

## **Revision of Travelling Allowance Rules & Regulations, 2006 of PSeGS**

At present, TA rules of the PSeGS have been incorporated in PSeGS financial rules under the chapter “Travelling Rules and Regulations.” These rules were formulated and implemented in the year 2006. Since 2006, no revision was made in these rules and regulations.

During last 12 years, various changes have been taken place like change in fuel prices (petrol/Diesel) (around 65% increases), inflation, salary structure, travelling and lodging expenses etc.

It has been observed that PSeGS is facing difficulty in deciding TA claims of employees due to increase in expenses etc. The following amendments are made in TA regulations.

### **1.) According to TA rules of the PSeGS, Grades are mentioned below:**

<b>Grade</b>	<b>Punjab State E-Governance Staff on Contract/Outsourcing Basis</b>
I	Rs. 1,00,000 & above
II	Rs. 50,000/- and above but less than Rs. 1,00,000
III	Rs. 25,000/- and above but less than Rs. 50,000
IV	Rs. 12,000/- and above but less than Rs. 25,000
V	Below Rs. 12,000/-

### **2.) Regulation-6**

The journey on tour shall be deemed to commence from and end at the headquarters of a society personnel.

### 3.) Regulation-7

Travelling Allowance is admissible for journey on tour by rail, air and or road to the extent indicated in the subsequent regulations.

### 4.) Regulation-8

The society personnel shall be entitled to:

- a. A single fare by the class of accommodation to which he is entitled as laid down herein after plus
- b. Daily allowance at the appropriate rates as laid down in regulation 16 plus
- c. Hotel accommodation charges as laid down in regulation 17 plus
- d. Actual expenses on conveyance for local journey on tour as laid down in regulation 18

### 5.) Regulation-9

The various categories of society personnel will be entitled to travel in the class of railway/Bus etc., set out below against each category:

Grade	Class of Travel
I	Ist AC/AC Bus/ Air/ Shatabdi Executive class/ own Motor car/ Taxi.
II	AC Chair car/ AC Two Tier Sleeper/ Shatabdi Ordinary class/ AC Bus/ Own Motor car/ Taxi.
III	AC chair car/ AC Three tier/ Shatabdi Ordinary class/ Delux bus/ Own Motor car/ Taxi
IV&V	Jan Shatabdi Ordinary class/ Deluxe Bus/ 2 <sup>nd</sup> class sleeper

Note: 1. Chairman, Vice-Chairman, Member Secretary will be entitled for Executive Class Air Travel.

2. For Air Travel, all airlines including the private airlines are permitted.

## **6.) Regulation-10**

The society personnel shall be entitled to travel by 2<sup>nd</sup> class sleeper who travel by night train. They shall also be entitled to have sleeper berth reserved and charge the following additional amounts:

- a.) 2<sup>nd</sup> class as actually charged by the railways.

## **7.) Regulation-11**

Grade II society personnel shall also be entitled to travel by air provided the journey exceed 500 Kms beyond Delhi as per government rules.

## **8.) Regulation-12**

Grade I and II, III society personnel may travel by own conveyance with the due approval of competent authority as per government rules. While on tour he will be paid per Km rate as specified below:

<b>Mode of Transport</b>	<b>Rs. per Km</b>
Car/Jeep	Rs.10 per km
Two wheeler	Rs. 5 per km

## **9.) Regulation-13**

Any society personnel travelling by a class lower than which he is entitled shall charge the fare of the class actually travelled.

## **10.) Regulation-14**

1. If any society personnel travels by a train which does not provide the class of accommodation to which he is entitled, he may travel in the next higher class provided the society personnel furnishes a certificate and satisfies that it was essential for him to travel by that train in the interest of the Society work.

2. For journeys between stations not connected by rail, the society personnel shall charge actual expenses incurred by them in travelling by taking a single seat in other conveyance where bus services is not available.

## 11.) According to Regulation-15

### Classification of Cities:

Sr. No	Name of Cities	Classification
a.)	Delhi, Mumbai, Kolkata, Chennai & State Capitals	A-1
b.)	Chandigarh, Ludhiana, Jalandhar, Amritsar, Bathinda & Patiala	B-1
c.)	Other Places	B-2

## 12.) Regulation-16

### Daily Allowance

Grade	A-I class cities		A-2 Class Cities		B-I Class Cities		B-II Class Cities	
	Hotel	Non Hotel	Hotel	Non Hotel	Hotel	Non Hotel	Hotel	Non Hotel
I	1500	1000	1200	800	1000	600	800	500
II	1000	700	800	600	700	500	600	400
III	800	600	700	500	600	400	500	300
IV&V	600	500	500	400	400	300	400	200

- i.) When any society personnel spends one part of a day in one locality and another part in a place for which different rate of daily allowance is admissible he will claim daily allowance at the rate applicable to place where he spent the night succeeding such day.

- ii.) No daily allowance shall be permissible within a radius of 25 Kms from the place of duty.
- iii.) A full Daily allowance shall be permissible for journey beyond 25 kms from the Headquarter if the period of absence is 6 hours or more. If the period of absence is less than 6 hours, half daily allowance shall admissible.
- iv.) Daily allowance may be drawn for holidays falling in between during the period of tour, but no daily allowance shall be admissible during casual or other leave.
- v.) Full daily allowance would be payable for the day of departure and arrival including the days on which journeys are performed while on tour to outstations. Rate of DA would be governed by the place where the society personnel spends the night.

### **13.) Regulation-17**

The maximum rates of Hotel Accommodation / Tourist Bungalows on production of receipts shall be as under:

<b>Grade</b>	<b>Accommodation</b>			
I	Reimbursement of actual expenditure incurred towards normal rent in a hotel of category not above 5 star			
II	Reimbursement of actual expenditure incurred towards normal rent in a hotel of category not above 3 star			
	A-1 class cities	A-2 class cities	B-I class cities	B-II class cities & other places
III	Rs 2500	Rs 2000	Rs 1800	Rs 1500
IV&V	Rs 1500	Rs 1200	Rs 1000	Rs 800

### **Section VIII- T.A. Advance**

### **14.) Regulation-22**

The competent authority when satisfied that the Travelling Allowance advance is necessary may sanction an advance to any society personnel proceeding on tour.

The advance will be restricted to 80% of the estimated expenditure on tour. No advance will be granted if a previous advance has yet to be adjusted.