

Revision of Travelling Allowance, Daily Allowance, Travelling Allowance on Transfer and Travelling Allowance Entitlement of Retiring Employees etc. with Reference to Seventh Pay Commission.

Government of Gujarat
Finance Department,
Resolution No. PGR/1009/82/CH
Sachivalaya, Gandhinagar.
Dated.08/11/2024

Read:-

- (1) F.D. G.R. No. PGR/1098/49/M, dated 16th Sept., 1998.
- (2) The GCS (Travelling Allowance) Rule, 2002.
- (3) Finance Department No.PGR-1009-11-Pay Cell (CH), dated 3rd Oct., 2012
- (4) F.D. Notification No.:- (GN-49) PGR-102016-2- Pay Cell, dated 19th August, 2016, The Gujarat Civil Services (Revision of Pay) Rules, 2016
- (5) F.D. G.R. No. PGR-1009-82-CH, dated 23-4-2015.
- (6) GOI Ministry of Finance OM No. F No. 19030/1/2017-E.IV dated 13th July, 2017.
- (7) F.D. G.R. No. MSB/102012/761/CH, dated 22-03-2022.

Resolution:-

Consequent upon the introduction of revised pay structure under The Gujarat Civil Service (Revision of Pay) Rules, 2016 with effect from 1-01-2016, the question of the revising the rates of Daily Allowance in case of travelling within the State (including New Delhi), Travelling Allowance on Transfer and Travelling Allowance Entitlement of Retiring Employees etc, was under consideration of Government. After careful consideration, Government is pleased to decide that the existing provision of Travelling Allowance, Daily Allowance, Travelling Allowance on Transfer and Travelling Allowance Entitlement of Retiring Employees etc. shall be modified as set out in the Annexure to this Government Resolution.

2. The "pay matrix level" for determining the Travelling Allowance, Daily Allowance, Travelling Allowance on Transfer and Travelling Allowance Entitlement of Retiring Employees entitlement is as indicated in Gujarat Civil Service (Revision of Pay) Rules, 2016.
- 3 The term "Pay" for the purpose of these orders refer to basic pay as defined in Gujarat Civil Service (Revision of Pay) Rules, 2016 and includes the revised non-practicing allowance, if any admissible in addition.
4. In respect of those employees who are continue in their pre-revised scales of pay (as per 6th Pay Commission), would determine the Travelling Allowance/Daily Allowance, Travelling Allowance on Transfer and Travelling Allowance Entitlement of Retiring Employees as per F.D. G.R. No. PGR-1009-82-CH, dated 23-4-2015.
5. In respect of officers in apex scale, the basic pay as defined in The Gujarat Civil Services (Revision of Pay) Rules, 2016 will be considered for determination of entitlement of Travelling Allowance/Daily Allowance, Travelling Allowance on Transfer and Travelling Allowance Entitlement of Retiring Employees.
6. It may be noted that Drawing and Disbursing Officer should ensure that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.
7. Claims of Travelling Allowance/Daily Allowance, Travelling Allowance on Transfer and Travelling Allowance Entitlement of Retiring Employees already settled as on the date of effect of this order may not be re-opened.
8. The provisions of these orders shall also apply to All India Services Officers.

9. The relevant terms and conditions governing granting of all the allowances mentioned in Gujarat Civil Service (Travelling Allowance) Rules, 2002 will continue to remain in force.
10. These orders shall take effect from the date of issue.
11. The necessary amendment to the Gujarat Civil Service (Travelling Allowance) Rules, 2002 will be issued in due course.

By order and in the name of the Governor of Gujarat,



(I. D. Chaudhary)
Deputy Secretary
Finance Department

To,
The Secretary to the Hon. Governor, Raj Bhavan, Gandhinagar.
The Principal Secretary to the Chief Minister,
Personal Secretaries to all Ministers/State Ministers,
The Registrar, Gujarat High Court, Ahmedabad,
The Secretary, Gujarat Legislature Secretariat, Gandhinagar,
The Secretary, Gujarat Public Service Commission, Ahmedabad.
The Secretary, Gujarat Vigilance Commission, Gandhinagar,
The Secretary, Gujarat Civil Service Tribunal, Gandhinagar,
The Accountant General (Audit), Gujarat State, Ahmedabad/Rajkot,
The Accountant General-II (A&E), Gujarat State, Ahmedabad/Rajkot,
All Departments of Secretariat,
All Heads of Departments/Offices,
All collectors/DDOS
The Pay and Accounts Officer, Ahmedabad/Gandhinagar,
The Resident Audit Officer, Ahmedabad/Gandhinagar,
All Treasury-Sub Treasury Officers
All Officers/Branches in Finance Department.
Select File: Pay Cell, M, Ch, P & Z Branch,
IT Coordinator, Finance Department with request to upload this GR on Finance dept.
web site.

'B' Distribution

* By letter

Annexure to Government Resolution, Finance Department,

No. PGR/1009/82/CH. Dated.08/11/2024

1. Accommodation Entitlements for Journeys on Tour:

A. Mileage Allowance for Journeys by Air:

(a). In partial modification of existing orders, with effect from 08-11-2024, travel by air within the country will be permissible on tour in the case of officers in receipt of pay matrix level 12 and above at their discretion, provided that officers drawing pay between pay matrix level 10 to 11 may also be permitted to travel by air at their discretion if the distance involved is more than 500 km. and journey cannot be performed overnight by direct train service/direct sleep coach service.

(b). Secretaries of the Administrative Departments/Heads of Departments who are in super time scale of IAS/The Director General of Police and Inspector General of Police/Principal Chief conservator of forest would be competent authorities to permit officers who are drawing pay matrix level 10 and more to travel by air under their administrative control if

(i) the distance involved is more than 500 kms.;

(ii) the journey cannot be performed overnight by rail; and

(iii) such journey by air is considered essential in public interest.

(c). Officers who are entitled to travel by air on tour as indicated in (a) above may also travel by air along with the members of the family in respect of journeys on transfer.

(d). Only Hon. Chief Minister shall be entitled to travel by First Class/Business Class. Other than the CM, all Ministers, Chief Secretary and other Officers shall be entitled to travel by Economy Class for air travel within the country and international travel.

B. Entitlement for Journey by Rail on Tour and Transfer

In supersession of the orders relating to the pay ranges and travel entitlements for journey by rail on tour and transfer , the revised pay ranges and travel entitlement will be as follows with effect from 08-11-2024 :-

| Pay Matrix Level | Entitlement |
|-------------------------|---|
| Level 12 and above | AC First Class |
| Level 6 to 11 | AC II Tier |
| Level 1 to 5 | First Class/ AC III-Tier Sleeper/ AC Chair Car* |
| Below level 1 | Second Sleeper |

* All Government employees who are entitled to travel on tour/transfer by First Class/II AC III-Tier Sleeper/AC Chair Car may, at their discretion, travel by II AC 2-Tier Sleeper where any of the train connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains:

| Pay Range | Entitlement |
|--------------------|----------------------|
| Level 12 and above | AC First Class Grade |
| Level 6 to 11 | AC-II Tier Sleeper |
| Level 5 and Below | AC Chair Car* |

* Travel by AC III-Tier sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

Travel by Shatabdi / Vande Bharat Express Train:

| Pay Range | Entitlement |
|--------------------|--------------------|
| Level 12 and above | Executive Class |
| Level 11 and below | AC Chair Car |

C. Mileage Allowance for journey by Road: - The Provisions of the Finance department G.R. Dated.22/03/2022 will continue to apply.

2. Daily Allowance:

The grouping of pay ranges and the rates of Daily Allowance are revised as follows with effect from 08-11-2024, subject to the existing conditions:-

- (a) When the Government Employee stays in Government/Public Sector Guest House or makes his own arrangements.

| Pay level in Pay Matrix | X Class Cities Rs. | Y Class Cities Rs. | Z Class Cities Rs. |
|-------------------------|--------------------|--------------------|--------------------|
| 12 and above | 1000 | 800 | 500 |
| 5 to 11 | 900 | 700 | 400 |
| 1 to 4 | 700 | 500 | 300 |
| Below 1 | 400 | 300 | 200 |

- (b) When the Government employee stays in a hotel or other establishment providing boarding and /or lodging at Scheduled Tariffs.

| Pay level in Pay Matrix | X Class Cities Rs. | Y Class Cities Rs. | Z Class Cities Rs. |
|-------------------------|--------------------|--------------------|--------------------|
| 12 and above | 2600 | 2100 | 1300 |
| 5 to 11 | 2000 | 1600 | 900 |
| 1 to 4 | 900 | 800 | 500 |
| Below 1 | 500 | 400 | 300 |

3. Travelling Allowance on Transfer:

A. Accommodation and Mileage Allowance Entitlements:

(i) Accommodation as prescribed in No.2 of this GR and Mileage Allowance entitlements as prescribed in F.D. GR No. MSB/102012/761/CH, dated 22-03-2022, for journeys on tour by different modes will also be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in the Gujarat Civil Services (Travelling Allowance) Rules, 2002 will, however, continue to be applicable.

(ii) The provisions relating to small family norms as contained in Rule 77 (3) of Gujarat Civil Services (Travelling Allowance) Rules, 2002 shall continue to be applicable.

B. Composite Transfer Grant and Packing Allowance: -

(i) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay as defined in para-3 of this Government resolution in case of transfer involving a change of station located at a distance of more than 20 kms. from each other.

(ii) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one-third of the composite transfer grant will be admissible, provided a change of residence is actually involved.

iii) In cases where the transfer take place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

C. Transportation of Personal Effects:

| Pay Matrix level (1) | By Train/Steamer (2) | Rate per km.for transport by road (Rs.per km.) (3) | |
|----------------------|--|--|-----------------------------|
| | | X &Y class cities | Z class cities |
| 12 and above | 6000 Kg by goods train/4 wheeler wagon/ 1 double container | 30.00 (Rs.0.005 per kg per km.) | 18.00 (Rs.0.003 kg per km.) |
| 6 to 11 | 6000 Kg by goods train/4 wheeler wagon/ 1 single container | 30.00 (Rs.0.005 per kg per km.) | 18.00 (Rs.0.003 kg per km.) |
| 1 to 5 | 3000 kg | 15.00 (Rs.0.005 per kg. per km.) | 9.00 (Rs.0.003 kg.per km.) |
| Below 1 | 1500 kg | 7.50 (Rs.0.005 per kg per km.) | 4.60 (Rs.0.003 kg per km.) |

(1) In cases of carriage of personal effects by road between places connected by rail, a Government employee can draw the actual expenditure on transportation of personal effects by road or the amount admissible on transportation of the maximum admissible quantity by rail and additional amount of not more than 25 percent thereon, whichever is less.

(2) The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

(3) It is clarified that the higher rates of road mileage prescribed for 'X' and 'Y' class cities would be admissible for transfers within 'X' and 'Y' class cities; 'X' to 'Y' class cities and vice-versa; and from 'X'/'Y' class cities to 'Z' class cities and vice-versa. In all other cases of transfers within 'Z' class cities, the rates prescribed for 'Z' class cities shall be admissible

D. Transportation of Conveyance:-

| Level | Reimbursement |
|--------------|--|
| 6 and above | 1 motor car etc or 1 motor cycle/scooter |
| 5 and below | 1 motorcycle/scooter/moped/bicycle |

The general conditions of admissibility of TA on Transfer as prescribed in Gujarat civil services (Travelling allowance) rules, 2002 will, however, continue to be applicable.

4. Travelling Allowance Entitlement of Retiring Employees:-

A. Transportation of Conveyance: - The expenditure on Transportation of conveyance by government servants on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

B. Lump sum Transfer Grant and Packing Allowances: -

1. Lump sum transfer grant shall be paid at the rate of 80% of the last month's last drawn pay as defined in para-3 of this Government Resolution may be granted in the case of those employees who, on retirement, settle down at places other than the last station (s) of their duty located at a distance of more than 20 kms. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand etc. at the old and new station, presently admissible are subsumed in the lump sum transfer grant and will not be separately admissible.

2. As in the case of serving employees, government servant who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms. may be paid one third of the lump sum transfer grant subject to the condition that a change of residence is actually involved. The amount of lump sum transfer grant shall be paid on the last working day of his/her service.