THE TAMIL NADU
TRAVELLING ALLOWANCE RULES

[corrected upto 31st January 2005]

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GOVERNMENT OF TAMIL NADU
2005

RULINGS

The rate of daily allowance of a Government servant who spends part of a period of absence of 24 hours from headquarters in one of the special 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

A Government servant whose headquarters is situated in a special tract is not entitled to enhanced rate of daily allowance for a journey from and to his headquarters within a period of 24 hours irrespective of the fact whether the journey is performed entirely in special tract or partly in the special tract and partly in the ordinary tract.

ANNEXURE VI

(Vide Rule 70*)*

LIST OF OFFICERS WHO, ON TRANSFER, ARE ENTITLED TO TRANSPORT THEIR CONVEYANCES AT THE EXPENSE OF THE GOVERNMENT.

Pay range of Government servants.	Kind of conveyance.
1. Officers drawing a Basic Pay of Rs.10,000 and above.	One Motor Car (New)
1(a). Officers drawing a Basic Pay of Rs.8,000 and above.	One Motor Car (Second Hand)
2. Officers drawing a Basic Pay of Rs. 4,000/- and above.	One Motor Cycle / Scooter / Moped. (with or without a side Car).
3. All other Government servants.	one Bi-cycle.

NOTE

(1) A Government servant transferred from one post to another included in the list is eligible to claim the

cost of transporting the conveyance appropriate to the lower post.

(2) A Government servant 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.

(3) A Government servant mentioned in item 2 of this list may, if he incurs the cost of transporting a motor car in lieu of a motor cycle/scooter with or without a side car, recover an amount equal to the cost of transporting a motor cycle/scooter with a side car.

(4) Officers mentioned in Note (2) to Annexure I Can claim the cost of transporting a car on their transfer.

ANNEXURE VII

(Vide Rule 111)

SPECIAL RULES FOR HIGH OFFICIALS

SECTION A - GOVERNOR.

1. The Governor may, when travelling by railway, engage a saloon from the railway stock.

NOTE

1. The members of the Governor's Household, i.e., member of his family and his servants but excluding members of his personal staff, may travel free of charge if accompanying the Governor in the saloon requisitioned for the Governor's use. The wife of the Governor may also travel with or without her children and by ordinary train unaccompanied by her husband but within his State in the saloon requisitioned for the Governor's use the ordinary haulage rate chargeable for the saloon being debitable to Government.

In the case of the personal staff, if the total number of persons (including the members of the Governor's family, but excluding the servants travelling in the saloon) is in excess of the authorised number of passengers, the fare for such personal staff in excess at the authorised number of passengers shall be retained by the railway.

2. The Government do not consider it necessary to specify in these Rules the purposes for which the saloons/carriages are to be requisitioned and the persons for whom accommodation is to be provided therein.

3. The following rules regulate the expenditure on the railway journeys of Governors of States and their wives in circumstances not provided for under the existing Rules:—

(i) In the case of a Governor travelling otherwise than on duty and in respect of journeys made outside his own State otherwise than (a) on joining appointment or retiring from the service or (b) when proceeding on or returning from leave, a saloon from the railway stock should be placed at his disposal and he should be required in return to pay four first-class fares for the journeys, that is, the cost of reserving a first-class compartment. Such payment should be regarded as covering the fares of all persons travelling in the saloon and public revenues should bear only the difference between the cost of haulage of the saloon and the fares which the Governor would be required to pay. For the purposes of this decision, the cost of haulage means the cost of haulage by an ordinary train and not by a special train engaged for the purpose.

(ii) When the wife of a Governor travels in a saloon unaccompanied by the Governor—

(a) When it is within the State, the journey should be treated in the same way as if performed by the Governor, that is, the whole cost should be defrayed from public revenues;

(b) When it is outside the State the entire cost of a journey must be borne by the Governor himself.

[G.O. No. 599, Finance, dated 12th July 1926.]

(iii) When the Governor does not choose to use a saloon, but travels in a first-class or air-conditioned coupe on a private visit, he will be charged only one fare of the class in which he travels. He will also be entitled to take one more person with him in the air-conditioned or first-class coupe, as the case may be, without payment of any fare. This concession will not apply to journeys undertaken by air on private visits.

Any official accompanying the Governor on his private visit will be regarded as travelling on duty and will be eligible to draw travelling allowance under the ordinary Rules.

(iv) The Governor will be entitled to take one person with him at public expense when he travels by air on duty. This person may be any relative, even if he is not a member of the family within the meaning of the term as defined in article 25 of Civil Service Regulations.

[G.O. No. 596, Finance, dated 3rd May 1961]

NOTE (1)

It has been decided with the concurrence of the Government of India that the words "entire cost" used in sub-paragraph (ii) (b) above should be interpreted to mean the cost of the whole journey including such part of it as is performed within the limits of the Governor's State and not merely the cost of such portion of the journey as falls outside the State.

NOTE (2)

Under sub-paragraph (ii) (b) above the cost of the journey of any member of the Governor's personal staff who accompanies the wife of the Governor when she travels outside her husband's State and is unaccompanied by him should not be debited to public revenues but should be borne by the Governor himself.

4. A special train may be provided for a Governor designate proceeding to join his appointment or for a retiring Governor vacating office subject to the following conditions:—

(i) A Governor-designate who is to be accorded a public arrival at the headquarters of his State may, when proceeding to join Office, use a special train from any station within the State.

Similarly a retiring Governor proceeding from his State after having vacated office, who is accorded a public departure, may use a special train up to any station within the State.

(ii) A Governor-designate proceeding to join office without public arrival may use a special train from any station within the State, provided that the Chief Secretary to the Government concerned certified that, by reason of the inconvenient timings of ordinary trains, or in order to ensure adequate protective arrangements, it is in the public interest that a special train should be used.

Subject to the same proviso, a retiring Governor proceeding from his State without a public departure may use a special train up to any station within the State.

(iii) In the occasions on which a special train is used within the limits of the State as provided by Rules (i) and (ii) above, that part of the journey performed without the State should ordinarily be by ordinary train with one saloon. A special train may however, be used for the journey without the State, provided that the Chief Secretary to the Government certifies that, by reason of the inconvenient timings of ordinary trains or in order to ensure adequate protective arrangements, it is in the public interest that the whole journey should be performed by special train.

(iv) The entire cost of haulage of the special train will be met by Government and no fare will be recovered from the high official concerned or from any member of his family travelling with him in the special train.

(v) The certificate of the Chief Secretary referred to in the rules shall be accepted in audit without question.

5. Rule 8 of Part I of Appendix 3 of the Civil Service Regulations will continue to apply to the journeys of Governor proceeding on or returning from leave.

6. The expression “his and his family’s effects” in paragraph 4 (i) of the States Reorganisation (Governor’s Allowances and Privileges) Order, 1957 should be held to include a motor car possessed by the Officer or his family at the time of his appointment as acting Governor.

SECTION B - MINISTERS

PART I—TRAVELLING ALLOWANCE ON TOURS

1. These rules may be called the Tamil Nadu Ministers' Travelling Allowance Rules, 1951.

2.(1)(a) The Chief Minister may, when he travels by rail, reserve a saloon or tourist car;

(b) The Security staff and the Personal staff accompanying the Chief Minister may travel with the Chief Minister in the saloon or the tourist car;

(c) The Security staff and the Personal staff though entitled to travel by first-class, shall not purchase separate tickets, if they travel with the Chief Minister in the saloon or the tourist car since the expenditure relating to the travel in the saloon or tourist car is being met by the Government;

and

(d) The claims in the travelling bills of the Security staff and the personal staff be restricted only to the Daily allowance admissible for the journey if they travel with the Chief Minister in the saloon or the tourist car.

(2) A Minister may, when he travels by rail, reserve a two-berthed or four-berthed first-class compartment or an air-conditioned coupe or a four-berthed air-conditioned compartment for himself, if he deems it necessary to do so.

3. A Minister, not travelling in a reserved compartment, may draw a single fare of the class by which he actually travels (including air-conditioned class) and, in addition, fractional fare calculated at forty-five paise for every ten kilometers or part thereof if the part exceeds five kilometers; but he shall himself pay for his private servants and personal luggage.

4. (1) When a Minister travels in a reserved compartment, the charges for the compartment shall be borne by the Government department concerned subject to adjustment with the railway administration as hereinafter provided, and the Minister may draw fractional fare calculated as forty-five paise for every ten kilometers or part thereof if the part exceeds five kilometers.

(2) When a Minister travels in a reserved railway compartment on tour, not more than one person, being a relative of the Minister, may subject to the authorised capacity of the compartment, travel with him in such compartment, without payment of any fare.

(3) Other persons travelling with the Minister in the reserved compartment shall pay the usual railway fares by purchasing the necessary tickets, and the Minister shall specify in his travelling allowance bill the number of persons who travelled with him and also certify therein that the necessary tickets were purchased by them.

(4) The fares paid by the persons travelling with the Minister shall be adjusted as follows:—

(a) When the number of persons occupying the compartment (including the Minister) exceeds the minimum number of fares for which the compartment can be reserved for a member of the public, the fares for the number of occupants in excess of such minimum shall be retained by the railway administration.

(b) Fares which are not so retained shall be credited to the Government department concerned, by deduction from the bill submitted to it by the Railway administration.

(5) Before beginning his journey in the reserved compartment, the Minister shall have the number and the other details of the tickets purchased

for the persons travelling with him in the compartment, entered by the Station Master of the station from which his journey is commenced on the form of requisition for reservation and issue of the special ticket.

(6) If any person travels with the Minister in the reserved compartment after the issue of the special ticket to the minister, the number and the other details of the ticket purchased for such person shall be invariably noted by the Minister or an officer authorised by him in this behalf, on the special ticket issued by the railway with the following certificate:—

"Certified that the fares have been duly paid for.....first class passengers travelling in the same compartment holding tickets No.....from.....to.....

NOTE

The procedure in Sub-rules (3) to (6) is laid down for the purpose of enabling the necessary adjustments to be made between the Government department concerned and the railway.

5.(1) A Minister may draw mileage, for journeys by road, at forty-eight paise per kilometre if he engages a taxi for the journey and at thirty-two paise per kilometre, if he travels in any other conveyance, provided the cost of its use of propulsion is met by him.

(2) A Minister may also undertake journey by a taxi engaged by the District Collectors for which the expenditure will be met from Government funds by the District Collectors according to the powers delegated to them. For such journeys, a Minister is not eligible for mileage.

NOTE

It is not the intention that any specific certificate as to the Ministers meeting the cost of its use or propulsion should be called for.

6. A Minister may draw mileage at forty-eight paise per kilometre for journeys by canal.

7. (1) A Minister, when travelling by steamer, may recover his actual travelling expenses, appending to his bill a certificate as follows:—

"I certify that I have actually paid the amount of this bill and that it does not include any charge for the transport of any stores or goods other than my personal luggage".

EXPLANATION

For the purposes of this rule, stores carried for consumption on tour shall be treated as personal luggage.

(2) A Minister may also draw, in addition, a daily allowance at the rate of fifty rupees per day for days spent on the journey, including days of halt.

8. In cases not governed by Rule 7, a Minister may draw Daily allowance for days of halts at the rate of fifty rupees per day when touring within the State and the rate of eighty-five rupees per day when touring outside the State.

8A. Where a Minister, while on tour, is provided with free boarding and lodging at the expense of the Government of India or the Government of any State, he shall be entitled, for the days on which he is provided with such free boarding and lodging, to draw only one-fourth of the Daily allowance admissible to him under these Rules and if only free board or free lodging is provided, he shall be entitled for the days on which he is provided with such free boarding or free lodging to draw Daily

allowance at one-half of the rates admissible to him under these Rules.

NOTE

Daily allowance may be drawn for each complete period of 24 hours of halt or halts and journeys by road and/or rail, for which no mileage or fractional fare is claimed.

9. A Minister may draw the actual cost of transporting, at owner's risk, a motor car by railway; such cost shall include a single second class fare for chauffeur or cleaner:

Provided that if the motor car is transported in any other manner, the Minister may draw the cost which could have been incurred, if it had been transported by train, steamer or other craft as the case may be.

NOTE

If the motor car so transported belongs to the Government any loss/damage sustained in respect thereof which is not recoverable from the railway shall be borne by the Government.

10. (1) A Minister may draw, for a journey by air, the fare paid by him or such journey and in addition Daily allowance at the rate of fifty rupees per day when touring within the State and at the rate of eighty-five rupees per day when touring outside the State. If, however on the same day, before or after the journey by air, he makes a journey by any other means of locomotion, he may at his option draw, in lieu of Daily allowance, the mileage allowance, if any, admissible for the journey so made.

(2) A Minister who makes a journey outside India may draw, as Travelling allowance for the journey, the fare paid by him for such journey by air, steamer or railway and may draw in addition, the

actual expenses incurred by him, connected with the journey including the period of halt.

(3) Minister shall be reimbursed the Annual Premium as may be fixed at the Insurance Companies, from time to time, and paid by them for taking a comprehensive insurance policy upto rupees one lakh with any Insurance Company of their choice against personal accidents during their travel by air, rail and road; and also when they visit places of riots, strikes and civil, commotion on production of receipts. The claim for the reimbursement of the annual premium for the comprehensive insurance policy will be made year after year, after the expiry of the validity of the policy for each year.

NOTES

(1) For the purposes of this rule "journeys by air" mean journeys performed in the machines of public air transport companies regularly plying for hire, including free transit by air, in a Government machine or in a machine chartered by Government. It does not include journeys performed by private aeroplanes or air taxis.

(2) If available, return tickets at reduced rates should always be purchased if the Minister expects to perform the return journeys by air within the period during which a return ticket is available.

(3) The restriction in sub-rule 10(1) to the drawal of both daily allowance and mileage will apply only in the case of continuous journeys. In other cases where a journey is performed separately on the same day, the travelling allowance as admissible for that part may also be drawn.

(4) A Minister may travel by air from Chennai to Trivandrum and from Trivandrum to Nagercoil by road and return to Chennai by the same routes, whenever he visits Kanyakumari district on duty.

10A. Minister may draw an advance towards the travelling expenses during a journey on tour. The amount so drawn shall not in any circumstances, exceed the amount of travelling allowance to which the Minister is entitled for the journey which has not already commenced and shall not also exceed the sum likely to be required to meet his travelling expenses for the month or for the probable duration of the tour, whichever is shorter. The advance shall be charged to the final head of expenditure concerned. When the Minister returns to headquarters on completing the tour, the advance drawn should be adjusted at once in full, in the detailed travelling allowance bill for the month. When the Minister has drawn an advance the second advance shall not be drawn unless the balance on the advance drawn, if any, is remitted into the bank and the adjustment travelling allowance bill has been presented at the Pay and Accounts Office.

EXPLANATION

(1) "Headquarters" means the City of Chennai.

(2) "Bank" means any office or branch of the Banking Department of the Reserve Bank of India.

10B. Where a Minister proceeding on tour reserves accommodation for the air journey and subsequently cancels it in the exigencies of public service, an expenditure involved for the cancellation of the accommodation shall be met from the State funds. The cancellation or postponement of such air journeys shall, however, be intimated to Air Lines Corporation as soon as possible so that the cancellation fee charged by the Corporation may be minimised.

11. The State Government may, by order, relax the provisions of these rules in any particular case to such extent, or subject to such conditions or modifications, as may be specified in such orders and also fix the rates of travelling and daily allowances applicable to the case.

PART II

TRAVELLING ALLOWANCE FOR ASSUMPTION AND RELINQUISHMENT OF OFFICE.

1. Travelling Allowances shall be admissible to a Minister at the rates and upon the conditions specified in the following rules in respect of:—

(a) His journey for assuming office, to the city of Chennai from his usual place of residence in the State, if such place is outside the city, and

(b) His journey on relinquishing office, from the city to his usual place of residence in the State before he assumed office, if such place is outside the city.

2. (i) A Minister may travel by air - conditioned coach for journeys by rail and draw, in addition to the fare actually paid, incidental charges calculated at the rate of 75 paise for every 10 kilometers or part thereof if the part exceeds 5 kilometers; for journeys by steamer he will draw one and three-fourths first class fares.

(ii) If the Minister travels by a lower class, he may drawn one fare of the class by which he actually travels plus an amount calculated at the rate of 75 paise for every 10 kilometers or part thereof if the part exceeds 5 kilometers for journeys by rail and three-fourths first class fare for journeys by steamer.

3. (1) A Minister may also draw the fare for each member of his family who accompanies him, provided it is actually paid.

EXPLANATION

A member of the Minister's family who follows him within three months or precedes him by not more than one month shall be deemed to accompany him.

2. "Family" in sub-rule (1) includes the wife and the sons and daughters (including an adopted child and

step-sons and step-daughters) of the minister, residing with an wholly dependent on him but does not include a married daughter after she has been placed under her husband's protection.

EXPLANATION

An adopted child shall be deemed to be a child for the purposes of this rule, when the Accountant-General, Chennai, or if any doubt arises in his mind, the Advocate-General, Chennai is satisfied that, under the personal law governing the Minister, adoption is legally recognised as conferring the status of a natural child and in that case only.

4. (1) A Minister may also draw the actual cost of transporting at owner's risk, by goods train, steamer or other craft, personal effects upto a maximum of 4,500 kilograms:

Provided that 200 kilograms may be carried by passenger train.

(2) If the whole of the personal effects are carried by passenger train or if more than 200 kilograms thereof are carried by passenger train and the rest by goods train, the Minister may draw the actual cost of their carriage upto the amount which would have been admissible if he had taken 200 kilograms by passenger train and 4,300 kilograms by goods train.

5. The Minister may also draw—

(1) the actual charges, at the one end, for packing, transporting to the station from which the train, steamer or other craft leaves and loading and the actual charges, at the other end, for unloading, transporting from the destination and unpacking, or

(2) a consolidated allowance for every 40 kilograms loaded, at the rate of 16 paise per kilometer for the distance covered by road whichever is less, subject to a maximum of Rs. 50 at each end.

6. A Minister may draw the actual cost of transporting at owner's risk by goods train, steamer or other craft, one motor car belonging to him and a fare for one chauffeur or cleaner by the lowest class:

Provided further that, if the motor car is transported in another manner, the Minister may draw the cost which would have been incurred if it had been transported by train, steamer or other craft, as the case may be.

7. A Minister may, in addition, draw railway or steamer fares by the lowest class for not more than three personal servants on a certificate that the fares have actually been paid.

8. A Minister who travels by a Government steamer is entitled, in lieu of the foregoing concessions, to free transport of himself, his family, servants and their bonafide personal effects as well as his car, and may in addition draw a daily allowance of Rs. 50.

9. For journeys by road or canal, a Minister may draw mileage at the following rates:-

(a)	If travelling alone or accompanied by less than three members of his family.	Two mileages at 48 paise each a kilometre.
(b)	If accompanied by three members of his family.	Three mileages at 48 paise each a kilometre.
(c)	If accompanied by more than three members of his family.	Four mileages at 48 paise each a kilometre.

NOTE

If a journey is performed by road or canal between place connected by railway, the charge should be limited to what would have been admissible had the Minister travelled by rail.

10. (1) If, between places connected by railway, the personal effects of the Minister are carried by road or canal, he may draw the actual expenses upto the amount which would have been admissible if he had taken 200 kilograms by passenger train and 4,300 kilograms by goods train.

(2) If, between places not connected by railway, such personal effects are carried by road or canal, the Minister shall, in addition to the mileages specified in rule 9, be entitled to two extra mileages of 48 paise each per kilometre, subject to the production of a certificate that there was no public carrier available to carry such effects at a cheaper rate.

(3) In the cases referred to in sub-rules (1) and (2), if a public carrier is available for the transport of the personal effects the claim shall be limited to the amount which would have been charged by such carrier for the transport of such effects (subject to a maximum of 4,500 kilograms) at owners risk if such amount is smaller than the amount admissible under sub-rule (1) or sub-rule (2), as the case may be.

11. (1) When extra railway fares or mileages are claimed under rule 3 or 9 on behalf of members of his family, the Minister shall certify to the number of such members who accompanied him and to their relationship to him.

(2) Claims under Rules 4 and 10 shall be admitted only on the production of vouchers supported by the Minister's certificate that only goods belonging to him and his family were carried.

(3) The journeys of the Ministers and the members of their family and the transport of personal effects should ordinarily be completed within a period of three months from the date of relinquishment of office.

12. For journeys of the nature described in Rule 1 performed by the Speaker of the Legislative Assembly travelling allowances shall be admissible at the rates and upon the conditions specified in these rules, and all references in these rules to a Minister shall be construed accordingly.

RULINGS

1. Ministers are not entitled to draw enhanced rates of daily allowance and mileage for journeys in special tracts as in rule 47 nor can they claim daily allowance for halts in Chennai city during the period for which the Governor is in residence on the hills.

2. (*i*) The Tamil Nadu Travelling Allowance Rules are applicable to the journeys made by Ministers in so far as they are not inconsistent with any of the rules in this annexure. Accordingly, orders permitting the Ministers to visit places outside the State on duty communicated to audit by Government in the Public (Special) Department may be accepted in audit on the analogy of Travelling Allowance Rule 60.

(*ii*) The restriction in the Tamil Nadu Travelling Allowance Rules and the rulings thereunder that road mileages is inadmissible for journeys performed within 8 kilometres of camp and for journeys made within a station of halt, are not applicable to Ministers.

ANNEXURE VIII

(Vide Rule 112)

SPECIAL RULES FOR PARTICULAR DEPARTMENTS OR OFFICERS RAJBHAVAN STAFF.

1. The move of the Raj Bhavan staff to Udhagamandalam and back when the Governor takes up residence at Udhagamandalam for more than 30 days shall be treated as on transfer and transfer travelling allowance is allowed. If the period of Governor's halt is 30 days and below, the Raj Bhavan staff shall be allowed travelling allowance and daily allowance as for journey on tour.

2. The Government Servants attached to Raj Bhavan shall draw hill allowance at the rate of 20 per cent of their pay subject to a maximum of Rs. 200 per month for the period of actual stay at Udhagamandalam.

NOTE

1. When any of the Officer of Raj Bhavan mentioned above goes on tour during his stay at Udhagamandalam, the hill allowance for the period of his absence on tour may be admitted, subject to the production of a certificate by the Officer that he did not relinquish his quarters at Udhagamandalam and that he continued to maintain his family or any establishment consisting of either a servant or a dependent during the period for which hill allowance is claimed.

2. In calculating the hill allowance, special pay shall be treated as pay.

3. The hill allowance admissible to piece workers of the Raj Bhavan Press establishment shall be calculated on their average earnings per month for the entire period of their stay at Udhagamandalam.

4. When the Governor undertakes a tour in or visit to districts during his annual move to or from Udhagamandalam, a Government servant accompanying

him shall be eligible to draw travelling allowance as on tour for the portion of the journey which does not lie on the direct route between Chennai and Udhagamandalam.

GENERAL

The Government Servants attending meetings of the Tamil Nadu Civil Services Joint Council as representatives of service associations on the staff side of the council shall be paid travelling allowance and daily allowance as admissible under the Tamil Nadu Travelling Allowance Rules.

MEDICAL SERVICES AND FAMILY WELFARE

1. Nurse-pupils trained on behalf of the Government may draw a single II class Railway fare/bus fare for their journeys to be trained in midwifery or gynecology at places where there are hospitals for women and children. Similar travelling allowance will be admissible for the return journey to pupils who have not completed the full course of four years.

2. Actual bus fare may be paid as conveyance charges during domiciliary midwifery training of Auxiliary Nurse Midwife pupils (from the training centre to the place where the pupils are posted for training and back).

3. Auxiliary Nurse Midwife pupils shall be accommodated in the nurses quarters as far as possible during the period of domiciliary midwifery training. If no accommodation is available they shall be paid; the admissible daily allowance as on tour as applicable to Grade IV Officers.

JUDICIAL

1. The Advocate-General, Public Prosecutor and the Government Pleader, Chennai will draw travelling allowance at the rates laid down in Annexure I for Officers in Grade I, for their journeys performed under the orders of Government. No daily allowance will, however, be given.

2. Mufussil Government Pleaders, Public Prosecutors and Pleaders specially engaged by Government will draw travelling allowance (other than daily allowance) at the rates laid down for Officers in Grade II.

POLICE

Police Constables may draw daily allowance during halts for attending examinations for the posts of Head Constables and Station-writers for the first two such halts.

ANNEXURE IX

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ANNEXURE X

Deleted.

ANNEXURE XI

(Vide Rule 110 D)

FIXED TRAVELLING ALLOWANCE STATEMENT OF SHORT TOURS AND RECOVERIES

Sl.No.	Name of the Officer	Designation	No. of days short touring	No. of days on which a Govt. Vehicle has been used without charge	Amount recovered	Amount yet due.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

PART-II

TRAVELLING ALLOWANCE RULES OF PERSONS OTHER THAN GOVERNMENT SERVANTS

1. (*a*) When any person, not being a Government servant, attends any meeting of a Commission of inquiry or of a Board, Conference, Committee or Departmental inquiry convened under proper authority or performs any public duties in an honorary capacity, the Government may grant him travelling allowance calculated under the ordinary rules for the journey of a Government servant on tour and for this purpose, with due regard to such person's position in life, may declare any general or special order the grade to which he shall be considered to belong or may pay him his actual travelling, hotel and carriage expenses as may be thought fit.

(*b)* The full powers of the Government in respect of the grant of travelling allowance under the above rules have been delegated to the Director of Collegiate Education, the Director of School Education, the Director of Backward Classes and the Director of Adi-Dravidar and Tribal Welfare.

(*c*) Other heads of departments may sanction the grant of travelling allowance under the above rule, subject to the condition that the amounts sanctioned do not exceed what would be admissible under the prescribed rules for similar attendance at a Criminal Court and that they should be passed on bills presented by the parties concerned. Payments of such allowances may, on receipt of sanction of the head of department, be made by the Officer presiding at the inquiry.

(*d*) In other cases, special directions as to the rates admissible will form part of the general or special orders empowering particular heads of departments to direct inquiries or directing the appointment of Special Committees or the holding of conferences.

2. & 3. Deleted.

4. The Vice-Chancellors of Universities and other non-officials drawn from outside the State as examiners and experts by the Tamil Nadu Public Service Commission are eligible to draw travelling allowance and daily allowance as admissible to Grade-I Officers of this Government.

5. Travelling allowance as described below may be drawn by the non-official members of the boards for the conduct of public examinations and of the advisory committees attached to such boards and by persons invited to attend meetings in connection with or to conduct public examinations—-

Persons from the mufussil who drawn fixed pay.	Such rates of travelling allowance as are admissible under the rule to Government servants drawing similar pay.
Others from the mufussil	Such rates as may be determined by the Director of Government Examinations with reference to the circumstances of each case subject to the condition that no allowance shall be granted in excess of that admissible to an Officer in Grade II under Annexure I to the Tamil Nadu Travelling Allowance Rules.

In the case of persons invited to conduct public examinations, daily allowance shall be drawn for intervening holidays or other days on which no examination is held only if no remuneration is paid.

NOTE

The members of the Board of Examinations in Indian Medicine shall be paid travelling allowance in accordance with Rules 5 subject to the condition that the allowance granted to non-officials who do not draw any fixed rate of pay shall not exceed that admissible to officers in Grade II in Annexure I to the Tamil Nadu Travelling Allowance Rules.

6. Deleted.

7. Deleted.

8. Deleted.

9. Deleted.

10. Deleted.

11. Honorary Medical Officers who are summoned to give evidence of the nature mentioned in Rule 96 of Tamil Nadu Travelling Allowance Rules shall be allowed travelling allowance as on tour as admissible to Grade-II Officers.

RULINGS

(1) The non-official submitting travelling allowance bills shall indicate in the bill that he has not drawn similar allowances for the journeys or period to which the claim relates from any other official source.

(2) The non-official members of Government Committees who are not members of the Legislature will be entitled to draw travelling allowance at the following

rates for journeys performed by them in connection with the meetings of the committees:—

Class of Committee	For Journeys		Mileage	Daily Allowance		Incidental Charges
	By Rail	By regular Public Motor Service		Beyond 8Kms	With 8 Kms.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
First Class	Single First Class	Bus Fare	Rs.4.00 per km for the first 100 km. Rs.3.00 per km for the next 100 km. Rs.2.00 per km for remaining distance.	100	75	An amount equivalent to half daily allowance each for the day of departure from and for the day of arrival at the place of residence of the members.
Second Class	Single First Class	-do-	-do-	75	60	-do-

[G.O. Ms. No. 551, Finance (Allowances), Dated 3-11-2004]

(3) Travelling and other allowances payable to the non-official members of committees, commissions etc., constituted by the Government should be classified under the detailed head "Travelling Allowance" under the relevant sub-head of account.

NOTE

State Level Committees are treated as I class Committees and other Committees Viz. Regional and District Committees are treated as II class Committees.

(4) Members of the Legislature, members of the Parliament and non-official members serving on Government Committees and others who are not Government servants should prefer their travelling allowance claim in respect of the journeys performed by them in connection with Government business within one year from the date of completion of the journey.

(5) A retired Government servant, who appears before a criminal court or the Tribunal for Disciplinary Proceedings, Chennai, or a civil court to given evidence in respect of his official acts or of matters within his official knowledge before retirement or to defend himself incases instituted against him while in service shall be paid travelling and subsistence allowance according to the rates to which he was eligible before retirement.

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