

T.A. RULES

WHY YOU SHOULD KNOW TA RULES

- PERSONAL CLAIMS
- DUTIES AS DDO
- REPLY OF AUDIT
- TO EVADE RECOVERIES

OUR SOURCE OF INFORMATION

www.finance.rajasthan.gov.in

www.dop.rajasthan.gov.in

IMPORTANT DEFINATIONS

- Competent Authority: Govt. or any subordinate to which the power is delegated
- Family: Spouse, Children, Parents, Minor brother or sister, Widow daughter or sister. Min. Salary, Married children. T.A. on transfer for employees after 1.6.2002 restricted for two children.
- Pay: Does not include Sp. Pay & NPA
- Public conveyance: Bus, Train but does not include Scooter, Taxi car, tonga

Definations

- MILAGE ALLOWANCE : Cost of a particular journey
- DAILY ALLOWANCE: Cost of boarding & Lodging and incidental charges.
- LOCAL SHORT JOURNEY
- TRAVEL BY OWN VEHICLE

CATEGORY OF EMPLOTEES

S.NO.	CATEGORY	CLASS OF GOVT. SERVANT
1.	CATEGORY A	BASIC PAY 37,000/- & above
2.	CATEGORY B	BASIC PAY 19,000/- to 37,000/-
3.	CATEGORY C	BASIC PAY 15,000/- to 19,000/-
4.	CATEGORY D	BASIC PAY 10,000/- to 15,000/-
5.	CATEGORY E	BASIC PAY below 10,000/-

PRINCIPALS OF CALCULATING MILAGE ALLOWANCE

- Shortest of available routes or by the cheapest of such routes.
The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of travelling. If the route used is cheaper than shortest route , mileage allowance will be calculated as per actual.
- Shortest route by own car or Govt vehicle for Category A officers:
 1. Jaipur and Kota
 2. Jaipur and Bundi
 3. Jaipur and Tonk
 4. Jaipur and Deoli
 5. Ajmer and Kota

PRINCIPALS OF CALCULATING MILAGE ALLOWANCE

- Not required for Vigilance Commissioner
- Partly by road and partly by train
- A journey on transfer is held to begin or end at the actual residence of the Government servant concerned. Any other journey is held to begin or end in any station at the duty point in that station.

T.A. on Tour By rail

Category	Actual Rail fare of class of accommodation
A	Actual Rail fare including reservation charges of any class
B	Actual Rail fare including reservation charges of A.C. Three Tier(May travel in two tier if train does not have AC 3 tier) or AC Chair Car Excluding executive class
C	Actual Rail fare including reservation charges of AC Chair Car Excluding executive class or non A.C. Second Class Sleeper
D	Actual Rail fare including reservation charges of non A.C. Second Class Sleeper
E	Actual Rail fare including reservation charges of non A.C. Second Class Sleeper

Remarks

- Incidental Charges be limited to one D.A
- Except travel by second class Non A.C. , Ticket to be enclosed.
- If accommodation is not available , officers can travel in different class. Lower – actual, Higher- category entitled. Incidental – category entitled.
- Cancellation charges will be paid.
- Gunman accompanying a Minister can travel in same class if desired by the Minister. Incidental – category entitled.

Travel by Road Public Transport

Category	Entitlement
A	Actual fare of Deluxe/ Air-conditioned/Volvo or any upper class bus plus passenger tax or other taxes if any
B	Actual fare of Deluxe/ Air-conditioned/Volvo or any upper class bus plus passenger tax or other taxes if any
C	Actual fare of Ordinary/ Express or mail class bus plus passenger tax or other taxes if any
D	Actual fare of Ordinary/ Express or mail class bus plus passenger tax or other taxes if any
E	Actual fare of Ordinary/ Express or mail class bus plus passenger tax or other taxes if any

To Reach Bus stand, Railway Station or Airport

Category	Place	Rate
All	Jaipur	150
	Jodhpur, Kota, Udaipur, Bikaner & Ajmer	100
	All state Capitals, Delhi, Places connected by Airlines	Actual
	Other Places	60

Journey by Own Vehicle

Category	Mode	Rate
A&B	Motor Car	9.00/K.M.
	Scooter/ Motor cycle/ Moped	3.00/ K.M.
	Other like Auto rikshaw including e rickshaw	6.00/ K.M.
C,D & E	Scooter/ Motor cycle/ Moped	3.00/ K.M.
	Other like Auto rikshaw including e rickshaw	6.00/ K.M.
	Cycle/ Foot	2.00/K.M.

Conditions.....

- If Govt . Vehicle is used for local transport, No mileage allowance
- Local Journey to catch connecting train/ flight/ Bus.
- Air-conditioned/ Deluxe/ Volvo tickets to be enclosed
- Scooter/ motorcycle journey- Max 25 K.M. for Rail Road connected, 50 K.M. in other cases
- Toll tax slip necessary.
- Motor car- Mileage allowance restricted to entitled Rail Mileage allowance
- Vehicle to be in name of Govt. servant.
- Travel by own car- prior approval.

Air Travel- Eligibility

- Officer drawing Basic Pay of 37000/- and more
- Advocate General
- Officers drawing Basic Pay of 27000/- and more- 500 K.M. , overnight journey
- Govt. nominees attending Board meetings where expenses are paid by concernig body.
- ADG, Ats can permit ATS/SOG personal
- Dy. Secraterly/P.S./Gunman accompanying Chief Minister can travel by airif desired by theChief Minister. Minister. Incidental – category entitled.

Mileage allowance

- Actual fare including taxes and surcharge.
- Any bus charges of airlines are not admissible.
- Facilitation/ service charges of agents not admissible
- Service tax & cess admissible

Rates of Daily Allowance

Category	ALL state / U.T. Capitals	All other places
A	800	600
B	700	500
C	600	400
D	550	350
E	350	250

D.A for Boarding and Lodging

Category	ALL State / UT Capitals	All Other Places
A	3000	2000
B	2500	1800
C	2000	1500
D	1500	1000
E	1000	700

Remarks

- Admissible only if an official stays in a Hotel/ Circuit house/ Dak banglow etc. If actual charges are less than ceiling than actual will be paid.
- If actual charges inclusive of meals are less than the ceiling than actual will be paid
- For Delhi NAC of Bikaner house/ Rajasthan House/ Jodhpur house is required except for officers of category A
- Actual Taxi charges are admissible in addition to D.A.
- These rates are inclusive of all type of taxes

Conditions of Admissibility of D.A.

- Absence not exceeding six hours- NIL
- Absence exceeding six hours but not exceeding 12 hours- 50%
- Absence exceeding 12 hours – Full
- For continuous 30 days – HOD
- 30- 60 days – Administrative Department
- 60-180 days - F.D.
- Free boarding & Lodging – $\frac{1}{4}$ th D.A.
- If more than one place is visited in a journey D.A. of the highest rate admissible at any one place.
- Leave reserve staff not entitled to D.A. if sent to take charge of another Govt Servant proceeding on leave.

APPENDIX

Rule 17(1)

Travelling Allowance admissible to Government servants on Transfer

Category of Government servants	Mileage Allowance by rail		Mileage Allowance by Road		Road mileage allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer	Cost of carriage of personal affects by Rail or Road (For one side only)	Remarks
	For self	For family	For self	For family	For self	For family			
1	2	3	4	5	6	7	8	9	10
Category 'A', 'B', 'C', 'D' and 'E'	Two fares of the class for which entitled on tour except travel by Air/ Rajdhani Express and Shatabdi Express	One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare paid as per Railway Tariff regulations.	Two bus fares of class for which entitled on tour for journey performed by road	One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare is paid	Rs.3.00 per Km.	Additional mileage allowance at the rate of Rs.3.00 per K.m. for the members of his family, if the number of family is more than three other than the self.	Category 'A' Rs.3000 Category 'B' Rs.2500 Category 'C' Rs.2000 Category 'D' Rs.1500 Category 'E' Rs.1000	Category 'A' Rs.10/- per Km. Category 'B' Rs.10/- per Km. Category 'C' Rs.6/- per Km. Category 'D' Rs.4.60 per Km. Category 'E' Rs.4/- per Km. Note- Rate shown in this column to cover cost of transportation of personal affects shall be admissible subject to production of railway receipt or cash receipt	1. If a Government servant on transfer actually undertakes journey by rail / road in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail / road fare of the class actually used plus one extra full rail / road fare of the class (excluding taxes, if any) to which he is entitled on the basis of his categorisation in lieu of two rail / road fares indicated in column 2 and 4 of this Appendix. 2. No road mileage allowance for the journey performed from the actual residence of the Government servant to railway station/ bus stand or vice versa shall be admissible 3. A Government servant cannot undertake journey in a hired/ borrowed car on transfer. If he does so, he will get road mileage

Local short journey at Duty place

- Category A & B- By own car Rs9.0 per K.M. max. 600/- P.M.
- By Scooter/ Motor cycle Rs3.0 per K.M. max. 300/-P.M.
- Category C,D &E-Actual amount spent by him in payment of fare for rail/bus/tram or conveyance charges admissible to him under the GF&AR, whichever is higher.

Format for local short journey

Date	Brief particular of places of local short journey	Purpose of journey	Mode of own conveyance used	Approx. distance in K.M.	Rate per K.M.	Amount
1	2	3	4	5	6	7

Verification of T.A. Bill

- HOD, Deputy Secretary and all officers drawing salary in running pay bands 15600-39100 G.P. 7600 and above shall themselves verify their claims.
- In other cases controlling officer shall verify the claims.
- HOD can issue sanction of traveling to New Delhi.

Permanent T.A.

- P.T.A. is a fixed monthly allowance granted to a Govt. Servant whose duties require him to travel extensively within his sphere of duty.
- Except during leave, temp. transfer or joining time.
- If T.A. for rail or Road is given than PTA will be deducted @1/30 for each day.
- Inspectors of settlement department
- Sub inspector and below in police department posted in police stations and out post.
- Inspectors of Excise and Taxation deptt posted in circle.
- Rangers and Dy. Rangers of Forest Deptt.
- Min 15 tours within jurisdiction . Otherwise deduction

Non admissibility of T.A./ PTA for travel within Jurisdiction

- Patwaries
- Settlement Amins
- Settlement Field and Survey staff.
- Class IV
- Choudharies, Mukaddams and Farm Ploughman of Agriculture Department.
- Forester
- Malaria Surveillance Worker/ Basic Health Worker

Instruction to DDOs and Controlling Officers.

- Signature of controlling officer must on T.A. Bill- Other than HoD
- Scrutinize necessity, frequency and duration of journey and halts.
- Scrutinize carefully the distance entered in the claim.
- Full purpose of journey- not only Govt. Duty
- Actual pay, Designation and place of Headquarter should be clearly mentioned.
- If journey starts from any place other than HQ- reason.
- In case of Transfer TA – Full relationship and Age

Cont.....

- For Court evidence_ attendance certificate of Court.
- Any Free Boarding and Lodging should be clearly mentioned.
- Time barred claim should be presented to competent authority after Pre check as per the provisions of GF&AR.
- TA bills of Non Gazetted employees to be certified by the gazetted officers .

Certificates to be recorded on TA Bills

- The payment of this bill has not been received before.
- Members of family are residing with me and are wholly dependent on me.
- The road journey for which mileage allowance has been claimed at special rates was performed in my own car.
- Certified that my wife/ husband who is employed under the Government and who has been transferred from..... Towithin 6 months of my transfer has not already claimed any transfer TA in consequence of his/ her transfer.

Special Journey

- To join first appointment- Direct recruit, Already in service, Permanent, RPSC temp. , Temp
- For Obligatory examination-Departmental exam for Dy.S.P., Prosecuting S.I. and Inspector, Exam for finger print Bureau.
- Other than obligatory exam- Only once. Type test. On failing.
- To appear before selection committee for fitness test.
- For compulsory recall from leave of two months.Family
- Recall from vacation at station away from his HQ

Cont....

- Journey to attend non official meeting for professional enhancement. Single Railway fare. No D.A.
- For Medical Examination in connection with State Life Insurance – Only T.A. No DA
- To receive Gallantry Medal, National Award from GOI or State award from governor.

Court evidence or DE

- Certificate of attendance of Court or authority.
- When TA drawn , not to accept any payment from court.
- When court is within 8 KM of HQ.
- When summoned from leave.
- Retired Govt. Servant. Last pay and office. IFMS
- On appeal to higher authority- No TA
- In civil cases where Govt is not party , evidence due to discharge of his duty. Court will pay.

Training

- No TA /DA to probationers for induction training.
- If training is considered on duty as per Rule 7(8)(b) (i) of RSR than TA is admissible. Full DA for 15 days and $\frac{3}{4}$ there after.
- Training to acquire degree or diploma. No TA/DA
- Free Boarding Lodging $-\frac{1}{4}$ DA. Free accommodation only 85% DA
- NO TA/DA for training at HQ
- If Stipend is paid in training.
- If transferred during training.
- Transfer TA to probationers on completion of training.

Thank you

9928030168