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)-2/86-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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Basic pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Rs. 15,000/- and above.</td>
</tr>
<tr>
<td>II</td>
<td>Rs. 10,000/- and above but less than Rs. 15,000/-</td>
</tr>
<tr>
<td></td>
<td>Rs. 15,000/-</td>
</tr>
<tr>
<td>III</td>
<td>Rs. 6,000/- and above but less than Rs. 10,000/-</td>
</tr>
<tr>
<td>IV</td>
<td>Rs. 10,000/-</td>
</tr>
<tr>
<td>V</td>
<td>Rs. 6,000/- and above but less than Rs. 5,000/-</td>
</tr>
<tr>
<td>VI</td>
<td>Rs. 5,000/-</td>
</tr>
<tr>
<td></td>
<td>Below Rs. 5,000/-</td>
</tr>
</tbody>
</table>

   (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 1.4.1996.

DAILY ALLOWANCE

The rates of daily allowance will be as under:

**Rates of daily allowance within Himachal Pradesh**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>80/-</td>
</tr>
<tr>
<td>II</td>
<td>64/-</td>
</tr>
<tr>
<td>III</td>
<td>56/-</td>
</tr>
<tr>
<td>IV</td>
<td>48/-</td>
</tr>
<tr>
<td>V</td>
<td>40/-</td>
</tr>
<tr>
<td>VI</td>
<td>32/-</td>
</tr>
</tbody>
</table>

(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. Kinnau district;
3. Bharmaur Sub-Division and Pangi Sub-Division of Chamba district;
4. Pargana of Pandrabbis, Guter Seraj and Malana Panchayat areas of Kullu district;
5. Chhuwar Valley of Jangyndernagar tehsil of Mandi district;
6. Mangal Panchayat area of Solan district.
7. Dodra-kwar area of Rohrot tehsil, Pargana of Chaurie, Naubia, Barara, Pandraha, and Atharha, Sarahan and
   Ghal Panchayat of Munish, Darkali and Rashapal of Rampur
   tehsil of Shimla district; and this area shall remain
   subject to the production of a receipt for meeting this
   demand.
(b) Special Hill Tracts
1. Janjehli Block of Cheochit tehsil of Mandi district;
2. Chopal tehsil of Shimla district;
3. Trans-Giri Tract of Sirmour district; special group of
   Churah tehsil and Salooni tehsil, Kun Panchayat and Beli
   Pargana of Chamba tehsil of Chamba district; and
   these areas of Kullu district, subject to notification to
   the Beli Pargana of Chamba tehsil of Chamba 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):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Delhi/Chennai/Mumbai</th>
<th>Other Places</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs. 105</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>I</td>
<td>Rs. 120</td>
<td>Rs. 96</td>
</tr>
<tr>
<td>II</td>
<td>Rs. 96</td>
<td>Rs. 72</td>
</tr>
<tr>
<td>III</td>
<td>Rs. 72</td>
<td>Rs. 56</td>
</tr>
<tr>
<td>IV</td>
<td>Rs. 60</td>
<td>Rs. 48</td>
</tr>
</tbody>
</table>

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

---

*For the time spent in journey, the rate of daily allowance is Rs. 40.*
allowance will be admissible as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Delhi/Chennai/Mumbai/Calcutta and Bangalore outside H.P.</th>
<th>Other Places (b)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs. (per day)</td>
<td>Rs. (per day)</td>
</tr>
<tr>
<td>I</td>
<td>600/-</td>
<td>450/-</td>
</tr>
<tr>
<td>II</td>
<td>450/-</td>
<td>360/-</td>
</tr>
<tr>
<td>III</td>
<td>400/-</td>
<td>270/-</td>
</tr>
<tr>
<td>IV</td>
<td>240/-</td>
<td>150/-</td>
</tr>
<tr>
<td>V</td>
<td>200/-</td>
<td>150/-</td>
</tr>
<tr>
<td>VI</td>
<td>120/-</td>
<td>90/-</td>
</tr>
</tbody>
</table>

(2) Government servants who claim reimbursement of actual hotel rent shall also be entitled to daily allowance equivalent to 3/4 of daily allowance entitlements, in addition to reimbursement 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-imburced actual hotel rent upto the maximum limit as prescribed in
5.

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 (Full Housekeeping) is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Travel Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1st Class A.C./Shatabadi Executive Train</td>
</tr>
<tr>
<td>II</td>
<td>Shatabadi A.C. Chair's Car/A.C. Tier Sleeper/1st Class</td>
</tr>
<tr>
<td>III &amp; IV</td>
<td>1st Class/A.C., Chair's Car/A.C. three Tier</td>
</tr>
<tr>
<td>V &amp; VI</td>
<td>2nd Class Sleeper</td>
</tr>
</tbody>
</table>

(2) Where an official journey by train is cancelled in public interest, cancellation and reservation charges shall be re-imbursement 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-imbursement.

(3) Reservation charges/Surcharges levied by Railways in respect of all classes of rail accommodation will be re-imbursement 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 re-imbursement.

* copy enclosed at Annexure-"A"
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. 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.

### AIR ENTITLEMENTS

The entitlement for travel by Air shall be as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II</td>
<td>At discretion</td>
</tr>
<tr>
<td>III &amp; IV</td>
<td>On the condition that the distance is more than 500 Kms. and journey cannot be performed &quot;over-night&quot; by 'rail' or &quot;journey is to be performed within Himachal Pradesh or Himachal Pradesh to Delhi/Chandigarh or Delhi/Chandigarh to Himachal Pradesh.</td>
</tr>
</tbody>
</table>

The '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, 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.

### 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Small Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II</td>
<td>A/C Bus</td>
</tr>
<tr>
<td>III &amp; IV</td>
<td>Deluxe Bus</td>
</tr>
<tr>
<td>V and VI</td>
<td>Ordinary Bus</td>
</tr>
</tbody>
</table>

* copy enclosed at Annexure-“B”
9. **Entitlement by Road Transport**

Entitlement to travel by road transport would be as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Entitlements</th>
<th>Cost of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II</td>
<td>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), they will be entitled to the following</td>
<td></td>
</tr>
<tr>
<td>III to VI</td>
<td>By taking a single seat in a public transport or by motor cycle/scooter. They will not be entitled to travel by engaging full taxi/own car.</td>
<td></td>
</tr>
</tbody>
</table>

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.

Entitlement:

II. CARRIAGE OF PERSONAL EFFECTS

1. Subject to the maximum entitlements of officers of different grades for carriage of personal effects on transfer shall be as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Personal effects that can be carried</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II</td>
<td>6,000 Kgs.</td>
</tr>
<tr>
<td>III &amp; IV</td>
<td>3,000 Kgs.</td>
</tr>
<tr>
<td>V</td>
<td>1,500 Kgs.</td>
</tr>
<tr>
<td>VI</td>
<td>1,000 Kgs.</td>
</tr>
</tbody>
</table>

2. For the carriage of personal effects by rail, the employees shall be reimbursed the actual charges by goods train.

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

3. For days spent away from home, the employees shall be entitled to the following allowance for personal effects:
12. **TRANSFER GRANT**

- Grade I:
  - Localities within the radius of 16.5 miles from the existing work place shall be paid Rs. 15.00 per month for the first 12 months, and Rs. 10.50 per month for the next 12 months.
  - Localities within the radius of 33 miles from the existing work place shall be paid Rs. 9.00 per month for the first 12 months, and Rs. 6.00 per month for the next 12 months.
- Grade II:
  - Localities within the radius of 16.5 miles from the existing work place shall be paid Rs. 12.00 per month.
  - Localities within the radius of 33 miles from the existing work place shall be paid Rs. 7.50 per month.
- Grade III & IV:
  - Localities within the radius of 16.5 miles from the existing work place shall be paid Rs. 10.00 per month.
  - Localities within the radius of 33 miles from the existing work place shall be paid Rs. 5.00 per month.

- Grade V:
  - Localities within the radius of 16.5 miles from the existing work place shall be paid Rs. 8.00 per month.
  - Localities within the radius of 33 miles from the existing work place shall be paid Rs. 4.00 per month.

- Grade VI:
  - Localities within the radius of 16.5 miles from the existing work place shall be paid Rs. 6.00 per month.
  - Localities within the radius of 33 miles from the existing work place shall be paid Rs. 3.00 per month.

For such places which are neither connected by rail nor by road, the employees shall be reimbursed 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 par 11(3) above.

(4) For carriage of personal effects partly by rail and partly by road transport, the employees shall be reimbursed 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 par 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.
13. TRANSPORTATION OF CONVEYANCE ON TRANSFER

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

<table>
<thead>
<tr>
<th>Pay range</th>
<th>Entitlement (scale) allowed only in</th>
<th>One motor cycle/scooter or one motor cycle/ scooter/moped or one bicycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 6,500/- and above</td>
<td></td>
<td>One motor cycle/scooter or one motor cycle/scooter/moped or one bicycle</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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/road:
  - Prescribed rates limited to Rs. 10 per 100 km
- Between places not connected by rail:
  - Actual expenses limited to prescribed rates

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

- Between places connected by rail/road:
  - Prescribed rates limited to Rs. 10 per 100 km
- Between places not connected by rail:
  - Actual expenses limited to prescribed rates

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

(Prescribed rates mean the rates notified by the State Transport Department/Corporation)
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..... 2 Mules or Horses

Grade-IV..... 1 Mule or Horse

Grade-VI..... 1 Porter or Horse

Entitlements for journeys which are performed on foot the rates of mileage allowance shall be as under:

<table>
<thead>
<tr>
<th>Gradation</th>
<th>Ordinary</th>
<th>Special</th>
<th>Expensive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs. (per Km)</td>
<td>Rs. (per Km)</td>
<td>Rs. (per Km)</td>
</tr>
<tr>
<td>Grade-I</td>
<td>1.00</td>
<td>1.50</td>
<td>2.50</td>
</tr>
<tr>
<td>Grade-II</td>
<td>0.80</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Local Transportation Allowance:

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 Bangalore, 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.:

15. TERMINAL TRANSPORTATION CHARGES:

(1) Terminal transportation 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Fixed amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-emb</td>
<td>Rs. 150/-</td>
</tr>
<tr>
<td>II-emb</td>
<td>Rs. 75/-</td>
</tr>
<tr>
<td>III-emb</td>
<td>Rs. 50/-</td>
</tr>
<tr>
<td>IV-emb</td>
<td>Rs. 30/-</td>
</tr>
<tr>
<td>V-emb</td>
<td>Rs. 15/-</td>
</tr>
<tr>
<td>VI-emb</td>
<td>Rs. 2/-</td>
</tr>
</tbody>
</table>

(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, Jamshedpur Urban Agglomeration, 
3. Delhi, Delhi Urban Agglomeration.
5. Karnatak (Bangalore Urban Agglomeration).
7. Madhya Pradesh (Gwallior Urban Agglomeration, Indore City, Jabalpur Urban Agglomeration).
10. Rajasthan (Jaipur Urban Agglomeration).
13. West Bengal (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-imburged taxi charges from Airport to the place of duty/stay at Delhi on the basis of actual or Rs. 225 whichever is lesser. 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 Education 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 thereunder 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

Subject to the Government of Himachal Pradesh,

No. FIN-C-B(7)-14/98 Dated Shimla-171002, the 6th December, 1998

Copy forwarded to:

1. The Accountant General, Himachal Pradesh, Shimla-3, along with
   25 spare copies.

2. The Senior Deputy Accountant General (A & E), H.P. Shal, Shimla-3,
   along with 25 spare copies.

3. The Divisional Commissioners, Shimla/Hamli/Dharamasla.

4. The Resident Commissioner, Himachal Pradesh, Sikkandar Road,
   New Delhi, H.P. and Shimla-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 to All District & Session Judges in Himachal Pradesh.

9. The Registrar, High Court, of Himachal Pradesh, Shimla.

10. The Director of Treasuries & Accounts Organisation, Shimla.

11. The Assistant Director, Financial Administration, H.P. Shimla.

12. The Examiner, Local Fund Audit, Finance Department, Shimla.

13. The Inspection Officer, T & A Organisation North Zone, Civil
    Bazar, Dharamansla, Distt. Kanga.

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.


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.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Ordinary Hill Tracts (Rs.)</th>
<th>Special Hill Tracts (Rs.)</th>
<th>Expensive and Remote Locality (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>120</td>
<td>150</td>
<td>180</td>
</tr>
<tr>
<td>II</td>
<td>96</td>
<td>120</td>
<td>165</td>
</tr>
<tr>
<td>III</td>
<td>64</td>
<td>105</td>
<td>150</td>
</tr>
<tr>
<td>IV</td>
<td>72</td>
<td>90</td>
<td>128</td>
</tr>
<tr>
<td>V</td>
<td>60</td>
<td>75</td>
<td>105</td>
</tr>
<tr>
<td>VI</td>
<td>48</td>
<td>60</td>
<td>90</td>
</tr>
</tbody>
</table>
Para-4(4) Rates of daily allowance outside Himachal Pradesh (per day)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Delhi/Chennai/ Mumbai/ Calcutta and Banglore</th>
<th>Other Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Rs. 180</td>
<td>Rs. 144</td>
</tr>
<tr>
<td>II</td>
<td>144</td>
<td>120</td>
</tr>
<tr>
<td>III</td>
<td>126</td>
<td>108</td>
</tr>
<tr>
<td>IV</td>
<td>108</td>
<td>96</td>
</tr>
<tr>
<td>V</td>
<td>90</td>
<td>84</td>
</tr>
<tr>
<td>VI</td>
<td>72</td>
<td>60</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rate (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>120</td>
</tr>
<tr>
<td>II</td>
<td>96</td>
</tr>
<tr>
<td>III</td>
<td>84</td>
</tr>
<tr>
<td>IV</td>
<td>72</td>
</tr>
<tr>
<td>V</td>
<td>60</td>
</tr>
<tr>
<td>VI</td>
<td>48</td>
</tr>
</tbody>
</table>

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 bungalows run on commercial lines while on duty outside the Pradesh, on production of receipt, shall be as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Delhi/Chennai/Mumbai/ Calcutta and Bangalore</th>
<th>Other places outside H.P.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1200</td>
<td>900</td>
</tr>
<tr>
<td>II</td>
<td>900</td>
<td>720</td>
</tr>
<tr>
<td>III</td>
<td>800</td>
<td>540</td>
</tr>
<tr>
<td>IV</td>
<td>480</td>
<td>400</td>
</tr>
<tr>
<td>V</td>
<td>400</td>
<td>300</td>
</tr>
<tr>
<td>VI</td>
<td>240</td>
<td>180</td>
</tr>
</tbody>
</table>
(from pre page)

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

| Journey within Himachal Pradesh | Rs. 2.00 per km. |
| Journey outside Himachal Pradesh | Rs. 2.00 per km. |

PARA-12 TRANSFER GRANT:

The entitlements for transfer grant shall be as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rate (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1500</td>
</tr>
<tr>
<td>II</td>
<td>1200</td>
</tr>
<tr>
<td>III</td>
<td>900</td>
</tr>
<tr>
<td>IV</td>
<td>600</td>
</tr>
<tr>
<td>V</td>
<td>450</td>
</tr>
<tr>
<td>VI</td>
<td>300</td>
</tr>
</tbody>
</table>

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.
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-1st 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-1st 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 26 NOVEMBER,2006

OFFICE MEMORANDUM

SUBJECT:- TA / MEDICAL REIMBURSEMENT BILLS OF SECRETARIES / HEADS OF DEPARTMENTS – REQUIREMENT OF COUNTERSIGNATURES 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/Kangra/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, PDD Department, Himachal Pradesh.
12. The Secretary, H.P. Electricity Regulatory Commission, Khalini, Shimla-171002.
13. The Secretary, Lokayukta, Pine Grove Building, Shimla-171002.
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.
20. The Department of S.A. Accounts, Shimla-171002 with 10 spare copies.
22. General Secretary, H.P. NGO'S Federation.
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, 26th 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/Kangra/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.
15. The Secretary, H.P. Subordinate Selection Board, Hamirpur.
16. All District Treasury Officers/Treasury Officers in H.P.
17. The Resident Commissioner, Pang, Chamba, Himachal Pradesh.
18. The Deputy Commissioner, Relief and Rehabilitation, Bias Project, Raja Ka Talab, Kangra, H.P.
20. The Department of S.A. Accounts, Shimla-171002 with 10 spare copies.
22. General Secretary, H.P. NGO'S Federation.
24. Guard File.

Additional Secretary (Finance) to the Government of Himachal Pradesh
Government of Himachal Pradesh
Finance (Regulations) Department

Dated Shimla-17th January, 1993,

OFFICE MEMORANDUM

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>ITDC Hotels in Delhi</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II</td>
<td>a) Lodhi Hotel</td>
<td>Single Occupancy ... Rs.1600/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double Occupancy ... Rs.2100/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(plus 20% service charges)</td>
</tr>
<tr>
<td></td>
<td>b) Hotel Ranjit</td>
<td>Single Occupancy ... Rs.1195/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double Occupancy ... Rs.1700/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(plus 10% service charges)</td>
</tr>
<tr>
<td>III</td>
<td>a) Hotel Ranjit</td>
<td>Single Occupancy ... Rs.500/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double Occupancy ... Rs.650/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(plus 10% service charges)</td>
</tr>
<tr>
<td>V</td>
<td>a) Hotel Ranjit</td>
<td>Single Occupancy ... Rs.1195/-</td>
</tr>
<tr>
<td></td>
<td>b) Ashok Yatri Niwas</td>
<td>Single Occupancy ... Rs.500/-</td>
</tr>
</tbody>
</table>

These revised rates will be applicable for re-imbursement from the date of enhancement by the Management of ITDC Hotels in Delhi.
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
Deputy Secretary (Fin-Reg.) to the Government of Himachal Pradesh

To
All Administrative Departments of the Government of H.P.

No. Fin (C) B(7)-1/97

Copy forwarded to:

1. The Divisional Commissioner, Shimla/Dharamshala Kangra/Mandi, H.P.
2. The Resident Commissioner for Himachal Pradesh, Shikandra Road, Shimla Bhawan, New Delhi.
3. All Heads 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, Shimla.
8. The Deputy Director (Treasury Inspection), Central Zone, Mandi (H.P.).
9. The Deputy Director (Treasury Inspection) North Zone, Dharamsala, H.P.
10. The Deputy Director (Treasury Inspection) South Zone, Shimla-2 (Bijliani 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, Central Bazaar, 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 Department Chandigarh.
19. The Secretary, Chandigarh Administration, Finance Department, Chandigarh.
OFFICE MEMORANDUM

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
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, luxury 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.

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

To
All Administrative Departments
of the Government in H.P.

Copy forwarded to :-

1. The Divisional Commissioner, Shimla/Dharamsala/ Mandi, H.P.
2. The Resident Commissioner, Himachal Pradesh, Sikendranagar, New
Delhi.
3. The Accountant General, Himachal Pradesh, Shimla-3 with 20
spare copies.
4. The Senior Deputy Accountant General (A&F), 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...
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.

To

All Administrative Secretaries to the Government of Himachal Pradesh.

No. Fin.(C)B(?)-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.
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.
OFFICE MEMORANDUM

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

Dated Shimla-171002, the 2nd December, 1999

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

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 Officers 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.
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 to witnesses, Presenting Officers and Defence Assistants but there is no express provision relating to payment of TA/DA to the retired Government Officers appointed 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

New Delhi, the 16th August, 1999

OFFICE MEMORANDUM
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 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.
3. The Divisional Commissioners Shimla/Mandi/Dharamsala.
4. The Resident Commissioner, Himachal Pradesh Sikandra Road, Himachal Bhawan, New Delhi.
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."

To All Administrative Secretaries to the Government of Himachal Pradesh.

Copy forwarded to:
1. The Accountant General, Himachal Pradesh, Shimla-3, along with 25 spare copies.
2. Senior Deputy Accountant General (A&E), H.P., Shimla-3, along with 25 spare copies.
3. The Divisional Commissioners Shimla/Mandi/Dharamsala.
4. The Resident Commissioner, Himachal Pradesh, Sikandra Road, 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 Judges in Himachal Pradesh.
9. The Registrar, High Court of Himachal Pradesh, Shimla-1.
10. The Director, Treasuries & Accounts Organization, H.P.
11. The Assistant Director, Financial Administration, HIPA, Shimla.
12. The Examiner, Local Fund Audit, Finance Department, Shimla-1.
From
The Pr. Secretary (Finance) to the Government of Himachal Pradesh

To
2) All Heads of Departments of the Government of Himachal Pradesh.
3) All Deputy Commissioners in Himachal Pradesh.
4) All Dist. 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 28\textsuperscript{th} FEBRUARY, 2007

Copy to:

1) The Accountant General (Audit), H.P. Shimla- 17103 with 5 copies.
3) The Director, Institutional Finance, Himachal Pradesh.
4) Gurad File – 50 copies.

Additional Secretary (Finance) to the Government of Himachal Pradesh.
No. FIN(C)(B)(7)-14/98
GOVERNMENT OF HIMACHAL PRADESH
FINANCE (REGULATIONS) DEPARTMENT


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:

PRIMUM RATES FOR OVEREAS MEDICALCLAIM INSURANCE

<table>
<thead>
<tr>
<th>PLAN A-2 EXCLUDING USA &amp; CANADA</th>
<th>Sum Insured</th>
<th>US $ 10 000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>6 mths-40 yrs</td>
<td>41-50 yrs</td>
</tr>
<tr>
<td>1-4</td>
<td>436</td>
<td>463</td>
</tr>
<tr>
<td>5-7</td>
<td>484</td>
<td>504</td>
</tr>
<tr>
<td>8-14</td>
<td>599</td>
<td>661</td>
</tr>
<tr>
<td>15-21</td>
<td>638</td>
<td>696</td>
</tr>
<tr>
<td>22-28</td>
<td>734</td>
<td>804</td>
</tr>
<tr>
<td>29-35</td>
<td>894</td>
<td>908</td>
</tr>
<tr>
<td>36-47</td>
<td>1026</td>
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<tr>
<td>148-186</td>
<td>4000</td>
<td>4456</td>
</tr>
</tbody>
</table>

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.

All Administrative Secretaries of the Government of Himachal Pradesh.

No. FIN(C)B(7)-14/98
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


OFFICE MEMORANDUM

SUBJECT:- REIMBURSEMENT OF SERVICE TAX AND EDUCATIONAL 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.
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.
7. All Deputy Commissioners in H.P.
Government of Himachal Pradesh
Finance(Regulations) Department

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 train 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 O.M 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.