

HARYANA CIVIL SERVICES (TRAVELLING ALLOWANCE) RULES 2016

Travelling Allowance – An allowance admissible to a Government Employee to cover the expenses incurred while on tour in public interest which includes daily allowance, road mileage allowance, local mileage allowance, permanent travelling allowance, etc.

Kind of Travelling Allowance–

- (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

Grading of Government Employees –

Grade - I	Employees drawing Grade Pay of Rs. 10000 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. 8900 to 9800 and Judges of Senior Division.
Grade - III	Employees drawing Grade Pay of Rs. 4600 to 8800 and judges of junior division.
Grade - IV	Employees drawing Grade Pay of Rs. 2500 to 4200.
Grade - V	Employees drawing Grade Pay of Rs. 1300 to 2400.

Competent authority for tour –

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

Mode of Journey and Entitlement –

1. Each Govt. Employee is required to travel by the mode and class of accommodation for which he is entitled under these rules. He can undertake journey by any mode of public conveyance above the respective entitlement provided that claim filed for reimbursement shall be restricted to the entitlement.
2. In exceptional circumstances, the Administrative Department, in consultation with FD, may permit any Government employee to travel by air in public interest. Concerned officers shall prefer Air India for journey by air with full utilization of concessional fares and other incentive schemes.

3. In case of cancellation of a journey due to any reasons, by public conveyance while on tour or transfer in public interest, (i) actual cost of reservation and sleeper charges (ii) tatalseva charges (iii) charges for booking of tickets through internet/e-ticketing (iv) cancellation charges.
4. 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, ordinary fare shall be admissible.
5. When Journey undertaken by own vehicle or taxi, all toll charges paid during the journey within state or outside state shall be admissible in addition to the road mileage allowance on production of the original receipt.
6. The local mileage allowance shall be admissible for local journeys performed on tour within the state or outside state up to fifty kilometers per visit per city.
7. The HOO may permit a GE to draw the actual cost of travelling not more than local mileage allowance limited to twenty five kilometers in a day for the journey performed in public interest at one or more stations within the radius of twenty kilometers of the headquarters.

Daily Allowance

1. Daily Allowance may be drawn for the period during the tour in public interest beyond the radius of twenty kilometers from the headquarters.
2. No daily allowance is allowed if a GE takes short leave or restricted holiday while on tour.
3. Daily allowance shall not be permissible for Sunday or gazetted holiday, if the GE is not actually at tour station.
4. Tour and daily allowance shall be restricted to ten days in a month unless it is extended by competent authority.

Drawal of DA beyond ten days in a month—There is no bar for drawal of DA beyond ten days 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 Courts in connection with Government cases
 - (iv) Car, jeep drivers
 - (v) Personal stall of Ministers and Officers who actually remain on tour with them.
5. The rate of DA shall be determined with reference to the city where the GE while on tour spends the succeeding night of journey.
 6. Half daily allowance is allowed when journey is performed by own vehicle or taxi for the journey day.
 7. Reimbursement of hotel charges as per rules is permissible while on tour outside Haryana and Chandigarh in addition to half DA.

Travelling allowance to appear before Court/Inquiry

1. GE (not placed under suspension) against whom departmental proceedings have been instituted and is required to appear before the inquiry officer at other station provided that he is paid nothing on account of travelling and other expenses, can be allowed TA.
2. TA for a journey on tour including halts (3days max.) shall be allowed to a GE (under suspension or not) for perusal of documents for preparation of his defense provided that journey is performed with the approval of HOO and IO permission has been obtained.
3. TA can be allowed to a GE, if she/he is summoned to give evidence in a criminal or civil case to which Govt. is a party or departmental inquiry.
4. TA can be allowed to a retired GE for journey performed for perusal of documents, for attending departmental enquiry, for attending court in case of judicial proceedings and when compelled to answer criminal or civil cases.

Travelling Allowance for Departmental Examination or Training

1. A GE shall be entitled for TA/DA, not more than twice for any particular examination for halt at tour rates for journey performed to appear for an obligatory departmental examination or any other in-service examination includes type test, examination compulsory for satisfactory completion for probation period, to get normal increment to higher post.
2. HOO is competent to disallow TA/DA, if in his opinion –
 - (a) GE has culpably neglected the duty of preparing himself for an obligatory examination.
 - (b) GE does not display a reasonable standard of proficiency in an examination which is not obligatory.
3. Travelling allowance while on training within India –
 - (a) TA for to and the return journey from the place of training including the journey essential for such training.
 - (b) DA for halt days is as under –

(i)	Where there is no institutional arrangement for boarding and lodging.	Full daily allowance up first sixty days.
(ii)	If arrangement 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 arrangement exists on payment basis for both boarding and lodging.	Full DA or 1/4 th DA plus actual boarding and lodging charges in the institution, whichever is more.
(iii)	If arrangement exists free of cost for either boarding or lodging only.	½ DA
(iv)	If arrangement exists free of cost both for boarding and lodging.	¼ DA

4. The above admissibility of DA shall be reduced to half after sixty days.
5. For the days of journey, the DA shall be admissible at tour rates.

Transfer Travelling Allowance

1. A GE 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 members provided –
 - (i) The transfer in public interest involves change of residence.
 - (ii) It is certified by the GE within a period of six months that he has shifted his residence to his new headquarters.
2. Rate of composite transfer grant

Grading	Up to 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+

- (i) The above rate of transfer grant shall automatically stand increased @5% from 1st April,2017 for every year.
- (ii) In case of journey beyond 500 kms. actual travelling expenses of family members limited to entitlement is also payable with the CTG.
3. A GE 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.
4. On temporary transfer, in public interest, from one station to another at a distance beyond twenty kilometers, GE is entitled to TA/DA for journey days and 1/4th DA for the halting days not exceeding 180 days at the temporary headquarters or deputation station. When temporary transfer is extended in public interest beyond 180 days, then it shall be treated as regular transfer for the purpose of these rules.
5. A GE who is given additional charge of a post at another station situated at the distance of more than twenty kilometers, shall be entitled to TA/DA as admissible while on tour.

Travelling allowance for medical treatment –

GE or his family members dependent on him shall be entitled to actual travelling expenses (excluding DA) for the journey within India by entitled mode of journey, except by air, for obtaining appropriate medical treatment.

Travelling Allowance on Retirement or Death while in service

1. GE on retirement shall be granted a concession of composite transfer grant to proceed from the last station of his duty to the place of settlement or home town whichever is nearer.
2. This CTG may be drawn within one year after the date of his retirement or retrenchment or expiry of period of his re-employment.
3. The family members of the GE 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.

Control over Travelling Allowance

1. The GE 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 right of GE to claim the TA/DA shall be forfeited if it is not preferred within one year from the date of completion of journey.
3. A Travelling Allowance Check Register is prepared to check the chances of double payment for the same journey.
4. TA/DA should not be taken as source of profit. Controlling Officer can disallow the whole or any part of TA claimed for any journey or any halt, if he considers that journey was unnecessary or unduly protracted and a halt was of excessive duration.
5. The GE claiming/drawing a false or bogus travelling allowance shall be liable to disciplinary proceedings under Haryana Civil Services (Punishment and Appeal) Rules and shall be awarded one of the major punishments. Some of the instances are as under –
 - (i) For a journey not actually performed.
 - (ii) Of a higher class as per entitlement whereas the journey actually performed in a lower class.
 - (iii) By submitting false certificates/ tickets.
 - (iv) Of road mileage allowance and/or toll charges when the journey not actually performed by own vehicle or taxi/auto rickshaw.

Entitlement by Public Conveyance

Grade	Journey by Bus	Journey by Rail	Journey by Sea or River Steamer
I and II	AC Bus including Volvo of Haryana Roadways	AC First Class or Executive Class.	Highest Class
III	AC Bus including Volvo of Haryana Roadways or Deluxe Bus.	AC II tier or AC Chair Car.	If there are – 2 classes by lower class 3 by middle class 4 classes by third class.
IV	Deluxe Bus/Ordinary Bus.	AC III tier or Non AC Chair Car	- DO -
V	Ordinary Bus.	2 nd class/2 nd class sleeper	By lowest Class.

Entitlement by journey by own vehicle or taxi and rate of road mileage allowance –

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 pkm
III	Taxi (with prior approval of the HOO for each journey)	By own car (with prior approval of the HOO for each journey)	Rs. 8 pkm
IV	By auto-rickshaw,(with prior approval of the Head of Office for each journey)	By own scooter/motor cycle (with prior approval of the HOO for each journey)	Rs 6 pkm

On foot or by bicycle -- Rs. 4 pkm

Rates of DA within and out of Haryana

Grade	In any town/city in Haryana including Chandigarh (In Rs per day)	In any town/city outside Haryana/Chandigarh(in Rs per day)
I	500	600
II	400	500
III	300	400
IV	250	300
V	200	250

Disclaimer – This write up has been created for cursory view of the rules. Please consult Haryana Civil Services (Travelling Allowance) Rules 2016 available on Finance Department, Haryana website.
