

**RAJASTHAN
FINANCIAL
CORPORATION**

Entrepreneur First

राजस्थान वित्त निगम

मुख्यालय: उद्योग भवन, तिलक मार्ग, सी-स्कीम, जयपुर

H.O.: Udyog Bhawan, Tilak Marg, C-Scheme,
JAIPUR-302005

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Ref No RFC.F. PA-23(8)/861

Dated: 21.08.2019

ORDER
(PA-791)

Reg: Amendment in RFC (Staff) Regulation, 1958 relating to Travelling Allowance

The Board of Directors in the meeting held on 28.06.2018 has decided to make amendments in RFC (Staff) Regulation, 1958 relating to Travelling Allowance which are on the lines of the amendments made by the Finance Department (Rules Division), Government of Rajasthan, Jaipur in the Rajasthan Travelling Allowance Rules, 1971-revision of rates of Daily Allowance, vide its order No.F.6 (3)FD/Rules /2012 Pt. Dated 09.06.2017 copy of which is enclosed as Annexure-A.

The amendments are hereby made applicable to the Corporation employees in the following manner:

Rate of mileage allowance for travel by rail.

Category of Corporation officials	Actual rail fare of class of accommodation	Remarks (applicable to all categories)
A 95,000/- or above	Actual rail fare including reservation charges of any train in any class	1. For this purpose (except travel by second class Non A.C.) the Corporation officials concerned shall enclose Ticket / Cash Receipt (in original or photo copy) issued by Railway Authorities, in the Travelling Allowance Bill.
B 49000 below 95000/-	Actual rail fare including reservation charges of A.C. Three Tier (May travel in Two Tier if the train does not have Three Tier A.C. Coach) or A.C. Chair Car, (excluding Executive Class	2. 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 to which they are entitled and in the later case they may claim the Railway fare of the category to which they belong.
C 39000 below 49000	Actual rail fare including reservation charges of AC Chair Car or non A.C. Second Class Sleeper.	3. Claims for refund of unused tickets should be preferred to concern Railways, Road transport and Airlines. The amount of cancellation fee charged by the Rail, Airlines or Road Transport concerned shall be reimbursed by the Corporation on
D	Actual rail fare	



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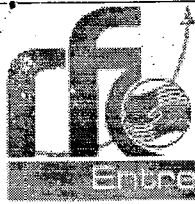
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26000 below 39000	including reservation charges of non A.C. Second Class Sleeper.	furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of Corporation officials like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Corporation officials without waiting for the acceptance of his claim for refund of cancellation charges by the Railways, 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. In unavoidable circumstances beyond the control of Corporation officials, the reservation fee or unused tickets cannot be produced for claims or cannot be cancelled by concerned airline authority, in such cases, Competent Authority as per item No. 3 of rule 25 (2), shall be competent to reimburse the reservation fee / ticket charges, after fully satisfying with the circumstances and relevant documents.
E Below 26000/-	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	
F Retired officials (for court cases) As per last pay drawn		

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Categ ory of Coporati on officials	Special Rates (Amount in Rs.)	Ordinary Rates (Amount in Rs.)
1	2	3
A&B	(i) Journey in a motor car owned by a Government servant	(1) Actual Air-conditioned / Deluxe (including Semi-Deluxe) / Volvo or any Upper Class Bus fare plus passenger tax and other tax charged, if any. (2) Mileage Allowance for journey to reach



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	(ii) Journey by a Scooter / motor cycle / moped etc. owned by a Government servant	Rs.3.00 Per km.	Airport / Railway Station / Bus Stand from duty point / residence and vice versa.	
		Rs.6.00 Per km.	Place	Rate
			(i) Jaipur	Rs.150/-
			(ii) Jodhpur, Udiapur, Kota, Bikaner and Ajmer	Rs.100/-
	(III) Journey by any other means of Conveyance like Auto Rickshaw including E-Rickshaw.		(iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-services.	Actual charges paid in payment of fare for Taxi, Auto Rickshaw including E-Rickshaw, Scooter, Bus, Rail, Metro Train.
			(iv) Other places.	Rs. 60/-
C,D & E	(i) Journey by a Scooter / motor cycle / moped etc. owned by a Government servant	Rs.3.00 Per km.	Actual Ordinary / Express or Mail Class bus fare plus passenger tax plus other tax charged, if any. Mileage allowance for journey to reach airport / railway station / bus stand from duty point / residence and vice versa.	
		Rs.6.00 Per km.		
	(ii) Journey by Auto Rickshaw including E-Rickshaw.	Rs.2.00 Per km.	Place	Rate
			(i) Jaipur	Rs.150/-
	(iii) Journey on cycle or on foot.		(ii) Jodhpur, Udiapur, Kota, Bikaner and Ajmer	Rs.100/-
			(iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-services	Actual charges paid in payment of fare for Taxi, Auto Rickshaw including E-Rickshaw, Scooter, Bus, Rail, Metro Train
			(iv) Other places	Rs.60/-
			Note (ordinary rates)	
			(1) A Corporation officials who uses departmental vehicle (including staff	



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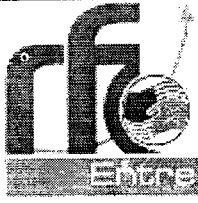
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			car) for road journey from office or residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport / Railway Station or Bus Stand and vice versa. (2) Where a Corporation officials 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 indicated in para (b) above of respective category. (3) The procedure laid down in Note 3 of Remarks column of Appendix-I shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned. (4) Every Corporation officials who travels on duty in Air Conditioned / deluxe (including semi deluxe) / Volvo or any upper class bus shall be required to attach the bus ticket or its photocopy in the Travelling Allowance bill.
NOTE (special rates): 1. Corporation officials shall not undertake journey by a Scooter / motor cycle / moped etc. owned by distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service. 2. Road Journey by a Scooter / motor cycle / moped etc. owned by a Corporation officials 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. 3. In case Journey by a Motor Car owned by a Corporation officials where Toll Tax is charged the journey will be valid only on production of receipt of payment Toll Tax. The Corporation officials shall be entitled to toll tax charges actually paid by him in addition to the mileage allowance as admissible under the above rule.			



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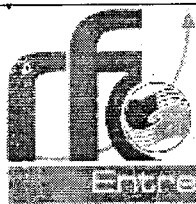
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4. In case where husband and wife both are Corporation officials and the motor car is owned by either of them, the journey undertaken by either in the said motor car owned by his /her spouse would be treated to have been performed in his /her own car for the purpose of these rules.
5. In case journey is performed in a Motor Car owned by a Corporation officials, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of Rail Mileage Allowance.
6. For places which are not connected by Rail, the Special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rate of Mileage Allowance shall be admissible.
7. Travel by own Car will be done only after prior approval of the Competent Authority.
8. Places where short journey are allowed such short journeys can be done by own car and for which Special rates of Mileage Allowance will be admissible.
9. For officials not entitled to travel by own vehicle special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.
10. Places where RTDC hotels are not available the employee should be allowed to accommodate in a private hotel which is equally affordable.
11. The existing grade pay of Rs. 7600/- appearing in Col. No. 5 against serial no. 4 of the schedule of delegation of powers shall be substituted by level 19 of pay matrix.

MILEAGE ALLOWANCE FOR TRAVEL BY AIR

Eligibility	Mileage Allowance
1. Officers drawing Basic pay of Rs. 95,000/- and above Exception :- 1. In such cases where journey involved is more than 500 kms. and cannot be performed over night by train, officers drawing basis pay Rs. 69,000/- and above but below Rs. 95,000/- shall be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass.	1. One actual single fare including tax and surcharge on fare, if any.
2. Corporation nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other corporate body or statutory organization may travel by air, if the Company / Body pay air expenses even though they are not	2. 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.
	3. The amount of fare charged by the Indian Airlines for road



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entitled to travel by Air under these rules.

journey from IAC
Office to Airport and
vice versa separately in
addition to the air fare
shall not be admissible.

Remarks:

- (a) Air traveling economy class / lower class can be done through any Airlin.
- (b) All air ticket bookings shall be preferred directly with the airline or through official website of airline.
- (c) Tickets may also be booked through authorized booking agencies. However, facilitation fee /service charges to booking agency (by whatever nomenclature) which is not included in the tariff charged by the airline, shall not be reimbursed.
- (d) Element of GST or any other tax /fee / cess charged by Government on air travel or booking of air tickets would be admissible for reimbursement to the individual officer.
2. If a Corporation officials not authorized 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.
3. The procedure laid down in item 3 of Remarks column of Appendix -I shall apply in respect of refund of cancellation charges of unused Air Ticket.
4. 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 during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance claim.

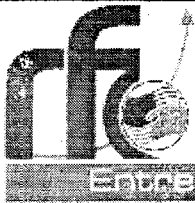
RATES OF DAILY ALLOWANCE

When a Corporation officials on tour stays in Government / Public Sector Circuit House

Category	All State / Union Territory Capitals (Amount in Rs)	All places other than column No. 2 (Amount in Rs)	Remarks (applicable to all Categories of Government servants)
1	2	3	4
A	800	600	Admissibility of Daily Allowance is subject in the scheduled in the schedule appended to this Appendix.
B	700	500	
C	600	400	
D	550	350	
E	350	250	

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

When the Corporation officials stays in a hotel or other establishment



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providing boarding and / or lodging on tour at fix rate provided that such hotel /institutions is registered /has obtained -license from the competent authority viz. Local Bodies, Sales Tax Authority, GST Authority, Service Tax Authority etc.

Category	All State /Union Territory Capitals (Amount in Rs.)	All placed other than column No. 2 (Amount in Rs.)
1	2	3
A	3000	2000
B	2500	1800
C	2000	1500
D	1500	1000
E	1000	700

Remarks (applicable to all Categories of Corporation officials):

1. Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix.
2. The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel / Circuit House / Dak Bungalow / or any other Institutions institutions like Young Men's Christian Association, Cricket Club of India, Youth Hostels, etc., which provide for Lodging arrangement at scheduled tariff and produces vouchers / receipts in toke on payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in column 2 and 3 of this Appendix, actual charges paid shall only be admissible.
3. Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under column 2 and 3 the actual charges paid shall only be admissible.
4. In case accommodation is not available in Bikaner House, Rajasthan House, Jodhpur House at New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 2 of this appendix, subject to the conditions mentioned in point No. (2) above. The official claiming the Daily Allowance for New Delhi shall record a certificate on the Travelling Allowance claim to the effect that he actually stayed in a Hotgel due to non availability of accommodation in any of the aforesaid State Circuit Houses.
5. Actual taxi charges admissible under Rule 11 shall be in addition to Daily Allowance.
6. The provisions as contained in General Administrative (Gr.1) Department Order No. F.2 (10) GA /1182 dated 20.05.1982 shall also continue to be operative so far as it relates to Corporation officers mentioned therein at



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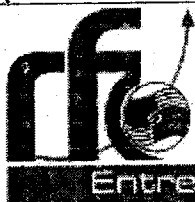
their option, at Delhi

7. These rates are inclusive of all types of taxes.
 8. In case accommodation is not available in Bikaner House. Rajasthan House at New Delhi, officers can stay in hotel / Institution, at prescribed rates after obtaining NAC from Rajasthan House, except officers of Category 'A', who can stay in hotel without obtaining NAC.
 9. Officers of such departments, which have their Rest House(s) / Guest House (s) in Delhi can stay in hotel only after obtaining NAC from such Guest House /Rajasthan House.
2. The existing rate for local short journey under rule 9A shall be substituted by the following, namely:

Category	Model of travel	Rates
Category 'A' and 'B'	Own car	Rs.9.00/- per km subject to maximum of Rs. 600/- per month
	Own Scooter / Motor Cycle	Rs.3.00/- per km subject to maximum of Rs. 300/- per month

3. The existing rule 7 (1) (b) and 7 (4) shall be deleted
4. Incidental charges wherever referred to in the said rules shall stand deleted
5. These rates shall be applicable from the publication of gazette notification i.e. 24 June, 2019. The claim already settled shall not be reopened. The other provisions of the TA Rules shall remain unchanged.
6. Further amendment will be included as & when made by State Govt for which MD of RFC shall be authorized.
7. The travelling allowance shall be admissible to the officials on their transfer as follows:

Category of officials	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 on side only)
1	2	3	4	5	6	7	8	9



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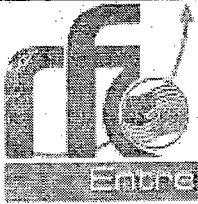
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	For self	For family	For self	For family	For self	For family		
Category 'A', 'B', 'C', 'D' and 'E'	Two fares of the class for which entitled on tour except travel by Air /Rajdhani Express and Shatabdi Express	One extra fare for each member of the family. However in respect of the children accompanying the employee half fare or full fare actually paid as per the tariff regulation of railways shall be admissible.	Two bus fares of the class for which entitled on tour for journey performed by road.	One extra fare for each member of the family. However in respect of the children accompanying the employee half fare or full fare actually paid as per the tariff regulation of railways shall be admissible.	Rs.9.00 per KM	Additional mileage allowance at the rate of Rs.9.00 per k.m. for the members of his family as defined in the 3(4)	Category 'A' Rs.10,000/- Category 'B' Rs.8,000/- Category 'C' Rs.6,000/- Category 'D' Rs.5,000/- Category 'E' Rs.3,500/-	Category 'A' Rs.30/- per km Category 'B' Rs.30/- per km Category 'C' Rs.18/- per km Category 'D' Rs.14/- per km Category 'E' Rs.12/- per km

Note:

1. Rate shown in column No. 9 to cover of transportation of personal affects 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 the column actual freight charges shall only be admissible.
2. If a officials on transfer actually undertake 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 which he is entitled on the basis of the categorization in lieu of two rail / road fares indicated in column 2 of this Appendix.
3. No road mileage allowance for the journey performed from the actual residence of the officials to railway station / bus stand or vice versa shall be admissible
4. A officials 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 No. 4 of this Appendix.



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5. 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.

(URMILA RAJORIA)

MANAGING DIRECTOR

Encl: Annexure "A"

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Annexure "A"

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**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**

No. F 6(3)FD/Rules/2012 Pt.

Jaipur, dated **9 JUN 2017**

ORDER

Sub: Amendment in the Rajasthan Travelling Allowance Rules, 1971.

The Governor has been pleased to order that the following amendment shall be made in the Rajasthan Travelling Allowance Rules, 1971, namely:-

1. The existing Appendix I, II, III, IV(A) and IV(B) appended to Rule 8 of the Rajasthan Travelling Allowance Rules, 1971, is hereby substituted by the following :

APPENDIX-I

Rule 8 (1)

RATE OF ADMISSIBILITY OF MILEAGE ALLOWANCE FOR TRAVEL BY RAIL

Category of Government servants	Actual rail fare of class of accommodation	Remarks (Applicable to all categories)
1	2	3
A	Actual rail fare including reservation charges of any train in any class.	1. For this purpose (except travel by second class Non A.C.) the Government servant concerned shall enclose Ticket/ Cash Receipt (in original or photo copy) issued by Railway Authorities, in the Travelling Allowance Bill. 2. 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 to which they are entitled and in the later case they may claim the Railway fare of the category to which they belong.
B	Actual rail fare including reservation charges of A.C. Three Tier (May travel in Two Tier if the train does not have Three Tier A.C. Coach) or A.C. Chair Car; (excluding	3. Claims for refund of unused tickets should be preferred to concerned Railways, Road transport and Airlines. The amount of cancellation fee charged by the Rail, Airlines or Road Transport concerned shall be reimbursed by the Government

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	Executive Class)	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 Government servant like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Government servant without waiting for the acceptance of his claim for refund of cancellation charges by the Railways, 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.
C	Actual rail fare including reservation charges of AC Chair Car or non A.C. Second Class Sleeper.	
D	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	
E	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	In unavoidable circumstances beyond the control of Government servant, the reservation fee or unused tickets cannot be produced for claims or cannot be cancelled by concerned airline authority, in such cases, Competent Authority as per Item No. 3 of rule 25 (2), shall be competent to reimburse the reservation fee / ticket charges, after fully satisfying with the circumstances and relevant documents. 4. Gunman accompanying a Minister while on tour may travel by rail in the Class the Minister is travelling, if, so desired by the Minister. He shall be entitled to rail fare accordingly, subject to recording of following certificate. <i>"Certified that I have travelled in the same Class and compartment in which the Minister has travelled."</i> 5. Railway Magistrate, Officers and men of Railways Police Force who are entitled to a free pass under the Free Pass Rules of the Railways for making journey on tour by rail are not entitled to claim rail mileage allowance at the rates prescribed in this Appendix. However if he is required to undertake journey on duty by road in continuation of rail journey he shall be entitled to claim road mileage allowance in addition to daily allowance admissible under these rules provided he travels by road to a place at a distance exceeding 15 kms from the rail point or returns thereto from a distance exceeding 15 kms.

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APPENDIX —II
Rule 8(1)
MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of Government servants	Special Rates (Amount in Rs)		Ordinary Rates (Amount in Rs)	
1	2		3	
A & B	(i) Journey in a motor car owned by a Government servant.	Rs.9.00 per km.	(1) Actual Air-conditioned/ Deluxe (including Semi-Deluxe) / Volvo or any Upper Class Bus fare plus passenger tax and other tax charged, if any.	
	(ii) Journey by a Scooter/ motor cycle/ moped etc. owned by a Government servant.	Rs.3.00 per km.	(2) Mileage Allowance for journey to reach Airport/ Railway Station / Bus Stand from duty point/ residence and vice versa.	
	(iii) Journey by any other means of Conveyance like Auto Rickshaw including E-Rickshaw.	Rs.6.00 per km.	Place	Rate
			(i) Jaipur	Rs.150/-
			(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs 100/-
			(iii)All state Capitals in India (except Jaipur) including Delhi and places connected by air-services.	Actual charges paid in payment of fare for Taxi, Auto Rickshaw including E-Rickshaw, Scooter, Bus, Rail, Metro Train.
(iv) Other places.	Rs. 60/-			
C, D & E	(i) Journey by a Scooter/ motorcycle / moped etc. owned by a Government servant.	Rs.3.00 per km.	(1) Actual Ordinary/ Express or Mail Class bus fare plus passenger tax plus other tax charged, if any.	
	(ii) Journey by Auto Rickshaw including E-Rickshaw.	Rs.6.00 per km.	(2) Mileage allowance for journey to reach airport / railway station / bus stand from duty point / residence and vice versa.	
			Place	Rate
			(i) Jaipur	Rs. 150/-
			(ii)Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs. 100/-
	(iii) Journey on cycle or on foot.	Rs.2.00 per km.	(iii)All state Capitals in India (except Jaipur) including Delhi and places connected by air-services.	Actual charges paid in payment of fare for Taxi, Auto Rickshaw including E-Rickshaw, Scooter, Bus, Rail, Metro Train.
(iv) Other places.			Rs. 60/-	

Signature

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Exception — The rates shown above shall be increased by 50% in respect of journey performed within 48 kms of international border by the following categories of employees of Police Department employed in border Intelligence Branch, D.S.B. and Counter Espionage Branch. 1. Circle Inspector 2. Sub-Inspector. 3. Assistant Sub-Inspector. 4. Head Constable 5. Constable.	Note (ordinary rates) :- (1) A Government servant 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. (2) Where a Government servant alights from a train / bus / aeroplane 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 indicated in para (b) above of respective category. (3) The procedure laid down in Note 3 of Remarks column of Appendix-I shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned. (4) Every Government servant who travels on duty in Air Conditioned / deluxe (including semi-deluxe) / Volvo or any upper class bus shall be required to attach the bus ticket or its photocopy in the Travelling Allowance bill.
NOTE (special rates) :- 1. Government servant shall not undertake journey by a Scooter/ Motor Cycle/ Moped etc. owned by him for a distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service 2. Road journey by a Scooter/ Motor Cycle/ Moped etc owned by a Government servant 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. 3. In case journey in a Motor Car owned by a Government servant where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax. The Government servant shall be entitled to toll tax charges actually paid by him in addition to the mileage allowance as admissible under the above rule. 4. in case where husband and wife both are Government servants 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. 5. In case journey is performed in a motor car owned by a Government servant, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of Rail Mileage Allowance. 6. For places which are not connected by Rail, the Special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rates of Mileage Allowance shall be admissible. 7. Travel by own Car will be done only after prior approval of the Controlling Authority. 8. 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. 9. For officials not entitled to travel by own vehicle, special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.	

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APPENDIX — III
Rule 8 (1)
MILEAGE ALLOWANCE FOR TRAVEL BY AIR

Eligibility	Mileage Allowance
1. Officers drawing Basic pay of Rs. 37,000 and above and Advocate General. Note:- 1. Officers drawing basic pay of Rs. 80,000 and above can travel in Executive Class. 2. Officers drawing pay of Rs. 37,000/- and above below Rs. 80,000/- can travel in Economy Class/Standard / Lowest Class of Airlines. Exception :- In such cases where journey involved is more than 500 kms. and cannot be performed over night by train, officers drawing basic pay Rs. 27,000/- and above but below Rs. 37,000/- shall be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass. 2. Government nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other corporate body or statutory organization may travel by air, if the Company / Body pay air expenses even though they are not entitled to travel by Air under these rules. 3. The Additional Director General of Police, ATS & SOG Rajasthan, Jaipur is authorized to grant permission to travel by Air to Anti Terrorist Squad personnel whenever the exigencies of work so require even though he is not entitled to travel by Air under these rules.	1. One actual single fare including tax and surcharge on fare, if any. 2. 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. 3. 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.
Remarks: 1. (a) Air travel in economy class/ lower class can be done through any Airline. (b) All air ticket bookings shall be preferred directly with the airline or through official website of airline. (c) Tickets may also be booked through authorized booking agencies. However; facilitation fee/ service charges to booking agency (by whatever nomenclature) which is not included in the tariff charged by the airline, shall not be reimbursed. (d) Element of Service Tax, Education Cess or any other tax / fee / cess charged by Government on air travel or booking of air tickets would be admissible for reimbursement to the individual officer.	

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2. Officers drawing basic pay below Rs. 80,000 are expected to certify that they have purchased the ticket of Airlines of Economy Class / lowest fare for air journey.
3. If a Government servant not authorized 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. Deputy Secretary, Private Secretary, Additional Private Secretary and Gunman accompanying the Chief Minister may travel by Air, if it is so desired by the Chief Minister. He shall be entitled to claim single fare of Air of the Category, which would have been admissible had he performed journey by rail or road.
5. Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any case.
6. The procedure laid down in Item 3 of Remarks column of Appendix — I shall apply in respect of refund of cancellation charges of unused Air ticket.
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 during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance claim.

APPENDIX -IV (A)

Rule 8 (2)

RATES OF DAILY ALLOWANCE

When a Government servant on tour stays in Government / Public Sector Circuit House/Guest House			
Category	All State / Union Territory Capitals (Amount in Rs)	All places other than column No. 2 (Amount in Rs)	Remarks (applicable to all Categories of Government servants)
1	2	3	5
A	800	600	Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix.
B	700	500	
C	600	400	
D	550	350	
E	350	250	

M. Singh

APPENDIX —IV (B)

Rule 8(2)

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

When the Government servant stays in a hotel or other establishment providing Boarding and/or Lodging on tour at fixed rate provided that such hotel/ institution is registered /has obtained- license from the Competent Authority viz. Local Bodies, Sales Tax Authority, GST Authority, Service Tax Authority etc.

Category	All State / Union Territory Capitals	All places other than column No. 2
	(Amount in Rs)	(Amount in Rs)
1	2	3
A	3000	2000
B	2500	1800
C	2000	1500
D	1500	1000
E	1000	700

Remarks (applicable to all Categories of Government servants):

- (1) Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix.
- (2) The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel/ Circuit House/ Dak Bungalow/ or any other institutions like Young-Men's Christian Association, Cricket Club of India, Youth Hostels, etc., which provide for Lodging arrangement at scheduled tariff and produces vouchers/ receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in column 2 and 3 of this Appendix, actual charges paid shall only be admissible.
- (3) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under column 2 and 3 the actual charges paid shall only be admissible.
- (4) In case accommodation is not available in Bikaner House, Rajasthan House, Jodhpur House at New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 2 of this appendix, subject to the conditions mentioned in point No. (2) above. The official claiming the Daily Allowance for New Delhi shall record a certificate on the Travelling Allowance claim to the effect that he actually stayed in a Hotel due to non- availability of accommodation in any of the aforesaid State Circuit Houses.
- (5) Actual taxi charges admissible under Rule 11 shall be in addition to Daily Allowance.
- (6) The provisions as contained in General Administrative (Gr.1) Department Order No. F.2(10) GA/1182 dated 20.05.1982 shall also continue to be operative so far as it relates to Government officers mentioned therein at their option, at Delhi.
- (7) These rates are inclusive of all types of taxes.

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| (8) | In case accommodation is not available in Bikaner House, Rajasthan House at New Delhi, officers can stay in hotel / institution, at prescribed rates after obtaining NAC from Rajasthan House, except officers of Category 'A', who can stay in hotel without obtaining NAC. |
| (9) | Officers of such departments, which have their Rest House (s) / Guest House(s) in Delhi can stay in hotel only after obtaining NAC from such Guest House / Rajasthan House. |

2. The existing rate for local short journey under rule 9A shall be substituted by the following, namely:

Category	Mode of travel	Rates
Category 'A' and 'B'	Own car	Rs. 9.00/- per km subject to maximum of Rs. 600/- per month.
	Own Scooter /Motor Cycle	Rs. 3.00/- per km subject to maximum of Rs. 300/- per month

3. The existing rule 7(1)(b) and 7(4) shall be deleted.
4. Incidental charges wherever referred to in the said rules shall stand deleted.
5. This order shall come into force with immediate effect.

By Order of the Governor,

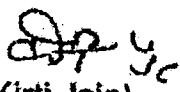
Manju Rajpal
(Manju Rajpal)
Secretary to the Government
Finance (Budget)

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1. Secretary to Hon'ble Governor.
2. Principal Secretary to Hon'ble Chief Minister.
3. All Special Assistants / Private Secretaries to Ministers / State Ministers.
4. All Additional Chief Secretaries / Principal Secretaries / Secretaries / Special Secretaries to the Government.
5. Sr. D.S. to Chief Secretary.
6. Principal Accountant General Rajasthan, (A & E) Jaipur.
7. All Heads of the Departments.
8. Director, Treasuries & Accounts, Rajasthan, Jaipur.
9. Director, Pension & Pensioners' Welfare Department, Rajasthan, Jaipur.
10. Deputy Director (Statistics), Chief Ministers' Office.
11. All Treasury Officers.
12. All Sections of the Secretariat.
13. Administrative Reforms (Gr.7).
14. Additional Director, Finance Department (Computer Cell).

Copy also to the -

1. Secretary, Rajasthan Legislative Assembly, Jaipur with 20 extra copies for Subordinate Legislative Committees.
2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukta Sachivalaya, Rajasthan, Jaipur.


(Kirti Jain)

Joint Secretary to the Government

(TA - 01 / 2017)

राष्ट्रपति कार्यालय
राजकीय उपक्रम विभाग (राजकीय उपक्रम कक्षा)

क्रमांक F.9B(5)CSE/08/562

प्रति, सम्बन्धित अधिकारी के निम्नलिखित
सूचना एवं पाठ्यार्थ के लिए

जयपुर दिनांक : 9/8/2017

राजकीय उपक्रम विभाग



राजकीय उपक्रम विभाग

GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)

No. F 6(3)FD/Rules/2012 Pt.

Jaipur, dated :

6 DEC 2017

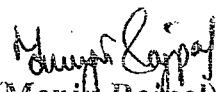
ORDER

Sub: Amendment in the Rajasthan Travelling Allowance Rules, 1971.

The Governor has been pleased to order that the following amendment shall be made in the Rajasthan Travelling Allowance Rules, 1971, namely:-

The existing Appendix of "Travelling Allowance admissible to Government Servants on Transfer" appended to Rule 17 shall be substituted as at Annexure - I appended to this order.

By Order of the Governor,


(Manjeet Rajpal)

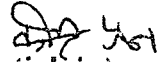
Secretary to the Government

Copy forwarded to -

1. Secretary to Hon'ble Governor.
2. Principal Secretary to Hon'ble Chief Minister.
3. All Special Assistants / Private Secretaries to Ministers / State Ministers.
4. All Additional Chief Secretaries/ Principal Secretaries/ Secretaries/ Special Secretaries to the Government.
5. Sr. D.S. to Chief Secretary.
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7. All Heads of the Departments.
8. Director, Treasuries & Accounts, Rajasthan, Jaipur
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2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukta Sachivalaya, Rajasthan, Jaipur.


(Kirti Jain)

Joint Secretary to the Government

(TA - 3 /2017)

APPENDIX

Rule 17(1)

Travelling Allowance admissible to Government servants on Transfer

Category of Government servants	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)
	For self	For family	For self	For family	For self	For family		
1	2	3	4	5	6	7	8	9
Category 'A', 'B', 'C', 'D' and 'E'	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 the family. However in respect of the children accompanying the employee half fare or full fare actually paid as per the tariff regulation of railways shall be admissible.	Two bus fares of class for which entitled on tour for journey performed by road.	One extra fare for each member of the family. However in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff regulation shall be admissible.	Rs 9.00 per km	Additional mileage allowance at the rate of Rs.9.00 per K.m. for the members of his family as defined in rule 3(4).	Category 'A' Rs.10,000/- Category 'B' Rs 8,000/- Category 'C' Rs 6,000/- Category 'D' Rs 5,000/- Category 'E' Rs 3,500/-	Category 'A' Rs.30/- per Km. Category 'B' Rs.30/- per Km. Category 'C' Rs.18/- per Km. Category 'D' Rs.14/- per Km Category 'E' Rs.12/- per Km.

Note:-

1. Rate shown in column No. 9 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.
2. If a Government servant 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 which he is entitled on the basis of his categorization in lieu of two rail / road fares indicated in column 2 of this Appendix.
3. No road mileage allowance for the journey performed from the actual residence of the Government servant to railway station/ bus stand or vice versa shall be admissible
4. A Government servant 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 No. 4 of this Appendix.
5. 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.

C. Following explanations are given of terms used in this appendix:-

- (i) The term "personal effects" is not subject to definition but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.
- (ii) Charges for the transport of personal effects and conveyance of a Government servant on Transfer will be admissible even if they precede him by a period not exceeding a month or follow him by a period not exceeding six months from the date of his relieve at his old station. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of the Department under whose control the Government servant is serving for the time being.
- (iii) A member of a Government servant's family who follows him within six months or precedes him by not more than one month from the date of his relieve at his old station may be treated as accompanying him. These limits may be extended by the Head of Department in individual cases attendant with special circumstances in respect of Government servants serving under his administrative control.
- (iv) When a Government servant, as a result to his transfer to a new station is obliged to move his family to some other station or when a Government servant and his family are at the time of transfer to a new station living in different places and he desires to move them to his new station or to some other station for reasons which the competent authority considers sufficient, then the Government servant shall receive the actual expenses of the journey which his family undertakes upto the amount which he might have drawn, had his family travelled direct, from his old station to his new provided that the journey is undertaken within a month prior to the date of Government servant's relieve at his old station or within six months subsequent the date. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of Department in respect of Government servants serving under his administrative control or of the Administrative Department in case of the Head of Department himself.
- (v) For the purpose of this rule the category of a Government servant will be determined with reference to the facts on the date of his transfer while the number of fares admissible will be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed, subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer.
- (vi) Children of Government servants who are studying in educational institutions at a place other than the Government servant's headquarters at the time of transfer shall be considered as members of Government servants families for the purpose of Travelling Allowance Rules and they shall be entitled to Travelling Allowance from the place where they are studying to the new Station limited to rail/road fare from old station to new station or actual rail/bus fare whichever is less;
- (vii) A Government servant who travels in a Government vehicle free of charge on transfer from one station to another shall get Travelling Allowance as follows :-
 - (1) If the family of Government servant travels with him.-
For self - One mileage allowance for journey by road at the rates given in column No. 4
For family - No Travelling Allowance
 - (2) If Government servant travels alone :-
For self - One mileage allowance for journey by road at the rates given in column No. 4
For family - As admissible under column No. 5
- (viii) The provisions contained in column No. 2 shall not apply to a Police Officer using free rail passes. Their Travelling Allowance shall be regulated in accordance with provision of para 123 and 128 of Railway Manual.
- (ix) Where both husband and Wife are in Government employment and are transferred at the same time or within 6 months of his her transfer from one and the same old station to another same new station, either of them shall only be entitled to transfer Travelling Allowance, the other member (s) being treated as a member of his/her family not in Government employment on furnishing the certificate prescribed for this purpose in Chapter IX of these rules.