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Orissa Travelling Allowance Rules, 1938 (DOE.1.8.38)

Definition:- Travel expenses mean the actual cost of transportation of a Government Servant on public duty including daily allowance. (Rule 9 & 23)

Day means a calendar Day beginning and ending at mid night but absence from Hqrs which does not exceed 24 hours shall be reckoned as one day irrespective of at whatever hour the journey begins or ends.

(Rule-13)

Family:- Wife or Husband (Husband-not more than one wife , Wife Only dependant husband).

Following members who actually reside with him or are wholly depend on him

Sons including step sons if they are legitimate and below 21 years of age.

Daughters step daughters if they are legitimate either Unmarried or widowed. (Rule-14)

Dependent

Income including pension+T.I not exceeding rs500/-pm + 7.1.

Kinds of TA (Rule-31)

1. Permanent TA
2. Conveyance allowance
3. Mileage allowance.
4. Daily allowance.
5. Actual Travelling expenses.

1. Permanent Travelling Allowance

Rule 32

It is a monthly allowance intended to cover the cost of journey performed within the sphere of duty of a Govt servant.

Condition

- a) Govt may grant such an allowance to any govt servant whose duties require him to travel extensively subject to minimum specified period being spent on tour in each month. quarter or half year as the case may be.
- b) Not to be drawn during periods of leave, joining time or otherwise absence from duty.
- c) Amount to be reduced proportionately for journey less than the specified days.

Rule 33

If a Government servant holds two or more positions to each of which such allowance is attached he may be granted such allowance not exceeding the total of all such allowances.

Conveyance allowance

Rule 34

A conveyance allowance may be granted by the Govt. on such conditions as it thinks fit to impose, to any Govt. servant who is required to perform frequently at or with in a short distance from his Hqrs. Journeys for which daily allowance is not admissible.

Condition

Rule 35,-I-

A conveyance allowance is drawn all the year round and is not forfeited during absence from Hqrs. ii) Not admissible during joining time. Admissible if joining time is combined with leave with allowance for maximum four months, subject to continuity certificate issued by the competent authority.

3. Mileage Allowance

Rule 37

A mileage allowance is an allowance given to meet the cost of a particular journey and is calculated on the distance travelled. 1st & 2nd grade @-50 ps per km/ 3rd & 4th grade -40p. Per km

(Revised Re 1/-Pkm
in 4/11 502)

Rule 38

i) For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the ~~cheapest~~ ^{shortest} or shortest of such routes, as the case may be provided that where alternative routes, are available and the difference between them in point of time or cost is not great mileage allowance may be calculated on the route actually used.

4. Daily Allowance

Rules 59

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

Rules-60 to 66

Conditions

- i) A period of absence from headquarters begins when a govt servant actually leaves his Hqrs and ends when he returns to the place in which his headquarters are situated whether he halts there or not.
- ii) No DA can be drawn except on tour.
- iii) DA is not payable for any day on which a Govt servant does not reach point more than 8 kilometers from his headquarters to such a point.
- iv) Not admissible during leave including (CL/OH)
- v) Full DA in excess of 10 days not admissible but Govt can permit in special case.

DA

Less than 6 hrs-30%

free lodging and boarding 25% DA admissible.

6 hrs to 12 hrs-60%
exceeding 12 hrs
less than full 24 hrs.

Free lodging or boarding 50% DA admissible

Lodging charges outside the state admissible for a single room subject to production of voucher.

Actual travel expenses

Rule 67 to 71

A Govt servant is entitled to be provided with means of conveyance by or at the expense of Govt or to draw as traveling allowance the actual cost or part of the actual cost of travelling.

Rule-68 to 71

Conditions (Admissible according to grades)

- i) A govt servant can draw cost of travelling at a rate higher than that admissible to his grade if so permitted by the competent authority.
- ii) Hiring of vehicle, admissible if no TA is admissible.
- iii) Admissible during journeys of less than 8 kms.

	Grade/Pay	DA(Rs)		Mileage
		Instate	Outside state	
1	Rs. 15100 & above	100	200	Own motor-
2	Rs. 12000 to 15100	90	190	Rs. 3.50 pkm
3	Rs. 9000 to 12000	75	180	Own scooter/ motor cycle
	2 nd grade	70	165	Rs. 1.80pkm
	3 rd grade	65	160	Own moped
	4 th grade	55	150	Rs. 0.90pkm

AIS officers included vide Go.f.d OM No.48062 dt.30.11.99(mileage) & No.329087 dt.29.7.03(DA)

N.B :- Consequent upon revision of pay as per ORSP Rules 2008 (after 6th Central Pay Commission Report) the TA entitlements have been changed with effect from 2.4.11 as per G.O.F.D.O.M No. 16638/F dt. 2/4/11. A copy of the G.O. is enclosed.

Admissibility of Traveling allowance for different classes of journeys Rules 72 to 135

1. Journey on tour (Rules 72 to 82)

A Government servant is on tour when absent on duty from his headquarters either within or, with proper sanction, beyond his sphere of duty provided that no journey is reckoned as a journey on tour that does not touch a point more than 8 (Eight) kilometers from headquarters.

Exception:- For government servants collecting land revenue in tahsil areas of less than eight kilometers the journeys may be treated as journey for the purpose of fixed TA.

2. Journey on transfer (Rules 83 to 97)

Traveling allowance is admissible to a government servant on transfer from a station to another, if his transfer is in public interest or convenience and the government servant is entitled to pay during the period occupied by the journey.

Exception:- A transfer at his own request or in consequence of misconduct should not be treated as transfer for the public interest or convenience unless the sanctioning authority so desired.

For travelling expenses on transfer the members of his family are also entitled to mileage as per the rate applicable to his grade subject to eligibility.

Charges on account of carrying personal effects are also admissible subject to payment according to the grade of a government servant.

3. Journey to join first post (Rules 98 to 103)

No traveling allowance is admissible to any person for the journey to join his post on first appointment to Government service.

Exception:-

1. Where the competent authority (appointing authority) so permits.
2. When a pensioner or a Government servant who has been thrown out of employment owing to reduction of establishment or the abolition of a post is reappointed to government service the authority sanctioning the reappointment may permit him to draw TA new assignment.
3. For Journey necessitated by sea routes TA may be allowed.
4. No DA is permissible for halts during the journey

4. Journey to attend examination (Rules 104 to 107)

A government servant is entitled to draw traveling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds:-

- a) An obligatory departmental or language examination.
- b) An Examination held, under any rules in force in tribal language.
- c) In the case of a military officers in civil employ, an examination for promotion in military rank.
- d) In the case of an assistant surgeon an examination designed to test his fitness to rise above an efficiency bar in a time scale.

Provided that traveling allowance cannot be drawn twice for a particular examination.

5. Journey when proceeding on and returning from leave(Rules 108 to 115)

Ordinarily no travelling allowance is admissible for making journeys while proceeding on or returning from leave.

Exceptions:- Military doctors in civil employ a military officer on warrant, ASIS Havildars, constable, of ordinary and armed police subject to prescribed conditions.

6. Journey on retirement (Rules 116 to 120)

- i) Military officers in civil employ, civil employees due to reduction of establishment.
- ii) Government servants retiring from service are entitled to traveling allowance from the place of last duty to the place of their destination after retirement .The members of their family also entitled to TA.
- 3) No daily allowance is admissible.
- 4) Expenses for transportation of personal effects, allowed.

7. Journey to give evidence (Rules 121 to 122)

Travelling allowance is admissible to a Government servant to enable him to give evidence

in:-
a criminal case
a case before the court marital.
a case in a civil court

to which government is party or attend a departmental enquiry constituted by the proper authority.

Before a court is foreign territory .

A certificate to be issued by the court concerned for claiming the traveling allowance.

8. Journey for medical purpose (rules 123 to 131)

Travelling allowance is admissible to a Govt servant proceeding to a station beyond his headquarters in connection with treatment of self or any member of his family on the

recommendations of the competent medical authority stating that such consultation is absolutely necessary for treatment of the disease.

TA is admissible to obtain medical certificate from the consulting physician but not for journey undertaken to obtain a medical certificate in support of applying for leave. TA for companion and DA for govt servant also admissible.

9. Journey on course of training (Rule 132)

Admissible to government servants when selected for undergoing a course of training TA from the original place and vice versa including halts. TA admissible for journey during the course of training

10. Journey to attend adarbar or leave (rule 133&134)

Admissible to attend darbars or leave subject to conditions laid down in rules, 133 & 134.
(for deputation personnel)

11. Journey to attend a military camp of exercise also entitle a govt servant to travelling allowance subject to the conditions mentioned in rule 135.

12. For journey of families of government servants who die in harness travelling allowance is admissible as per (rule 135A)

13. To attend interviews of the PSC or any other authorised recruiting agency TA is admissible if the candidature for the post was duly forwarded and subject to other conditions. (Rule 135 b)

APPENDICES

Appendix

Subject

APPENDICES

Appendix

Subject

1. List of delegation of powers.
2. List of spl.rates of D.A at expensivelocalities.
3. List of government servants who are not entitled to TA.
4. List of government servants in particular grades.
5. List of government servants in receipt of PTA.
6. List of government servants in receipt of CA.
7. List of govt servants entitled to spl.mileage allowance.
8. List of general exemptions from 10 days halt.
9. List of special rates of DA.
10. Mileage allowance in lieu of DA.
11. Cases of transportation of conveyance.
12. Journry of family of govt servant dying in service.
13. List of officers who are their own controlling officers
14. Particulars of journey.

Annexures

1 to 12 regulatng salaries,allowances,traveling allowances, Daily allowances etc.for ministers,speakers,Dy speakers and,member of the orissa legislative Assembly

**GOVERNMENT OF ORISSA
FINANCE DEPARTMENT**

No. CS-II-5/2011 16638 /F., Dt. 2/4/2011

OFFICE MEMORANDUM

Sub: - Grades of Government Servants in the revised Scale of pay and their entitlement to Travelling Allowance.

Consequent upon revision of pay scales of Government Servants with effect from 01.01.2006 under ORSP Rules, 2008, Government, after careful consideration have been pleased to decide that the Grades of Govt. Servants for the purpose of Travelling Allowance (T.A.) and the rate of Daily Allowance (D.A.) on tour and other pay relatable allowances shall be re-fixed in modification of the existing provisions as follows:-

Grade (1)	Grade Pay in the revised Scale of Pay (2)
1 st Grade	Officers drawing grade pay of Rs.5400/- & above and those in pay scale of HAG + and above.
2 nd Grade	Officers drawing grade pay of Rs.2800/- & above but below Rs.5400/-.
3 rd Grade	Officers drawing grade pay of Rs.1650/- & above but below Rs.2800/-.
4 th Grade	Officers drawing grade pay below Rs.1650/-.

2. Entitlements for Journeys on tour by Air/Train:

The existing provisions regarding entitlements of Government Servants for Journeys on tour by Air and by Train is modified as follows:

Grade Pay (1)	Travel Entitlements (2)
Officers drawing grade pay of Rs.8700/- and above and those in pay scale of HAG + and above	Economy class by Air/AC First Class by Train.
Officers drawing grade pay of Rs.5400/- and above but below Rs.8700/-.	AC-II tier Class by Train.

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Officers drawing grade pay of Rs.2800/- and above but below Rs.5400/-.	First Class (Non-AC)/AC-III Tier/AC Chair Car by Train.
Officers drawing grade pay below Rs.2800/-.	Second Class Sleeper by Train.

The officers drawing grade pay of Rs.10,000/- and above and those in the pay scale of HAG + and above, while on tour outside the Country, may travel in Business / Club Class by Air.

3. **Daily Allowance on Tour:**

The rate of Daily Allowance on tour both for inside the State and for outside the State of Government Servants of various grades is revised as follows:

Grade		Rate of DA inside the State	Rate of DA outside the State
(1)		(2)	(3)
1 st Grade	i) Officers drawing grade pay of Rs.8800/- and above and those in pay scale of HAG + and above	Rs.200/-	Rs.400/-
	ii) Officers drawing grade pay of Rs.7600/- and above but below Rs.8800/-.	Rs.180/-	Rs.380/-
	iii) Officers drawing grade pay of Rs.5400/- and above but below Rs.7600/-.	Rs.150/-	Rs.360/-
2 nd Grade	Officers drawing grade pay of Rs.2800/- and above but below Rs.5400/-.	Rs.140/-	Rs.330/-
3 rd Grade	Officers drawing grade pay of Rs.1650/- and above but below Rs.2800/-.	Rs.130/-	Rs.320/-
4 th Grade	Officers drawing grade pay below Rs.1650/-.	Rs.110/-	Rs.300/-

4. **Reimbursement of Hotel accommodation charges on tour outside the State:**

Reimbursement of Hotel accommodation charges by Government Servants of various grades when no Government accommodation is available while on tour outside the State as provided under Rule 65 (d) (i) and (ii) of OTA Rules is revised at the following rates.

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Grade		Reimbursement of Hotel accommodation charges outside the State subject to production of Voucher
(1)		(2)
1 st Grade	i) Officers drawing grade pay of Rs.8800/- and above and those in pay scale of HAG + and above	Upto Rs.4000 /- per day
	ii) Officers drawing grade pay of Rs.7600/- and above but below Rs.8800/-.	Upto Rs.3000 /- per day
	iii) Officers drawing grade pay of Rs.5400/- and above but below Rs.7600/-.	Upto Rs.1500 /- per day
2 nd Grade	Officers drawing grade pay of Rs.2800/- and above but below Rs.5400/-.	Upto Rs.750 /- per day
3 rd Grade	Officers drawing grade pay of Rs.1650/- and above but below Rs.2800/-.	Upto Rs.500 /- per day
4 th Grade	Officers drawing grade pay below Rs.1650/-.	Upto Rs.300 /- per day

Reimbursement of the cost of Hotel accommodation shall not be entertained as a matter of course. Before allowing such reimbursement the controlling officer shall satisfy himself about bona fides of the claims with reference to the voucher produced by the officer concerned.

This Hotel accommodation charge shall be in addition to the rate of Daily Allowance admissible to various grades under these instructions.

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5. **Conveyance hiring charges at any place of halt outside the State:**

The maximum limit of conveyance hiring charges at any place of halt outside the state while on tour as admissible in favour of the first or second grade Govt. Servants under rule 79 (iii) of OTA Rules is revised from Rs.200/- to Rs.400/- per day.

This supersedes F.D. O.M. No.32905/F dt.29.07.2003.

6. **Road Mileage Allowance for Journeys on tour by own vehicle:**

The rates of Road Mileage Allowance for Journeys on tour by own vehicle are revised as follows:

Grade	Vehicle	Rate
(1)	(2)	(3)
Officers drawing grade pay of Rs.4600/- and above and those in pay scale of HAG + and above.	Own Motor Car	Rs.7.00 per km
Officers of all grades	Own Motor Cycle (Scooter/Scooty)	Rs.3.60 per km
	Own Moped	Rs.1.80 per km

F.D., O.M. No.48062/F dt.30.11.1999 is modified to the above extent.

7. **Transportation of conveyance by road on transfer:**

The rates of allowance for transportation of conveyance by road on transfer either under their own propulsion or otherwise are revised as follows:

Conveyance transported	Rate of Allowance
(1)	(2)
Own Motor Car	Rs.7.00 per km
Own Motor Cycle (Scooter/Scooty)	Rs.3.60 per km
Own Moped	Rs.1.80 per km
Own Bicycle	Rs.1.00 per km.

F.D., O.M. No.48065/F dt.30.11.1999 is modified to the above extent.

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