

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**

No. F 6(3)FD/Rules/2012 Pt.

Jaipur, dated **E-9 JUN 2017**

ORDER

Sub: Amendment in the Rajasthan Travelling Allowance Rules, 1971.

The Governor has been pleased to order that the following amendment shall be made in the Rajasthan Travelling Allowance Rules, 1971, namely:-

1. The existing Appendix I, II, III, IV(A) and IV(B) appended to Rule 8 of the Rajasthan Travelling Allowance Rules, 1971, is hereby substituted by the following :

APPENDIX-I

Rule 8 (1)

RATE OF ADMISSIBILITY OF MILEAGE ALLOWANCE FOR TRAVEL BY RAIL

| Category of Government servants | Actual rail fare of class of accommodation | Remarks (Applicable to all categories) |
|---------------------------------|---|---|
| 1 | 2 | 3 |
| A | Actual rail fare including reservation charges of any train in any class. | 1. For this purpose (except travel by second class Non A.C.) the Government servant concerned shall enclose Ticket/ Cash Receipt (in original or photo copy) issued by Railway Authorities, in the Travelling Allowance Bill. |
| B | Actual rail fare including reservation charges of A.C. Three Tier (May travel in Two Tier if the train does not have Three Tier A.C. Coach) or A.C. Chair Car, (excluding | 2. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available. In the former case they can claim actual fare of the lower class to which they are entitled and in the later case they may claim the Railway fare of the category to which they belong. 3. Claims for refund of unused tickets should be preferred to concerned Railways, Road transport and Airlines. The amount of cancellation fee charged by the Rail, Airlines or Road Transport concerned shall be reimbursed by the Government |

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| | Executive Class) | on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of Government servant like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Government servant without waiting for the acceptance of his claim for refund of cancellation charges by the Railways, Road Transport or Airline Authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be made. The cancellation charges shall be claimed in the Travelling Allowance Bill. |
| C | Actual rail fare including reservation charges of AC Chair Car or non A.C. Second Class Sleeper. | |
| D | Actual rail fare including reservation charges of non A.C. Second Class Sleeper. | In unavoidable circumstances beyond the control of Government servant, the reservation fee or unused tickets cannot be produced for claims or cannot be cancelled by concerned airline authority, in such cases, Competent Authority as per Item No. 3 of rule 25 (2), shall be competent to reimburse the reservation fee / ticket charges, after fully satisfying with the circumstances and relevant documents. |
| E | Actual rail fare including reservation charges of non A.C. Second Class Sleeper. | <p>4. Gunman accompanying a Minister while on tour may travel by rail in the Class the Minister is travelling, if, so desired by the Minister. He shall be entitled to rail fare accordingly, subject to recording of following certificate.</p> <p><i>"Certified that I have travelled in the same Class and compartment in which the Minister has travelled.</i></p> <p>5. Railway Magistrate, Officers and men of Railways Police Force who are entitled to a free pass under the Free Pass Rules of the Railways for making journey on tour by rail are not entitled to claim rail mileage allowance at the rates prescribed in this Appendix. However if he is required to undertake journey on duty by road in continuation of rail journey he shall be entitled to claim road mileage allowance in addition to daily allowance admissible under these rules provided he travels by road to a place at a distance exceeding 15 kms from the rail point or returns thereto from a distance exceeding 15 kms.</p> |

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APPENDIX —II
Rule 8 (1)
MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

| Category of Government servants | Special Rates (Amount in Rs) | Ordinary Rates (Amount in Rs) | | |
|---|--|----------------------------------|--|-------------|
| 1 | 2 | 3 | | |
| A & B | (i) Journey in a motor car owned by a Government servant. (ii) Journey by a Scooter/ motor cycle/ moped etc. owned by a Government servant. | Rs.9.00 per km. | (1) Actual Air-conditioned/ Deluxe (including Semi-Deluxe) / Volvo or any Upper Class Bus fare plus passenger tax and other tax charged, if any. (2) Mileage Allowance for journey to reach Airport/ Railway Station / Bus Stand from duty point/ residence and vice versa. | |
| | | Rs.3.00 per km. | (2) Mileage Allowance for journey to reach Airport/ Railway Station / Bus Stand from duty point/ residence and vice versa. | |
| | (iii) Journey by any other means of Conveyance like Auto Rickshaw including E-Rickshaw. | Rs.6.00 per km. | Place | Rate |
| | | | (i) Jaipur | Rs.150/- |
| | | | (ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer | Rs 100/- |
| (iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-services. | Actual charges paid in payment of fare for Taxi, Auto Rickshaw including E-Rickshaw, Scooter, Bus, Rail, Metro Train. | | | |
| (iv) Other places. | Rs. 60/- | | | |
| C, D & E | (i) Journey by a Scooter/ motorcycle / moped etc. owned by a Government servant. (ii) Journey by Auto Rickshaw including E-Rickshaw. | Rs.3.00 per km. | (1) Actual Ordinary/ Express or Mail Class bus fare plus passenger tax plus other tax charged, if any. (2) Mileage allowance for journey to reach airport / railway station / bus stand from duty point / residence and vice versa. | |
| | | Rs.6.00 per km. | (2) Mileage allowance for journey to reach airport / railway station / bus stand from duty point / residence and vice versa. | |
| | (iii) Journey on cycle or on foot. | Rs.2.00 per km. | Place | Rate |
| | | | (i) Jaipur | Rs. 150/- |
| | | | (ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer | Rs. 100/- |
| (iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-services. | Actual charges paid in payment of fare for Taxi, Auto Rickshaw including E-Rickshaw, Scooter, Bus, Rail, Metro Train. | | | |
| (iv) Other places. | Rs. 60/- | | | |

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| <p>Exception — The rates shown above shall be increased by 50% in respect of journey performed within 48 kms of international border by the following categories of employees of Police Department employed in border Intelligence Branch, D.S.B. and Counter Espionage Branch.</p> <ol style="list-style-type: none"> 1. Circle Inspector 2. Sub-Inspector. 3. Assistant Sub-Inspector. 4. Head Constable 5. Constable. | <p>Note (ordinary rates) :-</p> <p>(1) A Government servant who uses departmental vehicle (including staff car) for road journey from office or residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport / Railway Station or Bus Stand and vice versa.</p> <p>(2) Where a Government servant alights from a train / bus / aeroplane in order to catch a connecting train/ bus/ Air service, from another railway station/ bus stand/ Airport, as the case may be, at a particular place en-route his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above of respective category.</p> <p>(3) The procedure laid down in Note 3 of Remarks column of Appendix-I shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned.</p> <p>(4) Every Government servant who travels on duty in Air Conditioned / deluxe (including semi-deluxe) / Volvo or any upper class bus shall be required to attach the bus ticket or its photocopy in the Travelling Allowance bill.</p> |
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NOTE (special rates) :-

1. Government servant shall not undertake journey by a Scooter/ Motor Cycle/ Moped etc. owned by him for a distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service
2. Road journey by a Scooter/ Motor Cycle/ Moped etc owned by a Government servant may, however, be made for a distance not exceeding 50 kms. from his headquarters between places neither connected by rail nor by regular bus service.
3. In case journey in a Motor Car owned by a Government servant where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax. The Government servant shall be entitled to toll tax charges actually paid by him in addition to the mileage allowance as admissible under the above rule.
4. in case where husband and wife both are Government servants and the motor car is owned by either of them, the journey undertaken by either in the said motor car owned by his/ her spouse would be treated to have been performed in his/ her own car for the purpose of these rules.
5. In case journey is performed in a motor car owned by a Government servant, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of Rail Mileage Allowance.
6. For places which are not connected by Rail, the Special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rates of Mileage Allowance shall be admissible.
7. Travel by own Car will be done only after prior approval of the Controlling Authority.
8. Places where short journeys are allowed such short journeys can be done by own car and for which Special rates of Mileage Allowance will be admissible.
9. For officials not entitled to travel by own vehicle, special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.

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APPENDIX — III
Rule 8 (1)
MILEAGE ALLOWANCE FOR TRAVEL BY AIR

| Eligibility | Mileage Allowance |
|--|--|
| <p>1. Officers drawing Basic pay of Rs. 37,000 and above and Advocate General.</p> <p>Note:-</p> <p>1. Officers drawing basic pay of Rs. 80,000 and above can travel in Executive Class.</p> <p>2. Officers drawing pay of Rs. 37,000/- and above below Rs. 80,000/- can travel in Economy Class/Standard / Lowest Class of Airlines.</p> <p>Exception :-</p> <p>In such cases where journey involved is more than 500 kms. and cannot be performed over night by train, officers drawing basic pay Rs. 27,000/- and above but below Rs. 37,000/- shall be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass.</p> <p>2. Government nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other corporate body or statutory organization may travel by air, if the Company / Body pay air expenses even though they are not entitled to travel by Air under these rules.</p> <p>3. The Additional Director General of Police, ATS & SOG Rajasthan, Jaipur is authorized to grant permission to travel by Air to Anti Terrorist Squad personnel whenever the exigencies of work so require even though he is not entitled to travel by Air under these rules.</p> | <p>1. One actual single fare including tax and surcharge on fare, if any.</p> <p>2. For combined journey by Air and by rail or road, mileage allowance as permissible for such journeys shall be admissible except, for surface transport included in Air fare.</p> <p>3. The amount of bus fare charged by the Indian Airlines for road journey from IAC Office to Airport and vice versa separately in addition to the air fare shall not be admissible.</p> |
| <p>Remarks:</p> <p>1. (a) Air travel in economy class/ lower class can be done through any Airline.</p> <p>(b) All air ticket bookings shall be preferred directly with the airline or through official website of airline.</p> <p>(c) Tickets may also be booked through authorized booking agencies. However, facilitation fee/ service charges to booking agency (by whatever nomenclature) which is not included in the tariff charged by the airline, shall not be reimbursed.</p> <p>(d) Element of Service Tax, Education Cess or any other tax / fee / cess charged by Government on air travel or booking of air tickets would be admissible for reimbursement to the individual officer.</p> | |

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2. Officers drawing basic pay below Rs. 80,000 are expected to certify that they have purchased the ticket of Airlines of Economy Class / lowest fare for air journey.
3. If a Government servant not authorized to travel by Air on tour, perform journey by Air to save time he may draw mileage allowance, which would be admissible if he had travelled by rail or road.
4. Deputy Secretary, Private Secretary, Additional Private Secretary and Gunman accompanying the Chief Minister may travel by Air, if it is so desired by the Chief Minister. He shall be entitled to claim single fare of Air of the Category, which would have been admissible had he performed journey by rail or road.
5. Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any case.
6. The procedure laid down in Item 3 of Remarks column of Appendix — I shall apply in respect of refund of cancellation charges of unused Air ticket.
7. If an officer undertake journey by air, no departmental vehicle should be made to follow the officer and the subordinate officers will also not perform journey to that station by Government vehicle during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance claim.

APPENDIX -IV (A)

Rule 8 (2)

RATES OF DAILY ALLOWANCE

| When a Government servant on tour stays in Government / Public Sector Circuit House/Guest House | | | |
|---|--|--|--|
| Category | All State / Union Territory Capitals (Amount in Rs) | All places other than column No. 2 (Amount in Rs) | Remarks (applicable to all Categories of Government servants) |
| 1 | 2 | 3 | 5 |
| A | 800 | 600 | Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix. |
| B | 700 | 500 | |
| C | 600 | 400 | |
| D | 550 | 350 | |
| E | 350 | 250 | |

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APPENDIX —IV (B)

Rule 8 (2)

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

When the Government servant stays in a hotel or other establishment providing Boarding and/or Lodging on tour at fixed rate provided that such hotel/ institution is registered /has obtained- license from the Competent Authority viz. Local Bodies, Sales Tax Authority, GST Authority, Service Tax Authority etc.

| Category | All State / Union Territory Capitals (Amount in Rs) | All places other than column No. 2 (Amount in Rs) |
|----------|--|--|
| 1 | 2 | 3 |
| A | 3000 | 2000 |
| B | 2500 | 1800 |
| C | 2000 | 1500 |
| D | 1500 | 1000 |
| E | 1000 | 700 |

Remarks (applicable to all Categories of Government servants):

- (1) Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix.
- (2) The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel/ Circuit House/ Dak Bungalow/ or any other institutions like Young-Men's Christian Association, Cricket Club of India, Youth Hostels, etc., which provide for Lodging arrangement at scheduled tariff and produces vouchers/ receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in column 2 and 3 of this Appendix, actual charges paid shall only be admissible.
- (3) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under column 2 and 3 the actual charges paid shall only be admissible.
- (4) In case accommodation is not available in Bikaner House, Rajasthan House, Jodhpur House at New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 2 of this appendix, subject to the conditions mentioned in point No. (2) above. The official claiming the Daily Allowance for New Delhi shall record a certificate on the Travelling Allowance claim to the effect that he actually stayed in a Hotel due to non- availability of accommodation in any of the aforesaid State Circuit Houses.
- (5) Actual taxi charges admissible under Rule 11 shall be in addition to Daily Allowance.
- (6) The provisions as contained in General Administrative (Gr.1) Department Order No. F.2(10) GA/1182 dated 20.05.1982 shall also continue to be operative so far as it relates to Government officers mentioned therein at their option, at Delhi.
- (7) These rates are inclusive of all types of taxes.

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- (8) In case accommodation is not available in Bikaner House, Rajasthan House at New Delhi, officers can stay in hotel / institution, at prescribed rates after obtaining NAC from Rajasthan House, except officers of Category 'A', who can stay in hotel without obtaining NAC.
- (9) Officers of such departments, which have their Rest House (s) / Guest House(s) in Delhi can stay in hotel only after obtaining NAC from such Guest House / Rajasthan House.

2. The existing rate for local short journey under rule 9A shall be substituted by the following, namely:

| Category | Mode of travel | Rates |
|----------------------|--------------------------|--|
| Category 'A' and 'B' | Own car | Rs. 9.00/- per km subject to maximum of Rs. 600/- per month. |
| | Own Scooter /Motor Cycle | Rs. 3.00/- per km subject to maximum of Rs. 300/- per month |

3. The existing rule 7(1)(b) and 7(4) shall be deleted.
4. Incidental charges wherever referred to in the said rules shall stand deleted.
5. This order shall come into force with immediate effect.

By Order of the Governor,


(Manju/Rajpal)

Secretary to the Government
Finance (Budget)

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1. Secretary to Hon'ble Governor.
2. Principal Secretary to Hon'ble Chief Minister.
3. All Special Assistants / Private Secretaries to Ministers / State Ministers.
4. All Additional Chief Secretaries/ Principal Secretaries/ Secretaries/ Special Secretaries to the Government.
5. Sr. D.S. to Chief Secretary.
6. Principal Accountant General Rajasthan, (A & E) Jaipur
7. All Heads of the Departments.
8. Director, Treasuries & Accounts, Rajasthan, Jaipur
9. Director, Pension & Pensioners' Welfare Department, Rajasthan, Jaipur.
10. Deputy Director (Statistics), Chief Ministers' Office.
11. All Treasury Officers.
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14. Additional Director, Finance Department (Computer Cell).

Copy also to the -

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2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukta Sachivalaya, Rajasthan, Jaipur.


(Kirti Jain)

Joint Secretary to the Government

(TA - 01 /2017)