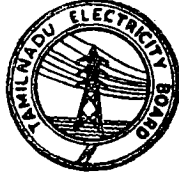




Tamil Nadu Electricity Board

EMPLOYEES TRAVELLING ALLOWANCE REGULATIONS

(Corrected upto 30-04-2000)



Tamil Nadu Electricity Board

TRAVELLING ALLOWANCES REGULATIONS

(Corrected upto 30-04-2000)

Tamil Nadu Electricity Board

Travelling Allowances Regulations

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TAMIL NADU ELECTRICITY BOARD

Employees Travelling Allowance Regulations

Section 1 - General

1. Short title and applicability :

These Regulation may be called the Tamil Nadu Electricity Board Employee's Travelling Allowance Regulations. The regulations apply to all employees of the Board. They will govern all claims to any of the allowances mentioned therein arising on or after 10—6—1987 and from that date will supersede all previously existing rules on the subject.

2. Definitions : In these regulations, unless the context otherwise requires

- (i) ACTUAL TRAVELLING EXPENSES means the actual cost of transporting an employee to whom these regulations apply, with his personal luggage including tolls if any but do not include charges for hotels, travellers bungalows or refreshments or for the carriage of stores or conveyances nor any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture.
- (ii) COMPENSATORY ALLOWANCE means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. The amount of such allowance shall be so regulated that the allowance is not on the whole a source of profit to the recipient. It includes travelling allowance.
- (iii) Day means a calendar day beginning and ending at midnight. But, an absence from headquarters which does not exceed 24 hours is reckoned for all purposes as one day at whatever hour the period begins and ends.
- (iv) Family includes the wife and children, including an adopted child and step-children of an employee residing with and wholly dependent on him but a woman employee shall in no case be entitled to claim travelling allowance on account of her husband except when he is wholly dependent on her, nor shall a claim be admissible in respect of a married daughter after the date on which she was placed under her husband's protection.

Note (1) : An adopted child shall be deemed to be a child for the purpose of travelling allowance when the Audit authority is satisfied that under the personal law of the employee, adoption is legally recognised as conferring the status of a natural child.

Note (2) : For purpose to transfer travelling allowance payable to the employee, 'family' shall include their parents residing with and wholly dependent on them and the expression 'parents' shall not include adopted father, or adopted mother or step-father or step-mother.

Note (3) : No claim in respect of travelling allowance or travelling expenses on account of more than one wife is admissible.

Note (4) : An employee is not entitled to travelling allowance on behalf of his married daughter for a journey on transfer after the date on which she was placed under her husband's protection. Once so placed, her dependence on her father ceases.

Claims for such travelling allowance should, therefore, be supported by a certificate of the employee that his married daughter had not yet been placed under her husband's protection and that therefore, she resided with and was solely dependent on him at the time of her journey in connection with the transfer.

Note (5) : As regards widowed daughters, claims on their behalf are admissible on the strength of the employee's certificate that such daughters were residing with and wholly dependent on him.

Note (6) : It is not permissible for an unmarried Indian Christian lady to adopt a child, under the personal law applicable to her.

(v) First appointment includes the appointment of a person not at the time of holding any appointment under the Board even though he may have previously held such an appointment.

(vi) Pay for the purpose of calculating travelling allowance means the actual pay drawn by an employee in his substantive or officiating post and includes personal pay granted to protect an employee from loss of emoluments but does not include personal pay granted on other considerations, special pay, additional pay under service regulation 49.

Note (1) : In the case of a re-employed pensioner, whose pay has been reduced in view of the pension drawn by him, his pay for the purpose of this regulation shall be the pay which he would draw but for the reduction in his pay.

Note (2) : Omitted.

Note (3) : Personal pay granted in lieu of special pays or other allowances, which does not itself count as pay should not be treated as pay for the purpose of calculating travelling allowance.

(vii) Public conveyance means a train or other conveyance which plies regularly for the conveyance of passengers, but does not include taxi-cab or other conveyance which is hired for a particular journey.

(viii) Transfer means the movement of an employee for one headquarters station in which he is employed to another such station, whether to take up the duties of a new post or in consequence of a change of his headquarters.

(ix) Travelling allowance means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interests of public service.

3. Controlling Officers :

- (a) The Chairman is empowered to declare the controlling officer for Travelling Allowance purposes of each employee or class of employees.
- (b) Without the permission of the Chairman, a Controlling Officer may not delegate to a subordinate his duty of counter-signature.
- (c) The following authorities shall be the Controlling Officers for Travelling Allowance purposes of each employee or class of employees.

I. Board Office, Secretariat Branch

(a) Regular Wing

| Employees | Controlling Officers |
|---|---|
| 1. Employees in Class I Service | : Secretary to Board |
| 2. Employees in Class II, III and IV Service | : Under Secretary |
| (b) Vigilance cell Service | |
| 3. Superintending Engineer/Vigilance Officers/ Inspector of Police | : Inspector General of Police (Vigilance) |

3. (a) Executive Engineers/
Anti Power Theft Squad : Superintending Engineer/
Anti Power Theft Squad
4. Employees attached to Vigilance Officer
(Except Police Personnel) : Vigilance Officer
5. Employees attached to Executive Engineers
(including Police Personnel) : Executive Engineers
6. Inspectors, Sub-Inspectors and other
Police Personnel attached to Vigilance Officers : Deputy Superintending of Police
7. Employees working under the control
of Under Secretary/Vigilance : Under Secretary (Vigilance)

II. Board Office, Audit Branch

1. Employees in Class I Service
(Except Chief Internal Audit Officer) : Chief Internal Audit Officer
2. Employees in Class II, III and IV Service : Deputy Chief Internal Audit Officer

III. Board Office, Administrative Branch

1. Deputy Chief Engineer, Senior Personnel
Officer, Director of Training and
Chief Medical Officer : Chief Engineer (Personnel)
2. Personnel Officers and Personal Assistant : Deputy Chief Engineer
3. Deputy Directors of Training/Assistant
Executive Engineers and Assistant Engineers
and other staff excepting Regular Work
Establishment under Director of Training : Director of Training
4. Drivers and Regular Work Establishment
staff under Director of Training : Deputy Director of Training
5. Superintendents, Assistants, Junior Assts.
etc. in class III and IV Service : Concerned Personal Assistants
6. Staff working under the Control of Chief
Medical Officer
(including Regular Work Establishment) : Chief Medical Officer

IV. Board Office, Accounts Branch

1. Class II, III and IV employees (except Accounts : Concerned Assistant Accounts Officer/
Officers and Assistant Accounts Officers
directly under the control of Chief
Financial Controller) : Accounts Officer/Deputy Financial
Controller under whom the
Employee is working
2. Accounts Officers & Assistant Accounts
Officers directly under the control of
Chief Financial Controller : Chief Financial Controller
3. Deputy Financial Controller : Concerned Financial Controllers and
Chief Financial Controller in cases
where Deputy Financial Controllers are
under direct control of Chief Financial
Controller.

V. Board Office, Technical Branch

- | | | |
|---|---|---|
| 1. Executive Engineers | : | Superintending Engineers concerned |
| 2. Assistant Executive Engineers/Assistant Engineers/Junior Engineers and other Technical and Non-Technical Staff | } | Immediate Class I and II Officer under whom the employee is working |
| 3. Non-Technical Class III and IV employees working in Chennai | : | |

Distribution, Generation, Project and General Construction Circles

- | | | |
|--|---|---|
| 1. All employees in Class I and II in Central Office, Executive Engineers in Divisional Office, Chief Stores Officer and Stores Officer | : | Superintending Engineer |
| 2. Assistant Executive Engineers working in Division, Assistant Accounts Officers working in Revenue Branches | : | Executive Engineers concerned |
| 3. Assistant Engineers working in Division | : | Assistant Executive Engineers concerned |
| 4. Administrative and Accounts Supervisors, Assistants Junior Assistants Record Clerks, Office Helpers in Central Office | : | Accounts Officer/Assistant Accounts Officer concerned |
| 5. Accounts Supervisor, Assistants, Junior Assistants, Typist, Record Clerks in Revenue Branch | : | Assistant Accounts Officer of Revenue Branch |
| 6. Administrative and Accounts Supervisors, Assistants, Typists, Office Helpers, Record Clerks and Regular Work Establishment employees in Executive Engineer's Office | : | Executive Engineers concerned |
| 7. Assessors & Inspectors of Assessments | : | Assistant Executive Engineers concerned in Section, Assistant Accounts Officers concerned in Revenue Branch |
| 8. Revenue Supervisors and special Grade Revenue Supervisors in Central Office/ Revenue Branch | : | Assessment Officer in Central Office, Assistant Accounts Officer in Revenue Branch |
| 9. Stores custodian in Central Stores | : | Chief Stores Officer or Stores Officer concerned |
| 10. Stores custodian in sub-stores | : | Assistant Executive Engineer concerned |
| 11. Regular Work Establishment Employees in Section and Sub-division | : | Assistant Engineer/Asst. Executive Engineer concerned |

Chief Engineer Distribution Office

- | | | | |
|---|---|-------------------------------|------------------------------|
| 1. Executive Engineer, Administrative Officer and Accounts Officer, | : | } Chief Engineer/Distribution | |
| Assistant Executive Engineer | : | | Executive Engineer |
| Assistant Engineer | : | | Assistant Executive Engineer |

2. All Class III & IV Employees : Administrative Officer/Accounts Officer concerned under whom the employee is working.

4. Officers who may present bills without countersignature of a controlling officer

The following are the officers who may present bills for travelling allowance without the countersignature of a controlling officer.

1. Secretary.
2. Inspector General of Police (vigilance).
3. Legal Adviser.
4. Chief Engineers.
5. Chief Financial Controllers.
6. Industrial Relations Adviser.
7. Superintending Engineers.
8. Chief Internal Audit Officer.
9. Financial Controllers.

5. Travelling Allowance bills to be paid after countersignature :

Except as provided in regulation 4, no bill for travelling allowance shall be paid unless it be signed or countersigned by the controlling officer of the employee who presents it.

6. Duties of Controlling Officers: It is the duty of a Controlling Officer, or of a drawing officer when a bill does not require countersignature, before countersigning or signing 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 if he consider—
 - (i) that a journey was unnecessary or unduly protracted; or
 - (ii) that a halt was of excessive duration;
- (b) to scrutinize carefully the distance as well as the rates and the calculations entered in travelling allowance bills.
- (c) to satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed under these regulations, the scale on which such effects etc., were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfill that condition;
- (d) Omitted.
- (e) to observe any further instructions which the Board may issue for guidance.

NOTE—(1) : Controlling Officers have no discretion to restrict the travelling allowance for journeys on transfer to travelling allowance admissible for journeys on tour.

Note : (2) The scales of establishments which subordinate authorities may take with them on tour without the special sanction of the controlling officer may be as ordered by the Board from time to time.

Note: (3) In the case of travelling allowance bills of employees in Class III and IV service, the particulars of journeys shall be certified by the employees in Class II or I Service under whose instructions the journeys were performed.

Note : (4) In order to avoid the risk of payment of the gross amount, the Controlling Officer while countersigning the travelling allowance bills containing recoveries of advances, etc., shall countersign the bills only for the net amount due.

7. **Grades of employees:** For the purpose of determining the rates of travelling allowance to which they are entitled the employees and the persons who are entitled to draw travelling allowance are divided into grades as shown in Annexure I

Note: (1) The Travelling allowance of an employee who is promoted or reverted with retrospective effect should not be revised in respect of the period intervening between the date of promotion or reversion and that on which it is ordered, except when the order implies a change of duties. In the case of all bills audited before the date of order, the audit officer should be guided by facts known officially at the time, but in the case of travelling allowance bills not presented or audited before the promotion is ordered, there is no objection to the audit officer recognizing the retrospective effect of the order.

It is not the intention that the orders in the above sub-paragraph should apply to cases where there has been delay informally sanctioning an increment due in the normal course or in fixing pay in the revised scale when a revision is made such sanction should not be interpreted as promotion with retrospective effect.

Note: (2) An employee's claims to travelling allowance should be regulated by the orders in force at the time the journeys in respect of which they are made were undertaken.

8. (a) **Determination of grades of employees in certain cases:** The grade of an employee whose whole time is not retained for service under the Board will be determined by the Board.

(b) An employee in transit from one post to another belongs to the grade to which he would belong if holding the lower of the two posts.

Note: Omitted.

9. **Kinds of Travelling Allowance:** The following are the different kinds of travelling allowance which may be drawn in different circumstances under these regulations :

- a. Mileage allowance
- b. Daily allowance
- c. Actual expenses
- d. Allowance for incidental expenses
- e. Terminal charges
- f. Lumpsum Allowance

Note: (1) Conveyance allowance is one of the kinds of travelling allowance.

Note: (2) Employees on casual leave may draw conveyance allowance, but under no circumstance whatever, can they draw travelling allowance of any other kind during such leave.

10. }
 11. }
 12. } Omitted
 13. }
 14. }

Section II - Mileage Allowance

15. **Mileage allowance:** A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey

16. **Calculation of distances for mileage allowance:**

- (a) The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling.
- (b) Mileage allowance for a journey between two stations shall be calculated with reference to the shortest ordinary route or to the route which is declared by the Government to be the shortest route. When two or more routes are equally short, the allowance shall be calculated by the cheapest.

- (c) If an employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowances shall be calculated by the route actually used.

Note: (1) An employee who is entitled to travel by Air conditioned or I Class accommodation, travelling to stations beyond Tiruchirapalli on the Tiruchirapalli-Rameswaram section and back to Chennai may claim the actual fare paid by him and daily allowance for the journey by the main line route.

- Note: (2) (i) The route via Ariyalur has been declared to be the shortest route from Jayamkondan to Tiruchirapalli.
- (ii) The route from Kodaikanal road station to Kodaikanal via the new ghat road is a shorter one than the old Coolie ghat road.
- (iii) The route via Kargudi and Teppakadu should be the recognized route for journeys between Ootacamund and Masinagudi. If however, a journey is actually performed by the shorter, route, viz., via Sigur Ghat Road, the claim should be restricted to the distance travelled by that route.
- (iv) The road route between Salem and Hosur via Dharmapuri and Krishnagiri shall be the shortest route for the purpose of travelling allowance.

"The recognised routes for journeys between Chennai and Hosur are as follows:—

| | | |
|-------------------------------|---|--------------------------------|
| Air journeys and Rail journey | : | Chennai to Hosur via Bangalore |
| Road journeys | : | Chennai-Hosur via Krishnagiri. |

- (v) Omitted.

(vi) Employees of grade I drawing a basic pay of Rs. 3000/- and above who are eligible to travel by Air within and outside the state may travel by air from Chennai to Trivandrum and back whenever they visit Kanyakumari district on duty.

(vii) The route Chennai-Bombay-Poona shall be regarded as the shortest for purpose of air travel in the absence of any other shorter route.

(viii) The bus route from Thottiam to Tiruchirapalli in the Tiruchirapalli District has been declared as the recognised shortest route for the purpose of Travelling Allowance.

(ix) The route via Mettupalayam and Bhavanisagar to Thengumaranada in the Nilgiris District has been declared as the recognised route for the purpose of Travelling Allowance.

(x) The bus route between Tiruchirapalli and Kattuputhur in Tiruchirapalli District is declared as the recognised shortest route for the purpose of Travelling Allowance claims.

(xi) The road route via Palayamkottai shall be recognised route for journeys between Pathamadai/Gopalamudram and Tirunelveli Pettai.

- (d) The Chairman may for specially recorded reasons, permit an employee to travel by a route other than the shortest and to draw mileage allowance.

Note: Where there are two routes by rail, and an employee travels by the longer route for the reason that the shorter route does not provide the class of accommodation to which he is eligible for under the regulations, he can be allowed the railway fares calculated by the shorter route only by the class of accommodation to which he is entitled.

17. Guide for calculating distance for all journeys: The military Route Book shall be taken as a general guide for calculating the distances in the case of all journeys. If, in any case, the Collector of the district finds the distance given in the book not correct, the distance notified by him, which is calculated with reference to either the central point (if any) specified in the Military Route Book or the central point given in the book "List of distance between railway station and the fixed points in those stations", shall be taken as the correct distance.

Note: 1. When a journey by road is combined with a journey by railway unless such journey, by road be a journey to or from the point

allowance shall be calculated on the distance actually travelled or the distance between the railway station and the central point, whichever is less.

Note: 2. Omitted.

18. Drawal of Mileage Allowance : Mileage allowance for a journey by road shall be admissible as prescribed below :

(a) **Journey by motor car or motor-cycle or Scooter :** Mileage Allowance is admissible to employees who on transfer are entitled to transport a Motor car or a motor cycle or a scooter at Board's cost and who actually travel in a motor car or motor cycle or scooter, as the case may be from the old to the new station. This allowance shall be admissible whether or not the places journeyed are connected by railway or by a regular public motor service in whole or part. The rates of allowance for journey by motor car shall be Rs. 2/- per k.m. and for journey by motor cycle or scooter shall be Re. 1/- per k.m. for the entire distance travelled.

(b) Journey by any mode of conveyance other than motor-car, motor-cycle or scooter between places not connected by railway or by a regular public motor service by employees coming under clause (a) :-

The rates of mileage allowance shall be as indicated below :

| | | |
|----------------|---|--------------------|
| Grade I and II | : | 0.36 paise per Km. |
| Grade III | : | 0.24 paise per Km. |
| Grade IV | : | 0.18 paise per Km. |

(c) Journey by any mode of conveyance including motor-car or motor-cycle or scooter between places not connected by railway or by a regular public motor service by employees other than those coming under clause (a) :

The rates of mileage allowance shall be as indicated below :

| | | |
|--------------|---|--------------------|
| Grade I & II | : | 0.36 paise per Km. |
| Grade III | : | 0.24 paise per Km. |
| Grade IV | : | 0.18 paise per Km. |

Note (1) : When a road journey is made in continuation of a journey by conveyance provided by the Board, in a conveyance other than that provided by the Board or by foot for the distance at the either end, which could not be traversed by the conveyance so provided the employee will be entitled to mileage for that distance at the either end. The claim must be accompanied by a certificate that the distance for which mileage is claimed could not be travelled by the conveyance provided by the Board.

Note (2) : For a journey performed by a regular public motor service, no mileage or half mileage shall be admissible. Only the fare paid to the motor service shall be admissible. In addition, daily allowance may be drawn under the regulations governing daily allowance.

Note (3) : Mileage allowance may be drawn, if admissible irrespective of whether the distance covered is more or less than 32 Kms. in a day or whether the journey is in combination with the railway journey in the same day or not or whether the journey is for special reasons or not or whether the journey is made by the employees in Class I and II service or Class III and IV service.

Note (4) : In cases where two or more journeys involving on each occasion a return to headquarters are made by an employee on the same day, road mileage may be allowed for the total distance covered on that day provided, each of the journeys can be reckoned as a journey on tour under Regulation 53 and provided further that road journeys of less than eight kilometers performed from headquarters, on a day, are not added on to the total distance travelled on that day.

Note (5) : For a journey entitling an employee to mileage allowance, no allowance for incidental expenses to compensate expenses on portage, etc. under Regulation 39 and terminal charges is admissible. The above restriction shall be applicable only to journeys entirely performed by road entitling an employee to mileage allowance.

- Note (6) : Employees drawing mileage under regulation 18 will draw, in addition, daily allowance under the regulations governing that allowance.
- Note (7) : When an employee claims mileage under regulation 18 (b), he should state against each claim in the travelling allowance bill that the journey was not made by motor-car or motor-cycle or scooter or any public conveyance.
- Note (8) : When an employee claims mileage, he should certify that journeys were not performed in a borrowed conveyance or if they were, that the cost its use and propulsion was paid for by him and that in either case, the conveyance has not been shared with any other, and that no part of the cost of transport has been recovered from any other person. If the claimant is an employee in class I or II service, whose travelling allowance bills have to be countersigned by a controlling officer, he should also furnish separately to the controlling officer details of the person or institution from whom the conveyance was borrowed, the cost of propulsion actually paid by him and the circumstances which necessitated his using the borrowed conveyance. An employee who performs a journey in a borrowed conveyance without meeting the cost if its use and propulsion but whose own conveyance immediately precedes or follows him should when he claims mileage, certify that the cost of the use and propulsion of his own conveyance, which immediately preceded/followed the borrowed conveyance, was paid for by him.
- Note (9) : When an employee claims mileage under regulation 18 (c) for a road journey between two places, he should state in his travelling allowance bill that the places are not connected by railway or by regular public motor service.
- Note (10) : The mileage rates for the journey referred to in the last paragraph of clause (a) of this Regulation are not subject to any increase under Regulation 40 if the journey is not performed entirely in the special tract.
- Note (11) : The term 'headquarters' mentioned in this regulation must be interpreted as including a temporary headquarters as defined in regulation 38.
- Note (12) : When an officer halts enroute at a place where he has no official duties, his halt at that place will not be treated as one at camp and his entire journey should be taken as one continuous journey. The halt will be treated as one at camp provided—
- (a) the halt follows a journey of not less than 320 kilometers.
- OR
- (b) the officer has done, before he reaches the place of halt or after reaching it, official work outside his headquarters which would normally justify his drawing Travelling Allowance.
- Illustration (1) : An officer starts from Chennai inspects offices at Madurantagam and Tindivanam meets the officials at Villupuram and camps for the night at Ulundurpet. The halt at Ulundurpet will be a camp falling under (b) above.
- Illustration (2) : An officer starts from headquarters and after performing a road journey of a distance of less than 320 kilometers halts for the night at 'p'. The next day after attending the official work at 'p', he returns to headquarters. The halt at 'p' will a camp falling under (b) above.
- Note (13) : The information regarding the mode of conveyance (whether by motor-car/motor cycle/scooter or borrowed motor-car/motor cycle/scooter) actually used in respect of travelling allowance claims under this regulation should be furnished in the travelling allowance bill in the 'Remarks' column in respect of each claim.
- Note (14) : For journeys made by walk (between places connected neither by railway nor by regular public work service) in combination with a journey made in regular public motor service, mileage allowance may be allowed for the distance covered by walk in addition to the bus fare for the journey by the regular public motor service. Further more, daily allowance is also allowed under the regulations governing that allowance.

- Note (15) : An employee of Grade III or above who, on transfer is entitled to transport a motor-cycle/scooter at the expenses of the Board but who maintains a motor-car and travels in it, may claim mileage as admissible for a journey by motor cycle/scooter.
- Note (16) : Mileage allowance for journeys by moped/Bicycle fitted with Auto Engine shall be admissible at the same rates and subject to the same regulations as those governing journeys by motor-cycle or scooter.
- Note (17) : In the case of journeys performed by special buses chartered by a party of employees of the Board, only half mileage is admissible.
- Note (18) : In the case of journeys performed by two or more employees of the Board, in a conveyance belonging to one of them, the employees owning the conveyance may draw travelling allowance as if he travelled alone and the other employee(s) may draw only daily allowance even if he/they meet some portion of the cost of propulsion of the conveyance.
- Note (19) : In the case of journeys performed by two or more employees of the board in a Common conveyance sharing the hire charges, each of them may draw road mileage at half the appropriate rate of his grade.

(20) }
 (21) } omitted
 (22) }

23(a) Fractions of kilometers to be omitted from total of bill: In calculating mileage allowances, fractions of a kilometer should be omitted from the total of a bill for any one journey, but not from the various items which make up the bill.

(b) The total charges paid by the employees while travelling on duty shall be reimbursed to them. The amount of total charges shall be shown as separate items in the travelling allowance bill.

Section IV - Journeys by Railway

24. Railway fares for journeys by railway: For journeys by railway, the employees and other persons specified in Annexure I are entitled to draw railway fares as indicated in that annexure.

Note (1) : Omitted.

Note (2) : The scheduled hours of arrival of trains should be taken as criteria for determining the number of hours for the drawal of travelling allowance. A delay of two or three hours shall be ignored. Exceptional cases should be referred to the Board for specific orders.

Note (3) : In the case of journeys by railway, all booking on behalf of the Board's offices including booking required by employees for travel on duty shall be made directly with the railway administration and not through travel agencies.

25. Travel in higher class of accommodation in Board's interests: If an employee travels by train which does not provide the class of accommodation which is permissible, he may be allowed to charge for travelling in the next higher class subject to the condition that the controlling authority attaches a certificate to the bill that it was necessary in the Board's interest for him to travel by the train.

When through booking involves the payment, for part of journey, of rates for accommodation of a class higher than that to which the employee concerned is entitled, the employee may draw travelling allowance based on the higher rates for that part of the journey.

In the case, however, of journeys on transfer which involves a change at Chennai, the portion of the journey to and from Chennai should be treated as separate journeys for the purpose of determining the admissibility of the concession granted under this regulation.

Note (1) : The concession allowed by sub-paragraph (1) of this regulation is admissible both for journeys on tour and for those on transfer, provided the conditions laid down in the regulation are satisfied.

However the fares admissible for members of the family of the employees under regulation 57 for a journey on transfer can be allowed only by the class by which he is ordinarily entitled to travel and not by the next higher class for travelling in which an employee, who has to travel by a particular train in Board's interests is allowed to charge.

Note (2) : (i) In the case of through booking, however, the fares admissible for the members of his family for a journey on transfer may be allowed by the higher class as in the case of the employee himself, provided that through tickets are actually purchased.

(ii) Omitted

(iii) The concessions in sub-paragraph 2 of this regulation cannot be justified except when an employee on transfer is required to report himself for duty at a place and time specified and he has perforce to travel by a particular train to do so.

Note (3) : All claims under this regulation on account of travelling allowance for a class higher than that ordinary admissible must be supported by a certificate furnished in the travelling allowance bills that a through ticket was actually purchased.

Note (4) : This regulation should not be interpreted as limiting the concessions of through booking of cases in which re-booking at the junction stations would cause inconvenience to the employee. The regulation should be applied literally.

Note (5) : The train which does not permit booking by the lowest class for short distances except under certain conditions, may for the purpose of this regulation, be treated as one which does not provide accommodation by the class, and railway fare admitted by the next higher class. The controlling officer should certify on the bill that the employee concerned was required to travel by that particular train in the Board's interests and that lowest class tickets by that train for journey in question were not issued.

Note (6) : When a board employee proceeding on tour reserved the railway accommodation and subsequently cancelled it in the exigencies of Board's service, the Board employee shall prefer to the appropriate controlling officer under whom he is working, for refund of cancellation charges on unused tickets duly supported by a certificate that the journey had to be cancelled due to official reasons, without waiting for the acceptance of his claim by railway authorities. The Board employee who is his own controlling officer may furnish such certificate in his official capacity. The ordinary reservation fee in such cases may be reimbursed to the Board employee without waiting for the acceptance of his claim for refund of cancellation charges by the railway authorities. The amount of reservation fees reimbursed to the Board employee is debitable to the same head of account to which his travelling allowance is charged. No refund of "agency charges" is admissible.

26. Travelling at a concessional rate: When an employee travels at a concessional rate, his railway allowance will be restricted to the actual cost of railway ticket. In the case, where concessional fares are allowed for return journeys the railway allowance for the return journey will be limited to the actual cost of the return ticket.

All claims for full railway allowance for travel by railway must be supported by a certificate in one of the following forms according to the circumstances :-

I
"Certified that concessional rates were not obtainable for any of the journeys covered by this bill".

OR

II

"Certified that the concessional rates obtainable for the journeys on (date) could not be availed of for the following reasons":

Note (1) : Omitted

Note (2) : Every employee should make proper enquires regarding the availability of return tickets at concessional rates before undertaking journeys on tour. Claims of full rail fare based on the plea that the employee concerned was not aware of the concessions offered by the railways should not be accepted.

27. Furnishing of certificates : An employee (who perform a journey on tour or journey on transfer) shall furnish a certificate in the following form for self/for self and family in each travelling allowance bill.

"I certify that for the railway journeys included in this bill travelled by.....class, for which travelling allowance is claimed".

Note (1) : If an employee travels by a class lower than that to which he is entitled, he will draw the fare of the class by which he actually travels.

Note (2) : When an employee travels by a Class Higher than the one by which is entitled to travel, his claim for railway fare should be limited to that of the class by which he is entitled to travel"

SECTION . V

Journeys by Steamer Regn. 28, 28-A and 28-b-Omitted.

SECTION VI-JOURNEY BY AIR

29. Travel by air defined : For purposes of this regulation and regulation 20 and 21, 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.

30. Travelling Allowances for air journeys :- An employee authorised by the Board to travel by air may draw the fare paid for the journey by air. If not so authorised, he can only draw the travelling allowance to which he would have been entitled, if he had gone by rail or road or the travelling allowance admissible for air journey, whichever is less.

"Employees who are authorised to travel by Air while on duty will be as follows :

"(a) Employees in Grade I and employees in Grade II drawing a basic pay of Rs. 3680/- and above but below Rs. 5100/- for journey within or outside the State.

Provided that the following Officers shall be entitled to travel by Executive/Business Class in Air travel :

(b) (i) Chairman

(ii) Full time Members

(a) All India Service Officers on deputation with the Board if they are entitled under their service entitlement.

(b) Employees in Grade II drawing a basic pay of Rs. 2520/- and above but below Rs. 3680/- for journey outside the State".

Employees who are eligible for travel by air shall be reimbursed the actual payment made by them for insurance upto Rupees one lakh against accidents for the duration of the air journey"

All claims for full fares for journeys by air shall be supported by a certificate in one of the following forms according to the circumstances of each case :

"Certified that concessional rates obtainable for any of the journeys covered by this bill" or

II

"Certified that the concessional rates obtainable for the journeys on (date) could not be availed of for following reasons".

Note (1) : Mileage may be allowed at the rates prescribed in Regulation 18(a) for the journey by road from and to the airports performed by motor car and by taxi".

The claim for incidental charges in respect of expenditure incurred on portage from the place of office / residence to the Airport shall be allowed.

Note 2 : Only employees specified in sub-clauses (a) and (b) of Regulation 30 are eligible to travel by air. Daily allowances will be regulated on the basis of the actual hours of departure from headquarters and arrival at headquarters by the employee.

Note (2) : "Only employee specified in sub-clauses (a) & (b) of Regulation 30 are eligible to travel by air". But the Chairman may find it necessary to permit in anticipation of Board's sanction employees of lower grades to travel by air when the interval between the date of receipt of orders sanctioning the deputation and the date of meeting, etc, at the other end is very short. In such cases permission to travel by air should be restricted to the forward journey; the return journey should always be performed by rail.

The employees who are not ordinarily eligible for air travel but allowed air travel in a particular case, shall be reimbursed the actual payment made by them for insurance upto rupees one lakh against accidents for the duration of the air journey.

Note (3) : The claim for air fare under this regulation shall be limited to the air fare charged by the airways companies for the ordinary passenger services.

31. Air travel at reduced rates : If available, return tickets at reduced rates should always be purchased when an employee expects to perform the return journey by air within the period during which a return ticket is available.

Note : When an employee proceeding on tour reserved accommodation for the air journey and subsequently cancelled it in the exigencies of public service, the expenditure involved for the cancellation of the accommodation will be met from Board's funds.

All officers who perform air journeys should intimate the cancellation or postponement of such journeys to air companies as soon as possible, so that the cancellation fee charged by the companies may be minimised.

SECTION VII. DAILY ALLOWANCE

32. (a) **Daily Allowance :** a daily allowances is an uniform allowance for each complete period of twenty four hours absence from headquarters, which is intended to cover the ordinary charges incurred by an employee in consequence of such absence.

(b) Save where otherwise expressly provided in these regulations, daily allowance is admissible for journeys or halts if any in the course of journeys on tour.

Explanation : Daily allowance is intended to meet not only the cost on account of boarding over and above what an employee would have incurred if he had remained at headquarters and the cost of accommodation in camp, but also the cost of hiring a conveyance for journeys for which no mileage or any other allowance is admissible under the regulations. Further, the expenditure on each day of absence cannot be expected to be met by the allowance admissible for that day. All that can be expected is that the extra expenditure incurred by an employee over and above what he would have incurred if he had remained at headquarters is roughly equal to the travelling allowance admissible for the entire tour. What he losses on one day or in one respect he may gain on another day or in another respect.

33. **Rates of daily allowance :**

(a) The employees specified in Annexure I are entitled to draw daily allowance as indicated in the Annexure,

(b) The employees are entitled to draw allowance, as shown below, for absence or fraction of absence from headquarters which is less than 24 hours :-

- | | | |
|--------------------------------------|---|--|
| (i) Upto 6 hours | : | Daily Allowances 30% of the rates indicated in Annexure I. |
| (ii) Exceeding 6 hours upto 12 hours | : | 70% of daily allowance indicated in Annexure I |
| (iii) More than 12 hours | : | Daily Allowances at full rates indicated in Annexure I. |

Note : In case where more than one journey is undertaken on the same day, Daily Allowances shall be allowed for any one of the journeys at the option of the employee and not for each of the journeys undertaken on the same day.

34. **Period of absence from headquarters-Defined :** A period of absence from headquarters begins when an employee actually leaves his headquarters and ends when he actually returns to the places in which his headquarters are situated, whether he halts there or not.

35. Daily Allowance : Drawal for journeys and halts made within 8 kilometers radius from head quarters. Daily allowance may not be drawn when an employee does not reach a point outside a radius of 8 kilometers from his headquarters or return to his headquarters from a similar point.

Note (1) : In cases where a village is less in a straight line than 8 kilometers from headquarters but more than 8 kilometers by the only practicable route to it, travelling allowances may be admitted by that route; but an allowance cannot be granted simply on the ground that a journey exceeding 8 kilometers was performed in visiting several villages none of which was more than 8 kilometers from headquarters by the ordinary direct route.

Note (2) : The above regulation applies to cases where the employee comes to halt without reaching a distance exceeding 8 kilometers from headquarters. But it does not apply when the journey is continued without interruption to a point more than 8 kilometers distant from headquarters even though at the expiration of the complete period of twenty four hours in which he started he has not yet reached such a point.

Note (3) : The radius of 8 kilometers from headquarters for journeys within which no travelling allowances is admissible should be determined with reference to the provision of regulation 17.

Note (4) : An employee is not entitled to add short journeys within the 8 kilometers radius to separate journeys made on the same day which extended beyond the 8 kilometers radius and charge mileage for the whole distance travelled.

Note (5) : When employees undertake journeys as a result of which they reach points outside a radius of 8 kilometers from the Central point without actually absenting themselves from their headquarters stations, they are not eligible for Daily Allowance. They are not also eligible to draw any daily allowance in respect of journeys between two stations unless the place actually reached by the employees is beyond 8 kms. from the fixed point at the employee's headquarters irrespective of the distance between fixed points of the two stations.

Note (6) : The provision in item (4) is applicable to similar journeys made by an employee from camp.

36. Drawal of daily allowance for journeys and halts made over 8 kilometers radius from headquarters.

(a) Subject to the provisions of regulations 37 and 38 holidays occurring during a tour of an employee may also be included in the period of absence from headquarters for which daily allowance may be drawn.

An employee who takes casual leave or avails himself of restricted holidays while on tour, is not entitled to draw daily allowance during such leave or holidays. However, an employee taking half a day casual leave while on tour, is entitled to draw half daily allowance. Daily allowance is not admissible for any Sunday or holiday, unless the employee is actually in Camp.

Note : Travelling allowance for journeys from camp to headquarters or from headquarters to camp after the expiry of casual leave or casual leave-cum holidays Vide Note under regulation 50.

(b) Omitted

(c) Omitted.

(d) An employee who, while on tour inside or outside the State of Tamil Nadu, is allowed free board and lodging at the expense of any State or Central Government or any autonomous industrial or Commercial undertaking or Corporation or Statutory body or a local authority in which funds of any Government have been invested, or in which any Government have any other interest, may draw only one-fourth of the daily allowance admissible to him at the station concerned. If only board or lodging is allowed free to such an employee, he may draw daily allowance at one-half of the admissible rate.

Note (1) : An employee who stays during tours in circuit houses, inspection bungalows/rest houses, etc., without having to pay any charges for accommodation will draw daily allowance at one half of the appropriate rate. Where, however, such an employee is required to pay any charges on account of his stay at such places, even though they may not cover the entire cost of the facilities provided, no reduction in the daily allowance will be made.

Such employee should record on his Travelling Allowance bill, particulars of the facilities by way of free board and or lodging enjoyed by him at the expense of the Central or State Governments, etc., (including his free of charge stay in circuit houses etc.) and claim daily allowance at the appropriate reduced rate. It will be the duty of the Controlling officer to ensure that such information is not withheld in any case.

This note is applicable to tours both inside and outside the State of Tamil Nadu.

Note (2): No charges will be recovered for occupation of inspection Bungalows/Rest Houses in Projects under execution by employee of the Board on duty in connection with the Projects and they may be allowed full daily allowance for halts in such cases.

Note (3): In the case of employees who go on official duty abroad choose to stay as house guests with the Government of India foreign service officers and staff posted abroad, they will be allowed only one fourth of the all-inclusive rate of daily allowance during the period of their stay as house guests. Any person who avails himself of such hospitality should indicate the fact in his travelling allowance bill for the information of the countersigning authority and the audit officer.

Note (4): The restrictive provisions for the grant of daily allowance in regulation 37 will apply to the drawal of daily allowance under this Regulation also.

37. Drawal of Daily Allowance for continuous halts: Daily allowance may be drawn for continuous halt at the following rates :-

- | | | |
|--|---|------------------------------------|
| (i) Upto 60 days (Continuous halts at any one place) | : | Full Daily Allowance |
| (ii) Exceeding 60 days | : | Transfer Travelling Allowance only |
| (iii) Free Boarding & Lodging | : | One fourth Daily Allowance |
| (iv) Free Boarding | : | Half Daily Allowance |
| (v) Free Lodging | : | Three-fourth Daily Allowance |

Provided that the half beyond 30 consecutive days shall require the permission of the authorities as detailed below :-

| Category of Employees | Competent authority |
|--|----------------------------|
| (i) Employees in Class I Service : | Chairman of the Board |
| (ii) Employees in Class II, Class III and IV Service, excluding those in Board Office Secretariat Branch and Accounts Branch | Respective Chief Engineers |
| (iii) Employees in Class II, Class III and Class IV Service in Board Office Secretariat Branch | Secretary to the Board |
| (iv) Employees in Class II, Class III and Class IV Service in Board Office Accounts Branch. | Chief Financial Controller |

Note: The staff of Board Office Audit Branch and the Stock Verifiers of Stores in Tamil Nadu Electricity Board are exempted from the operation of this regulation. They will draw full rate of daily allowance for the periods of their halts for audit and stock verification works respectively at any one place continuously irrespective of the number of days of halt.

38. Halting place regarded as temporary head-quarters:

- (a) After a continuous halt of fifteen days' duration, halting place shall be regarded as employee's temporary headquarters.
- (b) A halt is continuous for the purpose of clause (a) unless terminated by an absence on duty at a distance from the halting place exceeding 8 kilometers

- (c) In calculating the duration of a halt, any day on which an employee travels to or halts at a distance from the halting place exceeding 8 kilometers shall be excluded, Sundays or holidays spent outside the camp for which no daily allowance is drawn or periods of casual leave shall also be excluded.

Note (1): It is not the intention of the Board for the purpose of this regulation, a halt should be considered to be terminated by a visit to headquarters extending over less than three consecutive nights.

Note (2): An employee halting in a camp is expected to visit all places within 8 kilometers of it, without breaking his camp. Consequently an employee shifting his next camp to a place within a radius of 8 kilometers from the original camp should be deemed to be making a continuous halt for the purpose of this regulation.

Section VII-A Allowance for incidental expenses

39. Allowance for incidental expenses: An employee may for a journey on tour by air or railway or a regular public motor service from Headquarters/camp to places at a distance of 160 Kms. or more, draw for each of the day of departure from headquarters and the day of arrival back to headquarters, one half of daily allowance for which he is eligible at the rate applicable for stay in Guest House or by private arrangement shown in columns (7) and (10) of the Schedule to Annexure-I, to compensate expenses on portage etc., involved in the journey provided the absence from headquarters/camp is 24 hours or more. If the absence is less than 24 hours, he may draw one half of daily allowance only either for the day of departure from or for the day of arrival back at headquarters.

Note (1): An employee may, for a journey by air or railway or a regular public motor service, draw one half of the daily allowance for which he is eligible under "the rate applicable for stay in Guest House or by private arrangement shown in column (7) and (10) of the Schedule to Annexure-I" to compensate expenses on portage, charges, etc., involved in each move from camp to camp provided the absence from headquarters upto the time of departure from the place of first camp or the time gap between the moves from camp to camp is 24 hours or more. If the absence is less than 24 hours he is not eligible for the allowance for the journey from camp to camp.

In the case of journey involving moves from camp to camp entitling an employee to this allowance for one or more such moves, the allowance can be drawn for the journey back to headquarters, only if there is atleast a time-gap of 24 hours between the last such move entitling him to this allowance and the arrival at headquarters.

Note (2): An employee is not entitled to this allowance for a journey performed by conveyances provided by the Board or for a journey for which mileage is admissible. However when an employee performs road journey from place of office/residence to the Airport or from Airport to place of office residence in their own car, the allowance for incidental expenses will be admissible notwithstanding admissibility of mileage allowance.

Note (3): This allowance is subject to increase by 50 per-cent or 33-1/3 percent for journeys in special tracts as contemplated in Regulation 40.

Note (4): In the case of journeys to and from Delhi, Bombay, Colcatta, Simla, Nainital, Mussoorie, Dehra Dun and Srinagar, the allowance under this regulation shall be calculated on the basis of the increased rates of daily allowance admissible for journeys to and from and halts at these places.

39—A: Reimbursement of transport charges at Delhi and other State Headquarters outside Tamil Nadu by the employees on Tour.

The employees of the Board visiting Delhi or other State Headquarters outside Tamil Nadu for official purpose may be permitted to claim the actual transport charges if any incurred by them during their stay there along with their other Travelling Allowance claims, subject to the following conditions:—

- (i) If Car is provided by the host Government or Electricity Board at Delhi or other State Headquarters outside Tamil Nadu, no transport charge will be admissible.
- (ii) If the employee uses the Board's car available at Delhi, no transport charge will be admissible.

- (iii) If the employee uses the Tamil Nadu House Car, he should produce the cash bill issued by the Reception Officer, Tamil Nadu House, Delhi, with the following certificate:
- "Certified that the trip was undertaken for official purpose only."
- (iv) If a private Taxi is engaged, the claim should be supported by the following certificates:
- Certified/at Delhi Board's Car or the Tamil Nadu House Car is not available and Car is not provided by the host Government or Electricity Board and that at the other State Headquarters outside Tamil Nadu, Car is not provided by host Government or Electricity Board;
 - Certified that the trip was undertaken for official purpose only;
 - Certified that the rate at which taxi charge is claimed in the bill is in accordance with the current rates prevailing in Delhi/other State Headquarters outside the Tamil Nadu.
- (v) The actual transport charges payable shall be limited to a ceiling of Rs. 30/- per day in the case of transport by Taxi and Rs. 15/- per day in the case of transport by Auto-rickshaw.
- (vi) If more than one employee travel in the same vehicle, the claim of the actual transport charges will be restricted to one employee only".

Section VIII-Special Rates for Special Localities

40. Special rates of daily allowance and mileage for special localities : A list of special localities where travelling is usually difficult or expensive will be found in Annexure II. The rates of daily allowance and mileage prescribed in annexure I will be increased by 50 percent in the case of journeys in special tracts included in Class I, and by 33-1/3 per cent in the case of journeys in the localities included in Class II.

Note : The rates of daily allowance admissible for journeys performed entirely in the special tracts or partly in the special tracts and partly in the ordinary tracts and for journeys performed from and to headquarters situated in the special tracts are given in the Note 6 under Annexure II.

Section IX - Actual Expenses

41. Actual expenses : In the case of employees in Class III and IV services, the head of an office may authorise the payment of the expenditure incurred on hiring conveyance for a journey by road or canal.

Note (1) : So long as an employee is required by his superior either on account of the urgency of the work or for some special reason, to travel by a conveyance in which an employee of his class would not ordinarily travel regulation 41 applies and actual cost of transit may be drawn. But it is not intended that any general orders should be given or that any general practice should prevail allowing a certain class of officials actual expenses for all journeys performed.

The fact that travelling in any particular locality is unusually expensive does not warrant the indiscriminate use of regulation 41. In such a locality special rates of travelling allowance may be necessary but they must be sanctioned by the Board.

In the case of an employee, who is himself the head of an office, claims under regulation 41 should be admitted only if the subordinate concerned obtains the necessary authorisation from the controlling officer. Every claim under this regulation should be supported by a memorandum signed by the head of the office, containing the details of the actual expenses incurred.

Note (2) : It is not necessary to restrict the expenditure to be admitted under this regulation formally to mileage allowance. The head of the office can exercise his discretion.

The head of the office should permit the actual cost of hiring a conveyance to be drawn only in cases where the journey cannot be performed otherwise than by hiring the conveyance or where any special urgency makes it necessary for a conveyance to be hired for such journeys. In all other cases of drawal the actual cost of hiring a conveyance should not be permitted. The allowance under the other regulation is alone admissible.

Note (3) : Regulation 41 should be applied only when all road journeys in a day are performed in hired conveyance on the authorisation of the head of the office. The mere fact that travelling in a portion of the journey is expensive should not ordinarily justify the grant of actual expenses for hiring a conveyance for that portion of the journey and travelling allowance under the ordinary regulation for the remainder. Special cases of hardship will however, be dealt with the Board on merits.

Note (4) : Daily allowance is admissible to an employee in addition to the claim under this regulation.

42. Actual expenses on leaving camp and proceeding on duty :

- (a) An employee of any of the grade I to III may, for a journey on tour by railway draw, in lieu of what is admissible under regulation 24 and 25 for a journey by railway, the actual cost of transport of himself, his private luggage and conveyance subject to the restrictions prescribed in the following clauses.
- (b) The maximum amount admissible on account of the actual cost of transport of an employee by railway shall be a single fare of the class to which he is entitled.
- (c) For private luggage the actual railway charges shall be admissible subject to the following maximum scale :

| Grades of Employee | Maximum weight of private luggage |
|--------------------|-----------------------------------|
| I | 200 Kgs. |
| II | 120 Kgs. |
| III | 60 Kgs. |

- (d) An employee may draw the actual cost of transporting at owner's conveyances subject to a maximum of the scale prescribed below and a bicycle in addition to a motor conveyance where the latter is admissible. If however, the journey by rail is one of less than 48 kilometers, only the cost of transporting one bicycle shall be admissible. The actual cost of transport will include in the case of a motor car, the cost of transporting one Chauffeur or cleaner, a II class fare being admissible in each case :-
 - (1) All Class-I and class-II Employees on a pay exceeding Rs. 1490/- (1984 scale) and whose pay scale is in the grade of Assistant Executive Engineer and above and in whose name the motor car is registered. One Motor Car
 - (2) Employees whose pay scale is in the grade of Junior Engineer Grade II and above and in whose name the vehicle is registered. One Motor Cycle/Scooter
 - (3) Other employees in Class-III and IV Service who are required to maintain a bicycle. One Bicycle.

Note (1) : The transport of a motor car at Board expenses for mere station work is not ordinarily admissible. The transport of a car will be justified only on occasions when an employee has to halt for a fairly long time in camp and perform on duty several journeys which would not entitle him to any mileage but which might give him a reasonable claim for reimbursement of actual expenses by the Board under regulation 42 (a) or for a hiring of a car at Board expenses, for example in the case of an employee who has to investigate a big and complicated case, which necessitates a large amount of running about and it is necessary for him to have a car always ready to meet urgent calls.

Note (2) : A motor bicycle or scooter with or without a side-car shall not be treated as bicycle for the purpose of regulation 42 (d).

- (e) Claims preferred under this regulations in respect of journeys by railway shall be supported by receipts granted by a railway in cases in which receipts can ordinarily be obtained. Other claims will be admitted on the certificate of the employee.
- (f) An employee entitled under clause (d) to receive the actual cost of transporting a car with a chauffeur or cleaner, may instead hire a car at the expense of the Board for journeys made in the interest of service and draw travelling allowance under regulation 45 treating the hired car as a conveyance provided by the Board.

Provided :-

- (i) that the employee owns a Car.
- (ii) that he makes a journey by rail during the tour before hiring a car.
- (iii) that the cost of the hire of the car with the allowance drawn under regulation 45 (a) shall not exceed what would be the cost of conveying the employee's car under clause (d) of this regulation plus any mileage allowance which would be admissible for the journeys in the hired car if made otherwise than by a conveyance provided by the Board.

Note (1) : In scrutinizing claims under clause (f) countersigning officers should see that cars are not hired unnecessarily and that the rates of hire are not excessive.

Note (2) : An employee making a claim under clause (f) must certify on his bill :-

- (a) that he owns a car;
- (b) the amount that would be the cost of conveying his car under clause (d).
- (c) the amount of the mileage that would be admissible for the journey in the hired car if made otherwise than in a conveyance provided by the Board.

Note (3) : This regulation is applicable only to journeys performed on tour, not to journey for which travelling allowance as for journeys on tour is admissible under these regulations.

Note (4) : If it is necessary for an employee to interrupt a tour returning to headquarters he may while at headquarters hire a car at Board's expense as though he was on tour the provisos in clause (f) of this regulation will then apply.

Note (5) : When deciding whether to convey his car under clause (d) or to hire a car under clause (f) of regulation, an employee is required to consider the probable cost of either course and to choose that which is likely to be more economical to the Board. Countersigning officers when passing a claim under clause (d) or (f) of this regulation should certify as follows :-

"I consider that it was reasonable for the claimant to except that a claim under clause (d)/(f) of regulation 42 should be more economical than claim under regulation 42 (f)/(d).

Note (6) : The regulation regulating the grant of travelling allowance for journeys by a conveyance provided at the expense of Board apply to journeys made in a hired motor car under this regulation.

43. Actual expenses for journey by road :

(a) When an employee in grade I or II makes a journey by road for which under clause (a) of regulation 18 he would be entitled to draw mileage allowances and employees hired motor transport for the conveyance of his luggage in addition to utilizing his own motor car or motor cycle or scooter for the journey, he may draw the actual expense of the motor transport so hired subject to a maximum of the ordinary mileage allowance for his grade and may, in addition, draw 18 paise or 6 paise per kilometer in consideration of the use of his own motor car or motor cycle or scooter, as the case may be, for the journey. The claim for actual expenses for the hired motor transport shall be supported by vouchers.

(b) The maximum amount that can be claimed under this regulation will ordinarily be limited to what may be admissible for a journey of 48 kilometers. In exceptional cases, the controlling authority may, by an order in writing stating the reason and Board's interest served, sanction for journeys of more than 48 kilometers the amount admissible under clause (1) for the full distance travelled, if it is shown to his satisfaction that Board's interest has been served of sufficient importance to justify the additional expenditure so involved, and in cases where a travelling allowance bill does not require the counter signature of a controlling authority, the claim shall be accompanied by a certificate setting out clearly the Board's interest served by the long march.

44. Actual expense for journey by boat other than ordinary passenger boat :

The Board or in the case of an employee subordinate to him, the Chief Engineers concerned may, by general or special order, permit any employee or class of employees to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these regulations.

Note: The Chief Engineer concerned is not authorised, to grant conveyance charges to employees in Class I and II Service under his control who are required to attend office on holidays and out of office hours in the exigencies of service.

Section X - Journeys by conveyances provided by Board

45. Journeys by conveyances provided by the Board : Except where otherwise expressly provided when an employee uses on a journey a borrowed conveyance or a means of locomotion provided at the expense of the Board and does not pay the cost of its use and propulsion he is entitled to travelling allowance as follows :-

(a) If he is an employee holding posts in the categories mentioned below or if he has not to provide separate conveyance at his own expenses for his luggage, he may draw daily allowance of his grade.

- | | |
|---------------------|---------------------------|
| (1) Office Helper | (5) Sweeper |
| (2) Duffadar | (6) Gardener |
| (3) Nursing orderly | (7) Watchman |
| (4) Sanitary worker | (8) Blue Printer II Grade |

(b) If he, not being an employee in the categories mentioned in (a) above, has to provide a separate conveyance at his own expense for his luggage, he may draw, in addition to the allowance admissible under clause (a), the cost of transporting them provided that such cost together with the daily allowance should not exceed one-half fare of the class by which he is entitled to travel in the case of a journey by rail and half the mileage allowance in the case of a journey between places not connected by rail.

(c) An employee of any of the Grades I to III may at his option, draw the allowance admissible under regulation 42 in lieu of that admissible under clause (a) or clause (b) above for a journey by railway.

(d) When an employee performs a journey on transfer in a conveyance provided by the Board he may draw the allowance admissible under Regulation 60.

Note (1) : The half daily allowance to meet expenses on portage, etc., is not admissible in the case of journeys performed by conveyances provided by the Board.

Note (2) : In the case of journeys in special localities (including transit days) mentioned in Annexure II an employee may draw enhanced daily allowance as admissible under regulation 40, subject to the provisions contained in Note (5) read with Note (6) under Annexure II.

Note (3) : The restriction in regulation 54 to recover the actual amount which an employee may spend on payment of tolls will not apply in the case of journeys on tour under this regulation. Such charges should, however, be claimed in contingent bills.

Note (4) : This regulation applies to an employee who travels in a borrowed conveyance free of charge.

Note (5) : The term "means of locomotion" occurring in this regulation includes bi-cycles.

Note (6) : No daily allowance is admissible in the case of an employee who performs more than one journey within a period of 24 hours of leaving the headquarters, if the period of absence from headquarters in respect of each of the journey is less than 6 hours.

46. Deleted.

47. When an employee is allowed free transit by air in a machine chartered by the Board for the purpose, he may draw only the daily allowance of the

Section XI. Journeys on Tour

48. Fixing of headquarters: The headquarters of an employee shall ordinarily be within his sphere of duty. The Board may define or alter the limits of the sphere of duty of any employee.

Note: The Chief Engineer (Personnel) is empowered to fix or alter the headquarters of employees of and below the rank of Executive Engineers within their sphere of duty provided that the exercise of that power does not involve in any extra expenditure to the Board.

49. Tour—Defined:

- (a) An 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 Board will decide whether a particular absence is absence on duty.
- (b) The authority specified in columns (3) and (4) of the Table below shall be the authority competent to approve tour programmes of and permit the employees specified in the corresponding entries in column (2) to perform tours, within and outside Tamil Nadu, provided that foreign tours shall be undertaken with the prior approval of the Board :-

TABLE

| Office (1) | Level of Officers (2) | Authority for approving the tour programme and permitting tours | |
|---|--|---|--|
| | | Within Tamil Nadu (3) | Outside (4) |
| A. Generation/Transmission | | | |
| 1. Pre-bid inspection of Supplier's works | Executive Engineer | Superintending Engineer | Chief Engineer |
| 2. Inspection during manufacture of generating equipments, power transformers, Switchgear, Under Ground Cables. (Chief Engineer concerned will decide the appropriate stage of manufacture when inspection is necessary). | Superintending Engineer (in specific cases) Executive Engineer/ Assistant Executive Engineer. | Chief Engineer Chief Engineer | Member concerned Chief Engineer |
| 3. Type Tests : -Upto 110 KV. | Assistant Engineer/Assistant Executive Engineer | Superintending Engineer | Chief Engineer |
| -230 K.V. & above | Executive Engineer/ Superintending Engineer and Assistant Engineer | Chief Engineer | Member concerned |
| 4. Acceptance Tests & Routine Test -Upto 110 K.V. | Assistant Executive Engineer or Assistant Engineer | Superintending Engineer | Chief Engineer |
| -230 K.V. & above | Executive Engineer Asst. Executive | Superintending Engineer | Chief Engineer |

| Office (1) | Level of inspecting officers (2) | Authority for approving the tour | |
|---|---|------------------------------------|-------------------------------|
| | | within Tamil Nadu (3) | Out side Tamil Nadu (4) |
| 5. Witnessing Repairs "Chasing during manufacture of spares/equipments. Collecting emergency spares from manufacturers. (Chief Engineer concerned will decide the appropriate stage of manufacture or repair when it is necessary to depute the Board's Officer for follow up). | Assistant Executive Engineer/ Executive Engineer | Chief Engineer | Chief Engineer |
| B. Protection and communication | | | |
| 6. (i) Witnessing of Testing of relays, instruments and repairs | Executive Engineer Assistant Executive Engineer | Superintending Engineer | Chief Engineer |
| (ii) Testing of relays and instruments at sub-stations, Power Houses of Tamil Nadu Electricity Board. | Assistant Engineer/ Assistant Executive Engineer | Assistant Executive Engineer | Chief Engineer |
| | Assistant Executive Engineer | Executive Engineer | Chief Engineer |
| | Executive Engineer | Superintending Engineer. | Chief Engineer |
| 7. Taking instruments to and from manufacturer's works. | Assistant Executive Engineer/ Assistant Engineer | Superintending Engineer | Chief Engineer |
| C. Materials Management | | | |
| 8. Pre-bid factory inspection of suppliers works. | Executive Engineer | Superintending Engineer | Chief Engineer |
| 9. Inspection during manufacture of all distribution materials and equipments. | Assistant Executive Engineers/ Executive Engineers. | Superintending Engineer | Chief Engineer |
| 10. Type test Acceptance tests and routine tests at Manufacturer's works. | Assistant Engineer/ Assistant Executive Engineer | Superintending Engineer | Chief Engineer |
| 11. Strip tests for Distribution Transformers. | Committee comprising of one Executive Engineers/O&M, Executive Engineer/ General and Assistant Executive Engineer/ Special Maintenance from Circle. | Superintending Engineer | Chief Engineer |
| D. Civil Works | | | |
| 12. Inspection of Buildings | Assistant Executive Engineer | Superintending Engineer | Chief Engineer |

| (1) | (2) | (3) | (4) |
|---|---|---|--|
| E. Distribution Circle | | | |
| 13. All equipments | Assistant Executive Engineer/ Executive Engineer/ Superintending Engineer (in specific cases) | Superintending Engineer Chief Engineer | Chief Engineer Member concerned |
| F. Head Quarters Offices | | | |
| 14. a. Secretariat Branch | Officer of the rank of Superintending Engineer and below. | Secretary | Chairman |
| b. Secretariat Branch Vigilance Cell | Officer of the rank of Superintending Engineer and below. | Inspector General of Police (Vigilance) | Chairman |
| 15. Administrative Branch | Officer of the rank of Superintending Engineer and below. | Chief Engineer/ Personnel | Chairman |
| 16. Accounts Branch | Officer of the rank of Superintending Engineer and below. | Chief Financial Controller | Accounts Member |
| 17. Audit Branch | Officer of the rank of Superintending Engineer and below. | Chief Internal Audit Officer | Chairman |
| 18. Technical Branch | (a) Officers of the rank of Superintending Engineer and below in Offices other than Stores Inspection Circle. | Chief Engineer | Member (Generation) or Member (Distribution) as the case may be. |
| | (b) Officers of the rank of Superintending Engineer and below in Stores Inspection Circle. | General Superintendent | Member (Generation) or Member (Distribution) as the case may be. |

Note 1: Tours in respect of the following shall however be undertaken only with the prior approval of the Chairman.

- a) Tours of Inspector General of Police (Vigilance), Secretary, all Chief Engineers, Chief Financial Controller and General Superintendent **outside Tamil Nadu** for any official purposes.
- b) Tour of all Officers outside the State deputed for special duties like attending Seminars, Workshops, Training Courses, Study tours of other generating Stations/ Sub-Stations/Control Centres etc.

Note 2 : An employee placed in full charge of another post or in charge of the current duties of another post in addition to his own, may, when visiting the second office on duty, be allowed travelling allowance as on tour.

Note 3 : **To give evidence in a court of law** : The sanction of the competent authority is not necessary to the journey of an employee who is summoned to a place outside his State by a court of law to give evidence in his official capacity.

Note 4 : An employee permitted under this regulation to proceed to any place on duty may take with him such records as are absolutely necessary for the efficient discharge of his duties. As regards the establishment to be taken, specific orders of the authority competent to sanction the journey beyond jurisdiction have to be obtained in each case.

50. Travelling allowance admissible on tour : The travelling allowance drawn by an employee on tour, will, unless otherwise expressly provided in these regulations, be the daily allowance, Air fare, Railway fare, fare for a regular Public Motor Service Mileage Allowance and allowance for incidental expenses to which he is entitled.

NOTE : Journeys on casual leave : Employees may, in the course of their official tours, be permitted to avail themselves of casual leave or holidays or both in a particular place upto a maximum of five days at a time either immediately before or after the period of official duty and draw travelling allowance for both the forward and return journeys.

51. Omitted

52. Omitted

53. Radial jurisdiction from headquarters for drawal of travelling allowance :

No journey is reckoned as a journey on tour that does not reach a point outside a radius of more than 8 KILOMETERS from headquarters. But an employee travelling on duty within 8 kilometers of his headquarters is entitled to recover the actual amount which he may spend in payment of ferry and other tolls and fares for journeys by railway or other public conveyance.

NOTE (1) : This regulation will not apply in respect of claims for journeys as on tour under regulation 45.

NOTE (2) : A journey performed within the limits of Municipal corporations like Chennai, Madurai, Coimbatore, etc., though it may exceed 8 kilometers, will not be treated as a journey on tour.

Section-XII—Journey of a Newly Appointed Employee to Join his First Post

54. Travelling Allowance for Journey to join first post in Board's Service :

Except as otherwise provided in these regulations, travelling allowance is not admissible to any person for the journey to join first post in Board's service without the special sanction of the Board.

NOTE : When retired employees are re-employed after an interval after retirement and posted to stations other than those where they last served, the working principle for the grant of travelling allowance should be to apply regulations 65 to 67 according to the circumstances of the case. i.e., when the interval between an employee's retirement and re-employment does not exceed 6 months, regulations 65 should be applied and where the period exceeds 4 months, regulation 67 should be applied.

55. Travelling allowance for journey to join Board's service on reappointment:

When a permanent employee, who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is reappointed to Board's Service, the authority which sanction his re-appointment may permit him to draw travelling allowance for so much of his journey to join his new post as falls within India.

The rate of travelling allowance admissible under the above regulations is that of the grade to which the employee will belong after joining his post, but no allowance may be drawn for halts.

Section XIII-Journeys on Transfer

56. Journeys on transfer :

- (a) Travelling Allowance may not be drawn by an employee on transfer from one station to another unless he is transferred in the interests of the administration. A transfer at his own request should not be treated as a transfer in the interest of the administration. The Board may, in any case of overstayal of joining time reduce the travelling allowance by not more than 50 per cent of the amount that would otherwise be admissible. In the absence of an order reducing the travelling allowance as aforesaid, travelling allowance shall be paid in full.

Note : No transfer travelling allowance is admissible to an employee in cases where no change of residence is actually involved consequent on his transfer.

A transfer at the employee's own request in the nature of reversion to his parent office to join higher post on promotion shall not be treated as a request transfer but one on public interest.

- (b) Unless in any case, it is otherwise expressly provided, an employee is entitled for a journey on transfer, to the following privileges :

Note : (1) Omitted

Note : (2) The Chief Engineer is empowered to sanction payment of travelling allowance on transfer to employees under his control who have overstayed joining time.

Note : (3) When an employee is transferred otherwise than in the interests of the administration, a copy of the order of transfer should be sent to the Audit Officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement, the Audit Officer shall assume that the employee has been transferred in the interest of the administration.

In the case of employees in Class III and IV Service, a certificate from the head of the office will be accepted in lieu of the copy of the order of transfer.

Note : (4) The travelling allowance of an employee; for a journey on reversion from foreign service, should be borne by the foreign employer even in the cases where the employee proceeded on leave before actually joining duty under the Board and the competent authority has decided that the reversion shall take effect from the date of proceeding on leave.

Note : (5) The travelling allowance of an employee on first appointment to a newly created post in foreign service and travelling allowance for his return journey when the post is abolished or the duty completed are recoverable from the foreign employer but not the travelling allowance for interchange of employees made for the convenience of Board's service.

Note : (6) The intention of clause (a) of this Regulation is that in all cases of overstayal of joining time, travelling allowance is admissible irrespective of whether the journey was performed during the period of admissible joining time or during the period of overstayal. In all cases of overstayal of joining time however the question of payment of transfer travelling allowance will be decided by the Board and in suitable cases the Board may reduce the travelling allowance by not more than 50 percent.

Note : (7) In cases where both husband and wife are in the Board'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, transfer travelling allowance will not be admissible to both of them as independent employees of the Board, either of them may claim transfer travelling allowance, the other being treated as a member of his/her family not in the Board's employment on furnishing the following certificate:

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

Note : (8) In cases where both the husband and wife are in the Board's employment and are transferred at the same time or within six months of his/her transfer from one and the same station to two different stations and in cases where both the husband and wife are transferred to one and the same station from two different stations, at the same time or within six months of transfer of either Travelling Allowance for the transport of personal effects may be paid to both of them as independent employees.

Note: (9) In cases where one of the spouse is in the employment of Tamil Nadu Electricity Board and the other is in the State/Central Government or Public Sector Undertakings and if both are transferred at the same time or within six months before or after the employee's transfer from one and the same old station to one and the same new station, Transfer Travelling Allowance shall be admissible to only one of the spouse, treating the other as a member of the family subject to the condition, that the spouse had not received/will not receive Transfer Travelling Allowance from his/her employer on his/her transfer to the same place, where the Board employee is transferred within six months before or after the employee's transfer, and the grade will be determined in accordance with the rules applicable to the claimant. For this purpose, in case, the claimant is a Board employee; he/she should furnish a certificate in the Transfer Travelling Allowance Bill that his/her spouse working in.....has not prefer any Transfer Travelling allowance claim in respect of the journey from his/her organisation.

Note: (10) The wife of an employee will be treated as residing with him at the time of the transfer of the husband, even if she had already been transferred from the place of old headquarters unless judicially separated provided of course that she is not entitled to travelling allowance for the journey undertaken previously by her under the rules applicable to her.

57 (i) Fares of admissible to an employee on Transfer for journeys by Rail :

- (a) An employee may draw a single fare for himself of the class, the lower of the class he is entitled to travel and the class by which he actually travels. If he travels by the class he is entitled to, he may draw a single fare for himself of that class.

Note: (1) If the motor car or motor cycle/scooter which an employee on transfer is entitled to transport at the expense of the Board under regulation 57 (iv), is transported by its own propulsion on road between two places, the distance between which does not exceed 130 kilometers and if the employee or any member of his family travels in it (i.e. his own conveyance) no charge is admissible either for the transport of himself or any member of his family so travelling. If the distance between the two stations is more than 130 kilometers, the charge for the transportation of the conveyance by its own propulsion shall have at the rate of Rs. 1.30 a kilometer for a motor car and 65 paise a kilometer for a motor cycle/scooter under Regulation 59(iii). No charge is admissible for the journey of an employee or any member of his family travelling in that conveyance under Regulation 59(i)(a)(1).

Note (2): When a journey is performed by a motor car between two places connected by a railway and it is not covered by note (1), the charge should be limited to what would have been admissible had the employee travelled by rail.

Note (3): If, however, the employee performs his journey in a motor car hired to transport the members of his family, the claim is not admissible under the preceding Note but under note (b) under Regulation 59(ii).

Note (4): When a journey is performed by a regular public motor service between places connected by a railway, the charge shall be the actual bus fare or the charge that would have been admissible had the journey been performed by rail, whichever is less.

Note (5): An employee on transfer should be paid at the rate corresponding to the train by which he actually travelled whether it was mail, express or ordinary. Whenever mail fares are claimed in such cases, the employee concerned should furnish a certificate to the effect that he actually travelled by mail/express train.

- (ii) **Fares admissible for family of an Employee :** He may draw one 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 are actually paid. The fare shall be of any classes of accommodation, but not higher than that admissible to him.

The fare shall be of any classes of accommodation, but not higher than that admissible to him.

Note (a) : Between two places connected by a railway, an employee may be permitted to draw actual hire charges paid for a motor car hired to transport the members of his family or in respect of each member of his family for whom travelling allowance is admissible, actual bus fare paid (which should be supported by the production of tickets or a certificate of actual payment) limited to the amount which would have been admissible had the journey been made by rail. If the hire charges so paid are less than the amount admissible had the journey been undertaken by rail, the claim should be limited to the actual hire charges. The claim to personal effects will be regulated by Regulation 57(iii).

Note (b) : In the case of an employee performing the journey in a motor car hired to transport the members of his/her family, the claim shall be determined as follows :-

If the hire charges are more than the admissible claim in respect of the members of his family had they travelled by rail, then the difference between the hire charges and such admissible claim shall be allowed in respect of the employees subject to the condition that the entire claim of the employee and the members of the family under this regulation supported by proper vouchers should be limited to the amount which would have been admissible had all of them performed the journey by rail. If the hire charges so paid are equal to or less than such admissible claim, then the claim shall be limited to the actual hire charges.

Note (c) : In respect of journeys performed by the members of the family of an employee on transfer, between two places connected partly by rail and partly by road, the claim should be regulated as below :-

| Mode of conveyance (1) | Claim admissible (2) |
|--|--|
| 1. Hired motor car | Actual hire charges paid, limited to what would have been admissible had the journeys been performed by rail and road. |
| 2. Public conveyance | Actual bus fare paid (which should be supported by vouchers) in respect of each member of the family for whom travelling allowance is admissible, limited to what would have been admissible had the journeys been performed by rail and road. |
| 3. Borrowed conveyance for which propulsion charges are met by the employee. | Actual expenses incurred on the propulsion charges of the conveyance or what would have been admissible by the journeys been performed by rail and road, whichever is less. |

Note (d) : As the regulation requires the actual payment of railway fare in the case of the family, an employee on transfer cannot claim railway fare for any member of his family, who performs the journey by his/her own motor car between two places connected by a railway.

Note (e) : When an employee travels by rail by a route other than the shortest wholly in a class of accommodation lower than that to which he is entitled, the rail fare for himself will be limited to the fare of the class in which the journey was actually performed and for the shortest distance. If, however, a portion of the journey by a route other than the shortest is performed in the class to which he is entitled, there is no objection to the fare of that class being allowed for the portion of the journey limited to the distance by the shortest route. The fare for the remainder of the distance, if any, by the shortest route will be limited to the fare of the class that is admissible to him or, in case he travelled by a lower class, that of the lower class.

These principles will also apply to claims on account of members of the employee's family.

(iii) **For Transport of Personal effects** : He may draw the actual cost of transporting at owner's risk by goods train, personal effects upto the following maximum :-

| Grades of employees (1) | Maximum number of kilograms (2) |
|----------------------------|------------------------------------|
| I | 4,500 |
| II | 2,000 |
| III & IV | 1,000 |

He may also claim the actual cost of transport by passenger train of a portion of his personal effects upto the maximum prescribed below, out of the total number of kilograms permissible.

| Grades of employees (1) | Maximum number of kilograms that can be carried by passenger train at Board's cost (2) |
|----------------------------|---|
| I | 200 |
| II | 75 |
| III & IV | 40 |

If he carries personal effects by passenger train beyond these maxima, he may draw the actual cost of carriage upto the amount that would have been admissible had he taken maximum number of kilograms by goods and passenger trains as prescribed above.

The claim under this regulation should be restricted to what would have been admissible had the personal effects been transported by passenger and goods trains upto the maximum limits allowed under each.

Note (1) : Claims will be admitted only on production of vouchers and on a certificate that only goods belonging to the employee and his family were carried.

(2) Where out agency facilities exist, the claim for transport of personal effects shall be limited to the amount which have been charged by the railway, had the personal effects been transported by such out agency at owner's risk.

(3) Controlling officers may permit an employee, who, for valid reasons, carries his personal effects by road between stations connected by rail, to draw actual expenses upto the limit of the amount which would have been admissible had he taken the maximum number of kilogram by goods train. In cases where transport companies are available for the transport of personal effects, the claim for the actual expenses should be further limited to the amount charged by the company at owner's risk. For this purpose, 'transport companies' shall mean lorry transport services which regularly ply for the conveyance of goods.

The following certificates should be furnished with travelling allowance bills in cases falling under this note :

Certified that, for valid reasons, the personal effects were carried by road and that the sum of Rs..... claimed in the bill represents the expenses actually incurred there for, and is limited to the amount that would be admissible had the maximum number of kilograms been taken by goods train at the rate of Rs..... (here specify goods rate @ a Kilogram).

"Certified also that the claim is further limited to the amount charged by the transport company at owner's risk.

Controlling officers may also permit an employee, who, for valid reasons; carries his personal effects partly by road and partly by passenger train between stations connected by rail, to draw actual expenses up to the limit of the amount which would have been admissible, had he taken the maximum number of kilograms by passenger and goods trains up to the maximum limits allowed under each.

The following expression shall be added, namely :

"When personal effects are carried by an employee by road and when he claims reimbursement of railway expenses, it should be allowed by restricting the claim by adopting the shortest Railway route".

(4) If personal effects are actually carried by a transport company, the receipt granted by the company should be attached to the bill in support of the claim.

Employees whose travelling allowance bills do not require to be countersigned by controlling officers may draw actual expenses under note (3) subject to the production of the certificate prescribed in it.

(5) When employees entitled to the benefits of this regulations are compelled to send their personal effects by passenger train owing to the railways having closed goods traffic at the time of their transfer, they should be allowed a reimbursement of the actual cost of transport within prescribed limits of weight, subject to the following conditions :

- (a) the concession will hold good as long as there are special restrictions on the conveyance of goods by railways; and
 - (b) The claims should be supported by a certificate obtained from the railway station Master or assistant Station Master to the effect that ordinary booking by goods train was suspended at the time when the goods were brought to rail.
- (6) (i) A claim under this Regulation is subject to the fulfillment of all the following requirements.
- (a) a certificate from the employee as to his possession of the personal effects at the time he received authoritative intimation of the transfer or he handed over charge at the old station; and
 - (b) their transport to the new station subsequent to such authoritative intimation of transfer and within three months of the employee's report for duty there.
- (ii) It is not intention to require that the personal effects should be at the old station.
- (iii) The concession of drawing the cost of transport of personal effects to a place other than the new station, allowed by the last sentence of regulation 62 is admissible irrespective of whether an employee sends his personal effects to the station to which he sends his family or to any other station.

(7) Claims under clauses (iii) to (vi) of Regulation 57 should be supported by a certificate attached to the travelling allowance bill to the effect that the employee was actually in possession of the personal effects or conveyance at the time of the journey in respect of which the travelling allowance is claimed.

(8) Milk cows and pet animals are personal effects. The only conveyances which cannot be treated as personal effects are those of the classes for the transport of which the regulation provided separately.

(9) If an employee can and does transport a motor car, he cannot claim the charges of transport of any other conveyance as part of personal effects. If under the Regulations, an employee is not entitled to the free transport of a conveyance in addition to personal effects, he can transport a conveyance as part of his personal effects subject however, to the condition that he produces vouchers in regard to the expenditure incurred on the transport of the conveyance or when it is transported under its own power, certificates to the actual expenses incurred thereon and restricts the total claim to the limits imposed in Regulation 57 (iii). An employee entitled to the free transport of a motor cycle/Scooter with or without a side car, but who maintains a motor car, can transport it as part of personal effects, provided he forgoes the claim for the transport charges of the motor cycle/Scooter with or without a side car. He cannot however recover for transporting a car an amount equal to the cost of carriage of motor cycle/Scooter under note (3) to clause iv below and also set off the balance against the deficiency, if any, under personal effects.

The claim under this Note should be supported by specific certificates from the controlling officers that the amounts claimed have been scrutinized by them and found reasonable.

(10) In cases where an employee is transferred from station A to station B and within a period of six months of such transfer is again transferred to another station C, he may be allowed the cost of carriage of personal effects from Station A to station C subject to the conditions (1) that 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 regulations and (2) that the total cost transporting the effects from station A to station B, from Station B to Station C does not exceed the amount admissible from station A to station B plus that admissible from station B to station C.

(11) The mileage contemplated under regulation 59 (ii) in respect of the road portion of the journey to and from railway station will not be admissible in the case of a claim preferred under note (3) to Regulation 59 (iii).

(12) It is not the intention that the permission of the controlling officer required under note (3) should be obtained in advance and prior to the transport of the personal effects. No separate written permission of the controlling officer is necessary as, by countersigning the travelling allowance bill, he is deemed to have signified his permission.

Delegation under Regn. 57 (iii). The Chairman is empowered to fix lower maximum for personal effects.

(iv) **For transporting Conveyance etc -:** He may draw the actual cost of transporting at owner's risk by passenger train, conveyance on the scale and subject to the restrictions prescribed below provided that the distance travelled exceeds 130 kilometers.

- | | |
|---|----------------------------|
| (a) All employees in class I and II Service on a pay exceeding Rs. 1490 (1984 scale) and whose pay scale is in the grade of Assistant Executive Engineer and above and in whose name the motor car is registered. | One Motor Car |
| (b) Employees whose pay scale is in the grade of Junior Engineer Grade II and above and in whose name the vehicle is registered. | One Motor Cycle/Scooter |
| (c) Other employees in Class III and IV Service who are required to maintain a bi-cycle. | One bi-Cycle |

Note : (1) An employee transferred from one post to another included in the above list is eligible to claim the cost of transporting the conveyance appropriate to the lower post.

Note : (2) An employee may carry a conveyance, the cost of transport of which is less than that of the conveyance to which he is entitled but he will not be permitted to charge at the same time for the carriage of two or more conveyances of a similar nature, e.g., a motor car and a motor cycle/Scooter, two motor cycles/scooters, a motor cycle/Scooter and a bi-cycle.

Note : (3) An employee mentioned in item (b) of the above list may, if he incurs the cost of transporting a motor car in lieu of a motor cycle/scooter, recover an amount equal to the cost of transporting a motor cycle/scooter.

Note : (4) The restriction in regard to the type of conveyance which an employee is permitted to transport at Board's expense under this Regulation will be strictly enforced. The fact that he has been maintaining conveyance of a higher type (e. g., a motor car instead of a motor / cycle / scooter with sidecar) will not make him eligible for drawing the cost of transporting that conveyance.

Note : (5) When the conveyance is transported by road the claim shall be in accordance with Regulation 59 (iii) and note (1) under Regulation 57 (i)

Note : (6) In the case of a return ticket taken for a conveyance, the term "actual cost" in the above Regulation should be taken to be half the return ticket when claim for a journey in one direction alone is admissible under the Regulations.

Note : (7) (a) The cost of transport of a motor car is admissible only by the shortest route as defined in Regulation 16 (a) even if (e. g.) via Chennai [central and Chennai (Egmore)] the railways do not book cars through by that route.

(b) When a car is taken by a route which is cheaper than the shortest, the cost of transport should, under Regulation 16 (b) be allowed only by the route actually used.

Note : (8) Claims under this regulation for the actual cost of transporting a conveyance should be supported by the receipts granted by the railway for the amounts actually paid.

(v) In the case of a motor car, the cost of transporting a chauffeur or cleaner may also be drawn.

Note : (1) Railway fare for a chauffeur can be admitted only if the cost of transport of the car is claimed and admitted and the chauffeur performs the journey between the places between which the car is transported.

Note : (2) The travelling allowance under clause (iii) to (v) of this regulation may be drawn only for personal effects or conveyance actually in the possession of the employee

at the time when he receive authoritative intimation of the transfer or when he hands over charge at the old station, provided that, if the employee sells any such conveyance and replaces it either before or at the time of the journey from the old station to the new station, he may, subject always to the scale prescribed in clause (iv) above be allowed the cost of transport to the new station subject to a maximum of the cost of transport from the old to new station. Admission of such claim will be subject to the condition that the transport was subsequent to the date on which the employee had authoritative intimation of the transfer and was completed within six months after the date, on which he reported himself for duty at the new station. Where the journeys of the employee and of his family and the transport of personal effects take place on different dates, the three months time limit for claiming of travelling allowance shall apply to each journey and to the transport of personal effect separately and the employee may present supplemental travelling allowance bills.

Note (3): The condition that transport of personal effects and conveyances should be subsequent to the receipt of authoritative intimation of transfer does not apply to claims arising under Regulations 65 and 67. These claims can be admitted if the personal effects and conveyances are in the possession of the employee at the time of receipt of authoritative intimation of transfer, even though they are transported from the old station to another place before the receipt of such intimation, provided the transport charges do not exceed in amount what would be admissible for the transport of personal effects and conveyances from the old station to the new by the cheapest, route and the claims are supported by proper receipts.

Note (4): Claims under this Regulation can be admitted in cases where the conveyance is transported to the new station from a place other than the old station, provided the transport charges do not exceed what would have been admissible for its transport from the old station to the new station by the shortest route and it is certified that it was in the possession of the employee at the time of transfer.

(vi) **Drawal of Daily allowance for self and family:** He may draw for himself and for each member of his family daily allowance on the scale prescribed below :-

| Duration of the journey from the old to the new station | Daily allowance admissible | |
|---|--|------------------------------|
| | For Self and for each adult member of the family | For each child of the family |
| (1) | (2) | (3) |
| 1. For journeys upto 24 hours duration. | Full rate | Half rate |
| 2. Fraction of journey time in excess of 24 hours | | |
| (a) Upto 6 hours | Nil | Nil |
| (b) 6 to 12 hours | Half rate | One-fourth rate |
| (c) More than 12 hours | Full rate | Half rate |

Note (1): The "rate" in this Regulation means the rate of daily allowance admissible to his grade under Annexure I.

Note (2): Daily allowance may be drawn for the employee and each member of his family, though the journey between two places connected by a railway is made in his own motor car or motor cycle/scooter.

(vii) **Drawal of Incidental Charges:** He may when the journey on transfer is to a place at a distance of 160 kms. or more draw an amount equal to one half of daily allowance for which he is eligible at the rate applicable for stay in Guest House or by private arrangement shown in Column 7 or 10 of the Schedule to Annexure-I to compensate expenses at each end for portage and other expenses involved in the journey.

Note: The claim under this Regulation is admissible only for the employee and not for any member of his family.

(viii) **Drawal of Lump-sum allowance:** He may draw a lump-sum allowance according to the following scale, to compensate the expenses on packing and loading of personal effects at one end and their unloading and unpacking at the other end as well as the unquantifiable expenses in consequence of transfer :-

(a) If personal effects are actually transported :

| Grades of employees (1) | Distance between the old and the new stations | | |
|----------------------------|---|--|-----------------------|
| | 8 kms. and less (2) | Beyond 8 kms. but not exceeding 60 kms. (3) | Beyond 60 kms. (4) |
| | Rs. | Rs. | Rs. |
| I | Nil | 300 | 500 |
| II | Nil | 225 | 400 |
| III | Nil | 150 | 275 |
| IV | Nil | 75 | 150 |

Note: 1. This allowance is admissible only if the personal effects are actually transported and a claim for the transfer of personal effects is included in the bill. Otherwise, the transfer grant shall be regulated as under clause (b).

(b) If personal effects are not actually transported, one half of the allowance admissible under clause (b).

Note: 2. For journey on transfer outside the State, the rates of lumpsum shall be doubled.

58. For Journeys by air :- An employee who travels by air on transfer, or who sends his family by air on transfer, may draw the same travelling allowance as that to which he would have been entitled if he or his family had travelled by rail.

If he takes his personal effects by air between two air ports nearest to his old and new stations, he may draw the actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by goods train, or road as the case may be, subject to the prescribed maximum number of kilograms.

59. For journeys by road : (i) An employee can draw for himself and for the members of his family mileage on the scale prescribed below :

(a) In case he is entitled to a claim under Regulation 57 (iv) for transport of a conveyance

(1) When he and the members of his family travel by that conveyance between places either connected by a railway or regular public motor service in whole or in part or not—No mileage.

(2) When he and the members of his family travel by any other conveyance between places not connected by a railway or regular public motor service (i) Twice the mileage to which his grade entitles him under annexure I for self, and (ii) one extra mileage if three members of his family accompany him and another extra mileage if more than three members of his family accompanying him, in case he is of grade I or II and one extra mileage if two members of his family accompany him and another extra mileage if more than two members of his family accompany him, in case he is of any grade other than Grade I and II.

(b) In case he is not entitled to a claim under Regulation 57 (iv) for transport of a conveyance, when he and the members of his family travel by any conveyance between places not connected by a railway or regular public motor service—mileage on the scale prescribed by sub clause (a) (2).

Note (1) : In a case covered by sub clause (a) (1), mileage is admissible for the transport of the conveyance under clause (iii) of this Regulation.

(2) When a journey is performed by a regular public motor service between places not connected by a railway, the charge shall be the actual fare paid for the employee and the members of his family. In addition, daily allowance prescribed by clause (iv) may be drawn for him and for the members of his family and also an amount equal to one half of the rate of daily allowance for which he is eligible under annexure I to compensate expenses at each end on portorage, etc. involved in the journey for him alone (not for any member of his family).

(3) When mileage is drawn, no charge is admissible to compensate expenses on portorage, etc., at either end.

(4) When extra mileage is claimed on behalf of members of his family an employee must sign a certificate declaring the number of members who travelled with him and their relationship to him.

(ii) When the conveyance of personal effects can be performed by road by a railway or by a local motor transport company at a rate per kilometer cheaper than double the employee's mileage rate under annexure I, his claim for the cost of such transport upto the maximum given in Regulation 57 (iii) will be limited to the actual amount charged by the company (at owner's risk).

In other cases, two extra mileage may be claimed subject to the production of a certificate that there was no transport company available to carry goods at a cheaper rate.

When the conveyance is all by road one more mileage over and above the two extra mileage admissible will be given.

(iii) He may draw mileage on the following rate towards the cost of transporting by road conveyance on the scale and subject to the restrictions prescribed in regulation 57 (iv) between places either connected by a railway or not, provided that the distance travelled exceeds 130 kilometers :

(a) If the conveyance is transported not by its own propulsion, mileage at the rate of 33 paise a kilometer for a motor car and 17 paise a kilometer for a motor cycle/scooter.

(b) If the conveyance is transported by its own propulsion, mileage shall be at the rate of Rs. 2/- per k.m. for motor car and Rs. 1/- per k.m. for motor cycle/scooter.

Note : If the distance between the two places does not exceed 130 kilometers no charge shall be admissible.

(iv) He may draw for himself and for such member of his family daily allowance on the scale prescribed by regulation 57 (iv)

(v) He may draw a lumpsum allowance on the scale and subject to the restrictions prescribed by Regulation 57 (viii)

Note (1) : When an employee claims mileage under Regulation 59 (i) he should certify that the journey was not performed in a borrowed conveyance, or, if it were that the cost of its use and propulsion was paid for by him and that the cost is not less than the mileage claimed, that in either case the conveyance was not shared with any other and that no part of the cost of transport was recovered from any other person.

Note (2) : The travelling allowance admissible to employee for the transport of personal effects by road or by rail or partly by road and partly by rail should be regulated as follows :

(i) Transport wholly by road. Three mileage will be allowed under the second paragraph of Regulation 59 (ii).

(ii) Transport partly by train and partly by road not exceeding 8 kilometers at either or both ends. The claim admissible under Regulation 57 (iii) will be allowed for the rail portion. No mileage for the road portion will be admissible.

In cases where out-agency facilities are available, the distance of the road portion shall be reckoned only from the out-agency point at either or both ends.

(iii) Transport partly by rail and partly by road exceeding 8 kilometers at either or both ends. The claim admissible under Regulation 57 (iii) for the rail portion will be allowed.

In addition, two mileage under the first paragraph of Regulation 59 (ii) subject to the restriction prescribed in that Regulation will be admissible in respect of the end where the distance by road exceeds 8 kilometers.

In cases where out-agency facilities are available the distance of the road portion shall be reckoned only from the out-agency point at either or both ends.

(iv) Transport wholly by rail: The claim admissible under Regulation 57 (iii) will be allowed.

Note : In reckoning the distance from the residence to the railway station at either or both ends, the distance referred to in Regulation 12 shall be taken.

60. For journey by conveyance provided at the expense of the Board : An employee who travels, by a conveyance provided at the expense of Board, may draw :

- (i) for himself and for each member of his family daily allowance on the scale prescribed by Regulation 57 (vi) and
- (ii) A lumpsum allowance on the scale and subject to the restriction prescribed by Regulation 57 (viii).

Note : No allowance is admissible for the transport of the employee and the members of his family who accompany him and for whom he does not pay any fare and for the transport of the personal effects carried along with him for which he does not pay any charge. Also no claim towards reimbursement of portage, reservation, etc. charges will be allowed.

61. Travelling allowance for employees who handover or take over charge else where than at headquarters : An employee in the category other than the category mentioned below :-

1. Officer Helper
2. Duffadar
3. Nursing Orderly
4. Sanitary Worker
5. Sweeper
6. Gardener
7. Watchman
8. Blue Printer II grade

transferred from one post to another, who is required by the competent authority to hand over charge of his old post or take over charge of his new post at a place other than the headquarters, is entitled to -

- (i) travelling allowance as on tour from the place of handing over to the place of taking over charge, from his old headquarters to the place of handing over charge and from the place of taking over charge to his new headquarters: and
- (ii) travelling allowance admissible under clause (ii) to (vi) as applicable to the members of his family only and not for himself and (viii) of Regulation 57 or mileages on the scale prescribed by clauses (i) and (ii) diminished by one. Daily allowance for the members of his family prescribed by clause (iv) and a lump-sum allowance prescribed by clause (v) of rule 59 as for a journey direct from the old to the new headquarters.

62. Travelling allowance if family travels to a station other than the new headquarters : If, in consequence of his transfer, the family of an employee travels to a station other than the new headquarters, travelling allowance for this journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

Subject to the prescribed maximum number of kilograms, an employee may draw the actual cost of transporting personal effect from the old station to a place other than his new station provided that the total amount drawn including the cost of transporting such personal effects as were taken to the new headquarters, shall not exceed that admissible had all his personal effects been transported from the old to the new station direct.

Note (1) : Under this regulation, the journey of an employee's family is from the old station to a station other than the new headquarters and as such the time-limits in Regulation 50 are not applicable to it. The move of the family to a station other than the new headquarters should therefore be directly caused by the transfer and should be made after authoritative intimation thereof.

(2) If the family of an employee travels, in consequence of his transfer, in a lower class than what is admissible to him under the regulation to a station other than the new headquarters, the travelling allowance for the family should be restricted to the fare of the class of accommodation in which the journey is actually performed from the employee's old place of duty to the new headquarters.

63. Travelling allowance if members of family follow the employee after transfer or precede him : A member of an employee's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. If such member travels to the new station from a place other than the employee's old station, the 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, provided that, subject to the limit of six months successive transfers may be treated as one transfer for the purpose of determining the old station and the new station under this Regulation.

Note (1) : Travelling allowance may be drawn under this Regulation in addition to what is admissible under Regulation 62 provided the amount drawn under the two Regulations together does not exceed the travelling allowance that would have been admissible if the journey had been made from the old to the new station direct.

(2) The travelling allowance admissible under this Regulation will be determined with reference to the grade of the employee on the date of his transfer. The number of fares admissible will however, be determined with reference to the actual facts on the date of journey in respect of which the travelling allowance is claimed.

Explanation (1) : A member of an employee's family who follows him within six months from the date of his transfer may be treated as accompanying him even though such member travels to the new station from a place other than the employee's old station and irrespective of the time when such member left the employee's old station.

Explanation (2) : The expression "date of his transfer" occurring in the first sentence of this Regulation should be interpreted to mean the date on which the employee reports himself for duty at the new station, in case his family follows him or the date on which he hands over charge at the old station in case of his family precedes him.

Explanation (3) : Travelling allowance may be admitted under this regulation for journeys performed by an employee's sons or daughters from their place of study to any new station to which he is transferred. The fare from the place of study to the new station or from the old to the new station whichever is less is admissible.

Explanation (4) : The term "successive transfers" may include the transfer back to the old station.

64. Travelling allowance on appointment to a new post while in transit : An employee appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this section for so much of the journey on transfer as he has accomplished when he received the fresh order and for the journey from the place at which he receives such orders to the new station.

65. Travelling allowance for employees on transfer who take leave before taking charge of new post : An employee who takes leave of any kind 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 section.

66. Travelling allowance for employees who proceed on leave on medical certificate while in transit : In cases not covered by Regulation 65, an employee who produces a medical certificate while in transit from one post to another and obtains leave may draw travelling allowance under Regulation 57(i) and (ii) and 59(i) for so much of the journey to join the new post as he had accomplished when he applied for leave, in addition to any allowance admissible under Regulation 67.

67. When an employee whose case is not covered by Regulation 65 is posted to a station other than that at which he was sanctioned before he went on leave, the controlling officer may permit him to claim the following for a journey from his old to his new station :-

- (i) travelling allowance admissible under Regulations 57(iii), (iv) and (v) ; and
- (ii) (a) in the case of a journey by road two mileage to which his grade entitles him under Annexure-I.
- (b) When the conveyance of personal effects is all by road, one mileage over and above the two mileage admissible.

68. Travelling allowance for joining post under foreign employer and back :

When an employee under the administrative control of the Board is transferred to the control of a foreign employer, who has made the rules prescribing amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under the foreign employer and for the return journey will be governed by Regulation 56 - 58 or the rules of that foreign employer regulating travelling allowance on transfer whichever is advantageous to him at his option.

Note: The controlling officer for the purpose of travelling allowance for the journey of an employee of the Board to join his post under a foreign employer as well as for the return journey will be the controlling officer in regard to his post under the foreign employer.

Section XIV - Journey to Hill Station

68-A. Omitted.

Section XV - Journey for Medical Purposes

69. No travelling allowance will ordinarily be paid for journeys undertaken to obtain a certificate of age, health and vaccination required on first appointment.

70. If, in order to obtain medical advice, an employee is compelled to leave a station at which he is posted and at which there is no medical officer of Government and travels 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.

Note (1): If the medical officer treating an employee certifies that special treatment is necessary, which cannot be provided locally, the employee may draw travelling allowances as on tour for travelling to the nearest place where such treatment is obtainable; provided that the medical officer who gives the special treatment agrees that it was necessary.

Travelling allowance under this note will ordinarily be restricted to one journey to and fro, but, in exceptional circumstance, it may be drawn for more than one journey, provided that the employee obtains before undertaking each journey or in emergent cases, soon after the journey, is completed the special sanction of the Board for drawing travelling allowance. Such sanction will not be granted in the case of repeated journeys for special treatment at intervals, of illness of a chronic nature.

Note (2): Travelling allowance under this Regulation is admissible to an employee for a journey falling under this Regulation even if it is performed during leave other than casual leave.

Note (3): The term "Medical Officer" occurring in Note (1) refers to a Government Medical Officer and travelling allowance under this Regulation is admissible only when special treatment is obtained from a Government Medical Officer and not from a private specialist.

Note (4): Employees suffering or suspected of suffering from tuberculosis or leprosy will be eligible for travelling allowance in accordance with the Regulations for their journeys to the nearest Government medical institutions and back in connection with their medical examination and periodical check-up.

Note (5): Travelling Allowance by air or by air-conditioned accommodation by rails is not admissible for journeys undertaken to receive medical attendance/treatment, irrespective of whether or not the employee concerned is otherwise entitled to travel by air or by air-conditioned accommodation by rail at his discretion on official duty.

71. If an employee is compelled to travel to another station in order to obtain a medical certificate in support of an application for leave, or for an extension of leave, or for examination as to fitness for further service he may with the previous permission of the controlling officer, draw travelling allowance for the journey; the authority granting leave may, in its discretion allow actual expenses for a journey for under-going a second medical examination subject to the restriction of the proviso to Regulation 72-A.

Note: No travelling allowances is admissible to an employee for journeys performed to obtain a certificate of fitness to rejoin duty, after leave, as this is not one of the purposes specified in this Regulation.

72. Travelling allowance under regulations 70 and 71 should be calculated as for journey on tour but no allowance may be drawn for halts on the journeys. Mileage for journeys by car between places connected by rail shall, however, be restricted to what would be admissible had the journey been performed by rail.

72-A. No travelling allowances is admissible for a journey undertaken in order to appear before a medical board.

Provided that the Chairman in the case of employees in class I Service, the secretary in the case of employees in the Board Office Secretariat Branch and Audit Branch and the Chief Engineer (Personnel) in the case of others may allow the drawing of actual expenses subject to a maximum of the allowance, admissible for a journey on tour without halting allowance, for the purpose of appearing before a medical board.

- (a) If he is satisfied that the circumstances of the applicant require the concession or
- (b) If an employee is required in the interests of the Board's service to appear before a medical board for the purpose of examination as to his fitness to continue in service.

Note: Actual expenses, subject to the maximum travelling allowance admissible for a journey on tour (without halting allowance) may be allowed to an employee in Class I or II service to appear before a Medical Board in connection with an application for leave or extension of leave under this Regulation only if the Chairman, Secretary or the Chief Engineer (personnel) as the case may be, considers that the circumstances of the applicant require the grant of the concession.

Section XVI-Journey to attend an examination

73. Journey to attend an Examination: An employee is entitled to draw travelling allowance for the journey to and from the place at which he appears for any departmental examination which is compulsory under any Regulations or order or the time being in force applicable to the employee concerned:

Provided that:

- (1) Travelling allowance shall not be drawn under this Regulation more than twice for any particular examination or standard of examination and
- (2) The Chairman in the case of employees in class I service the Secretary in the case of employees in Board Office Secretariat Branch and Audit Branch and the Chief Engineer (Personnel) in the case of others may disallow travelling allowances under the Regulation to any candidate who in their opinion.
 - (i) has culpably neglected the duty of preparing himself for an obligatory examination or
 - (ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.

Note: (1) A Claim for travelling allowance under this regulation should be supported by a certificate by the controlling officer to the effect that the conditions prescribed in the regulation have been satisfied.

Note: (2) If an employee is away from his headquarters on duty and if he has to appear for an examination held at the headquarters, he shall be entitled to draw travelling allowance under this Regulation for the journey from camp to headquarters, provided the conditions prescribed in this Regulations are satisfied.

Note: (3) The examinations to be obligatorily passed are those prescribed in the Service Regulations.

74. The sanction of the Board is required for drawal of travelling allowance for attending an examination other than those specified in regulation 73.

75. Travelling allowance under Regulation 73 and 74 should be calculated as for a journey on tour, but no allowance may be drawn for halts. Mileage for journeys by car between places connected by rail shall, however, be restricted to what would be admissible, had the journey been performed by rail.

Section-XVII

Journey when proceeding on or returning from leave

76. An employee is not ordinarily entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave.

The following cases are exceptions to this Regulation.

- (a) An employee on leave for a period not exceeding 180 days is entitled to travelling allowance for a journey undertaken for the purpose of passing an examination, provided he is otherwise eligible, calculated either from the place where he was last on duty or from the place where he is residing, whichever would give him less travelling allowance. If the place where employee was last on duty is also one of the centres where the examination is held, no travelling allowance will be admissible under this Regulation.
- (b) If an employee, while on leave, makes a journey under proper authority and in the Board's interests, he may, with the approval of the Board, be granted travelling allowance as for a journey on tour.

Note : (1) Travelling allowance for a journey performed by an employee summoned to attend a departmental enquiry into his conduct while on leave should be sanctioned by the Board either from the employee's previous headquarters to the place of enquiry or from the place where he spends his leave to the place of enquiry whichever is cheaper.

Note : (2) Omitted.

77. When an 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 travelling allowance as for a journey on tour 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, travelling allowance may be allowed at the discretion of the Board.

Provided that if any such employee is entitled under Regulations 65 to draw travelling allowance at the rates permitted for a journey on transfer, he may draw travelling allowance as for a journey on tour from the place from which he is recalled to the new station to which he is transferred, in addition to the cost of carriage of personal effects, conveyance, etc., from his old to the new station as under Regulation 67.

Note : The leave referred to in this Regulation should be taken to be the leave sanctioned and enjoyed and not the period debited to the leave account after giving credit for the joining time admissible but not availed of in cases of transfer ordered during leave not exceeding 180 days-vide instruction 8 under service Regulation 60.

78. If an employee in Class III or IV service on compulsory recall from leave exceeding 180 days, is posted to a station other than that from which he went on leave, he may if his new station is distant more than 320 kilometers from his old station, draw in addition to the allowance admissible under Regulation 67 travelling allowance for his family under Regulation 57 and 59 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 Regulations 57 and 59 for the journey from the old to the new station.

Section XVIII-Journey on retirement, dismissal or termination of employment

79. Unless in any cases it be otherwise expressly provided no person is entitled to any travelling allowance for a journey made after retirement or dismissal from the service of the Board or after the termination of such service.

Note : If an employee who has been removed/dismissed or compulsorily retired from the service as a penalty undertakes a journey to attend the Departmental enquiry, under the orders of the appellate or reviewing authority in connection with such removal/dismissal or compulsory retirement, he may be allowed travelling allowance as for a journey on tour from the place where the summons to attend reaches him to the place of enquiry and back but not exceeding that to which he would have been entitled had he performed the journey from his home town as mentioned in the pension papers to the place of enquiry and back. The travelling allowance shall be regulated in accordance with the pay of the post held by the employee immediately before his removal/dismissal or compulsory retirement.

80. A person temporarily employed in Board's 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 provided that such allowance does not exceed the travelling allowance calculated for the journey to the place at which he was employed that the claim to draw travelling allowance is preferred within three months of the termination of his employment and that the officer under whom is employed is satisfied that he intends to make the journey.

Travelling allowance under the above Regulation should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journey.

80-A. Travelling Allowance to an employee and his family after retirement to settle down at the home town.

- (1) Travelling allowance will be admissible in respect of the journey of an employee and members of his family from the last station of his duty to his home town and in respect of the transportation of his personal effects between the same places. The rates of travelling allowance shall be those which would be admissible for a journey on transfer. The grade of the employee will be decided with reference to the pay drawn by him on the date when he was last on duty.
- (2) An employee on retirement shall be paid Travelling Allowance as on transfer to any place within India where he/she proposed to settle down as per the entry in the pension application.
- (3) Where an employee wishes to settle down not in his home town but at another place, he may be permitted to avail himself of the concession upto the latter place. In that event the amount reimbursable to him would be that which would have been admissible had he actually proceeded to his home town, or the amount reimbursable had the latter place been the "home town" whichever is less.
- (4) The concession may be availed of by an employee who is eligible for it within six months of the date of his retirement.
- (5) The concession will be admissible to an employee who retires on superannuation invalid or compensation pension. It will not be admissible to the employees of Board who quit service by resignation or who may be dismissed or removed from service.
- (6) In the case of a person whose domicile is elsewhere than in India or who intends to reside permanently out side India after retirement, the concession will be admissible upto the railway station nearest to the port of his embarkation. In the case of such a person who travels by air, the concession of travelling allowance by rail/road under the Regulation will be admissible upto the air-port of embarkation for himself and members of his family and upto the port of despatch for his personal effects.
- (7) Where an employee is re-employed under the Board within six months of the date of his retirement, the concession admissible under this Regulation may be allowed to be availed of by him within six months of the expiry of the period of his re-employment.
- (8) Travelling allowances claims admissible under this Regulation will be drawn in travelling allowance bill form like transfer travelling claims. The claims of employees who were their own controlling officers before retirement will however be counter signed by the next superior administrative authority. The certificates required to be furnished by the employees in respect of transfer Travelling Allowance claims will also be required to be furnished in respect of claims for Travelling Allowance under this Regulation.
- (9) Before reimbursing the Travelling allowance admissible under this Regulation, the counter signing authorities should satisfy themselves, as far as possible, that the claimant and members of his family actually performed the journeys to the home town or the other place to which he might have proceeded to settle there, e.g., by requiring the production of original railway vouchers, relating to transport or personal effects, conveyance etc.,
- (10) The competent authorities may make the payment of such claims even after the issue of a last pay certificate and without asking the retiring employee to surrender the last pay certificate which will be required for the purpose of the finalisation of his pension.
- (11) According to Sub-Regulation (1) above, the rates of Travelling Allowance shall be those which would be admissible for a journey on transfer and the grades of employees will be decided with references to the pay drawn by them on the last day of duty.

- (12) No advance of transfer travelling allowance shall be admissible in such cases.
- (13) The time limit for performing journey by the retired employee and members of the family and transport of personal effects is six months from the date of retirement.
- (14) The time limit for preferring the travelling allowance claim is three months and this time limit should be reckoned from the date of journey.

Section XIX - Journey to give evidence :

81. An employee who is summoned to give evidence in India - In a criminal case or a civil case to which the Board is a party provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his official duties,

- i. May draw travelling allowance as for a journey on tour subject to the condition that mileage for journeys by car between places connected by rail shall be restricted to what would be admissible, had the journey been performed by rail, attaching to his bill a certificate of attendance given by the court which summoned him.
- ii. When he draws such travelling allowance, any payment of his expenses received from the court should be credited to the Board by short drawal in his travelling allowance bill or otherwise.
- iii. If the court in which he gives evidence is situated within 8 kilometers of his headquarters, and no travelling allowance is therefore, admissible for the journey, may if he is not in receipt of conveyance allowance accept such payment of actual travelling expenses as the court may make.

Note (1) : An employee summoned to give evidence while on leave, is entitled to the concessions described in this Regulation and he shall be allowed travelling allowance from and to the place at which he received the summons. An employee on casual leave is also eligible for the concessions.

Note (2) : An employee under suspension summoned to attend any departmental enquiry may be paid travelling allowance under this Regulation from and to the place from which he is summoned as if he were on duty.

Note (3) : An employee who, whether on duty or on leave or under suspension, undertakes a journey to peruse official records for the preparation of his defence in connection with the disciplinary proceedings instituted against him, to an out station where such records are made available may be allowed travelling allowance as for a journey on tour without any allowance for halts on journey or at the out station. The travelling allowance may be allowed from the headquarters of the employee or from any other place where the employee may be spending his leave or where the employee under suspension 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 employee. The grant of the travelling allowance shall be subjected to the following further conditions :-

- i. the enquiring officer certifies that the official records to be perused are relevant and essential for the preparation of the defence statement ;
- ii. the competent authority certifies that the original records could not be sent to the headquarters station of the 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 employee is, certifies that the journey was performed with his approval.

In the case of an employee not under suspension at the time of undertaking the journey, the period spent in transit to and for and the minimum period of stay required at the out station where official records are made available for perusal shall be treated as duty or leave, according as the employee is on duty or on leave at that time. In the case of an employee under suspension, who is subsequently reinstated in service, the said period shall be treated as duty, leave or otherwise in accordance with the orders passed by the competent authority.

Note (4) : When an employee who is summoned to give evidence before a court undertakes a journey to a place other than that at which court is situated for the purpose of perusing official records in connection with the giving of such evidence, he may be paid travelling allowance under Regulation for such journey also.

- Note (5) : If an employee undertakes a journey in connection with the civil or criminal case instituted against him for acts done in his official capacity and if the defence of such case has been provisionally sanctioned by the Board or the Chief Engineer, such employee may be granted travelling allowance admissible to an officer of his grade while on tour. The decision whether travelling expenses will be borne by the Board or recovered from the employee concerned will be postponed until the conclusion of the case and will in all cases rest with the Board.
- Note (6) : Travelling allowance is admissible to an employee under suspension for journeys performed by him to give evidence in court in his official capacity. The travelling allowance should be restricted to that admissible from the headquarters (i.e., last place of duty) or from the place at which he has been permitted to reside during suspension to the place where he proceeds to give evidence in a court, whichever is less.
- Note (7) : Even if a suspended employee is not honourably acquitted it is not part of his punishment that he should travel under orders without travelling allowance. The specific sanction of the Board to the payment of travelling allowance is necessary only when he proceeds beyond his sphere of duty and not for journeys under orders within his sphere of duty.
- Note (8) : When at the instance of the Board an employee appears before any court at his headquarters to give evidence in his official capacity, he should not be paid any allowance.
- Note (9) : Employees are entitled under this Regulation to travelling allowance as on tour for journeys to attend departmental enquiries into their conduct, whether such journeys are performed while they are on duty or on leave or under suspension, subject to the following conditions :-
- (i) The travelling allowance will be restricted to that admissible from his headquarters to the place of enquiry or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less.
 - (ii) No travelling allowance will be admissible if the enquiry at the out station is at the request of the employee under suspension.
- The concession in this note will be applicable to employees on foreign service also.
- Note (10) : An employee of the Board while on foreign service, if called upon to give evidence in a court of a law in respect of matters that have come to his knowledge in the discharge of his official duties, may be granted travelling allowance as on journeys on tours.
- Note (11) : A retired employee who gives evidence in respect of his official acts or of matters within his official knowledge before retirement, shall be paid travelling and subsistence allowance according to the rates to which he was eligible before retirement.

82. An employee summoned to give evidence in circumstances other than those described in Regulation 81 is not entitled by reason of his position as an employee of the Board, to any payments other than those admissible by the rules of the court.

Section XX — Journey on a course of training

83 (a). An employee deputed to undergo a course of training, may draw Travelling Allowance as on tour for the journeys to and from the training centre. Daily Allowance is admissible for the period of halt at training centre at the following rates :

- | | | |
|---------------------------------|---|---|
| (i) Upto 90 days | — | Full Daily Allowance |
| (ii) Exceeding 90 days | — | No Daily Allowance. Transfer Travelling Allowance plus House Rent Allowance and City Compensatory Allowance to the Training Centre. |
| (iii) Free Boarding and Lodging | — | One-fourth Daily Allowance |
| (iv) Free Boarding | — | Half-Daily Allowance |
| (v) Free Lodging | — | Three-fourth Daily Allowance |

An employee deputed by Board for training may, irrespective of the duration of the training, draw travelling allowance as on tour for the journeys from the place of duty to the place of embarkation in India and back. But no daily allowance is admissible for the period of halt at the training centre.

Note : In the case of those employees, who will necessarily have to stay in a hostel, they shall be reimbursed the actual cost of boarding and lodging charges or three fourths daily allowance for the entire period, whichever is less.

Accounts Officers under training will be allowed single first-class railway fares for the journeys from the training centre to another and after training to join their post. They will not be eligible for any travelling allowance for joining the first training centre and any daily allowance during the training period.

(b) An employee who draw travelling allowance as for journeys on tour under clause (a) during the deputation on a course of training, will, if transferred, be deemed to have been transferred from his permanent headquarters, and be entitled to return to them before the transfer takes effect, in all other cases an employee who on completion of course of training is posted to a station other than that from which he was deputed for training will draw travelling allowance as for a journey on transfer to the new station to the extent to which such travelling allowance has not already been drawn.

(c) A person who on first appointment is required to undergo a prescribed course of training before taking up the duties of the post to which he has been appointed, is not entitled to travelling allowance for joining the training centre or for stay at the centre.

Note : The restrictions in Regulation 37 (1) do not apply to cases covered by clause (a) above.

Section XXI – Journey for special purposes

84. An employee who is permitted or required to attend a Darbar or a levee or an Investiture or an Ambulance completion elsewhere than at his headquarters may draw travelling and halting allowances for the journey as for as journeys on tour Mileage for journeys by car between places connected by rail shall, however, be restricted to what would be admissible, had the journey been performed by rail.

The following employees may also draw travelling and halting allowance as for a journey on tour:-

- (1) Employees who complete in the annual sports meet held elsewhere than at their headquarters in connection with the Republic Day Celebrations.
- (2) Office bearers in charge of the Republic Day Celebrations and the employees permitted by the officer-in charge of the Celebrations whose services are required in connection with the Celebrations elsewhere than at their headquarters.

Concession tickets should as far as possible, be obtained from railways.

Note (1) : Employees who preside over the sports or other events or attend meetings in connection with the conduct of sports etc., are not entitled to the concession.

Note (2) : Employees who, at the instance of the officer in charge of the Republic Day Celebrations, perform journeys for checking the progress made in connection with the Celebrations elsewhere than at their headquarters may draw travelling allowance as on tour.

Note (3) : The period of absence from duty of an employee for participation in the sports and other events connected with the Republic Day Celebrations should be treated as on duty.

Note (4) : No travelling allowance will be admissible to officials for journeys undertaken to attend social functions held by the President or others and Flag hoisting ceremonies, as such attendance cannot be considered to be for official purposes.

Note (5) : The restriction of mileage for railway fare under this Regulation will not apply in the case of journeys to attend seminars and conferences held within the normal jurisdiction of an employee.

84-A. Employees of the Board who attend meetings of University bodies as elected members should draw from the University authorities travelling allowance in accordance with their rules and will not be eligible for any other concession.

84-B. Omitted.

Section XXII—Travelling allowance to the family of an employee who dies in service

85. If an employee dies while in service, members of his family may be granted travelling allowance for the journey to his home or to any other place, where they may wish to reside, either from his headquarters or from the place of his death; provided that the amount shall not exceed what would be admissible for a journey from the employee's headquarters to his home.

For the purposes of this Regulation the headquarters of an employee on leave shall be considered to be the place of his headquarters when he was last on duty. The travelling allowance shall be the allowance which would be admissible for a journey on transfer had the employee with the members of his family made the journey, less the claim for himself. The allowance may be drawn in advance, provided the journey is completed within three months after the death of the employee and if the officer drawing the bill is satisfied that the journey will be made. Bills may be drawn and countersigned by the officers authorised so to deal with the bills of the deceased employee. Travelling Allowance under the above Regulations will be admissible to the member of family of employee who dies immediately after retirement and before performing his journey to his home town for settlement from the last place of duty.

"ANNEXURE—I"

(Vide Regulations 7, 24 & 33)

(1) Grades of employees for purpose of Travelling Allowance :

GRADE I : Employees on a basic pay of Rs. 5100/- p.m. and above and also Accounts Member,

Inspector General of Police/Vigilance and Secretary/
Tamil Nadu Electricity Board.

GRADE II : Employees on a basic pay of Rs. 2350/- p.m. and above but below Rs. 5100/- per mensem.

GRADE III : Employees on a basic pay of Rs. 950/- per mensem and above but below Rs. 2350/- per mensem.

GRADE IV : Employees on a basic pay of less than Rs. 950/- per mensem.

(2) Daily Allowance

The rates of Daily Allowance for stay in places within and outside the State will be as indicated in the Schedule to this Annexure.

(3) Rail Journey shall be regulated as shown below :

| | |
|--|---|
| (1) Employees in Grade I. | Air-Conditioned. I Class by Rail irrespective of whether the journey is within or outside the state. |
| (2) (i) Grade II Employees drawing a basic pay of Rs. 3680/- and above but below Rs. 5100/- | Air-Conditioned. I Class by Rail irrespective of whether the journey is within or outside the state. |
| (ii) Grade II Employees drawing a basic pay of Rs. 2520/- and above but below Rs. 3680/- | I Class or Air-Conditioned II Class by Rail within or outside the State. |
| (iii) Other employees in Grade II. | I Class by Rail within or outside the State. |

- | | |
|---|--|
| 3. (i) Grade III employees drawing a basic of Rs. 1400/- and above. | First Class by Rail. |
| (ii) Other employees in Grade III | II Class by Rail. |
| | Note : (1) When the Travel is by night the employees of this group will be permitted to travel by II Class with sleeper berth. |
| | Note : (2) The cost of reservation and sleeper accommodation will also be included in the journey expenses. The claim will be preferred in the Travelling Allowance bill itself. |
| 4. Employees in Grade IV. | II Class by Rail |
| | Note : (1) When the travel is by night the employees of this group will be permitted to travel by II Class with sleeper berth. |
| | Note (2) : The cost of reservation and sleeper accommodation will also be included in the journey expenses. The claim will be preferred in the Travelling Allowance bill itself. |

ANNEXURE—II

(Referred to in Regulation 40)

List of special tracts in which daily allowance and mileage are increased

CLASS I

- (1) The Javadi hills.
- (2) The Annamali hills and the Palani hills including the Bodinayakkanur-Kottagudi ghaut road from the bridge near the old travellers' bungalow at Bodinayakkanur to the bottom station.
- (3) The whole of the North Barghur, South Barghur, Nagalur and Ennamanagalam reserved forests and their enclosures in Bhavani taluk; the whole of Talavadi firka and the villages of Guttiyalattur, Gundri and Kuttampalayam of Satyamangalam firka (or, in other words, the whole of the Talamai and Guttiyalattur reserved forests and their enclosures) in Gobichettipalayam taluk.
- (4) The Nilgiris district.
- (5) Periyar, i. e., west of Kuruvanath.
- (6) Narayanathevanpatti village II Bit, Sirumalai hill village, Dindigul taluk, Madurai district.
- (7) Kollimalais, Pachamalais, Kalrayans and Chitteries above the 2,000 feet contour in the Salem and Tiruchirappalli districts and the villages of Melur, Kilur and Kedamallai in Rasi-puram taluk of the Salem district.
- (8) Kallar, Hulikal Drug, Jaccaneri slopes, Nilgiri eastern slopes, Pillur and Melur slopes in the Coimbatore district.
- (9) Sundapalli and Gopinari reserves in the Bhavani valley of the Coimbatore district and the Palamalai hills in the Omalur taluk in Salem district.

- (10) The slopes of the ghaut forests in the Tirunelveli and Ramanathapuram districts described in Note (2) below.
- (11) —Omitted—
- (12) The whole of Singampatti forest area in the Tirunelveli district.
- (12) - A. Parambikulam hills.
- (13) The Elagiri hills in the North Arcot District.
- (14) Nainital, Mussori, Dehra Dun, Darjeeling, Shillong, Srinagar and the road between Pathankot and Sringer.
- (15) The road between mussoorie and Dehra Dun.
- (16) Mount Abu and the road leading from Abu Road railway station to Mount Abu.

CLASS II

- (17) Nallamukku
- (18) Kalrayan Hills in the South Arcot District
- (19) The slopes of the ghaut forests in the Tirunelveli District
- (20) Courtallam in the Tirunelveli District during the season period i.e., June to August of each year
- (21) The reserve forests in Kanyakumari District described in Note (4) below
- (22) Kodayar upper camp
- (23) The whole of shervaroys in the Salem District
- (24) The whole of Hosur and Denkanikottah Taluks.

Note: (1) (a) All halts at and marches to Courtallam in the Tirunelveli District from outside reserved forests will be excluded for the purpose of special tract Regulations during any part of the year except halts in the season period, i.e., June to August.

(b) Employees entitled to fixed travelling allowance at rates fixed for ordinary tracts, who travel in special tracts, will be entitled to draw mileage at ordinary rates for the distance travelled in addition to their fixed allowance, The mileage thus admissible plus the fixed travelling allowance for the ordinary tracts should not exceed in a month the fixed travelling allowance for the ordinary tracts by $1\frac{1}{2}$ times in cases where journeys are performed in Class 1 tracts or $1\frac{1}{3}$ times where journeys are performed in Class II tracts.

(c) Mileage for journeys in special tracts in the case of employees in receipt of fixed travelling allowance:

Under Note (1) (b) above, ordinary mileage is admissible in addition to fixed travelling allowance only when a journey is actually performed by road in special tracts. If a journey is performed by rail in special tracts no mileage is admissible.

Note: (2) Slopes of the ghaut forest in the Tirunelveli and Ramanathapuram districts Item (10) under class I.

| No. in map. (1) | Name of the reserve (2) |
|--------------------|----------------------------|
|--------------------|----------------------------|

Tirunelveli District

- | | |
|----|---|
| 3 | Kadayanallur and Krishnapuram upper slopes |
| 50 | Courtallam, Kadayanallur and Krishnapuram upper slopes, Extension I |
| 62 | Vasudeva Estate |
| 67 | Pachanthangi Estate |
| 32 | Survey No. 1357, Ilangi village |

| (1) | (2) |
|-----|---|
| 30 | Kadayanallur lower slopes II |
| 71 | Kadayanallur lower slopes II addition (nine small bits) |
| 19 | Chinnakkada Hill, Block No. 34 |
| 68 | Chinnakkada Hill addition |
| 29 | Qadagarai Kilapadegai |
| 44 | Nelliyuthu, 73.31 acres |
| | Shermalai, 27.92 acres |
| | Alakandal, 61.92 acres |
| 40 | Hope Estate |
| 49 | Krishnapuram extension |
| 80 | Krishnapuram addition |
| 87 | Addition to Courtallam (i.e., relinquished portion of Mylodi Thirukuchela Paravatham) |
| 4 | Puliangudi, Chintamani, Vasudevanallur slopes |
| 27 | Puliangudi, Chintamani lower slopes |
| 74 | Addition to Reserve No. 27 |
| 75 | Do. |
| 77 | Do. |
| 78 | Do. |
| 47 | Chintamani A and B |
| 65 | Naranapuram. |
| 22 | Papanasam Alwarkurichi lower slopes. |
| 84 | Addition to lower slopes in Vikramasingapuram. |
| 69 | Hill enclosures 2-A and 2-B. |
| 72 | Kaloli enclosure lower slopes. |
| 2 | Papanasam alwarkurichi upper slopes. |
| 1 | Thirukkurangudi, Kalakad upper slopes. |
| 89 | Karumandiamman Shola. |
| 42 | Vannamutti. |
| 88 | Mahendragiri. |
| 43 | Do |
| 54 | Nedungani Bit I. |
| 58 | Do B + 2. |
| 86 | Do last Bit, Survey No. 72. |
| 56 | Kulisekadai. |
| 57 | Jodikaithottam. |
| 59 | Ladanthottam. |
| 60 | Taraganar Estate. |
| 63 | Mayamparamely Estate. |
| 20 | Tirukkurangudi, Kalakad lower slopes. |
| 6 | Kalakad teak tracts II and III. |
| 73 | Tirukkurangudi, Kalakad addition II-A. |
| 55 | Valliyur Reserve Block 72. |
| 61 | Do Extension. |
| 21 | Terkuviravanellur. |

Ramanathapuram District.

| | |
|-----|--|
| 5 | Srivilliputtur, Venganallur and Vallangulam upper slopes. |
| 10 | Unnipattimalai Block 21. |
| 67 | Khansapuram |
| 32 | Srivilliputtur ghaut lower slopes. |
| 94 | Srivilliputtur ghaut lower slopes-Addition 1,2,3. and 4 in Sundarapandian. |
| 85 | Do Addition 5,6, 7 to V-A Forest. |
| 97 | Srivilliputtur ghaut lower slopes Extension Venkateswarapuram. |
| 118 | Do Addition in Khansapuram |
| 117 | Do Addition 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 in Valaikulam Village. |
| 119 | Do Addition 1, 2, 3, and 4 in Lakshmpuram. |
| 114 | Do Addition in Pudupatti Village. |
| 89 | Do Addition in valaikulam and kollankondan Village, |
| 80 | Survey No. 1869/70,71 of Valaikulam village. |
| 82 | Survey No. 1725 of Valaikulam Village. |

NOTE : (3) Slope of the ghaut forests in the Tirunelveli district-item (17) under class II.

| | |
|----|--|
| 3 | Courtallam upper slopes. |
| 52 | Courtallam, Kadayanallur and Krishnapuram upper slopes, Extension II. |
| 48 | Courtallam, Kadayanallur and Krishnapuram upper slopes, Extension III. |
| 6 | Kalakad Teak Track I. |
| 76 | Addition to Reserve No. 27. |

NOTE : (4) The Reserve Forests in the Kanyakumari District Item 19 under class II.

| Name of hilly region (1) | Name of forest area (2) | Name of taluk (3) |
|-----------------------------|--|--|
| Agastiar Hills. | Kamala Forest Veerapuli Forest area | Vitavancode Taluk |
| and Mahendragiri Hills. | including Old Kulasekaram Reserve Forest in Pichipara Blocks I and II Velimala Veerapuli Mahendragiri Poigamala Thadagamala Tekkamala East and West Velimala Asambugiri Thekkamala East and West | Kaikulam Taluk -do- -do- Thovala Taluk -do- -do- -do- -do- -do- -do- Agasteeswaram Taluk |

Note (5) : The rate of daily allowance of an employee who spends part of a day in one of those localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts, after the journey.

Note (6) : An employee whose headquarters is situated in a special tract and who claims daily allowance for a journey from and to his headquarters in the same day, is not entitled to the higher rate of daily allowance applicable for halts in the special tract, irrespective of the fact whether the journey is performed entirely in the special tract or partly in the special and partly in the ordinary tract.

Note (7) : Employees who are entitled to draw for journeys by bus or air or railway, daily allowance in addition to bus or air or railway fare shall be entitled to the enhanced rate of daily allowance for the days of journeys to and from a special tract provided each journey does not extend for more than a day. Where, however, the journey extends to more than a day, the enhanced rate of daily allowance shall be admissible for the calendar day of arrival and departure from a special tract and not for the other days of journey. The enhanced rate of daily allowance will not be admissible where a road journey exceeding 32 kilometers is made in continuation of bus or air or rail journey for which enhanced mileage is drawn.

SCHEDULE

Rates of daily allowance for employees of Board for stay in places within and outside the State

| Classification of employees | Delhi, Mumbai and Kolkatta | | | | Other State Headquarters including Chennai City | | | | Other places within and outside the State | | | |
|--|---|--------------|---|--------------|---|--------------|---|-------------|---|-------------------------|---|--|
| | Stay in Hotel or other Esstt. with scheduled tariff to General Public | | Stay in Govt. Guest House/ Public Sector Guest House/ Joint Sector Guest House/ Separate/Private arrangements/ Nadu House, New Delhi) | | Stay in Hotel or other Esstt. with Scheduled tariff to General Public | | Stay in Govt. Guest House/ Public Sector Guest House/ Jt. Sector Guest House/ Separate/Private arrangements | | Stay in Hotel or other Esstt. with Scheduled tariff to General Public | | Stay in Govt. Guest House/ Public Sector Guest House/ Joint Sector Guest House/ Separate / Private arrangements | |
| | Lodging (2) | Boarding (3) | Boarding & Lodging (4) | Boarding (3) | Lodging (5) | Boarding (6) | Boarding & Lodging (7) | Lodging (8) | Boarding (9) | Boarding & Lodging (10) | | |
| 1. Employees in Grade-I (Rs.5100/- and above) | Rs. 600/- | Rs. 75/- | Rs. 150/- | Rs. 300/- | Rs. 75/- | Rs. 120/- | Rs. 100/- | Rs. 40/- | Rs. 40/- | Rs. 40/- | | |
| 2. Employees in Grade-II (Rs. 2350/- — Rs. 5099/-) | 400/- | 60/- | 100/- | 200/- | 60/- | 100/- | 60/- | 30/- | 30/- | 30/- | | |
| 3. Employees in Grade-III (Rs. 950/- — Rs. 2349/-) | 300/- | 40/- | 80/- | 150/- | 40/- | 80/- | 50/- | 30/- | 30/- | 25/- | | |
| 4. Employees in Grade-IV (Below Rs. 950/-) | 150/- | 30/- | 60/- | 100/- | 30/- | 60/- | 30/- | 20/- | 20/- | 20/- | | |

Note (1) :- Where daily allowance for lodging and boarding has been separately fixed, the claim for lodging should be for the actual amount, subject to the maximum fixed and supported by the receipt for payment of the hotel bill.

Note (3) :- The rates fixed for "other State Headquarters including Chennai" will also apply to Cochin, Ernakulam, Kanpur, Visakapattinam, Poona, Baroda and other towns specifically notified.

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Note (2) :- Certificate of having paid the hotel bill, in lieu of the actual receipt of the hotel, should not be accepted. There is no need to produce any receipt for the boarding and other charges and the amount fixed may be allowed in full.

(Sd.)
Section Officer.

The scale of Pay wherever occurs in this Regulation relates to Revision of Scales of Pay for the year, 1988.

ERRATA FOR TRAVELLING ALLOWANCE REGULATIONS

| Sl. No. | Page No. | Line No. | Mistake | Read as |
|---------|----------|--------------------|--|--|
| (1) | (2) | (3) | (4) | (5) |
| 1. | 12 | 21 | <p>Provided that the following officers shall be entitled to travel by Executive/ Business Class in Air travel</p> <p>(b) (i) Chairman (ii) Full time Members</p> <p>(a) All India Service Officers on deputation with the Board if they are entitled under their service entitlement</p> <p>(b) Employees in Grade II drawing a basic pay of Rs. 2520/- and above but below Rs. 3680/- for journey outside the State.</p> | <p>(b) Employees in Grade II drawing a basic pay of Rs. 2520/- and above but below Rs. 3680/- for journey outside the State. Provided that the following officers shall be entitled to travel by Executive/ Business Class in Air travel :</p> <p>(a) (i) Chairman (ii) Full time Members</p> <p>(b) All India Service Officers on deputation with the Board if they are entitled under their service entitlement.</p> |
| 2. | 26 | 20 | Fares of admissible | Fares admissible |
| 3. | 28 | 6 (From Bottom) | The following expression shall be added namely | Stands deleted |
| 4. | 32 | 10 | Clause (b) | Clause (a) |
| 5. | 34 | 15 | Officer Helper | Office Helper |