



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

ALLOWANCES – Andhra Pradesh Civil Services(Traveling Allowances) Rules –
Traveling Allowance on Tour - Recommendations of pay Revision Commission,
1999 -Orders – Issued.

FINANCE & PLANNING (FW.PC.IV) DEPARTMENT

G.O.Ms.NO.124

Dated 21-8-1999

Read the Following.

1. G.O.Ms.No 252, Finance and Planning(FW:TA) Department, Dated 15-6-1993
2. G.O.Ms.No 68, Finance and Planning(FW:TA) Department, Dated 16-2-1994
3. G.O.Ms.No 313, Finance and Planning(FW:TA) Department, Dated 15-9-1994
4. G.O.(P)No 114, Finance and Planning(FW:PC-I) Department, Dated 11-8-1999

APUS

ORDER:

The pay Revision Commissioner 1999 has reviewed the existing Traveling Allowance Rules and Recommended on the Following items

1. Revision of pay ranges of Grades according to Revised pay scales 1999
2. Enhancement of Daily Allowance rates payable to Government servants while on tour with in the state and outside the state
3. Enhancement of rates in specified places in respect of lodging charges with in the state and outside the state
4. Enhancement of rates of conveyance charges payable to Government servants at places outside the state while on tour
5. Enhancement of Mileage allowance for travel by motor car/ Motor Cycle.
6. Revision of eligibility to travel by train in first Class
7. Extension of the facility of engaging of private taxi on hire by the secretaries to Government on official tours to all places outside the state

2. Government after careful consideration have decided to accept the recommendations of the pay Revision Commission 1999

Grades & Rates of Daily Allowance

- 3.1 The classifications of officers into grades and the rates of daily allowance admissible within and outside the state shall be as Indicated below:

GRADE	D.A. FOR TOURS WITH	
	IN THE STATE /OUTSIDE THE STATE	D.A. FOR TOURS TO ANY PLACE IN THE STATE RS.
RS.9600-16525 and above	120	180
RS.5000-10600 to Rs.9000-16525	90	135
Rest of the employees	60	90

3.2 The pay scales assigned for Automatic scheme in respect of Government servants / Non-teaching staff and the career Advancement Scheme in respect of Teaching staff shall not be taken into Account for determination of Grades indicated in the Para. Only the pay scales attracted to the posts shall be taken into account for determination of the Grade of such employees who perform the tours. The same principle shall be adopted in respect of Transfer Traveling Allowance and determination of eligibility to travel by first class in Train

3.2 All Government Employees are eligible to draw full daily allowance for the entire duration of their official tour

Reckoning of day for the purposes of calculation of D.A

4 The period of absence from the head quarters of a Government employee for purposes of regulating Daily Allowance shall be as Indicated below irrespective of the Mode of the travel:

- i) A day should be reckoned as to cover 24 hours of absence from the head quarters commencing from the minute the officer leaves the headquarters. For every 24 hours of absence from head-quarters one day allowance is admissible
- ii) For any fraction of 24 hours of absence the rates of Daily Allowance shall be as follows:
 - a) Absence of 12 hours and more Full Daily allowance
 - b) Absence of six hours and more but less than 12 hours Half daily allowance
 - c) Absence of less than six hours No Daily Allowance

Loading charges with in the state

5. Government Servant visiting, Vishakhapatnam, Vijayawada, Tirupathi and Warangal on official duty from outside the District concerned and Hyderabad from any place shall be paid loading charges as Indicated below subject to the following conditions

- i) On certification by the concerned touring officers that Government accommodation was not available
- ii) Production of the original receipt from the Lodging House (including the TTD Guest House)

Rates of reimbursement

- a) Grade I not exceeding Rs 180/-
- b) Grade II not exceeding Rs 120/-
- c) Grade III not exceeding Rs 60/-

Note: In such Cases the normal daily allowance shall be reduced by 25%

Lodging Charges outside the state

6. Government servants visiting the places outside the state on official duty shall be eligible for reimbursement of lodging charges as indicated below subject to the following conditions

- i) On certification by the concerned touring officer that Government accommodation was not available
- ii) Production of the Original receipt from the Lodging House.

Rates of Reimbursement			
Grade	A1 Class Rs	A Class Rs	Other Classes Rs

a) Grade I	not exceeding	300	240	210
b) Grade II	not exceeding	210	180	150
c) Grade III	not exceeding	90	90	75

Note:

- 1) In such cases the normal daily allowance applicable to the place shall be reduced by 25%
- 2) For this Purpose , the classification of places into A1 Class, A Class and other classes shall be as laid down by Government of India
- 3) In the Case of Mumbai and Calcutta the reimbursement of Lodging charges shall be Increased by 50% of normal Rates

Travel by Train

5. Government servants drawing pay in the revised pay scale of Rs 5000-10,600 and above shall be eligible to travel by 1st class. All other employees shall be eligible to travel by II class

Note:

- 1) Officers eligible to travel by air may travel by 1st class A.C
- 2) Officers eligible to travel by 1st Class may travel by A.C. Chair Car of A.C.II Tier sleeper or A.C. III Tier sleeper while on official tour

Payment of conveyance charges outside the state

- 8.1 Government employees on official tour to Delhi and other places outside the state shall be eligible to claim actual text or Auto tare if they travel by Taxi from arrival point to place of stay and from place of stay to Departure point
- 8.2 Government servants shall also be eligible to claim actual taxi or Auto fare subject to a Maximum OF Rs 100/- par day for visiting the officers of the Government of India and Ministries or any other officers on official work. A certificate to the effect that Government Vehicles was not provided to them and they have engaged Taxi/Auto, shall be appended to the bill claiming the amount.
- 8.3 The facility to hire a private taxi by the officers of the rank of secretary to Government and above visiting Delhi, Mumbai, Calcutta for official purposes shall be extended to the all places outside the state . The expenditure on hiring of taxi shall be reimbursed to the touring officer.
- 8.4 There shall be no Deduction in daily allowance for claiming conveyance charges mentioned in this para.

Mileage Allowance

- 9.1 The Revised rates of Mileage for travel by officers who are entitled to maintain and use Own Motor Car/ Motor Cycle/ Scooter on tour Shall be as Follows

Motor Car

Rs. 5/- per K.M

Motor Cycle/Scooter

Rs. 1.50 Ps per K.M

- 9.2 For the journeys exceeded 8 Kms, but not Exceeding 32 Kms,. all the Officers who perform their tours in their own cars can claim mileage at the rate of Rs 5/- per Km. Subject to the condition that this mileage allowance does not exceed one full Daily Allowance at Ordinary Rates to which the Officer is entitled. Officers who are entitled to travel by Motor car can Travel by motor Cycle/Scooter and Claim Mileage allowance prescribed subject to the same condition the mileage allowance does not exceed one full Daily Allowance
- 9.3 The officers who undertake tour beyond 32 Kms, will continue to be eligible to claim mileage as per Rule 24(4) of Andhra Pradesh Civil Services (Traveling Allowance) Rules 1996.
- 9.4 Daily allowance shall not be paid to the Government servants claiming the Mileage allowance for their tours

10.1 These Orders shall come in to Force with effect from 1st April 1999

10.2 The claims already settled otherwise need not be reopened, Claims which are not preferred but

are pending shall be admitted in audit accordance with these orders in the case of Journeys

performed on or after 1st April 1999

10.3 The Existing Andhra Pradesh Civil Services (Traveling Allowance) Rules. 1996 and Orders I Shall be issued in due course and from time to time shall continue to apply except as provided for in this order

Application of these orders to Officers of All India Service, employees drawing pay in the Andhra Pradesh Revised Pay scales 1993 and employees drawing pay in the UGC scales 1996

11.1 In so far as Officer Belonging to All India service whom are in the Central scales of pay. the Classifications of Grade shall be as follows:

- a) Officers of AIS in Junior Time Scale shall be under Grade II under these Orders
- b) Other Officers belonging to AIS shall come under Grade I under these orders

11.2 For the employees continuing in the Revised scale of pay, 1993 the classification shall be

the same as was in force prior to the introduction of Revised scales pay. 1999 in the G.O.,
first read above

11.3 For the employees drawing pay in the UGC pay scales 1996 the classification as follows

- a) Government Servants drawing pay in the pay scale of Rs 10,000-15,200 and above in the UGC pay scale 1996 shall be under Grade I under these orders
- b) Other Government Servants drawing pay in the UGC pay scale, 1996 shall come under Grade II under these Orders

12 Necessary amendments to the Andhra Pradesh Civil Services (Traveling Allowance) Rules 1996 shall be issued in due course

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K ARORA
Principal secretary to Government