

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ALLOWANCES - Andhra Pradesh Civil Services (Travelling Allowance) Rules
Travelling Allowance on Tour - Recommendations of Pay Revision Commission,
2005 - Orders - Issued.

FINANCE (TA) DEPARTMENT

G.O.Ms.No.336

Dated:29-10-2005.

Read the following:-

1. G.O.Ms.No.124, Finance & Planning (FW:TA) Department, dated: 21-08-1999.
2. G.O.(P).No.213, Finance & Planning (FW:PC-I) Department, dated: 27 -08-2005.

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ORDER:

The Pay Revision Commissioner, 2005, has reviewed the existing Travelling Allowance Rules and recommended on the following items:

1. Revision of Pay ranges of Grades according to Revised Pay Scales, 2005.
 2. Enhancement of Daily Allowance rates payable to Government Servants while on tour within the State and outside the State.
 3. Enhancement of rates in specified places in respect of Lodging Charges within State and outside the State.
 4. Enhancement of rates of Conveyance Charges payable to Government Servants at places outside the State, while on tour.
 5. Enhancement of Mileage Allowance for travel by Motor Car/Motor Cycle.
 6. Revision of eligibility to travel by train in first class.
 7. Extension of the facility of engaging of private taxi on hire by the Secretaries to Government on official tours to all places outside the State.
2. Government after careful consideration has decided to accept the recommendations of the Pay Revision Commission, 2005.

Grade & Rate of Daily Allowance:

3.1 The classification of officers into grades and the rates of daily allowance admissible within and outside the state shall be as indicated below:

Grade	D.A. for tours within the State	D.A. for tours to any place outside the State
	Rs.	Rs.
Grade-I Rs.14305-25965 and above	200/-	250/-
Grade-II Rs.7770-17455 to Rs.13285 – 25315	125/-	150/-
Grade-III Rest of the employees	100/-	125/-

3.2 The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of Grades indicated in this para. Only the Pay Scales attached to the posts shall be taken into account for determination of the Grade of such employees who perform the tours. This principle shall be adopted for determination of eligibility to travel by first class in Train also.

3.3 All Government Employees are eligible to draw full daily allowance for the entire duration of their official tour.

Reckoning of day for the purpose of calculation of D.A:

4. The period of absence from the headquarters of a Government employee for purposes of regulating Daily Allowance shall be as indicated below irrespective of the mode of the travel:

- (i) A day should be reckoned as to cover 24 hours of absence from the headquarters commencing from the minute the officer leaves the headquarters. For every 24 hours of absence from head-quarters one daily allowance is admissible.
- (ii) For any fraction of 24 hours of absence the rates of Daily Allowance shall be as follows:
 - (a) Absence of 12 hours and more --- 1 Daily allowance.
 - (b) Absence of Six hours and more --- 1/2 Daily allowance.
 - (c) Absence of less than six hours --- No Daily Allowance.

Lodging Charges within the state:

5 Government servant, visiting, Visakhapatnam, Vijayawada, Tirupathi, Kurnool, Guntur, Warangal and Hyderabad/Secunderabad on official duty shall be paid Lodging Charges as indicated below subject to the following conditions.

Rates of reimbursement

- a) Grade-I Not exceeding Rs.250/-
- b) Grade-II Not exceeding Rs.200/-
- c) Grade-III not exceeding Rs.100/-

- (i) on certification by the concerned touring officer that Government accommodation was not available
- (ii) production of the original receipt from the Lodging House (including the T.T.D. Guest House).

Lodging Charges outside the State:

6. Government Servants visiting the places outside the state on official duty shall be eligible for reimbursement of Lodging Charges as indicated below subject to the following conditions:

Rates of Reimbursement:

Grade	A Class	B Class	Other Classes
	Rs.	Rs.	Rs.
(a) Grade-I not exceeding	500/-	350/-	300/-
(b) Grade-II not exceeding	300/-	250/-	200/-
(c) Grade-III not exceeding	200/-	150/-	125/-

- (i) On certification by the concerned touring officer that Government accommodation was not available
- (ii) Production of the original receipt from the Lodging House.

Note: (1) For this purpose, the classification of places into A1 Class, A Class and other classes shall be as laid down by Government of India.

(2) In the case of Delhi, Mumbai, Kolkata, Chennai and Banglore the reimbursement of Lodging Charges shall be

increased by 75 % of normal rates.

Travel by Train:

7 Government servants drawing pay in the revised pay scale of Rs. 7770 – 17455 and above shall be eligible to travel by Ist class. All other employees shall be eligible to travel by II class.

- Note:- (1) Officers eligible to travel by air may travel by Ist class A.C.
(2) Officers eligible to travel by Ist class may travel by A.C. Chair Car or AC.II Tier Sleeper or A.C. III Tier Sleeper while on official tour.

Payment of Conveyance Charges outside the State:

8.1 Government employees on official tour to Delhi and other places outside the State shall be eligible to claim actual taxi or Auto fare if they travel by taxi from arrival point to place of stay and from place of stay to Departure point.

8.2 Government servants shall also be eligible to claim actual taxi or Auto fare subject to a maximum of Rs. 200/- per day for visiting the offices of the Government of India and Ministries or any other offices on official work. A certificate to the effect that Government vehicle was not provided to them and they have engaged Taxi/Auto, shall be appended to the bill claiming the amount.

8.3 The facility to hire a private taxi by the officers of the rank of Secretary to Government and above visiting Delhi, Mumbai and Clacutta for official purposes shall be extended to all places outside the State. The expenditure on hiring of taxi shall be reimbursed to the touring officer.

8.4 There shall be no reduction in daily allowance for claiming conveyance charges mentioned in this para.

Mileage Allowance:

9.1 The rates of mileage for travel by officers who are entitled to maintain and use own Motor Car/Motor Cycle/Scooter on tour shall be as follows:-

Motor Car
Rs.10/- per K.M.

Motor Cycle/Scooter
Rs.3/- per K.M.

9.2 For the journeys exceeding 8 Kms. but not exceeding 32 Kms., all the officers who perform their tours in their own cars can claim mileage at the rate of Rs.10/- per Km. subject to the condition that this mileage allowance does not exceed one full Daily Allowance at ordinary rates to which the officer is entitled. Officers who are entitled to travel by Motor Car may also travel by Motor Cycle/Scooter and claim mileage allowance prescribed subject to the same condition i.e. the mileage allowance does not exceed one full Daily Allowance.

9.3 The Officers who undertake tour beyond 32 Kms. will continue to be eligible to claim mileage as per Rule 24 (4) of Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996.

9.4 Daily Allowance shall not be paid to the Government servants claiming the Mileage Allowance for their tours.

10.1 The claims already settled otherwise need not be reopened. Claims, which are not preferred but are pending, shall be admitted in audit accordance with these orders.

10.2 The existing Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996 and orders issued from time to time shall continue to apply except as provided for in this order.

Application of these orders to Officers of All India Service, employees drawing pay in the Andhra Pradesh Revised Pay Scales 1999 and employees drawing pay in the U.G.C. scales. 1996

11.1 In so far as officers, belonging to All India Service who are in Central Scales of pay, the classification of Grades shall be as follows:-

- (a) Officers of AIS in Junior Time scale shall be under Grade II under these orders.
- (b) Other officers belonging to AIS shall come under Grade I under these orders.

11.2 For the employees continuing in the Revised Scales of Pay, 1999, the classification shall be the same as was in force prior to the introduction of Revised Scales of Pay, 2005, i.e. in the G.O. first read above.

11.3 For the employees drawing pay in the U.G.C. Pay Scales 1996, the classification shall be as follows :-

- (a) Government Servants drawing Pay in the Pay Scales of Rs.10,000-15,200 and above in the U.G.C. Pay Scales 1996 shall be under Grade-I under these orders.

(b) Other Government Servants drawing pay in the U.G.C. Pay Scales, 1996 shall come under Grade-II under these orders.

12. These orders shall come into force with effect from the date of issue of this G.O
13. Necessary amendments to the Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996 shall be issued in due course.
14. The G.O. is available on Internet and can be accessed at the address <http://www.aponline.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)
RANJEEV R.ACHARYA
SECRETARY TO GOVERNMENT (FP)