guest Houses accommodation
Grade I	Upto Rs. 5,000/- per day plus half daily allowance.
Grade II	Upto Rs. 4,000/- per day plus half daily allowance.
Grade III	Upto Rs. 3,000/- per day plus half daily allowance.
Grade IV	Upto Rs. 1,500/- per day plus half daily allowance.
Grade V	Upto Rs. 500/- per day plus half daily allowance.

- (2) Reimbursement of Hotel or Commercial Guest House Charges shall be admissible subject to following conditions:-
1. The journey on tour involves overnight stay at destination(s).
 2. The Government employees covered under Grade I, II and III of these rules shall certify the non-availability of accommodation in Haryana Bhawan or any other Rest House/Guest House maintained by the department of Government employee who is on tour out of Haryana/ Chandigarh.
 3. In any case, if the boarding charges (i.e. charges of breakfast, lunch and/or dinner) of a day(s) have been included in the bill of hotel charges, no daily allowance shall be admissible for that day.

4. No hotel charges shall be reimbursed for stay while on tour within the Haryana and Chandigarh.

Chapter - VI

Travelling Allowance to appear before Court/Inquiry

41. Travelling allowance to appear before Police/Vigilance/CBI or Court.—

- (1) If a Government employee, under suspension or otherwise, performs journey to attend Police, Vigilance, Central Bureau of Investigation, any Commission or Agency constituted by Government in connection with a case in which he is suspected to be involved, may be allowed travelling allowance for the journey as on tour provided the same was performed under the directions or with the approval of the Head of office.
- (2) Where a Government employee under suspension undertakes a journey for appearing in a court of law as an accused and is later on acquitted by the court and reinstated in service or would have been reinstated but for death or his having attained the age of retirement on superannuation or being allowed to retire voluntarily, he or eligible family member shall be entitled to travelling allowance as for a journey on tour limited to his entitlement on the grade to which he belonged before suspension.

42. Travelling allowance to appear before Inquiry Officer.—

If a Government employee (not placed under suspension) against whom departmental proceedings have been instituted and is required to proceed from one station to another to appear before the officer conducting the enquiry, he may be allowed travelling allowance as on tour subject to production of certificate as specified below from the Inquiry Officer.

Certificate

This is to certify that Shri _____ (Name, Designation of charged person) appeared before me on _____ at _____ (place) in the departmental inquiry pending against him and was discharged on _____ at _____(time).

Nothing has been paid to him on account of his travelling and other expenses.

Place : _____

Signature

Date : _____

Designation of Inquiry Officer

43. Travelling allowance for a journey for perusal of record.—

Travelling allowance for a journey as on tour including halts (maximum for 3 days in all) shall be allowed to a Government employee, under suspension or not, for the journeys undertaken to stations for the purposes of perusal of record or documents for preparation of his defence. The grant of travelling allowance is subject to the conditions that—

- (i) the punishing authority or inquiry officer, as the case may be, permits that the records to be consulted are relevant and essential for defence;
- (ii) the competent authority certifies that the records could not be made available at the headquarters of the concerned Government employee;
- (iii) the journey is performed with the approval of the Head of office.

44. Travelling allowance for journey to give evidence.—

(1) Except as otherwise provided in these rules, a Government employee who is summoned to give evidence in a—

- (a) criminal or civil case to which Government is a party; or
- (b) departmental inquiry held by a properly constituted authority;

facts of which have come to his knowledge in the discharge of his duties, shall draw travelling allowance as for a journey on tour provided—

- (a) the certificate of attendance given by the court or other authority which summoned him shall be attached with the claim;
- (b) amount, if any, received from the court or authority for the travelling and/or compensation must be credited to Government.

(2) A Government employee shall also be entitled to travelling allowance in cases where—

- (i) he is compelled to answer criminal or civil cases brought against him in respect of acts done by him in the discharge of his official duty; and
- (ii) Government has decided to undertake his defence at the public cost.

Note 1.— *A Government employee who has to perform journey under this rule during leave or vacation from a place other than his headquarters, is entitled to travelling allowance as on tour from and to the place from where he is summoned as if he was on duty.*

Note 2.— *The provision of this rule shall also apply to the retired Government employees.*

- (3) A Government employee, who is summoned by the Court or any other properly constituted authority in the circumstances mentioned in other than clauses (1) and (2) above, shall not be entitled to any travelling allowance from the Department. If the Court pays him any sum as compensation, in lieu of *travelling allowance*, the same may be accepted by him. The period of absence shall be treated as casual leave or leave of the kind due.

45. Travelling allowance for journey in connection with affairs of other Government.—

- (1) The payment of Travelling Allowance of Government employee, who is required to perform journey in connection with affairs of other Government including summons by the Criminal Courts to give evidence regarding facts of which he has official knowledge, shall be made by the Department/ Government where he is serving at that time, provided—
- (a) the payment, if any, received by him from that Government or Court, shall be adjusted in the claim; and
- (b) a certificate of attendance shall be produced by him from the concerned Department or Court, as the case may be.

Note.— *In order to enable the Department/Court to assess the amount admissible to him, the Government employee shall carry a certificate duly signed by the Controlling Officer showing the rates of travelling and daily allowance admissible to him for a journey on tour. If a Government employee is his own Controlling Officer, the certificate shall be signed by him as such.*

- (2) When a Government employee is summoned to give evidence as a technical or expert witness, the pay of the Government employee concerned for the period of his absence from his headquarters and travelling allowance and other expenses due to him shall first be borne by the Government under whom he is serving and subsequently shall be recovered from the requisitioning Government.

46. Travelling allowance for journey to give evidence while on foreign service.—

A Government employee while on foreign service summoned by Court to give evidence in a case pertaining to his previous assignment in his parent department in

which Government is a party, his travelling allowance/daily allowance shall be paid by the foreign employer and the same shall be reimbursed from the parent Department. Any amount received from the Court shall be credited by such employee to the funds of foreign employer and corresponding reduction shall be made in the claims for reimbursement.

47. Travelling allowance in case of institution of judicial proceedings by private party.—

When judicial proceedings are instituted by a private party against a Government employee in respect of matters connected with his official duties or position and the Government themselves undertakes the defence of Government employee with his consent, the travelling allowance as for a journey to appear before Court shall be paid to him at the rate admissible on tour provided the travelling expenses are not decreed by the Court of Law as payable by the plaintiff.

48. Travelling allowance to a retired Government employee.—

(1) for perusal of Documents—

A retired Government employee shall be entitled to travelling allowance as on tour, including daily allowance for halts (restricted to daily allowance of maximum three days) for undertaking journeys to outstations for perusal of official documents in preparation of his defence against the disciplinary proceedings instituted against him. The travelling allowance claim in such cases shall be allowed as per entitlement prior to his retirement. The grant of travelling allowance shall be subject to the condition that the Inquiry Officer/Punishing Authority certifies that the official records to be consulted are relevant or essential for the preparation of the defence statement.

(2) for attending Departmental Enquiry—

A retired Government employee required to attend departmental enquiry instituted against him shall be entitled to travelling allowance as on tour for the journey in connection with the enquiry from the place of his residence after his retirement to the place of enquiry and back, provided it is certified by the Inquiry Officer that the enquiry had not been prolonged due to the reasons attributable to the behaviour of the retired Government employee. The travelling allowance claim in such cases shall be allowed as per entitlement prior to his retirement. No advance of travelling allowance shall be paid in connection with such journeys.

(3) for attending Court in case of Judicial Proceedings—

A retired Government employee, against whom judicial proceedings are instituted by the Government after retirement and has to attend such cases in court of law from outstation, shall be allowed travelling allowance on tour and daily allowance for the journey performed by him from the place of his residence to the place of judicial proceedings, provided he is honourably acquitted by the court.

Note.— *The travelling allowance to a retired Government employee shall be paid by his Department subject to the production of a certificate from the summoning court that the retired Government employee has been paid nothing.*

(4) when compelled to answer Criminal or Civil cases—

A retired Government employee shall also be entitled to travelling allowance in cases where he is compelled to answer criminal or civil cases brought against him in respect of acts done by him before his retirement in the discharge of his official duty provided the Head of Department concerned, with the case has decided to undertake his defence at the public cost.

Chapter - VII

Travelling Allowance for Departmental Examination or Training

49. Travelling allowance to appear for an examination.—

- (1) A Government employee shall be entitled to draw travelling allowance including daily allowance for halt at tour rates for the journey to and from the place at which he appears for an obligatory departmental examination or any other in-service examination arranged by the Government except for appointment to a direct post:

Provided that—

- (a) travelling allowance shall not be drawn more than twice for any particular examination; and
- (b) the Head of Office is the competent authority to disallow travelling allowance under this rule to any candidate who, in his opinion,—
- (i) has culpably neglected the duty of preparing himself for an obligatory examination;
- (ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.
- (2) This provision shall also be applicable to the Government employee who while on leave is allowed by the competent authority to appear for examination. The travelling allowance admissible in such cases shall be that as admissible from his previous headquarter (where he was last on duty) to the place of examination or from the place where he is spending his leave to the place of examination, whichever is nearer.

Note.— *Departmental examination includes type test or any other test/ examination compulsory for satisfactory completion of probation period, to get normal increment or promotion to higher post.*

50. Cancellation of departmental examination at the last moment.—

If a Government employee actually performs journey to the place of examination but does not appear in the examination because of its cancellation at the last moment i.e. if intimation regarding the cancellation has not been made by newspaper or otherwise before the commencement of journey, shall be entitled to travelling allowance.

51. Travelling allowance while on training within India.—

When a Government employee is directed to undergo a course of training, he shall be entitled to—

- (a) travelling allowance for to and the return journey from the place of training, including the journey essential for such training, if any, performed during the course of training; and
- (b) daily allowance for the days of halt as under:-

(i)	Where there is no institutional arrangements for boarding and lodging.	Full daily allowance upto first sixty days
(ii)	If arrangements exists on payment basis for either boarding or lodging only.	Full daily allowance or half daily allowance plus actual boarding or lodging charges, whichever is more.
(iii)	If arrangements exists on payment basis for both boarding and lodging.	Full daily allowance or 1/4 th daily allowance plus actual boarding and lodging charges in the institution, whichever is more.
(iv)	If arrangements exists free of cost for either boarding or lodging only	1/2 daily allowance
(v)	If arrangements exists free of cost both for boarding and lodging.	1/4 th daily allowance

- (c) The above admissibility of daily allowance shall be reduced to half after sixty days of training.
- (d) For the days of journey, the daily allowance shall be admissible at tour rates.
- (e) If arrangement of boarding and/or lodging are made available free of cost but the same are not availed by the trainee, he shall be deemed to have availed such arrangements for the purpose of this rule.
- (f) No hotel charges shall be admissible in case of training within or out of Haryana.

52. Where training centre/Institution is fixed as temporary headquarters.—

The travelling allowance shall be regulated as per provisions of rule 57 infra if the station where the training Centre/Institution is situated is fixed as temporary headquarters of a Government employee deputed for training.

Chapter - VIII

Transfer Travelling Allowance

53. Entitlement of composite transfer grant.—

A Government employee on *transfer in public interest* shall be entitled to *composite transfer grant* as per rate prescribed in these rules in lieu of transfer travelling allowance, loading and unloading allowance, daily allowance, actual cost of travelling, road mileage allowance, local mileage allowance for self and family member(s) for journey day(s) provided—

- (i) the transfer in public interest involves change of residence; and
- (ii) it is certified by the Government employee within a period of six months that he has shifted his residence to his new headquarters.

No payment of composite transfer grant shall be made by the Head of Office and Treasury Officer until it is clarified by the competent authority in the transfer order that transfer is in *public interest* or on administrative grounds.

Note 1.— *It may be allowed on transfer even at the same station provided such transfer involves obligatory change of residence in any rules.*

Note 2.— *Where both husband and wife are serving in a Department and/or Organization under Haryana Government while working at the same station are transferred within a period of six months of the transfer of his/her spouse to one and the same new station, the transfer travelling allowance shall be admissible to either of them and also subject to the following certificate :-*

1. *"Certified that my wife/husband who is employed in Department/Organization _____ under Haryana Government will not claim Transfer Travelling Allowance if she/he is transferred from _____ to _____ within six months of my transfer; and*
2. *"Certified that my wife/husband who is employed in Department/Organization _____ under Haryana Government has not claimed Transfer Travelling Allowance on her/his transfer from _____ to _____ during the preceding six months of my transfer."*

Explanation.— *Posting/transfer of spouse at a place within the radius of 20 kms. shall be treated as same station for the purpose of this rule.*

54. Rate of composite transfer grant.—

The rate of *Composite transfer grant* admissible on transfer from one station to another in public interest shall be as under provided it involves change of residence :

Rate(s) of composite transfer grant							
Grading	Upto 20 kms.	21 to 100 kms.	101 to 200 kms.	201 to 300 kms.	301 to 500 kms.	501 to 1000 kms.	Above 1000 kms.
I&II	8000	16000	24000	32000	40000	40000+	48000+
III	6000	12000	18000	24000	30000	30000+	36000+
IV	4000	8000	12000	16000	20000	20000+	24000+
V	2000	4000	6000	8000	10000	10000+	12000+

Note 1.— In case of journey beyond 500 kilometers, the composite transfer grant shall be in addition to actual travelling expenses of family members limited to entitlement or road mileage allowance, as the case may be.

Note 2.— The above rate of composite transfer grant shall automatically stand increased @ 5% from 1st April every year after notification of these rules.

Note 3.— In case of transfer at a distance of more than 500 kms. journey may be performed by a Government employee and his family member(s) by public conveyance in the entitled class of accommodation or by own vehicle subject to entitlement.

Note 4.— Composite transfer grant shall be admissible in case of transfer in public interest irrespective of the fact the Government employee is transferred while on leave or on return from leave.

Note 5.— The rate in existence at the time of journey shall be applicable.

55. Transfer travelling allowance/Composite Transfer Grant on change of headquarters while under suspension.—

A Government employee under suspension, whose headquarters are changed in public interest, shall be entitled to transfer travelling allowance/*composite transfer grant* but nothing shall be admissible if the headquarters are changed at his request.

56. Time limit for journey on transfer at a distance above 500 kms.—

In case of transfer above 500 kilometers, the family members, who proceed within

six months after or one month before the date of relieving, shall be entitled to actual rail/air fare as per entitlement.

Note 1.— *No travelling allowance shall be admissible in respect of a member added to the family after the date of transfer.*

Note 2.— *If a family member(s) travels to the new station from a place other than the Government employee's old station, the Government employee may draw the actual cost of travelling for the journey made by such member(s) by rail/air, as the case may be: provided that their sum shall not exceed the amount of actual fare that would have been admissible, had such member(s) proceeded from the employee's old station to new station.*

57. Travelling allowance on temporary Transfer.—

On *temporary transfer*, in public interest, from one station to another at a distance beyond twenty kilometers, his travelling allowance shall be regulated as under :-

- (1) the travelling allowance and daily allowance for journey days as admissible on tour under these rules;
- (2) daily allowance at the rate of twenty five percent of his entitlement for the halting days not exceeding one hundred eighty days at the temporary headquarters or deputation station;
- (3) if a Government employee performs journeys on tour in public interest from the temporary headquarters to some other stations other than his headquarters, the daily allowance shall be regulated under normal rules;
- (4) when the *temporary transfer* is extended in public interest beyond one hundred eighty days, then it shall be treated as regular transfer for the purpose of these rules. In such case, the transfer travelling allowance shall be admissible from the old station to new one;
- (5) where a Government employee, on *temporary transfer*, is transferred, in public interest, to another station (other than his old headquarters) before the expiry of one hundred eighty days, the transfer travelling allowance (*Composite Transfer Grant*) shall be admissible from the old station to the new station.

Note.— *No Travelling Allowance and/or Daily Allowance shall be admissible if a Government employee is temporary transferred for his convenience.*

58. Travelling allowance in case of additional charge.—

A Government employee who is given additional charge of a post at another station situated at the distance of more than twenty kilometers, shall be entitled to travelling allowance and daily allowance as admissible while on tour.

59. Travelling allowance on taking and handing over charge.—

A Government employee transferred from one post to another, if permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters, shall be entitled to travelling allowance including daily allowance of that place.

60. Transfer to another station while in transit.—

On transfer from one station to another while in transit (before joining new station), the transfer travelling allowance shall be admissible of the new station from the old station from where he has already been relieved.

61. Travelling allowance in case of transfer while on leave.—

A Government employee, who goes on leave, after he had made over charge of his old post, is transferred to new station shall be entitled to travelling allowance from his old headquarters to his new station whether the order of transfer is received before or after the expiry of leave.

62. Transfer travelling allowance on subsequent appointment.—

A permanent Government employee on his *subsequent appointment* from one station to another in any Department of Haryana Government by direct recruitment or otherwise shall be entitled to transfer travelling allowance (*Composite Transfer Grant*) on joining the *subsequent appointment* provided he submitted his application through proper channel.

Note.— *This benefit shall not be admissible to a Government employee either permanent or temporary of other Government on his subsequent appointment in any Department of Haryana Government.*

63. Travelling allowance on transfer to foreign service or on deputation to another Government/Department.—

(1) On transfer to *foreign service* in an *Organization* under any Government or reverting therefrom in public interest, the transfer Travelling Allowance of both ways shall be regulated as per provisions contained in these rules or the rules of foreign employer, which are more beneficial for the concerned Government employee. The entire liability shall be borne by the foreign employer.

(2) In case of transfer on deputation to a Department under any Government or reversion therefrom, the *transfer travelling allowance* shall be regulated under the rules of, and the entire liability shall also be borne by, the department/ Government, to which the Government employee is proceeding.

Chapter - IX

Travelling Allowance for Medical Advice/ Treatment

64. Travelling allowance for medical treatment.—

- (1) Government employee or his family member(s) dependent on him shall be entitled to *actual travelling expenses* (excluding daily allowance) for the journey within India by entitled mode of journey, except by air, for obtaining appropriate medical treatment. If the journey is performed by any mode or class of accommodation higher than that of entitlement the actual travelling expenses shall be admissible to the extent otherwise admissible under these rules.
- (2) If journey is performed by own vehicle for medical treatment, the road mileage allowance shall be admissible, subject to approval of the competent authority.
- (3) Journey by Air for medical treatment is not admissible at Government expense except when it is certified by the nearest Civil Surgeon or any other higher Authority of a Hospital of any Government, that journey by any mode, other than by air, would have definitely endangered the life of the patient or involved a risk of serious aggravation of his condition.

Note 1.— *The Administrative Department shall be competent to give ex-post-facto approval for journey by air.*

Note 2.— *The facility of travelling allowance under this rule shall not be admissible for follow up treatment or outdoor treatment.*

Note 3.— *The provisions of this rule shall also apply mutatis mutandis to a retired Government employee. In case of a retiree already living in other State/ Union Territory, shall also be entitled to travelling allowance in such like cases recommended by the Medical Officers of Government Medical Hospitals.*

65. Commencement and termination of journey for medical treatment.—

The journey for the purpose of medical treatment shall be deemed to have commenced from the place from which the patient actually travels to the place of treatment and the return journey to have ended at the place from which the patient proceeded for obtaining treatment or at the residence of the Government employee concerned, whichever is nearer.

66. Travelling allowance to appear before Medical Board.—

A Government employee, who is directed to appear before the Medical Board for medical examination for the purpose of grant of leave on medical certificate or otherwise in public interest, shall be entitled to travelling allowance including daily allowance as admissible on tour.

Note.— *No travelling allowance is admissible for a journey undertaken to procure a certificate of fitness required on first appointment to Government service.*

67. Travelling allowance for attendant.—

If the Medical Officer of Government, whose duty is to attend the Government employee/family member, is of the opinion that it is unsafe for the patient to travel unattended to obtain further medical advice or treatment within or out of the State, an attendant may accompany the patient, and if the attendant is—

- (a) a Government employee, he/she shall be deemed to have been travelling on duty, and may draw travelling allowance for the outward and return journey as a journey on tour; and
- (b) not a Government employee may draw actual expenses for the outward and return journey.

68. Travelling allowance to Medical Officer deputed for consultation.—

In case of a Government employee, who is seriously ill and the local medical officer in attendance is of opinion that a consultation with another Medical Officer is necessary, it is open to him to move to the Director General of Health Services to depute another medical officer for the purpose of consultation, and for the officer so deputed, the Government shall bear his traveling expenses. In selecting an officer, the Director General of Health Services shall pay due regard alike to considerations of propinquity and to the interests of the patient.

Chapter - X**Travelling Allowance on Retirement or Death while in service****69. Transfer travelling allowance/Composite transfer grant on retirement.—**

Except as otherwise provided in these rules, a Government employee on retirement shall be granted a concession of *composite transfer grant* (transfer travelling allowance) on the scale and the conditions set out under these rules to enable him to proceed from the last station of his duty to the place of settlement or home town whichever is nearer.

70. Conditions to avail the concession of transfer travelling allowance on retirement.—

- (1) The concession of transfer travelling allowance (*Composite Transfer Grant*) may be drawn by a Government employee within one year after the date of—
 - (a) his retirement or *retrenchment*; or
 - (b) expiry of the period of his re-employment, if re-employed after retirement.
- (2) The family members of the Government employee may proceed during a period before one month or within six months after retirement in case of settlement at a station beyond 500 kms. from the place of last posting,
- (3) A certificate is required to be submitted by the retiree that he has actually shifted his house-hold at the place for which claim is being submitted.

Note 1.— *It shall be admissible only once.*

Note 2.— *It shall not be admissible to Government employee who quits service by resignation, removal or dismissal from service.*

Note 3.— *If both husband and wife are in service in any Department/Organization under any Government at the same station it shall be admissible to one of them on the undertaking of both that spouse shall not claim on retirement.*

Note 4.— *It shall be admissible irrespective of the fact that Leave Travel Concession of Home Town has been availed by the retiree during the last year before his retirement.*

71. Procedure for drawl of transfer travelling allowance on retirement.—

The claim of *transfer travelling allowance* admissible under these rules, submitted by the retiree shall be countersigned by the Controlling Officer after satisfying himself that the claimant and members of his family have actually shifted to the station of settlement.

72. Transportation charges of vehicle on retirement.—

The Government employee entitled to journey by own car, on his retirement, shall be allowed to draw, in addition to transfer travelling allowance/*Composite transfer grant*, the transportation charges of only one car or jeep owned by him or spouse, in case of settlement out of Haryana beyond a distance of five hundred kilometers from his last headquarters. The provision for transportation of vehicle shall be as under:-

- (i) Wherever a Motor Car/Jeep is transported by the Government employee by railway or truck on his retirement, the actual expenditure incurred on such transportation as per railway receipt or at the rates approved by the Registered Truck Union shall be admissible;
- (ii) The Government employee and his family members travelling in own vehicle, when transported under self propulsion, road mileage allowance @ Rs. 8/- per kilometer, in lieu of transportation charges, shall be admissible. No additional road mileage allowance/fare charges for the journey shall be admissible for family members.

Note.— *No separate charges shall be allowed for transporting a two-wheeler vehicle and it shall form a part of the household effects.*

73. Settlement at the last station or within twenty kilometers.—

A Government employee retired from service, on whatsoever reason, shall be entitled to the concession of transfer travelling allowance (*Composite Transfer Grant*) as mentioned below, if he wishes to settle down at the last station of duty or at any other station within a distance of twenty kilometers. Provided it is certified by the retiree that he has actually changed his residence :-

Grading	Rate of Composite Transfer Grant
I and II	8000
III	6000
IV	4000
V	2000

74. Transfer travelling allowance to the family of deceased or disappeared Government employee.—

The family of a deceased or disappeared Government employee shall be entitled to transfer travelling allowance (*Composite Transfer Grant*), by the shortest route from the last headquarters to the *home town*, provided the journey is completed within one year from the date of death or date of report given by the police regarding untraceable disappeared Government employee, as the case may be.

75. Grading of the family of a deceased or disappeared Government employee.—

Travelling allowance of the family of a deceased or disappeared Government employee shall be regulated by the basic pay drawn by him before his death or disappearance while in service, as the case may be.

Chapter - XI**Travelling Allowance in case of tour out of India****76. Grant of travelling allowance in case of tour out of India.—**

- (1) The rates of daily allowance for Journeys on tour out of India shall be as per the admissible rates at Annexure 'X' of this chapter. The admissibility of daily allowance on tour out of India shall be as follows :-

(a)	Grade-I and II	100% of the rate prescribed in the Annexure.
(b)	Grade-III	75% of the prescribed rates.
(c)	Grade-IV and V	33% of the prescribed rates.

- (2) The rates of daily allowance are the same throughout a country and does not include any cost of local/official journeys. The actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority shall be reimbursed to the officer subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.
- (3) No monetary ceilings have been prescribed for hotel rentals but instead a panel of hotels has been drawn for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel room rentals (including services charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the hotel charges include breakfast charges, the daily allowance shall be reduced by ten percent.
- (4) Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted daily allowance at the rate prescribed for his grade.
- (5) Where an officer is treated as State Guest or has been provided both accommodation and meals free, twenty five percent of the daily allowance shall be accessible.

- (6) No reimbursement on account of tips, in addition to daily allowance shall be admissible.

Annexure 'X'

Sr. No.	Name of the Country	Daily Allowance (US.\$)
1	2	3
1	Afghanistan	56.25
2	Albania	56.25
3	Algeria	56.25
4	American Samoa	45.00
5	Angola	56.25
6	Anguilla	56.25
7	Antigua and Barbuda	56.25
8	Argentina	56.25
9	Armenia	56.25
10	Aruba	56.25
11	Australia	75.00
12	Austria	75.00
13	Azerbaijan	56.25
14	Bahamas, The	56.25
15	Bahrain	56.25
16	Bangladesh	45.00
17	Barbados	56.25
18	Belarus	56.25
19	Belgium	75.00
20	Belize	45.00
21	Benin	45.00
22	Bermuda	56.25
23	Bhutan	45.00
24	Bolivia	56.25
25	Bosnia and Herzegovina	56.25
26	Botswana	56.25
27	Brazil	56.25

28	British Virgin Islands	45.00
29	Brunei	75.00
30	Bulgaria	56.25
31	Burkina Faso	45.00
32	Burundi	45.00
33	Cameroon	45.00
34	Canada	75.00
35	Cape Verde	45.00
36	Cayman Islands	45.00
37	Central African Republic	45.00
38	Chad	45.00
39	Chile	56.25
40	China	75.00
41	Colombia	56.25
42	Comoros	45.00
43	Congo, Democratic Republic of the	45.00
44	Cook Islands	45.00
45	Costa Rica	56.25
46	Croatia	56.25
47	Cuba	56.25
48	Cyprus	75.00
49	Czech Republic	56.25
50	Denmark	75.00
51	Djibouti	45.00
52	Dominica	56.25
53	Dominican Republic	56.25
54	Equator	56.25
55	Egypt	56.25
56	El Salvador	56.25
57	Equatorial Guinea	56.25
58	Estonia	56.25
59	Ethiopia	45.00
60	Fiji	45.00

61	Finland	75.00
62	France	75.00
63	French Guiana	45.00
64	Gabon	45.00
65	Gambia	45.00
66	Gaza (PNA)	56.25
67	Georgia	56.25
68	Ghana	45.00
69	Germany	75.00
70	Gibraltar	75.00
71	Greece	75.00
72	Grenada	56.25
73	Guadeloupe	56.25
74	Guam	45.00
75	Guatemala	56.25
76	Guinea Island	45.00
77	Guinea	45.00
78	Guyana	56.25
79	Haiti	56.25
80	Holy See (Vatican City)	75.00
81	Honduras	56.25
82	Hong Kong	75.00
83	Hungary	56.25
84	Iceland	75.00
85	Indonesia	56.25
86	Iran	56.25
87	Iraq	56.25
88	Ireland	75.00
89	Israel	56.25
90	Italy	75.00
91	Ivory Coast	45.00
92	Jan Mayan	
93	Japan	45.00

94	Jordan	45.00
95	Kampuchean (Cambodia)	56.25
96	Kazakhstan	56.25
97	Kenya	45.00
98	Kiribati	45.00
99	Korea, North	45.00
100	Korea, South	75.00
101	Kuwait	56.25
102	Kyrgyzstan	56.25
103	Laos	45.00
104	Latvia	56.25
105	Lebanon	45.00
106	Lesotho	45.00
107	Liberia	45.00
108	Libya	45.00
109	Liechtenstein	75.00
110	Lithuania	75.00
111	Luxembourg	75.00
112	Macau	45.00
113	Macedonia	56.25
114	Madagascar	45.00
115	Malawi	45.00
116	Malaysia	56.25
117	Maldives	45.00
118	Mali	45.00
119	Malta	75.00
120	Martinique	56.25
121	Mauritania	45.00
122	Mauritius	45.00
123	Mexico	56.25
124	Micronesia, Federated States of	75.00
125	Moldova	56.25
126	Monaco	45.00

127	Mongolia	45.00
128	Montserrat	56.25
129	Morocco	45.00
130	Mozambique	45.00
131	Namibia	56.25
132	Nauru	45.00
133	Nepal	45.00
134	Netherlands	75.00
135	Netherlands Antilles	56.25
136	New Caledonia	45.00
137	New Zealand	75.00
138	Nicaragua	56.25
139	Niger	45.00
140	Nigeria	45.00
141	Niue	45.00
142	Norway	75.00
143	Oman	56.25
144	Pakistan	45.00
145	Panama	56.25
146	Papua New Guinea	75.00
147	Paucity Islands (Trust territory)	56.25
148	Paraguay	56.25
149	Peru	56.25
150	Philippines	56.25
151	Principality of Liechtenstein (Vaduz)	75.00
152	Poland	56.25
153	Portugal	75.00
154	Puerto Rico	56.25
155	Qatar	56.25
156	Republic of Palau	56.25
157	Republic of San Marino	75.00
158	Republic of Slovenia	75.00
159	Reunion	45.00

160	Romania	75.00
161	Russian Federation	56.25
162	Rwanda	45.00
163	Saint Kitts and Nevis	45.00
164	Saint Lucia	45.00
165	Saint Vincent and the Grenadines	45.00
166	Samoa	45.00
167	Sao Tome and Principe	45.00
168	Saudi Arabia	56.25
169	Senegal	45.00
170	Seychelles	56.35
171	Sierra Leone	45.00
172	Singapore	56.25
173	Solomon Islands	45.00
174	Somalia	45.00
175	South Africa	56.25
176	Spain	75.00
177	Sri Lanka	45.00
178	Sudan	45.00
179	Suriname	56.25
180	Swaziland	45.00
181	Sweden	75.00
182	Slovakia Republic	56.25
183	Switzerland	75.00
184	Syria	56.25
185	Tajikistan	56.25
186	Tanzania	45.00
187	Thailand	56.25
188	Togo	45.00
189	Tonga	45.00
190	Trinidad and Tobago	56.25
191	Tunisia	45.00
192	Turkey	75.00

193	Turkmenistan	56.25
194	Turks and Caicos Islands	56.25
195	Turks and Caicos Islands	56.25
196	Tuvalu	45.00
197	Uganda	45.00
198	United Arab Emirates	56.25
199	United Kingdom	75.00
200	United States	75.00
201	Uruguay	56.25
202	US Virgin Islands	45.00
203	Uzbekistan	56.25
204	Vanuatu	56.25
205	Venezuela	56.25
206	Vietnam	45.00
207	Wallis and Futuna	45.00
208	Yugoslavia	56.25
209	Yemen	45.00
210	Wallis Future Islands	45.00
211	Zaire	45.00
212	Zamora	45.00
213	Zimbabwe	56.25

Chapter - XII

Control over Travelling Allowance

77. Submission of Claim once in a month.—

- (1) The Government employee shall submit his travelling allowance claim, in the prescribed form appended to these rules, only once in a month for various journeys performed during the preceding month and no supplementary claim in this regard shall be entertained.
- (2) The copy, in original, of tour programme approved by the competent authority shall invariably be attached with the claim.

78. Declaration by the Government employee.—

The Government employee while submitting his travelling allowance claim admissible under these rules shall make a declaration in his own hand on the travelling allowance bill as under:-

I, _____ (name) _____
(designation) do hereby certify that I have actually performed the journeys as claimed in the travelling bill and the claim is prepared strictly as per provisions in the Haryana Civil Services (Travelling Allowance) Rules, 2016. I do understand that in case it is found that the claim or part thereof is based on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services (Punishment and Appeal) Rules, 2016.

Date : _____ (Signature of the employee)

79. Time limit to prefer the claim.—

- (a) The right of a Government employee to travelling allowance, including daily allowance, shall be forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it became due, i.e. within one year from the date of completion of journey to which the claim relates.
- (b) When the claim of travelling allowance is submitted by the Government employee within the prescribed period of one year it shall not be time barred irrespective of the fact it remains in abeyance for a period exceeding one year.

- (c) If a retired Government employee becomes eligible for reimbursement of travelling allowance under rule 48 (3) of these rules, the period of one year will be reckoned from the date of pronouncement of judgement to the date of submission of claim.

80. Restriction on tour.—

Head of Office or any other higher authority may impose such restrictions, as it may think fit, upon the frequency and duration of journeys to be made on tour by any Government employee or class of Government employees.

81. Controlling Officer and his duties.—

- (1) The Administrative Department shall be competent to declare any particular gazetted Government employee under its control to be the *Controlling Officer* for the purposes of these rules. The officers of the rank of Special Secretary to Government Haryana and above as well as Heads of Department shall be their own Controlling Officers for the purpose of these rules.
- (2) It shall be the duty of every *Controlling Officer*, before signing or countersigning a travelling allowance bill:-
- (a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or any halt, if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;
 - (b) to scrutinize carefully the distances entered in travelling allowance bills and to satisfy himself, by maintaining proper check register (see *proforma below*) of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
 - (c) to satisfy himself that fare for journey by railway/steamer/ air/ bus has been claimed at the rate applicable to the class of accommodation actually used and concessional return tickets for the journey(s) charged for in the bill were purchased wherever and whenever possible;

- (d) to exercise care that there is no evasion or breach of the fundamental principle of travelling allowance viz., that the allowance is not to be a source of profit;
- (e) to observe any supplementary rules or order which a competent authority may make for his guidance;
- (f) to satisfy himself that the Government employee actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available;
- (g) to satisfy himself that, where the actual cost of transporting personal effects is claimed under these rules, the scale on which such effects were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfill that condition. In respect of claim for transporting personal effects, he shall also scrutinize the details and satisfy himself that the claim is reasonable.

Proforma for Travelling Allowance check register

[see clause (b)]

Page No _____

Name of the employee _____

Designation _____

Sr. No.	Dairy No.	Date of receipt of Travelling Allowance bill	Date of preparation	Date of journey	Places visited	Purpose of journey	Amount of the bill	Initials of Controlling Officer
1	2	3	4	5	6	7	8	9

Note.— In order to enable the Controlling Officer to discharge his responsibility,

all Government employees shall, when submitting their travelling allowance bills for countersignatures, record a declaration in their own hand on the bill. In spite of this certificate, the Controlling Officers shall still have to exercise control otherwise also.

82. Control over travelling allowance bills.—

No bill for travelling allowance shall be paid unless it is *countersigned* by the *Controlling Officer*, or the officer authorized for the purpose.

Chapter - XIII

Miscellaneous

83. No travelling allowance on first appointment.—

Except as otherwise provided in these rules, no person on his *first appointment* shall be entitled to travelling allowance for the journey performed for medical certificate of fitness to join his service.

84. Actual travelling expenses on re-appointment/re-employment.—

On re-employment of a pensioner or a person already terminated owing to reduction of establishment or the abolition of his post, the appointing authority shall permit him to draw *actual travelling expenses* limited to his entitlement for himself only on the post of re-employment or re-appointment, as the case may be.

85. Travelling allowance for a journey made during leave or while under suspension.—

(1) Journey while under suspension—

Except as otherwise provided in these rules, a Government employee under suspension shall be allowed *the actual travelling expenses* by the competent authority for a journey made during the period of suspension for the purpose of attending a departmental inquiry.

(2) Journey on recalling from leave or vacation—

When a Government employee is compulsorily recalled to duty before the expiry of his leave/vacation and the leave/vacation is thereby curtailed by not less than thirty days, he shall be entitled to draw travelling allowance for the journey from the place at which the order of recall reaches him or, if the return journey involves travelling by air or sea, from the port at which he lands in India, to the station to which he is recalled. If the period by which the leave/vacation is curtailed is less than thirty days, travelling allowance shall be allowed at the discretion of the authority recalling the Government employee.

86. Journey in connection with an Organization under Haryana or any other Government.—

- (1) The travelling allowance of a Government employee who performs journey within or out of India in public interest solely or mainly in connection with any affair of an **Organization** under Haryana or any other Government, to attend

meeting being ex-officio member of the *Organization* or for supervision and control of affairs of the *Organization*, etc. shall be regulated on the rates applicable under these rules but the whole expenditure on travelling allowance including daily allowance shall directly be paid by the concerned *Organization* without the expenditure entering into Government accounts. No travelling allowance in advance will be admissible from the parent department.

- (2) If journeys and halts are mainly in connection with the affairs of the Government and partly for the work of the *Organization* under Haryana or any other Government, the entire expenditure shall be borne by the concerned Department and no amount needs to be recovered from the *Organization*.

Note.— *Where an officer holds dual charge of an Organization and If it is considered necessary for administrative reasons that the Officer shall have his own personal staff with him, the above provision for the purpose of journey performed by the personal staff in connection with any affair of the Organization shall be applicable.*

**FORM OF
TRAVELLING ALLOWANCE BILL/CLAIM**

(See Rule 77)

Bill No. & Date : _____ Voucher No: _____

Establishment of _____ Date: _____

1	Treasury Code:								10	Plan/ Non Plan (P/NP):	
2	D.D.O. Code:								11	Voted/Charged(V/C):	
3	Major Head:										
4	Sub Major Head:										
5	Minor Head:										
6	Sub Head/ Scheme:										
7	Detailed Head										
8	Object Code										
9	Demand/Grant No.										

(Space for Major Head A/C's Stamp)

CERTIFICATES

1. Verified the contents of this bill.
2. Certified that the amount being drawn in this bill is in accordance with the provision in Haryana Civil Services (Travelling Allowance) Rules as amended from time to time.

APPROPRIATION

Appropriation for year _____ to _____	Rs. _____
Deduct Expenditure (including this bill) :	Rs. _____
Balance Available :	Rs. _____
Passed for Rs. _____ (in words) Rs. _____	

(Signature of Controlling Officer) _____ (Signature of DDO) _____

(For use in Treasury Office)

Pay R. _____ (Rupees _____)

(Treasury Clerk) _____ **(AST)** _____ **(Treasury Officer)** _____

(For use in A.G. Office)

Admitted for R. _____

Objected for R. _____

Reasons for objection _____

(Accounts Officer)

TRAVELLING ALLOWANCE CLAIM

TA Claim for the Month/Year		Designation	
Name :		Headquarters	
Basic Pay :		Grade of Government employee (I/II/III/IV/V)	

Departure place & Station	Date & Time	Arrival place & Station	Date & Time	Purpose of Journey	Mode & Class of accommodation & ticket Nos.	Actual cost of travelling for journey performed in public conveyance
1	2	3	4	5	6	7

Local/Road Mileage Allowance if journey performed by own vehicle or Taxi/ Auto rickshaw and Toll Charges, if any.			Hotel Charges, if any, alongwith Receipt No.	Daily Allowance			Total of columns 7+10+11+14	Remarks, if any
Km.	Rate	Amount		No. of days	Rate	Amount		
8	9	10	11	12	13	14	15	16

Total Rs. _____ (in words) (Rupees. _____)

Amount of Advance if already taken	Rs. _____
Treasury Voucher No. & Date	No. _____ Date: _____

(Signature of the Claimant)

Passed for Amount Rs. _____ (in words) (Rupees _____)

Minus Advance already taken of Rs. _____

Net Payable Rs. _____ (in words) (Rupees _____)

(Signature of D.D.O.)

INSTRUCTIONS

1. Copy, in original, of tour programme approved by the competent authority should invariably be attached with the claim.
2. In case of transfer at a distance more than 500 kms, the details of members of the family with age be given.
3. Ticket Nos. should be quoted when journeys are performed by air or by rail, bus, river steamer in any class other than the ordinary class.

Prominent terms defined in Haryana Civil Services Rules

ACP pay scale	Pay	family	Pension	pension	Pension
actual travelling expenses	TA	fee	Gen.	pension contribution	Gen.
additional increment	Pay	feeder post	Gen.	pension disbursing authority	Pension
administrative department	Gen.	final payment	GPF	pension payment order	Pension
administrative secretary	Gen.	first appointment	Gen.	permanent Govt. employee	Gen.
advance	GPF	fixed medical allowance	Gen.	permanent post	Gen.
advance increment	Pay	foreign service	Gen.	personal pay	Pay
age	Gen.	functional pay scale	Pay	premature retirement	Gen.
appointing authority	P&A	fund	GPF	prescribed authority	P&A
appointment on regular basis	Gen.	gazetted Government employee	Gen.	presumptive pay	Pay
basic pay	Pay	Government	Gen.	Principal Accountant General	Gen.
boy service	Pension	Governor	P&A	probationer	Gen.
cadre	Gen.	Government employee	Gen.	proforma promotion	Pay
cadre post	Gen.	Government employee	P&A	pro-rata pension	Pension
casual leave	Leave	GPF Account	GPF	provisional pension	Pension
censure	P&A	half pay leave	Leave	public conveyance	TA
charged person	P&A	Head of Department	Gen.	purely temporary service	Gen.
child	Gen.	Head of Department	GPF	qualifying service	Pay
child adoption leave	Leave	Head of Mission	Leave	qualifying service	Pension
child care leave	Leave	Head of office	Gen.	quarantine Leave	Leave
commission	P&A	headquarters	Gen.	quitting service	Gen.
commutation of pension	Pension	hill compensatory allowance	Allow.	re-employment	Gen.
commuted leave	Leave	holiday	Gen.	removal from service	P&A
compassionate financial assistance	Pen.	home town	Gen.	rent free accommodation	Allow.
compensation pension	Pension	honorarium	Gen.	residual pension	Pension
compensatory allowance	Allow.	hospital leave	Leave	retirement on superannuation	Gen.
competent authority	Gen.	house rent allowance	Allow.	retiring pension	Pension
competent medical authority	Leave/Gen.	increment	Pay	retrenchment	Gen.
completed year of service	Leave	inter-se-seniority	Gen.	road mileage allowance	Allow.
composite transfer grant	TA	invalid pension	Pension	service book	Gen.
compulsory retirement	Gen.	joining time	Gen.	service gratuity	Pension
compulsory retirement	P&A	judicial officer	Gen.	services	Gen.
compulsory waiting period	Gen.	last pay certificate	Gen.	services	P&A
confirmation	Gen.	leave	Leave	shortest route	TA
consolidated fund	Gen.	leave encashment	Leave	special disability leave	Leave
controlling officer	Gen.	leave not due	Leave	special pay	Pay
conveyance allowance	Allow.	leave of the kind due	Gen.	sphere of duty	Gen.
cooling period	Gen.	leave salary	Leave	standard rent	Allow.
current duty charge	Gen.	leave salary contribution	Gen.	statutory body	Gen.
daily allowance	TA	length of service	Leave	strike	Gen.
day	Gen.	licence fee	Allow.	study Leave	Leave
DCRG	Pension	lien	Gen.	subscriber	GPF
DDO	Gen.	life certificate	Pension	subsequent appointment	Gen.
dearness allowance	Allow.	local fund	Gen.	subsistence allowance	Gen.
dearness pay	Pay	local holiday	Gen.	substantive appointment	Gen.
dearness relief	Pension	local mileage allowance	Allow.	substantive pay	Pay
deemed suspension	Gen.	leave preparatory to retirement	Leave	superannuation pension	Pension
dependent	Gen.	market rent	Allow.	supernumerary post	Gen.
deputation	Gen.	master pay scale	Pay	suspension	Gen.
deputation allowance	Gen.	matching contribution	Gen.	temporary Govt. employee	Gen.
deputation out of India	Gen.	maternity leave	Leave	temporary post	Gen.
dies non	Gen.	medical certificate of fitness	Gen.	temporary transfer	Gen.
disciplinary authority	P&A	military pension	Pension	tenure post	Gen.
dismissal	P&A	ministerial employee	Gen.	terminal gratuity	Pension
duty point	TA	month	Gen.	terminal leave	Leave
earned leave	Leave	next below rule	Pay	termination of services	P&A
emoluments	Gen.	nomination	Gen.	tour	TA
emoluments	Allow.	nominee	Gen.	transfer	Gen.
emoluments	Pension	NPA	Allow.	transfer in public interest	Gen.
emoluments	TA	officiating appointment	Gen.	transfer travelling allowance	TA
emoluments	Leave	officiating pay	Gen.	travelling allowance	TA
enhanced family pension	Pension	organization	Gen.	uniform allowance	Allow.
entry level pay	Pay	overseas pay	Gen.	vacation	Leave
ex-cadre post	Gen.	own vehicle	TA	voluntary retirement	Gen.
extension in service	Gen.	pay	Pay	wilful absence	Gen.
extraordinary leave	Leave	pay in the pay scale	Pay	withdrawal	GPF
family	Gen.	pension equivalent to gratuity	Pension	working day	Gen.