

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.

4 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 Pangri Sub-Division of Cham 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 Bangalore	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-imburement 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 Banglore	Other Places outside H.P.
	Rs. (per day)	Rs. (per day)
I	600/-	450/-
II	450/-	350/-
III	400/-	270/-
IV	240/-	200/-
V	200/-	150/-
VI	120/-	90/-

(2) Government servants who claim re-imburement of actual hotel rent shall also be entitled to daily allowance equivalent to 3/4 of daily allowance entitlements, in addition to re-imburement 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-imburement 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	IIInd 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.H. 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 paise 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. (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	Rate Rs.
I	1,000/-
II	800/-
III	600/-
IV	400/-
V	300/-
VI	200/-

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 transportation 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	1.00	1.50	2.50
Grade-II			
Grade-III			
Grade-IV	0.80	1.00	2.00
Grade-V			
Grade-VI			

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 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 :

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

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

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 :-

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, Jamshedpur 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 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-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.

19. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-2.
20. The Secretary, Staff Selection Board, Hamirpur, H.P.
21. The Secretary, H.P. Board of School Education, Dharamsala.
22. The Registrar, H.P. Agriculture University Palampur, H.P.
23. The Registrar, Dr. Y.S. Parmar Horticulture University, Solan, H.P.
24. Managing Directors of all Boards/Corporations in Himachal Pradesh.
25. All Sections of Finance Department (excluding Regulations Section) H.P. Secretariat with 5 spare copies each.
26. The Deputy Commissioner, Relief & Rehabilitation, Beas Project, Talwara Township (Punjab).
27. The Joint Secretary to the Government of Punjab, Department of Finance, Chandigarh.
28. The Secretary, Chandigarh Administration, Finance Department, Chandigarh.
29. The Commandant, Training Centre, Directorate General of Security, Sarahan, Rampur Bushar, District Shimla, H.P.
30. The Divisional Organiser, Punjab & H.P. (SSB), Directorate General of Security, Shimla-171004.
31. The Department of Personnel-Accounts, H.P. Sectt., Shimla-2 with 10 spare copies.
32. The Accounts Section H.P. Secretariat, Shimla-2 with 5 spare copies.
33. The Controller, Printing & Stationary Department, Himachal Pradesh Shimla-5.
34. Shri S.K. Duggal, 3246, Mohindra Park, Shakur Basti, Delhi-110034.
35. Shri S.B. Garg, Garg House, Dakhni Mandir, Jind, Haryana.
36. Shri Bhagat Ram Thakur, President, H.P. Secretariat Services (Class-III) Association, H.P. Secretariat, Shimla-171002.
37. Shri Daulat Ram Chauhan, General Secretary, H.P. Secretariat Services (Class-III) Association, H.P. Secretariat, Shimla-171002.
38. Shri Gopal Dass Verma, President, H.P. NGO's Federation, Set No. 17, Type-III, New Brockhurst, Shimla-171009.

39. Shri M.R. Sangroli, General Secretary, H.P. NGO's Federation
C/O Tribal Development Department, Near H.P. Secretariat,
Shimla-171002.
40. Shri R.P. Sharma, General Secretary, H.P. State SAS Officers
Association, Directorate of Social and Women's
Welfare, H.P. Shimla-171009.


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

ANNEXURE-A

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 to VI	(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.

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

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

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

ANNEXURE-B

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

Dated Shimla-171002, the 29th August, 1998

OFFICE MEMORANDUM

SUBJECT : Re-imbusement of service charges by Rail Traveller's Service Agents for reservation of journeys by the Government servants proposal regarding.

The Undersigned is directed to say that whenever tickets for journey by rail are booked through railway counters, a number of man hours are lost by standing in the queues in order to secure reservation for the entitled class. Accordingly the Government of India in supersession of the provisions of its order No. 9 below SR-34 (Swamy's Compilation of FR-SR (Part-II) as incorporated vide O.M. No. F.5-E.IV/59, dated 17.11.1959, has decided vide O.M. No. 19028/I/98-E-IV dated 3rd July, 1998 (copy enclosed) that reimbursement of service charges levied by the traveller's Service Agents recognised by the Zonal Railways may be allowed to be reimbursed to the Govt. servants performing journeys in public interest on tour or transfer. However, reimbursement of Service Charges paid to the recognised service agents for booking of tickets on Leave Travel Concession shall not be admissible.

The State Government of Himachal Pradesh has decided that the above decision of the Govt. of India shall also be applicable in respect of the employees of the State Government from the date of issue of this O.M.

Sd/-

(MOHAN CHAUHAN)

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

To

All Secretaries to the
 Government of Himachal Pradesh.

Contd. P-2/-.....

No. Fin-C-A(3)-7/98 Dated Shimla-171002, the 29th August, 1998
Copy forwarded for information and necessary action to :-

1. The Accountant General (Audit), Himachal Pradesh, Shimla-171003, with 10 spare copies.
2. The Senior Deputy Accountant General (A&E), H.P., Shimla-171003 with 10 spare copies.
3. The Divisional Commissioners, Shimla/Mandi/Dharamsala.
4. All Heads of the Departments in Himachal Pradesh,
5. All Deputy Commissioners in Himachal Pradesh.
6. The Registrar, H.P. High Court, Shimla-171001.
7. All District & Sessions Judges in Himachal Pradesh.
8. The Resident Commissioner, Himachal Pradesh, Himachal Bhawan, Sikendra Raod, New Delhi.
9. The Examiner, Local Fund Audit, Finance Department, H.P.
10. The Inspection Officer, T&A Organisation, North Zone, Civil Bazar, Dharamsala, District Kangra, H.P.
11. The Controller (F&A) Department of Personnel, H.P. Secretariat, Shimla-171002, with 10 spare copies.
12. All Boards/Corporations/Public Sector Undertakings/Universities in Himachal Pradesh.
13. Section Officer, SA-Accounts Section, H.P. Secretariat, Shimla-2 with 10 spare copies.

Sd/-

(MOHAN CHAUHAN)

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

C O P Y

F. No. 19028/1/98-E-IV
 Government of India
 Ministry of Finance
 (Department of Expenditure)

 New Delhi, the 3rd July, 1998

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

SUBJECT :- Re-imbusement of service charges by Rail Traveller's Service Agents for reservation of journeys by the Government servants proposal regarding.

It has been brought to the notice of this Ministry that whenever tickets for journey by rail in public interest are booked through railway counters, a number of man hours are lost by standing in the queues in order to secure reservation for the entitled class.

2. The matter has been considered in this Ministry and it has been decided that reimbursement of service charges levied by the traveller's Service Agents recognised by the Zonal Railways may be allowed to be reimbursed to the govt. servants performing journeys in public interest on tour or transfer.

3. These Orders supersede the provisions of the Government of India's Order No. 9 below SR. 34 [Swamy's Compilation of FR-SR (Part II)] as incorporated vide O.M. No. F.5/E.IV/59, dated 17.11.1959.

4. Reimbursement of Service Charges paid to the recognised service agents for booking of tickets on Leave Travel Concession shall not, however, be allowed.

5. In so far as persons serving in Indian Audit and Accounts department are concerned, these Orders issue after consultation with the C&AG.

6. These orders will take effect from the date of issue.

Sd/-
 (P.K. SHARMA)
 UNDER SECRETARY TO THE GOVT. OF INDIA

All Ministries/Department of the Government of India as the Standard distribution list.

No. FIN-C-A(3)-11/98
GOVERNMENT OF HIMACHAL PRADESH
FINANCE (REGULATIONS) DEPARTMENT

Dated Shimla-171002, the 8th December, 1998

OFFICE MEMORANDUM

Subject : Mode of conveyance and entitlements on Leave Travel Concession.

Consequent upon the revision of pay scales of State Government employees w.e.f. 1.1.1996, the question of revision of entitlements and mode of conveyance on Leave Travel Concession was under consideration of the Government. After careful consideration, the Governor, Himachal Pradesh, is pleased to order that the Government employees while availing Leave Travel Concession will be eligible to perform journey by the same mode of conveyance by which they are entitled to travel when on tour as per entitlements prescribed vide this Department Office Memorandum No. Fin-C-B(7)-14/98 dated 8th December, 1998 as modified from time to time regarding payment of TA/DA, subject to the following conditions/restrictions :-

1. This order will come into force w.e.f. 1.1.1999 from which date this Department Office Memorandum No. Fin(C)A(3)-21/84-II dated 30.8.1990 will cease to be operative.
2. Only Grade-I Officers drawing a basic pay of Rs. 15,000/- or above per month will be entitled to perform journey by air.
3. Only Officers drawing a basic pay of Rs. 18,400/- per month and above may travel by their own car subject to further conditions as detailed in this Department's O.M. No. Fin(C)A(3)-21/84 dated 23.11.1985, which are as under :
 - (i) The car is owned by the employee concerned or any member of his family as defined for the purpose of LTC.

- (ii) The claim for re-imbusement of cost of journey is supported by vouchers of expenses on account of POL/repair/replacements enroute.
- (iii) The entitlement for re-imbusement of the cost of journey will be the actual railway fare of the entitled class by shortest route subject to a maximum of one mileage rate.
4. Travel in vehicles run by private operators is forebidden. There is, however, no bar to travel by vehicles operated by Government/Semi Govt./Local Body Agencies/Departments and Private Buses being plied on regular routes with the prior approval of concerned R.T.A. on regular intervals of time. This includes vehicles being operated by Central Govt./ H.P. Govt. and other State Governments.
5. Journey by private taxis shall not be permissible though journeys by taxis operated by agencies (Government/Semi Govt.) mentioned against para 4 above is permissible.
6. For the purpose of gradation basic pay alone will be taken into account. Special pay, N.P.A. or any addition to pay known by any nomenclature shall not be taken into account.
7. Other conditions, definitions etc. for the purpose of Leave Travel Concession Scheme shall remain the same as circulated vide this Department O.M. No. 7-4/74-Fin(Reg) dated 6.1.1975, as modified from time to time.
8. This order shall apply to the journeys undertaken on or after 1.1.1999.

The contents of this Office Memorandum may be brought to the notice of all concerned.



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

To

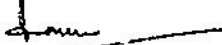
All Administrative Secretaries to the
Government of Himachal Pradesh.

No. FIN-C-A(3)-11/98 Dated Shimla-171002, the 8th December, 1998
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6. All Deputy Commissioners in Himachal Pradesh.
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8. All District & Session Judge in Himachal Pradesh.
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(MOHAN CHAUHAN)
Additional Secretary (PIN-REG) to the
Government of Himachal Pradesh.
