

INDIAN STATISTICAL INSTITUTE  
203, B. T. Road, Kolkata - 700 108

OFFICE ORDER

No. CAF/3-6/1244

Dated. 30 December 2008

**Sub : Travelling Allowance Rules - Implementation of the Sixth Central Pay Commission.**

In pursuance of the decisions taken by the Government on the recommendations of the 6th. Central Pay Commission relating to Travelling Allowance entitlements, as laid down in the Office Memorandum No. 19030/3/2008-E.IV dated 23.09.2008 of the Ministry of Finance, Government of India duly forwarded by the Ministry of Statistics and Programme Implementation, Government of India to the Institute under reference No. A.12034/4/2008-Coord. dated 17.10.2008, the modifications in the Travelling Allowance Rules are set out in the Annexure to this Office Order in so far as they apply to the employees of the Institute.

2. The 'Grade Pay' for determining the TA/DA entitlement is as indicated in Institute's Office Order No. D.O. 14592 dated 22.09.2008.

3. The term 'Pay' for the purpose of these orders refers to basic pay in the revised pay structure which means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc but includes the revised non-practicing allowance if any, admissible, in addition.

4. These orders shall take effect from 1st September 2008. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

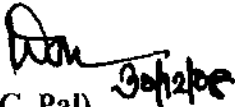
5. The claims submitted in respect of journey made on or after 1st September, 2008, may be regulated in accordance with these orders.

6. In terms of Sixth CPC's recommendations regarding Travelling Allowance/Daily Allowance on tour as accepted by the Government, it is clarified that with the revision of TA/DA Rules as circulated vide this Department's O.M. No. 19030/3/2008-E.IV dated 23rd September, 2008, Daily Allowance in monetary terms is no longer admissible to Central Government Employees on tour. It is further clarified that only the actual expenditure incurred within the prescribed limits will be reimbursed as per normal procedure of reimbursement.

7. It may be noted that no additional funds will be provided by the Government on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel, as the case may be, is given by the appropriate authority judiciously and restricted only to absolutely essential official requirements.

8. Office Order No. DS/811 dated 4th August 1989 and DO/12199 dated 22nd November, 2006 will apply for both scientific and non-scientific employees of the Institute mutatis mutandis.

9. This issues with the approval of the Director.

  
(D. C. Pal)  
Chief Executive (A & F)

Encl. : As stated above.

Copy To: (1) All Heads of Divisions/Departments/Sections/Units etc. including Outlying Centres/Offices/ Branches - for information, circulation amongst all workers and necessary action.

(2) Senior Accounts Officer (In-charge. Establishment)

(3) Director's Office

(4) CE (A&F)'s Office

ANNEXURE

Annexure to Office Order No. CAF/E-5/1244 dated 30 December 2008

The following provisions will be applicable w.e.f. 01.09.2008.

**2. Entitlements for Journeys on Tour.**

**A. Travel Entitlements within the Country.**

<b>Grade Pay</b>	<b>Travel Entitlements</b>
Officers drawing grade pay of Rs. 10,000.00 and above and those in pay scale of HAG + and above	Business/Club Class by air/AC First class by train
Officers drawing grade pay of Rs. 7600, Rs. 8700 and Rs. 8900	Economy Class by air/AC First class by train
Officers drawing grade pay of Rs. 5400 and Rs. 6600	Economy Class by air/AC II Tier class by train
Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	AC II Tier Class by train
Officers drawing grade pay below Rs. 4200	First Class/AC III Tier/AC Chaircar by train

The revised Travel entitlements are subject to following :-

- (i) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/Ordinary bus for others is allowed.
- (ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- (iii) **Henceforth, all mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.**
- (iv) All Institute employees are allowed to travel below their entitled class of travel.



**B. Entitlement for journeys by Sea or by River Steamer.**

<b>Grade Pay</b>	<b>Entitlement</b>
Officers drawing grade pay of Rs. 5400, and above and those in pay scales of HAG + and above	Highest Class
Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	If there be two classes only on the steamer, the lower class.
Officers drawing grade pay of Rs. 2400 and Rs. 2800	If there be two classes only on the steamer, the lower class. If there be three classes, the middle or the second class. If there be four classes, the third class.
Officers drawing grade pay less than Rs. 2400	The lowest class.

- (ii) Accommodation entitlements for travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited will be as follows :-

<b>Grade Pay</b>	<b>Entitlement</b>
Officers drawing grade pay of Rs. 5400 and above and those in pay scales of HAG + and above	Deluxe Class
Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	First / 'A' Cabin Class
Officers drawing grade pay of Rs. 2400 and Rs. 2800	Second / 'B' Cabin Class.
Officers drawing grade pay less than Rs. 2400	Bunk Class.

*Signature*

**C. Mileage Allowance for Journeys by Road :**

The grade pay ranges for travel by public/bus/auto/rickshaw/scooter/motor cycle, full taxi/taxi/own car is revised as indicated below :-

<b>Grade Pay</b>	<b>Entitlement</b>
(i) Officers drawing grade pay of Rs. 10000 and above and those in pay scales of HAG + and above	Actual fare by any type of public bus including air-conditioned bus. OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped etc.
(ii) Officers drawing grade pay of Rs. 5400, Rs. 6600, Rs. 7600, Rs. 8700 and Rs. 8900	Same as at (i) above with the exception that journeys by AC taxi will not be permissible.
(iii) Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	Same as at (ii) above
(iv) Officers drawing grade pay of Rs. 2400 and above but less than Rs. 4200	Actual fare by any type of public bus other than air-conditioned bus. OR At prescribed rates for autorickshaw for journeys by autorickshaw/own scooter/motorcycle/moped etc.
(v) Officers drawing grade pay below Rs. 2400	Actual fare by ordinary public bus only OR At prescribed rates for autorickshaw/own scooter/motor cycle/moped etc.

(b) Mileage allowance for road journeys shall be regulated at the following rates in places where no specific rates have been prescribed either by the Director of Transport of the concerned State or of the neighboring States :

- |      |   |                 |
|------|---|-----------------|
| (i)  | For journeys performed in own car/taxi :                    | Rs. 16 per k.m. |
| (ii) | For journeys performed by auto - rickshaw, Own scooter, etc | Rs. 8 per k.m.  |

(c) The rate of Mileage Allowance for journeys on bicycles, on tour and transfer is revised from 60 paise to Rs. 1.20 per k.m.

3. Daily Allowance on Tour.

Grade Pay	Daily Allowance
Officers drawing grade pay of Rs. 10000 and above and those in pay scales of HAG + and above	Reimbursement for Hotel accommodation/guest house of up-to Rs. 5000 per day; reimbursement of AC taxi charges of up to 50 kms. for travel within the city and reimbursement of food bills not exceeding Rs. 500 per day.
Officers drawing grade pay of Rs. 7600 to Rs. 8900	Reimbursement for Hotel accommodation of upto Rs. 3000 per day; reimbursement of non AC taxi charges of up to 50 kms. per diem for travel within the city and reimbursement of food bills not exceeding Rs. 300 per day.
Officers drawing grade pay of Rs. 5400 to Rs. 6600	Reimbursement for Hotel accommodation of upto Rs. 1500 per day; reimbursement of taxi charges of upto Rs. 150 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200 per day.
Officers drawing grade pay of Rs. 4200 to Rs. 4800	Reimbursement for Hotel accommodation of upto Rs. 500 per day; reimbursement of travel charges of up to Rs. 100 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150 per day.
Officers drawing grade pay of below Rs. 4200	Reimbursement for Hotel accommodation of up to Rs. 300 per day; reimbursement of travel charges of up to Rs. 50 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 100 per day.

In case of stay/journey on Government ships, boats etc. Or journey to remote places on foot/mules etc. for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer. For journeys on foot, an allowance of Rs. 5 per kilometer travelled on foot shall be payable additionally.



**4. T.A. On Transfer.****A. Accommodation and Mileage Allowance Entitlements :**


- (i) Accommodation and Mileage Allowance entitlements as prescribed at para 2 above, for journey on tour by different modes will also be applicable in case of journeys on transfer.
- (ii) The provisions relating to small family norms shall continue to be applicable.

**B. Transfer Grant and Packing Allowance :**

- (i) The Composite Transfer Grant shall be equal to one month's pay as defined in para 3 of this Office Order. In case of Transfer involving a change of station located at a distance of or more than 20 k.m. from each other.
- (ii) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (iii) At present, only one transfer grant is permitted if the transfer of husband and wife takes place within 6 months of each other from the same place to the same place. With effect from the date of implementation of these orders, in cases where the transfer take place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

**C. Transportation of Personal Effects.**

Grade pay	By Train/Steamer	Rate per k.m. For transport by road (Rs. Per k.m.)
Officers drawing grade pay of Rs. 7600 and above and those pay scale HAG+ and above	6000 kgs. by goods train / 4 wheeler wagon / 1 double container	18.00 (Rs. 0.30 per k.g. in per k.m.)
Officers drawing grade pay of Rs. 4200, Rs. 4600, Rs. 4800, Rs. 5400 and Rs. 6600	6000 kgs. by goods train / 4 wheeler wagon / 1 single container	18.00 (Rs. 0.30 per k.g. per k.m.)
Officers drawing grade pay of Rs. 2800	3000 kgs.	9.00 (Rs. 0.31 per k.g. per k.m.)
Officers drawing grade pay below Rs. 2800	1500 kgs.	4.60 (Rs. 0.31 per k.g. per k.ms.)



The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

**D. Transportation of Conveyance.**

Grade Pay	Scale
Officers drawing grade pay of Rs. 4200 and above and those in pay scales of HAG+ and above	One motor car etc. or one motor cycle/scooter or one horse.
Officers drawing grade pay less than Rs. 4200	One motor cycle/scooter/moped or one bicycle.

**5. T. A. Entitlement of Retiring Employees.**

**A. Transportation of Conveyance.**

The expenditure on transportation of conveyance by Institute employees on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

**B. Lumpsum Transfer Grant and Packing Allowance.**

- (i) The composite transfer grant equal to a month's pay last drawn as defined in para 3 of this Office Order, may be granted in the case of those employees' who on retirement, settle down at places other than the last station(s) of their duty located at a distance of or more than 20 kms. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, presently admissible are subsumed in the composite transfer grant and will not be separately admissible.
- (ii) As in the case of serving employees, government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the composite transfer grant subject to the condition that a change of residence is actually involved.

6. The TA/DA rates mentioned in para 2 C (b) and (c) (mileage for road journey by taxi/own car/autorickshaw/own scooter/bicycle etc.), para (3) (all components of daily allowance on tour including rate of DA for journey on foot) and para 4 (C) (rates of transportation of personal effects) of this Annexure, shall automatically increase by 25% whenever Dearness Allowance payable on the revised pay structure goes up by 50%.

