

**Sarva Shiksha Abhiyan Authority  
Punjab, Chandigarh**

**TRAVELLING ALLOWANCE  
RULES & REGULATIONS**

**2004**

## **Preamble**

In exercise of the Power conferred by Rule 35(ii) of the Rules of Sarva Shiksha Abhiyan Authority Punjab, Sarva Shiksha Abhiyan Authority Punjab hereby makes the following TA/ DA Rules & Regulations.

## **Section I -- General**

### **Regulation- 1**

These regulations shall be referred to as “Sarva Shiksha Abhiyan Authority Travelling Allowance & other Fees Regulations” and shall be deemed to have come into effect from the date these regulations are adopted by the Authority.

### **Regulation- 2**

These regulations shall apply to all the direct employees of the Authority, including those who are on deputation or on contract.

### **Regulation- 3**

The Authority reserves the right to modify, cancel or amend all or any of these regulations and issue supplementary regulations or amendments thereto without previous notice and give effect to them from the date of issue or any other date.

### **Regulation- 4**

The Authority reserves the right to interpret these regulations and/or the supplementary regulations and its decision in regard thereto shall be final.

## **Section II -- Definitions**

### **Regulation- 5**

Unless there is anything repugnant in the subject, the following terms shall have the meaning assigned to them as noted against each:

- i) “Authority” means Sarva Shiksha Abhiyan Authority, Punjab.
- ii) “Chairman” means the Chairman of the Executive Committee of the Authority.
- iii) “Vice-Chairman” means the vice-chairman of the Executive Committee of the Authority.

- iv) “State Project Director” means a person appointed by the State Govt. from time to time as Project Director.
- v) “Employee” means any person appointed by the Authority to any post in connection with the affairs of the Authority.
- vi) “Pay” means basic pay drawn monthly by an employee in respect of the post held by him including Dearness Pay or the consolidated salary in case of contracted employee.
- vii) “Travelling Allowance” means allowance to cover the expenses incurred by an employee on travelling in connection with the affairs of the Authority. Travelling Allowance is not intended to be a source of profit.
- viii) “Daily Allowance” is a uniform allowance for each day of absence from Headquarters or part thereof and is intended to cover an employee's boarding and lodging and other such expenses while on tour.
- ix) “Headquarter” means the normal place of duty of an employee as may be fixed by the Authority from time to time and shall cover an area within a radius of 20 K.M. from the normal place of duty.
- x) “Tour” means the absence of an employee from his headquarters on Authority's duty with proper sanction.
- xi) “Day” will be reckoned as a period of 24 hours For the purpose of TA/DA grading of the employees in various pay ranges in the scale of pay shall be as under:

<b>Grade</b>	<b>Pay Range for Regular Employee</b>	<b>For Contracted Employee</b>
<b>I</b>	Rs. 15000 & above	Rs. 20,000/- and above
<b>II</b>	Rs. 10000/- pay and above but less than Rs. 15000/-	Rs. 15000/- & above but less than Rs. 20,000/-
<b>III</b>	Rs. 6000/- pay & above but less than Rs. 10000/-	Rs. 8000/- & above but less than 15000/-
<b>IV</b>	Rs. 4000/- pay & above but less than Rs. 6000/-	Rs. 5500/- & above but less than 8000/-
<b>V</b>	Below Rs. 4000/-	Below Rs. 5500/-

- Note:** 1. Irrespective of pay, the Adll. State Project Director will come in category I
2. Irrespective of pay, Deputy Manager / Astt. Manager will come in at least category III

### **Section III -- Journey on Tour**

#### **Regulation- 6**

The journey on tour shall be deemed to commence from and end at the headquarters of an employee.

#### **Regulation- 7**

Travelling Allowance is admissible for journey on tour by rail, air and/or road to the extent indicated below.

#### **Regulation- 8**

An employee shall be entitled to (i) a single fare by the class of accommodation to which he is entitled as laid down herein after plus (ii) daily allowance at the appropriate rates as laid down in regulations 16 plus (iii) hotel accommodation charges as laid down in regulation 17 plus (iv) actual expenses on conveyance for local journey on tour as laid down in regulation 18.

#### **Regulation- 9**

The various categories of employees will be entitled to travel in the class of railway/Bus etc., set out below against each category:

<b>Grade</b>	<b>Class of travel</b>
<b>I</b>	Ist AC/AC Bus/Air/Shatabdi Executive class/own Motor car/Taxi.
<b>II</b>	AC Chair Car/AC Two Tier Sleeper/ Shatabdi Ordinary class/AC Bus/Own Motor car/Taxi.
<b>III</b>	AC chair car/AC Three tier/ Shatabdi Ordinary class/ Deluxe bus/ Own Motor car/Taxi.
<b>IV</b>	Jan Shatabdi Ordinary class /Deluxe Bus/ 2 <sup>nd</sup> class sleeper
<b>V</b>	2 <sup>nd</sup> class sleeper/ordinary bus.

- Note:** 1. Chairman, Vice- Chairman, State Project Director will be entitled for Executive Class Air Travel.
2. For Air Travel, all airlines including the private airlines are permitted.

**Regulation- 10**

Employee entitled to travel by 2<sup>nd</sup> class who travel by night train shall also be admissible to have sleeper berth reserved and charge the following additional amounts:

- (a) 2<sup>nd</sup> class: As actually charged by the Railways.

**Regulation- 11**

Employees drawing pay of Rs. 10000/- and above shall also be entitled to travel by air provided the journey exceed 500 Kms beyond Delhi.

**Regulation- 12**

An employee travelling by own conveyance while on tour will be paid per Km rate as specified below:

Car/Jeep : Rs 5.00 per km

Two Wheeler : Rs 2.50 per km

**Note:** Finance committee can further revise these rates from time to time.

**Regulation- 13**

An employee travelling by a class lower than which he is entitled shall charge the fare of the class actually travelled.

**Regulation- 14**

- i) If an employee travels by a train which does not provide the class of accommodation to which he is entitled, he may travel in the next higher class provided the employee furnishes a certificate and satisfies that it was essential for him to travel by that train in the interest of the Authority.

- ii) For journeys between stations not connected by rail, employee shall charge actual expenses incurred by them in travelling by taking a single seat in other conveyance where bus services is not available.

**Regulation- 15**

**Classification of cities:**

The classification of cities in or outside the States for the purpose of grant of TA/DA to the employees shall be as under;

<b>S.NO.</b>	<b>NAME OF THE CITIES</b>	<b>CLASSIFICATION</b>
<b>a)</b>	Delhi, Mumbai, Kolkata, Chennai & State Capitals.	A - I
<b>b)</b>	Other places out side Punjab State	A
<b>c)</b>	Chandigarh, Ludhiana, Jalandhar, Amritsar, Bathinda & Patiala.	B - I
<b>d)</b>	Other places in the State of Punjab.	B - II

**Regulation- 16**

**Daily Allowance:**

- i) The rates of Daily Allowance shall be as under:

**(Amount in Rs.)**

<b>Grade</b>	<b>A-I class cities</b>	<b>A-class cities</b>	<b>B-I class cities</b>	<b>B-II class city &amp; other places</b>
<b>I</b>	400/-	320/-	240/-	160/-
<b>II</b>	350/-	280/-	210/-	140/-
<b>III</b>	225/-	180/-	135/-	100/-
<b>IV</b>	190/-	150/-	115/-	80/-
<b>V</b>	150/-	120/-	90/-	60/-

**Note: 1. Chairman, Vice- Chairman** As applicable to Grade-I or

**State Project Director :** Actual subject to production of  
supporting vouchers

**2.** Finance committee can further revise these rates from time to time.

- ii) When an employee spends one part of a day in one locality and another part in a place for which different rate of daily allowance is admissible he will claim daily allowance at the rate applicable to the place where he spent the night succeeding such day.
- iii) No daily allowance shall be permissible with in a radius of 8 Kms from the place of duty.
- iv) Journey beyond 8 Kms & within 25 Kms of place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calendar day at half the normal rate irrespective of the period of absence, if the employee returns to Headquarter the same day. But when such a journey involves night stay, an employee shall be entitled to normal daily allowance.
- v) A full Daily Allowance shall be admissible for journey beyond 25 Kms from the Headquarter if the period of absence is 6 hours or more. If the period of absence is less than 6 hours, half daily allowance shall be admissible.
- vi) Daily allowance may be drawn for holidays falling during the period of tour, but no daily allowance shall be admissible during casual or other leave.
- vii) Full daily allowance would be payable for the day of departure and arrival including the days on which journeys are performed while on tour to outstations. Rate of DA would be governed by the place where the employee spends the night.
- viii) Where the actuals are admissible subject to the production of supporting vouchers, 25% of the daily allowance may be paid as halting allowance in addition to the reimbursement of actual expenditure.

**Regulation- 17**

**Hotel Accommodation**

The maximum rates of Hotel Accommodation/Tourist Bungalows on the productions of receipt shall be as under:

<b>Grade</b>	<b>Accommodation</b>			
<b>I</b>	Reimbursement of actual expenditure incurred towards normal rent in a hotel of a category not above 5 Star.			
<b>II</b>	Reimbursement of actual expenditure incurred towards normal room rent in a hotel of a category not above 3 Star.			
	A-I City	A-class city	B-I City	B-2 City & other places
<b>III</b>	Rs.800/-	Rs. 700/-	Rs. 600/-	Rs. 500/-
<b>IV</b>	Rs.600/-	Rs. 500/-	Rs. 450/-	Rs. 400/-
<b>V</b>	Rs.500/-	Rs. 400/-	Rs. 300/-	Rs. 200/-

**Section IV -- Local Modes of Conveyance on Tour**

**Regulation- 18**

While on tour, employees will use the following modes of conveyance for local journey for Authority's work and for journey from Bus Stand/Railway Station/Air Port to fix point both way and will be allowed the actual expenses incurred on submission of details of the journey performed.

<b>Grade</b>	<b>Permissible modes of conveyance</b>
<b>I &amp; II</b>	Scooter/ Rickshaw/AC Taxi
<b>III &amp; IV</b>	Scooter/ Rickshaw/ Non AC Taxi
<b>V</b>	Scooter/ Rickshaw



**Regulation- 19**

Employees performing journeys on tour in Authority's vehicle/own motor car shall charge only Daily Allowance and Hotel accommodation charges as admissible to them.

**Section V -- Journey on transfer**

The employees of the Authority shall be entitled to claim the TA Bills if transfer is made till public interest only as under:

Transport charges for the carriage of their personal effects on transfer according to the following norms on production of Actual Payments receipt:-

Grade I & II	Two Trucks
Grade III & IV	One Truck
Grade V	One Mini Truck

If an employee transport his personal effects by rail, he will be entitled for transport charges as under;

Grade I&II	45 Qtl.
Grade III & IV	30 Qtl.
Grade V	20 Qtl.

- iii) The employees shall also be allowed a composite transfer grant equal to one month basic pay in case of the transfer involving a change of station located at a distance of more than 25 Kms and in case of transfer to stations which are at a distance of less than 25 Kms, the composite Transfer Grant will be restricted to 1/3<sup>rd</sup> of the Basic Pay, provided a change of residence is actually involved. This grant would be in addition to the transportation charges and no packing charges, or other incidentals for the employee or his family would be admissible as these will be subsumed in the composite Transfer Grant.
- iv) In case of transfer made on request basis employees will not be entitled for any TA/DA etc.

- v) Any employee joining the Authority on deputation which is done usually on mutual consent or request basis or on reversion to his parent department on request before expiry of term will not be entitled for such TA. However in case an employee is reverted to his Department by the Authority on his expiry of term or otherwise then he will be entitled for TA/DA etc. as admissible under the Rules.

## **Section VI -- Competent Authority**

### **Regulation- 20**

Sanctioning authority for approval of Tour Programme of various categories will be as under:

<b>Sr.No.</b>	<b>Category</b>	<b>Sanctioning Authority</b>
<b>1.</b>	State Project Director	Vice-chairman
<b>2.</b>	Addl. SPD / Dy. SPD / Asstt. SPD / Manager (Fin. & Acc.) /  District Project Co-ordinaters	State Project Director
<b>3.</b>	Dy. Manager/ Consultant / Asstt. Manager/Other staff	State Project Director
<b>4.</b>	Staff at District Level	Head of respective Districts

**Note:** Head of Districts means the District Project Co-coordinaters reporting to State Project Director.

**Section VII -- Discretion to alter the entitlements**

**Regulation- 21**

State Project Director can use his discretion to alter the entitlements for travel, boarding/lodging to any employee of the Authority in special circumstances keeping in view the merits on a case-to-case basis.

**Section VIII -- T.A. Advance**

**Regulation- 22**

The competent authority when satisfied that the tour advance is necessary may sanction an advance to an employee proceeding on tour. The advance will normally be restricted to 80% of the estimated expenditure on tour. No advance will be granted if a previous advance has yet to be adjusted.

**Section IX -- Submission of T.A. Bills**

**Regulation- 23**

All T.A. Bills shall be submitted on the Authority's prescribed Performa for tours during the Calendar month by 15th of the next following month. However, maximum time limit for presenting of TA Bills pertaining to tour/transfer is one year whereas, TA Bill for shifting of personal effects on retirement will be two years.

For calculating actual time of travelling for claiming Daily Allowance and Journey Allowance, the scheduled time of Departure and Arrival of the Aircraft/Train/Bus shall be taken into account.

For journey not covered by these regulations, T.A. may be allowed at such rates and to such extent as may be decided by the State Project Director of the Authority.

For journey outside India, T.A. will be allowed to Chairman, Vice-Chairman, State Project Director at the rates at which foreign exchange is sanctioned by the Reserve Bank and to other employees at the rates applicable as per Punjab Govt. Rules from time to time.

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