



## **RIICO TRAVELLING ALLOWANCE RULES, 1969**

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
AND INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN: TILAK MARG: JAIPUR - 302005**

A handwritten signature in black ink, appearing to be 'Gaurav Bajad', is written above the printed name.

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## **P R E A M E L E**

These rules will be called the Rajasthan State Industrial Development & Investment Corporation Limited Travelling Allowance Rules and shall come into force with effect from the date they have been approved by the Board of Directors. Unless otherwise expressly provided, these rules apply to all employees of the Corporation. They will not apply to:

1. Work Charged Employees;
2. Contingent Employees; and
3. Employees governed under the Factories Act.

  
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## **DEFINITIONS**

**Rule 1:** In these rules unless the context otherwise requires:

- (i) **Board:**  
means the Board of Directors of the Corporation.
- (ii) **Chairman:**  
means the Chairman of the Board of Directors of the Corporation appointed in accordance with Article 77 of Articles of Association of the Corporation.
- (iii) **Competent Authority:**  
in relation to exercise of any power means the Rajasthan State Industrial Development & Investment Corporation Limited or any other authority to which the power is delegated by the Board under these rules.
- (iv) **Corporation:**  
means the Rajasthan State Industrial Development & Investment Corporation Limited.
- (v) **Day:**  
means a calendar day, beginning and ending at mid-night, but an absence from headquarters which does not exceed twenty four hours shall be reckoned for all purposes as one day at whatever hours the absence begins or ends.
- (vi) **Director:**  
means the Member of the Board of Directors appointed in accordance with article 77(i) of the Articles of Association of the Corporation.
- (vii) **Family:**  
Family means – spouse of the employee of the Corporation legitimate children, step children residing with and wholly dependent on the employee, except in Rule 31 wherein parents, sisters and minor brothers shall also be part of the family.

- Note:**
- (1) The employed children of Corporation employees shall not be considered as dependant upon him/her.
  - (2) Corporation employee's married children of any age shall not be considered as dependant upon him/her.
  - (3) Children under going education, who do not have any source of income shall be considered as dependant upon him/her.
  - (4) Travelling Allowance on transfer will be restricted to only two dependent children on an employee. This restriction shall come into effect from 1.6.2002 and shall not however, be applicable in respect of those employees who have more than two children prior to 1.6.2002. This restriction shall not be applicable in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results/resulted in multiple births as a consequent of which the number of children exceeds to.

**Explanation:** A legitimate child or step child/parent/minor brother/widowed daughter\*/sister who reside with the Corporation employee and whose income from all sources including pension and pension equivalent of death-cum-retirement gratuity or in case of members of Contributory Provident Fund, pension equivalent of Government contribution with interest thereon and special contribution does not exceed Rs. 2000/- p.m. may be deemed to be wholly dependent upon the Corporation employee.

  
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(viii) **Heads of Division/Controlling Officer:**

means the Financial Advisor, Advisor (A&M), Advisor (Infra), and other officers designated by the Board to be a head of the Division/Controlling Officer.

(ix) Headquarters on Tour:

The headquarters of an employee shall be in such place as a competent authority may prescribe.

(x) Limits of sphere of duty:

A competent authority may define the limits of the sphere of duty of an employee.

(xi) Managing Director:

means Managing Director of the Corporation appointed in accordance with Article 77(i) of Articles of Association of the Corporation.

(xii) Mileage Allowance:

A mileage allowance is an allowance calculated on the distance traveled with is given to meet the cost of a particular journey.

(xiii) Pay:

means the amount of Running Pay in Running Pay Band and Grade Pay of an employee.

(xiv) Period of absence from headquarters:

The period of absence from headquarters begins on the day on which the employee actually leaves the headquarters and ends on the day on which he returns thereto.

(xv) Public Conveyance:

means a railway train or other conveyance which plies regularly for the conveyance of passengers but it does not include a taxi Car, hackney carriage or other conveyance which is hired for a particular journey.

(xvi) Tour:

An employee is said to be on tour when he is absent on duty from his headquarters either within his sphere of duty or with proper sanction, beyond his sphere of duty. In case of doubt a competent authority may decide whether a particular absence is absence on duty for the purpose of this rule. Below sub rule xvi of rule 1 following note shall be inserted.


**Note:** Corporation employee shall not be sent on tour only for the purpose of delivering mail or correspondence. No Travelling Allowance shall be admissible for such purposes. Such information should be sent by courier or post. Reasons for which, the employee has been sent on tour, shall be specifically mentioned and certified on Travelling Allowance Bill by the Controlling Authority.

(xvii) Transfer:

means movement of an employee from the headquarter station in which he is employed to another station to take up the duties of a new post or as a result of a change in his headquarters.

(xviii) Travelling Allowance:

is a compensatory allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the Corporation. It is so regulated that it is not on the whole a source of profit to the recipient.

 **Note:** No revision of claims of TA its permissible in cases where an employee is promoted or reverted or is granted an increased rate of pay with retrospective effect in respect of the period intervening between the



date of promotion or reversion or a grant of increased rate of pay and that on which it is notified.

Note: Words and phrases not defined above will in case of doubt have the same meaning as given to them from time to time by the Chairman/Managing Director.

Authorities Competent to authorise journeys on tour:

Rule 2: The Chairman/Managing Director/Heads of Divisions and other officers that may be specified hereinafter will be the controlling officers for themselves and of the staff working under them.

Rule 3: The Chairman may authorise the employees to undertake journeys by special means of conveyance, the cost of which exceeds travelling expenses, which would otherwise be admissible. Officers claiming the actual cost of transport for such journeys will however, furnish a certificate signed by the employee to the effect that the use of the special means of conveyance was necessary in the interest of the Corporation's work and was authorised by the Chairman. The circumstances under which the use of special means of conveyance was felt necessary may however, be kept in record.

KINDS OF TRAVELLING ALLOWANCES:

Rule 4: The following are the different kinds of travelling allowance which may be drawn in different circumstances by the employees:

- (a) Mileage Allowance
- (b) Daily Allowance

A mileage allowance is an allowance calculated on the distance traveled, which is given to meet the cost of a particular journey.

Rule 5: Deleted vide WC dated 25.01.2010

Rule 6: The travelling Allowance admissible to the retired Government servant shall be determined with reference to the pay which he actually receives plus the amount of pension, if any, including that part of pension which may have been commuted, which he would have drawn had there been no commutation.

Rule 7: An employee during transfer from one post to another shall claim travelling allowance as travelling allowance admissible to the lower two posts.


PRINCIPLE OF CALCULATION:

Rule 8: For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of the two or more practicable routes or by the cheapest of such routes as may be equality short provided that when there are alternative railway routes and the difference between them in point of time and cost is not great, the mileage allowance shall be calculated by the route actually used.

The shortest route is that by which, the traveler can most speedily reach his destination by the ordinary modes of travelling.

If an employee travels by a route, which is not the shortest but is cheaper than shortest his mileage, allowance shall be calculated by the route actually used.

A competent authority may for special reasons, which should be recorded permit mileage allowance to be calculated by a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

  
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\*Rule 9: MILEAGE ALLOWANCE:

1. Employees will be entitled to travel by Air/Rail/Road or public conveyance as per Categories mentioned and clause shown in Annexure - I.
2. In case the journey is performed by own conveyance, the following rates will be applicable:

Type of Vehicle	Rate of Mileage Allowance
Motor-car/Jeep	Rs. 4.50 per km.
Scooter/Motor Cycle/ Moped etc.	Rs. 1.50 per km.
Cycle	Rs. 1.00 per km.
Journey by any other means of conveyance like Riksha, Tanga, Moter-Riksha etc.	Rs. 3.00 per km.
3. If hired conveyance is used, mileage allowance shall be admissible at the rates mentioned in Rule 20.
4. If Corporation vehicle is used for road journey, no mileage allowance shall be admissible.
5. Employees drawing pay Rs. 29920/- and above will be entitled to mileage allowance for journey in motor-car/jeep.
6. That officers who are entitled to use their own conveyance while on tour and to claim the mileage allowance as provided in T.A. Rules of the Corporation may also be allowed to use the Driver of the Corporation for their own Vehicle in emergent cases with the prior approval of CMD of the Corporation.
7. Journey by own conveyance shall not be generally undertaken to places connected by rail or bus unless the distances are less than 15 kms. in case of use of Scooter/Motor Cycle/Moped, and 50 kms. in case of use of Motor Car/Jeep. In case journey for longer distance is under taken by own vehicle, the mileage allowance shall be limited to the amount which would have been admissible had the journey been performed by train in the class for which the employee is entitled. If hired vehicle is used for such a journey, bus fare only will be admissible.

Rule 10: Where it is possible to travel between places by or by road or by air and the journey is actually made by the employee, who is authorized to travel by air under rule 15, by road in his own car then mileage allowance shall be calculated as if the journey had been by air provided the mileage allowance calculated for air journey is less than mileage allowance calculated by road, and provided further it is certified by the employee concerned that in making this journey by road in his own car, time available for Corporation's work was not less than what would have been available had the journey been made by air.

Rule 11: Mileage allowance for journey by Railway.  
i. The class of accommodation, the employees are eligible for journeys by train have been indicated in the statement at Annexure - 'I'.

  
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- ii. Daily allowance for the entire absence from headquarter i.e. starting with departure from headquarter and ending with arrival at headquarter will be regulated as under:

Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates:-

For absence not exceeding six hours	Nil
For absence exceeding six hours but not exceeding twelve hours	50%
For absence exceeding twelve hours	Full

In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above, subject to the condition that not more than one daily allowance shall be admissible for absence of 24 hours from headquarters.


- (iii) If more than one place is visited in a journey, the rate of daily allowance applicable shall be the highest rate any one place.

**Note**

1. Incidental Charges shall be limited to the amount of one daily allowance for every period of 24 hours spent on actual travel by Rail or Road.
2. For this purpose, the Corporation employee concerned shall mention the Serial Number of Rail Ticket purchased by him and enclose cash receipt, if any, issued BY Railway Authorities, mentioning its serial number in the Travelling Allowance Bill.
3. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available. In the former case they can claim actual fare of the lower class plus incidental charges of the class to which they are entitled and in the later case they may claim the Railway fare and incidental charges of the category to which they belong.
4. Claims for refund of unused tickets should be preferred to concerned Railway, Road transport concerned and Airlines. The amount of cancellation fee charged by the Rail Airlines or Road Transport concerned etc. shall be reimbursed by the Corporation on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of Corporation employee like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Corporation employee without waiting for the acceptance of his claim for refund of cancellation charges by the Railway, Road Transport or Airline Authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be made. The cancellation charges shall be claimed in the Travelling Allowance Bill.

Rule 12: Deleted vide WC dated 25.01.2010

Rule 13: Deleted vide Resolution No. 13 passed by Working Committee in its meeting held on 14.12.87.

  
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Rule 14: If any employee while making a journey by road otherwise than on transfer takes a single seat in any public conveyance which plies regularly for hire between fixed points at fixed rate of charge shall be entitled to mileage allowance as indicated in the statement at Annexure 'I', plus Passenger Tax charged under the Rajasthan Passengers Taxation Act, 1959, if separately charged by transport operators and Toll Tax, if any, charged by Municipalities of any station.

**Provided that:**

- (i) The amount of incidental charges admissible as indicated in the statement at Annexure 'I' shall be limited to one daily allowance admissible for the ordinary locality at ordinary rates for every period of 24 hours or fraction of 24 hours spent on actual travel by road.
- (ii) Where the amount of incidental charges is less than the amount of daily allowance or daily allowances, only incidental charges shall be allowed.
- (iii) Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates:-

For absence not exceeding six hours	Nil
For absence exceeding six hours but not exceeding twelve hours	50%
For absence exceeding twelve hours	Full

In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above, subject to the condition that not more than one daily allowance shall be admissible for absence of 24 hours from headquarters.

**Note:**

1. Fraction of a mile will be ignored in the total of a claim for calculating the travelling expenses admissible under this rule, but not in the various items of the statement.
2. A Corporation employee shall not undertake journey by a Scooter/Motor Cycle etc. owned by him for a distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service
3. Road journey by a Scooter/Motor Cycle/Moped etc owned by a Corporation employee may, however, be made for a distance not exceeding 50 kms. from his headquarters between places neither connected by rail nor by regular bus service.
4. In case journey in a Motor Car owned by a Corporation employee where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax.
5. In case where husband and wife both are Corporation employee and the Motor car is owned by either of them, the journey undertaken by either in the said motor car owned by his/her spouse would be treated to have been performed in his/her own car for the purpose of these rules.
6. In case journey is performed in a motor car owned by a Corporation employee the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of Rail Mileage Allowance.
7. For places which are not connected by Rail, the Special rates of Mileage Allowance limited to the Rail Mileage

  
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Allowance of nearest railway station and for rest distance special rates of Mileage Allowance shall be admissible.

8. Travel by own Car will be done only after prior approval of the Controlling Authority.
9. Places where short journeys are allowed such short journeys can be done by own car and for which Special rates of Mileage Allowance will be admissible.
10. For officials not entitled to travel by own vehicle, special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.
11. A Corporation employee who uses departmental vehicle (including staff car) for road journey from office or residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport/ Railway Station or Bus Stand and vice versa.
12. Where a Corporation employee alights from a train / bus / aero plane in order to catch a connecting train/ bus/ Air service, from another railway station/ bus stand/ Airport as the case may be at a particular place en-route his destination, he shall be entitled to road mileage allowance at the rates prescribed.
13. The procedure laid down in Note 4 of Rule 11 shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned.
14. Every Corporation employee who travels on duty shall be required to attach the bus ticket for journey undertaken by Deluxe/ AC/ Volvo.

**Rule 15: Mileage Allowance for Journey by Air**

Travel by air is permissible on tour to:


Chairman, Directors, Heads of Divisions and other employees in receipt of pay of Rs. 29920/- p.m. and above at their discretion.

**Mileage Allowance**

1. One actual single fare including tax and surcharge on fare, if any, plus incidental charges equal to 20% of actual fare excluding the element of tax and surcharge on fare, if any limited to 3/4 of the rate of Daily Allowance.
2. If more than one Air journey or return journey is performed within 24 hours, the incidental charges for all journeys shall be restricted to one Daily Allowance.
3. For combined journey by Air and by rail or road, mileage allowance as permissible for such journeys shall be admissible except for surface transport included in Air fare.
4. The amount of bus fare charged by the Indian Airlines for road journey from IAC Office to Airport and vice versa separately in addition to the air fare shall not be admissible.

**Note :**

1. Air travel in economy class/lower class can be done through any Airline.
2. Officers drawing basic pay below Rs. 80000/- are expected to certify that they have purchased the ticket of Airlines of Economy Class/lowest fare for air journey.
3. If Corporation employees not authorised to travel by Air on tour, perform journey by Air to save time, he may draw mileage allowance, which would be admissible if he had travelled by rail or road.
4. (i) Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any

  
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- (ii) All Government Booking with National Airlines viz. Indian Airlines Corporation and Air India International shall be made directly with them and not through travel agencies.
5. The procedure laid down in Note 4 of Rule 11 shall apply in respect of refund of cancellation charges of unused Air ticket.
  6. Officers eligible to travel by air, if travel by other means, the incidental charges for such journey shall be as admissible for the respective mode of travel and in such cases incidental charges of air shall not be admissible.
  7. If an officer undertake journey by air, no departmental vehicle should be made to follow the officer and the subordinate officers will also not perform journey to that station by Government vehicle effect will be recorded by the officer on his Travelling Allowance claim.
  8. The rate of Daily Allowance for the purpose of incidental charges shall be the rate of Daily Allowance indicated in Annexure -I at the place where journey ends.

Rule 16: Deleted vide WC dated 25.01.2010

Rule 17: Deleted vide WC dated 25.01.2010

Rule 18: If an employee while on tour is allowed free Boarding and lodging at the expenses of the Government/Corporation as the case may be, he shall draw 1/4 of daily allowance admissible at the locality being visited.

Rule 19: Deleted vide WC dated 25.01.2010

Rule 20: Deleted vide WC dated 25.01.2010

Rule 21: Deleted vide WC dated 25.01.2010

Rule 22: **Halt on tour :**

- (i) The admissibility of daily allowance, at a place outside Corporation employees headquarters for a continuous halt shall be admissible as under:-

For first fifteen days of halt	Full
Beyond 15 days but upto 180 days	3/4
Beyond 180 days	Nil

- (ii) In case the halt is continued beyond a period of 30 days but upto 60 days the MD will be competent to sanction the same. For a halt beyond a period of 60 days, concurrence of FA shall be necessary.

**Note :** Daily Allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No Daily Allowance shall be admissible if he leaves camp on private business during Holliday(s) or takes any kind of leave including casual leave while on tour.

Rule 23: (1) If an employee travels in a Car or by other means of conveyance which is his own or he has hired then he may draw travelling expenses under Rule 9.



- (2) If two or more employees travel together in a Car belonging to one who would claim the normal mileage allowance for the journey the other will only be entitled to daily allowance.
- (3) If an employee travels in a Car provided by the Corporation, he would only be entitled to daily allowance at the following rates:
- If the absence from the : One daily headquarters is more than allowance. twelve hours.
  - If the absence from the : Half daily headquarters is more than six allowance. hours but not more than 12 hours.
  - If the absence from the : No daily headquarters is not more allowance. than six hours.


In such cases, the admissibility of the above halting Allowance will be subject to the condition that not more than one halting allowance for every absence of 24 hours from headquarters shall be admissible.

Rule 24: Ex-Officio Directors will draw their travelling allowance as admissible under the rules applicable to them from the State Government while other invitees will be allowed travelling expenses and daily allowance as per rules applicable to them in their parent departments if the same is not claimed by them from their Department.

Rule 25: **Travelling Allowance for special journeys:**  
**Journey on transfer:**

**1. Cost of carriage:-**

Category of the Corporation Employees	Cost of carriage of conveyance
Drawing Pay Rs. 21600 & above	<p><b>By Rail -</b> Actual cost of transportation of Motor car, Scooter, Moped or Motor Cycle (with or without side car) at owners risk.</p> <p><b>Note:-</b></p> <ol style="list-style-type: none"> <li>The conveyance may transported by passenger train or goods train at his option. In latter case, cost of packing and transporting the conveyance to and from goods shed are at the station of departure and arrival are allowed in addition to freight charges provided the total amount claimed does not exceed the freight chargeable for transporting conveyance by passenger train.</li> <li>If distance between two stations is 400 kms. or less and they are connected by metalled road, allowance for transportation by road only for the aforesaid distance shall be admissible whether the vehicle is actually moved by rail or by road.</li> </ol> <p><b>By Road -</b></p> <ol style="list-style-type: none"> <li>If a Corporation employee transports Motor Car, Scooter, Moped or Motor Cycle under its own power, an allowance @ Rs. 4.50 per km. for motor car and Rs. 1.50 per km. for motor cycle etc. is admissible for the distance between two stations by ordinary route. If the Corporation Employee himself and/or an member(s) of his family travel(s) by the vehicle he may, in lieu of this allowance, draw railway fare which would</li> </ol>

  
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	<p>have been admissible if the journey had been performed by rail and if the two places are not connected by rail, the allowance in such a case shall be calculated at the special rates shown in Appendix but no separate road mileage for family shall be admissible in such a case.</p> <p>2. If car is loaded in a truck, actual cost of transportation limited to freight charges, by passenger train in respect of placed connected by rail and an allowance @ Rs. 4.00 per km. in respect of placed connected by road shall be admissible.</p>
Drawing Pay below Rs. 21600	<p>1. Cost of carriage of Motor Cycle/Scooter/Moped shall be admissible as admissible to above category officers.</p> <p>2. Actual cost of transportation of Cycle at owners risk shall be admissible. If he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owners risk shall be admissible.</p> <p><b>Note:-</b> Note 2 mentioned in this column under heading "By rail" against category 'A' &amp; 'B' shall also apply here.</p>

## 2. Mileage allowance and other charges:- as per annexure-II

**Note** A Corporation Employee who is transferred within Municipal Limits/Urban Agglomeration limits and the distance of new office exceeds 15 km., and such a Corporation Employee changes his place of residence, he will be entitled to only lump sum transfer grant, as indicated in Annexure - II.

Rule 26: Travelling expenses when permitted to hand over or take over charge at a place other than headquarters:

An employee transferred from one post to another who under the orders of the competent authority is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters is entitled to:

- (i) travelling expenses as for ordinary journeys from the place of handing over charge to the place of taking over;
- (ii) half fare of the class by rail to which he is entitled from his old to his new head-quarters;
- (iii) all further concessions admissible under rule 13 direct from the old to the new headquarters excluding these in clauses A (i) of Rule, referred to above and one mileage allowance out of two admissible under clause (B) of the above rule.

Rule 27: Journey to join first appointment:  
Travelling expenses will not be allowed to any person for the journey to join his first appointment without the sanction of the competent authority.

Rule 28: An employee summoned to appear before a Selection Committee for the purpose of testing his fitness for promotion or for a particular employment may be granted travelling expense for the journeys to and from the station to which he is called.

Rule 29: Journeys occasioned by leave-Recall to duty:  
An employee recalled to duty compulsorily before the expiry of his leave and posted to the station from which he proceed on leave shall not be entitled to



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any concession, if leave exceeding two months is curtailed by less than half or leave not exceeding two months is curtailed by less than one month. In other case, he shall be entitled to the following:

- (a) For self : Mileage Allowance at the rates admissible on tour from the place at which the order of recall reaches him.
- (b) For Family : Nil.
- (c) For personal : Nil.  
effects and conveyance

Rule 30: Journey on a course of training:

The grant of travelling expenses to an employee selected to undergo a course of training requires the sanction of the competent authority.

Rule 31-A: (1) The travelling allowance to employees and their members of the family on their retirement from the Corporation service will be admissible from the last station of duty to their "Home towns" and in respect of transportation of their personal effects and will be granted subject to the following conditions:


- (a) Actual fares of the class of accommodation to which the employee was entitled on the date when he was last on duty in respect of himself and the members of his family as defined in rule 25 A (i) of the travelling allowance rules. No allowance for incidental expenses would be admissible except actual cost of transportation of personal effects on the scale admissible under Rule 25 'A'.
- (b) For journeys by Road:
  - (i) One mileage allowance for the employee himself a second mileage allowance if two members of the family travel with him and third mileage allowance if more than two members of his family travel with him at the rate applicable to the employees on the date when he was last on duty.
  - (ii) Actual cost of transportation of personal effects on the scale admissible under rule 25 'B'.
- (c) For journeys partly by one mode or partly by another:  
As provided under clause (a) & (b) above in so far as they are respectively applicable.

**Note:** The actual cost of transportation of a motor car or other conveyance maintained by the employee before his retirement is not reimbursable under these rules but the motor-car or any other conveyance may be treated as part of the personal effects for the purpose of application of the scale referred to in clause (A) to (C) above.

- (d) For journeys performed in the employee's own car or in a private car between stations connected by rail:

As provided under clause (B) limited to the amount admissible under clause (A) read with para - 2.

- (2) The grant of concession will be further subject to the following conditions, qualification and subsidiary instructions:

  
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The concession will be admissible by the shortest route from the last place of duty of the employee to him "Home Town".



- (ii) The term "Home" referred to in these rules shall be the permanent "home town" as entered in the service books or other appropriate records of the Corporation such other places as has been declared by him, duly supported by reasons such as ownership of immovable property permanent residence of near relatives for example parents, brothers etc. as the place where he would normally reside but for his absence from such a station for service under the Corporation.
- (iii) Where an employee wishes to settle down not in his "Home town" but at another place, he may be permitted to avail the concession upto later place. In that event the amount reimbursable to him would be that which would have been admissible had he actually proceeded to him "home town", or the amount reimbursable had he later place been the "home town", whichever is less.
- (iv) This concession may be availed of by an employee eligible for it any time during his leave preparatory to retirement, or during refused leave or within six months of the date of his retirement.
- (v) The concessions will be admissible to employees, who retire and decides to go to "home town" with the definite intention of settling down there and not merely to pay a visit to home town. Provided that it will not be admissible to an employee who owns or has constructed a house at the last station of his duty from where he retires.

Provided further that it will not be admissible to an employee, who quits service by resignation or who is dismissed or removed from service or who is compulsorily retired as a measure of punishment.

- (3) The Travelling Allowance admissible under these rules will be drawn on travelling expenses statement like transfer Travelling Allowance Claims. The claims of employees, who were their own controlling officers before retirement will, however, be countersigned by the next superior authority. The Certificate required to be furnished by the employee in respect of Transfer Travelling Allowance claims will also be required to be furnished in respect of claims for travelling allowance under these rules.
- (4) Before reimbursing the travelling allowance under these rules a competent authority should satisfy himself as far as possible that the claimant and the member of his family actually performed the journeys to the "home town" or the other place to which he might have proceeded to settle there e.g. by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance etc.
- (5) These rules do not apply to persons who:
  - (i) are not in whole time employee of the Corporation;
  - (ii) are work-charged employees or paid from contingencies.

Rule 31-B: "Experts/Specialists called from outside for attending meeting of the Selection/Promotion Committees be allowed T.A. & D.A. by shortest and cheapest route, as admissible in the case of Ist Class Government Officers in the State Government."

(Board's) decision on item No. 13 of the Agenda for the their meeting of Board held on 12th September, 1969).

  
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Rule 32-A: The payment of daily allowance to the Directors who come to Jaipur from outside to attempt the meetings of the Board and/or Committees of the Board, shall be payable at the following rates:-

1. Boarding Charges: Rs. 120/- per day  
(Also see Annexure-I).
2. Lodging Charges : Actual.  
(Also see Annexure 'I')
3. Composite Rates : Rs. 170/- per day  
(Also see Annexure-I).


Rule 32-B:

1. T.A for Journey:
  - i) Partners:  
By Air  
Actual Air fare.  
  
By Rail  
Actual Railway fare for ACC/ First Class inclusive of reservation charges.  
  
By Road  
Actual Bus fare inclusive of reservation charges.  
Actual Taxi charges.
  - ii) Other than partner Sr. Level:  
By Rail  
Actual Railway fare for first class inclusive of reservation charges.  
  
By Road  
Actual bus fare inclusive of reservation charges.
  - iii) Other than partner Jr. Level:  
By Rail  
Actual Second Class Railway fare inclusive of reservation charges.  
  
By Road  
Actual bus fare.
2. Incidental Expenses  
Actual coolie and conveyance charges at both the places.
3. Allowance
  - a) Stay charges : Reimbursement of actual Hotel charges.
  - b) Daily Allowance to Statutory Auditors:  
Partners : Rs. 135 per day  
Other than partners : Rs. 105 per day

**Notes:** 1. Where the meals are provided by the Corporation the daily allowance chargeable will be reduced to one fourth.

2. Daily Allowance will start from the date and time of commencement of journey.

Rule 33:- **Foreign Travel :**

  
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(A) Approval of tour:

- i) For seeking administrative approval for undertaking foreign visit, proposals would be moved to Finance Department after taking approval of the Minister concerned and Bureau of Public Enterprises (BPE). Approval of Chief Minister would be taken through Finance Department.
- ii) Necessary clearance may be obtained from Ministry of Economic Affairs, Government of India, if required.
- iii) Sanction for foreign travel shall be issued as per format at Appendix-I.

(B) Admissibility of expenditure:

- i) Expenses like air fare, per diem charges and incidentals etc. would be admissible as per Appendix-IV of Circular No. F.6(8)FD(Rules)/2005 dated 13.10.2006, issued by the Government of Rajasthan and as may be amended from time to time.
- ii) In case arrangements for accommodation and local transportation etc. is not feasible through the concerned embassy, a composite allowances which would include accommodation, per diem charges and transportation expenditure will be admissible as follows (as per 2 (vii) of Circular No. F.6 (8)FD(Rules)/2005 dated 13.10.2006 as may be amended from time to time:
  - (a) \$350- for officials in the pay scale of HAG 67000-79000 and above:
  - (b) \$300- for officials drawing pay in the pay scale of Grade Pay 10000 and above.
  - (c) \$250- for all officials other than (a) and (b) above.
- iii) After the foreign visit, the officials concerned should submit the Travelling Allowance bill within a period of 15 days. Through the Travelling Allowance bill, the claims (other than such claims for which funds were made available by the Indian Embassy) would be preferred, and got adjusted against advance if already drawn.
- iv) Composite allowance represents two costs:
  - (a) the Per Diem Allowance and
  - (b) hotel/telephone/incidental charges. While the Daily Allowance does not require to be supported by bills, other expenses like hotel need to be vouched for with the support of bills. Thus, in such case it; is important to find out what is the Daily Allowance payable in the countries being visited. For example, if an official is entitled to Composite Allowance of US \$300 and he/ she is visiting a country which has per Diem @ \$75 which may be reduced from his/her Composite Allowance of \$300 and the balance \$225 represents charges for hotel/ telephones/ incidental charges etc. In such a case, an official does not have to provide for bills against the Per Diem Allowance of US \$75 but the remaining expenditure of \$225 it to be fully vouched for. In other words the actual expense made, based on bills, is what the official is entitled to, subject to a maximum of US \$ 225. Thus, if in the example taken, the official's vouched expenditure



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US \$200 , then his/her total entitlement will be US \$75 (per diem) plus US \$200 (vouched actual), that is, US \$275.


**(c) Tour Report:**

After completion of the visit the official concerned would submit a report within 15 days on the subject matter of the visit to the managing Director.

  
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**Annexure-I**  
**SCHEDULE OF SPLIT RATES OF DA ADMISSIBLE ON TOUR TO RICO EMPLOYEES**

S. No.	Category	Pay-Range	Class to which entitled to Travel by Rail on Tour	Mileage allowance admissible for journey by road	SPLIT RATES OF DAILY ALLOWANCE										INCIDENTAL CHARGES				Remarks
					Within the state except Jaipur			Metropolitan Cities and towns having population of more than 25 lakhs.		State Capital (including Jaipur and other than Metropolitan cities), Hill Stations and Towns having population of more than 10 lakhs.		Other places outside the state except places mentioned in other columns and JAIPUR			By Rail	By Road	By Air		
					Allowance for meals	Lodging Allowance	Allowance for meals	Lodging Allowance	Allowance for meals	Lodging Allowance	Allowance for meals	Lodging Allowance	Allowance for meals	Lodging Allowance					
1	2	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
1	A-1	Chairman/Managing Director/Executive Director and Director on the Board	Air/Air conditioned Railway coach at their discretion including reservation charges paid to Railway if any.  Air conditioned sleeper in Rajdhani Express including reservation charges paid to Railway if any.	(a) If the journey is performed by car belonging to self Rs. 4.50 per km.  (b) Actuals, if single seat is taken in any public conveyance plying regularly for hire he will be allowed single Bus Fare plus incidentals as indicated in Col. No. 16	80/-	Actual	150/-	Actual	150/-	Actual	120/-	Actual	0.07	0.07	20% of standard single Air fare of journey limited to 1/2 of D.A. (composite rate) of the place where the journey end				
2	A-2	29920/- p.m. & above	- do -	- do -	80/-	As per norms	150/-	As per norms	120/-	As per norms	90/-	As per norms	0.07	0.07	- do -				
3	B	Rs. 19000/- p.m. and above but below Rs. 29920/-	Second Class Air conditioned accommodation in Deluxe/Rajdhani Express including reservation charges paid to the railway if any.	if a single seat is taken in any public conveyance, plying regularly for hire he will be allowed single fare plus incidental charges indicated in Col. No. 16	70/-	-do-	120/-	-do-	100/-	-do-	80/-	-do-	0.05	0.05	-				
4	C	Rs. 15000/- p.m. & above but below Rs. 19000/-	-do -	- do -	60/-	-do-	110/-	-do-	90/-	-do-	70/-	-do-	0.03	0.03	-				
5	D	Rs. 10000/- p.m. & above but below Rs. 15000/-	Second class fare including reservation charges, paid to the railway for sleeper/sitting accommodation, if any	Ordinary/Express bus fare including reservation charges plus incidental indicated in Col. No. 16	50/-	Door matrix in RTDC or equivalent	100/-	-do-	80/-	-do-	60/-	-do-	0.03	0.03	-				
6	E	Below Rs. 10000/- p.m.	- do -	- do -	30/-	Door matrix in RTDC or equivalent	70/-	-do-	50/-	-do-	36/-	-do-	0.03	0.03	-				

  
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## NOTES OF ANNEXURE-I

Notes:

- Officers in the category of Managers and above will be entitled to actual lodging charges for their stay in ITDC Hotels not above three star category at State Capitals and localities having population of 5,00,000 and above.
- That for stay at any place in Rajasthan, actual lodging charges of R.P.V.N. Hotels/Tourist Bungalows and Govt. Circuit Houses shall be reimbursed to the officers in the rank of Dy. Managers and above.
- That for stay at any place in Rajasthan, actual lodging charges for door matrix in RTDC hotels shall be reimbursed to the employees below the rank of Deputy Managers.
- That for stay at any place out side Rajasthan, actual lodging charges for Ashok Yatri Niwas or equivalent tariff shall be reimbursed to the employees below the rank of Deputy Managers.

The mileage allowance for local journeys by road for Corporation work at employee's Head Quarter may be drawn at the following rates, if journey is performed:

### BY OWN VEHICLE:

- |   |   |                  |
|---|---|------------------|
| i. For Journey by Car/Jeep                    | : | Rs. 4.50 per Km. |
| ii. For Journey by Scooter /Motor Cycle/Moped | : | Rs. 1.50 per Km. |
| iii. For Journey by Cycle                     | : | Rs. 1.00 per Km. |

### BY HIRED VEHICLE:

- |                  |   |                  |
|------------------|---|------------------|
| i. Car Taxi      | : | Actual expenses. |
| ii. Scooter Taxi | : | Actual expenses. |
| iii. Other       | : | Rs. 3.00 per Km. |

If the journey is undertaken by hired public conveyance e.g. Auto Riksha or Cycle Riksha or Bus, the charges shall be drawn on actual basis. However, Auto Riksha charges shall be reimbursable only to employees in category B & C, Category A-1 and A-2 are, entitled to actual Taxi fare.

Mileage allowance for journey to reach Air Port, Railway Station, Bus Stand from place of stay or duty point and vice versa shall be charged as under:

### a) Category of post (for places out side the State)

- A-1
- Others

Amount of Fixed Charges admissible

Actuals

Actual charges for taxi, Tram, Bus, Scooter, Three Wheeler.

### b) Category of post (within State)

- A-1 & A-2
- B&C
- Others

Actual taxi charges.

Actual Auto Riksha charges

Rs. 3.00 per km.


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4. (i) The rate of halting allowance for the purpose of incidental charges shall be the rate halting allowance admissible at the place where the journey ends.
- (ii) incidental charges would be limited in case of air-travel to three-fourth of the daily allowance, and in other cases to amount of one daily allowance for every period of 24 hours or fractions thereof, spent on journey. The rate of daily allowance for this purpose would be that admissible for the place where the journey ends.
5. The Chairman & Managing Director of the Corporation shall be entitled to draw the actual Hotel expenses for his stay in Hotels while on tour and shall also be entitled to draw 25% of the Daily Allowance as admissible under rule 18 of these Rules for meeting other sundry expenses.

#### ENTITLEMENT OF HOTELS

Category	Outside State	Within State
Add. GM. & above	ITDC not above 4 star or equivalent tariff	RTDC Hotels/ Raj. State Hotel Corpn. Hotels/Tourist Banglows/Govt. Circuit House or equivalent tariff of RTDC hotels.
Sr. Dy. General Manager	ITDC not above 4 star or equivalent tariff	RTDC Hotels/ Tourist Banglow/ Circuit House or equivalent tariff of RTDC hotels.
Dy. General Manager	ITDC not above 4 star or equivalent tariff	RTDC Hotels/ Tourist Banglow/ Circuit House or equivalent tariff of RTDC hotels.
Dy. Managers & above	ITDC not above 4 star or equivalent tariff	RTDC Hotels/ Tourist Banglow/ Circuit House or equivalent tariff of RTDC hotels.
Others	Ashok Yatri Niwas or equivalent hotels	Door Matrix in RTDC or equivalent tariff of RTDC hotels.


  
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**a. COMPOSITE RATES OF D.A. FOR RICO EMPLOYEES\***  
(When Corporation Employee remains on tour and stays in Guest House or his/ her own arrangements)

Category	Pay Range	For all localities within the state & outside state except towns included in Colm. 4&5	For all State Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune, Ahmedabad and hill stations outside the State but excluding capital towns included in Column 5	For Mumbai/ Kolkata / Chennai/ New Delhi
1	2	3	4	5
A	Rs. 37000/- & above	205/-	255/-	390/-
B	Rs. 19000/- & above but below Rs. 37000/-	180/-	225/-	345/-
C	Rs. 15000/- & above but below Rs. 19000/-	160/-	195/-	300/-
D	Rs. 10000/- & above but below Rs. 15000/-	135/-	165/-	255/-
E	Below Rs. 10000/-	85/-	105/-	160/-

\* w.e.f 08.05.2012 vide order A1(4)/5/84 dated 15.04.2013

  
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**Appendix  
Rule 25**

**Travelling Allowance admissible to Corporation Employees on Transfer**

Category of Corporation Employees	Mileage Allowance by rail		Mileage Allowance by Road		Road mileage allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer	Cost of carriage of personal effects by Rail or Road (For one side only)	Remarks
	For Self	For family	For Self	For family	For Self	For family			
1	2	3	4	5	6	7	8	9	10
Category 'A' (Pay Rs. 37000 & above), 'B' (Pay Rs. 19000 & above but below Rs. 37000), 'C' (Pay Rs. 15000 & above but below Rs. 19000), and 'D' (Pay Rs. 10000 & above but below Rs. 15000), and 'E' (Pay Rs. 10000) below	Two fares of the class for which entitled on tour except travel by Air/Rajdhani Express and Shatabdi Express	One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare paid as per Railway Tariff regulations.	Two bus fares of class for which entitled on tour for journey performed by road	One extra fare for each member of family and half fare of each child accompanying him for whom full fare or half fare is paid	Rs. 3.00 per Km.	Additional mileage allowance at the rate of Rs. 3.00 per Km. for the members of his family, if the numbers of family is more than three other than the self.	Category 'A' Rs. 3000/- Category 'B' Rs. 2500/- Category 'C' Rs. 2000/- Category 'D' Rs. 1500/- Category 'E' Rs. 1000/-	Category 'A' Rs. 10/- per Km. Category 'B' Rs. 10/- per Km. Category 'C' Rs. 6/- per Km. Category 'D' Rs. 4.60 per Km. Category 'E' Rs. 4/- per Km. <b>Note -</b> Rate shown in this column to cover cost of transportation of personal effects shall be admissible subject to production of railway receipt or cash receipt issued by Railway or Road Transport Company/ Proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in this column actual freight charges shall only be admissible.	1. If a Corporation Employees on transfer actually undertakes journey by rail/road in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail/road fare of the class actually used plus one extra full rail/road fare of the class (excluding taxes, if any) to his categorization in lieu of two rail/road fares indicated in column 2 and 4 of this Appendix. 2. No road mileage allowance for the journey performed from the actual residence of the Corporation Employees to railway station/bus stand or vice versa shall be admissible. 3. A Corporation Employees cannot undertake journey in a hired/borrowed car on transfer. If he does so, he will get road mileage allowance at the rates indicated in column 4 of this Appendix. 4. It will be mandatory to mention in the transfer order that such transfer is made in public interest/ administrative reasons. In absence of such specific mention in transfer orders, the transfer shall be treated on request of the concerned employee and Travelling Allowance on transfer will not be admissible in such cases.

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