

**NOTIFICATION**

Notification No. 5292-F.—15th October 1971.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor is pleased to make the following rules ;—

**CHAPTER I.—EXTENT OF APPLICATION**

1. These rules may be called the West Bengal Service Rules, Part II (Compensatory Allowance Rules), Except where it is otherwise stated, they shall be deemed to have come into force with effect from 1st December 1971.

Short Title and Commencement

2. Subject to the provisions of the Constitution of India and except where it is otherwise expressed or implied, these rules apply to all members of services and holders of posts whose conditions of service the Government of West Bengal are competent to prescribe. Subject as aforesaid they also apply to—

(i) any person for whose appointment and conditions of employment special provision is made by or under any law for the time being in force ;

(ii) any person in respect of whose service, pay and allowances or pension or any of them special provision has been made by an agreement made with him, in respect of any matter not covered by the provisions of such law or agreement.

To whom the rules apply.

NOTE.—Employees of Chandennagore Administration as have opted for the pre-merger conditions of service will be governed by the rules applicable to them before merger in respect of journeys within Chandemagore Municipality.

3. The power of interpreting these rules is reserved to Government.

NOTE.—Whenever in these rules a power is ascribed to Government only, that power may not, unless expressly provided by other rules, orders or notifications, be exercised except after consultation with the Finance Department.

3A. Nothing in these rules shall be construed to limit or abridge the powers of the Governor to dispense with or relax the requirements of any of these rules to such extent and subject<sup>1</sup> to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

Interpretation.

3B. All rules, orders or notifications which were in force immediately before the commencement of these rules and applicable to Government employees to whom these rules apply are hereby repealed;

Relaxations.

Provided that in respect of anything done, any act committed or any omission made before the commencement of these rules, the rules, orders or notifications which were in

force when the thing was done, the act was committed or the omission was made shall be deemed to continue and to have always continued to apply.

**CHAPTER II.—DEFINITIONS**

Definition

4. Unless there be something repugnant in the subject or context the following terms are used in these rules in the sense here explained:—

(1) Actual travelling expenses means the actual cost of transporting a Government employee with his servants and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment, if necessary. It does not include charges for hotels, travelers' bungalows or refreshments or for the carriage of stores or conveyance or the cost of telegraphic reservation of accommodation or conveyances or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.

(2) Camp equipage means the apparatus for moving a camp.

(3) Camp equipment means tents and the requisites for pitching and furnishing them or, where tents are not carried such articles of camp furniture as It may be necessary, in the interests of the public service, for a Government employee to take with him on tour.

(4) Omitted.

(5) Controlling Officer means the authority declared by Government to be the controlling officer for the purposes of travelling allowance of a particular Government employee or class of Government employees.

\*\*NOTE.1 Omitted.

NOTE 2.—The controlling officer for the purposes of travelling allowance for the journey of a Government employee to join his post under a borrowing Government as well as for the return journey will be the controlling officer in regard to his post under that Government.

\*\* (5A) Competent authority in relation to the exercise of any power conferred by or under these rules, means the Governor or any authority to which such power is delegated by or under these rules.

(6) Darjeeling means the district of Darjeeling excluding the Siliguri subdivision.

(6A) Dry and River District means the district and the subdivisions or portions of the subdivision in it as may be specifically declared as "River" or "Dry" under the special orders of Government.

NOTE.—A list showing the existing classification of the districts and subdivisions into "Rivers" or "Dry" is given in Appendix 21.

\*\* (7) Family means a Government employee's wife (but not more than one wife) or husband, as the case may be, residing with and wholly dependent<sup>1</sup> on the Government employee and legitimate children and step children and includes parents, sisters and minor brothers if residing with and wholly dependent on the Government employee.

NOTE.—For the purpose of this clause—

(1) "Children" shall mean and include major sons and married daughters of the Government employee so long as they are residing with and wholly dependent on the Government employee.

(2) Legitimate children, step children, parents, sisters and minor brothers who reside with the Government employee and whose income from all sources including pension (inclusive of temporary increase in pension and pension equivalent of gratuity) does not exceed rupees two hundred and fifty per month shall be deemed to be "wholly dependent" on the Government employee.

(8) Public Conveyance means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.

(9) Sphere of Duty.—A Government employee's sphere of duty shall be such as the Head of the Department may define, and is, in the absence of orders to the contrary, the area of the executive jurisdiction of himself or the head of his office.

NOTE.—A list showing spheres of duty of particular Government employees specially fixed is given in Appendix 3.

5. Unless there be something repugnant in the subject or context the terms defined in rule 5 of the West Bengal Service Rules, Part I, are used in these rules in the sense therein explained.

6. Omitted.

### **CHAPTER III,—CONDITIONS REGULATING THE DRAWAL OF COMPENSATORY ALLOWANCE**

7. The amount of a compensatory allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient.

Not a source of profit.

8. In this chapter unless the context otherwise requires—

Definitions.

(a) leave means leave (including extraordinary leave) taken for a period not exceeding four months, other than leave preparatory to retirement and except for the purposes of rules 13 and 14, includes extraordinary leave. The title to compensatory allowance will remain intact—

(i) when the original leave not exceeding four months is not subsequently extended or, if extended, the total period does not exceed four months, throughout the period.

(ii) when the original or extended leave not exceeding four months referred to in sub-clause (i) is subsequently extended and the total period exceeds four months, up to the date of expiry of the original or extended leave not exceeding four months or the date of sanction to the first subsequent extension which causes the total period of leave to exceed four months, whichever is earlier; provided the authority sanctioning the leave certifies that he is satisfied that the application for extension was necessitated by a genuine change of intention;

(b) temporary transfer means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For the purpose of this division it includes deputation. Subject to the limit of four months, the title to compensatory allowance, if the temporary duty is subsequently extended beyond four months in all, will remain intact up to the date of the orders of extension unless the context otherwise requires.

NOTE 1.—Unless in any case it be otherwise expressly provided in these rules, joining time may be added to the period of four months provided in this rule.

NOTE 2.—When vacation is combined with leave, the entire period of vacation and the leave should be taken as one spell of leave for the purpose of clause (a) of this rule.

9. Save as provided in the following rules in this chapter, a compensatory allowance attached to a post will cease to be drawn by a Government employee when he vacates the post.

10. Where in the following rules in this chapter the title to a compensatory allowance during leave, temporary transfer or joining time is contingent upon any certification by the authority sanctioning the leave or transfer, such certificate must be embodied in the original orders sanctioning the leave or transfer. A certificate which is not so embodied in the original orders is not a valid certificate acceptable to audit to enable the compensatory allowance to be drawn.

NOTE 1.—Where, due to some unavoidable reasons, an original order sanctioning leave or temporary transfer is issued after the expiry of the term of the leave or temporary transfer, the certificates to be given by the authority sanctioning the leave or temporary transfer shall always be in the past tense.

NOTE 2.—Where a change in the element of likelihood of reposting to a qualified post occurs during the course of leave or temporary transfer, the drawl of the compensatory allowance during the leave or temporary transfer shall be regulated in accordance with

On vacating a post.

Certification by competent authority

the certificate embodied in the original order sanctioning the leave or temporary transfer and not with reference to any revised order issued subsequent to it.

**11. A permanent travelling allowance is not admissible during leave, temporary transfer or joining time.**

Permanent Travelling Allowance.

**12. A conveyance allowance—**

(a) to which the obligation of maintaining a motor vehicle or a horse or other animal is not attached, or

Unconditional Conveyance Allowance or bicycle allowance.

\*\* (b) for the maintenance of a bicycle, is not admissible during leave, temporary transfer or joining time or holidays prefixed or suffixed to the leave.

**13. An allowance granted owing to the expensiveness of living, other than a grain compensation allowance or a house-rent allowance, may be drawn—**

Allowances for Expensiveness of living.

(a) during leave if—

(i) the authority sanctioning such leave certifies that the Government employee is likely, on the expiry of the leave, to return to duty at the station from which he proceeds on leave or to join a post which carries a similar allowance.

(ii) the Government employee certifies that he or his family or both resided, for the period for which the allowance is claimed, at the station from which he proceeded on leave or at another station in West Bengal where a similar allowance is admissible;

(b) during temporary transfer, if—

(i) the authority sanctioning the transfer certifies that the Government employee is likely, on the expiry of the temporary duty, to return to the station from which he is transferred or to join a post which carries such an allowance ;

(ii) the Government employee draws no allowance of the same kind in the post to which he is transferred temporarily, and

(iii) the Government employee certifies that he kept his family, for the period for which the allowance is claimed, at the station from which he proceeded on transfer.

**\*\*14. A house-rent allowance may be drawn during leave (including leave preparatory to retirement or refused leave) or temporary transfer, if—**

House-rent allowance.

(a) Omitted.

(b) the Government employee certifies either—

(i) that his family continued to reside, for the period for which the allowance is claimed, in the station from which he proceeded on leave or was transferred or

(ii) that he continued, for the period for which the allowance is claimed, to incur the whole or a considerable part of the expenditure on rent for which the allowance was granted.

NOTE 1.—(a) When a certificate is given under sub-clause (ii) above, the authority sanctioning the leave or transfer may direct that a part only of the allowance shall be drawn ; and, when a certificate is given under either sub-clause (i) or sub clause (ii), such authority may require the Government employee to satisfy it that he was unable, or could not reasonably be expected, to avoid the expenditure and may, if it is not so satisfied, direct that no part of the allowance shall be drawn.

(b) For the purposes of this certificate any expenditure on rent which is covered by receipts from a sub-lease shall not be deemed to have been incurred.

NOTE 2.—This rule does not apply to an allowance granted under the Calcutta House Allowance Rules (vide Appendix 19) in so far as it is inconsistent with those rules.

NOTE 3. For rules regulating the grant of house-rent allowance to officers to whom the Calcutta House Allowance Rules do not apply, vide Appendix 20.

**15. A portion, not exceeding half of the allowance granted on condition that a motor car is owned or a motor cycle is possessed and maintained, may be drawn during leave or temporary transfer, if—**

(i) the substantive pay of the Government employee during the period of claim does not exceed Rs. 1,200(\*\*)

(ii) the authority sanctioning the leave or transfer certifies that the Government employee is likely, on the expiry of the leave or temporary transfer, to return to the post from which he proceeds on leave or is transferred, or to be appointed to a post in which a similar allowance will be admissible ; and

(iii) the Government employee certifies that he continued to own the motor car or to possess and maintain the motor cycle, that the amount claimed was spent by him on garage hire or wages to the staff or both for the period for which the amount is claimed and that the vehicle was not, during that period, in use by anybody.

NOTE.—The maximum allowance for a motor cycle is limited to Rs. 20.(\*\*)

**16. An allowance granted on condition that a horse or other animal is maintained may be drawn during leave or temporary transfer if—**

Motor Car or  
Motor Cycle  
Allowance.

Home or Pony  
Allowance.

(i) the authority sanctioning the leave or transfer certifies that the Government employee is likely, on the expiry of the leave or temporary transfer, to return to the post from which he proceeds on leave or is transferred or to be appointed to a post in which a similar allowance will be admissible ; and

(ii).the Government employee certifies that he continued to maintain the animal and that he spent the amount claimed on its upkeep during the period to which the claim relates.

**17. Omitted.**

**18. A non-practicing allowance may be drawn during leave or temporary transfer, provided the Government employee certifies that during such leave or temporary transfer he did not engage in private practice.**

Non-Practising Allowance.

**19. A compensatory allowance other than an allowance for the regulation of which express provision is made in this chapter may be drawn during leave or temporary transfer if—**

Miscellaneous Allowances.

(a) the authority sanctioning the leave or transfer certifies that the Government employee is likely, on the expiry of the leave or temporary transfer, to return to the post to which the allowance is attached or to another post carrying a similar allowance; and

(b) the Government employee certifies that he continued, for the period for which the allowance is claimed, to incur the whole or a considerable part of the expenditure for which the allowance was granted.

**20. Subject to rules 11 and 12, a Government employee may draw during joining time granted to him to enable him to join a new post to which he is appointed while on duty in his old post, a compensatory allowance attached to the old post—**

Compensatory allowance during the period of transit.

(a) if an allowance of a similar kind attaches to his new post, provided that if the allowance be a motor car allowance or a horse or a conveyance allowance of other kind, the motor car is owned and the horse or the other conveyance is possessed and maintained during the joining time ; or

(b) if an allowance of a similar kind does not attach to his new post, only if the transfer is a temporary transfer and if the drawal of the allowance during such temporary transfer is admissible under the rules in this Chapter.

NOTE.—If the amount of the allowance differs in the two posts, the lesser amount only is admissible under clause (a).

When on duty outside the limits of the State.

21. When a Government employee belonging to Group A, or B or C, is permitted to proceed on duty outside the limits of the State, the Head of the Department may, if he considers that the Government employee's expenses exceed those to which he might be put by a temporary transfer on duty within the State, grant him a compensatory allowance not exceeding one-fifth of his pay.. If the place of duty has been recognised as particularly expensive by the grant of special compensatory allowance to Government employees stationed there, the Head of the Department may grant such, Government employee a compensatory allowance, in lieu of or in addition to the allowance referred to above, similar to the compensatory allowance admissible in (hat place to a Government employee of his class.

Admissibility of allowance for expensiveness of living.

21 A. Notwithstanding anything elsewhere contained in these rules, a Government employee shall not, merely because of his—

(a) going on leave for a period of more than four months,

**or**

(b) being transferred without there being any likelihood of his returning on duty, within a period of four months from the date of the transfer, to the station from which he is transferred forfeit his title to an expensive living allowance until the expiry of four months from the date of commencement of the leave or the date of the transfer, as the case may be, if the Government employee certifies that, for the period for which such allowance *is* claimed after such date, he himself resided, or kept his family, at the station from which he proceeded on leave or on transfer, as the case may be, and has incurred the expenses for which the allowance has been attached.

Explanation.—In this rule,—

(a) "expensive living allowance" shall mean an allowance to compensate expensiveness of living, not being a grain compensation allowance, and shall include a house rent allowance;

(b) "the period of four months" shall, in the case of a transfer immediately following a period of leave or a temporary transfer, be counted from the date of commencement of such leave or the date of such temporary transfer, as the case may be ; and

(c) "transfer" shall not include—

(i) a transfer on promotion, or

(ii) a transfer on the request of the Government employee himself, or



(iii) a transfer taking effect on the expiry of leave for a period of four months or more.

Chapter IV—Grades of Govt, employees

**\*\*22. For the purpose of travelling allowance Government employees are divided into four grades as follows:**

Gradation of Government employees for the purpose of travelling allowance.

I. The first grade includes all Government employees in receipt of pay of Rs. 1,000 or more per month as well as the members incumbents of the following services / posts irrespective of the pay consolidated pay drawn:—

- (i) Indian Administrative Service,
- (ii) Indian Police Service,
- (iii) Indian Forest Service,
- (iv) Confidential Assistants to the Chief Minister, Ministers and Ministers of State, and
- (v) Political Secretary to the Chief Minister.

II. The second grade includes all Government employees in receipt of pay of Rs. 600 or more but less than Rs. 1,000 per month.

III. The third grade includes all Government employees in receipt of pay of Rs. 350 or more but less than Rs. 600.

IV. The fourth grade includes all Government employees in receipt of pay of less than Rs. 350 per month:

Provided that Government may, by special order, include any Government employee or class of Government employees in a grade higher or lower than those prescribed for such employees or class of employees.

NOTE 1.—Government have ordered that the Jamadars of the Eastern Frontier Rifles shall be included in the second grade.

NOTE 2.—The pay of a Government employee upon which his grade is to be determined is his pay as defined in clause (28) of rule 5 of the West Bengal Service Rules, Part I.

NOTE 3.—No revision of claims of travelling allowance is permissible in a case where a Government employee is promoted or reverted or is granted an increased rate of pay with retrospective effect in respect of the period intervening between the date of promotion or reversion or grant of increased rate of Pay and the date on which it is notified, unless it is clear that there has been an actual change of duties. In the case of all bills audited before the notification appears, the Audit Office and the Pay and Accounts Office should be guided by the facts known officially at the time, but in the

case of travelling allowance bills there is no objection to the Audit Officer recognizing the retrospective effect of the notification.

NOTE 4.—The pay of a re-employed pensioner upon which his grade is to be determined shall be calculated as follows:

(a) where the pension of a re-employed pensioner is held in abeyance during the period of re-employment, his pay for the purpose of determining his grade shall be the pay actually received by him from time to time;

(b) where the pension is allowed to be drawn by him in addition to pay, he shall, for the purpose of determining his grade, be deemed to be in receipt of actual pay equivalent to his pay on re-employment plus the pension subject to the condition that where the amount of such pay and pension exceeds the pay of the post, if it is on a fixed rate of pay or the maximum of the scale of pay of the post, if it is on a time-scale of pay, such excess shall be ignored.

**Explanation.**—For the purpose of this note, the amount of pension to be taken into account shall be the amount originally sanctioned, i. e., before commutation, if any, and shall also include the pension equivalent of retiring gratuity, if any.

NOTE 5.—(1) A reference to any scale of pay in this rule shall be construed as a reference to a revised scale of pay specified in the West Bengal Services (Revision of Pay and Allowance) Rules, 1981. Government employees retaining the "existing scale of pay" within the meaning of the said rules shall continue to be governed by the classification incorporated in rule 22 as it stood before the issue of this rule until they begin to draw pay in the revised scale.

(2) Any Government employee who was drawing a pay of Rs. 425 or above under the West Bengal Services (Revision of Pay and Allowance) Rules, 1970 and was a second grade Government employee for the purpose of travelling allowance before the coming into effect of this rule may continue to be a second grade Government employee so long his pay under the West Bengal Service (Revision of Pay and Allowance) Rules, 1981 is less than Rs. 600 per month.

NOTE 6.—The Motor Drivers (Special cadre) exclusively for the Ministers shall be treated as Grade III employees drawing a pay of Rs. 400 per month for the purpose of drawal of travelling allowance while on tour in the interest of public service.

NOTE 7.—The Attendants to the Ministers, the Ministers of State or the Deputy Ministers shall be treated as Grade IV employees for the purpose of drawal of travelling allowance while on tour in the interest of public service.

**\*\*22A.** A Government employee whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, shall rank in such grade as the Competent Authority may, with due regard to the Government employee's status, declare.

Gradation of part time Government employees for the purpose of travelling allowance.

23. A Government employee while in transit from a post in one grade to a post in another is included in the lower grade.

**CHAPTER V.—DIFFERENT KINDS OF TRAVELLING ALLOWANCE**

**24. The following are the different kinds of (travelling allowance which may be drawn in different circumstances by Government employees:—**

General Rule.

- (i) Permanent travelling allowance,
- (ii) Conveyance or horse allowance.
- (iii) Allowance for distance travelled,
- (iv) Daily allowance.

**\*\***(v) The actual cost of travelling.

**SECTION I.—PERMANENT TRAVELLING ALLOWANCE**

25. A Government employee whose duties require him to travel extensively may be granted subject to any conditions which Government think fit to impose a permanent monthly travelling allowance in lieu of all other forms of travelling allowance for journeys within his sphere of duty. Such an allowance may be sanctioned for the whole year or for such portion thereof as Government may decide, and during that period it may be drawn whether the Government employee is absent from his headquarters or not. Except<sup>1</sup> in any circumstances specifically provided in these rules, such an allowance shall not be drawn during a period for which travelling allowance of any other description is drawn.

Condition of grant.

NOTE 1.—A list of Government employees to whom permanent monthly travelling allowance has been granted is given in Appendix 4.

NOTE 2.—Where a permanent travelling allowance is granted on condition that the Government employee shall spend not less than a prescribed minimum number of days in a month on tour, the amount of allowance to be drawn each month shall be calculated on the basis of the following formula:

Amount of permanent Travelling Allowance.	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <th colspan="2" style="text-align: center;">Formula</th> </tr> <tr> <td style="text-align: center;">No. of days on tour or the prescribed number of days whichever is less.</td> <td style="text-align: center;">No. of days on duty</td> </tr> <tr> <td colspan="2" style="text-align: center;">-----</td> </tr> <tr> <td style="text-align: center;">No. of proscribed days.</td> <td style="text-align: center;">No. of days of the month.</td> </tr> </table>	Formula		No. of days on tour or the prescribed number of days whichever is less.	No. of days on duty	-----		No. of proscribed days.	No. of days of the month.
Formula									
No. of days on tour or the prescribed number of days whichever is less.	No. of days on duty								
-----									
No. of proscribed days.	No. of days of the month.								

Illustration.—An officer is granted a permanent travelling allowance of Rs. 60 per month subject to the condition that the number of days spent on tour in a month is not less than 20.

- (i) He spends 16 days on tour in a particular month and remains on duty for 26 days having proceeded on regular leave for the last 4 days of the month. The amount of permanent travelling allowance payable to the officer will be  $60 \times \frac{16}{20} \times \frac{26}{30} = \text{Rs. } 41.60$  P.
- (ii) He spends 20 days on tour in a month but proceeds on regular leave for the last 4 days of the month. The amount of permanent travelling allowance admissible to him for the month will be  $\text{Rs. } 60 \times \frac{20}{20} \times \frac{26}{30} = \text{Rs. } 52$ .

Explanation.—(a) The term "number of days on duty" occurring in the formula shall include Sundays and closed holidays and casual leave but shall exclude periods of regular leave, temporary transfer, joining time, suspension, etc., during which the permanent travelling allowance is not admissible.

(b) For the sake of convenience and facility of application, the number of days in a month is taken as 30 uniformly.

NOTE 3.—A Government Officer, who is in receipt of a permanent travelling allowance, shall surrender his permanent T. A. at the rate of 1/30th for each day he travels in a Govt. vehicle on duty or an amount equivalent to T. A. admissible under normal rules had there been no permanent T. A. whichever is less. This order will not however apply to cases where an officer is required to accompany a superior officer using a Government vehicle.

Every officer (\*\*) in receipt of permanent travelling allowance and receiving payment of the allowance in full, should, at the end of the given month but not later than the 10th day of the following month, furnish to his disbursing officer a certificate in the following form :—

(a) "Certified that I.....(designation) hereby declare that I did not use Government vehicle for journeys on duty in the month of....." On the basis of certificates received from individual officers the departmental disbursing officers (\*\*) should furnish a certificate in the following form on the body of the relevant pay bill of the following month :—

(b) "Certified that the Government employees for whom permanent T. A. was claimed in full during the previous month in Bill bearing Token No. T. V. No.....,

date....., have furnished necessary certificates in terms of Note 3 below rule 25 except in the case of Sl. No..... from whom proportionate deductions have been effected and the amount adjusted by short-drawal in this bill.

Government officers (\*\*) will embody a certificate as at (a) above on the bill in which the claim for the month will be preferred.

\*\*25A. When a Government employee holds, either substantively or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of all the allowances as a Competent Authority may consider to be necessary in order to cover the travelling expenses which he has to incur.

Combination of posts.

### **SECTION II.—CONVEYANCE AND HORSE ALLOWANCES**

26. A Government employee who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for travelling allowance of other descriptions, may be granted a monthly conveyance or horse allowance, subject to the production of a certificate that he owns and possesses a conveyance or horse and knows how to drive the conveyance or ride the horse.

Condition of grant.

Provided that where the conveyance allowance is claimed in respect of a motor car it shall be sufficient for the Government employee to produce a certificate that he owns and possesses a motor-car.

NOTE 1.—The general conditions for regulating the drawal of conveyance or horse allowance are given in Appendix 5.

\*\*NOTE 2.—Vide notes below rule 88.

NOTE 3.—The term 'extensively' means a journey at least 200 km. on an average per month.

\*\*NOTE 4.—(1) For the initial fixation of allowance under these rules a Government employee claiming the allowance should maintain a log book of journeys on duty qualifying for the grant of allowance for a minimum period of three months. The Controlling Officer shall scrutinize the log book as frequently as possible during this period. A longer period may be prescribed by the sanctioning authority at its discretion.

The log book shall contain the following particulars:—

- (i) the distance travelled daily on official duty;
- (ii) places visited with distance covered and purpose of each visit;
- (iii) the mode of conveyance maintained/ used.

(2) The sanctioning authority shall scrutinize the log books for determining average mileage per month justified for official work for the post and fix the rate of conveyance allowance on the basis of mileage covered as well as other relevant factors, The sanctioning authority may then sanction an allowance at the appropriate rate with effect from any date from which, in its opinion, the grant of the allowance is justified. No allowance shall be sanctioned with effect from a date earlier than the date from which the log book was maintained.

(3) All allowances under these rules shall be granted for a period not exceeding two years at a time and its continuance shall be reviewed at the end of each such period in accordance with the procedure laid down for the initial grant of an allowance.

**27. Except as otherwise provided in these rules a conveyance or horse allowance may be drawn during absence from headquarters and in addition to any other travelling allowance admissible under these rules:**

**Provided that when a Government employee who is in receipt of motor car allowance or of conveyance allowance specifically granted for the possession of a motor cycle and also for its upkeep (hereinafter referred to as motor cycle allowance) makes a journey (a) by the motor car beyond a radius of 8 or 16 kms. from the headquarters, as the case may be, depending upon the minimum distance prescribed in Appendix 5 of these rules or (b) by the motor cycle beyond a radius of 8 kms. from the headquarters, he may draw usual travelling allowance (daily or any other allowance) but there shall be made a proportionate deduction of the motor car allowance or motor cycle allowance, as the case may be, at the rate of 1/30th per day for the period during which such travelling allowance is drawn.**

**28. Omitted.**

**29. Conveyance and horse allowances are subject to the following maxima:—**

	Rs.
(a) for horse or pony	62.50
(b) for a motor car	117.00
(c) for motor cycle	48.75
(d) for a bicycle or tricycle	9.75

**\*\*29A. (1) Heads of Department may sanction conveyance allowance to Government employees under their administrative control, borne on regular establishments (including work charged staffs), who are blind or orthopedically handicapped with disability of lower extremities, at the rate**

Conveyance Allowance to Blind or Orthopedically Handicapped Government employees.

When drawn.

Maximum limits

of 10 per cent of basic pay, but not exceeding Rs. 75 per month, subject to the following conditions:—

(i) An orthopedically handicapped employee shall be eligible for conveyance allowance only if he or she has a minimum of 40 per cent permanent partial disability of either upper or lower limb / limbs or 50 per cent permanent partial disability of both upper and lower limbs together.

(ii) The conveyance allowance shall be admissible to the orthopedically handicapped employees on the recommendation of the Head of Orthopedics Department of a Government Hospital.

(iii) In the case of blind employee, the allowance shall be admissible on the recommendation of the Head of Ophthalmological Department of a Government Hospital.

(iv) The allowance shall not be admissible during leave (including leave preparatory to retirement and refused leave but excluding casual leave), joining time or suspension.

(2) The Government employee concerned shall accordingly apply for the grant of conveyance allowance to the Head of his Department. It shall be the responsibility of the Head of the Department concerned to refer the case of the concerned employee to the appropriate medical authorities for obtaining their recommendations for the grant of the conveyance allowance. The allowance may be granted with effect from the date of receipt of the recommendation of the concerned medical authority by the Head of the Department.

NOTE 1.—For the purpose of estimation of disability, the standards as contained in the Manual for Orthopedic Surgeon in Evaluating Permanent Physical Impairment brought out by the American Academy of Orthopedic Surgeons, U.S.A. and published on their behalf by Artificial Limbs Manufacturing Corporation of India, G. T. Road, Kanpur shall apply. Other conditions for the grant of conveyance allowance shall, however, remain unchanged.

NOTE 2.—The concession shall not be admissible to one-eyed (partially blind) employees.

NOTE 3.—In cases where handicapped employees are referred by Heads of Departments concerned to Government Hospitals located at stations outside their headquarters for getting recommendations for grant of conveyance allowance, they may be reimbursed the actual travelling expenses admissible for a journey on tour without

any daily allowance for the period of journey and for halts. The period spent on journeys as also at the hospital, shall, however, be treated as duty. The above concession shall be admissible only to those who satisfy the prescribed conditions and are recommended conveyance allowance by the competent medical authority.

NOTE 4.—The expenditure on account of conveyance allowance sanctioned to blind and orthopedically handicapped employees shall be debitable to the head "Salaries—House-rent and Other Allowances" under the appropriate Budget head.

**30.** Omitted.

### **SECTION III.—ALLOWANCE FOR DISTANCE TRAVELLED**

#### (i) General

**31.** An allowance for distance travelled is an allowance calculated on the distance travelled which is given to meet cost of a particular journey.

**\*\*NOTE 1.**—Charges levied by Railways in connection with the reservation of accommodation in train shall be reimbursed to the Government employees treating these charges as part of the fare. The telegram expenses charged by the Railways in connection with the reservation of accommodation in trains for onward and/or return journeys travelling on duty shall also be reimbursed to the Government employees concerned.

NOTE 2.—Refund of cancellation charges and ordinary reservation fee paid by Government employees on air, railway and steamer tickets purchased by them in connection with journeys on tour may be allowed, if the cancellation of journeys is due to circumstances which were unavoidable and beyond the control of the Government employee.

The charges paid on account of cancellation of passages booked by air, railway or steamer should be debited to the same head under which travelling allowance of the officer claiming reimbursement is adjustable.

**\*\*\*NOTE 3.**—Tax on passenger fares collected by Railway authorities Airline Companies as an addition to the fares shall be reimbursed to the Government employees. Where the journey is performed otherwise than by Railways / Airways and where the travelling allowance is restricted under the rules to the amount which would have been admissible had the journey been performed by rail, the amount to be reimbursed shall include the element of tax on passenger fare.

Definition



**32. For the purpose of calculating allowance for distance travelled, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short:**

**Provided that when there are alternative railway routes and the difference between them in point of time and cost<sup>1</sup> is not great, allowance should be calculated on the route actually used:**

**Provided further that where a Journey is actually performed by a route other than the shortest or cheapest the Head of the Department may, for special reasons of a public nature which should be recorded, permit the allowance to be calculated on the route actually used.**

NOTE 1.—The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling, in a case of doubt the Head of the Department shall decide which is the shortest of two or more routes. In cases where more than one mode of conveyances are available, e.g., where two places are connected by a direct bus as well as by a bus which plies by a longer route and where other public conveyances are available, and a doubt or difficulty arises in determining the shortest practicable route, the distance as ascertained from the local authorities concerned may be accepted for the purpose of local journeys irrespective of the mode of conveyance used by the Government employee. (\*\*)

NOTE 2.—If a Government employee travels by a route which is not the shortest but is cheaper than shortest his mileage allowance should be calculated on the route actually used.

NOTE 3.—Where the calculation is authorised under the second proviso to this rule because the shortest route was impracticable for travelling at the time when the journey was performed, the Head of the Department should obtain and record a certificate from the Collector of the district that no shorter route was practicable than that which was adopted.

NOTE 4.—When a Government employee travels by a route which is not the direct or the cheapest route, it is necessary that he should show in the travelling allowance bill, the details of the journey and the various stages by which it was made. It is the duty of the controlling officer to accept or reject the necessity for the Government employee to travel by those stages.

NOTE 5. An officer on tour or on transfer from one station to another, the shortest route between which lies through Bangladesh (\*\*) territory, may perform the journey and

transport his personal effects by the shortest and the cheapest route which runs entirely through India and draw mileage allowance calculated on the basis of the route actually used.

**33. The point in any station at which a journey is held to commence or end is the chief public office or such other point as may be fixed for the purpose by Government**

NOTE 1.—The court-house of the chief local executive authority, or where such an office does not exist, the headquarters police-station is ordinarily the "chief public office" for the purpose of this rule.

NOTE 2.—Raj Bhavan shall be treated as the chief public office for the purpose of this rule in respect of offices whose headquarters are situated in Calcutta.

NOTE 3.—The court-house, Alipore, shall be treated as the chief public office for the purpose of this rule in respect of offices whose headquarters are situated within the district of 24-Parganas but which are located within the jurisdiction of the Calcutta Corporation.

NOTE 4.—Refugee camps and camp colonies, where situated at far off places from the local chief public offices or the headquarters of police-stations, shall in cases of Government employees attached to the Refugee Relief and Rehabilitation Department and undertaking journey in the public interest, be taken to the point from which the journey is held to commence or end for the purpose of this rule.

*\*State Government decision.*—A question has arisen whether a Government employee, who is required on any day to perform temporary duty at a place, other than the normal place of his duty, is entitled to mileage allowance/ daily allowance for that day in case the place of temporary duty is situated at a distance of more than 8 kilometers from his normal place of duty even though it may be situated close to his residence. The Governor is pleased to decide that in such cases the place of duty shall be the place where the duty is actually performed and the drawal of mileage/ daily allowance for such local journeys shall be regulated in the following manner :—

(a) Journey which begins at office but where the Government employee returns direct from the temporary duty point to his residence ;	Forward journey	Where the temporary duty point is more than 8 kms away from the normal duty point, the prescribed mileage allowance for the distance from normal duty point to the temporary duty point will be admissible.
	Return journey	Where the distance between the temporary duty points to the residence <i>minus</i> the distance from the normal duty point to the residence, exceeds 8 kms the prescribed mileage allowance shall be admissible for the difference only.
	Daily Allowance	This shall be allowed for the period of absence from the normal duty point till the arrival at the residence.
(b) Where the Government employee proceeds to temporary duty point from his residence and then comes to office.	Forward journey	Where the distance from the distance to the temporary duty point <i>minus</i> the distance from the residence to the normal place of duty exceeds 8 kms. the prescribed mileage allowance shall be admissible for the difference only.
	Return journey	The prescribed mileage allowance from temporary duty point to the normal duty point shall be admissible, if the distance exceeds 8 kms.
	Daily Allowance	This shall be allowed for the absence beginning from departure from residence and the arrival at the normal duty point.
(c) Where the Government employee proceeds to temporary duty point direct from residence and returns direct to residence.	Mileage Allowance	Where the distance from the residence to the temporary duty point <i>minus</i> the distance from residence to normal duty point is more than 8 kms. mileage allowance shall be admissible for the difference only.
	Daily Allowance	This shall be allowed for the period from the time the Government employee leaves his residence up to the time of his return to his residence.

**34. A Government employee (including members of his family), performing a journey for which travelling allowance is admissible is required to travel by the class of accommodation to which his grade entitles him. The provisions of all rules regulating allowance for distance travelled are subject to the condition that if a Government employee (including members of his family), travels in a lower class of accommodation, he shall be entitled to the fares (including extra fares, if any) by the class of accommodation actually used. The allowance for incidental expenses in rule 38 shall also, be drawn at the lower rate if the Government employee travels in a class lower than that admissible to his grade except that in cases where the journey is on tour and where it is certified by the Government employee concerned that he had to travel in the lower class because the particular train in which he travelled did not provide the class of accommodation appropriate to his grade, allowance for incidental expenses shall be drawn at the full rate admissible to his grade.**

If travelling in lower class of accommodation

NOTE.—Cases have been brought to the notice of Government that some officers while travelling in a class lower than one on which he is required to travel under the rules, drew travelling allowance at the higher rate admissible for higher class to which he was officially entitled.

It may be impressed upon all Government employees that saving money by travelling in a lower class and charging the entitled fare is conduct unbecoming of an officer and also conduct less than honest. In future Government will take very serious view of such conduct on the part of any delinquent Government employee and he will be liable to disciplinary action for violation of the rules.

All controlling officers are requested to bring the above to the notice of all Government employees who are required to travel on tour or transfer. (Memo No. 111-F, dated 13th January 1971)

**35.** When the Government employees mentioned below are obliged, in the circumstances noted against them, to travel in a class lower than that to which they are entitled, they may notwithstanding the provisions of rule 34, draw the actual fare of the class in which they travel plus allowance for incidental expenses at the rate appropriate to their grades:—

Rout shall not be admissible in cases when the journey could not be performed by the shortest route because of non-availability of reserved accommodation of the entitled class by that route.

Inspectors, Sub-Inspectors Sergeants and Assistant Sub-inspectors of Police	..	When escorting prisoners <i>by rail-</i>
Assistant Sub-inspectors and Head Constables	..	When required to travel with Police parties by rail

36. Allowance for distance travelled is differently calculated, as shown in the following rules, according as the journey is, or could be made by railway, by steamer, by road or by air.

(ii). Journey by Railway

**\*\*37.** For the purpose of calculating allowance Government employees when travelling by railway are entitled to class of accommodation according to the following scale:—

(i) Government employees of the and Second Grades— Pay Rs. 2,250 and above	First
	A.C.G. First Glass
Others	First 1st Class
(ii) Government employees of the and Fourth Grades.	Third/ Second Glass.

NOTE 1.—Government employees who are drawing pay of Rs. 1,500 and above but less than Rs. 2,250 per month may, at their discretion, travel by Second Class Air-Conditioned 2-Tier Sleeper Coach when travelling on tour.

NOTE 2.—The reservation of accommodation of the entitled class for journeys undertaken by a Government employee is the concern of the Government employee himself, and in the matter of regulating travelling allowance claims in such cases it is the accepted policy of Government not to take cognizance of a Government employee's liability to secure reservation in the entitled class. Therefore, travelling allowance by the longer route shall not be admissible in cases when the journey could not be performed by the shortest route because of non-availability of reserved accommodation of the entitled class by that route.

**\*\*37A. For journeys on tour Government employees will be entitled to the classes of accommodation in the Rajdhani Express as detailed below:—**

Grade / Pay Range	Accommodation
(i) Officers in receipt of pay of Rs. 2,250 and above	A.C. Sleeper (A.C. First Class)
(ii) Officers in receipt of pay of Rs. 1,800 and above but less than Rs. 2,250	Second Class A.C. 2-Tier Sleeper.
(iii) Other First Grade officers /Second Grade officers/Third Grade officers in receipt of pay of Rs. 425 and above.	A.C. Chair Car.
(iv) Other Third Grade officers drawing pay below Rs. 425 and Fourth Grade officials.	Not entitled.

Differently calculated according to different class of journey

In the case of journeys performed by officials mentioned in clause (iv), by the Rajdhani Express, the reimbursement shall be restricted to that of ordinary Second Class fares admissible by other trains.

For journey between Howrah and New Delhi by the Rajdhani Express, fixed incidental charges, if so opted for, will be admissible in the following scales:—

	Rs.
First Grade	51
Second Grade	34
Third Grade	10

NOTE.—Special supplementary charges (exclusive of reservation fee) levied by the Railway for travelling by Super-fast Express trains in reserved accommodation shall be reimbursed

\*\*38. Except in the case of journeys on transfer (the rules about which are contained in Chapter IX), but subject to the provisions of rule 43, the allowance for distance travelled admissible for journey by railway to Government employees:

Allowance admissible.

(1) Of the First, Second and Third Grade is a single fare of the class to which they are entitled to accommodation under rule 37 or 37A, as the case may be, an allowance for incidental expenses at the following rates will also be admissible except for journeys under rule 37A (in respect of which the admissibility of incidental allowance has been specifically laid down therein), namely, :—

Grade of Government employee	Rate per 10 km. or fraction thereof
First Grade	Paise 51
Second Grade	34
Third Grade ••	17

(2) Of the Fourth Grade is a single fare of the class to which they are entitled to accommodation under rule 37 plus an allowance for incidental expenses at half of the Second Class fare by passenger train or 17 P. per 10 km. or fraction thereof, whichever is less :

Provided that where the journey is under 120 km. and involves an absence from headquarters of more than 24 hours, both conditions being fulfilled, the allowance for incidental expenses shall be calculated at the times of the allowance for incidental expenses shown in clauses (1) and (2)

NOTE 1.—The incidental expenses at the rates indicated in this rule, shall be calculated on the number of kilometres for which the fare is actually charged by the Railway concerned.

NOTE 2.—The condition "under 120 km." occurring in the proviso to this rule should be applied to railway journeys only, including the railway portion of a combined rail and other journey. Thus, in a case when the railway portion of the journey is below 120 km. but the combined journey is more than 120 km. incidental expenses shall, if the other condition is fulfilled, be calculated at 1 ½ times of the usual rate. But in a case when an officer makes a rail journey of 112 km. to a steamer station, then continues his journey on steamer or by road for 64 km. and at the end of the steamer or road journey again makes a rail journey of 112 km. incidental expenses at the usual rate shall be drawn as the railway portion of the journey taken together exceeds 120 km.

When an officer performs a railway journey of less than 120 km. accompanied by a stop over a day at the place of halt, incidental expenses at the usual rates may not be sufficient to cover the expenses. In such cases, incidental expenses at li times of the usual rate shall be admissible. Thus, where an officer starts from, A, his headquarters, makes a journey of 96 km. to B, halts there for two days, starts for C at a distance of 144 km. from B, halts again, goes to D at a distance of 24 km. from C, halts there, then comes back to headquarters all the journeys being made by railways, incidental expenses at li times of the usual rates shall be paid for two stages of the journey from A to B and from C to D, these two stages being less than 120 km.

NOTE 3.—If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by rail within the period for which a return ticket is available. The mileage allowance for the forward and return journeys whenever such return tickets are available and are purchased or could have been purchased will be the actual cost of the return tickets plus the usual allowance admissible for incidental expenses each way.

NOTE 4.—Government employees travelling by mail or express trains should certify on each travelling allowance bill that the journeys were actually performed by such trains and the controlling officer should certify that the journeys were performed by mail or express trains in the public interest.

*State Government decision.*—(1) The Governor has been pleased to decide that in cases of railway journeys by a Government employee, the number of ticket / tickets purchased together with the class availed of should invariably be quoted on the travelling

allowance bill submitted by him, when official money receipts issued by the Railway are not available and cannot be furnished with the travelling allowance bill.

(2) If, however, a Government employee forgets to note the number of the ticket on which he had travelled or after having noted such number loses the note, the controlling officer may, in his discretion, excuse the officer, in writing on the body of the bill, from quoting the number of the ticket in his travelling allowance bill.

NOTE 5.—In checking travelling allowance bills, in cases where a touring Government employee claims 'First Class fare' against journey performed by hired conveyance, the controlling officer shall satisfy himself that the Government employee actually travelled by hired conveyance between places connected by rail and not by a lower class of accommodation in trains or by a cheaper public transport.

NOTE 6.—Subject to the prior approval of the controlling officer, the journey between New Jalpaiguri and Darjeeling may, in exceptional circumstances, be performed by hired conveyance if so required in the interest of public service.

NOTE 7.—A Government employee on tour may, at his option, draw either daily allowance or incidentals for a particular journey as a whole and not for any segment of the same.

39 and 40.—Omitted.

(iii) Journey by Sea or River in a Steamer.

41. For the purpose of calculating allowance for journeys by sea or river in a steamer, Government employees are entitled to class accommodation according to the following scale:—

Classes of accommodation.

- I. A Government employee of the First Grade—Highest Class.
- II. A Government employee of the Second Grade—Second Class or if there is no Second Class accommodation in the steamer by which he travels, First Class.
- III. A Government employee of the Third grade—If there be two classes only on the steamer, the lower class ; if there be three classes, Middle or Second Class ; if there be four classes, Third Class.
- IV. A Government employee of the Fourth Grade—Lowest Class. Provided that any Government employee or class of Government employees may, under special orders of Government, be entitled to accommodation of a higher class than that prescribed for their grades in this rule.



NOTE 1.—A steam vessel of more than 90 tons gross tonnage or one of whatever size which belongs to a regular steamer service for the conveyance of passengers at fixed fares is a "steamer" for the purpose of regulating travelling allowances.

NOTE 2.—Assistant Inspectresses of Schools and female inspecting Government employees of similar position are allowed first class accommodation for journey by steamer.

\*\*NOTE 3.—Where a particular class of accommodation has two or more rates, the term "entitled class" shall mean the lower or the lowest rate of the entitled class.

\*\**State Government decision.*—For journeys between Mainland and Andaman and Nicobar Islands by ships run by the Shipping Corporation of India, there are five or more classes of accommodation. A question has been raised as to what will be the entitlement of employees of different grades to accommodation in these ships. The matter has been carefully considered and it has been decided that—

(i) for the purposes of journey between Mainland and Andaman and Nicobar Islands, the entitlement to different classes of accommodation in ships other than M. V. Akbar shall be as follows:

- (a) Government employees of First Grade drawing pay of Rs, 1,500 and above.: Deluxe Cabin
- (b) Other Government employees of First Grade.: First Class Cabin.
- (c) Government employees of Second Grade. Second Class 'A' Cabin.
- (d) Government employees of Third Grade. Second Class 'B' Cabin\*
- (e) Government employees of Fourth Grade. Bunk.

(ii) entitlement to class of accommodation in ship M. V. Akbar while travelling between Mainland and Andaman and Nicobar Islands shall be as follows:

- (a) Government employees of First Grade drawing pay of Rs. 1,500 and above: Deluxe Cabin with attached bath,
- (b) Other Government employees of First Grade and Government employees of Second Grade: Cabin without attached bath.
- (c) Government employees of Third Grade: Fore-castle space (Special bunk with mattresses).
- (d) Government employees of Fourth Grade: Upper/ Lower Tween Deck.

42. Except in the case of journeys On transfer (the rules about which are contained in Chapter IX), the allowance admissible for journeys by sea or river in a steamer to Government employees-

(X) of 1st and 3rd grades shall be 1- 3/5th fares of the class to which they are entitled to accommodation; and

(2) of the 4th grade is either—

(a) 1-3/5th fares of the class to which they are entitled to accommodation; or

\*\* (b) Omitted.

NOTE 1.—In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" in this rule should be held to mean fare exclusive of diet.

\*\*NOTE 2.—A Government employee on tour may at his option draw either daily allowance or incidentals for a particular journey by steamer as a whole and not for any segment of the same.

43. In cases of doubt or in which, owing to the arrangement of classes on a steamer, the provisions of rule 41 if strictly construed involve hardship, a Head of a Department may decide, for journeys generally or for particular journeys, to what class of accommodation a Government employee is entitled; and whether, if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.

44. If suitable accommodation on a Government vessel is offered to a Government employee he is entitled to travelling allowance under rule 153 and not to any allowance for distance travelled. It is not open to him to refuse to accept such accommodation and to draw allowance for distance travelled.

45. Rules 41 to 44 apply to Government employees who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a railway journey and the charge for it is included in the railway fare, in which case the crossing is to be treated as part of the railway journey.

**(iv) Journey by Road.**

46. For the purpose of these rules, travelling by road includes travelling by sea or river in any vessel other than a steamer and travelling by canal.

\*\*47. Subject to the provisions of rules 49, 50, 51 and 59 for journeys by road, allowance for distance travelled shall be calculated at the following rates :—

Government employees or First and Second Grades.

Actual fare by public bus or 8 paise per kilometre for Journey by bicycle/foot or 50 paise per kilometre for journey by motor cycle /scooter or Rs. 1.30 per kilometre for journey by full taxi/own car.

Government employees of Third and Fourth Grades.

Actual fare by public bus or 6 paise per kilometre for journey by bicycle/ foot or 50 paise per kilometre for journey by motor cycle/scooter. They will not be eligible for travel by full taxi /own car. If they travel by full taxi own car for whatever reason, the mileage will be limited to 50 paise per kilometre or actual expenses incurred whichever is less.

Provided that the Government may, by special orders, allow any Government employee or any class of Government employee] allowance at a rate higher than the rate so prescribed.

NOTE 1.—Tanga, auto-rickshaw, cycle-rickshaw and maid driven rickshaws shall be equated to journey by scooter/ motor cycle.

NOTE 2,—Road mileage shall be admissible from the duty point at headquarters to the railway station/bus stand/ airport and also from the railway station /bus stand / airport to the duty point at the outstation. No mileage allowance shall, however, be admissible for local journeys performed at the tour station.

NOTE 3.—It is not necessary that the car/ motor cycle; should be registered in the name of the Government employee for claiming road mileage.

NOTE 4.—When taxi/ auto-rickshaw charges are shared by more than one Government employee or where a Government employee takes a single seat in taxi / auto-rickshaw the mileage allowance admissible shall be the actual share limited to half the rate for such mode of conveyance.

\*State Government decision No. 1.—A question has been raised as to the admissibility of accommodation to different grades of Government employees in cases where there are two or more classes of accommodation in buses. After careful consideration the Governor has been pleased to direct that the Government employees while travelling in public buses shall be entitled to the class of accommodation as follows:

First Grade officers	Highest class
Second Grade officers	Highest class
Third Grade officers	(i) Middle class when there are three classes of accommodation. (ii) Lower class when there are two classes of accommodation.
Fourth Grade officers	Lowest class, if there are more than one class.

\* **State Government decision No. 2.**—some special types of bus services, namely, Mini Bus/ Deluxe Bus/ Special Bus/ Express Bus/ Rocket Bus, have been in operation in the

recent years. Questions have been raised as to how drawal of travelling allowance for journeys by such special types of buses should be regulated.

2. After careful consideration of the matter the Governor is pleased to clarify that in exigencies of public service and having regard to the time factor, if a Government employee travels by any of such special types of buses, drawal of travelling allowance in such case shall be regulated in **the** following manner :—

(i) For journeys between places connected by railways, in addition to the actual single fare of the bus availed of, a Government employee shall be allowed railway incidental under rule 38, if he opts for such incidental in lieu of daily allowance. In case of such journey by ordinary bus, also the same principle shall be followed.

(ii) For journeys between places not connected by railways, in addition to the actual single fare of the bus availed of, an allowance for incidental expenses at the rates provided in rule 49 shall be allowed, if such incidentals are opted for in lieu of daily allowance. Journey by bus other than ordinary bus shall not, however, be undertaken for journeys covering a distance of less than 100 kms. without the prior approval of the controlling officer. The controlling officer shall also ensure that special types of bus services are availed of only in cases of extreme urgency.

3. For journeys by bus service covering a distance of more than 32 kms. serial numbers of the tickets shall be quoted in the travelling allowance bill, if tickets or counterfoils thereof are not available for production to the controlling officer. The type of bus service availed of shall also be specifically indicated in the travelling allowance bills and the touring officer shall certify that the journey was actually performed by the particular bus service for which travelling allowance has been claimed.

**\*State Government decision No. 3.**—Questions have been raised (1) whether claim of rickshaw fare at the rate of 50 paise per km. instead of actual bus fare or 6 paise per km. by road may be allowed on the basis of the certificate of the controlling officer and (2) whether taxi fare at the rate of Rs. 1.30 per km. may be claimed by the officers for journeys between places connected by bus/ railways at a flat rate.

After careful consideration the Governor has been pleased to direct that where journey can be performed by services open to the public (viz., bus, tram or railway) any of such services shall be availed of. If the places between which the journey or a part of

the journey to be performed are not, however, connected by any such service, or the situation is such that the Government employee on tour cannot wait indefinitely for public transport without jeopardizing public interest, then and then only rickshaw hire charges/ taxi hire charges may be allowed, provided necessary certificate to that effect is given by the controlling officer and that, in cases of taxi hire charge, the touring officer otherwise entitled to travel by taxi in case of road journey.

Journeys by taxi to places connected by bus / rail or any other mode of public transport shall be exceptional and in rare cases only, and each such journey by taxi shall required justification in full and the approval of the controlling officer.

NOTE 5.—In cases where a Government employee has booked his seat by bus for an official journey in advance but has to cancel the same later in exigency of public service cancellation charges may be reimbursed to the Government employee directly by the Department/ Office concerned.

**48. Allowance for journey by road is admissible to a Government employee performing journeys by motor car between places connected by rail, if any public interest is served by the road journey, which would not have been served had he travelled by rail.**

NOTE 1.—The necessity for such road journey should be clearly set out in the travelling allowance.

NOTE 2.—Saving of public time and inspection en route are examples of the expression "public interest" in this rule.

**\*49. Except in the case of journeys on transfer (the rules) about which are contained in Chapter IX), in cases where the journey is made by a service open to the public on hire, oven and above the allowance prescribed in rule 47, a Government employee shall, subject to the satisfaction of the controlling officer that the journey was actually performed by availing of a service open to the public on hire, or hired conveyance, be entitled to an allowance for incidental expenses at the following rates, if he opts for such incidental expenses in lieu of daily allowance for the period spent in transit:—**

Grade of Government employees	Rates per 10 km. or fraction thereof <b>Paise</b>
I. First Grade	51
II. Second Grade	34
III. Third Grade and Fourth Grade	17

Places connected by railway.

Allowance for journey by a service open to the public on hire.

NOTE 1.—When a road journey is performed by availing of a service open to the public on hire, the mode of conveyance used shall be indicated in the travelling allowance bill within brackets under the word "road", e.g., "(road bus)" and the actual fare charged shall be indicated in the remarks column.

NOTE 2.—When a road journey is performed in a private or hired conveyance and the allowance for such journey by road is allowed under this rule, a certificate shall invariably be furnished by the controlling officer to the effect that journey was actually performed by a private or hired conveyance.

NOTE 3.—A touring officer may at his option draw either daily allowance or incidentals for a particular journey by a bus as a whole and not for any segment of the same.

**50. When a tour by motor car or motor cycle commenced from a place distant from headquarters and there is rail communication between that place and headquarters, the charge on account of the journey to such place shall be limited to the amount chargeable had (he Government employee proceeded there by rail.**

Journey by motor car or motor cycle.

**51. If a Government employee travels by road on account of the absence in a train of the class of accommodation to which he is entitled under rule 37, the Head of the Department may, for such a road journey, grant to him allowance admissible to him for journey by road limited to the amount which would have been admissible had the journey been performed by rail by the class of accommodation to which he is ordinarily entitled.**

In the absence in a train of the class of accommodation to which a Government employee is entitled.

NOTE 1.—When the fare of the requisite class for the journey in question is not specifically published, it should be calculated according to the appropriate data in the Railway Time and Fare Tables.

**52. In calculating allowance for journeys by road, fractions of a kilometre should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.**

Treatment of fractions of a kilometre.

*(v) Journey by Air*

**53. Travel by air means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed by private aeroplanes or air taxis.**

Definition.

**\*\*53A. (a) Unless specifically provided for in the following sub-rules, no Government employee shall be authorized to travel by air either on (our or on transfer except with the previous sanction of Government.**

Previous sanction necessary in some cases.

NOTE.—No recommendation for grant of permission to travel by air shall be made except in case where the late departure of an officer from, and his early arrival at the headquarters are considered indispensable in the interest of **public service**.

**(b) Officers drawing pay of Rs. 2,250 per month and above may in the exigency of public service travel by air within India on official work.**

**Officers in receipt of pay between Rs. 1,800 and Rs. 2,250 per month shall also be eligible to travel by air on tour (at their discretion) provided that distance involved is more than 500 kms. and the overnight journey cannot be performed by a direct train service / direct sleeper-coach service.**

**(c) The State service officers drawing basic pay of Rs. 950 per month and above and the All India Service officers irrespective of the amount of pay drawn posted in the districts of Darjeeling, Jalpaiguri, Cooch Behar and West Dinajpur may, subject to the approval of (the controlling officer, if any, travel in connection with the official work from places located in the districts mentioned below to Calcutta and back by using air services operated by the Indian Airlines Corporation or by private carriers:**

**(i) Darjeeling, and**

**(ii) provided the place of posting is within 80 kms. from the Airfield,—**

**(1) Jalpaiguri,**

**(2) Cooch Behar, and**

**(3) West Dinajpur.**

**For the same categories of officers posted in Calcutta, Departmental Secretaries may sanction air journey to the districts mentioned above only in respect<sup>1</sup> of such officers under their control, provided they are satisfied that such air journey is necessary in the interest of public service.**

**(d) Class of Air travel:**

**(i) Officers drawing pay of Rs. 2,250 and above per month—Standard (First) Class.**

**(ii) Officers drawing pay between Rs. 1,800 and Rs. 2,250 per month—Standard (First) Class when the journey involves night travel, otherwise Tourist class.**

**(iii) Officers other than those falling under (i) and (ii) above, if specially permitted to make journey by air—Tourist Class.**

**Air journeys to countries outside India as and when approved by Government in connection with deputation / delegation abroad of officials should be made by the Economy (Tourist) Class.**

*State Government decision.*—A question has been raised as to the meaning of the term "overnight journey". After careful consideration the Governor has been pleased to clarify that when the train journey can take the officer from one station to another without loss of best part of a working day, the places are deemed to be accessible overnight by rail. Ordinarily, journeys which can be covered between 6 p.m. and 8 a.m. fall under this category. However, the controlling officer can decide such case at his discretion.

**54. (a) Except in case of journeys on transfer (the rules regarding which are contained in Chapter IX) a Government employee authorised to travel by air is entitled—**

**(i) If belonging to 1st Grade, to allowance for the journey equal to one and one-fourth of the standard air fare or one standard air fare plus Rs. 39, whichever is less; and**

**(ii) if belonging to a grade lower than the first, to one standard fare for the journey plus allowance equal to—**

**(a) two-third of the allowance for incidental expenses by rail in the case of a journey between stations connected by rail, three-eighth of the allowance by steamer in the case of a journey between stations connected by steamer and half the allowance admissible by road in the case of a journey between stations connected by road to which he would have been entitled had he travelled by the surface route; or**

**(b) one-fourth of the standard air fare ; or**

**(c) Rs. 39, whichever is the least.**

**Provided that if, on any occasion, a Government employee is required to perform at either end of the journey by air, a connected journey by rail, road or steamer he may draw allowance admissible for such journeys, subject to the conditions laid down in rule 78:**

**Provided further that no allowance shall be drawn in respect of the transport-which forms part of the air journey and is included in the fare paid for the air journey.**

**(d) A Government employee who is not authorised to travel by air on tour but performs a journey by air can draw either—**

**(i) the allowance to which he would have been entitled if he had travelled by rail, road or steamer; or**

**(ii) the allowance calculated under sub-rule (a); whichever is less.**

Allowance  
admissible  
travel by air.



NOTE 1.—The "standard" air fare should be taken to mean actual single journey fare of a company payable for the services by which a journey is performed.

NOTE 2.—If available return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available. The allowance for the forward and the return journeys when such return tickets are available will be the actual cost of the return tickets plus incidental charge admissible under sub-rule (a) for each Journey.

NOTE 3.—In respect of journeys coming within the purview of clause (i) of sub-rule (b) a certificate to the effect that the journey was performed by air shall always accompany the travelling allowance bill claiming travelling allowance for journey by rail, road or steamer.

\*NOTE 4.—Omitted.

NOTE 5.—For journeys by military or Government aeroplanes, travelling allowance is drawn under rule 156 of these rules.

\*NOTE 6.—A touring official may at his option draw either daily allowance or incidentals for a particular journey as a whole and not for any segment of the same.

NOTE 7.—In case of air journey by a Government employee the number of the ticket] tickets purchased should invariably be quoted on the travelling allowance bill submitted by him when official money-receipts or counterfoils thereof issued by the Airlines Corporation/ Company are not available and cannot be furnished with the travelling allowance bill.

\*\*NOTE 8.—Surface transport charge as may be charged by the Indian Airlines Corporation for journeys between their City Booking Office and Airports should be reimbursed to the Government employees who undertake air journeys on official business. Road kilometrage wherever claimed shall however be restricted to the amount of the said surface transport charges.

#### **SECTION IV—DAILY ALLOWANCES**

**55. A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government employee in consequence of such absence.**

**NOTE.**—When daily allowance is claimed for journeys by road on tour, the distance travelled on the day of departure from and on the day of return to headquarters should always be stated **in** the bill.

56. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government employee whose duties require that he should travel, and may not be drawn except while on tour.

\*\*57. Subject to the provisions of rule 59, daily allowance is drawn on the following scale:—

(A) When the Government employee avails himself of Government or Public Sector Guest House, Dak Bungalows or makes his own arrangement:

Grade	Pay range	Ordinary localities	Calcutta Darjeeling District (except Siliguri subdivision )
1	2	3	4
		Rs.	Rs.
First Grade	(i) Rs. 2,150 and above	37 00	49 00
	(ii) Rs. 1,650 and above but less than Rs. 2,150.	32 00	47 00
	(iii) Rs. 1,100 and above but less than Rs.1,650	28 00	46 00
	(iv) Rs. 1,000 and above but less than Rs. 1,100	25 00	43 00
Second Grade	(i) Rs. 900 and above but less than Rs. 1,000	25 00	43 00
	(ii) Rs. 600 and above but less than Rs. 900	21 00	35 00

Grade	Pay range	Ordinary localities	Calcutta Darjeeling District (except Siliguri subdivision )
1	2	3	4
		Rs.	Rs.
First Grade	(i) Rs. 2,150 and above	37 .00	49 .00
	(ii) Rs. 1,650 and above but less than Rs. 2,150.	32 .00	47 .00
	(iii) Rs. 1,100 and above but less than Rs.1,650	28 .00	46 .00
	(iv) Rs. 1,000 and above but less than Rs. 1,100	25 .00	43 .00
Second Grade	(i) Rs. 900 and above but less than Rs. 1,000	25 .00	43 .00
	(ii) Rs. 600 and above but less than Rs. 900	21 .00	35 .00

Provided that a Government employee who, while on tour, is allowed free board and lodging at the expense of the Central or State Government or a commercial undertaking

or corporation or a statutory body or a local authority, in which Government funds have been invested or in which Government have any other interest may draw only one-fourth of the daily allowance admissible to him at the station concerned. If, in such circumstances, only board "is allowed free to the Government employee, he may draw daily allowance at one-half of the rate ordinarily admissible to him.. If be is provided with only free lodging, he will draw daily allowance at three-fourths of the rate admissible to him for that (those) day(s).

(B) When the Government employee stays in a hotel or other establishment providing board and/or lodging at Scheduled tariffs:

Grade	Ordinary localities	Calcutta Darjeeling district (except Siliguri subdivision)
	Rs.	Rs.
First Grade	70 00	100 00
Second Grade	50 00	70 00
Third Grade	30 00	50 00
Fourth Grade	24 00	40 00
Rs. 230 and above but less than Rs. 350. Pay below Rs. 230	12 00	20 00

Houses/ Dak Bungalows where rates charged are not concessional and pay lodging charges in excess of 25 per cent of daily allowance admissible to them in the concerned localities under clause (A) daily allowance shall be regulated as under—

(i) the respective rate of daily allowance for the concerned localities as shown in clause (A) shall be reduced by 25 per cent, 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 added thereto.

(ii) daily allowance equal to the amount calculated in item (i) shall be admissible to the Government employee concerned subject to the condition that where it exceeds the hotel rate to which the Government employee is entitled to for the respective locality as per clause (B) it shall be restricted to the later rate.

No certificates is required to the effect that the rates charged from the Government employees for staying in Government] Public Sector Guest Houses/ Dak Bungalows are not concessional.

NOTE 6.—For the time spent in journey, only ordinary rate of daily allowance as shown in clause (A) will be admissible. When total absence from headquarters is partly spent in journeys in ordinary locality and partly in expensive locality, the total number of daily allowance will first be calculated; from this, the number of daily allowance for halt in the

expensive locality, for which daily allowance at the special rates will be allowed, will be deducted. The remaining number of daily allowance will be calculated at ordinary rates. For the time spent in transit only the ordinary rate of daily allowance will be admissible irrespective of whether the journey is to an expensive locality for which special rate of daily allowance is admissible or not. However, in cases where a Government employee comes to Calcutta on duty from an out-station and returns to headquarters on the same day,—

(a) if out of the total duration of such absence from the headquarters (i.e., starting with departure from headquarters and ending with return thereto) the time spent in transit is more than that of actual halt in Calcutta, daily allowance will be admissible at the ordinary rate ;

(b) if, however, the time spent in Calcutta exceeds the time spent in transit daily allowance will be admissible at the special rate prescribed for Calcutta.

The same principles shall be followed in case of journeys to the hill areas of Darjeeling district.

Note 7. A question has been raised whether any reduction in daily allowance all be made in cases where Government employees deputed rot emergency duty are not provided with proper accommodation and are to stay at Varandah, tents or barracks and at time in open places It has been decided that when a Government employee provided with such improvised accommodation free of charge in a tent or temporary structure of other sort in a locality where regular accommodation is not available, such accommodation will not be treated as "free lodging" and the provision of such improvised accommodation shall have no effect on the Government employee's entitlement to daily allowance.

NOTE 8.—While on tour Government employees sometimes have to attend official punches and dinners. A question has been raised as to how drawal of daily allowance on such days should be regulated. It has been decided that attending such functions would not be deemed to be free board within the meaning of this rule. Such Government employee will be entitled to usual daily allowance on such occasion.

Explanation.—The term "Scheduled Tariff" as contained in clause (B) shall mean "Hotel rates" of daily allowance if a Government employee stays in any establishment registered] licensed as a "Hotel".

\*\*58. Omitted.

**CHAPTER VI—GENERAL CONDITIONS AS TO ADMISSIBILITY OF  
TRAVELLING ALLOWANCE**

**59.** Notwithstanding the provisions of rules 47 and 57, the allowance for distance travelled or daily allowances admissible to any Government employee or class of Government employees for journeys in any locality specially specified by Government shall be at such rates as Government may, by general or special order, prescribe.

NOTE 1.—A list of special rates of daily allowance and other allowance admissible in special localities is given in Appendix 7.

NOTE 2.—A Government employee travelling in localities outside West Bengal shall be entitled to draw daily allowance at the rate prescribed by the Government of India in the said localities for Government, employees under their administrative control drawing identical rate of pay.

**\*\*59A.** Omitted.

**60. No travelling allowance of any description is admissible except as provided under these rules, and save where these rules expressly provide, no Government employee is entitled either—**

- (a) to be provided with means of conveyance by or at the expense of, Government, or
- (b) to recover from Government the actual cost or any part thereof of transporting himself, his family or his personal luggage, conveyances, tents, and camp equipage.

The travelling allowance admissible to a Government employee for any journey is calculated with reference to the purpose of the journey in accordance with these rules.

**61.** When a Government employee of a grade lower than the first grade is required by a special order issued for particular reasons by a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or other allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or other allowance.. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer that the use of the special means of conveyance was absolutely necessary and specifying the circumstances which rendered it necessary.

NOTE 1,—The powers under this rule are not to be exercised in localities where travelling may be unusually expensive where the question is rather one for the consideration of Government under rule 59.

NOTE 2.—Boats are regarded as special means of conveyance for purposes of this rule in the case of all subordinate Government employees of the Forest Department.

62. Omitted.

## CHAPTER VII—JOURNEYS ON TOUR SECTION

### I—GENERAL RULE

**63.** A Government employee is on tour when absent on duty from his headquarters either within or, with proper sanction, beyond his sphere of duty. In case of doubt the Head of the Department will decide whether a particular absence is absence on duty for the purpose of this rule.

Definition.

NOTE.—Lists of cases in which absence has been declared to be "absence on duty" or not are set out in Appendix 8.

**64.** Except where otherwise provided in these rules travelling allowance for journeys on tour is drawn in the shape of permanent travelling allowance under rule 25 or allowance admissible for distance travelled as provided in rules in Chapter V.

Restrictions on tour.

**65.** A controlling officer may impose such restrictions as he may think fit upon the frequency and duration of journeys to be made on tour by any Government employee or class of Government employees subordinate to him.

Government Employees who are not entitled to Travelling allowance for journeys on tour.

**66.** If Government declares that the pay of a particular Government employee, or class of Government employee has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamier, within the Government employee's sphere of duty, such a Government employee may draw no travelling allowance for such journeys. He may however, draw allowance for journeys by rail or steamer. When travelling on duty, with proper sanction, beyond his sphere of duty, he may draw travelling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty.

NOTE 1.—This rule does not apply to cases when a Government employee in order to shorten his journey to some place within his jurisdiction has to pass through stations, not situated within his jurisdiction.

NOTE 2.—A list of Government employees not entitled to travelling allowance for journeys on tour is given in Appendix 9

NOTE 3.—(1) Assistant Sub-Inspectors, Head Constables and Constables on escort duty outside their jurisdiction should be allowed to draw the actual cost of the conveyance of their baggage by road, in addition to the daily allowance admissible to them under the ordinary rules. When the journey beyond jurisdiction exceeds 32 km. by road these Police Officers can draw allowance for distance travelled, but in that case actual baggage expenses cannot be charged in addition.

(2) Constables when deputed on duty (other than escort beyond their jurisdiction to a place more than 24 km. from headquarters) are entitled to a daily allowance of Rs. 9. When the journey performed by road beyond jurisdiction (including such part of it as lies within jurisdiction) exceeds 32 km. on any day, and is to a place more than 24 km. from their headquarters, they can draw allowance for distance travelled.

**67. (1) The scale of Government tents to be supplied to any Government employee or class of Government employees for office or, if they think fit, for personal use, shall be as prescribed by the Government.**

**(2) When such tents are used by a Government employee on tour for office purposes only, they may be carried at Government expense. When used partly for office and partly for private purposes, the Government employee shall, except as provided in rule 84 pay half the cost of carriage. When used wholly for private purposes, the Government employee shall, except as provided in rule 84, pay the entire cost of carriage:**

**Provided that when such tents are used partly for office and partly for private purposes by a District Magistrate, Additional District Magistrate, Sub-divisional Magistrate, Superintendent of Police, Additional Superintendent of Police, Sub-divisional Police Officer or Assistant Superintendent of Police, he shall, except as provided in rule 84, pay one-eighth of the cost of carriage.**

NOTE 1.—The scale of Government tents by weight (and not by number or size), that may be supplied to any Government employee for office or for personal use is given in Appendix 10.

NOTE 2.—Government employees who are allowed tents for their office establishments only are not entitled, when they go into camp without an office establishment, to the use of tents at Government expense, and must therefore bear the whole cost of their carriage.

Use of Tents on tour.

**SECTION II—GOVERNMENT EMPLOYEES IN RECEIPT  
OF PERMANENT TRAVELLING ALLOWANCES**

**68. A permanent travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the Government employee who draws it, and such Government employee may not draw any other travelling allowance in place of, or in addition to, permanent travelling allowance for such journeys:**

Actual expenses in addition to or in exchange of permanent T.A.

**Provided that—**

**(a) a Government employee of the 4th grade and any other Government employee or class of Government employees so permitted by Government may draw, in addition to permanent travelling allowance, single fare for a journey by rail; and**

**(b) Government employee whose sphere of duty extends beyond the limits of a single district may be permitted, by general or special order of Government, to draw, in addition to permanent travelling allowance, wherever his actual travelling expenses for a duly authorized journey by public conveyance exceed double the amount of his permanent<sup>1</sup> travelling allowance for the period occupied in such journey, the difference between such double permanent travelling allowance and the allowance calculated for the journey, if no permanent travelling allowance was admissible.**

NOTE 1.—Munshis and clerks attached to Canal Divisions of the Department of Irrigation and Waterways on receipt of permanent monthly travelling allowance may draw single fare for a journey by rail in addition.

NOTE 2.—Vide Note 3 below rule 25.

**69. When a Government employee in receipt of permanent travelling allowance travels on duty, with proper sanction, beyond his sphere of duty, he may draw allowance, as provided in rules 76—79 for the journey, including such part of it as is within his sphere of duty, and may draw, in addition, permanent travelling allowance for any day of his absence for which he does not draw any other allowance.**

\*\*NOTE 1.—This rule does not apply to a Government employee who travels beyond his sphere of duty in the course of a journey from one place within that sphere to another such place or a Government employee who makes, by road alone, a journey not exceeding thirty-two kilometres.



**SECTION III—GOVERNMENT EMPLOYEES NOT IN  
RECEIPT OF PERMANENT TRAVELLING ALLOWANCES**

Drawn during absence from Head quarters on duty.

70. No allowances may be drawn except during absence from head quarters on duty. A period of absence from headquarters begins when a Government employee actually leaves his head quarters and ends when he actually returns to place in which his headquarters are situated, whether he halts there or not.

NOTE 1.—Daily allowances for halts at Calcutta during the stay of Government at Darjeeling is admissible to a Government employee, whose headquarters are those of Governor and who is required to move with Governor to Darjeeling (and not simply permitted to accompany Governor) provided he returns to the temporary headquarters at Darjeeling before Governor moves down. In such cases the daily allowance shall be drawn at the rates prescribed in rule 57 read with Appendix 6.

Distance to be travelled before allowance is admissible.

71. **No allowance may be drawn for any day on which a Government employee does not reach a point<sup>1</sup> outside a radius of 8 km. from his headquarters or return to his headquarters from a similar point even though the distance travelled over may be more than 8 km.**

NOTE 1.—This rule applies to cases where the officer comes to a halt without reaching a distance exceeding 8 km. from headquarters. But it does not apply when the journey is continued without interruption to a point more than 8 km. distance from headquarters, even though at midnight of the day on which he started he has not yet reached such a point.

NOTE 2.—A *Government employee* who, on completing a road journey of less than 8 km. from headquarters, returns thereto and then commences a journey by rail of more than 8 km. from headquarters on the same day, is not entitled to any allowance for the first portion of his journey performed by road.

NOTE 3.—In cases where a place is less in a straight line than 8 km. from headquarters, but more than 8 km. by the only practicable route to it, travelling allowance may be admitted by that route, but the allowance cannot be granted simply on the ground that the journey exceeding 8 km. was performed in visiting several places none of which was more than 8 km. from headquarters by the ordinary direct route.

NOTE 4.—As the shortest route between the Bengal Engineering College, Shibpur and Calcutta is less than 8 km., no travelling allowance other than ferry tolls is admissible for that journey.

NOTE 5.—As the distance between Calcutta and the Belgachia College and Hospital, by the shortest route, is less than 8 km., no travelling allowance is admissible for such journeys.

**\*\*71A. While on tour full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than 24 hours, the daily allowance will be admissible at the following rates:—**

(i) If the absence from headquarters does not exceed 6 hours.	Nil.
(ii) If the absence from headquarters exceeds 6 hours but does not exceed 12 hours.	70 per cent of the normal rates.
(iii) If the absence from headquarters exceeds hours.	12 Full daily allowance.

**In case the period of absence from headquarters falls on two calendar days it is reckoned as two days and daily allowance shall be admissible for each day in accordance with the aforesaid provision. Similarly daily allowance for days of departure shall also be regulated accordingly.**

*State Government decision No. 1* :—A question has been raised from what point of time will the entire absence from headquarters be counted for the purpose of calculating daily allowance. The Government is pleased to decide that—

(i) *For journeys by rail*: The entire absence from headquarters shall be reckoned with reference to the schedule departure/ arrival time of the train from/ at the Railway Station. However, where the train is late by more than 15 minutes actual arrival time shall be taken into account.

(ii) *For journeys by bus*: The entire absence from headquarters shall be reckoned with reference to the actual departure/arrival time from/ at the bus stand.

(iii) *For journeys by air*: The entire absence from headquarters shall be reckoned with reference to scheduled reporting/ arrival time from/ at the airport. However, where the plane is late by more than 15 minutes, actual arrival time shall be taken into account.

*State Government decision No. 2* :—A question has been raised how will the daily allowance be calculated when the absence from headquarters falls on two calendar days, but the total absence is less than 24 hours. In such cases daily allowance may be calculated separately for each calendar day in accordance with the scale prescribed in rule 71 A. The concept of 24 hours will not be operative in such cases.

*Illustration* :—A Government employee leaves headquarters at 3 p. m. and returns to headquarters on the following day at 12 noon or earlier. In such cases daily allowance shall be admissible **at** 70% of the normal rate for the period from 3 p. m. to 12 midnight on the day of departure and another 70% for the **period** from midnight to 12 noon on the day **of** return.

*State Government decision No. 3.*—A point has been raised whether a Government employee who leaves headquarters **at** 6 p. m. or after that and returns to headquarters by 6 a. m. is entitled to any daily allowance (as his journey falls in two calendar days but on each day his absence is less than or up to 6 hours).

The Governor has been pleased to decide that in such cases if the total duration of absence on tour falling in two calendar days exceeds 6 hours, daily allowance will be admissible at 70% of the normal rate.

Local journey

**\*\*71B.** (1) Government employee performing local journeys (i. e., journeys beyond 8 km", from the duty point at headquarters and within the limits of suburban or other municipalities, Notified Areas, Cantonments, contiguous to the Municipality (Corporation of the town or city, etc., in which the headquarters of the Government employee is located)' on any day shall be allowed mileage allowance for journey involved and in addition 50 per cent of daily allowance as admissible under rule 71A for absence from headquarters. Journeys within the limits of an urban agglomeration within which a Government<sup>1</sup> employee's headquarters are located shall also be treated as local journeys.

(2) Travelling allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 km. from the normal place of duty, irrespective of whether the journey is performed by the Government employee from his residence or from the normal place of duty.

(3) Local journeys shall ordinarily be performed in the same way as the Government employee performs the journey to his duty point, i.e., by bus, local trains, or his own conveyance. Where travel by special means of conveyance like taxi, scooter or other conveyance is considered necessary prior permission of higher authority shall be obtained. If more than one official is deputed for duty at the same point, they shall, as far as possible perform the journey together by sharing the hire charges of the taxi or scooter or other conveyance, if necessary, by assembling at the normal duty point.

(4) The bus / rail fare or mileage allowance for local journeys shall be regulated with reference to the actual distance travelled or the distance between the normal duty point and temporary duty point whichever is less.

(5) If the Government employee is provided with conveyance free of charge for local journeys, he shall be entitled to daily allowance only.

(6) Daily allowance for local journeys should be calculated only at the ordinary rates prescribed in column (2) of clause (A) of rule 57. The special rates of daily allowance prescribed in respect of certain expensive localities are not applicable to touring officers having headquarters in those localities and performing local journeys.

(7) No travelling allowance / daily allowance shall be admissible for the local journeys to the same temporary duty point beyond 30 days. In such cases the temporary duty point shall be treated as the temporary headquarters of the Government employee concerned. This shall also apply to cases where any single assignment is performed in two or more spells and total period of duty at the temporary duty point is more than 30 days.

NOTE.—The term "Urban Agglomeration" has the meaning assigned to it in Chapter II of the Urban Land (Ceiling and Regulation) Act, 1976 (33 of 1976). The areas indicated in Appendix 6A have been declared as urban agglomeration in West Bengal.

*State Government decision.*—A question has been raised whether journeys from the headquarters of a Government employee situated in rural areas or in urban agglomeration or in a municipal area to a place situated in a contiguous, i.e., neighboring municipality, rural area or to an urban agglomeration respectively fall within the meaning of local journeys. It has been decided that provided the two places are contiguous, the journey involved is to be treated as a "local journey".

It has also been decided that the word "etc." occurring after that words "Municipality/ Corporation of the town or city" in rule 71B includes blocks in rural areas.

\*\*72. Subject to the conditions laid down in rules 73 and 74, daily allowance may be drawn during a halt on tour or on a holiday occurring during a tour.

NOTE—No -daily allowance shall be admissible for Sunday and holidays unless the officer is actually and not merely constructively in camp. Also, no daily allowance shall be admissible for sectional holidays and leave including casual leave availed of during tour.

*State Government decision.*—A question has been raised whether an officer shall be entitled to daily allowance on Sundays or holidays if his stay on Sunday or holiday outside the headquarters was essential in the interest of public service, and he had to

perform public duties just before and after Sunday and holiday. The Governor has been pleased to direct that a Government employee has to perform public duties just before and after Sunday / holidays in order to be eligible to draw daily allowance for such Sundays and holidays. For this purpose, it is enough if the Government employee spends at least a portion of the particular Sunday (holiday in camp. Thus a Government employee may leave his place of halt on a Sunday/ holiday morning, go to any distant place on a private purpose and return to his halting place in the evening and he shall still be considered to be actually in camp, for the purpose of eligibility to daily allowance.

**\*\*73. The admissibility of daily allowance at a place outside Government employees' headquarters shall be as follows:**

First 30 days	Full daily allowance.
Beyond 30 days and upto 180 days	Half daily allowance.
Beyond 180 days	Nil.

NOTE.—The authority competent to sanction tour shall also have the power to sanction daily allowance beyond 30 days.

**\*\*73A.(1) When an officer is deputed by the Government for any training refresher course or the like within India entirely in the interest of the State, he may be allowed to draw—**

- (a) travelling allowance for the original journey to and the last journey from the place of training,
- (b) daily allowance for the entire period subject to a maximum of 180 days in the following manner:—
  - (i) For the first 30 days Full daily allowance.
  - (ii) For the next 30 days Daily allowance at 3/4ths of the usual rates.
  - (iii) For the remaining period upto a maximum of 180 days. Daily allowance at half the usual rates.

For a period exceeding 180 days, it is expected that the Government employees shall make some permanent and cheaper arrangement.

**(2) Sometimes the authorities responsible for organizing the training/ refresher courses or the like—**

- (i) prescribe a fixed monthly compensatory allowance to be allowed to the officer;
- (ii) provide board and / or lodging and other amenities and recover a fixed charge.

**The officers deputed under these types of schemes shall draw the compensatory allowance fixed by the sponsoring organisation or the charges on account of board and lodging shall be reimbursed by Government, as the case may be.**

**In addition to fixed compensatory allowance or board and lodging charges, as the case may be, they will be allowed daily allowance at 25 per cent, of the rate admissible for the place of halt.**

NOTE.—(1) When Government employees are deputed for training at centres/ institutions located at their headquarters stations such centres/ institutions should be deemed to be their temporary headquarters during the period of training. No travelling/ daily allowance shall be admissible in such cases whatever be the distance between their normal duty point and the institutions/ training centres to which they are deputed for training.

(2) When a Government employee is detailed for study} training by the training institution at another place at the same station and visit that place directly from his residence, no travelling allowance shall be admissible in such cases.

(3) Where on any day the Government employees under training are required, under proper orders, to attend two or more places at the headquarters station in connection with their training, the actual conveyance expenses by public conveyance between one local place of training and the other such place(s) may be reimbursed to them. They shall be entitled to conveyance expense by rickshaw / tonga or other cheap mode of conveyance at the rate fixed by local authorities at that place, where public conveyance like bus/ tram/ train is not in operation. Where-ever possible, two Government employees may hire a rickshaw or four Government employee may hire a tonga and claim the proportionate charges.

**\*\*74. For the purpose of rules 71 to 73—**

**(a) after a continuous halt of 30 days' duration, the halting place shall be regarded as the Government employee's temporary headquarters;**

**(b) a halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding 8 km. for a period including not less than three nights, both conditions to be fulfilled;**

**(c) in calculating the duration of a halt, any day on which the Government employee travels or halts at a distance from the halting place exceeding 8 km. shall be excluded. On such a day the Government employee may draw daily allowance and mileage allowance as admissible.**

NOTE.—If, during the period of a halt at an expensive locality, a Government employee travels by road at a distance from the halting place exceeding 8 km. and returns to it on the same day, the daily allowance admissible under sub-rule (c) of this rule may be drawn at the special rate admissible for the expensive locality if more advantageous.

**\*\*75. Omitted.**

**\*\*76. If two or more Government employees travel together in a conveyance hired or owned by one of them and both draw travelling allowance the latter may draw travelling allowance as provided under rule 64 while the former shall draw only daily allowance as admissible to him for the period of absence from the headquarters.**

**\*\*77. Omitted.**

**78. When a journey by road is combined with a journey by railway, steamer or air allowance in respect of road journey shall be drawn at the flat rates prescribed in rule 47 provided that after the first 160 km. on any given day, the allowance for the excess, if any, will only be at three-fourth the rates.**

**79. When a journey is by road, the allowance shall be drawn at the flat rates prescribed in rule 47, provided that after the first 160 km. on any given day, the allowance for the excess, if any, will be only at three-fourth the rates.**

**Unless such journey by road be a journey to or from the Government employees' headquarters, allowance shall be calculated on the distance actually travelled, without regard to the points fixed by or under rule 33.**

NOTE.—Where a journey by road includes a journey by a service open to the public on hire, the journey by such service shall be treated as a separate "journey, quite distinct from the ordinary road journey and the allowance for the distance covered by the service open to the public on hire shall be calculated— under rule 49, while that for the ordinary road journey under rule 78.

**\*\*80. Omitted.**

**81. For any day on which a member of clerical staff or fourth grade Government employee is required in writing by the head of his office to travel by public or hired conveyance of a stated kind, he may, subject to any conditions which the head of the office may by general or special order impose, draw allowance for the distance travelled.**

NOTE.—The term "hired conveyance" includes a bullock-cart in localities where such is an ordinary means of conveyance.

Drawl of travelling allowance and daily allowance in certain contingency.

Road journey when combined with rail journey.

Journey by road.

**82. The Head of the Department may permit any Government employee, who is compelled by a sudden emergency to leave his camp and travel rapidly on duty to a place more than 32 km. distant, to draw, in addition to allowance for distance travelled, the actual cost of maintaining his camp, whether the camp be moved or not, provided that the amount of actual cost drawn shall not exceed the daily allowance of his grade.**

Actual expenses of maintaining a camp during a sudden journey away from it.

**83. A Government employee entitled to daily allowance, whose sphere of duty extends over a whole province, may when making a journey of more than 160 km. to the first or from the last camp of an extensive tour, be permitted by the Head of the Department to recover, in lieu of the daily allowance admissible for the days occupied by such journey, the whole necessary cost of the journey, including the cost of transportation of camp equipment and of servants, horses, motor-cars, motor-cycles, bicycles and private baggage on such scale as the Head of the Department may prescribe.**

Actual expenses on the first and last journey of an extensive tour.

**84. (a) When a Head of a Department is satisfied (that it is in the interests of the Public Service that a particular Government employee on tour should send his horses, motor car, motor cycle, bicycle, tent or camp equipment by railway or steamer, or by country craft when no steamer service exists capable of conveying the goods or animals, or when such means of carriage is cheaper or more expeditious, he may, by special order in each case, permit the Government employee to recover, in addition to allowance for distance travelled and daily allowance, if any, admissible the actual cost or part of the actual cost<sup>1</sup> of transporting them. (\*\*)**

Actual expenses of carrying camp equipments, etc.

**(b) The power given by sub-rule (a) may be exercised in respect of the conveyance of bicycles only by District Officers, Divisional Forest Officers Settlement Officers and Executive Engineers and, in favour of their subordinate staff belonging to Group B, Group C and Group D services only, by Deputy Inspector General of Police.**

**(c) Subject to the limitations prescribed in Appendix No. 10, a Head of a Department may, by general or special order, prescribe limitations on the weight of camp equipment and the number of conveyances and animals to be carried at Government expense under sub-rule (a) of this rule by a particular Government employee or class of Government employees.**



NOTE 1.—The object of the rule is to meet **an** extraordinary case in which a Government employee is obliged in the discharge of his official duties to make use of his horses, motor car, motor cycle, bicycle, or camp equipment in one place immediately **or** very shortly after having had to use them in the public service **in** another place and who is, therefore, in the exigencies of the service compelled to convey them by rail or steamer or country craft.

NOTE 2.—Cost of carriage of bicycles by rail is admissible under this rule to officers on tour within **a** district when it **is** necessary for the officer to arrive at his destination ready equipped for **a** further journey.

NOTE 3.—In the case of a motor car, the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one grass cutter may be drawn.

NOTE 4.—When a motor car is transported by steamer, the actual cost of transporting it may, for the purposes of this rule, include, besides the freight, other incidental charges such **as** ghat pass, river dues, loading and unloading charges.

NOTE 5.—The rule refers to private motor cars, The cost of carriage of Government motor cars is contingent expenditure.

NOTE 6.—The term "motor cycle" in this rule includes a side car.

**85. (a) The provisions of sub-rule (b) are applicable to—**

- (i) officers and men of the Railway Police;**
- (ii) any other Government employee or class of Government employees whose duties involve constant travelling by railway, to whom Government may declare them to be applicable, (b) When such a Government employee makes a journey by railway on tour—**

**(i) he is entitled either to a free pass under the free pass rules of the railway or to the fares for himself and the servants and baggage accompanying him which a free pass would cover;**

**\*\* (ii) he may draw daily allowance in the scale as admissible under rule 71A for any day on which he travels more than 8 km. from his headquarters irrespective of whether such journeys are performed within the areas coming within the purview of "local journeys" referred to in rule 71B; (Hi) if he combines with a railway journey a journey by steamer or road, he may, if he travels to a place distant at least 8 km. from the point where he leaves the railway or returns to the railway from a place similarly distant, draw**

When duties require constant travelling by railway.

**allowance for the journey by steamer or road, in addition to daily allowance, if any admissible under this rule: Provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of his absence from his headquarters.**

**SECTION IV—JOURNEYS OR  
HALTS WITHIN 8 KM. OF HEADQUARTERS**

**86. Under general or special orders of Commissioners of Divisions, in respect of officers under their control, and Government in all other cases, any Government employee or class of Government employees may be permitted to draw the actual cost, not ordinarily exceeding the daily allowance of the appropriate grade, of hiring a conveyance or such lesser amount as such authorities may fix for a journey for which no travelling allowance is admissible under these rules.**

Conveyance for hires.

NOTE.—A list of special cases in which conveyance hire under this rule has been sanctioned is given in Appendix No.

**87. On the following conditions and any other conditions which he may think fit to impose, the Head of the Department may by general or special order, permit any Government employee or class of Government employees to recover the actual cost of maintaining camp equipage during a halt at headquarters or within 8 km. of headquarters or during the interval between the Government employees departure from, or arrival at head-quarters and that of his camp equipage:—**

Actual expenses of maintaining camp equipage during a halt at headquarters.

**(a) The amount drawn, together with any amount, recovered under rule 88 should not exceed the daily allowance of his grade.**

**(b) The period of the halt or interval for which it is granted should not exceed ten days from his return from camp. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval.**

**(c) The Government employee must certify that he had maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not been less than the amount drawn. In the case of Government employees belonging to Group B, Group C and Group D services, the head of the office must certify that such maintenance was necessary.**

NOTE.—The actual expense of keeping up camp equipage during halts at headquarters is the difference between the actual outlay incurred by an officer in maintaining the equipage during that time and the outlay he would incur if he could discharge it and had nothing to do with it till he wanted it again. Interest on capital outlay, and charges on

account of depreciation and repairs as well as the up-keeping of horses, palkies, etc., used only for the conveyance of the officer on his marches and the cost of maintaining private conveyance of any sort cannot be reckoned in "actual expenses" of keeping up camp equipage.

**88. (1) A Government employee travelling on duty within 8 km. of his headquarters is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by railway or other public conveyance.**

NOTE 1.—Except in exceptional circumstances when the time factor is important, no conveyance charges shall be paid for journeys from one office to another which is situated at a distance of less than 2 km. from the former.

NOTE 2.- *Hiring of taxis for official use* : No taxi hire] shall be allowed except under the following conditions :—

(1) The place to be visited on official duty will not be less than 2 km. by the shortest route from the office of the Government employee concerned.

(2) That no bus, tram or local train ply near the places of be visited and the place of Government employees duty.

(3) That the controlling officer certifies that due to the urgency of the work it is essential for the officer to hire a taxi even though the places are connected by bus, tram or local train.

(4) If more than one officer is required to proceed to particular place, they should share the taxi as far as possible.

(5) A certificate should be furnished that no staff car is available.

(6) That the total taxi hire or other conveyance hire in; any one month does not exceed Rs. 30.00 in respect of a Government employee.

The expenditure will fall within the normal contingent expenditure and may be sanctioned by the Head of Department: or Office subject to the above conditions.

*\*\*State Government decision.*—A point has been raised' whether the ceiling of Rs. 30 mentioned in clause (6) of Note 2 is applicable to conveyance charge relating to journeys made by bus, tram or the like.

2. After careful consideration of the provisions laid down-in rule 88, the Governor has been pleased to clarify that Note 2 has been specifically framed for regulating taxi-hire charges and as such taxi-hire charges are naturally excluded from the purview of the main body of rule 88 which regulates drawal of charges in payment of ferry and other tolls and fares for journeys by railways or other public conveyance within 8 km. of head-

quarters. It has further been decided that clause (6) of Note 2 should apply only in cases of taxi-hire charges or similar other conveyances hired in lieu of taxi and the ceiling as fixed therein shall not apply in case of total fares which may be paid in availing of public conveyance (other than taxi or similar vehicle).

3. Entitlement to actual taxi-hire charges in terms of Note. 3 shall, however, remain as it is.

NOTE 3.—For journeys on official business, in cases where Government vehicles are not available and journey by taxi is unavoidable, actual taxi-hire charges from headquarters/ residence to Railway Station/ Airport and vice versa shall be admissible subject to a maximum ceiling as detailed below:

From headquarters/residence/place of halt Maximum to Railway Station/Airport and vice versa ceiling

	Rs
I (i) Howrah Station	{ 20 For journeys- to and from 15 the farthest point within. 40 the jurisdiction of Calcutta Corporation.
(ii) Sealdah Station	
(iii) Dum Dum Airport	
II. (i) Palam Airport	35
(ii) New Delhi Railway Station	10
(iii) Old Delhi Railway Station	15
III. Bombay Airport/Railway Station	50
IV. Madras Airport/Madras Station	50

The above benefit will be admissible only for journeys (both outward and inward) through the points mentioned above, viz., (i) Howrah, Sealdah, Dum Dum within the State and (ii) Delhi, Bombay and Madras outside the State.

The benefit of actual taxi-hire charges subject to the maximum ceiling prescribed shall be admissible only to the First and Second Grade Officers and for drawal of such charges a declaration will have to be furnished by the concerned officer to the effect that no Government vehicle was made available to him and that hiring of taxi was unavoidable and inescapably necessary, and such declaration certificate shall be countersigned by the controlling officer.

(2) Notwithstanding the provisions contained in sub-rule (1) the Fourth Grade staff may, at their option, be allowed to draw the actual travelling expenses for journeys beyond the radius of 8 km. from their headquarters from contingencies.

### **SECTION V—Special Provisions**

89. When subordinate judicial officers are temporarily posted to hold courts in stations other than their headquarters under note 3 of rule 31 of the West Bengal Service Rules, Part I they will be entitled to travelling allowances as for journeys on tour and the daily allowances in such cases should be regulated in accordance with the following principles:—

(i) Daily allowance is admissible in such case as the officer moved has been taken away from his permanent post to which he is expected to return within three months and may be reasonably considered to be keeping an establishment in his own station and an additional establishment in the station to which he has been temporarily posted.

(ii) Ordinarily daily allowances will not be allowed to officers in cases in which they join their duties at the station to which they are posted before joining the station to which they are permanently attached, i.e., unless the posting involves an actual change of station and the expenses of a double establishment claims not covered by this principle should be referred to Government for orders.

90. (1) When a Government employee, appointed to be the president or a member of a special tribunal constituted under section 3 of the Bengal Criminal Law Amendment Act, 1925, is required to proceed to a station other than his headquarters, he will be entitled to travelling allowance as for journeys on transfer in respect of the journeys to and from the station at which the tribunal sits.

(2) If such Government employee takes his motor car with him, he will be entitled, subject to the provisions of Section VII of rule 100 to recover the cost of transporting his car to the station at which the tribunal sits and back.

\*\* (3) In addition to travelling allowance mentioned in sub-rule (1), such Government employee shall be entitled, for the period of his halt at the station where the tribunal sits, to a compensatory allowance equal to the daily allowance of his grade, at full rate for the first 30 days of his halt and at half the rate for the following 150 days. No compensatory allowance will be admissible after 180 days.

On temporary porting of Sub-Judges to hold Courts in stations other than their headquarters.

On appointment as a President or member of a Special Tribunal.

**\*\*90A (1)** A Government employee who, in his official capacity is nominated as a Chairman or Member of any statutory Body, Corporation or Commercial Undertaking may draw travelling allowance under the rules applicable to him from the source, from which he draws his pay but he shall credit to Government the travelling allowance which he may receive from, such bodies under their rules and regulations. Such credit shall be treated as the revenue of the Department.

On appointment as Chairman or Member of any Statutory Body, Corporation or Commercial Undertakings.

(2) In the travelling allowance claim preferred by the officer, a certificate specifying the amount, if any, drawn by him from the statutory Body, Corporation or Commercial Undertaking and giving reference to the credit of such amount to Government shall be recorded by the Government employee.

91. When a Government<sup>1</sup> employee is authorised under rule 32 of the West Bengal Service Rules, Part I, to proceed beyond his sphere of duty to attend a non-official conference, travelling ' allowance will be admissible as follows:—

When attending a non-official conference.

(a) For journeys by rail or steamer, one actual return fare of the class to which his grade entitles him and, provided a servant accompanies him, one actual return fare of the lowest class.

(b) For journeys by road, the allowance of his grade.

(c) During halts, the daily allowance of his grade.

Note 1.—The expression "actual return fare" means the fare actually paid whether at concessional or ordinary rates.

**\*\*Note 2.** No daily allowance shall be admissible for the days of arrival at and departure from the halting place.

92. When a Government employee, while on leave or during vacation, is employed as an honorary organiser of Cooperative societies, he may draw travelling allowance not exceeding the amount to which he would be entitled if not on leave and performing his ordinary official functions, provided that—

When appointed a Honorary, organizer of Cooperative Societies during leave or vacation.

(a) the Head of the Department or office to which he belongs agrees to his having been so employed, and

(b) the Government employee certifies that for the journey or period to which the claim relates, no similar allowances have been or will be drawn from any other official source or from any local fund.

**CHAPTER VIII—JOURNEY OF A NEWLY-APPOINTED GOVERNMENT EMPLOYEE  
TO JOIN HIS FIRST POST**

- General rule. 93. Except as otherwise provided in this chapter, travelling allowance is not admissible to any person for the journey to join his first post on Government service.
- Exceptions. \*\*94. Heads of Departments, District Officers and Deputy inspectors General of Police, may, by general or special order permit any person appointed to a permanent or temporary post belonging to Group B, Group C or Group D services subordinate to them to draw travelling allowance to join his first post in Government service. In other cases this power can be exercised only by Government.
- NOTE.—A list of cases in which travelling allowance has been declared to be admissible under this rule is contained in Appendix No. 13.
- Concessions to reemployed. 95. When a pensioner or a Government employee who has been thrown out of employment owing to a reduction of establishment or the abolition of his post is reappointed to Government service, the authority which sanctions his reappointment may permit him to draw travelling allowance for so much of his journey to join his new post as falls within India.
96. Omitted.
- Rate of T.A 97. Travelling allowance under rules 94 and 95 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.
98. When allowance is drawn under rules 94 and 95, the rate admissible is that of the grade *to* which the Government employee will belong after joining his post

**CHAPTER IX—JOURNEY ON TRANSFER**

- General conditions of admissibility. 99. Travelling allowance may not be drawn under this chapter by a Government employee on transfer from one station to another unless he is transferred for the public convenience and is entitled *to* pay or leave salary, whichever is admissible under the rules, during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.
- NOTE 1.—In all cases the authority ordering the transfer shall state whether the officer has been transferred in the public interest or at his own request. A certificate to the effect should accompany the travelling allowance bill.
- NOTE 2.—No travelling allowance is admissible in case] where no change of residence is involved consequent on the transfer of a Government employee.

\*\*100. Unless in any case it be otherwise expressly provided in these rules, a Government employee is entitled for journey on transfer in the public convenience (including transfer from Military to Civil employ or vice versa) to the following concessions:—

I. *Transfer Grant*

A Government employee on transfer is entitled to transfer grant in the following scales:—

Pay range	Transfer Grant Rs.
(i) Rs. 2,000 and above ..	500
(ii) Rs. 1000 and above but less than Rs, 2,000	400'
(iii) Rs. 650 and above but less than Rs. 1,000	300
(iv) Rs. 330 and above but less than Rs. 650	200
(v) Group C employees other than those covered by higher pay range.	150
(vi) Group D employees	100

(i) For journey between places connected by rail or steamer, a single fare of the class to which he is entitled to accommodation under rule 37 or rule 41, as the case may be.

(ii) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid.

NOTE 1.—In a case where the Steamer Company has two rates of fare, one inclusive and the other exclusive of diet, the word "fare" should be held to mean fare exclusive of diet.

NOTE 2.—The term "class to which he is entitled" does not include air-conditioned First Class accommodation. However, Government employees who are drawing pay of Rs. 1,500 and above, may, at their discretion, travel by Second Class Air-conditioned 2-Tier Sleeper coach on transfer.

NOTE 3.—Reservation charges levied by Railways in respect of all classes of accommodation shall be reimbursed to the Government employee treating these charges as part of the fare. These charges in respect of the members of the family of a Government employee shall also be reimbursed.

NOTE 4. When a Government employee performs a journey on transfer by passenger, mail or express trains, he shall certify in each travelling allowance bill that the journey was performed by such a train.

III. *Mileage for journey by road*



(i) When the Government employee with the members of his family travels by road, he shall be entitled to draw road mileage in the following scale:—

(a) between places connected by rail—road mileage, limited to rail mileage by the entitled class.

(b) for journeys in full or own car—road mileage at Rs. 1.30 paise per kilometre as under, irrespective of how the Government employee and the members of his family travelled—

For Self	One road mileage.
For one additional member of the family	Nil.
For two additional members of the family	One additional road mileage.
For more than two additional members of the family.	Two additional road mileage.

(ii) For journey by bus—Actual bus fare for self and each member of the family.

NOTE 1.— In case of transfer journey the Government employee shall be entitled to draw road mileage prescribed from residence to railway station / bus stand at the old headquarters and railway station / bus stand to his residence at the new headquarters.

NOTE 2.—When a Government employee performs a journey on transfer in Government vehicle between places not connected by rail only an allowance for journey by road at the rate to which he is entitled shall be admissible to him for the journey. No extra mileage shall be admissible for the members of his family who travel with him.

IV. *For journey by Air*

(i) A Government employee travelling by air on transfer between places connected by rail and / or steamer, is entitled to draw—

(a) if he is authorised to travel by air on transfer, the air fares actually paid for himself and the members of his family ; or

(b) if he is not so authorised, the air fares actually paid for himself and the members of his family, or the railway and [or steamer fares which would have been paid had he travelled by the appropriate class by rail and]or steamer, whichever is less; and

(ii) a Government employee travelling by air on transfer between places connected by road only, is entitled to draw—

(a) if he is authorised to travel by air on transfer, the air fare actually paid for himself and the members of his family; or

(b) if he is not so authorised, lower of the following two—

(1) the air fares actually paid for himself and the members of his family; or

(2) a single road mileage allowance at the rate which would have been applicable to him had he performed the journey by road if he travels alone, at twice the above rate if he is accompanied by two members of his family, and at thrice the above rate if accompanied by more than two members of his family.

V. *Transfer incidentals*

In addition to the fare for himself and the members of the family for journey by rail/steamier/air, as the case may be, and road mileage as laid down in Section III of this rule a Government employee shall draw one daily allowance for himself and for each member of his family for every completed day occupied in the journey from residence, reckoned from midnight to midnight. For a period less than 24 hours on any day, the daily allowance shall be admissible as follows:

Up to 6 hours	Nil
Exceeding 6 hours but not exceeding 12 hours	70%
Exceeding 12 hours	full

The children below 12 years will be allowed daily allowance at half of the rates for adult.

NOTE.—Daily allowance will be calculated at the ordinary rates prescribed in clause (A) of rule 57. VI. *Carriage of personal effect on transfer*

1. The maximum entitlement of officers of different grades for carriage of personal effects shall be as follows:

Grade	Kg. to be carried
First Grade	.. 6,000
Second Grade	.. 3,000
Third Grade	.. 1,500
Fourth Grade	.. 1,000

Provided that a competent authority may prescribe lower maximum for any class of Government employees.

NOTE 1.—A First Grade officer engaging a full four-wheeler wagon in a goods train may be reimbursed the actual cost charged by the railways irrespective of the weight carried.

NOTE 2.—Where a Government employee of the First Grade avails of the facility of "Container Service" by the Railways (available for transport of goods from consigner's godown to consignee's godown) reimbursement of such charge may be allowed limited to the amount chargeable for 6,000 kg. by goods train.

2. (a) *When personal effects are carried by road between places connected by rail.—***A Government employee who carries his personal effects by road between places connected by rail may draw actual expenses up to the limit of the amount which would have been admissible had he taken the maximum admissible quantity of personal effects by goods train.**

(b) *When personal effects are carried by road between Places not connected by rail-***The allowance for carriage of personal effects between places connected by road only will be at the following uniform rates:—**

Grade	Ordinary Locality	Calcutta
	Rs. per km.	Rs. per km.
First	4.50	7.50
Second	2.25	3.75
Third	1.15	1.90
Fourth	1.00	1.50

Indian Railways Act, 1890 are included in the personal effects, the booking of such articles in the packages is governed by the same conditions.

All the percentage charges levied by the Railways for carriage of certain "excepted" articles at Railway's risk may be reimbursed to a Government employee transporting his personal effects on transfer by rail provided that—

- (a) the claim for the cost of transportation of personal effects inclusive of the percentage charges is within the maximum amount admissible to a Government employee on transfer under clause 1 of section VI of this rule, and
- (b) the railway receipt is produced in support of the claim for percentage charges.

**VII. *Transportation of conveyance on transfer***

**(1) A Government employee on transfer may draw the actual cost of transporting at owner's risk conveyance and horses on the following scales:—**

Grade of Government employee	Scale
First and Second	One motor car or one motor cycle /scooter or one horse.
Third and Fourth	One motor cycle /scooter or one bicycle.

**Provided that conveyance or horses are actually carried by rail, steamer or other craft,**

**(2) If being entitled to convey a motor car or motor cycle' scooter under the scale referred to in clause (1), a Government employee transports it by road, then the rates of allowance shall be as follows:**

Mode of transportation	Rate of allowance.			
	Between places connected by rail		Between places not connected by rail	
	Motor car	Motor Cycle/ scooter	Motor car	Motor cycle
(i) When the conveyance is sent under its own propulsion	Rs. 1.30 paise per km. limited on transportation by passenger train on rail.	50 paise per km, limited to expenditure on transportation by passenger	Rs. 1.30 paise per km.	50 paise per km.
(ii) When the conveyance is sent loaded on a truck.	Actual expenses limited to the amount calculated at the rate of Rs.1.30 per km. or expenditure on transportation on rail whichever less is.	Actual expenses limited to the amount calculated at the rate of 50 paise per km or expenditure on transportation by passenger train whichever less is.	Actual expenses limited to the amount calculated at the rate of Rs 1.30 per km.	Actual expenses limited to the amount calculated at the rate of 50 paise per km.

NOTE 1.—Where the conveyance is sent under its own propulsion the Government employee shall not be entitled to separate fare by rail|air or to separate road mileage for himself. Appropriate mileage allowance shall be admissible for the members of his family, if they travel otherwise than by the conveyance being transported under its own propulsion.

NOTE 2.—In the case of a motor car, the cost of *transporting* a Chauffeur or Cleaner, and for each horse the cost of transporting one Syce and one grass-cutter may be drawn. A Second Class railway fare, by the shortest route between the stations from and to which the motor car is actually carried by rail, may be drawn in respect of Chauffeur or Cleaner, provided a certificate is furnished by the officer concerned that a Chauffeur or Cleaner, other than a domestic servant, was actually employed and that he (Chauffeur or Cleaner) travelled by rail in the section for which transportation charges of the motor car by rail are claimed. The Chauffeur or Cleaner need not necessarily travel in the same train which carries the motor car.

NOTE 3.—When a conveyance or a horse is transported by steamer, the actual cost of transporting it may, for the purpose of this rule, include, besides the freight, other incidental charges such as Ghat Pass, river dues, loading and unloading charges.

Exception:—A Government employee who travels by a Government steamer is not entitled, for the journey by steamer, either to mileage allowance admissible under clauses (i) and (ii) of section II or to the concessions allowed by this Note. He is entitled to free transport of himself, the members of his family, his personal effects and the

conveyance and horses subject to the limit prescribed in Sections VI and VII respectively and may draw in addition to the daily allowance of his grade.

NOTE 4.—On occasions when a Government employee is authorised to convey his motor car or motor cycle by rail at the public expense, he may do so by passenger train or goods train at his option. In the former case the actual freight charged by the Indian Railways may be drawn by the Government employee. In the latter case, i.e., if the car or cycle is despatched by goods train, the Government employee may draw, in addition to the freight charged by the Indian Railways, the cost of packing and of transporting the packed car or cycle *to* and from the goods shed at the stations of departure and arrival, provided that the total amount so drawn shall not exceed the freight charged for transporting the car or cycle by passenger train.

NOTE 5.—The concession admissible under Note 4 applies *mutatis mutandis* to a Government employee of the Third Grade who carries ordinary cycle.

NOTE 6.—If a Government employee owned a conveyance or horse which is kept at a station other than one from which he is transferred, he may draw the actual cost of transporting the conveyance or horse from the station where it is kept to the station to which he is transferred, provided that the amount so drawn shall not exceed the amount admissible, had it been conveyed from the old station to the new station direct and provided further that the conveyance or horse is actually transported to the new station within a reasonable time before of after the officer is transferred. In the case of an officer who does not own a horse or conveyance at the time of transfer from one station to another but purchases one and takes it to the new station from some other place, the above expenses may be allowed with the sanction of the Government

NOTE 7.—When a Government employee authorised *to* convey his cycle at public expense transports it by road between stations connected by rail, he may in addition to the maximum quantity of personal effects admissible under the rules; be allowed the actual cost of transportation of the cycle limited to the freight charges by passenger train. In cases where the places are not connected by rail, an allowance at the rate of two paise per km. may be allowed.

NOTE 8.—The term "motor cycle" includes a side car.

NOTE 9.—Except in special cases under orders of Government clause (a) of Section VII of this rule does not apply to members of the Judicial Services other than the District and Sessions Judges and the Additional District and Session Judges.

NOTE 10.—A horse or conveyance may be deemed to be part of personal effects in cases where an officer is not entitled to its conveyance at Government expense under the rule.

**VIII. For journeys on transfer within the same station or within a relatively short distance from the old head-quarters—**

**(a) For transfer within the same station—**

**(i) No travelling allowance shall be admissible, if no change of residence is involved on account of transfer.**

**(ii) If there is a change of residence as a result of transfer, only the following reimbursements may be allowed :—Self and family—Actual cost of conveyance but not exceeding road mileage allowance admissible under the rules.**

**Personal effects—Actual cost of transportation not exceeding the amount admissible under the rules.**

NOTE 1.—No lump sum or any other travelling concession shall be admissible.

Note-2.- For the purpose of this rule, the term "same station" will be interpreted to mean the area falling within *the* jurisdiction of municipality or corporation, including such suburban municipalities, notified area or cantonments as are contiguous to the named municipality, etc.

**(b) For transfer between two stations:—**

**(i) No travelling allowance shall be admissible, if no change of residence is involved.**

**(ii) If there is a change of residence as result of transfer, full transfer travelling allowance shall be admissible, except that no lump sum grant will be admissible if the distance between the two stations does not exceed 20 kilometers.**

*Explanation.*—The distance of "20 kilometres" as aforesaid should be calculated from office to office at the two stations, and the lump sum grant, if otherwise admissible, may be allowed only if the office at the new headquarters station is beyond a radius of 20 kilometres from the office at the old headquarters station. If there are alternate rail and road routes, the distance by both should exceed 20 kilometres in order that Government employee becomes entitled to the lump sum.

**IX. General instructions**

**1. In cases where a Government employee is transferred from station A to station B and is again transferred within a reasonable short time to another station C, he may be allowed under Section VI of this rule to recover the cost of carriage of personal effect from station A to station C subject to the conditions that (1) the total weight carried from station B to station C and from station A to station C does not exceed the maximum limit prescribed in the rule and (2) the total cost of transporting the effects from station A to station B, from station B to station C and from station A to station C does not exceed the amount admissible from station A to station B plus that admissible from station B to station C.**

**2. In case of transfer of a Government employee from station A to station B, and again to station C the interval between the first and subsequent transfer being within six months, he may draw the actual fare for the journeys from station A to station C made by any member of the family subject to the condition that the total amount claimed from station A to station B, from station B to station C and from station A to station C shall not exceed the amount admissible from station A to station B plus that admissible from station B to station C.**

**3. Charges for the transport of personal effects of an officer on transfer may be admitted in Treasury / Pay and Accounts Office, if they do not for good and sufficient reasons accompany him, but are carried within a reasonable time before or after the date of his journey on transfer.**

NOTE.—The expression "for good and sufficient reasons accompany him, but are carried within a reasonable time"— used in the above instruction has been left to be interpreted by the Treasuries / Pay and Accounts Office but Government will have full power to deal with any cases of doubt referred to them by the Treasuries/ Pay and Accounts Office.

**4. For the purpose of this rule, the grade of a Government employee should be determined with reference to the facts on the dates of his transfer while the number of fares admissible should be determined with reference to facts on the date of the journey in respect of which travelling allowance is claimed, subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date on transfer.**

**101. A Government employee who claims—**

**(a) additional travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of the said members ;**

Certificates for claiming T.A. for family members etc

**(b) the cost of transporting personal effects, a conveyance or a horse, must support his claim by a certificate that the actual expenses incurred was not less than the sum claimed. Such a certificate must give details of the conveyances or horses transported.**

**\*\*102. A Government employee who travels by Government steamer is not entitled for such journey to the allowance for distance travelled but he is entitled to free transport for himself, his family and domestic servants and his and their bona fide personal effects and of conveyance and horse, subject to the conditions and limits prescribed in Section VII of rule 100. He may, however, draw transfer grant and transfer incidentals as admissible under rule 100.**

When travelling by a Government Steamer.

**103. Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government employee himself may be transported at the expense of Government, provided that they do not exceed a scale prescribed in this behalf by Government as suitable to a particular Government employee or class of Government employees. If they exceed this scale, the excess may be treated as a part of personal effects.**

Transport charges of tents.

**104. A Government employee whose orders of transfer are cancelled or changed before he makes the journey to join his new post but after he has incurred expenditure the cost of which he would have been entitled to recover under this rule had he joined that post may, subject to the provisions of rules 100 and 103, draw the actual cost of transporting his personal effects, conveyances and horses from his station to the station to which he was posted and back or from his last station to his new station via the station to which he was posted in the superseded orders.**

When the order of transfer is cancelled or Changed.

**105. (a) A member of a Government employee's family who follows him within six months from the date on which he takes over charge at his new station after transfer or who precedes him by not more than one month from such date may be treated as having accompanied him for the purpose of rule 100. If such member travels to the new station from a place other than the Government employee's old station the Government employee may draw either the actual fare for the journey made or the fare admissible for the journey from the old to the new station, whichever is less.**

When the family does not accompany the Government employees.

**(b) If, in consequence of his transfer, a Government employee's family travels to a station other than his new headquarters, travelling allowance for the journey of**



**the family may be drawn under rule 100 limited to the amount which would have been admissible under that rule had the family proceeded to the new headquarters:**

**Provided that the journey takes place not more than one month before the Government employee hands over charge at his old station or not more than six months after that date.**

NOTE 1.—Children of Government employees who are studying in educational institutions and who are not **actually** residing with their parents at the time of transfer but later came to spend the vacation with them, shall, provided the other conditions are fulfilled, be treated as member of the Government employee's family for the purpose of drawing T. A. under this rule.

NOTE 2.—A question has been raised in regard to the admissibility of transfer travelling allowance in cases where both husband and wife are in the State Government's employment and are transferred at the same time or within six months of his/her transfer, from one and the same old station to one and the same new station.

It has been decided that in such cases transfer travelling allowance will not be admissible to both of them as independent Government employees; and that either of them may claim the same, the other being treated as a member of his/her family not in the State Government's employment, on furnishing the following certificate :

"Certified that my wife/ husband who is employed under the State Government and who has been transferred from.....to..... within six months of my transfer has not already claimed any Transfer T. A. in consequence of her/his transfer".

NOTE 3.—How to reckon period of one month/six months in case family proceeds to another station : The period of one month or six months will be reckoned as follows:

(a) when the family goes to a place other than the new headquarters, the period will be reckoned from the date of Government employee's handing over charge at the old station.

(b) when the family joins him at the new headquarters, the period will be counted from the date of his taking over charge at the new station.

**\*\*106. A Government employee in Group 'A', Group 'B', or Group 'C' service transferred from one post to another who, under the orders of Government or the Head of a Department acting under rule 28 of the West Bengal Service Rules, Part I is 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, is entitled to—**

When handing over or taking over charge at a place other than the head quarters.

**(a) Travelling allowance at tour rates for the Government employee's actual journeys:**

- (i) from the old headquarters to the place of handing/ taking over charge,**
- (ii) from the place of handing over charge to the place of taking over, and**
- (iii) from the place of handing/ taking over charge to the new headquarters.**

**(b) Transfer grant at the prescribed rates;**

**(c) Travelling allowance for family and personal effects from old headquarters to new headquarters, at the prescribed rates and conditions.**

**\*\*107. A Government employee in Group 'A', Group 'B' or Group 'C' service whose headquarters are changed while he is on tour, and proceeds to his new headquarters without returning to his old station is entitled to—**

When headquarters are changed while on tour.

- (i) Travelling allowance as on tour for his journey up to the new headquarters;**
- (ii) Transfer grant at the prescribed rates;**
- (iii) Travelling allowance for family and personal effects from old to new headquarters, as usual.**

**108. The Government employee specified in rule 85 may draw travelling allowance under that rule for journeys on transfer within the limits of the railway to which they are attached and are entitled, in addition, to a free pass or fares for their families :**

Government employees whose duties require consent touring by railway.

**Provided that they may not draw daily allowance for halts in the course of the journey, unless such halts are made in connection with the duty. When transferred from one railway to another, they are entitled to travelling allowance under rule 100.**

**109. A Government employee appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this chapter for so much of the journey or transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.**

If appointed to a new post while in training.

**\*\*110. A Government employee who goes on leave not exceeding six months after he has given over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance under this Chapter, as for a journey from his old to new post:**

When joining a new post after a leave of a month

**Provided that he may not draw the cost of transporting conveyance or horse which was not in his possession at the station at which he was posted when he went on leave.**

NOTE 1.—The nature of leave, does not matter, but the period is the criterion, leave includes all kinds of leave including extraordinary leave but special disability leave is an exception.

NOTE 2.1.—Entitlement when transfer orders are received while on leave at a station other than headquarters: A Government employee receiving orders of transfer while on leave not exceeding six months at a station other than his old headquarters and proceeding by a railway direct there from with his family to join new post travelling by a class lower than that to which he is entitled, is eligible—

- |   |   |
|---|---|
| For self:   | (a) One fare as from old to new station by the class of accommodation actually used for the direct railway journey made as a result of the transfer,  |
|   | (b) The transfer incidental allowance according to his grade from the old to new station,   |
|   | (c) A lump sum transfer grant according to his pay/grade;   |
| For family:   | One fare, full or half, as the case may be <b>each</b> member of his family for the direct journey as for self in (a) above and <b>transfer</b> incidental for each member of his family as in (b) above. |
| For personal effects: As usual from the old to new headquarters |   |

NOTE 2.2.—It has been decided that in the case of an officer who proceeds to the new station partly by the class of accommodation to which he is entitled and partly by a lower class, the one fare referred to in clause (a) of Note 2.1 shall be calculated partly by the class of accommodation to which he is entitled and partly by a lower class actually used in proportion to the distance actually travelled by those classes from the station at which leave was being spent to the new station even though the total amount actually paid by the officer is more than what would have been admissible for a direct journey from the old to the new station by the appropriate class of his grade.

NOTE 3.—*Transfer to the station where leave is spent* : If a Government employee spending leave not exceeding six months at a station other than his headquarters, is subsequently transferred to the same station, where the leave is being spent, he will be entitled to claim travelling allowance on transfer scales for himself and members of his family who actually travelled to the new station in consequence of leave.

**\*\*111. A Government employee who takes leave exceeding six months while in transit from one post to another may draw travelling allowance under Sections II, III and V of rule 100 for so much of the journey to a new post as he has accom-**

When leave is taken while in transit.

plished before the order granting his leave is received, in addition to any allowance admissible under rule 112.

**\*\*112. When on return from leave exceeding six months, a Government employee is posted to a station other than at which he was posted when he went on leave, the controlling officer may permit him to recover the travelling allowance as admissible under Section VI and VII of rule 100 for journey from his old to his new station:**

When joining a new post on return from leave exceeding 6 months

Provided that he may not draw the cost of transporting conveyance or horse which was not in his possession at the station at which he was posted when he went on leave.

**113. When a Government employee is transferred to the control of another Government which has made rules prescribing amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating travelling allowance on transfer.**

When transferred to another Government,

**\*\*114. Inspectors, Sub-Inspectors and Sergeants of the Calcutta Police when transferred within Calcutta from one station to another are allowed the actual cost of moving their personal effects subject to the limit of Rs. 15.**

Inspectors, Sub-Inspector and Sergeant of the Calcutta Police when transferred within Calcutta.

115. Omitted.

116. Omitted.

## CHAPTER X—JOURNEYS FOR OTHER PURPOSES SECTION

### 1.—JOURNEYS TO DARJEELING

117. Omitted.

**118. A Government employee who travels on duty within his sphere of duty to Darjeeling or is required by the orders of a superior authority to travel there on duty, may draw travelling allowance during his absence as for a journey on tour. Such a Government employee will however, forfeit all claims to travelling allowance for the journey and halt, other than permanent travelling allowance, if he prolongs his stay at Darjeeling beyond a period of ten days or the period necessary for the performance of the duty on which the journey is made, whichever is less:**

Journey on duty.

**Provided that his claim to travelling allowance may be preserved by orders of the Head of the Department up to a limit of thirty days, or in other cases, of Government—**

**(a) sanctioning a halt in excess of ten days, and**

**(b) officially intimating that his presence was required on duty throughout the period or that he was permitted to extend his stay during holidays immediately following his period of duty.**

**119. When a Government employee is permitted for his own convenience to perform his duties at Darjeeling he is not entitled to daily allowance or other allowance for the journey to or from Darjeeling or for the period during which he halts there.**

**SECTION II.—JOURNEYS TO ATTEND AN EXAMINATION.**

**120. (a) A Government employee is entitled to draw travelling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds :-**

**(i) An obligatory departmental or language examination;**

**(ii) An examination held under any rules in force in the vernacular language of a frontier, or hill tribe.**

**(iii) In the case of a military officer in civil employ, an examination for promotion in military rank;**

**(iv) In the case of a Medical Officer of Health, an examination designed to test his fitness to rise above an efficiency bar in a time-scale.**

**(b) A Government employee is entitled to draw daily allowance for the days on which he appears at an obligatory departmental examination and any intervening days:**

**Provided that—**

**(1) travelling and daily allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination, and**

**(2) travelling and daily allowance under this rule may be disallowed to any candidate—**

If on duty for the convenience of the Government employee himself.

General rule

- (i) who, in the opinion of the Head of the Department, has culpably neglected the duty of preparing himself for an obligatory examination, or**
- (ii) who, in the opinion of Government, does not display a reasonable standard of proficiency in an examination which is not obligatory.**

NOTE 1.-The travelling allowance for journeys to attend an obligatory examination is admitted upon a certificate that the Government employee has not previously drawn travelling allowance twice for the same standard.

NOTE 2.—Officers selected for settlement training, who remain in Calcutta under the orders of Government between the end of their departmental examination and the opening day of the Settlement Training Camp are entitled to draw daily allowance for the period.

\*\* NOTE 3.—If a Government employee actually performs a journey to the place of examination, but he is not able to appear in the examination because of its cancellation at the last moment, that is, if intimation regarding the cancellation does not reach the Government employee at the time of commencement of the journey, the Heads of Departments may sanction to the Government employee concerned travelling allowance after due verification of the facts subject to the conditions mentioned in this rule and rule 123.

**121. A Government employee who obtains a reward for proficiency in an oriental language or who for the first time obtains a degree of honour in any language is entitled to draw allowance for journey to and from the place of examination.**

For proficiency in an oriental language.

**122. A Government employee may be permitted by Government to draw travelling allowance for the journey to and from the place at which he appears for any examination other than those specified in rules 120 and 121.**

Special concessions.

**123. Travelling allowance under rules 120 and 122 should be calculated as for a journey on tour, but no allowance may be drawn for halts, on the journeys except for halts to attend the obligatory departmental examinations.**

Rates of T. A.

**SECTION III-JOURNEYS WHEN PROCEEDING ON OR RETURNING FROM LEAVE**

General rules.

**124. Except as otherwise provided in these rules, a Government employee is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave unless Government, for special reasons, permit him to draw travelling allowance as for a journey on tour.**

NOTE 1.—A military officer in civil employ, being a departmental or warrant officer, when proceeding on or returning from leave on medical certificate, is entitled to the same concession which he would receive in military employ.

\*\*NOTE 2.—Travelling allowance under this rule shall be regulated by the pay and grade of the post which a Government employee would have held had he not proceeded on leave.

\*\*125. (1) When a Government employee is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him or if the journey involves travelling by 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 is curtailed is less than a month mileage allowance may be allowed at the discretion of the authority recalling the Government employee.

(2) If the Government employee recalled to duty is entitled to travelling allowance under rule 110, he may not draw the mileage allowance under sub-rule (1) unless he abandons his claims to the allowance specified in Sections II and V of rule 100.

126. If a Government employee in Group B, Group C, or Group D service, on compulsory recall from leave exceeding four months, is posted to a station other than that from which he went on leave, he may, if his pay after transfer does not exceed Rs. 400 and if his new station is distant more than 80 km. from his old station, draw, in addition to the allowance admissible under rule 112 travelling allowance for his family under rule 100 for the journey from the place at which the order of recall reaches him to the new station:

Provided that the amount so drawn shall not exceed the amount admissible under rule 100 for the journey from the old to the new station.

127. A Government employee on joining time under clause (d) of rule 80 of the West Bengal Service Rules, Part I, may draw travelling allowance for the journey as for a journey on transfer.

128. Omitted

129. Omitted.

130. The following ranks when granted leave are allowed free railway and steamer passes to and from their homes once in three years, irrespective of the nature or period of leave taken, subject to the conditions set forth in clause (1) to (4) below:—

If compulsorily recalled to duty.

T. A. during joining time.

Concessions to Constables, Head Constables etc

Concessions to survey and other subordinates staff.

Calcutta Police.—Head Constables, constables (unarmed police), havildars, naiks, lance-naiks, sepoy (armed police), members of River Police crews except serangs and drivers, head constables, sowars (mounted police) and buglers.

Bengal Police.—Head Constables, constables and members of River Police crews except serangs and drivers.

Jails.—Head-warders and warders in general and Chief Officer, Assistant Chief Officer, gate-keeper and petty officers in the Borstal School.

(1) Each interval will count from the date on which the Government employee last enjoyed the privilege—the actual date to be that of his resumption of duty.

(2) In case of sickness, where the Chief Medical Officer of Health or the Police Surgeon, Calcutta, has, after personal examination, recommended leave for one month or more, the Government employee will receive free railway and steamer passes to and from his home, irrespective of the time-limit prescribed in the preamble. This concession will be granted only in case of sick leave granted at the headquarters of the district to which the Government employee is posted and is not admissible to Government employee who goes on ordinary leave and afterwards produces a medical certificate.

(3) A Government employee returning from sick leave for which he has obtained free passes shall not, except in cases of further sickness, receive the concession for a period of three years, counting from the date of his last return to duty.

(4) In no case will a Government employee be granted free passes on leave more than ten times during his whole service.

NOTE.—When a Government employee has been granted free passes the fact will be noted in his service book or roll in red ink under the order granting him leave.

131. (a) The Director of Land Records and Surveys, West Bengal, may grant such rail and steamer fares as he considers necessary to khalasis and other Group D employees of the Survey Department proceeding on or returning from leave of any kind. Such fares should be paid for the journeys to or from the place at which each such staff was recruited.

(b) He may also grant such travelling allowance as he considers necessary to other subordinates of the Survey Department when proceeding on or returning from leave if their homes are situated in states other than West Bengal.



**SECTION IV.—JOURNEYS ON RETIREMENT, REMOVAL, DISMISSAL OR  
TERMINATION OF EMPLOYMENT**

132. Except as otherwise expressly provided in this Section, no person is entitled to any travelling allowance for a journey made after retirement, removal or dismissal from Government service or after the termination of such services unless for special reasons Government permit him to draw travelling allowance as for a journey on tour, but with no allowance for halts during the journey. General restrictions.

NOTE 1.—*Omitted.*

\*\*NOTE 2.—Recruits who are discharged from the Eastern Frontier Rifles during their period of Recruit Training as unlikely to become efficient soldier are entitled to passage warrants by rail and steamer and daily allowance at Rs. 9 per diem for the period necessary for the return journey to their homes.

NOTE 3.—Chief Head Warders, head warders and warders in jails, petty officers, gate-keeper, Assistant Chief Officer and Chief Officer of the Borstal School are entitled to free single railway and steamer passes from the jails or the school to which they are attached to their homes when they are invalided out of service or summarily discharged on medical grounds as unfit for service.

NOTE 4.—A military officer in civil employ, being a departmental or a warrant officer, on retirement after service which has earned a pension or gratuity, is entitled to the same right as regards a free passage as if he were retiring from military employ.

**133. A person temporarily employed in Government service who has received travelling allowance for the journey to join his post may, on the termination of his employment be allowed to draw travelling allowance for the journey to any place at the rates admissible for the journey to join first appointment:**

**Provided that such allowance does not exceed the travelling allowance calculated for the journey to the place at which he was engaged, that the claim to draw travelling allowance is preferred within three months of the termination of his employment and that the officer under whom he is employed is satisfied that he intends to make the journey.**

**134. A Head of a Department may grant such rail and steamer fares as he considers necessary to a discharged khalasi or other Group D employees for the journey to the place at which they were enlisted.**

**SECTION V.—JOURNEYS TO GIVE EVIDENCE**

**135. The following provisions apply to a Government employee who is summoned to give evidence:—**

**(a) in a criminal case, a case before a court-martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority in India, or**

**(b) before a court in foreign territory:**

**Provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties:—**

**(i) He may draw travelling allowance as for a journey on tour, attaching to his bill a certificate of attendance given by the Court or other authority which summoned him.**

**(ii) When he draws such travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness should be credited to Government**

**(iii) If the court in which he gives evidence is situated within 8 km. of his headquarters and no travelling allowance is, therefore, admissible for the journey he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.**

NOTE 1.—A Government employee summoned to give evidence while on leave or under suspension is entitled to the allowance prescribed in this rule from the place from which he is summoned and back.

NOTE 2.—Travelling expenses of any witness summoned either for the prosecution or the defence in a departmental enquiry should be paid by Government, if his evidence is, in the opinion of the Commissioners or officer conducting the enquiry of material value.

\*\* NOTE 3- A question has been raised as to how travelling allowance of a pensioner who was summoned by the giving evidence in a departmental case and who has the journey from the residence to the place regulated. It has been decided that a person who has performed the journey from the residence to the place of should always be regarded as a member of public. Such a person is therefore not to claim travelling allowance from the Government of Bengal in respect of the journey undertaken by him to tender evidence in a Court of Law of the facts which came to in the discharge of the

Governmental functions to draw travelling allowance at the Court rates from the summoning concerned.

**\*\*NOTE 4.**—Travelling allowance to witnesses, Presenting Officers and Defence Assistants in departmental enquiries: (i) Government employee who is called to give evidence in a departmental enquiry by either the Government or the Government employee against whom the enquiry is being held shall be entitled to the payment of travelling allowance.

(ii) Where the witness is a State Government employee he shall be entitled under this rule, to receive, in respect of the attendance before the authority holding the departmental enquiry, payment of travelling allowance as on tour from the Department under which he is serving for the time being.

(iii) The foregoing decision shall also apply to persons nominated by the disciplinary authority to present the case in support of the charge before the authority holding the departmental inquiry or assisting the Government employee against whom the enquiry is held in presenting his case as provided in the West Bengal Services (Classification, Control and Appeal) Rules, 1971.

(iv) All expenditure on travelling allowance paid to a Government employee for this purpose shall be charged to the head of account to which such Government employee's salary is debitable.

(v) The officer or authority holding inquiry shall furnish a certificate in Form I, to every person summoned before him/ it. to give evidence and in Form II to a person nominated by the disciplinary authority to present the case in support of the charge before the authority or assist the Government employee against whom the enquiry is held in presenting his case.

FORM I

This is to certify that Shri \_\_\_\_\_ (Name, designation, office, etc.) appeared before me as a witness on \_\_\_\_\_ at (Place) \_\_\_\_\_ in the departmental inquiry against Shri \_\_\_\_\_ (Name) and was discharged on \_\_\_\_\_ at \_\_\_\_\_ (Time).

Nothing has been paid to him on account of his travelling and other expenses. Place and Date \_\_\_\_\_

(Signature) Disciplinary Authority/  
Board of Inquiry/Inquiring Officer

Copy forwarded for information to the Secretary to the Government of West Bengal \_\_\_\_\_ Department

FORM II

This is to certify that Shri \_\_\_\_\_ (Name, designation, office, etc.) attended the proceedings in the departmental inquiry against Shri \_\_\_\_\_ (Name, designation, etc.) to present the case in support of the charges/ to assist the said Shri \_\_\_\_\_ (Name) in present in his case on \_\_\_\_\_ at \_\_\_\_\_ (Place)

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

Place and

Date \_\_\_\_\_

(Signature)

Disciplinary Authority/  
Board of Inquiry/ Inquiry  
Officer

Copy forwarded for information to the Department \_\_\_\_\_

**136. A Government employee summoned to a departmental enquiry to answer charges against his conduct shall be deemed to be summoned to give evidence at the enquiry and shall be entitled to the allowances prescribed in rule 135 notwithstanding the proviso thereto but if he is then on leave or under suspension he shall be allowed travelling allowance as for a journey on tour from his headquarters to (he place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension or leave to the place of enquiry, whichever is less. No travelling allowance will, however, be admissible if the enquiry is held at the outstation at his own request. The travelling allowance will be regulated by the grade to which the Government employee belonged prior to his leave or suspension.**

When summoned to answer departmental charges against the Government employee himself.

\*\*NOTE I.-A question having been raised regarding the admissibility of travelling allowance to a Government employee against whom an oral inquiry is held under the West Bengal Services (Classification, Control and Appeal) Rules, 1971 and who is required to proceed from one station to another to appear before the officer conducting the inquiry, it has been decided that in such cases the Government employee concerned may be allowed travelling allowance under rule 135.

**\*\*NOTE 2.—**(i) Where a Government employee, whether he is under suspension or not, performs journeys to attend Police / Special Police Establishment enquiry in connection with a case in which he is suspected to be involved, travelling allowance for such journey may be allowed to him on the scale of a journey on tour provided they are performed under the direction of or with the approval of the Head of Office in which he is for the time being employed or was employed before suspension.

(ii) Where a Government employee undertakes journeys during suspension 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 in service but for death or having attained the age of compulsory retirement or being allowed to retire voluntarily, travelling allowance as for a journey on tour, based on the grade to which he belonged before suspension, may be reimbursed to him by the Administrative Department concerned, provided the legal expenses incurred by him in defending such proceedings are reimbursed to him, in full or in part, under sub-clause (d) of clause (3) of article 320 of the Constitution of India. In cases where the journeys were performed by the Government employee by rail/steamer in a class lower than the class to which he was entitled before suspension, the fares of the class actually used, in addition to his other entitlements of travelling allowance as on tour, may be paid to him.

**\*\*NOTE 3.—**A retired State Government employee required to attend departmental enquiry instituted against him may be allowed travelling allowance as on tour by the shortest route for the journey in connection with the enquiry from his "home town" to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after retirement at a place other than his "home town", he may be allowed travelling allowance for journeys from such place of residence to the place of enquiry and back. The place of residence means the place (Bank/ Treasury) from which pension is being drawn, if at the time of receipt of summons, such retired employee is at a place different from his "home town" or place of residence, the travelling allowance shall be restricted to the shorter of two journeys between that place to the place of enquiry and the "home town" place of residence to the place of enquiry.

The travelling allowance shall be regulated in accordance with the pay of the post held by the retired Government employee immediately prior to his retirement.

No advance travelling allowance shall, however, be paid in connection with such journeys.

**137. A Government employee summoned to give evidence in circumstances other than those described in rule 135 and 136 is not entitled by reason of his position as a Government employee to any payment if her other than those admissible by the rules of court. If the court pays him any sum as subsistence allowance or compensation apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay *for day* or days of absence.**

In either case

**137A. Travelling allowance as for a journey on tour without any haltag allowance at the outstations may be allowed to the Government employees, whether on duty or on leave or under suspension, for the journeys undertaken by them to the Stations where the official records are made available. The travelling allowance will be allowed from the headquarters of the Government employee or from any other place where *the* Government employee may be spending his leave or where suspended officer has been permitted on his own request to reside, but not exceeding what would be admissible had the journey been undertaken from the headquarters of *the* Government employee. The grant of travelling allowance will be subject to the following further conditions—**

Travelling allowance or journeys to peruse official records at outstations in disciplinary cases

- (i) the enquiring officer certifies that *the* official records to be consulted are relevant and essential for the preparation of the defence statement;**
- (ii) the competent authority certified that the original records could not be sent to the headquarters station of the Government employee or the bulk of the documents ruled out the possibility of copies being made out and sent; and**
- (iii) the Head of office under whose administrative control the Government employee is, certifies that the journey was performed with his approval.**

**\*\*NOTE.—It has been decided that for journey undertaken by a Government employee for rendering assistance to a delinquent official in examining the documents and taking extracts there from he shall be entitled to travelling allowance as admissible for journey on tour under rule 135.**

#### **SECTION VI.—JOURNEYS TO OBTAIN MEDICAL ADVICE**

**138. If in order to obtain medical advice, a Government employee is compelled to leave a station at which he is posted and at which there is no medical officer of Government, and travel to another station, he may, on production of a certificate from the medical officer consulted that the journey was, in his opinion absolutely necessary, draw travelling allowance for the journey.**

General rule

NOTE 1.—*Omitted.*

NOTE 2.—The term "Medical Officer" occurring in this rule shall be deemed to include an officer for so long as he is in a position to render medical advice and treatment. If he is not competent to treat a patient and certifies that the patient is required to consult a specialist in some other place, it shall be interpreted that the "medical officer" posted therein has ceased to exist as such at that place within the meaning of the rule.

139. Government will defray the steamer or railway fare of sick or wounded police officers of and below the rank of assistant sub-inspector sent for treatment to the nearest hospital or dispensary whether civil or police.. When no railway or steamer is available, Government will pay the actual expenses for conveyance of the sick or wounded men, on the certificate of the Superintendent of Police that they were too ill to make the journey on foot and that the illness or injury for which treatment is given is not directly due to intemperate or irregular habits.

**140. (a) If a Government employee, being stationed where there is no medical officer of Government, is required to obtain a medical certificate from a medical officer of Government in support of an application for an original grant of leave, he may draw travelling allowance for the journey undertaken to obtain that certificate.**

**(b) If a Government employee, having obtained a medical certificate in support of an application for an original grant of leave, is required to appear before a Medical Board or to appear before a nominated medical officer of Government, for a further opinion as to the necessity, for the leave recommended in that certificate, he may draw travelling allowance for the journey undertaken to obtain that opinion.**

NOTE 1.—Travelling allowance is not admissible for a journey to obtain a medical certificate or a second medical opinion in support of an application for an extension of leave.

NOTE 2.—Travelling allowance is not admissible for a journey to procure a health certificate on first appointment to Government service.

NOTE 3.—Travelling allowance should not be paid to a Government employee for journeys performed by him to appear before a Medical Committee or medical officer for obtaining a certificate of fitness to return to duty.

**141. The journeys contemplated by rules 138 and 140 should not be undertaken without the previous permission of the Controlling Officer, if such permission can be obtained without risk to the Government employee requiring medical advice.**

Sick or wounded Police officers.

In Support of application for leaver

Previous sanction necessary, if obtainable.

142. Omitted.

143. (a) A Government employee who is directed by his official superior, in the interests of the public service to apply for an invalid pension may, if he be required to make a journey in order to appear before a Medical Board, draw his actual travelling expenses, subject to a maximum of the amount of travelling allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the Medical Board, he may draw his actual expenses subject to the same maximum.. In both cases his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service and that he did not voluntarily ask to retire:

Journey to appear before a Medical Board preliminary to retirement.

(b) Provided that he is satisfied that the circumstances of the applicant are such as to justify the grant, a Head of a Department may allow actual expenses, as limited by clause (a) of this rule, to be drawn by a Government employee who voluntarily applies for an invalid pension.

144. Except as provided in rules 140 and 143 no travelling allowance is admissible for a journey undertaken in order to appear before a Medical Board.

145. Travelling allowance under rules 138 and 140 and the maximum prescribed under rule 143, should be calculated as for a journey on tour, but no allowance may be allowed for halts on the journey.

Rate of T.A.

**SECTION VII.—JOURNEYS IN ATTENDANCE ON AN INCAPACITATED GOVERNMENT EMPLOYEE**

146. If a Government employee, under the advice of a Chief Medical Officer of Health or other medical officer of Government whose duty it is to attend him professionally, is required to travel to a presidency town or elsewhere, either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant, if a Government employee, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; if not a Government employee, he shall be entitled to actual expenses.

General rule.



NOTE.—A person told off to be a "sick attendant" under rule 296 of the Eastern Frontier Rifles Regulations is entitled to the benefits of this rule

**SECTION VIII.—JOURNEYS ON A COURSE OF TRAINING**

**(147) When a Government employee or a student not already C in Government service is selected to undergo a course of training, the Head of the Department may decide the scale, if any, on which he shall draw—**

**(a) travelling allowance for the original journey to and the last journey from the place of training, and for halts at such place;**

**(b) in the case of training at a school, college or similar institution, travelling allowance for similar journeys on the occasion of holidays and vacations ; and**

**(c) travelling allowance for journeys during the course of training:**

**Provided that the scale so fixed shall not exceed that admissible to Government employees of similar status on duty at the place of training.**

NOTE 1.—A list of cases in which travelling allowance is allowed for journeys to undergo training is given in Appendix 'sTo. 15.

NOTE 2.—A military officer in civil employ while detailed to attend a military course of instruction, is entitled to draw mileage and daily allowance at rates admissible to a military officer in military employ in similar circumstances.

\*\*NOTE 3.—The grant of travelling allowance to probationers of various services for joining the training intuitions and in the course of the training should be regulated as follows:

(i) No travelling allowance shall be allowed for the onward journeys in cases where the probationers join the training institutions direct on first appointment to Government service,

(ii) Travelling allowance as on tour shall be allowed to the probationers who are already in Government service or who first join the respective Departments and then proceed to join the training institute or where they move from one training institute to another. No daily allowance shall, however, be admissible in any case for the periods of their stay in the training institute,

(iii) Travelling allowance as admissible under the normal rules may be allowed for tour to outstations undertaken from the training institutions as part of the training.

\*\*NOTE 4.—A question has been raised whether the period of "three nights" laid down in rule 74 shall be applicable in the cases of Government employees deputed to undergo a

course of training in India, for determining whether the halt is continuous or not. It has been clarified that the aforesaid provision shall not be applicable in case of training in India. Accordingly, if a Government employee, sent on training to a particular station, goes out on tour to another station, the halt at the place of training shall not be deemed to have been terminated for the purpose of determining the rate of daily allowance admissible to him.

**\*\*NOTE 5.**—When a Government employee is deputed for training/ refresher courses, but cannot complete the training successfully for reasons of health or other unforeseen causes admissibility of travelling allowance and daily allowance in such cases shall be regulated in the following manner:—

(i) The discretion for allowing/ denying travelling allowance for return journey shall vest with the Head of Department who may decide the cases in consultation with the Officer-in-charge of the respective training centre based on merit and the transit period benefit for return journeys shall be allowed in those" cases only where the trainees are allowed travelling allowance for return journey. Normally travelling allowance for return journey shall be allowed only in cases where the training is discontinued for unforeseen circumstances.

(ii) Return journeys performed by the trainees during leave, are not covered by item (i). Such cases should be referred to the Government for sanction under rule 124.

(iii) The trainees shall be allowed travelling allowance/ daily allowance as admissible under the rules in force up to the date of their stay in the training centre.

#### **SECTION IX—JOURNEYS TO ATTEND A DURBAR OK LEVEE**

**148. A Government' employee who is permitted to attend a durbar or a levee elsewhere than at his headquarters may draw travelling allowance for the journeys as for a journey on tour.**

NOTE.—Government employees who are permitted to attend formal investitures in Delhi or elsewhere to receive gallantry medals from the President, are entitled to travelling allowance under this rule. Non-official recipient (including retired Government employees) are not entitled to traveling allowance from the State Government. They are reimbursed the expenditure by the Ministry of Home Affairs, New Delhi.

Rates of  
T.A

**CHAPTER XI—TRAVELLING ALLOWANCE ADMISSIBLE WHEN THE WHOLE OR PART OF THE MEANS OF CONVEYANCE IS SUPPLIED WITHOUT CHARGE**

**SECTION I.—JOURNEY BY RAILWAY**

149. When a Government employee is entitled to, or is allowed free transit by, railway otherwise than in accommodation reserved by requisition, whether on a free pass or otherwise, the mileage allowance which he draws for the Journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. This rule applies to cases in which a free pass is issued on any railway, whether worked by Government or not. The reduction made must include the full number of fares covered by the pass, unless the Government employee certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

NOTE 1.—The circumstances under which a free pass may be given are irrelevant and it is immaterial whether it is held by Government employee in his official capacity or not.

NOTE 2.—The issue of free passes for journeys by railways is regulated by rules made in this behalf by the Railway Board.

150. When a Government employee in receipt of permanent travelling allowance uses a free pass on a railway or a company's steamer within his sphere of duty, he must deduct from his permanent travelling allowance for the month the amount of the railway or steamer fares he would have paid if he had not travelled on a pass.

151. When a Government employee is permitted to travel by railway in a higher class on payment of a lower fare, his allowance for distance travelled must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

NOTE.—Deductions on account of members of an officer's family should be made as in the case of the officer himself.

152. A Government employee travelling with a free pass on an unopened line of railway is entitled to the travelling allowance prescribed in rule 157 as limited by rule 159.

**SECTION II.—JOURNEY BY SEA OR RIVER IN A STEAMER**

153. When a Government employee travels by sea or river, otherwise than on payment of passage money, in a steamer the cost of which is paid by Government or by a local fund, he may draw no travelling allowance except the daily allowance of his grade :

Provided that, when his servants and luggage are not conveyed on the vessel but are sent separately at his expense, he may draw, in addition, the actual cost of transporting them.

\*\*154. Omitted.

155. When a Government employee is allowed free transit by steamer, otherwise than in a Government vessel, the mileage allowance which he draws for the journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. If he travels on a free pass, the seduction made must include the full number of fares covered by the pass, unless the Government employee certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

Free transit otherwise than in a Government vessel.

### SECTION III.—JOURNEY BY AIR

156. When a Government employee is allowed free transit by air in a Government machine or in a machine chartered by Government<sup>1</sup> for the purpose, he is entitled to travelling allowance as follows:—

Free transit by air.

(a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of his grade. If, however, part of the journey is made by other means of locomotion, he may draw allowance for distance travelled admissible for that part.

(b) If he has to provide separate conveyance at his own expense for his servants or luggage he may—

(i) if the journey is between places connected by rail or steamer, draw the amount in excess of one single fare by rail or steamer which he would have been entitled to draw had he performed the journey by rail or steamer, or

(ii) if the journey is between places not connected by rail or steamer draw the daily allowance of his grade.

If, however, a part of the journey is performed by other means of locomotion, he may, in addition, to the allowances admissible under sub-clause (i) or (ii) above, draw the allowance for distance travelled admissible for that part subject to the conditions laid down in rules 78 and 79.

\*\*NOTE.—If a Government employee performs a journey by air in a Government machine or in a machine chartered by Government and returns to the headquarters on the same day on which he left it, he shall draw daily allowance of his grade under rule 71.

### SECTION IV.—OTHER JOURNEYS

**157. Except where otherwise expressly provided in this chapter, when, on a journey other than a journey by railway or by steamer or by air, a Government employee uses a means of locomotion provided at the expense of Government or**

Free transit byroad, boat etc.

**local fund or uses a means of locomotive owned maintained or hired by another Government employee or by a private individual, and does not pay the cost) of its use or propulsion, he is entitled to travelling allowance as follows :—**

**(a) If he has not to provide separate conveyance at his own expense for his servants, or luggage, he may draw the daily allowance of his grade. If, however, part of the journey is made by other means of locomotion, he may, at his option, draw in lieu of daily allowance the allowance admissible for that part.**

**(b) If he has to provide separate conveyance at his own expense for his servants or luggage, he may, if the conditions of rules 76, 78 and 79 or 81 are fulfilled, draw his daily allowance in addition, the allowance admissible for any part of the journey made by other means of locomotion.**

NOTE 1.—The traveling allowance of Government employee traveling by trolley or construction train along an unopened portion of a line is regulated by clause (a) of this rule.

NOTE 2.—If a Government employee travels in a hired vehicle with another person and shares the hire charges thereof, he will draw either the mileage allowance at the ordinary rate or the actual cost of hire charges borne by him, whichever is less.

\*\*NOTE 3.—1. If a Government employee performs a journey exceeding 8 km. by a Government vehicle or by means of a transport provided at the cost of Government or a local authority or in another officer's car, drawal of daily allowance for the absence from the headquarters shall be regulated as follows:

Full daily allowance shall be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than 24 hours, daily allowances shall be admissible at the following rates: —

- (i) If the absence from, headquarters does not exceed 6 hours: Nil.
- (ii) If the absence from headquarters exceed 6 hours but does not exceed 12 hours : 70% of the normal rate.
- (iii) If the absence from headquarters exceeds 12 hours: Full daily allowance.

II. For local journeys by Government vehicle a Government employee shall draw 50 per cent of daily allowance calculated at the rates mentioned above.

**\*\*NOTE 4.**—Daily allowance under this rule shall be drawn at the ordinary rates prescribed in rule 57, irrespective of whether the journey is performed in any of the expensive localities:

Provided that when the journey is to an expensive locality and is not completed on the same date on which the journey was undertaken, daily allowance for the intervening period between the date of arrival at the place of halt and the date of departure there from shall be drawn at the special rates shown in clause (A) of rule 57, irrespective of whether any Government or other vehicles, as mentioned in this rule, are used for performance of duties at the halting place or not:

Provided further that if during a period of halt in such an expensive locality a Government employee travels on duty to another expensive locality by means of a conveyance referred to in this rule and halts there, he shall be entitled to draw for such journey, daily allowance at the special rates shown in clause (A) of rule 57.

**\*\*NOTE 5.**—Omitted.

**NOTE 6.**—Vide note 3 below rule 25.

**\*\*State Government decision.**—In the context of difficulties being faced by the country in meeting the requirements of petrol /diesel oil and other petroleum products, it is necessary to effect economy in consumption of petrol/ diesel.

2. After careful consideration of the matter the Governor has been pleased to decide as follows:

- (a) Government vehicles should not be used between places connected by Railways.
- (b) No travelling allowance shall be admissible for journeys by Government vehicles in such cases unless the officer performs duties at places en-route and such tour is approved by the controlling officer concerned.

3. Further, it is clarified that journey by Government vehicle should be made with the prior approval of controlling officer concerned.

**\*\*158.**—**When a Government employee is provided with means of locomotion as in rule 157, but pays all the cost of its use or propulsion, he may draw travelling allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as a competent authority may fix.**

**NOTE.**—Sharing of cost of use/propulsion of Government conveyance.—A question has been raised as to how travelling allowance shall be regulated if two or more Government employees travel together in a Government conveyance by sharing the charge on account of petrol and oil.

The underlying principle in this rule is that before a Government employee is allowed to draw full travelling allowance for travel in Government conveyance, he shall pay for full charges in respect of the vehicle that is both the petrol and oil charges and also the fixed hire or charges to be determined by the competent authority. The Head of the Department, under this rule, has full power to determine the hire or fixed charges of the vehicle used by the Government employees. In determining the charges, the controlling officer shall bear in mind the general principle that travelling allowance is not to be a source of profit to the recipients nor is it intended to be loss to them. The Head of Departments may decide each case individually according to the circumstances involved.

**159. The provisions of rules 157 and 158 apply also to Government employees of the fourth grade when they travel in a locomotive provided at the expense of a superior officer with whom they may be travelling. They do not however apply to Government employees to whom Government may by special order declare them to be inapplicable.**

**\*\*NOTE.—**Rules 157 and 158 have been declared to be not applicable to the following cases in which the alternative allowance stated may be drawn:—

- (i) Group A employees and Rangers of the Forest Department serving in the Sunderbans—entitled to half the daily allowance at ordinary rates admissible under rule 57 without deduction of hire.
- (ii) Government employees of the Excise Departments— Draw daily allowance at ordinary rates without additional 50 per cent., but no mileage, when traveling by Government steamer or boat, without deduction of hire.
- (iii) Government employees provided with elephants required for the conduct of professional operation and not for their private use—Daily allowance without deduction of hire.

**160. A Government employee, who travels by a motor car which had been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw travelling allowance as for a journey on tour, but the amount of the allowance for distance travelled which he may draw is limited by the following conditions:—**

- (a) If he travels by the motor car more than 32 km. in day, he may draw for the first 32 km. the allowance of his grade as laid down in

For Government employees of the 4<sup>th</sup> grade.

When the cost of maintenance of a Government motor car is borne by the Government employee.

rules 16—19 and for the remainder of the journey three-fourths of such mileage allowance.

(b) If he combines with a journey by the motor car a road journey by other conveyance, he may draw the allowance admissible for the first 32 km. or for the journey by other conveyance, whichever is greater, and for the remainder of the journey three-fourths of such allowance.

(c) If he combines with a journey *by road*, whether made oily or partly in the *motor car*, a journey by railway or steamer, he may draw allowance for the journey by railway or steamer, in addition to the allowances admissible under clauses (a) and (b) of this rule for the journey by road.

161. The chauffeur of a motor car supplied at the expense of Government, when making a journey by road on the motor car in his charge, may draw travelling allowance under the provisions of clause (a) of rule 157 if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such an absence, he is entitled to no travelling allowance.

Chauffeur of a Government motorcar.

## CHAPTER XII.—SUPPLY OF RESERVED ACCOMMODATION ON RAILWAY JOURNEYS TO CERTAIN HIGH OFFICIALS

### SECTION I.—GENERAL

162. Unless it be otherwise expressly provided in this chapter, when a Government employee for whom special railway accommodation is provided or who is entitled, under these rules to reserve such accommodation by requisition, travels on tour in such accommodation :—

General rule

(a) The entire cost of haulage is borne by Government.

(b) Any person travelling with the Government employee in the reserved accommodation must pay the usual fares to the railway by the purchase of first class tickets, and in every bill for travelling allowance in respect of a journey performed in reserved accommodation, the Government employee reserving the accommodation must specify the number of persons who travelled with him and certify that necessary tickets were purchased by them.



**(c) The amount of luggage which may be transported free of cost is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation,**

**(d) If the Government employee desires additional accommodation for his staff or luggage, he must make arrangements with the railway administration for the provision of such accommodation, the haulage and other charges being met at his expense.**

**(e) The Government employee is entitled to draw no travelling allowance for the journey unless he be entitled to permanent travelling allowance.**

NOTE 1.—Before beginning the journeys the Government employee reserving the accommodation shall have the number and other details of the tickets purchased for the persons travelling with him in the reserved accommodation entered on the requisition form by the station master of the station from which the journey is commenced.

NOTE 2.—The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway Board.

NOTE 3.—When a Government employee travels in a carriage reserved requisition, the carriage is entirely at his disposal and may be detached and detained at any railway station at his request.

\*\*NOTE 4.—A Government employee who is authorized under these rules, to reserve by requisition, when travelling by rail way on duty, a 1st class compartment, may be allowed at his option to take a single berth in an air-conditioned coach and draw the actual fare for the air-conditioned class plus and allowance for incidental expenses at the rate of 51 p. per 10 km. or fraction thereof.

## **SECTION II.—MEMBER OF THE BOARD OF REVENUE**

**163. The Member of the Board of Revenue when travelling on duty within his sphere of duty is entitled—**

**\*\* (1) Omitted.**

**(2) When travelling by steamer to a reserved cabin (if one is available) and to fares (if actually paid) for four servants at lowest class rates subject to the usual deduction on account of messing charges; and**

**\*\* (3) Omitted.**

\*\*NOTE.—Omitted.

**SECTION III.-MINISTERS AND THE SPEAKER OF THE  
LEGISLATIVE ASSEMBLY**

**164. Ministers and the Speaker of the Legislative Assembly, when travelling by rail are entitled to reserve by requisition a 1st Class compartment.**

Ministers, and Speaker, Legislative Assembly.

NOTE.—For the rules regulating the traveling allowances of Minister, see Appendix No. 17.

**CHAPTER XIII.—CONTROLLING OFFICERS**

**165. (a) Subject to the provisions of sub-rule (c), no bill for travelling allowance, other than permanent travelling allowance, shall be paid unless it be signed or countersigned by, the controlling officer of the Government employee who presents it.**

Counter-signature of controlling officers on T.A. bills.

**\*\* (aa) The travelling allowance bills of Group A and Group B (erstwhile Class II only) officers posted outside Calcutta shall be drawn in the form prescribed for Group C and Group D staff and the following procedure shall be followed for countersignature of the travelling allowance bills:—**

**(i) in the case of Group A and Group B (erstwhile Class II only) officers who are not their own controlling officers, the travelling allowance bill should be signed by the Drawing and Disbursing Officer and countersigned by the respective controlling officer;**

**(ii) in the case of officers who are their own controlling officers, the travelling allowance bill shall be countersigned by the officer concerned after it is signed by the Drawing and Disbursing Officer.**

**(b) Omitted.**

**(c) Bills for conveyance allowance need not be countersigned by the controlling officer each month. The controlling officer should certify twice a year—in the months of January and July that the amount of conveyance allowance claimed is in order and that the conditions attached to the conveyance allowance are fulfilled.**

**166. Except where expressly permitted by Government, a controlling officer may not delegate to a subordinate his duty of countersignature.**

Delegation of power to counter-sing T.A. bills.

**166A. The right of a Government employee to travelling allowance, including daily allowance, is 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.**

\*\*State Government decision.—Of late, a large number of cases are being received in Finance Department seeking admission of claims in relaxation of the above rule. In many cases travelling allowance claim could not be presented to the Pay and Accounts Office/ Treasury within one year of its becoming due because of want of allotment of fund and other administrative reasons. In order to settle the cases in time and to avoid unnecessary references to the Finance Department, the Governor has been pleased to lay down the following procedure, in supersession of all previous orders in the matter, for the sake of all concerned :—

**(1) Date on which the claim shall be considered as falling due for payment:**

A claim for travelling allowance shall be considered as falling due for payment on the date succeeding the date of completion of a journey to which the claim relates. In the case of transfer travelling allowance also, the claim falls due on the date succeeding the date of completion of journey and not from the date of assumption of charge at the new station. In cases, where the officer and members of his family travel separately, the dates should be reckoned separately for each on the date succeeding the date of completion of each individual journey. Similarly, travelling allowance claims in respect of transportation of personal effects and conveyance shall be considered as falling due on the dates succeeding the date on which these are actually delivered to him at the new station.

**(2) Date of submission of claims:** For the purpose of determining whether the claim has been submitted within one year of its' falling due or not, the date of submission of the claim has to be taken into account as indicated below:

- |   |  |
|---|--|
| (i) In the case of officers who are their own controlling officers      | The date of presentation the claim at the Treasury/Pay and Accounts Office, as the case may be.      |
| (ii) In the case of officers who are not their own controlling officers | The date of submission of the claims to the Head of Office, Controlling Officer, as the case may be. |

In the case of claims falling under category (ii) above, where they are submitted by the concerned employee within one year, but which are presented to the Treasury/ Pay and Accounts Office after a period of one year of their falling due, rule 166A of the West Bengal Service Rules, Part II shall not be attracted, but for processing such claims the procedure laid down in S. P. 90 of Treasury Rules, West Bengal, Volume I read with instructions issued under the Finance Department Memo. No. 3797-F, dated 20th April 1985, shall be followed.

Administrative Departments are requested to bring these instructions to the notice of the employees and ensure enforcement of the provisions of rule 166A of West Bengal Service Rules, Part II in all cases of belated claims, which shall not be paid unless the reasons for delay are investigated in detail by the authority competent to sanction and if the investigation shows that the claim could not be preferred in time due to administrative delay without adequate and cogent reasons, suitable action may be taken against the officer (s) concerned so that such delays do not recur in future.

**(3) How recovery of advance taken has to be made :** Where after drawal of an advance, a Government employee has not submitted the adjustment bill in due time and consequently his right to travelling allowance claims stands forfeited under rule 166A of West Bengal Service Rules, Part II, the advance so drawn shall be recovered from his pay bill or any other dues preferably in one installment by the authority competent to sanction such an advance.

167. It is the duty of 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 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 traveling allowance bills;
- (c) to satisfy himself that mileage allowance for journeys by railway or steamer or air has been claimed at the rate applicable to the class of accommodation actually used, that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible and that where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, elects, etc, were transported was reasonable; to obtain the receipts from the railway, steamer or airways companies and personal certificates from the Government employee for the purpose, and to disallow any claim which, in his opinion, does not seem *to* be reasonable;

(d) to check any tendency to abuse the option of exchanging daily allowance for incidental expenses; and

(e) to observe any subsidiary rules or orders which Government may make for his guidance.

NOTE 1.—The railway or steamer company's receipt (in the case of bills for personal effects, conveyances and horses carried by railway or steamer) and the personal certificate of the officer (in the case of bill for personal effects, conveyances and horses carried otherwise or for journeys of members of an officer's family, etc.), should be attached to the bill for the information of the audit authorities.

NOTE 2.—Claims of all Government employees for refund of cancellation charges paid by them in connection with journeys on tour will be scrutinized carefully by the controlling officer before they are admitted and a certificate to that effect will be recorded by him on the Traveling allowance bill. In respect of any such claim made by the controlling officer himself, he will record a certificate to the effect that the cancellation of the official journey was due to unavoidable circumstances.

#### **CHAPTER XIV.—COMPENSATORY ALLOWANCE**

**168. A Compensatory allowance of such amount as Government may think fit may, subject to such condition as they may prescribe, be granted to a Government employee deputed out of India.**

By order of the Governor,  
Secretary to the Govt, of West Bengal.

**Grant of travelling allowance to Government employees under the administrative control of other Governments to part time Government employees and to non-officials.**

**1. Except as provided in rule 2 or in the Compensatory Allowances Rules, West Bengal, the travelling allowance admissible to Government employees in military employ is governed by military regulations.**

**\*\*2. When a commissioned Indian Military Officer of the regular forces, the military police or the militia, whether on the active or the retired list, is invited to attend a Durbar or levee at a place other than at which he is stationed or has his residence, a Head of Department may grant him travelling allowance for the journey subject to the following limits:—**

**(a) for the journey from his station or place of residence to the place at which the Durbar or levee is held and thence back to his starting**

If in Military employ.

**point, single railway and steamer fares actually paid, and actual travelling expenses for journeys by road, subject to the maximum admissible to a Government employee of the first grade;**

**(b) for halts at the place at which the Durbar or levee is held, a daily allowance at the minimum rate as admissible to an officer of the First Grade.**

**3. An Honorary Magistrate, not being a Government employee, may, when employed on Government work under the orders of a District Magistrate or Sub divisional Officer at a distance exceeding 8 km. from his headquarters, or when the bench which he attends is situated at a similar distance from his residence, draw such traveling allowance as would be admissible to a Government employee of the Second Grade in respect of similar journeys. During halts when similarly employed he may draw daily allowance at the maximum rate admissible to a Second Grade officer subject to the conditions applicable to halts of Government employee on tour.**

Honorary Magistrate.

**4. An officer whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as Government may declare.**

Part-time Government employee.

NOTE 1.—(a) The following have been declared to be First Grade officers for the purpose of traveling allowance :-

- (1) The Government Counsel, High Court.
- (2) The Public Prosecutor of the 24-Parganas.
- (3) The Senior and the Assistant Government Pleaders High Court.
- (4) The Government Pleader of the 24-Parganas.

(b) The following have been declared to be Second Grade officers for the purpose of traveling allowance:—

Government Pleaders and Public Prosecutors other than those mentioned in clause (a).

NOTE 2.—Travelling allowance paid to legal practitioners other than Government Pleaders and Mukhtears are treated as a contingent charge.

NOTE 3.—For journeys to Delhi for appearing before the Supreme Court of India on behalf of the Government of West Bengal the Advocate-General or other Law Officers of Government and Lawyers of the Calcutta High Court shall be entitled to travelling allowance as follows:

(1) First Class railway fare or fare by air-conditioned class, or air passage when air journey is necessary due to short notice or other circumstances, may be allowed according as the journey is performed by ordinary First Class or air-conditioned class or by air.

(2) Actual hotel charges (claim should be supported by hotel bills) incurred for the period of stay in Delhi subject to a maximum of Rs. 100 (Rupees one hundred) only a day or when the Law Officer or the Lawyer concerned does not live in a hotel daily allowance at the maximum of the rate admissible to a First Grade Government employee.

The travelling allowance at the above rates shall be paid on the sanction of the Superintendent and Remembrancer of Legal Affairs, West Bengal.

5. When any person, not being an employee of this Government, or a non-official is required to attend any meeting of a commission of enquiry or of a board, conference, committee or departmental enquiry convened under proper authority, or is required to perform any public duties in a honorary capacity, he may be granted travelling allowance at the rates indicated below:—

**SECTION A. — WHEN THE COMMITTEE OR THE COMMISSION OF ENQUIRY, ETC., IS SET UP BY GOVERNMENT**

—For Non-officials (other than members of Parliament and of State Legislatures and retired Judges of the High Courts and Supreme Court)

(a) Traveling Allowance

(i) Journey by rail: Each member may draw First Class rail fare at par with Government employees of the First Grade. Air-conditioned accommodation will not be allowed. If, however, any non-official member travels by air-conditioned class he shall pay the difference between the fare for the air-conditioned and the First Class accommodation from his own pocket.

NOTE 1.—Where a railway journey is cancelled by a non-official member owing to the postponement of the meeting he may prefer to the appropriate railway authority his claim for refund of cancellation charges on unused railway tickets. The claim shall be accompanied by a certificate from the officer authorized by the Secretary of the Department or by the Head of the Department to countersign his travelling allowance bills stating that the journey had to be cancelled due to postponement of the meeting.

(ii) Journey by road: In respect of journeys by road between places not connected by rail, the member shall be entitled to road mileage admissible to an officer

Non-Officials or Government employees of the central or other State Government when attending any meeting of a committee of enquiry, etc.

of the First Grade, viz., 50 paise per km. for journey by motor cycle / scooter or Rs. 1.30 per km. for journey by own car/ full taxi.

In case where journey between two places connected by rail, is performed by road, the member shall be entitled to the prescribed road mileage limited to First Class fare by rail.

However, if in an individual case, the Administrative Department is satisfied that the journey by road was performed in the public interest; full road mileage allowance may be granted without restricting it to rail fare.

(iii) Journey by sea or by river steamer: In respect of journey by sea or by river steamer, a non-official member shall be entitled to one fare at the lowest rate (exclusive of diet) of the highest class of accommodation.

(iv) Journey by air: Air travel shall not normally be allowed in connection with discharge of his duties as such member. Each case shall have to be examined on merit by the Department concerned and permission for air travel granted with the approval of Government only if it can be certified that air travel is urgent and necessary in the public interest.

A non-official member when authorised to travel by air shall be entitled to economy tourist class where two classes of accommodation, i.e., First and Economy (Tourist) Class accommodation are available on the air lines.

In case where air travel is authorised, a non-official member shall be entitled to one standard air fare.

Every member is required to purchase return ticket, where-ever it is available, when it is expected that the return journey can be performed before the expiry of the period for which the return ticket is available. The mileage allowance for the forward and return journeys when such return ticket is available will, however, be the actual cost of the return ticket.

NOTE 1.—The question whether the Departments could be delegated powers to permit air travel to certain categories of non-official was under consideration. It has been decided that retired Government officers who at the time of their retirement were drawing a pay of Rs. 2,250 and above, and salaried employees of the Universities, institutions and autonomous bodies who are entitled to travel by air under the rules applicable to them in their own organizations may be permitted by the Departments to travel by air in connection with the work of the Government, provided the distance involved is not less than 500 km. and the journey cannot be performed overnight by the train.



In the case of all other non-officials, however, prior approval of Government shall be necessary for allowing air travel.

NOTE 2.—Quarterly statements indicating the air journeys permitted to non-officials during the preceding quarter may be furnished by the Administrative Departments to the Finance Department by the 15th of January, April, July and October each year.

*(b) Daily Allowance*

A non-official shall be entitled to daily allowance at the highest rate applicable to State Government employee of the First Grade. The daily allowance shall be calculated in the same manner, as applicable to State Government employees, the entire absence in their cases being reckoned from and to their ordinary place of residence.

NOTE.—When a non-official appointed to a Committee, Commission or Board of Enquiry is allowed free board or lodging at the expense of the Central Government or a State Government or autonomous industrial or commercial undertaking or Corporation or a Statutory Body or a local authority in which Government funds have been invested or in which Government have any other interest, he shall be entitled to only one-fourth of the daily allowance under the rules. If only board is allowed free, daily allowance shall be admissible at half the admissible rate. If only, lodging is allowed free^ daily allowance shall be admissible at three-fourths of the admissible rates.

*(c) Conveyance Allowance*

A non-official member, resident at a place where the meeting of a Committee/ Commission of Enquiry is held shall not be entitled to travelling allowance on the scales indicated in clauses (a) and (b), but shall be allowed only the actual cost of conveyance hire, subject to a maximum of Rs. 20 per day. Before the claim is actually paid, the controlling officer shall verify the claim and satisfy himself, after obtaining such details as may be considered necessary, that the actual expenditure was not less than the amount claimed.

In cases where he is not satisfied with the details, he may, at his discretion, limit the conveyance allowance to road mileage.

If such a member uses his own car, he shall be granted mileage allowance at the rates admissible to officials of the First grade, subject to a maximum of Rs. 20 per day.

**II. For members of Parliament**

*(a) Travelling Allowance*

In respect of journeys performed by rail, road and steamer in connection with the work of the Committee/ Commission of Enquiry set up by the State Government on

which a Member of Parliament is appointed, such member shall be entitled to traveling allowance in the same scale as is admissible to him under section 4 of the Salaries and Allowances of the Members of Parliament Act, 1954 (30 of 1954).

In respect of journeys by air the provisions of clause (a) in sub-clause (iv) of sub-section I shall apply.

*(b) Daily Allowance and Conveyance Allowance*

(i) A Member of Parliament shall be entitled to draw daily allowance and conveyance allowance when attending any meeting of the Committee / Commission of Enquiry set up by the State Government at the same scale and rate as are admissible to a Member of Parliament under the Salaries and Allowances of Members of Parliament Act, 1954 (30 of 1954).

(ii) When the Parliament or a Parliamentary Committee on which a member is serving is in session, the member shall not be entitled to draw any daily allowance in connection with his assignment on the official Committee / Commission as he will be drawing his daily allowance as such member from the Parliament Secretariat concerned. However, if he certifies that he was prevented from attending the session of the House or the Parliamentary Committee because of his work connected with the Committee; Commission of Enquiry and did not draw any daily allowance from the Parliament he would be entitled to draw daily allowance as indicated above.

(iii) When a Member of Parliament appointed to a Committee / Commission of Enquiry is allowed free board and lodging at the expenses of the Central Government or the State Government or an autonomous industrial or commercial Undertaking or Corporation or a Statutory Body or a local authority in which Government funds have been invested or in which Government has any other interest, the payment of daily allowance shall be regulated under the Members of Parliament (Travelling and Daily Allowance) Rules, 1957.

### **III. For Members of State Legislature**

*(a) Travelling Allowance*

(i) Journey by rail: A Member shall draw such mileage allowance as is admissible for attending the business of the State Legislature.

(ii) Journey by road, steamer and air: The provisions of sub-clauses (ii),

(iii) and (iv) of clause (a) under sub-section I shall apply.

*(b) Daily Allowance and Conveyance Allowance*

A member shall be entitled to draw daily allowance and conveyance allowance when attending any meeting of a Committee / Commission set up by the State Government at the same scale and rate as are admissible to them under the Bengal Legislative Assembly (Members' Allowance) Rules, 1959.

NOTE 1.—As regards drawal of daily allowance when the Assembly or a Legislative Committee on which a member is serving is in session, the principles as laid down in clause (b) under sub-section II shall be followed.

NOTE 2.—As regards drawal of daily allowance when free board and/or lodging is allowed at the expenses of the Central Government or the State Government or an autonomous industrial or commercial Undertaking or Corporation or Statutory Body or a local authority in which Government funds have been invested or in which Government have any other interest the provisions as laid down in "Note" below clause (b) under sub-section I shall apply.

IV. For retired Judges of the High Courts and Supreme Court When a retired judge of a High Court or of Supreme Court is appointed in an honorary capacity to work as a member of a Committee / Commission his travelling allowance and daily allowance will be regulated under the High [Supreme Court Judges Travelling Allowance Rules as in force on the date of appointment and as amended from time to time.

V. For Central and State Government employees or employees of Commercial/ Industrial Undertakings of Central Government or of Statutory bodies controlled or financed by the Central Government Traveling allowance/daily allowance of the employees of Commercial/ industrial undertakings of Central or State Government or of Statutory Bodies controlled or financed by the Central / State Government and of State Government employees appointed as members of Committees/ Commissions of enquiry set up by the Central Government should be guided by the rules in force of the parent Government / Body and should be borne by the respective Government / Body unless in any particular case it is decided otherwise. The same principle shall also apply in the case of Central Government employees appointed to serve on Committees / Commissions set up by the State Government.

Only those officers of the State Government who will be nominated by the State Government to serve as members of Committees set up by the Central Government will be allowed traveling allowance according to this Government rules and the cost thereof will also be borne by the State. In other cases, the charge will be borne either by the Central Government or by the officer himself if the officer still wants to serve on such

committees / commissions. Nomination of officers on any committee of the Central Government shall be made only when the Government is fully satisfied that their association with the Committee will be in the wide interest of the State Government.

**\*\*NOTE.**—A Government employee who, in his official capacity, is nominated as a Chairman or member of any statutory body, corporation or commercial undertaking, shall credit in full fees received, if any, from such bodies, to Government. He may draw travelling allowance under the rules applicable to him from the source from which he draws his pay but he should credit to Government the travelling allowance which he may receive from such bodies under their rules and regulations. Such credit shall be treated as the revenue of the Department.

In the travelling allowance claim preferred by the officer, a certificate specifying the amount, if any, drawn by him from the statutory body, corporation or commercial undertaking and giving reference to the credit of such amount to Government, shall be recorded by the Government.

**\*\*SECTION B.** When (fee Committee or the Commission of Enquiry Is set up by an authority subordinate to Government.

The amount of travelling allowance ordinarily admissible shall be mileage allowance at the rates admissible under the rules of this Government to Government employees of the Second Grade and daily allowance at the maximum of the rates (corresponding to the place of halt) admissible to a Second Grade Government employee.

**NOTE 1.**—For the rates prescribed in Section B, actual travelling, hotel and carriage expenses may be substituted at the discretion of Government.

**NOTE 2.**—All bills for travelling allowance under Section A and B of this rule should contain a certificate to the effect that for the journey or period to which the claim relates, no similar allowances have been or will be drawn from any other source.

**NOTE 3.**—Travelling expenses paid under Section B of this rule to a private individual who is summoned—

- (a) from one station to another for inspection by the proper authority before selection as a candidate for an appointment; or
- (b) as a witness or otherwise by the Investigating officers in cases of departmental proceedings against Government employees, are treated as contingent charges and should be drawn and paid in the same manner as governs payment of contingent expenses.

\*\*6. External examiners coming from other Provinces to I conduct examinations at B. V. College, Calcutta, shall be given during the period for which they conduct examination at that college, a conveyance hire of Rs. 20 a day in addition to the daily allowance of Rs. 43 when they are officers of the First Grade and conveyance allowance of Rs. 15 in addition to a daily allowance of Rs. 35 when they are officers of the Second Grade.

**APPENDIX 2** [see rule 4(5) ]

List of controlling officers for the purpose of countersigning traveling allowance bills.

\*\*Note—Besides the Heads of the Departments/Offices those who have been declared as Controlling Offices with the sanction of the Finance Department shall continue to act as such.

**APPENDIX 3**

[See rule 4(9)]

List showing the spheres off duty off certain Government employees

Designation No.	Place or places where the officer may proceed	Purpose of journey	Remarks
1. Excise Peons.	District in which they serve, and not merely the Circle in which they are employed.		
2. Superintendents of Police.	Within or outside the State.	Attending co-operation meetings held accordance with Rules 528 530AV Police Regulations, West Bengal, Vol I, 1027.	
3. Deputy Inspector-General, Criminal Investigation Department.	Beyond the limits of the State.	On public duty as occasion may arise.	A report should be made to the Audit Office on each occasion that the journey performed beyond jurisdiction is in accordance with the general order.
4. Registrar of Co-operative Societies.	Beyond the limits of the State.	To attend the annual conferences of State Registrars.	

**APPENDIX 4**

(see rule 25)

**Permanent Monthly Travelling Allowances**

\*\*NOTE: The incumbents of the posts to which a fixed travelling allowance (conveyance allowance is attached or such allowance has been sanctioned under general or special orders of Government shall continue to draw the same until further orders.

**APPENDIX 5** (See rule 26)

Conditions for regulating the drawl of conveyance or horse allowances.

The general principles for regulating the drawl of conveyance or horse allowance are as follows:

### I, Motor Car Allowance

(i) No motor car allowance will be admissible to any Government employee drawing pay of Rs. 1,000\*\* or less a month.

(ii) An officer drawing pay above Rs. 1,000(\*\*) may be granted a motor car allowance on fulfilling the following conditions:—

(a) He must own a motor car.

(b) (i) Where he is not required to tour beyond 8 km. from his headquarters—he travels in his own car at least 200 km. per month in the course of official tours which do not extend beyond a radius of 8 km. from his headquarters; and

(ii) where he is required to tour beyond 8 km. from headquarters—he travels in his own car at least 400 km. per month in the course of official tours which do not extend beyond a radius of 16 km. from the headquarters.

(c) He must not draw any daily allowance or travelling allowance or any other allowance in either case in respect of the tours within 8 km. in the first case and 16 km. in the second case from the headquarters in respect of which the motor car allowance is drawn.

(d) Where the journey by motor car in course of official business is beyond 8 km. or 16 km. from the headquarters, as the case may be, depending upon the minimum mileage prescribed in sub-para (b), he may draw travelling allowance as admissible under rule 27 of these rules; but if such journeys are frequent, he may have his motor car allowance discontinued.

### II. Other forms of Conveyance Allowance

They include—

(a) Horse or pony allowance;

(b) Cycle allowance, i.e., allowance granted for the possession of a motor cycle, a bicycle, a bicycle fitted with auto wheels or a tricycle and for its upkeep; and

(c) Conveyance allowance which can be drawn without the production of a certificate of possession of means of conveyance (hereinafter referred to as "unconditional conveyance allowance").

None of these allowances will be admissible unless a Government employee is required to tour extensively on official duty within a radius of 8 km. from his headquarters. No minimum mileage to be covered per month on official duty is enforced when a horse or

pony allowance or a cycle allowance is claimed; but a certificate of possession of the horse or pony or of the cycle, as the case may be, and of its upkeep shall always accompany the monthly pay bill. In cases where the "unconditional conveyance" allowance is claimed, no officer shall be deemed to have travelled extensively unless he tours at least 200 km. on an average per month on official duty.

2. No Government employee who is in receipt of a conveyance allowance — motor car allowance or other forms of conveyance allowance, as mentioned above, shall be allowed to use Government vehicles on official business except—

(a) during emergencies such as riots and strikes when it would be unsafe or otherwise inexpedient to use a conveyance other than one owned by Government; or

(b) when going out on tour outside a radius of—

(i) 8 km. or 16 km., as the case may be, depending upon the minimum mileage prescribed for officers drawing motor car allowance; and

(ii) 8 km. from the headquarters for officers drawing other forms of conveyance allowance, viz., horse or pony allowance, cycle allowance or unconditional conveyance allowance; and

(c) When an officer is required to accompany a superior officer who is himself using a Government vehicle.

3. A Government employee (other than one in receipt of a cycle allowance or a horse or pony allowance) shall, when performing journeys in a Government vehicle under circumstances mentioned in items (a) and (b) of para 2, be required to surrender the conveyance allowance—motor car allowance or the unconditional conveyance allowance, as the case may be, at the rate of one thirtieth for each day he travels in a Government vehicle on duty and to draw travelling allowance as may be admissible under the rules.

4. Officers in receipt of motor car allowance must maintain tour diaries which should show the distance travelled on official duty each month within a radius of 8 km. or 16 km. from headquarters, as the case may be. Similarly officers drawing horse or pony allowance, cycle allowance or unconditional conveyance allowance shall maintain tour diaries to show the distance travelled on each occasion on official duty. Journeys to attend office or to go home from office should not be included in calculating the distance travelled on official duty.

5. Every Government employee in receipt of conveyance or horse allowance, shall while drawing the allowance furnish a certificate in any of the following forms, as the case may be, along with his monthly pay bill:—

FORMS

(a) For officers who draw a motor car allowance and whose duties are restricted within a radius of 8 km. from the headquarters:

"Certified that—

- (i) I own a car;
- (ii) I am not required normally to tour on official duty beyond 8 km. from the headquarters; and
- (iii) I have not used a Government vehicle for journeys on duty during an emergency or beyond 8 km. from the headquarters in the month of....."

(b) For officers who draw a motor car allowance and whose tours are not restricted within a radius of 8 km. from headquarters:

"Certified that-(i) I own a car;

- (ii) I do not draw any travelling allowance or daily allowance in respect of journeys which terminate within a radius of 16 km. from headquarters; and
- (iii) I have not used a Government vehicle for journeys on duty during an emergency or beyond 16 km. from headquarters in the month of....."

(c) For officers drawing horse or pony allowance or a cycle allowance: — "Certified that—

- (i) I am in possession of a horse/ pony a motor cycle]a bicycle]a bicycle fitted with auto-wheels] a tricycle;
- (ii) I have incurred all expenses for its upkeep in the month of.....; and
- (iii) I have not used a Government vesicle for journeys on duty during an emergency or beyond 8 km. from headquarters in the month

(d) For officers drawing "unconditional conveyance allowance":—

"Certified that I have not used a Government vehicle for journeys on duty during an emergency or beyond 8 km. from headquarters in the month of....."

APPENDIX 6 (See rule 57)



List of daily allowances \*\*Omitted,

**\*\*APPENDIX 6A**The following areas have *been declared* as "Urban Agglomeration\*\* in West Bengal:—

Name of 17.A.	Constituent units	Peripheral areas
I. Calcutta V.A.	(1) Calcutta	M Corp
	(2) Howrah	M. Corp.
	(3) South Subarban	M.
	(4) Bkatpara	M.
	(5) South Bum Bum	M.
	(8) Kamarbati	M.
	(7) Gardenre&c'a	M.
	(8) Panihati	M.
	(9) Baranagar	M.
	(10) Hooghly-Chinsurah	M.
	(11) Barfackpore	M.
	(12) Serampore	M.
	(13) Titagarh	M.
	(14). Naihati	M.
	(15) Kanchrapara	M.
	(16) North Barraokpur	M.
	(17) Chandannagar	M. Corp.
	(IS) Haliashar	M.
	(19) Uttarpara Kotrun	M.
	(20) North Dum Dum	M
	(21) Kishra	M.
	(22) Bausberia	M.
	(23) Panchur	N.M.
	(24) Champdani	M.
	(26) Baidyabati	M.
	(26) Bliadreswar	M.
	(27) Ganilia	M.
	(28) Bally	KM.
	(29) Kooaagar	M.
	(30) Khardaha	M.
	(31) Bum Bam	M.
	(32) Deulpara	N.M.
	(33) Barrackpur Cantonment	Caatt.
	(34) Kasba	KM.
	(35) Garfa	KM.
	(36) Sultaapur	KM.
	(37) Kalyani	KM.
	(38) Baasdroui	KM.
	(39) Saatoahpur	KM.
	(40) Rajapur	N.M.

Name of 17.A.	Constituent units	Peripheral areas
	(41) Jadavpue	KM.
	(42) Bademasar	KM.
	(43) Iohhapur Defence Estate	KM.
	(44) Jagannathgairh	N.M.
	(45) Sarenga	N.M.
	(46) Makkla	KM.
	(47) Nabagram Colony.	KM.
	(48) Sankrail	KM.
	(49) Kolara	N.M.
	(50) Bankra	KM.
	(61) Nibra ..	KM.
	(52) Karobahaxi	N3L
	(53) Maaikpur	KM.
	(54) Banupur	KM.
	(55) Patulia	N.M.
	(56) Chakpara	N.M.
	(57) Mahiari	KM.
	(58) Dnuilya	KM.
	(59) Garui	KM.
	(60) Gardaha	KM.
	*(81) Krishnagar	KM.
	(62) Jnorhat	KM.
	(63) Madrail Fiagapara	KM.
	(64) Caakdaha	KM.
	(65) Masila	KM.
	(66) Purba Putiari	N.M.
	(67) Bisarpara	KM.
	(68) Panpur	N.M.
	(69) Bandra	N.M.
	(70) Keculia	N.M.
	(71) Bum Bum Aerodrome Area	N.M.
	(72) Podara	N.M.
	(73) Andul	N.M.
	(74) Narayanpur	N.M.

N. B.: Jadavpur, Garden Beach and South Suburban Municipalities have been included within the jurisdiction of the Calcutta Municipal Corporation, vide Calcutta Municipal Corporation (Amendment) Act, 1983 (West Bengal Act XXXII of 1983).

(2) Asansol U.A.		1K.M.
	(a) Asansol	M.
	(b) Outer Burnpur	N.M.
	(c) Burnpur	N.M.
(3) Durgapur U.A.	Durgapur	N.M. 1

KEY: M	=Municipal Corporation	
Corp. M.	=Municipality	
N.M.	=Non-Municipality	

**\*\*APPENDDX 7 (See rule 59)**

**I. Special rates of daily allowance and other allowance admissible for journey in certain localities—**

(i) The special rates prescribed in column 4 of clause (A) of rule 57 do not apply to officers whose headquarters are within the limit of Calcutta Corporation; but in the case of Darjeeling district except Siliguri subdivision, the special rates shall be admissible both to the officers having their headquarters within or outside the district.

(ii) Daily allowance drawn under the provision of Note 1 below rule 70 shall be at the rates prescribed in rule 57.

<b>Localities</b>	<b>Special rates admissible</b>
River districts in West Bengal	Sub-Inspectors of Schools employed in a River district may be granted by the Commissioner of the Division a Boat Allowance not exceeding Rs. 52 a month during the monsoon season subject to the condition that no allowance except railway fare may be drawn in addition to this allowance.
(1) District of 24-Parganas	} For journeys by boat, 50 per cent of the ordinary rate of daily allowance provided a certificate of maintenance of the boat is furnished.
(2) Arambagh Sub-division of Hooghly district.	

NOTE 1.—The allowances mentioned above for journey by boat are intended to cover the expenses involved in the hiring of private boats only and are not admissible for journeys by steamers in these districts, but officers may draw at these rates when they travel in Government boats for which they pay daily rate of hire and have to maintain a crew (certificate must be given that the boat was retained).

**APPENDIX 8**

(See rule 63)

List of cases in which absence has been declared to be "Absence on Duty" or "Not"

1. In the following cases the absences have been declared to be "absence, on duty"—

(1) Official members absent to attend meeting of District and Local Bodies.

- (2) A Medical Officer summoned under orders of the Director of Health Services to another station for consultation with another Medical Officer in attendance on a Government employee entitled to free medical relief.
- (3) A Government employee deputed under the advice of the Chief Medical Officer of Health or any other Government Medical Officer to accompany another Government employee proceeding on leave on medical certificate or to procure further medical advice, when the Chief Medical Officer of Health or other Medical Officer considers that it would not be safe for him to make the journey without attendance on the way.
- (4) A Government employee deputed to be a "sick attendant" under rule 296 of the Eastern Frontier Regulations, 1922.
- (5) A Government employee summoned from one station to another for inspection by the proper authority before selection as candidate for a post, provided the Head of the Department certifies that the journey was undertaken in the interests of the public service.
- (6) The Professors and assistants accompanying the Botanical and Geological excursion undertaken annually by the students of the Presidency College, Calcutta.
- (7) Government employees attending meeting of the West Bengal Sanskrit Association and its Council.
- (8) Forests subordinates required to make a journey to obtain a medical certificate before admission to the West Bengal Forest School, Kurseong.
- (9) District Magistrates and Subdivisional Officers attending meetings of the Central Co-operative Banks in their capacity as ex officio Chairmen.
- (10) Director of Public Instruction, West Bengal, attending the annual meeting of the Special Committee of the Hazaribagh Reformatory School.
- (11) The Inspector of European Schools, West Bengal, attending the meetings of the Inter-State Board for Anglo-Indian and European Education.
- (12) Commissioners of Divisions, District Officers and Officers of the West Bengal and Calcutta Police of or above the rank of Superintendent or Deputy Commissioner of Police, as the case may be, absent from their jurisdictions for the purpose of staying at Government House on the invitation of the Governor of West Bengal.
- (13) Secretary to the Government of West Bengal in the Department of Medical and Public Health absent to attend meetings of the Board of Trustees of the Ranchi European Mental Hospital.

(14) Government employees in Western Bengal who are Fellows of the University, attending meetings of the Senate, Faculties and the Boards of Studies of the University.

(15) Government employees appointed by the University to inspect educational institutions or to conduct examination in practical subjects on behalf of the University.

NOTE.—The Travelling allowances on account of items 1—13 are met from state revenues. In case of items 14 and 15 the travelling allowance is drawn from the Government of Assam, if the journey is to Gauhati, otherwise from the funds of the Calcutta or other Universities, as the case may be, at the rates admissible under their rules.

II. In the following cases, the absences have been declared not to be "absence on duty"—

(1) Government employees while on journeys to Darjeeling.

(2) A Superintendent or Assistant Superintendent of Police while visiting a Police-station unless—

(a) he travels not less than 32 kilometers in one day, or

(b) he is absent from his headquarters for two or more consecutive nights and visits two or more Police-stations or posts.

NOTE.—Item (2) applies to casual visits to Police-stations subject to the provisions of rules 70 to 89, it does not apply in the case of Government employees employed in investigating a case of dacoity, in looking after a bad character, or in other genuine police work, which, in the opinion of the controlling officer, rendered necessary a visit to a police-station. When such genuine police work renders a casual visit to a police-station necessary, a certificate to that effect should be recorded by the touring officer in the remarks column of the travelling allowance bill.

#### APPENDIX 9

(See rule 66)

#### List of Government employees not entitled to traveling allowance for journeys on tour.

Land Revenue.

Kanungoes temporarily appointed for Settlement duty.

(1) Not entitled to any traveling allowance for the journeys made within the limits of his normal jurisdiction which is a halt except a fixed pony, boat or bicycle allowance at the sanctioned rates.

For journeys outside this limit traveling allowance at rates admissible to permanent Government employee of his grade will be admissible.

(2) When a Kanungo is placed in charge of an attestation circle, he will be entitled to draw daily allowance for the first 10 days of halt at any one place in the circle during the field season but no allowances beyond this period will be admissible in any one season even though he may have to shift his camp within the circle. For journeys by rail or steamer necessitated by such shifts with the approval of the Settlement Officer travelling allowance as on tour may be granted provided the conditions prescribed are fulfilled.

(3) A settlement Kanungo traveling on duty otherwise than in connection with district settlement operations will draw traveling allowance at rates admissible to Government employee of his grade.

A boat allowance not exceeding Rs. 52 a month in river district or a bi-cycle allowance at the prescribed rate in dry districts provided that it is certified by the Settlement Officer that the maintenance of a boat or bicycle is necessary in the interest of public service and either of these means of conveyance is actually kept.

All clerks and mohurrirs attached to Tahsil offices are not entitled to travelling allowance except as follows :—

(1) Wood Mohurrirs in the district of Jalpaiguri are entitled to traveling allowance;

(2) Tahsil officials whose duties are not immediately directed to the collection of rent, may be allowed to draw traveling allowance under the ordinary rules by the Board of Revenue, if the latter are satisfied in each case that the pay of the official concerned was not fixed so as to compensate him for ordinary journeys other than journey by rail or steamer.

—Tahsildar and Tahsil Officials

**Excise—**

Peons (\*\*) of the Excise Department.

Entitled only to actual expenses on account of boat hire and ferry charges when the journey is confined to the Police Station in which their headquarters are situated and to travelling allowance under the ordinary rates for journeys beyond it.

**Forest—**

(i) Rangers, Deputy Rangers and Foresters in Northern Bengal.

Entitled to daily allowance at ordinary rates for journeys on duty when they involve halts away from headquarters.

(ii) Other Deputy Rangers and Foresters not in charge of Ranges and Forest Guards.

Entitled to travelling allowance at ordinary rate under order of Government, when their duties necessitate keeping of a horse or a pony or other carriage.

**Registration-Registrar**

Any sum received by a District Registrar of Births, Deaths and Marriages as traveling expenses for attendances at a private residence from those at whose request the visit is paid, may be appropriated by the District Registrar, but for such attendances, he is not entitled to any travelling allowance from Government

**Administration of Justice-**

Process Servers and Bailiffs

- (i) Process Servers and Bailiffs employed in Civil, Criminal and Revenue Courts are not entitled to traveling allowance except for journeys by rail or steamer. Even in that case, Process-Servers will draw only the actual fare of the lowest class of accommodation, without any daily or halting allowance.
- (ii) They are exempted when traveling on duty from the payment of ferry tolls.

NOTE 1.-For journeys on duty otherwise than in connection with the service of processes, the Process-Servers will get such traveling allowance as is admissible under rules 76-79.

NOTE 2.-Revenue Nazirs and Naib Nazirs are not included in this entry and are entitled to traveling allowance for journeys in the interior of the district.

**Police-**

Police Officers and men of all grades (including those employed in the Criminal Intelligence Department)\* below the rank of Inspectors, with the under mentioned exceptions :

Entitled to have their necessary baggage including utensils, conveyed at Government expense when employed on escort duty.

(i) Officers of and below the rank of Sub-Inspectors.

- (1) Entitled to draw daily allowance at the ordinary rates for all journeys on duty of more than 24 kilometres from their headquarters, provided that, in the case of officers attached to a Police Station, the place to which they travel is beyond the limits of the Police Station.
- (2) In special cases where an officer is required to make rapid journey by road, actual reasonable expenses may be allowed by Government.
- (3) The fixed conveyance or horse allowance drawn by Sub-Inspectors will not be affected by the grant of daily allowance.

NOTE 1.—Where there is a regular public bus service Superintendents of Police may issue bus warrants to police officers of and below the rank of Sub-Inspector for journeys on duty by bus within 24 kilometres from the headquarters, subject to the condition that no such bus warrants shall, except for special reasons, which must be recorded in writing, be issued when the journey each way is less than 8 kilometres.

(ii) Assistant Sub-Inspectors, Head Constables and Constables who are not the ordinary mode of traveling. in receipt of permanent monthly traveling allowance.

(iii) Constables of the River Police when deputed to travel on inland passenger steamers. Entitled to draw daily allowance in addition to a free pass or the amount of the fare for every day on which they are absent from headquarters for more than 8 hours.

(iv) Non-Commissioned Officers and men of the Military Police. May charge for the conveyance of their baggage in all cases in which journeys are undertaken on duty under proper authority when permanent transport is not available and when the conveyance of baggage is certified to be necessary. This concession applies also to journeys on duty beyond jurisdiction and to journeys on transfer from one district to another.

May also draw actual expenses for journeys by boat where this is the ordinary mode of traveling.

(v) Police Officers and men employed in the District Intelligence Branches and the District Police Detective Departments. Entitled to traveling allowance at the ordinary rates for any journey on tour of more than 8 kilometers from the headquarters of the district to which attached, provided that, except in the case of officers posted at Alipore or Howrah, no conveyance allowance is drawn.

\*The ordinary jurisdiction of this establishment is confined to a radius of 32 kilometers from the headquarters of each Sub-agency.

(vi) Sick or wounded officers of and below the rank of Assistant Sub-Inspector. Entitled to the steamer or railway fare when sent for treatments to the nearest hospital or dispensary whether civil or police, and when no railway or steamer is available entitled to the actual expenses for their conveyance on the certificate of the Superintendent of Police that they were too ill to make the journey on foot and that the illness or injury for which treatment is given is not directly due to intemperate or irregular habits.

Public Health (Engineering), Department of Public Works and Department of Irrigation and Water-ways—

(i) Petty establishments expressly engaged for service in the field. Government in case of doubt may decide whether any particular officer or class of officers comes within this term or not.

(ii) Members of the Subordinate Engineering Service and Lower Subordinates. May be granted conveyance allowance. Under the special order of the Executive Engineer they may also draw (1) mileage allowance or (2) for boat journeys in the district of 24-Parganas actual boat hire not exceeding Rs. 4 per diem.(\*\*)

(iii) Tahsildar and Tahsil Peons in the Department of Irrigation and waterways. The Tahsildar in charge of Contai circle is entitled to a conveyance allowance of Rs. 14 -75 (\*\*\*) per month.

APPENDIX 10

(See rules 67 and 84)

**List of Government employees authorised to sanction the carriage by rail or steamer, at Government cost or camp equipment and conveyances of their own and of Government employee under them subject to the limitations noted against each**

Authority	Officers	Maximum kilogram of camp equipment	Maximum number of conveyances
1	2	3	4
Director of Land Records and Survey.	For himself..	1,313	



Settlement and Asstt. Settlement Officers	750	
Officers deputed to Settlement Training Camp.	375	1 Bi-cycle
Other officers	188	
Officers of the Central Services of the Survey of India Department.	750	
Retired officers of the Department re-employed.	750	

Divisional Commissioners.	Members of the Indian Administrative Services, the West Bengal Civil Service (Executive) and the West Bengal Junior Civil Service returning from settlement training camp on the expiry of the period of deputation.	375	1 Bi-cycle
District Judges	Probationary Munsiffs returning from a Settlement Training Camp on the expiry of the period of deputation.	375	1 Bi-cycle
Commissioners of Excise	For himself	1,313	
	Deputy Commissioners..	938	
	Superintendents	750	
Director General and Inspector General of himself.. Police (**)	Inspectors	563	
	For Deputy Inspector General of Police	1,313	
	Superintendents or Assistant and Deputy Superintendent of Police.	038	
	Commandant and Assistant Commandants of Eastern Frontier Rifles	938	
	Probationary Assistant and Deputy Superintendents of Police returning from Training Camp on the expiry of the period of deputation.	375	1 Bi-cycle
Director of Public Instruction.	For Inspectors of Schools	••	1 Motor cycle
Director of Agriculture(**)	For himself	1,313	
	Officers of the Higher Agriculture Service.	750	
	Other officers	188	
Director of Veterinary Services.	For himself..	750	
	Other officers	188	
Director of Industries	For Deputy Director and Superintendents of Sericulture, also Weaving Master.	188	

Registrar of Co-operative Societies.	For himself.	750	
	Officers of the Deptt.	375	
	Inspectors and Auditors of Co-operative Department returning from a Settlement Training Camp on the expiry of the period of deputation.	375	1 Bi-cycle
<hr/>			
Conservators of Forests	For himself.	750	
	Deputy Conservators, Assistant Conservators and other officers of State Service when in charge of a Forest Division.	760	
	Assistant Conservators and other officers of State Service when not in charge of a Forest Division.	375	
Superintending Engineers.	For himself..	1,313	
	Executive Engineers..	938	
	Assistant Engineers	750	1 Motor Cycle and side car.
	Other officers	188	

**APPENDIX 11**

**\*\*Omitted.**

**APPENDIX 12**

**(See rule 86)**

**List of Special cases in which conveyance hire has been granted**

1. Omitted.
2. A subordinate officer of the Calcutta Police draws actual conveyance hire when travelling on duty within a short distance of headquarters in the following cases, provided always that whenever practicable, trams or buses be used:
  - (a) To any Court and back to quarters, when attending Court on-duty, or to give evidence, provided the quarters are not near to the Court.
  - (b) When directed by the Court to serve any immediate process.
  - (c) When directed to bring a witness who is immediately required in Court.
  - (d) When taking to and from Court, prosecutor, prisoner, or witness who is unable, from illness, injuries or any other good cause, to walk to and from the Court and who has not money.
  - (e) When proceeding to ships in Harbour by the direction of a Magistrate and for serving processes of the Court in Marine cases, whenever such expenses are not recoverable from the parties concerned. In this case boat hire may also be sanctioned when necessary.

- (f) When bringing prisoner, whom it may not be safe to lead a. long the public street, from jail, etc, and taking them back.
  - (g) When required to go on duties which the Commissioner of Police may certify to be emergent.
  - (h) In the case of heinous offences or other crimes which, in accordance with standing Police Rules, have to be investigated on the spot by Police Officers or Detectives.
  - (i) When searching for or pursuing escaped criminal.
  - (j) When employed upon special duty in connection with the Muharram, or to preserve order at any place of public resort, worship, entertainment, or public gathering, provided that the distance exceed 2 kilometers and the Commissioner certifies that the charge is necessary.
3. The Court Veterinary Inspector attached to the Bengal Veterinary College may draw the actual cost of conveyance by bus or tram between the College and the Courts he attends, subject to a maximum of Rs. 13 per mensem.
4. The Heads of Victoria and Dow Hill Schools at Kurseong may draw the actual conveyance charges not exceeding Rs. 13\*\* on each occasion of attending Standing Committee meeting held at the Kurseong Club for discussion of official business.

APPENDIX 13

(See rule 94)

List of cases in which the grant of travelling allowance has been permitted to join first post

Particulars of cases	Conditions for the grant (if any)
General—	
1. A person appointed to any of the department requiring technical skill or knowledge.	May be allowed travelling allowance from the place where he received the orders of appointment, or if he belongs to any training school or college from such school or college, whichever will entail less expense to Government.
Survey Department—	
2. Any person reoruted from outside the state requiring technical skill or knowledge.	Travelling allowance as for a journey on tour on the scale admissible to Government employee of the grade to which the post, the Government employee proceeds to join belongs.
Forests—	
3. Stipendiary and private students on passing out of the Forests School for joining appointment in the Forest Services.	Ditto.

Police—

4. Recruits for appointment as constables Actual travelling expenses; also diet expenses for journeys from their homes to the stations to which they are first posted. at the rate of not more than Rs. 5\*\* per diem for the period of the journey.

Education—\*

5. (a) Female teachers recruited from outside the state for journey to join a first non-gazetted appointment. Travelling allowance for a journey on tour on the scale admissible to Government employees of the grade to which the post, the female teacher proceeds to join, belongs, on condition that payment is not made until they are confirmed\*

Particulars of cases

(b) All non-gazetted educational Government employees for their journey to join a first post at the Vitoria and Dow Hill Schools, Kurseong. Travelling allowance for a journey on tour the scale admissible to Government employees of the grade to which tie post, the female teacher proceeds to join, belongs, on condition that payment is not made until they are confirmed.

Public Works and Irrigation and Waterways—

6. Any person appointed in any capacity requiring technical skill or knowledge for which he has been specially trained. Travelling allowance for a journey on tour.

Local Fund—

7. A Local Fund employee transferred to a post under Government. Travelling allowance admissible to Government employees of the grade in which his new post is included.

**APPENDIX 14**

**(Omitted)**

**APPENDIX 15 (See rule 147)**

**List of cases where travelling allowance to undergo training; has been sanctioned**

Persons granted travelling allowance

Particulars

**Land Revenue—**

Enrolled candidates for Kanungo-ship

Travelling allowance as on tour, but not daily allowance for halting, for journey to and from the settlement training camp on joining and leaving it at the beginning and termination of the period of training, and for journeys during the period of training.

**Forest—**

(a) Probationary students under training for the West Bengal Senior Forest Service—

- (i) while proceeding to join the institute for Actual expenses which include single second the first time and finally returning there class fare by rail or steamer for the student, from; single second class fare of one servant, **the** freight of a bicycle when necessary and such luggage as is passed by the President of the Institute or other officer authorized to countersign the travelling allowance bills.
- (ii) while undergoing the course of the institute. is passed by the President of the Institute or other officer authorized to countersign the travelling allowance bills.
- (c) Forest subordinates and students deputed to the Forest College and Research Institute, Dehra Dun for Ranger's Course. Travelling allowance as admissible to the officers of the third grade on tour, the freight of a bicycle if actually transported and the cost of conveyance of luggage up to a maximum of 75 kg. Also actual expenses as passed by the President of the Institute for journeys performed while undergoing the course of training at the Institute.

**General Administration—**

Shroffs Travelling allowance for journeys to and from Calcutta during the period of their training at the Calcutta Currency Office.

**Police-**

- (a) Constable recruits for journey to enable them to join training schools. Travelling allowance under ordinary rules
- (b) Police officers and men for (i) Travelling allowance at tour rates, for journeys to and from the Police Training College for a course of training. Travelling allowance at transfer rates for journeys on discharge from the training College after completion of training.

\*\*N. B. Omitted

- (c) Constables and head constables for journeys to and from Alipore for a course of training in drill or a brush up course in drill. Travelling allowance under ordinary rules
- (d) Police officers for journeys to and from the Government Commercial Institute, Calcutta for a course of training in short hand and typewriting. Travelling allowance under ordinary rules
- (e) Police officers for journeys to and from the Detective Training School, Barrackpore, for a course of detective training. Ditto; but no daily allowance for halts during the training period.
- (f) Sub-Inspectors for journeys to and from the finger Print Bureau (Criminal Investigation Department, Calcutta) for a course of training in a finger print work. Travelling allowance at transfer rates subject to the condition that they actually remove their families to and from Calcutta and draw house-rent while residing there.
- (g) Constables for journeys to and from Allahabad Arsenal to qualify as armourers. Travelling allowance under ordinary rules-

(b) Police officers and men for journeys to Travelling allowance under ordinary rules. attend refresher courses in "First aid to the injured".

(i) Sub-Inspectors undergoing training in Travelling allowance for the journeys out and back the Intelligence Branch in Calcutta or in and daily allowance at such rate as may be fixed District Intelligence Branches. by Government.

(ii) Assistant Sub-Inspectors undergoing Travelling allowance for the journeys out and back training in the Intelligence Branch in and daily allowance at such rate as may be fixed Calcutta or in District Intelligence by Government. Branches.

**Education—**

(a) Student Engineers on transfer from Travelling allowance admissible to Sub-Asstt. one station to another in the course of their Engineers of the Department of Public Works. practical training.

(b) Government employees or students (1) To students, actual expenses for journeys to under training in the Training College, West Bengal and from the college on joining and leaving it at the beginning and termination of the period of training; and

(2) To Government employees travelling allowance admissible under the ordinary rules for journeys to and from the college on joining and leaving it at the beginning and termination of the period of training.

(c) Government employees deputed to a Travelling allowance limited to the actual return course of training at a Boy Scouts Training fares for rail or steamer journeys by the class to Camp managed and controlled by the which his grade entitles him and to road mileage Bharat Scouts and Guides Association. admissible on tour to and from the training centres provided that the previous sanction of Government to the deputation has been obtained.

(e) Teachers of Government Educational Travelling allowance limited to the actual return Institutions for Girls deputed to a course of fares by rail or steamer by the class to which her training at a Girls' Guide Training Camp grade entitles her and to road mileage admissible managed and controlled by the Bharat on tour to and from the training centre provided Scouts and Guides Association. that the previous sanction of Government to the deputation has been obtained.

**APPENDIX 16**

**(Omitted)**

**\*\*APPENDIX 17**

**Rules regulating travelling allowance of Minister, the Minister of State, the Deputy Ministers**

**SECTION 1—Minister, Ministers of States and Deputy Ministers**

The following rules regulate tie travelling allowance of the Ministers, the Ministers of State and the Deputy Ministers:—

1. Journeys on tour.—The Ministers, the Ministers of State and the Deputy Ministers shall draw travelling allowance at the same rates as are admissible and under the same

conditions as are applicable to Government employees of the First Grade drawing pay of Rs. 2,250 p.m. and above, subject to the following exceptions:—

(a) Journey by railways.—Subject to the conditions laid down in rule 162 of the West Bengal Service Rules, Part II, in so far as they are not inconsistent with the provisions of this clause, hereinafter provided,—

(i) a Minister or a Minister of State or a Deputy Minister may, at his option, travel on requisition,

(ii) in a reserved First Class railway compartment, or,

(iii) where an air-conditioned accommodation is available in the train including Rajdhani Express plying between Howrah and New Delhi and vice-versa in a reserved air-conditioned coupe or sleeper class containing two berths, and shall be entitled to railway fares actually paid for not more than four personal servants at lowest class rates, and to the conveyance of all their personal luggage at the public expense, whether taken in the luggage van of the train to which reserved compartment is attached or sent by any other train:

Provided that the Chief Minister, while travelling by any train in air-conditioned accommodation or in sleeper class of the Rajdhani Express plying between Howrah and New Delhi and vice-versa, may, if he so desires, travel on requisition in an air-conditioned compartment or sleeper class containing four berths.

(iv) a Minister or a Minister of State or a Deputy Minister travelling by train in a reserved First Class compartment or in a reserved air-conditioned coupe/compartment, as the case may be, is entitled without payment, to take with him in the aforesaid reserved accommodation one companion. The Minister or the Minister of State or the Deputy Minister, as the case may be, shall, however, pay the usual fares for any other person travelling with him in the reserved compartment (subject to its authorised capacity) and if Government pay full tariff rates for the reserved compartment, such fares shall be credited to Government by the railway. No other travelling allowance shall be admissible for the rail journey.

(b) Journey by Steamer—When travelling by steamer, a Minister or a Minister of State or a Deputy Minister may, at his option, charge his bona fide travelling expenses appending to his bill certificate as follows:

"I certify that I have actually paid the amount of this bill and that it does not include any charges for the freight of any stores or goods other than my personal luggage or any charges for refreshments."

Explanation.—Stores taken for consumption on tour shall be deemed to be personal luggage.

(c) Tourney by road.—The Ministers may, at their option, charge at a rate of Rs. 1.30 per km. for a journey by road, or in lieu thereof, their personal bona fide travelling expenses, appending to their bills a certificate as follows:

"I certify that I have actually paid the amount of this bill and that it does not include any charges for the freight of any stores or goods other than my personal luggage or any charges for refreshments, hotels or staging bungalows.\*"

Explanation.—Stores taken for consumption on tour shall be deemed to be personal luggage.

(d) Daily Allowance.—While touring on public business daily allowance shall be drawn by Ministers, Ministers of State and Deputy Ministers for the period of absence from headquarters at the rates detailed below:

(i) When daily allowance is claimed for tours within the State—

	Rs.
(a) For ordinary locality	37
(b) For Darjeeling district. (except Siliguri sub-division)	49

(ii) When daily allowance is claimed for tours outside the State—

	Rs.
(a) For 'A' Class cities	49
(b) For B—I Class cities Simla	41
(c) For localities other than those mentioned in (a) and (b)	37

Explanation for the purpose of clause (ii) A or B-I Class cities are those which are classified by Government of India as A or B-I for the purpose of sanctioning Compensatory City Allowance to their employees.

(e) The proviso to rule 57 of the West Bengal Service Rules, Part II shall not apply in the case of the Ministers, the Ministers of State and the Deputy Ministers, who while on tour, are treated as State Guests.

2. The Ministers, when travelling on tour, may recover the cost of carrying a motor car under the condition specified in rule 84 of the West Bengal Service Rules Part II provided that Government is satisfied that the car has been employed, for all practical purposes, only as a means of performing in the public interest, a journey off the line of



railway. In cases where the presence of the car with the Ministers has, apart from the advantages to Government of the particular tour or journey, saved them expenses in hiring a conveyance or serve their personal convenience to an appreciable extent, they shall pay one-fifth of the cost of carriage.

3. When no motor car is carried with them while on tour outside the State, the Ministers are entitled to recover actual hire charges of a motor car if one is hired by them at the place of halt in the interest of public service. A certificate to the effect that the hiring of a motor car was necessary in the interest of public service, shall be furnished with the bill.

4. The Ministers, the Ministers of State and the Deputy Ministers shall be their own controlling officers. The signature of a Minister or a Minister of State or a Deputy Minister on his travelling allowance bill or on the railway requisition shall be accepted in audit as an authority for the journey treating the same as covering higher sanction, where necessary, except in cases where the sanction of Government is required under the rules. Similarly no orders of higher authority even if otherwise necessary except in cases where the sanction of the Government is required under the rules, shall be asked for in case of journeys undertaken by the personal staff (Orderlies and Personal Assistant) of the Minister, the Minister of State or the Deputy Minister provided it is stated on their travelling allowance bills that the journey was made to accompany or to join the Minister, the Minister of State or the Deputy Minister, as the case may

5. Journey in a foreign country.—When touring on public business in a foreign country, the travelling allowance of the Ministers, the Ministers of State and the Deputy Ministers shall be regulated by specific orders of Government issued in each case.

6. In respect of any matter for which no specific provision has been made in these rules the ordinary rules governing the travelling allowance of the First Grade Government employees shall apply.

7. Nothing in these rules shall be construed to restrict the power of Government to modify or amend these rules or frame new rules as and when considered necessary.

**APPENDIX 17A**

(See rule 53A)

**SUBJECT: *Booking of air passage with Air India and Indian Airlines Corporation without advance payment.***

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| <ol style="list-style-type: none"> <li>1. Finance Department Memo. No. 1421-F, dated 2nd May 1956.</li> <li>2. Memo. No. 1941-F, dated 6th July 1964.</li> <li>3. Home (Political) Department Memo. No. 2822(51)-P, dated 3rd June 1964.</li> <li>4. Finance Department Memo. No. 4064-F, dated 30th September 1965.</li> <li>5. Home (Political) Department Memo. No. 893(53)-P/7A-2/64, dated 18th February 1965.</li> </ol> | <ol style="list-style-type: none"> <li>1. Instructions were from time to time as in the margin regarding settlement of bills of booking of air passages with Air India and Indian Airlines Corporation.</li> <li>2. It has been brought to the notice of Government that these instructions are not being strictly followed with the result that the payments of bills of the Corporation are being delayed inordinately.</li> <li>3. A self contained instruction is now being re-circulated embodying all instruction issued from time to time together with certain supplementary instructions which have not been issued in the past. It is requested that these instructions should be adhered to strictly in future.</li> </ol> |
|--|---|

4. Requisition can be placed with the Air India and Indian Airlines Corporation for air passages without having to pay for them in advance. The Head of each department and Directorate desiring to avail of the facilities should intimate to the Corporation the designation of the authority or authorities empowered to requisition for air passages without payment in advance and also indicate the name and designation of the officer to whom the bills should be sent for settlement, where the indenting officer is not the drawing and disbursing officer.

5. The following procedure should be adopted for the settlement of bills of the Corporation in respect of requisitions for air booking (passenger and freight).

(i) In a case where a requisition is sent to either of the Corporation for the provision of an air passage to an officer and credit facilities are availed of, the bill submitted by the Corporation should be settled immediately on presentation. A certificate should be recorded on the bill to the effect that the officer will not claim in his T.A. bill the cost of the air fare for journey performed. For this purpose, the department concerned should obtain from the officer before he undertakes the journey, a written assurance to the effect that he would not claim the cost of the fare through his T.A. bill. The payment of the bill should be made to the Air India International! Indian Airlines Corporation by the Department / Directorate concerned.

The officer shall not include in his T.A. claim, the cost of air fare but shall record the fact that the cost of air fare is being claimed, as he had requested the department that the cost of air fare may be paid directly by his office {department to the Air India International! Indian Airlines Corporation.

(ii) In a case where an officer arranges for his air passage direct with Air India International/ Indian Airlines Corporation not through a requisition sent by his office/ department, he should claim the cost of air passage together with the incidentals etc. in his T.A. bill and give a certificate to the effect that credit facilities offered by the Corporations were not availed of.

(iii) In a case where credit facilities are obtained and a part of the journey is cancelled, the bill presented by the Air India International/ Indian Airlines Corporation on the basis of original booking should be paid in full and the Corporations asked for refund in respect of the cancelled portion of the journey. Similarly, if the journey was performed by a route deviating from the route originally booked, the bill presented by the Corporations on the basis of the original booking should be paid and the Corporation asked to refund such amount as may be due to Government or to submit a supplementary bill if a further amount is payable by Government.

(iv) In respect of journeys which are cancelled wholly, the following procedure should be adopted:—

So far as the requisitions sent to A.I.I. are concerned, the Corporation should be asked to withdraw the bill and put in a claim for cancellation charges only; in respect of requisitions sent to Indian Airlines Corporation, the Corporation may be asked to afford necessary credit for non-performance of the journey. The bill will then be passed for the amount representing the difference between the amount originally claimed and the credit afforded. This will represent the cancellation charges wherever they are to be recovered from the officer concerned who may later on apply for its reimbursement if such reimbursement is permissible under the orders issued in this behalf.

6. In order that there may not be any delay in settlement of the bills, the officer availing of the requisition facilities should intimate to the officer authorized to settle the bills the fact of his completion of journey after return from the tour or where the tour could not be undertaken for any reason and the air ticket had to be cancelled the fact of such cancellation or where only a part of the journey was performed the fact of such partial use of the air ticket.

7. The drawing and disbursing officer for this purpose shall draw the amount in respect of the air fare in non-gazetted T.A. bill form and cheques in payment thereof shall be issued in favour of Indian Airlines Corporation by the Accountant-General, West Bengal.

The collection of cheques will be arranged by the Corporation after they are intimated that cheques are ready.

8. A certificate in the following form should be embodied in the T.A. bill:—

Certified that I have/ have not availed of the facilities of requisition for air passage without advance payment and that accordingly usual air fare has/ has not been claimed by me.

9. The procedure outlined above will also apply mutatis mutandis settlement of bills in respect of requisitions for air bookings for no-officials travelling at Government expense.

10. The bill relating to requisitions for booking of air freight should also be settled on presentation, any adjustment becoming necessary been made subsequently.

(Memo. No. 1444-F, dated 5th May 1966)

#### APPENDIX 18

(Omitted)

#### APPENDIX 19

##### Calcutta House Allowance Rules, 1926

The object of the scheme set out in the rules which follow is to grant to Government officers stationed in Calcutta, Alipore or Howrah, a measure of relief against the difficulties experienced by such officers in obtaining suitable house accommodation at a rent proportionate to their emoluments. The scheme proceeds on the principle that an officer, who, by the terms of his appointment, is stationed in any of those places should not ordinarily be under the necessity of paying more than 10 per cent, of his pay for unfurnished house accommodation. The State Government reserve to themselves full power at any time to modify the scheme and they admit no vested rights to- the relief in its present or any other form, or to any compensation owing to its withdrawal or modification.

I. These rules shall be called the Calcutta House Allowance Rules, 1926. II. They shall apply to the following officers:

(a) An officer of an All India Service whose headquarters by the terms of his appointment, are in Calcutta, Howrah or Alipore, and whose pay does not exceed Rs. 4,000/- a month and has not been fixed with special reference to the higher cost of living in the places mentioned in Schedule 'A';

(b) Omitted.

(c) An officer holding an appointment to which Government by special order declares that these rules shall apply:

Provided that without the specific sanction of Government no allowance shall be paid under these rules to—

- (i) An officer occupying quarters provided by Government whether free or on payment of rent;
- (ii) A medical officer who is allowed the privilege of private practice; or
- (iii) An officer drawing a compensatory allowance granted in consideration of the expensiveness of the locality or a house rent allowance under Appendix 20 of these rules.

NOTE.—The officers who are governed by the Calcutta House Allowance Rules, 1926, shall at their option, be entitled to draw house rent allowance under the Compensatory House Rent Allowance Order as incorporated in Appendix 20 as admissible to the State Government employees.

III. (A) Any officer mentioned in Rule II above, who occupies on payment of rent accommodation other than a residence owned or hired by Government or resides in a hotel or boarding house in one of the places mentioned in the Schedule 'A' annexed to these rules, and whose wife or child is resident with him shall be entitled under these rules to a house allowance on the following scale—

Pay Rs.	Assumed rent Rs.	Amount of house allowance per month Rs.
300— 499		75
600— 799	••	Equal to actual rent paid, less 10 per cent of pay subject to a maximum of Rs. 125 p.m.
800—1,249	••	Equal to actual rent paid, less 10 per cent of pay, subject to a maximum of Rs. 200 p.m.
1260—1,999	440	Actual rent (subject to a maximum of Rs. 440) less 10 per cent of pay.
2000—2,499	480	Actual rent (subject to a maximum of Rs. 480) less 10 per cent of pay.
2500—3,000	520	Actual rent (subject to a maximum of Rs. 520) less 10 per cent of pay.
3001—3,500	560	Actual rent (subject to a maximum of Rs. 560) less 10 per cent of pay.
3601—4,000	600	Actual rent (subject to a maximum of Rs. 699) less 10 per cent of pay.

(B) Unmarried or widowed officers will be entitled to the allowance at the same rates as admissible to married officers. (Finance Department Order No 3871-F, dated 15th October 1968).

NOTE 1.—For the purpose of calculating the allowance admissible on the above scale, pay will be as defined in Rule 5 (28) of the West Bengal Service Rules, Part I.

NOTE 2.—"Actual Rent" means rent, inclusive of all taxes of unfurnished accommodation and cost of normal repairs.

(a) If the accommodation rented is furnished and the rent payable to the lesser includes a payment on account of the hire of furniture, the rent of the unfurnished accommodation shall be taken to be five-sixths of the rent of the furnished accommodation.

*Explanation.*—A refrigerator is "furniture" for the purpose on note 2.

(b) When the amount payable by an officer residing in a hotel or boarding house includes, in addition to rent, charges on account of food, furniture, service lighting and taxes or of any of these or similar items, and by reason of this it is impossible to calculate the "actual rent" the allowance admissible shall be as follows:

Pay Rs.	Allowance Rs.
300— 499	75
500— 799	175*
800—1,249	200*
1,250—1,999	275*
2,000—2,499	350*
2,500—3,000	350*

\*Less 10 per cent of pay

Proviso;—

(1) In special cases where an officer whose pay is between Rs. 500 and Rs. 799 satisfies Government that he cannot obtain suitable accommodation at Rs. 175, Government may sanction an allowance equal to the amount payable less 10 per cent of his pay provided *the* allowance so sanctioned does not exceed Rs. 125,

(2) In special cases where an officer whose pay is between Rs. 800 and Rs. 1,249 satisfies Government that he cannot obtain suitable accommodation at Rs. 200, Government may sanction an allowance equal to the amount payable less 10 per cent of his pay provided the allowance so sanctioned does not exceed Rs. 200.

NOTE 3.—"Accommodation" means the main house and premises rented by an officer and not any additional accommodation, such as a garage or servants' quarters which may be rented elsewhere. Similarly in the case of an officer residing in a hotel or boarding house accommodation may include a garage only, when it is provided for in the hotel or boarding house even though a separate charge may be made on the account.

NOTE 4.—In cases in which the pay and allowance of an appointment are limited to a fixed maximum the allowance admissible under these rules shall not count towards the maximum.

NOTE 5.—If an officer sublets any part of his accommodation to, or recovers any part of the actual rent from another officer, to whom these rules do not apply, the allowance admissible to him shall be reduced by 10 per cent of the lessees salary ; or if he sublets any part of his accommodation to or recovers any part of the actual rent from a non-official, a reduction of two-fifths of the actual rent will be made in calculating the amount of his allowance.

NOTE 6.—This rule does not apply to an officer who resides as a paying guest in a private house. Except as provided in Rule V, no two officers shall draw an allowance under these rules in respect of accommodation in the same house, flat or residence.

IV. An officer shall not draw the allowance until he has occupied accommodation in a house or flat or boarding house or hotel and has undertaken a liability to pay rent (or a sum including rent) for the same.

An officer may, however continue to draw the allowance during either his own temporary absence on official duty or the temporary absence of his wife, or child or children, if he is able to certify that the rent during that period is not less than it would have been had he been resident there with his family;

Provided that, for the purpose of this rule, the length of such "temporary absence" shall not exceed—

(i) If the accommodation occupied is a house or flat, period of seven months' continuous absence at any one time or a total period seven months' absence in any one calendar year;

(ii) If the accommodation occupied is in a hotel or boarding house, a period of three months' continuous absence at any one time or a total period of three months' absence in any one calendar year.

V. If two or more officers entitled to a house allowance under these rules occupy one house, flat or residence, each such officer shall be required to make a declaration of the amount of rent actually payable by him; and provided that nothing in this rule shall be construed so as to entitle an allowance in excess of that which would be admissible under Rule in, the allowance admissible to each such officer shall be the rent actually payable by him less 10% of his salary.

V. (a) If an officer entitled to a house allowance under these rules resides as a paying guest in a private house, the amount of such allowance shall in each case be fixed by the Provincial Government.

VI. If an officer, who would otherwise be entitled to an allowance under these rules, resides in his own or his wife's house, Rules III and IV notwithstanding he shall be entitled to draw an allowance at the rates prescribed in Rule III, provided that if his pay is Rs. 500 or over the amount of the allowance shall be fixed in each case by Government.

VII. Every bill for an allowance payable under these rules shall be supported by one of the certificates appended to these rules. No retrenchment shall be made so long as the allowance is admissible under the letter of the rule: but the audit officer shall report for the orders of Government any case in which it appears that the rules have been deliberately abused.

#### SCHEDULE A

1. Calcutta (i.e., the area within the limits of jurisdiction of the Calcutta Corporation including the areas which were previously under the now defunct Tollygunge Municipality) ;
2. Howrah,
3. Barrackpore,
4. Dum Dum,
5. Serampore,
6. Bally and
- \*\*7. Salt Lake city.

#### CERTIFICATES

##### FORM I

[To be given by an officer whose pay does not exceed Rs. 499]

(a) If his wife or family have been resident with him. Certified—

(i) That during the month of.....have been in occupation on payment of rent or of charges which include rent of accommodation in.....; not owned or hired by Government, and that my wife and/ or child (or children) was/ were resident with me ;

(ii) That I have not sublet any part of the above accommodation or recovered any part of the actual rent of the same from a paying guest otherwise than in accordance with Rule V(a).

##### FORM 1(a)

(b) If the officer himself is absent temporarily on official duty or if his wife or family or both the officer and his family are temporarily absent (vide Rule  
Certified—



(i) That during the month of.....I have been in occupation on payment of rent or of charges which include rent of accommodation in.....not owned or hired by Government and that though I have been temporarily absent on official duty and/or my wife and/ or child (or children) have/ has not been resident at the accommodation in.....has not been less than if—

I had not been temporarily absent / my wife or child (or children) had been resident with me/ both myself and my family had been resident at the accommodation;

(ii) That the period of continuous absence at any one time or the period or periods of absence during the current calendar year have not exceeded three / seven months; and

(iii) That I have not sublet any part of the above accommodation or recovered any part of the actual rent of the same from a paying guest otherwise than in accordance with Rule V (a).

### **FORM II**

[To be given by an officer whose pay is Rs. 500 or above]

(a) If his wife or family have been resident with him.

Certified—

(i) That during the month of.....the (actual) rent payable by me for my (furnished) accommodation in.....children) was / were resident with me; .....was Rs.....and that my wife and/ or child (or (ii) That I have not sublet any part of this accommodation or recovered any part of the actual rent from a paying guest otherwise than in accordance with Rule (V(a);

(iii) That my accommodation is furnished/ unfurnished.

### **FORM II(a)**

(b) If the officer himself is absent temporarily on official duty or if his wife or family or both the officer and has family are temporarily absent (vide Rule IV).

Certified—

(i) that during the month of.....the actual rent payable by me for the house, flat, room / rooms—the rent payable by me for my furnished house, flat, room or rooms occupied by me in .....was Rs.....and that though I have been temporarily absent on official duty and/ for my wife and/ for child (or children) have / has not been resident at the accommodation, my expenditure on house accommodation in..... has not been less than if—I had not been temporarily absent/ my wife and/ or child (or children) had been resident at the accommodation/ both myself and my family had been resident at the accommodation;

(ii) that the total period of continuous absence at any one time or the period or periods of absence during the current calendar year have not exceeded three / seven months;

(iii) that I have not sublet any part of the above accommodation or recovered any part of the actual rent of the same from a paying guest otherwise than in accordance with Rule V(a);

(iv) that my accommodation is furnished/ unfurnished;

Note.—(a) The certificate to be furnished by an officer the amount of whose allowance is fixed under Note 2(c) of Rule III should be in Form I or 1(a) even though his pay is Rs. 500 or over;

(b) The certificate to be furnished by an officer the amount of whose allowance is governed by Rule V should be in Form II or 11(a) even though his pay is below Rs. 500.

**FORM III**

**[To be given an officer who resides in his own or his wife's house and draws the allowance under Rule VI]**

(a) If his wife or family have been resident with him.

Certified that during the month of.....I have been in occupation of my own/ my wife's house in..... and that my wife and/ or child (or children) was/ were resident with me.

**FORM III (a)**

(b) If his wife or family has been temporarily absent.

Certified that during the month of.....I have been in occupation of my own/my wife's house in.....and that the temporary absence of my wife and/ or child (or children) has not exceeded seven months continuously or seven months in all during the current calendar year.

**FORM IV**

**[To be given by an officer who resides as a paying guest in a private house and draws the allowance under Rule V(a)]**

(a) If his wife or family have been resident with him.

Certified that during the month of.....I have been residing as the paying guest of.....at..... and that my wife and/ or child (or children) was/ were resident with me.

**FORM IV(a)**

(b) If his wife or family has been temporarily absent.

Certified that during the month of..... I have been residing as the paying guest of.....at.....that the temporary absence of my wife and/ or child (or children) has not exceeded three months continuously or seven months in all during the current calendar year.

**FORM V**  
**For unmarried or widowed officers**  
**(See rule III B)**

Certified—

- (a) that during the month of.....the rent payable by me for my accommodation in..... was Rs.....
- (b) that I have not subject any part of this accommodation or any part of the actual rent from a paying guest otherwise than in accordance with Rule VA;
- (c) that my accommodation is furnished/ unfurnished.

\*\*APPENDIX 20

Compensatory House Rent Allowance Order (Application to officers to whom the Calcutta House Allowance Order, 1926 do not apply)

Any whole time Government employee shall, subject to the terms and conditions stated hereafter, be entitled to draw a compensatory house rent allowance at the following rates:

- |   |   |
|---|---|
| 1. (i) For Government employees living in a rented house :  | 15 per cent of pay subject to a minimum of Rs. 15 and maximum of Rs. 275 per month. |
| (ii) For Government employees living in a house owned by himself/herself or by his wife husband or by his 'her parent or by her parents-in-law or by his/her sons : | 15 per cent of pay subject to a minimum of Rs. 15 and maximum of Rs. 275 per month. |

NOTE—For employees with pay of Rs. 1,000 only per month or below, no rent receipt/ rental valuation certificate need be produced for receiving the benefit of house rent allowance; for employees whose pay is above Rs. 1,000 per month it will be necessary to produce rent certificate to draw the allowance ; where such certificates are not produced, the house rent allowance shall be limited to Rs. 150 per month. If they produce rent certificate, they shall be entitled to draw house rent allowance @ 15% of pay subject to the amount of rent paid or Rs. 275 per month whichever is less, but subject to a minimum of Rs. 150 per month.

2. No allowance shall be admissible under this order to—

- (i) A Government employee occupying quarters in a building owned, leased or requisitioned by Government, whether free or on payment of rent under rule 45A of Posts and Telegraphs Compilation of the Fundamental Rules and Supplementary Rules made there under or under Rule 225 of the West Bengal Service Rules, Part I:

Provided that if the quarters are allotted on the express condition that he or she shall pay full rent assessed for the accommodation without any consideration of the rent payable under the aforesaid rules, this exception shall cease to operate.

NOTE 1.—The term full rent assessed means the rent that is assessed after taking into account the cost of the land and the total cost of construction of the building/ flat including electricity, water-supply and sanitary fittings. In other words, such rent will not bear any element of subsidy. In the case of requisitioned buildings where the cost of land or construction of buildings/ flat is not generally known the full rent should be assessed by the Land Acquisition Authority.

NOTE 2.—House rent allowance may also be admissible to an employee living in a requisitioned house if he opts to pay full rent assessed.

- (ii) a Medical or Law Officer, who is allowed the privilege of private practice;
- (iii) a Government employee entitled to a house allowance under the Calcutta House Allowance Rules, 1926 or under any other general or specific order of the Government.

3. For the purpose of this order—

(i) the words "Government employee" shall include—

- (a) all persons whether employed in a permanent or in a temporary capacity or paid at piece work rates,
- (b) Group D employees paid from contingencies, and
- (c) members of work-charged establishments;

(ii) the word "pay" shall include, besides pay as defined in rule 5(28) of the West Bengal Service Rules, Part I, pension, if any:

Provided that in respect of employees occupying accommodation owned| leased or requisitioned by Government and paying a fixed percentage of pay as house rent (and drawing no house rent allowance), the term "pay" shall mean basic pay (including special pay, if any) and dearness pay shall not be taken into account for the purpose of deduction of house rent.

(iii) the term "actual rent" shall mean rent paid for the accommodation and shall include—

- (a) the amount paid on monthly basis under a hire-purchase agreement or under "Own Your House Schemes" until all installments prescribed in the Agreement of such schemes have been paid; and
- (b) Occupiers' share of Municipal taxes.

NOTE.—The allowance admissible to a re-employed pensioner, shall be calculated as follows:

- (a) in the case of an officer whose pay plus pension exceeds the sanctioned maximum pay of the post, the allowance shall be calculated on that maximum; and
- (b) in other cases, it will be calculated on pay plus pension.

For this purpose, the amount of "Pension" shall be the amount originally sanctioned (i.e., before commutation, if any), less the amount of pension, if any, held in abeyance as a condition of re-employment and shall include pension equivalent of retiring gratuity.

(iv) Unless otherwise decided by Government in special cases on merits, "accommodation" means the main house and premises rented by a Government employee and not any additional accommodation, such as a garage or servants' quarters which may be rented elsewhere.

4. Unless otherwise provided anywhere in this order, the drawal of compensatory house rent allowance shall be subject to the following further conditions:—

- (a) a Government employee shall not draw the allowance until he has occupied accommodation in a house or flat and has undertaken a liability to pay rent or tax for the same. However, a Government employee who resides in a hostel or boarding house or resides and hoards with a private family as a paying guest rent in such cases being taken to be the amount equal to 40% of the lodging and boarding charges or 80% of the lodging charges, if boarding is not availed of, will be entitled to draw the allowance;
- (b) if the Government employee sub-lets or shares a part of his accommodation with one or more adults, not belonging to his family whether Government employee(s), or not, a reduction of 40 per cent or the actual rent charged by him from the sub-tenant/ co-sharer whichever is higher, shall be made from the rent actually paid by him to the landlord or the rental value of the accommodation for the purpose of computing the house rent allowance admissible to him;
- (c) if two or more Government employees, other than those belonging to Group D, occupy one house or flat, the allowance admissible under the order shall be equal to the excess of the actual rent or rental value paid for the house or flat over 10 per cent of the aggregate of pay of the officers subject to—
  - (i) a minimum of Rs. 15 per mensem in all; and
  - (ii) a maximum of Rs. 275 per mensem in all or 15 per cent of their aggregate pay, whichever is less.

NOTE.—For the purposes of sub-clauses (b) and (c) persons employed under the Government of India or an undertaking of the State or Central Government or an educational institution or a local body, etc., shall be deemed as non-officials and house rent allowance admissible be determined in accordance with the principle in the last portion of sub-clause (b).

(d) if the sub-tenant or co-sharer is also a Government employee, house rent allowance shall be admissible to him also, the amount of such allowance being calculated on the rent actually paid by him to the main tenant or rental value of the portion of the accommodation occupied by him.

5. The allowance may be drawn during leave or temporary transfer subject to the conditions mentioned in rule 14 and rule 21A of the West Bengal Service Rules, Part II. No allowance shall be admissible during leave without pay:

Provided that Government employees deputed on training for a period exceeding four months may be allowed to draw usual house rent allowance as they might have been drawing before proceeding on training subject to the condition that such employees continue to incur expenditure for the accommodation of their families.

6. (a) (i) In a case where husband or wife is a State Government employee and the other spouse is an employee either of the State Government or of Central Government or any other State Government or of an educational institution or a local body, etc., the allowance at usual rate will be admissible to both of them without reference to the rent certificate provided the total pay of husband and wife taken together does not exceed Rs. 1,000 per month.

(ii) If the total pay of the husband and wife taken together exceeds Rs. 1,000 per month, the allowance at usual rates will be admissible to both, the total house rent allowance drawn by them being subject to a maximum of 15 per cent of pay of both husband and wife taken together or Rs. 275 per month, whichever is less. However, for claiming total house rent allowance at a rate higher than Rs. 150 per month, rent certificates will have to be produced and in such cases, the total house rent allowance shall be limited to the actual rent paid subject to the aforesaid limit.

(b) (i) Where both husband and wife are State Government employees, both of them will furnish declarations to their respective head of offices. Each head of office will determine the house rent allowance admissible to the employees under his control in accordance with the provisions contained in para 6(a) above.

(ii) Where the husband or wife of a State Government employee is an employee of the Central or any other State Government or of an Undertaking of a State or a Central Government or of an educational institution or a local body, etc., the State Government employee will submit a declaration to the concerned head of office who will determine the house rent allowance admissible to the State Government employee in accordance with para 6(a) above.

The declaration mentioned above must be obtained by the head of office to January and July of every year from each employee of his office. All heads of offices should strictly ensure that no house rent allowance is drawn in respect of a Government employee from whom such declaration has not been received.

A model declaration form is given below:—

**DECLARATION FORM**

I hereby declare that—

A. I AM MARRIED/NOT MARRIED:

My wife/husband IS NOT IN SERVICE under the Government of India, or any State Government or any Government Undertaking or any Statutory or Local Body, Educational Institution, etc.

OR

My wife/ husband IS IN SERVICE and following are the particulars of her/ his employment and pay, etc., drawn by her/him:—

- (a) Name and address of her/his office.
- (b) Present pay per mensem.
- (c) House rent allowance drawn by her/ him per mensem.

B. House rent paid / Rental value of the building:

Signature: .....

Name :.....

Designation: .....

Date:.....

Department:.....

Office :.....

Please strike out which is not applicable.

7. (1) In cases where a Government employee resides on the basis of a joint family system in a rented house jointly with his parent or brothers none of whom is a Government employee and pays his share of house rent in respect of the portion of the

accommodation for himself and his family in that house regularly to the head of the family although no separate rent receipt is issued in his name, he will, if other conditions are fulfilled, be entitled to the benefits of this order. In such a case, the amount of actual rent paid shall be fixed on a pro rata basis, by the head of office (if the claim relates to the head of office himself, such fixation will be made by the officer immediately superior to him) after taking into account (1) the size of the family of the father / brother excluding that of the Government employee, (2) the size of the family of the Government employee, (3) the accommodation occupied by the family of the father/ brother (s), (4) the accommodation occupied by the family of the Government employee, and (5) the total rent;

(2) In cases where an employee has been living in his own house in the house owned by his /her parent but has not been occupying the entire premises, certificate from Land Acquisition Collector assessing the rental value of the entire house shall be obtained. Thereafter the rental value of the portion occupied by him may be assessed on pro rata basis for the purpose of drawal of house rent allowance.

8. The drawing officer shall certify that the house rent allowance claimed in the cases of the concerned employees is admissible in terms of this order.

9. (a) In the case of Government employees on pay above Rs. 1,000 per month, verification of claims for house rent allowance shall be made in all offices twice a year during the month of January and July. In respect of a person occupying rented house the rent receipt will form the basis of half-yearly verification. Rent receipts which are not issued in the name of a Government employee claiming the allowance shall not be ordinarily accepted, but in cases where the head of the office is satisfied that the parents of a Government employee or the husband of a female Government employee is dependent on him or her or where the Government employee resides in a joint family with his parents and or brothers, he may at his discretion, accept rent receipts issued in the name of the parents or brothers or husband. As regards a person living in a house owned by himself / herself or by his wife/ her husband or by his/her parents rental valuation certificate issued by the concerned Land Acquisition Collector shall be accepted for the purpose of half-yearly verification:

Provided, however, that for the purpose of drawal of house rent allowance, documentary evidence may not be produced by employees whose basic pay, including special pay, if any, does not exceed Rs. 1,000 per month, although the pay (including D. P.) may



exceed Rs. 1,000 per month, but in such cases house rent allowance cannot be claimed on pay more than Rs. 1,000 per month.

(b) The check should be undertaken by the head of the office or by any other officer empowered by the head of the office in this behalf. If the verification relates to the head of the office himself, the check should be undertaken by the officer immediately superior to him.

(c) A certificate to the effect that the claims have been verified with reference to the rent receipts / rental valuation certificates may be added in the bills pertaining to the month in which the verification is made.

10. Paragraphs 1 to 9 of this order shall apply mutatis mutandis in respect of the drawal of compensatory house rent allowance by the Copyists and Typists employed in Civil, Criminal and Judicial Courts. In their case total monthly earnings (excluding the bonus) shall be deemed as pay for the purpose of this order.

#### APPENDIX 21

[See rule 4(6A)]

Classification of districts and subdivisions into "River" or "Dry" for purposes of Travelling Allowance Rules

District and subdivision	River	Period	Dry	Period
<b>PRESIDENCY DIVISION</b>				
24-Parganas				
Sadar	River	June to October	Dry	November to May
Barrackpore			do	Whole year
Barasat			do	do
Basirhat	River	Whole year	do	
Diamond Harbour	do	June-October	do	November to May
Bongaon	do	—	do	Whole year
Nadia				
Whole district	—	—	Dry	Whole year
Murshidabad				
All subdivisions except Jangipur	—	—	Dry	Whole year
Jangipur	River	June -October	Dry	November to May
<b>BURDWAN DIVISION</b>				
Burdwan				
Whole district		—	Dry	Whole year
Birbhum				
Whole district		—	Dry	Whole year
Bankura				
Whole district		—	Dry	Whole year
Midnapore				
Sadar		—	Dry	Whole year
Tamluk	River	June-October	do	November to May
Contai	do	do	do	do
Ghatal	do	do	do	do

Jhargram	—	—	do	Whole year
Hooghly				
Sadar	—	—	Dry	Whole year
Serampore	—	—	do	do
Arambagh	River	June-October	do	November to May
Howrah				
Sadar Uluberia	River do	June-October do	Dry. do	November-May do
Purulia	—	—	Dry	Whole year
Whole district				
JALPAIGURI DIVISION			Dry	Whole year
Jalpaiguri Whole district				
West Dinajpore	.	—	Dry	Whole year
Whole district				
Malda		—	Dry	Whole year
Whole district				
Darjeeling		—	Dry	Whole year
Whole district				
Cooch Behar Whole district	—	—	Dry	Whole year

APPENDIX 22

**Concordance showing the source of each rule in the West Bengal Service Rules, Part II—Revised Edition**

Note: The "Old rules" (hereinafter mentioned) stand for the "West Bengal Service Rules, Part II" (corrected up to 30th September 1971).

Rules 1-3B	Are self-explanatory.
Rule 4(1)-(3)	Based on rule 4(1)-(3) of the old rules.
Rule 4(4)	Omitted.
Rule 4(5)-(6)	Based on rule 4(5)-(6) of the old rules.
Note I below rule 4(5)	Omitted.
Rule 4(5A)	Based on Government of India's Fundamental Rules 2(b) of Volume II.
Rule 4(6A)	Based on old rule 4(6A).
Rule 4(7)	Based on old rule and corresponding rule of Government of India.
Note I below rule 4(7)	Based on Finance Department Memo. No. 13292-F, dated 27th December 1978.
Note 2 below rule 4(7)	Based on Government of India's decision No. 3 below Fundamental Rule 2(8).
Rule 4(8)-(9)	Based on old rule 4(8)-(9).
Rule 5	Based on rule 5 of the old rules.
Rule 6	Omitted .
Rules 7-10	Based on rules 7-10 of the old rules.
Rule 11	Based on old rule 11.
Rule 12	Based on old rule read with Finance Department Memo. No. 5014-F, dated 4th August 1973.
Rule 13	Based on old rule 13.
Rule 14	Based on old rule 14 read with Finance Department Memo. Nos. 10012-F, dated 28th November 1977, and 3870-F, dated 25th March 1978.
Rule 14(a)	The certificate proscribed under this rule does not relevant in the changed circumstances is omitted.
Rule 15	Based on old rule modified by Government decision in this respect.
Rules 16-21	Based on rules 16-21 of the old rules.
Rule 22	Based on Finance Department notification No. 5657-F, dated 28th July 1981.

Rule 22A	Based on Government of India's Supplementary Rule 20 of the Fundamental and Supplementary Rules.
Rule 23	Based on rule 23 of the old rule.
Rule 24	Based on old rule 24—only item (V) added on the basis of corresponding rule of Government of India in S.R. 21.
Rule 25	Based on rule 25 of the old rule.
Rule 25A	Based on State Government decision on the basis of Government of India's rule (namely S.R. 24 of the Fundamental and Supplementary) Rules.
Rule 26	Based on rule 26 of the old rule.
Note 4 below rule 26	Based on State Government decision on the basis of Government of India's order below S.R. 25 of the Fundamental and Supplementary Rules.
Rule 27	Based on rule 27 of the old rule.
Rule 28	Omitted.
Rule 29	Based on old rule read with Finance Department Memo. No. 4072-F, dated 9th June 1975.
Rule 29A	Based on Finance Department Memo. No. 8385-F, dated 10th September 1981.
Rule 30	Omitted.
Rule 31	Based on rule 31 of the old rule.
Note 1 below rule 31	Based on Finance Department Memo. No. 1818-F, dated 11th March 1980.
Note 2 below rule 31	Based on the Note below old rule 31.
Note 3 below rule 31	Based on Finance Department Memo. No. 1740-F, dated 7th April 1972.
Rule 32	Based on rule 32 of the old rule.
Notes 1-4 below rule 32	Based on the old Notes.
Note 5 below rule 32	Based on the old Note modified by Government decision.
Note 6 below rule 32	Based on Government decision on the basis of decision No. 14 below S.R. 30 of the Fundamental and Supplementary Rules.
Rule 33	Based on rule 33 of the old rule.
Government decision below Note 4 of this rule	Based on Finance Department Memo. No. 562-F, dated 27th January 1981.
Rules 34-36	Based on old rules.
Rule 37	Based on rule modified by Finance Department Memo1 No. 1818-F, dated 11th March 1980 and No. 10584-F, dated 4th December 1981.
Note 1 below this rule	.Based on Finance Department Memo. No 2885-F, dated 10th March 1983.
Rule 37A	Based on old rule modified on the basis of Government of India order No. 8 below S.R. 34.
Note 1 below rule 37A	Based on Government of India decision No. 8 below S.R. 34.
Note 2 below rule 37A	Based on Finance Department Memo. No, 7988-F, dated 2ad November 1973.
Rule 38	Based on old rule read with Finance Department Memo. No. 4072-F, dated 9th June 1975.
Decision below Note 4 of this rule	Based on the old decision modified by Finance Department Memo. No. 562-F, dated 27th January 1981.
Note 5 below rule 38	Based on Finance Department Memo. No. 7804-F, dated 22nd October 1973.
Note 6 below rule 38	Based on Finance Department Memo. No. 649-F, dated 11th February 1974.
Note 7 below rule 38	Based on Finance Department Memo. No. 3966-F, dated 17th April 1982.
Rules 39-40	Omitted.
Rule 41 and Notes 1-2	Based on the old rule and Notes.

Note 3 below Rule 41	Based on Government decision on the basis of Note 3 below S.R. 41 of the Fundamental and Supplementary Rules.
Rule 42 and Note 1	Based on old rule and Note.
Note 2 below rule 42	Based on Government decision in the light of provision contained in Finance Department Memo. No. 3966-F, dated 17th April 1982.
Rules 43-46	Based on old rules.
Rule 47 and Notes 1-2	Based on old rule modified by Finance Department Memo. No. 1818-F, dated 11th March 1980. Based on Notes/Decisions below S.R. 46.
Notes 3-4 below rule 47	
Rule 48	Based on old rule.
Rule 49, Notes and Decision No. 1	Based on old rule and decision.
Decision No. 2	Based on Finance Department Memo. No. 8634-F, dated 24th August 1978.
Decision No. 3	Based on Finance Department Memo. No. 562-F, dated 27th January 1981.
Note 3 below rule 49	Based on Finance Department Memo No. 1561-F, dated 8th February 1983.
Note 4 below rule 49	Based on Government of India decision No. 8 below S.R. 46.
Rules 50-52	Based on old rules.
Rule 53	Based on old rules.
Rule 53A	Based on old rules as modified by Finance Department notification No. 1818-F, dated 11th March 1980 read with No. 5067-F, dated 3rd June 1980, No. 7561-F, dated 25th September 1981, No. 562-F, dated 27th January 1981.
Rule 54 and Notes 1-3 and 5 ..	Based on old rules read with Finance Department Memo. No. 4072-F, dated 9th June 1975.
Note 4 below rule 54	Omitted.
Note 6 below rule 54	Based on Finance Department Memo. No. 3966-F, dated 17th April 1982.
Note 7 below rule 54	Based on Finance Department Memo. No. 7647-F, dated 21st July 1978.
Note 8 below rule 54	Based on Finance Department Memo. No. 3871-F, dated 19th June 1972.
Rules 55 and 56	Based on old rules.
Rule 57 and Notes 1-6	Based on Finance Department Memo. No. 10460-F, dated 5th September 1983 read with No. 14700-F, dated 8th December 1983.
Note 7 below rule 57	Based on Finance Department Memo. No. 6939-F, dated 1st September 1981.
Note 8 below rule 57	.. Based on Finance Department Memo. No. 5937-F, dated 23rd Mw iotq
Note 9 below rule 57	Based on Finance Department Memo. No.562-F, dated 27th January 1981.
Rule 58 and Notes below	Omitted,
Rule 59 and Note 1 and Note 2 Rule 59A	Based on old rules. Omitted.
Rules 60-68	Based on old rules.
Rule 69	Based on old rules.
Note 1 below rule 69	Based on old 'Note' as modified on the basis of Government of India's decision.
Rules 70-71	Based on old rules.
Rule 71A Rule 71B	Based on Finance Department notification No. 1818-F, dated 11th March 1980 read with No. 9986-F, dated 18th December 1981, No. 6529-F, dated 4th July 1980. Based on Finance Department notification No 1818-F, dated 11th March 1980 read with No. 562-F, dated 27th January 1981 and on the basis of Government of India's orders under S.R. 46, 51 and 71.
Rule 72	Based on old rules as modified by Finance Department Memo. No. 10460-F, dated 5th September 1983.
Rule 73	Based on old rules as modified by Finance Department notification No. 1818-F, dated 11th March 1980.
Rule 73A	Based on old rules as modified on the basis of provisions contained in S.R. 164.
Note below rule 73A	Based on Government of India, M.F.O. M. No. F.5(29)-E-rV(B)/65, dated 26th July 1965 and 12th May 1966.
Rule 74	Based on old rules and on the basis of S.R. 74 read with Government of India,

Ministry of Finance O.M., dated 29th June 1974.

Rule 75	
Rule 76	Based on old rules read with Finance Department notification No. 1818-F, dated 11th March 1980.
Rule 77	Omitted
Rules 78 and 79	Based on old rules.
Rule 80	Omitted
Rules 81-83	Based on old rules.
Rule 84	Based on old rules read with the Government order relating to grouping of services.
Rule 85	Based on old rules only clause (ii) of sub-rule (b) modified on the basis of Government decision
Rule 86	Based on old rules.
Rule 87	Based on old rules read with Government order relating to grouping of services.
Rule 125	.. Based on old rules and also on the basis of Government of India's rule S. R. 142.
Rules 126-131	.. Based on old rule3.
Rule 132	.. Based on old rules read with Finance Department No. 10460-F, dated 5th September 1983. Based on old rules.
Rules 133 and 134	
Rule 135	} Based on old rules.
Notes 1 and 2	
Notes 3 and 4 below rule 135	Based on S.R. 154 and decision thereunder.
Rule 136	Based on old rules.
. Note 1 below rule 136	Based on Government of India's decision below rule S. R. 154.
Notes 2 and 3 below rule 136	Based on Government of India's decision below rule S. R. 153A.
Rule 137	Based on old rules. . Based on old rule and Government of India's
Rule 137A and Note	decision below, rule S. R. 154.
Rules 138-146	Based on old rules.
Rule 147 and Notes 1 and 2	Based on old rules.
Notes 3, 4 and 5 below rule 147 .	Based on Government of India's decision below rule S.R. 164.
Rules 148-153	Based on old rules.
Rule 154	Omitted.
Rule 155	Based on old rules.
Rule 156	Based on old rule3 as modified by Finance Department No. 1818-F, dated 11th March
Rule 157	} Based on old rules.
Notes 1 and 2	
Note 3 below rule 157	Based on Finance Department No.' 14690-F. dated 7th December 1983.
Note 4 below rule 157	Redrafted consequent upon omission of Appendix 7.
Note 5 below rule 157	Omitted
State Government's decision..	Based on Finance Department No. 4738-F dated 14th May 1979 and No. 7398-F, dated 23rd July 1979.
Rule 158 and Note	Based on old rule and on the basis of Government of India's rule S. R. 183.
Rule 159, Rules 160 and 161	Based on old rules read with Government order relating to grouping of services. Based on old rules.
Rule 162 and Notes	Based on old rules read with Finance Department No. 4072-F, dated 9th June 1975.
Rule 163	Sub-rules (1) and (3) omitted, vide Finance Department notification No. 1818-F, dated 11th March 1980.

Rule 164	Based on old rules.
Rule 165	Based on old rules read with Finance Department 'No. 9417-F, dated 4th November 1977.
Rule 166A	Based on old rules.
Note 1 and Note 2 below rule 166A	Based on Government of India's rule S.R. 194A.
State Government decision	Based on Finance Department No. 10083-F, dated 19th December 1981.
Appendix 1 :	
Rule 1	Based on old rule.
Rules 2-4	Based on old rules read with Finance Department Memo No. 10460-F, dated 5th September 1983.
Rule 5	Based on old rule read with Memo No. 1011-F, dated 9th February 1977 and No. 10460-F, dated 5th September 1983 and on the basis of provisions in Government of India's rule in this respect.
Rule 6	Based on old rule read with Finance Department Memo. No. 10460-F, dated 5th September 1983.
Appendix 2	Based on old Appendix and Government decision.
Appendix 3	Based on old Appendix.
Appendix 4	Based on old Appendix and Government decision.
Appendix 5	Based on old Appendix and Government decision.
Appendix 6	Omitted.
Appendix 6A	Based on Finance Department Memo No. 562-F, dated 27th January 1981.
Appendix 7	Based on old Appendix as modified by Government decision and Memo. No. 4072-F, dated 9th June 1975.
Appendix 8	Based on old Appendix and Government decision
Appendix 9	Based on old Appendix and modified by Memo No. 4072-F, dated 9th June 1975.
Appendix 10	Based on old Appendix as partially modified by Government decision in respect of certain items.
Appendix 11	Omitted.
Appendix 12	Based on old Appendix as modified by Memo No. 4072-F, dated 9th June 1975.
Appendix 13	Based on old Appendix. Item 4 only modified as per Government decision on the basis of Memo No. 10460-F, dated 5th September 1983.
Appendix 14	Based on old Appendix.
Appendix 15	Based on old Appendix only items "Forest" and "Police" partially modified by Government decision.
Appendix 16	Based on old Appendix.
Appendix 17 Rule 2	Based on old rule as modified by notification No. 4037-F, dated 22nd June 1973, Memo No. 6256-F, dated 2nd September 1985, notification No. 9308-F, dated 30th November 1981, No. 10593-F, dated 7th September 1983,
Rules 3-4	Based on old rules.
Rule 5	Based on old rule as modified by Memo. No. 1278-F, dated 19th April 1956.
Rules 6-7 Appendix 17A-18	Omitted.
Appendix 19	Based on old Appendix.
Note below rule II	Based on Memo. No. 3179-F, dated 15th April 1977.
Item 7 of the Schedule	Included in terms of Memo. No. 5845-F, dated 22nd August 1975.
Appendix 20	Based on old Appendix as modified by : Memo No. 5597-F, dated 13th May 1978 Memo. No. 3743-F, dated 9th June 1973 Memo No. 3147-F, dated 28th March 1979; Memo No. 3068-F, dated 22nd May 1988 Memo No. 11746-F, dated 19th November 1982.
Appendix 21 Appendix	Based on old Appendix.
22	Concordance showing the source of each rule in this volume.