

No.19030/3/2008-E.IV  
Ministry of Finance  
Department of Expenditure

New Delhi, 19<sup>th</sup> November, 2008.

OFFICE MEMORANDUM

Subject:- Travelling Allowance Rules-Implementation of the Sixth  
Central Pay Commission.

Consequent upon the issue of this Department's O.M. of even number dated 23/9/2008 on the subject cited above, a number of queries have been received regarding the implementation of revised TA Rules. Some of the points raised through the references are as under:-

- (i) Whether receipt for reimbursement of food bill and travel charges for travel within city are to be produced by the Government servant mandatorily?
- (ii) How would DA be paid to an employee, who does not stay in a hotel/guest house and makes his/her own arrangement?
- (iii) In case the employee, in course of the tour, stays in Government Guest House and does not pay any charges towards the room, how daily allowance will be paid to him/her?
- (iv) In case a person during his/her tour returns to the headquarter within twelve hours, what will be the rate of DA payable to him/her?

2. In terms of Sixth CPC's recommendations regarding Travelling Allowance/Daily Allowance on tour as accepted by the Government, it is clarified that with the revision of TA/DA Rules as circulated vide this Department's OM No. 19030/3/2008-E.IV dated 23<sup>rd</sup> September, 2008, Daily Allowance in monetary terms is no longer admissible to Central Government Employees on tour. It is further clarified that only the actual expenditure incurred within the prescribed limits will be reimbursed as per normal procedure of reimbursement.

  
(KARAN SINGH)

Under Secretary to the Govt of India

To  
All Ministries/Depts. Of Govt. of India etc.,

Copy to:-

- i) All State Governments & Union Territories.
- ii) Governors of all States/Lt.Governors of UTs.
- iii) Comptroller & Auditor General of India and all offices under his control.
- iv) Union Public Service Commission, Supreme court, Election Commission, Central Vigilance Commission, Deptt. of Personnel(AIS Division), Lok Sabha/Rajya Sabha Sectt. Commissioner Municipal Corporation of Delhi; and.
- v) All Members of Staff Side of the National Council of JCM.

T.A./DA

Advances

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Office of the Controller General of Defence Accounts  
West Block -V RK Puram, New Delhi-66

No. AT/IV/4513/XIX/6<sup>th</sup> CPC

Dated: 04 Mar 09

To

All PCsDA/CsDA/IFAs

Sub: Clarification on Travelling Allowance Rules- Implementation of the Sixth Central Pay Commission.

Ref: This HQrs letter of even No. dated 25/2/09 and 27/2/09.

Consequent to the implementation of Govt of India MOF letter No. 19030/3/2008-E.IV dated 23<sup>rd</sup> Sep 08 some doubts have been raised by field controllers. These have been examined and are clarified as under:-

Point of doubt	HQrs views / clarification
i) Whether Daily Allowance is uniform for all classes of cities.	No classification of cities for <u>Daily Allowance</u> is given in the OM. Therefore it is <u>uniform for all classes of cities.</u>
ii) Whether Daily Allowance will be paid during journey period.	It is clarified in MoF letter No. 19030/3/2008-E.IV dated 19 Nov 08 that Daily Allowance in monetary terms is no longer admissible to Central Govt employees, hence <u>actual expenditure incurred within the prescribed limits will be reimbursed as per normal procedure of reimbursement, for period of tour.</u>
iii) Whether any advance on a/c of Hotel charges, food bill taxi fare etc may be paid.	<u>Advance of Traveling Allowance is admissible under provisions of Rules 48 to 51 of Compendium of Advances contained in GFR. This advance may include elements of Daily Allowance. These orders continue to remain in force.</u>
iv) whether hotel/guest house should be registered /recognised.	Note 1 below GOI decision 1 below SR 51 clarifies that for stay in a Hotel, the Government servant must have stayed in an establishments registered/licensed as a hotel, by proper authority. This continues to be in force.
v) Whether cash receipt /Cash memo will be mandatory in support of the claims.	<u>Yes, as clarified in MoF letter No. 19030/3/2008-E.IV dated 19 Nov 08 actual expenditure incurred within the prescribed limit will be reimbursed as per normal procedure of reimbursement.</u>

Note :- Attention is drawn to MoF Department of Expenditure OM No. 19030/3/2008-E.IV dated 22/01/09 Circulated vide HQrs letter No. AT/IV/4026/Orders (Civ) dated 16 Feb 09 vide which option of availing DA at old rates has been given.

2. As per para 3 of Annexure of MoF letter No. 19030/3/2008-E.IV dated 23<sup>rd</sup> September 2008 reimbursement of taxi charges upto 50 Kms for travel within city for officers having grade pay of Rs 7600/- & above and Rs 50/- to 150/- per diem for other is admissible. The doubts raised by PCsDA/CsDA on this issue and clarification on each by this HQrs are given below.

Point of doubt	HQrs views / clarification
i) Whether reimbursement is admissible for actual distance travelled from point of stay to duty point.	Clarified vide MOF letter No. 19030/3/2008-E.IV dated 14 <sup>th</sup> October 2008 that the present provision of Government of India order 7 below of SR-46 continues to be applicable in addition to reimbursement of taxi/travel charges within the city within prescribed limits.
ii) whether maximum limit of taxi charges i.e. for 50 Kms prescribed is admissible straightway.	As clarified in 2(i) above. 51

Sr. Dy. CGDA(AT)

Copy to:-

1. SPS to CGDA
2. SPS to Addl CGDA(I) & (II)
3. Jt CGDA AT-I, II, & III
4. AT-Coord Section Local
5. Insp-Cell I, II, III
6. All Regional Training Centers
7. The President AIDEA(CB) C/O CDA Pune
8. The Secretary General, AIDAEA (HQ)  
C/o-PCoA(Fys). Kolkata
9. AN- XIV
10. Monday List
11. Guard file.
12. EDP Centre- With a request to upload the circular on CGDA website.

for information

Sr. Dy. CGDA(AT)