No. FIN-C-B(7)-14/98
GOVERNMENT OF HIMACHAL PRADESH
FINANCE (REGULATIONS) DEPARTMENT

Dated Shimla-171002, the 8th December, 1998

OFFICE MEMORANDUM

Subject : **Payment of travelling allowance/daily allowance etc. to State Government employees in Himachal Pradesh.**

******

1. As a result of revision of Pay Scales with effect from 1.1.1996, the question of prescribing revised rates of travelling allowance, daily allowance etc. was receiving attention of the Government. Accordingly, in supersession of this Department Office Memorandum No. Fin.(C)B(7)-2/88-III dated 24th June, 1993 and further orders issued thereunder from time to time, the Governor, Himachal Pradesh, is pleased to order that the revised rates/entitlements as indicated hereunder shall apply to the State Government employees for tours undertaken on or after 1st January, 1999.

2 GRADATION :-

(1) For the purpose of Supplementary Rule 17, the revised grading of Government employees shall be as under :-

Grade	Basic pay
I	Rs. 15,000/- and above.
II	Rs. 10,000/- and above but less than Rs. 15,000/-.
III	Rs. 6,000/- and above but less than Rs. 10,000/-.
IV	Rs. 5,000/- and above but less than Rs. 6,000/-.
V	Rs. 4,000/- and above but less than Rs. 5,000/-.
VI	Below Rs. 4,000/-

(2) For the purpose of Gradation, only "basic pay" shall be taken into account.

3. In case of those employees who opt to retain the pre-revised scales of pay, the "basic pay" for the purpose of gradation, will include stagnation increment and additional pay if any, dearness allowance and interim relief appropriate to that admissible under orders in existence as on 1.1.1996.

DAILY ALLOWANCE

(1) The rates of daily allowance will be as under :-

Rates of daily allowance within Himachal Pradesh

Grade	Ordinary Hill Tracts	Special Hill Tracts	Expensive and Remote Locality
	Rs.	Rs.	Rs.
I	80/-	100/-	120/-
II	64/-	80/-	110/-
III	56/-	70/-	100/-
IV	48/-	60/-	85/-
V	40/-	50/-	70/-
VI	32/-	40/-	60/-

(2) No enhancement over and above these rates is allowed.

(3) For regulating the payment of daily allowance, the existing classification of areas in Himachal Pradesh into three groups shall remain in operation as under :-

(a) Expensive and Remote Localities:

1. Lahaul & Spiti district ;
2. Kinnaur district ;
3. Bharmour Sub-Division and Pangi Sub-Division of Chamba district ;
4. Pargana of Pandrabbis, Outer Seraj and Malana Panchayat areas of Kullu district ;
5. Chhuhar Valley of Jogindernagar tehsil of Mandi district ;

6. Mangal Panchayat area of Solan district ;

7. Dodra-kwar area of Rohroo tehsil, Parganas of Chaubis, Naubis, Barabis, Pandrabis and Atharabis, Sarahan and Gram panchayat of Munish, Darkali and Kashapat of Rampur tehsil of Shimla district ; and

8. Chhota Bhangal and Bara Bhangal areas of Palampur Sub-Division of Kangra district.

(b) Special Hill Tracts :

1. Janjehli Block of Chachiot tehsil of Mandi district ;

2. Chopal tehsil of Shimla district ;

3. Trans-Giri Tract of Sirmour district ;

4. Churah tehsil and Salooni tehsil, Kunr Panchayat and Belej Pargana of Chamba tehsil of Chamba district ; and

5. Manali-Ujhi area, Parvati and Lagg valley and Banjar Block of Kullu district.

(c) Ordinary Hill Tracts :

1. All other remaining areas which are not covered by the above groups.

(4) Rates of daily allowance outside Himachal Pradesh (per day):

Grade	Delhi/Chennai/Mumbai/ Calcutta and Banglore	Other Places
	Rs.	Rs.
I	120/-	96/-
II	96/-	80/-
III	84/-	72/-
IV	72/-	64/-
V	60/-	56/-
VI	48/-	40/-

(5) For the time spent in journey, the rate of daily

allowance will be admissible as under :-

Grade	Rate Rs.
I	80/-
II	64/-
III	56/-
IV	48/-
V	40/-
VI	32/-

5. **RE-IMBURSEMENT OF HOTEL RENT**:-

(1) The maximum rates of re-imbursement of hotel rent to the State Government employees who stay in hotels and tourist banglows run on commericial lines while on duty outside the Pradesh, on production of receipt, shall be as under :-

Grade	Delhi/Chennai/Mumbai/ Calcutta and Banglore	Other Places outside H.P.
	Rs. (per day)	Rs. (per day)
I	600/-	450/-
II	450/-	360/-
III	400/-	270/-
IV	240/-	200/-
V	200/-	150/-
VI	120/-	90/-

(2) Government servants who claim re-imbursement of actual hotel rent shall also be entitled to daily allowance equivalent to 3/4 of daily allowance entitlements, in addition to re-imbursement of actual hotel rent.

(3) The employees when they do not succeed in securing accommodation in Rest Houses etc. while on tour to Shimla and have to stay in Hotels and Tourist Banglows run on commercial lines shall be re-imbursed actual hotel rent upto the maximum limit as prescribed in

para 5 above for "Other Places outside Himachal Pradesh". For such re-imbursement the employees concerned shall have to produce receipt.

(4) In case of non-availability of accommodation in Himachal Bhawan at New Delhi and certificate to this effect is issued in favour of the concerned Officer/Official by the General Administration Department, tariff for stay in hotels run by the ITDC as specified vide this Department O.M. No. Fin(C)B(7)-1/97 dated 29.1.1998* will be re-imbursed subject to the production of receipt and other conditions laid down in this behalf from time to time.

6. RAILWAY ENTITLEMENTS :-

(1) The revised gradation for the purpose of Supplementary Rule 34 i.e. entitlement of Railway accommodation, shall be as under :

Grade	Travel entitlement
I	Ist Class A.C./Shatabadi Executive Class
II	Shatabadi A.C. Chair Car/A.C. Two Tier Sleeper/Ist Class.
III & IV	Ist Class/A.C. Chair Car/A.C. three Tier.
V & VI	IInd Class Sleeper

(2) Where an official journey by train is cancelled in public interest, cancellation and reservation charges shall be re-imbursed to the Government servant directly by the Department/ office concerned. In similar circumstances these charges in respect of members of family of a Government servant shall also be re-imbursed.

(3) Reservation charges/Surcharge levied by Railways in respect of all classes of rail accommodation will be re-imbursed to the Government servant treating these charges as part of the fare. The telegram expenses charged by the Railways in connection with the reservation of accommodation in trains, for onward and or return journeys, by Government servant travelling on duty, will also be

* *copy enclosed at Annexure-"A"*

re-imbursed to the Government servant concerned.

(4) Service charges levied by the recognised Traveller's Agents by the Zonal Railways for getting railway reservation shall be reimbursed as ordered vide this O.M. No. Fin-C-A(3)-7/98 dated 29th August, 1998.*

7. **AIR ENTITLEMENTS** :- The entitlement for travel by Air shall be as under :

Grade	Entitlement
I	At discretion.
II	On the condition that the distance is more than 500 Kms. and journey cannot be performed over-night by rail or journey is to be performed within Himachal Pradesh or Himachal Pradesh to Delhi/Chandigarh or Delhi/Chandigarh to Himachal Pradesh.

The aforesaid condition of 500 Kms. distance is not applicable to Grade-II employees for air journeys within Himachal Pradesh or Himachal Pradesh to Delhi/Chandigarh or Delhi/Chandigarh to Himachal Pradesh.

8. **PUBLIC TRANSPORT ENTITLEMENT** :- The entitlement of road travel by public transport would be as under and the term "Public Transport" would include ordinary bus, deluxe bus and air conditioned bus :-

Grade	Entitlements
I & II	A/C Bus
III & IV	Deluxe Bus
V and VI	Ordinary Bus

* copy enclosed at Annexure-"B"

9. ENTITLEMENT BY ROAD TRANSPORT :- Entitlement to travel by road transport would be as under :-

Grade	Entitlements
I & II	By taking a single seat in a public transport, or by motor cycle/scooter or by engaging full taxi/own car as per conditions prescribed in para 10(3).
III to VI	By taking a single seat in a public transport or by motor cycle/scooter. They will not be entitled/eligible to travel by engaging full taxi/own car.

10. ROAD MILEAGE :-

(1) The rates of road mileage shall be as under :-

(a) Own Car :

Journey within Himachal Pradesh.... Rs. 3.50 per K.M.

Journey outside Himachal Pradesh.... Rs. 3.00 per K.M.

(b) Full Taxi :

Journey within Himachal Pradesh.... Rs. 3.50 per K.M.

Journey outside Himachal Pradesh.. Rs. 3.00 per K.M.

(c) Scooter/Motor Cycle :

Journey within Himachal Pradesh.... Rs. 1.20 per K.M.

Journey outside Himachal Pradesh... Rs. 1.00 per K.M.

(2) These rates of mileage allowance prescribed for travelling by own car will apply in cases where the Government servant would themselves drive their own vehicle and do not ask for the services of a staff car or departmental vehicle driver to drive

the private car. If, however, a Government servant at his own option avails of the services of a Government driver to drive his own car, the rate of mileage allowance payable to him will be Rs. 0.50 per K.M. less for the hilly areas and 25 paisa per K.M. less for plain areas. Such facility of Staff car drivers will be allowed only to those officers who are otherwise entitled to a staff car and staff car driver for the particular journey.

(3) Only Secretaries/Special Secretaries/ Heads of the Departments with a basic pay of Rs. 18,400/- per month and above shall be entitled to use their own car/full taxi on official tour.

11. **CARRIAGE OF PERSONAL EFFECTS**

(1) The maximum entitlements of officers of different grades for carriage of personal effects on transfer shall be as follows :

Grade	Personal effects that can be carried
I & II	6,000 Kgs.
III & IV	3,000 Kgs.
V	1,500 Kgs.
VI	1,000 Kgs.

(2) For the carriage of personal effects by rail, the employees shall be re-imbursed the actual charges by goods train.

(3) The allowance for carriage of personal effects between places connected by road only will be at the following uniform rates :

Grade	Special Hill Tracts/ Expensive and remote localities within the Pradesh.	Other Places
	Rs. (per KM)	Rs. 0 (per KM)
I & II	16.50	10.50
III & IV	9.00	5.25
V	4.50	3.00
VI	3.75	2.25

(4) For carriage of personal effects partly by rail and partly by road transport, the employees shall be re-imbursed the actual expenses for carriage of personal effects by goods train and the allowance for carriage of personal effects by road transport at the rates prescribed in para 11(3) above.

(5) For such places which are neither connected by rail nor by road the rates for carriage of personal effects on Horses, Mules or Porters shall be as notified by the concerned Deputy Commissioner.

12. TRANSFER GRANT :- The entitlements for transfer grant shall be as under :-

Grade
I
II
III
IV
V
VI

13. TRANSPORTATION OF CONVEYANCE ON TRANSFER :-

(1) The entitlements for transportation of conveyance on transfer shall be as under :-

Pay range	Entitlement (scale)
Rs. 6,500/- and above	One motor car, or one motor cycle/scooter.
Less than Rs. 6,500/-	One motor cycle/scooter/moped or one bicycle.

(2) Rates for transportation of conveyance on transfer shall be as under :-

(a) When the conveyance is sent under its own propulsion.

Between places connected by rail	Between places not connected by rail.
Prescribed rates limited to expenditure on transportation by passenger train.	Prescribed rates as in para 10.

(b) When conveyance is sent loaded on a truck.

Between places connected by rail	Between places not connected by rail.
Actual expenses limited to prescribed rates or expenditure on transporation by passenger train, whichever is less.	Actual expenses limited to prescribed rates.

(Prescribed rates means the rates notified by the State Transport Department/Corporation)

(3) ON TOUR ENTITLEMENTS/RATES FOR SUCH PLACES WHICH ARE NEITHER CONNECTED BY RAIL NOR BY ROAD :-

(a) Entitlements ---

Grade-I	4 Mules or Horses,	3 porters in lieu of each mule/horse are admissible due to areas being unfit for transportation by mules/ horses provided it is certified that porters were utilised exclusively for carrying personal effects and equipments.
Grade-II....	3 Mules or Horses	
Grade-III... and IV	2 Mules or Horses	
Grade-V .... and VI	1 Mule or Horse	

RATES- The rates for hiring mules, horses and porters shall be as notified by the concerned Deputy Commissioners.

(4) For journeys which are performed on foot the rates of mileage allowance shall be as under :-

Gradation	Ordinary hill tracts	Special hill tracts	Expensive and remote localities
	Rs. (per Km)	Rs.(per Km)	Rs. (per Km)
Grade-I Grade-II Grade-III	1.00	1.50	2.50
Grade-IV Grade-V Grade-VI	0.80	1.00	2.00

14 LOCAL TRANSPORTATION ALLOWANCE :-

(1) For local journeys performed at tour stations other than Delhi no local transportation allowance shall be admissible. For Metropolitan cities of Delhi, Mumbai, Calcutta, Chennai and Banglore, entitlements of fixed amount for meeting local transportation cost while on tour/training in respect of Government

servant who neither use staff car/Govt. vehicle for their official work shall be as under :-

Grade	Rate (per day)
	Rs.
I to III	150/-
IV to VI	75/-

(2) The above re-imbursement will be made after a certificate of actual utilisation is given by the concerned officer/ official.

15. TERMINAL TRANSPORATION CHARGES :-

(1) Terminal transporation charges shall be admissible at the rates specified in para 8 to 10 from headquarters as well as all tour stations, other than those specified in para 15(3). These shall cover expenditure incurred on journey performed from residence to place of embarkation at headquarters, and place of disembarkation to place of stay or duty point in the tour station as also similar return journeys.

(2) For the tour stations specified in para 15(3), travel transportation charges shall be admissible at the following rates :-

Grade	Fixed amount
	Rs.
I to III	150/-
IV to VI	75/-

(3) The specified tour stations mentioned in para 15(2) are as under :-

1. Andhra Pradesh — Hyderabad Urban Agglomeration.
2. Bihar — Patna Urban Agglomeration, Dhanbad Urban Agglomeration, Jameshedpur Urban Agglomeration.
3. Delhi — Delhi Urban Agglomeration.
4. Gujarat — Ahmedabad Urban Agglomeration, Surat Urban Agglomeration, Vadodra Urban Agglomeration.

5. Karnataka	Banglore Urban Agglomeration.
6. Kerla	Trivendrum, Cochin.
7. Madhya Pradesh	Gwalior Urban Agglomeration, Indore City Urban Agglomeration, Jabalpur Urban Agglomeration.
8. Maharashtra	Bombay, Nagpur Urban Agglomeration, Poona Urban Agglomeration and Sholapur.
9. Punjab	Amritsar City Urban Agglomeration, Ludhiana City Urban Agglomeration.
10. Rajasthan	Jaipur Urban Agglomeration.
11. Tamilnadu	Madras Urban Agglomeration, Coimbatore Urban Agglomeration, Mudurai Urban Agglomeration, Chirapalli Urban Agglomeration, Salem urban Agglomeration.
12. Uttar Pradesh	Kanpur City Urban Agglomeration, Lucknow City Urban Agglomeration, Agra Urban Agglomeration, Allahabad City Urban Agglomeration, Varanasi City Urban Agglomeration.
13. West Bangal	Calcutta Urban Agglomeration.

16. TAXI CHARGES :- The State Government servants who do not take staff car to Delhi while on tour and are entitled to travel by Air or are permitted to travel by Air shall be re-imbursed taxi charges from Airport to Himachal Bhawan or place of duty/stay at Delhi on the basis of actual or Rs. 225/- whichever is less. However, those who will avail of this benefit will not be entitled to the terminal transportation charges under para 15 above.

17. This O.M. shall also be applicable to members of All India Services and Central Services serving in connection with the affairs of the State of Himachal Pradesh.

18. Similarly these orders shall also be applicable to the cases of teaching personnel of Government Colleges under the Department of Education who are in receipt of UGC scales of pay.

19. The other conditions of travelling allowance rules as applicable to State Government employees and instructions/decisions issued whereunder shall remain unchanged.

20. These orders are subject to such conditions as are prescribed by the Government from time to time under the instructions effecting economy in expenditure.

21. The revised entitlements of T.A./D.A. rates will be applicable w.e.f. 1.1.1999 Journey performed/tour undertaken prior

to this date shall be regulated in accordance with the old rates and the cases already decided will not be re-opened.

(MOHAN CHAUHAN)
Additional Secretary (Finance-Reg) to the Government of Himachal Pradesh.

To

All Administrative Departments
of the Government of Himachal Pradesh.

No. FIN-C-B(7)-14/98 Dated Shimla-171002, the 8th December, 1998

Copy forwarded to:-

1. The Accountant General, Himachal Pradesh, Shimla-3. alongwith 25 spare copies.
2. The Senior Deputy Accountant General (A&E), H.P. Shimla-3, alongwith 25 spare copies.
3. The Divisional Commissioners Shimla/Mandi/Dharamsala.
4. The Resident Commissioner, Himachal Pradesh Sikandra Road, Himachal Bhawan New Delhi.
5. All Heads of the Departments in Himachal Pradesh.
6. All Deputy Commissioners in Himachal Pradesh.
7. All Superintendents of Police in Himachal Pradesh.
8. All District & Session Judge in Himachal Pradesh.
9. The Registrar, High Court of Himachal Pradesh, Shimla-1.
10. The Director, Treasuries & Accounts organisation, Himachal Pradesh.
11. The Assistant Director, Financial Administration, HIPA, Shimla.
12. The Examiner, Local Fund Audit, Finance Department, Shimla-1.
13. The Inspection Officer, T & A Organisation North Zone, Civil Bazar Dharamsala, Distt. kangra.
14. All Joint Controllers (F & A)/Deputy Controllers (F & A)/ Assistant Controllers (F & A)/Section Officers under the Administrative control of Treasuries & Accounts Organisation.
15. All the District Treasury Officers/Treasury Officers in Himachal Pradesh.
16. The Pay and Accounts Officer, No. 1, Reserve Bank of India, Parliament Street, New Delhi.
17. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
18. The Secretary, H.P. State Electricity Board, Shimla-171004.

No.Fin(C)-B(7)-14/98
Government of Himachal Pradesh
Finance (Regulations) Department.

Dated Shimla-171002, the 7th January,2005.

OFFICE MEMORANDUM

Subject:- **Payment of Traveling Allowance/ Daily Allowance etc. to State Government employees in Himachal Pradesh.**

The undersigned is directed to invite a reference to this Department's O.M. of even number dated 08-12-1998, on the subject cited above and to say that the Governor, Himachal Pradesh, is pleased to substitute sub para 1(a) and 1(b) of Para.10 of the said O.M. with immediate effect as under:-

"10(1)(a) Own Car :

For all journeys	Rs.5.50/- per k.m.

"10(1)(b) Full Taxi :

Journey within Himachal Pradesh	Rs.4.50/- per k.m.
Journey outside Himachal Pradesh	Rs.4.00/- per k.m.

Deputy Secretary(Fin-Reg) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries to the
Government of Himachal Pradesh.

No.Fin-C-B(7)-14/98 Dated Shimla-2, the 7th January,2005.

Copy to:-

1. The Accountant General, Himachal Pradesh, Shimla-171003 with 5 spare copies.
2. The Senior Deputy Accountant General (A&E), Himachal Pradesh, Shimla-3 with 5 spare copies.
3. The Registrar General, High Court, H.P. Shimla.
4. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
5. The Divisional Commissioners, Shimla/Kangra/Mandi Divisions, Himachal Pradesh.
6. All Heads of Departments in Himachal Pradesh.
7. The Finance Personnel-I Branch, Department of Finance, Government of Punjab, Chandigarh.

Contd...2.

No.Fin(C)-B(7)-14/98
Government of Himachal Pradesh
Finance (Regulations) Department.

Dated Shimla-171002, the 2nd June, 2006.

OFFICE MEMORANDUM

Subject:- Payment of Travelling Allowance/ Daily Allowance etc. to State Government employees in Himachal Pradesh.

The undersigned is directed to invite a reference to this Department's OM of even number dated 8th December,1998 on the subject cited above and to say that the matter regarding revision in the rates of TA/DA of State Government employees was under consideration of the Government for sometime past. Now, it has been decided by the Government to further substitute Para-4(1), Para-4(4), Para-4(5), Para-5, Para-10(c) and Para-12 of the Office Memorandum dated 8th December,1998 with immediate effect as under:-

Para-4 (1) The rates of daily allowance will be as under:-

Rates of daily allowance within Himachal Pradesh

Grade	Ordinary Hill Tracts	Special Hill Tracts	Expensive and Remote Locality
	(Rs.)	(Rs.)	(Rs.)
I	120	150	180
II	96	120	165
III	84	105	150
IV	72	90	128
V	60	75	105
VI	48	60	90

Para-4(4) Rates of daily allowance outside Himachal Pradesh (per day)

Grade	Delhi/Chennai/ Mumbai/ Calcutta and Banglore	Other Places
	Rs.	Rs.
I	180	144
II	144	120
III	126	108
IV	108	96
V	90	84
VI	72	60

Para-4(5) For the time spent in journey, the rates of daily allowance will be admissible as under:-

Grade	Rate
	(Rs.)
I	120
II	96
III	84
IV	72
V	60
VI	48

Para-5 Reimbursement of Hotel Rent

(1) The maximum rates of re-imbursement of hotel rent to the state Government employees who stay in hotels and tourist banglows run on commercial lines while on duty outside the Pradesh, on production of receipt, shall be as under:-

Grade	Delhi/Chennai/Mumbai/ Calcutta and Bangalore	Other places outside H.P.
I	1200	900
II	900	720
III	800	540
IV	480	400
V	400	300
VI	240	180

(from pre page)

[PARA-10(c)] Scooter/ Motor Cycle

Journey within Himachal Pradesh	Rs.2.00 per k.m.
Journey outside Himachal Pradesh	Rs.2.00 per k.m.

PARA-12 TRANSFER GRANT:-

The entitlements for transfer grant shall be as under:

Grade	Rate (Rs.)
I	1500
II	1200
III	900
IV	600
V	450
VI	300

The gradations however, will remain same as has earlier been notified vide this Department's OM of even number, dated 8th December,1998.

Additional Secretary(Fin.Reg.) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries to the
Government of Himachal Pradesh.

No.Fin-C-B(7)-14/98 Dated Shimla-2, the 2nd June,2006.

Copy to:-

1. The Registrar General, High Court, H.P. Shimla.
2. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
3. The Accountant General, Himachal Pradesh, Shimla-171003 with 20 spare copies.
4. The Sr.D.A.G (A&E), Himachal Pradesh, Shimla-3 with 20 spare copies.
5. The Divisional Commissioners, Shimla/Kangra/Mandi Divisions, Himachal Pradesh.
6. The Resident Commissioner, H.P. Himachal Bhawan, Sikandra Road, New Delhi.
7. All Heads of Departments in Himachal Pradesh.

(13)

NO.FIN(C)B(7)-14/98
GOVERNMENT OF HIMACHAL PRADESH
FINANCE (REGULATIONS) DEPARTMENT

DATED SHIMLA-2, THE 30th NOVEMBER,2006.

OFFICE EMORANDUM

Subject: Touring by Officers of the State Government – Economy Measures 99(1).

The undersigned is directed to invite a reference the subject noted above and to say that vide Finance Department (Expenditure Control-II) letter No. Fin-I-(C)-14-1/92. Vol-II, dated 25th April, 2006, Officers in Super-time scale and above have been allowed to perform tour(s) / journey(s) by AC-Ist Class / Executive Class in trains and even by air at their discretion. However, while on official tours, Officers / officials of State Government are entitled to travel by different classes as per their gradation according to their pay in terms of provisions of orders issued by F.D. (Regulations) vide O.M. of even number dated 8th December, 1998. In view of the fact that gradations/ entitlements for purpose of T.A. have been done according to basic pay of employees, it has been decided that henceforth:

I. The officers having basic pay of Rs.18400/- and above will be entitled to perform official tours / journeys by AC-Ist Class / Executive Class.

II. These orders will, however, not be applicable in cases of Leave Travel Concession.

III. Orders dated 25/4/2006 referred to above will be deemed to have been amended to above extent.

IV. Other terms / conditions as prescribed from time to time under the orders issued for T.A. or economy measures shall remain unchanged.

NO. FIN(C)B(7)-7/2006
GOVERNMENT OF HIMACHAL PRADESH
FINANCE(REGULATIONS)DEPARTMENT

DATED SHIMLA- 171002, THE 30th NOVEMBER,2006

OFFICE MEMORANDUM

SUBJECT:- TA / MEDICAL REIMBURSEMENT BILLS OF SECRETARIES / HEADS OF DEPARTMENTS – REQUIREMENT OF COUNTER-SIGNATURES THEREOF.

The undersigned is directed to invite a reference to the subject mentioned above and to say that in terms of provisions of rules 191 & 192 of Supplementary Rules, bills relating to Travelling Allowance of Government servants are required to be signed / countersigned by the Controlling officer of the Government servant. Rule-195 of Supplementary Rules contains provisions relating to duties and powers of Controlling Officers. Similarly, as per existing procedure, bills relating to medical re-imbursement are also required to be countersigned by the controlling officer. Intention behind above provisions was to enable proper scrutiny of necessity, frequency and duration of journeys and halts for which T.A. is claimed as also correctness / genuineness of the bills.

Normally, the bills are prepared / checked and submitted at DDO level where proper supporting staff is normally provided. In case of higher authorities who have to countersign the bills, due to absence of adequate supporting staff, proper checks can not be exercised at this level. Such files / matters of routine nature result in avoidable rush of work at higher levels.

In view of above facts, it has been decided that henceforth the requirement of getting T.A. / Medical claims countersigned from the next higher authorities will stand waived off in respect of Officers of Secretary & Head of Department level and above. However, for others, these requirements will continue to be in force as per instructions in vogue. It is,

however, re-iterated that proper checks / scrutiny should be exercised at the DDO level in all cases.

Additional Secretary (Finance) to the
Government of Himachal Pradesh

All Administrative Secretaries of the
Government of Himachal Pradesh.

NO. FIN(C)B(7)-7/2006 DATED SHIMLA- 171002, 30th NOVEMBER,2006
Copy to:

1. The Accountant General, Himachal Pradesh, Shimla-171003 with 5 spare copies.
2. The Senior Deputy Accountant General (A&E), Himachal Pradesh, Shimla-171003 with 5 spare copies.
3. The Registrar General, High Court, H.P. Shimla.
4. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
5. The Divisional Commissioners, Shimla/Kanga/Mandi Divisions, Himachal Pradesh.
6. All Heads of Departments in Himachal Pradesh.
7. The Principal Resident Commissioner, H.P. Himachal Bhawan, Sikandra Road, New Delhi.
8. The Registrar, H.P. Administrative Tribunal, Shimla-171002.
9. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002.
10. All Deputy Commissioners in Himachal Pradesh.
11. The Director, IF Department, Himachal Pradesh.
12. The Secretary, H.P. Electricity Regulatory Commission, Khalini, Shimla-171002.
13. The Secretary, Lokayukta, Pine Grove Building, Shimla-171002.
14. The Registrar, H.P. State Consumer Commission, Shimla.
15. The Secretary, H.P. Subordinate Selection Board, Hamirpur.
16. All District Treasury Officers/Treasury Officers in H.P.
17. The Resident Commissioner, Pangi, Chamba, Himachal Pradesh.
18. The Deputy Commissioner, Relief and Rehabilitation, Bias Project, Raja Ka Talab, Kangra, H.P.
19. The Controller, Department Personnel, H.P. Sectt., Shimla-17102.
20. The Department of S.A. Accounts, Shimla-171002 with 10 spare copies.
21. President, H.P. NGO'S Federation.
22. General Secretary, H.P. NGO'S Federation.
23. President, H.P Secretariat Class-III Association, Shimla-171002.
24. Guard File.

Additional Secretary (Finance) to the
Government of Himachal Pradesh

however, re-iterated that proper checks / scrutiny should be exercised at the DDO level in all cases.

Additional Secretary (Finance) to the
Government of Himachal Pradesh

All Administrative Secretaries of the
Government of Himachal Pradesh.

NO. FIN(C)B(7)-7/2006 DATED SHIMLA- 171002, 30th NOVEMBER,2006

Copy to:

1. The Accountant General, Himachal Pradesh, Shimla-171003 with 5 spare copies.
2. The Senior Deputy Accountant General (A&E), Himachal Pradesh, Shimla-171003 with 5 spare copies.
3. The Registrar General, High Court, H.P. Shimla.
4. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
5. The Divisional Commissioners, Shimla/Kanga/Mandi Divisions, Himachal Pradesh.
6. All Heads of Departments in Himachal Pradesh.
7. The Principal Resident Commissioner, H.P. Himachal Bhawan, Sikandra Road, New Delhi.
8. The Registrar, H.P. Administrative Tribunal, Shimla-171002.
9. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002.
10. All Deputy Commissioners in Himachal Pradesh.
11. The Director, IF Department, Himachal Pradesh.
12. The Secretary, H.P. Electricity Regulatory Commission, Khalini, Shimla-171002.
13. The Secretary, Lokayukta, Pine Grove Building, Shimla-171002.
14. The Registrar, H.P. State Consumer Commission, Shimla.
15. The Secretary, H.P. Subordinate Selection Board, Hamirpur.
16. All District Treasury Officers/Treasury Officers in H.P.
17. The Resident Commissioner, Pangi, Chamba, Himachal Pradesh.
18. The Deputy Commissioner, Relief and Rehabilitation, Bias Project, Raja Ka Talab, Kangra, H.P.
19. The Controller, Department Personnel, H.P. Sectt., Shimla-17102.
20. The Department of S.A. Accounts, Shimla-171002 with 10 spare copies.
21. President, H.P. NGO'S Federation.
22. General Secretary, H.P. NGO'S Federation.
23. President, H.P Secretariat Class-III Association, Shimla-171002.
24. Guard File.

Additional Secretary (Finance) to the
Government of Himachal Pradesh

No.Fin (C) B (7)-1/97
Government of Himachal Pradesh
Finance (Regulations) Department
-.-

Dated Shimla-171002, the 29th January, 1998.

OFFICE MEMORANDUM

Subject: Payment of travelling allowance/daily allowance etc. to State Government employees in H.P.

-.-

In continuation of this Department's O.M. of even number, dated the 10th July, 1997 and 14th August, 1997 on the subject noted above, the undersigned is directed to say that the tariff for stay in ITDC Hotels in New Delhi is revised as under :-

Grade	ITDC Hotels in Delhi	Rate
I & II	a) Lodhi Hotel	Single Occupancy ... Rs.1600/- Double Occupancy ... Rs.2100/- (plus 20% service charges)
	b) Hotel Ranjit	Single Occupancy .... Rs.1195/- Double Occupancy ... Rs.1700/- (plus 10% service charges)
	c) Ashok Yatri Niwas	Single Occupancy ... Rs.500/- Double Occupancy ... Rs.650/- (plus 10% service charges)
III & IV	a) Hotel Ranjit	Single Occupancy ... Rs.1195/-
	b) Ashok Yatri Niwas	Single Occupancy ... Rs. 500/- (plus 10% service charges)

These revised rates will be applicable for re-imbursement from the date of enhancement by the Management of ITDC Hotels in Delhi.

P/2....

Other conditions as prescribed in this Department's O.M. of even number dated 10th July, 1997, as referred to above, shall remain un-changed.

Ram Sarup Verma

(Ram Sarup Verma)
Deputy Secretary (Fin-Reg.)
to the Government of Himachal Prades

To

All Administrative Departments
of the Government of H.P.

No.Fin (C) B(7)-1/97 Dated the 29th January, 1998.

Copy forwarded to :-

1. The Divisional Commissioner, Shimla/Dharamshala Kangra)/Mandi , H.P.
2. The Resident Commissioner for Himachal Pradesh, Sikandra Road, Himachal Bhawan, New Delhi.
3. All Hea-ds of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.
5. All District & Session Judges in Himachal Pradesh.
6. The Registrar, High Court of Himachal Pradesh, Shimla
7. The Director, Treasuries & Accounts Organisation, H.
8. The Deputy Director (Treasury Inspection), Central Zone, Mandi (HP).
9. The Deputy Director (Treasury Inspection) North Zone Dharamsala, H.P.
10. The Deputy Director (Treasury Inspection) South Zone Shimla-2 (Bijlani Bhawan).
11. The Assistant Director, Financial Administration, H.P
12. The Examiner, Local Fund Audit, Finance Department .
13. The Inspection Officer, T&A Organisation, North, Ci Bazar, Dharamshala, H.P
14. All Joint Controllers(F&A)/Deputy Controllers (F&A), Assistant Controllers (F&A)/Section Officers under Administrative control of Treasuries & Accounts Org
15. All the District Treasury Officers/Treasury Officer in Himachal Pradesh.
16. The Deputy Commissioner, Relief & Rehabilitation, B Project Talwara Township (Punjab).
17. All Boards/Universities/ Public Sector Undertakings H.P.
18. The Deputy Secretary to Govt. of Punjab, Finance De Chandigarh.
19. The Secretary , Chandigarh Administration, Finance Department, Chandigarh.
20. The Accountant General, H.P. & Chandigarh, Shimla-2.

P/3.

No. FIN (C)B(7)-1/97
Government of Himachal Pradesh
Finance (Regulations) Department
******

(6)

Dated Shimla-171002, the 22 October, 1999

O F F I C E M E M O R A N D U M

Subject : Payment of travelling allowance/daily allowance etc. to the State Government employees in H.P.
******

In continuation of this Department O.M. of even number dated 10th July, 1997, 14th August, 1997, 29th January, 1998 on the subject cited above, the undersigned is directed to say that in respect of such Officers/Officials who stay in ITDC hotels while on tour to Delhi due to non-availability of accommodation in Himachal Bhawan/Himachal Sadan, luxary tax if any, charged by the ITDC hotel shall be reimbursable subject to production of receipt.

Other conditions as prescribed in this Department O.M. of even number dated 10th July, 1997 shall remain unchanged.

Satish Kumar
Under Secretary (FIN-REG) to the
Government of Himachal Pradesh.

To

All Administrative Departments
of the Governm,ent in H.P.

No. Fin.(C)B(7)-1/97 Dated Shimla-171002, the 22/10/ 1999.
Copy forwarded to :-

1. The Divisional Commissioner, Shimla/Dharamsala/ Mandi, H.P.
2. The Resident Commissioner, Himachal Pradesh, Sikendra Road, New Delhi.
3. The Accountant General, Himachal Pradesh, Shimla-3 with 20 spare copies.
4. The Senior Deputy Accountant General (A&E), H.P. Shimla-3 with 20 spare copies.
5. All Heads of the Departments in Himachal Pradesh.
6. All Deputy Commissioners in Himachal Pradesh.
7. All District & Sessions Judges in Himachal Pradesh.
8. The Registrar, High Court of Himachal Pradesh, Shimla-2.
9. The Director, Treasuries & Accounts Organisation, H.P.
10. The Dy.Director (Treasury Inspection) North Zone, Dharamsala, Distt. Kangra, H.P.

Contd...2..

No. Fin(C)B(7)-1/97
Government of Himachal Pradesh
Finance (Regulations) Department
*****

Dated Shimla-171002, the 4th August, 1999

OFFICE MEMORANDUM

In continuation of this Department O.M. of even number dated 19th July, 1997, the undersigned is directed to say that the Governor, Himachal Pradesh is pleased to order that such Officers of the Government of Himachal Pradesh, who are members of the India International Centre, New Delhi and Indian Institute of Public Administration, New Delhi shall be entitled to stay in the hostels owned by these Institutions, while on tour to Delhi in the event of non-availability of accommodation in Himachal Bhawan and the actual rent including service charges, if any, as fixed by these Institutions for different categories of members shall be re-imbursed to them after obtaining NAC from General Administration Department in respect of Himachal Bhawan and Himachal Sadan.

For such re-imbursement the Officer concerned shall have to produce receipt.

These orders shall be effective from the date of issue.

Additional Secretary (FIN-REG) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries to the
Government of Himachal Pradesh.

No. Fin.(C)B(7)-1/97 Dated Shimla-171002, the 4th August, 1999.
Copy forwarded to :-

1. The Divisional Commissioner, Shimla/Dharamsala/ Mandi, H.P.
2. The Resident Commissioner, Himachal Pradesh, Sikendra Road, New Delhi.
3. The Accountant General, Himachal Pradesh, Shimla-3 with 20 spare copies.
4. The Senior Deputy Accountant General (A&E), H.P. Shimla-3 with 20 spare copies.
5. All Heads of the Departments in Himachal Pradesh.
6. All Deputy Commissioners in Himachal Pradesh.
7. All District & Sessions Judges in Himachal Pradesh.
8. The Registrar, High Court of Himachal Pradesh, Shimla-2.
9. The Director, Treasuries & Accounts Organisation, H.P.
10. The Deputy Director (Treasury Inspection) North Zone, Dharamsala, Distt. Kangra, H.P.
11. The Deputy Director (Treasury Inspection) Central Zone, Mandi.

No. FIN-C-A(3)-7/98
Government of Himachal Pradesh
Finance (Regulations) Department
*****

Dated Shimla-171002, the 2nd December, 1999

O F F I C E M E M O R A N D U M

Subject : Payment of TA/DA to retired Government Officers appointed as Departmental Inquiry Offi..
******

The undersigned is directed to invite a reference to Office Memorandum No. 19016/1/99-E-IV dated 16th August, 1999 received from Shri P.K. Sharma, Under Secretary to the Government of India, Ministry of Finance, Department of Expenditure, New Delhi (copy enclosed for ready reference) and to say that the retired Government Officers appointed as Departmental Inquiry Officer should be given TA/DA as he/she was entitled immediately prior to retirement.

Under Secretary (FIN-REG) to the
Government of Himachal Pradesh.

To

All Administrative Departments
of the Government of H.P.

No. FIN-C-A(3)-7/98 Dated Shimla-171002, the 2nd December, 1999
Copy forwarded for information and necessary action to :

1. The Accountant General (Audit) Himachal Pradesh, Shimla-3 with 10 spare copies.
2. The Senior Deputy Accountant General (A&E) Himachal Pradesh, Shimla-171003 with 10 spare copies.
3. The Divisional Commissioner, Shimla/Mandi/Dharamsala.
4. All Heads of the Departments in Himachal Pradesh.
5. All Deputy Commissioners in Himachal Pradesh.
6. All Superintendent of Police in Himachal Pradesh.
7. The Registrar, Himachal Pradesh High Court, Shimla-2.
8. All Boards/Corporations/Public Sector Undertakings/ Universities in Himachal Pradesh.
9. The Under Secretary to the Government of India, Ministry of Finance, Department of Expenditure, New Delhi.
10. Guard file 100 copies.

Under Secretary (FIN-REG) to the
Government of Himachal Pradesh.

******

Copy.

F. No. 19016/1/99-E-IV
Government of India
Ministry of Finance
Department of Expenditure
*****

New Delhi, the 16th August, 1999

OFFICE MEMORANDUM

Subject : Payment of TA/DA to retired Government Officers appointed as Departmental Inquiry Officers.
*****

The undersigned is directed to say that as per Government of India Order No. 5 below SR-154, there is a provision to allow TA wo witnesses, Presenting Officers and Defence Assistants but there is no express provision relating to payment of T.A./D.A. to the retired Government Officers appointed as as 'Inquiry Officer'. This may be that normally the serving Government Officers are appointed as the Inquiry Officers. Some Departments have raised a question as to what rate of TA/DA is to be allowed to the retired Government officers appointed as Inquiry Officers under the CCS/CCA Rules.

2. The question has been considered in this Department and it has been decided that the retired officers appointed as Departmental Inquiry Officers should be given same TA/DA as he/she was entitled to immediately prior to retirement.

3. In so far as the persons retired from Indian Audit and Accounts Department is concerned, these orders issue with the approval of the C & AG.

Sd/-
(P.K. Sharma)
Under Secretary to the Govt. of India
*****

No. FIN-C-B(7)-14/98
Government of Himachal Pradesh
Finance (Regulations) Department.
*****

Dated Shimla-171002, the 3rd December, 1999

O F F I C E M E M O R A N D U M

Subject : Payment of travelling allowance/daily allowance etc. to State Government employees in Himachal Pradesh.

*****

The undersigned is directed to invite a reference to this Department Office Memorandum of even number dated 8th December, 1998 on the subject cited above and to say that the question of permitting Government servants to travel on tour/transfer by Shatabadi Express Trains was under consideration of the Government. The Governor, Himachal Pradesh, is pleased to decide that all employees of the State Government falling in Grade-III of this Department O.M. referred to above are entitled to travel by Shatabadi Express Trains (Ordinary Class) on tour/transfer.

2. These orders will be applicable from the date of issue of this O.M. and past cases will not be re-opened.

Under Secretary (FIN-REG) to the
Government of Himachal Pradesh.

To

All Administrative Departments
of the Government of H.P.

No. FIN-C-B(7)-14/98 Dated Shimla-171002, the 3rd December, 1999
Copy forwarded for information and necessary action :

Copy forwarded to :-

1. The Accountant General, Himachal Pradesh, Shimla-3. alongwith 25 spare copies.
2. Senior Deputy Accountant General (A&E), H.P., Shimla-3 alongwith 25 spare copies.
3. The Divisional Commissioners Shimla/Mandi/Dharamsala.
4. The Resident Commissioner, Himachal Pradesh Sikandra Road, Himachal Bhawan, New Delhi.

(4)

No. FIN-C-B(7)-14/98
GOVERNMENT OF HIMACHAL PRADESH
FINANCE (REGULATIONS) DEPARTMENT
*****

Dated Shimla-171002, the 29/4 July, 1999

OFFICE MEMORANDUM

Subject : Payment of travelling allowance/daily allowance etc. to State Government employees in Himachal Pradesh.

******

The undersigned is directed to invite a reference to this Department Office Memorandum of even number dated 8th December, 1998 on the subject cited above and to say that the Governor, Himachal Pradesh, is pleased to substitute sub-para (3) of para 10 of the said O.M. with immediate effect, as follows :

"10(3) Only Secretaries/Special Secretaries/Heads of the Departments and Officers of All India Services serving in Himachal Pradesh with a basic pay of Rs. 18,400/- per month and above shall be entitled to use their own car/full taxi on official tour with the prior approval of the competent authority as required under the Economy instructions issued from time to time."

Additional Secretary (FIN-REG) to the Government of Himachal Pradesh.

To

All Administrative Secretaries to the Government of Himachal Pradesh.

No. FIN-C-B(7)-14/98 Dated Shimla-171002, the 29/4 July, 1999

Copy forwarded to :-

1. The Accountant General, Himachal Pradesh, Shimla-3. alongwith 25 spare copies.
2. Senior Deputy Accountant General (A&E), H.P., Shimla-3 alongwith 25 spare copies.
3. The Divisional Commissioners Shimla/Mandi/Dharamsala.
4. The Resident Commissioner, Himachal Pradesh Sikandra Road, Himachal Bhawan, New Delhi.
5. All Heads of the Departments in Himachal Pradesh.
6. All Deputy Commissioners in Himachal Pradesh.
7. All Superintendents of Police in Himachal Pradesh.
8. All District & Sessions Judge in Himachal Pradesh.
9. The Registrar, High Court of Himachal Pradesh, Shimla-1.
10. The Director, Treasuries & Accounts organisation, H.P.
11. The Assistant Director, Financial Administration, HIPA, Shimla.
12. The Examiner, Local Fund Audit, Finance Department, Shimla-1.
13. The Inspection Officer, T & A Organisation North Zone, Civil Bazar Dharamsala, Distt. kangra.

(17)

NO. FIN(C)B(7)-7/2006
GOVERNMENT OF HIMACHAL PRADESH
FINANCE (REGULATIONS) DEPARTMENT

DATED SHIMLA-2, THE 28th FEBRUARY, 2007.

From

The Pr. Secretary (Finance) to the
Government of Himachal Pradesh

To

1) All Administrative Secretaries of the Government of Himachal Pradesh.
2) All Heads of Departments of the Government of Himachal Pradesh.
3) All Deputy Commissioners in Himachal Pradesh.
4) All Distt. Treasury Officers / Treasury Officers in Himachal Pradesh.

SUBJECT:- TRAVELLING ALLOWANCE TO THE EMPLOYEES APPOINTED ON CONTRACT BASIS.

Sir,

I am directed to invite a reference to the subject mentioned above and to say that orders have been issued by the Government for time to time for regulating entitlements of Travelling Allowance in respect of regular State Government employees. For some time past, keeping in view the requirements, a good number of contract appointments are also being made in almost all the departments. These contract employees are required to undertake touring for official purposes, keeping in view exigencies of public service. References / queries are being received from some quarters with regard to entitlements of these contractual employees.

Matter has been examined / considered in Finance Department and it is clarified that in case, the employees appointed on contract basis are required to undertake tour(s) for official work, they will be entitled for TA/DA at same rate as is admissible to their regular counterparts at the minimum of the pay scale of post against which they

have been appointed on contract basis. A condition to this effect may also invariably be incorporated in the terms & conditions of their appointment and contract agreement.

Yours faithfully,

(Dr. R.N. Batta)
Additional Secretary (Finance) to the
Government of Himachal Pradesh.

No. FIN(C)B(7)-7/2006 DATED SHIMLA-2, THE 28th FEBRUARY, 2007

Copy to:

1) The Accountant General (Audit), H.P. Shimla- 17103 with 5 copies.
2) The Sr. Dy. A.G. (A&E), H.P. Shimla- 171003 with 5 copies.
3) The Director, Institutional Finance, Himachal Pradesh.
4) Gurard File – 50 copies.

Additional Secretary (Finance) to the
Government of Himachal Pradesh.

16

No. FIN(C)B(7)-14/98
GOVERNMENT OF HIMACHAL PRADESH
FINANCE (REGULATIONS) DEPARTMENT

DATED SHIMLA-2, THE 15th January, 2007.

OFFICE MEMORANDUM

SUBJECT:- FOREIGN VISITS BY OFFICERS/ OFFICIALS OF STATE GOVERNMENT OF HIMACHAL PRADESH.

The undersigned is directed to invite a reference to the subject mentioned above and to say that as per standard guidelines, all foreign visits by Government officers on tour (whether funded by Himachal Pradesh Government or any outside agency) are subject to approval by the Finance Department (Regulation Wing). However, instances have come to light where people have travelled without Finance Department's concurrence. Since the approval of the Finance Department is required, often audit paras are being raised by the Accountant General on such visits leading to avoidable correspondence and embarrassment. It is therefore, reiterated that Finance Department's prior concurrence be obtained in all foreign visits on official tours.

As it is well known, the medical services abroad are very expensive and often un-affordable in the event of major medical exigencies. It is, advisable to obtain a medical insurance before going abroad for the period of stay as the Medical Attendance Rules do not cover medical expenses made overseas. It has thus been decided that officers/ officials visiting abroad should take medical insurance and charge the same to Travel Expenses head or the external funding agency wherever possible. On private visits, it should be obtained at personal expense. In this context a table showing premium rates offered by United India Assurance Co. Ltd., are as under:-

PRIMIUM RATES FOR OVEREAS MEDICALAIM INSURANCE

PLAN A-2 EXCLUDING USA & CANADA			Sum Insured	US $ 100000
Age	6 mths-40 yrs	41-50 yrs	51-55 yrs	56-60 yrs
1-4	436	463	508	534
5-7	484	504	522	544
8-14	599	661	691	729
15-21	638	696	745	785
22-28	734	804	823	876
29-35	894	908	978	1005
36-47	1026	1162	1181	1236
48-60	1119	1253	1271	1410
61-75	1512	1619	1730	1907
76-90	1911	2163	2366	2450
91-120	2622	2720	3074	3345
121-147	3187	3541	3930	4280
148-180	4000	4456	4758	5180
Service tax to be charged @ 12.24 % Extra				

PLAN B-2 EXCLUDING USA & CANADA	Sum Insured US $ 100000

Age Period/days	6 mths-40 yrs	41-50 yrs	51-55 yrs	56-60 yrs
1-4	699	727	811	820
5-7	726	770	846	899
8-14	953	1082	1092	1191
15-21	1039	1213	1301	1393
22-28	1111	1390	1611	1697
29-35	1439	1789	1866	1901
36-47	1783	2142	2335	2421
48-60	2423	3316	3397	3511
61-75	3543	5240	5381	5410
76-90	4393	5419	5491	5652
91-120	5899	6999	7076	7197
121-147	6914	7820	8908	9950
148-180	8817	11534	11687	11701
Service tax to be charged @ 12.24 % Extra				

Address of Claim settling Agent is :-

Heritage Health Services Pvt. Ltd.,
1102, Raheja Chambers,
213, Nariman Point,
Free Press Journal Road,
Mumbai- 400 021

24 hrs helpline No. 0091-22-56547965
Board No. 0091-22-56547960, 56547961

All employees going abroad should therefore take this overseas medical claim policy or policy of some other company, if the rates offered are lower than the rates indicated as above.

(Dr. R.N.Batta)
Additional Secretary (Finance) to the
Government of Himachal Pradesh.

All Administrative Secretaries of the
Government of Himachal Pradesh.

No. FIN(C)B(7)-14/98 15th January, 2007.

Copy to:

1. All the Heads of Departments in Himachal Pradesh.
2. All Divisional Commissioners in H.P.
3. The Principal Resident Commissioner to the Govt. of H.P., 27-Sikandra Road, New Delhi.
4. All Deputy Commissioners in H.P.

NO. FIN(C)A(3)-11/2003
GOVERNMENT OF HIMACHAL PRADESH
FINANCE (REGULATIONS) DEPARTMENT

DATED SHIMLA-2, THE 24th APRIL, 2008.

OFFICE MEMORANDUM

SUBJECT:- REIMBURSEMENT OF SERVICE TAX AND EDUCATION CESS ON AIR TRAVEL WHILE ON TOUR / TRANSFER OR LTC.

The undersigned is directed to state that matter relating to reimbursement of the element of Service Tax, Educational Cess and some other similar levies being charged by the Government on travel by Air / Road / Rail / Steamer on tour / transfer etc. has been considered by the Government.

After consideration of the matter, it has been decided that the element of Service Tax, Educational Cess and some other similar levies being charged by the service providers on travel by Air / Road / Rail / Steamer while on tour / transfer and for LTC will be reimbursable to the individual official.

Deputy Secretary (Finance) to the
Government of Himachal Pradesh

To

All Administrative Departments of the
Government of Himachal Pradesh.

No. FIN(C)A(3)11/2003 DATED THE 24th April,2008.
Copy to:

1. The Accountant General, H.P. Shimla-3 with 10 copies.
2. The Sr. Dy. A.G. (A&E),H.P. Shimla-3 with 10 copies.
3. The Registrar General, H.P. High Court, Shimla-1.
4. The Pr. Resident Commissioner, H.P., Himachal Bhawan, 27, Sikandra Road, New Delhi.
5. All Divisional Commissioners / Heads of Departments in H.P.
6. The Director, Institutional Finance, H.P. Shimla-2.
7. All Deputy Commissioners in H.P.

Government of Himachal Pradesh
Finance(Regulations) Department
- x -

No.Fin-C-B(7)-14/98, Dated Shimla-2, the 28th September, 2001

Office Memorandum

Subject:- Mode of conveyance and entitlements on Tour and leave Travel Concession.

The Undersigned is directed to refer to this Department's O.M of even No. dated 28th May, 2001 on the subject cited above and to say that the references are being received from various Departments seeking clarifications regarding date of applicability of above referred O.M.

The matter has been examined in the Finance Department and it is clarified that though the entitlements of class of journey by Railway while on tour has been prescribed in the Finance Department Office Memorandum of even number dated 8th December, 1998 which do not contain any distinction in trains except for Rajdhani Express, but the Departments were referring the cases to this Department seeking clarification with regard to the entitlement of journey in Rajdhani Express. Accordingly, in order to avoid un-necessary references, it has been clarified that the entitlements prescribed in para 6 of FD OM dated 8.12.98 (operative w.e.f. 1.1.1999) includes all trains including "Rajdhani Express". However, the cases already decided by the Departments otherwise shall not be re-opened now.

(R.N.Batta)
Additional Secretary(Fin.Reg.) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries to the
Government of Himachal Pradesh.

No.Fin-C-B(7)-14/98, Dated Shimla-171002, the 28th September,2001

Copy forwarded to :-

The Accountant General, Himachal Pradesh, Shimla-171003 with 5 spare copies.
2. The Senior Deputy Accountant General(A&E), Himachal Pradesh with 5 spare copies.
The Revenue Commissioner, Himachal Pradesh, Shimla-171002.