GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT.

Civil Services Rules (Punjab).
Volume III.
TRAVELLING ALLOWANCE RULES
(First Edition.)

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PREFACE.

The rules in this volume are based on the rules and orders contained in the Punjab Financial Handbook No. 2, Volume III (old series) duly modified in the light of the constitutional changes brought about by the Government of India Act, 1935. With effect from the date of issue of this volume the rules in the Punjab Financial Handbook No. 2, Volume III (old series) will no longer remain in force and therefore will not be used, quoted or referred to. In all departmental rules, codes, manuals, etc., references to the old Travelling Allowance Rules should be altered suitably to conform to these rules.

2. The rules in this volume apply to all Government servants under the Administrative Control of the Punjab Government including members of the services under the rule-making control of the Secretary of State in respect of whom they are to be treated as the rules issued under Fundamental Rule 44.

3. Correction slips and amendments issued to the Punjab Financial Handbook No. 2, Volume III (old series) up to 31st July, 1941, have been incorporated. Amendments notified subsequently should be taken as modifying the corresponding rules in this volume. They will be re-issued in due course as correction slips to this volume.

4. For facility of reference a memorandum showing how each rule in the Punjab Financial Handbook No. 2, Volume III, Travelling Allowance Rules (old series) has been dealt with in these rules has been added at the end of this Volume.

5. All Government servants who notice any errors or omissions in these rules are requested to bring them to the notice of their heads of departments who will submit their proposals to the Finance Department, through the Administrative Department concerned.

H. D. BHANOT,
Secretary to Government, Punjab,
Finance Department.
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CIVIL SERVICES RULES (PUNJAB)
VOLUME III

TRAVELLING ALLOWANCE RULES.

CHAPTER I—Definitions

1. (a) Except as provided in clause (b) below and unless there is anything repugnant in the subject or context, the terms defined in Chapter II of Volume I of these Rules have the same meaning and implications when used in this Volume.

(b) The term "Head of Department" has been used in this Volume in the sense herein explained:

The term Head of Department means the authority shown in column 5 of Appendix D to the Punjab Budget Manual (Fourth edition) in respect of the Government servants whose pay is debited to the corresponding head of account in column 2 of the Appendix, with the following exceptions:

(1) His Excellency the Governor is Head of the Department with respect to himself and his personal staff.

(2) Commissioners are Heads of Departments with respect to the Government servants whose pay is debited to the group heads "Commissioners" and "District Administration." Commissioners are also Heads of Departments with respect to Government servants whose pay is debited to the head "7—Land Revenue—Survey and Settlement—Survey and Settlement Parties and Colonization Operations" for purposes of the exercise of powers under serial No. 10 of the table in Rule 41 of these rules.

(3) Deputy Commissioners are Heads of Departments with respect to Potecars who accompany remittances for purposes of the exercise of powers under the delegation in serial No. 13 of the table in Rule 41 of these rules.

(4) A competent authority may appoint any other authority to exercise the powers of a Head of Department.
CHAPTER 2.—Travelling Allowance Rules.

Section I.—General.

21. The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government servants:

(a) Permanent travelling allowances (section II, rules 2-5—2-10).

(b) Conveyance and horse allowances (section III, rules 2-11—2-17).

(c) Mileage and daily allowances (sections IV to VI, rules 2-18—2-47).

(d) The actual cost of travelling (section VII, rules 2-48—2-49).

The rules in sections II to VII explain the nature of these allowances and the method of calculating them. The circumstances in which they can be drawn for particular journeys are described in sections VIII to XXV.

22. The travelling allowance admissible to a Government servant for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in sections VIII to XXV. Journeys for which travelling allowance may be admissible are:

(a) On tour (section VIII, rules 2-50—2-70).

(b) To join first appointment (section IX, rules 2-80—2-89).

(c) On transfer (section X, rules 2-89—2-108).

(d) To a hill station (section XI, rules 2-109—2-111).

(e) To a station other than a hill station (section XII, rule 2-112).

(f) To attend an examination (section XIII, rules 2-113—2-117).

(g) Proceeding on, or returning from, leave (section XIV, rules 2-118—2-127).

(h) During vacation (section XV, rule 2-128).
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(i) During suspension (section XVI, rule 2129).

(j) On retirement, dismissal or termination of employment (section XVII, rules 2130-2134).

(k) To give evidence or attend court as assessor or juror (section XVIII, rules 2135-2138).

(l) To obtain medical advice (section XIX, rules 2139-2149).

(m) In attendance on an incapacitated Government servant (section XX, rules 2150-2151).

(n) On a course of training (section XXI, rule 2152-)

(o) To attend a darbar or levee (section XXII, rule 2153).

(p) In connection with duty for Local Funds or Indian States (section XXIII, rules 2154-2155).

Special rules (section XXIV, rules 2156-2175) govern the travelling of high officials and others for whom the means of locomotion is provided by the State and (section XXV, rules 2176-2177) that of Government servants in military employ.

23. A competent authority may direct a Government servant to perform a journey in the interest of the public service for any purpose not specified in rule 22. The travelling allowance in such a case will be that admissible for a journey on tour, unless a special rate is sanctioned by a competent authority.

Note.—A list of special orders passed under this rule is given in Appendix B.

24. Unless in any case it be otherwise expressly provided in these rules, a Government servant making a journey for any purpose is not entitled to recover from Government the cost of transporting his family or his personal luggage, conveyances, tents and camp equipage.

Section II.—Permanent Travelling Allowances.

25. A permanent monthly travelling allowance may be granted by a competent authority to any Government servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys.
within the Government servant's sphere of duty and is drawn all the year round, whether the Government servant is absent from his headquarters or not. The allowance is calculated so as not to exceed the average amount which would be drawn under rules 267 to 275 in sub-sections (ii) and (iii) of section VIII by a Government servant of the same grade. Controlling officers are responsible for taking steps to prevent the allowance being turned into a source of profit. The authority granting the allowance may attach to it the condition of a horse or conveyance being kept up.

**Note.**—A list of permanent monthly travelling allowances is given in Appendix B.

26. In order to prevent permanent travelling allowance being turned into a source of profit, a controlling officer may in any month reduce the amount of the allowance if, in his opinion, a Government servant is neglecting the due performance of the duties for which he receives the allowance. This power should be used with due regard to the fact that the allowance is based on an average of the whole year, and, therefore, the allowance should not be reduced with reference to touring done in any single month, but on evidence of habitual neglect of touring and after the Government servant has been warned. If the condition is attached that a conveyance should be maintained, controlling officers should also from time to time satisfy themselves that this is fulfilled. All bills for fixed travelling allowance mentioned in Appendix D which are specifically subject to a horse or other means of conveyance being actually kept, must be supported by a certificate to the effect that the horse or other means of conveyance was actually kept for the period for which fixed travelling allowance is claimed.

**Note.**—If the means of conveyance ceases to be actually kept, it shall be replaced within one month or the fixed travelling allowance shall cease to be drawn with effect from the date on which the means of conveyance ceased to be kept, provided that if the prescribed conveyance is a horse or pony the period for replacement may, with the sanction of the Controlling Officer, be extended to two months.

27. A permanent travelling allowance cannot be drawn during joining time, or unless in any case it be otherwise expressly provided in these rules, during any period for which travelling allowance of any other kind is drawn. The extent to which it can be drawn during leave is governed by rule 53 in volume 1.
of these rules. It can only be drawn for periods of temporary duty otherwise in the post for which it has been sanctioned when so ordered by competent authority.

Note 1.—When permanent travelling allowance is subject to the condition of keeping a horse it may be drawn during joining time, provided that a similar allowance subject to the same condition is also admissible in the new post to which the Government servant concerned is transferred. If the rate of the permanent travelling allowance in the new post differs from that attached to the old post, the lower of the two rates will be admissible during joining time.

Note 2.—Zikriadar in the Public Works Department, Irrigation Branch, deputed to undergo a course of training at the Punjab Agricultural College, Lyallpur, or required to undergo training in the work of karonga or Naib-Tahsildar, may draw the permanent travelling allowance during the course of their training, provided they actually maintain conveyance, and the authority sanctioning the deputation certifies that on the expiry of the period of training the Zikriadar is likely to return to posts to which the allowance is attached.

Naib-Zikriadar in the Punjab Public Works Department, Irrigation Branch, who are Zikriadar Candidates when deputed to undergo training in the Civil Department may draw the permanent travelling allowance during the course of such training provided they actually maintain the conveyance and theSuperintending Engineers certify that on the expiry of the period of training the Naib-Zikriadar Candidates are likely to return to posts to which the allowance is attached.

Note 2.—(i) Sub-Inspectors of Excise in receipt of permanent travelling allowance are subject to the condition of maintaining a horse when deputed to undergo a course of training at any of the districts or branches, may draw their permanent travelling allowance during the course of their training, provided that—

(a) the period of training does not in any case exceed three months without the previous sanction of the Financial Commissioner;

(b) the Deputy Commissioner certifies that the Sub-Inspector maintains a horse during the period of training; and

(c) the certificate of the likelihood of the Sub-Inspector to return to a post to which the allowance is attached is recorded in the original orders of his being placed on training.

(ii) Other Excise Sub-Inspectors will not, however, be allowed to draw permanent travelling allowance while under such training. They may draw travelling allowance at tour rates for journeys performed for joining and leaving the place of training plus sitting allowance at the rate of Rs. 20 per month provided that the period of training does not in any case exceed three months without the previous sanction of the Financial Commissioner.

28. When a Government servant holds, either substantively or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance not exceeding the total of all the allowances, as the competent authority may consider to be necessary in order to cover the travelling expenses which he has to incur.

29. A permanent travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the Government servant who draws it, and such Government servant may not draw any other travelling allowance in place of, or in addition to,
2-13. Controlling officers are responsible for taking steps to prevent conveyance allowance being turned into a source of profit. They should not only, from time to time, satisfy themselves that the conveyance is maintained for which the allowance is drawn but may in any month reduce the allowance if a Government servant appears to be neglecting the duties for the performance of which the allowance was granted and in so doing they should bear in mind the conditions mentioned in rule 2-6.

2-14. Except as otherwise provided in Appendix C, a conveyance allowance may be drawn in addition to any other travelling allowance admissible under these rules, provided that if the conveyance allowance is for the upkeep of a motor-car or a motor-cycle the following deduction shall be made from the travelling allowance which would otherwise be admissible:

(a) For any day on which a Government servant performs a journey, starting and ending at his headquarters, by the motor-car or the motor-cycle for which a conveyance allowance is granted beyond a distance of five miles from his headquarters, he shall deduct 1/30th of his conveyance allowance from the travelling allowance otherwise admissible for that day.

(b) For any day on which a Government servant while on tour draws mileage allowance in addition to daily allowance he shall deduct 1/30th of his conveyance allowance, provided that the mileage allowance he draws is on account of a journey performed on that day by the motor-car or the motor-cycle for which the conveyance allowance is granted.

2-15. A Government servant who is in receipt of a conveyance allowance granted for the upkeep of a motor-car or motor-cycle must attach to the travelling allowance bill for a journey performed otherwise than by motor-car or motor-cycle, and for which travelling allowance under the ordinary rule is claimed, a certificate to the effect that the vehicle has not been used for such journey.
216. A conveyance or horse allowance may be drawn during leave and joining time, and (b) the Government servant concerned proceeds to join a post in which the maintenance of such conveyance or horse is necessary for the proper discharge of his duties. The extent to which it may be drawn during leave is governed by rules 5:3 and 5:4 in Volume I of these rules. It can only be drawn for periods of temporary duty other than in the post for which it has been sanctioned when so ordered by competent authority.

Note 1.—Head Constables and Constables of the Mounted Police in the Punjab draw their horse or camel allowance, as the case may be, during joining time. No allowance shall be drawn for Head Constables and Constables sick or on leave except to meet expenditure actually incurred on the feeding, shoeing, and maintenance of the animals, and for Chanda subscriptions for the period of absence of the men concerned.

Note 2.—Upper subordinates of the Police Department undergoing promotion courses at the Police Training School, Phillaun, who are in possession of horses or camels, shall hand over their mounts to the Lines Officer or the officer in charge of the Mounted Police who will be responsible for the feeding and keeping of such animals under the supervision of a Gazetted Officer. No conveyance allowance shall be drawn for such upper subordinates for the period of their absence on training at the Police Training School, Phillaun, except to meet expenditure actually incurred on the feeding, shoeing and maintenance of the animals which should in no case exceed the amount of conveyance allowance admissible to each of them.

Note 3.—Subordinates of the Public Works Department, Buildings and Roads and Irrigation Branches, deputed to attend the reinforced concrete class at the Government School of Engineering, Basi, may draw the conveyance allowance during the course of their training, provided they actually maintain conveyance, and the authority sanctioning the deputation certifies that on the expiry of the period of training the subordinates are likely to return to posts to which the conveyance allowance is attached.

Note 4.—Members of the Indian Medical Department Sub-Assistant Surgeons Reserve who are in receipt of conveyance allowance will continue to draw that allowance during the period they are under military training, provided they actually maintain the conveyance for which the allowance is granted.

217. All conveyance allowances are, except where otherwise specifically excepted as in Appendix C, subject to the means of conveyance being actually kept, to which effect a certificate must be attached to each bill on which the allowance is drawn.

Note.—If the means of conveyance cease to be actually kept, it shall be replaced within one month and the conveyance allowance shall cease to be drawn with effect from the date on which the means of conveyance cease to be kept, provided that if the prescribed conveyance is a horse, camel or pony, the period for replacement may be extended to two months.

Section IV.—Grades and Rates of Daily and Mileage Allowances.

218. For the purpose of calculating daily and mileage allowances Government servants are divided into 12 grades as follows. The Government servants in each grade will receive the rates of...
No. 33
Page 10 Rule 2-16

For note 2 under rule 2-16 substitute the following:

"N.O.R.S. (2)—Mounted Police Officers proceeding on leave on average pay not exceeding four months or earned leave not exceeding 30 days under sections II. and III. of Chapter VIII of Civil Services Rules, Volume 1, Part I, as the case may be or undergoing promotion courses at the Police Training School, Phillaur, and Sub-Inspectors when posted to the mobile police, who are in possession of horses or camels shall hand over their mounts to the Lines Officer or the officer-in-charge of the Mounted Police who shall be responsible for the feeding and keeping of such animals under the supervision of a gazetted officer. No conveyance allowance shall be drawn for them for the period of their absence on leave or training at the Police Training School, Phillaur, or in the case of Sub-Inspectors when posted to the Mobile Patrol except to meet expenditure actually incurred on the feeding, shoeing and maintenance of animals. The amount shall be kept in Form T.24 (2) of the Police Rules. Horses and camels shall be looked after and may be used for instruction or duty by mounted Upper Subordinate under orders of the gazetted officer in supervisory charge. In such cases responsibility under Police Rule T.12 (2) for loss or injury by misconduct or neglect shall rest with the officer so ordered to look after or use the animal, provided that no policeman shall be held responsible for more than one animal at a time. Where, however, adequate accommodation for horses and horses is not available in the Police Lines, the Superintendent of Police may authorize such officers to make their own arrangements for the care and maintenance of animals and draw the prescribed conveyance allowance admissible to each of them. Assistant Sub-Inspectors are not mounted Police Officers—vide Police Rule T.23 and are exempted from the operation of this rule.

(C. S. R. (Punjab), Volume III, No. 33, dated 9th October 1942.)

daily and other allowances shown against that grade, subject to the exceptions mentioned below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Government servants included</th>
<th>Rate of daily allowance</th>
<th>Mileage rate by road</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Plains</td>
<td>Hill tracts, ordinary</td>
</tr>
<tr>
<td>I</td>
<td>Secretaries and Joint Secretaries to Government, Secretary to the Governor, Financial Commissioners, Chief Engineers in the Public Works Department, Legal Remembrancer to Government, Chief Conservator of Forests, Director of Public Institution, Inspector-General of Civil Hospitals, Inspector-General of Police, Inspector-General of Prison, Director of Land Records, Registrar, Cooperative Societies, Director of Agriculture, Director of Industries, Director of Public Health, Director of Veterinary Services, Deputy Commissioner for Criminal Tribes, Reclamation Officer, Inspector-General of Reformatory and Asylums of Labour.</td>
<td>Rs. 20-0-0</td>
<td>Rs. 10-0-0</td>
</tr>
<tr>
<td></td>
<td>Heads of Departments</td>
<td>Rs. 9-6-0</td>
<td>Rs. 11-4-0</td>
</tr>
<tr>
<td></td>
<td>(for others)</td>
<td>Rs. 8-6-0</td>
<td>Rs. 10-2-0</td>
</tr>
<tr>
<td>II</td>
<td>Government servants of All-India and Provincial Services with pay exceeding Rs. 600 per month.</td>
<td>Rs. 0-0-0</td>
<td>Rs. 7-8-0</td>
</tr>
<tr>
<td>III</td>
<td>All other Government servants of All-India Services and Government servants of Provincial Services with pay from Rs. 250—-600.</td>
<td>Rs. 0-0-0</td>
<td>Rs. 6-4-0</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td>Rate of Daily Allowance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade</td>
<td></td>
<td>Plains</td>
</tr>
<tr>
<td></td>
<td>Government servants included</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>Government servants of Provincial Services with pay from Rs. 350—740</td>
<td>4 0 0</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>Government servants of Provincial Services with pay below Rs. 350</td>
<td>3 0 0</td>
</tr>
<tr>
<td></td>
<td>VI</td>
<td>Government servants of Subordinate Services with pay above Rs. 290</td>
<td>3 0 0</td>
</tr>
<tr>
<td></td>
<td>VII</td>
<td>Government servants of Subordinate Services with pay from Rs. 250—280</td>
<td>4 2 0</td>
</tr>
<tr>
<td></td>
<td>VIII</td>
<td>Government servants in Superior Service with pay from Rs. 160—169</td>
<td>2 0 0</td>
</tr>
<tr>
<td></td>
<td>IX</td>
<td>Government servants in Superior Service with pay from Rs. 100—169</td>
<td>2 0 0</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Government servants in Superior Service with pay from Rs. 50—99</td>
<td>1 0 0</td>
</tr>
<tr>
<td></td>
<td>XI</td>
<td>Government servants of Subordinate Services with pay below Rs. 50</td>
<td>7 0 0</td>
</tr>
<tr>
<td></td>
<td>XII</td>
<td>Government servants in Inferior Service</td>
<td>5 0</td>
</tr>
</tbody>
</table>

Note 1. The following Government servants are included in the appropriate grade according to their pay as if they were members of an All-India Service—Members of Specialist Services.
TRAVELLING ALLOWANCE RULES.

Temporary Engineers recruited before 1st May, 1922.
Commissioned Officers on the personal staff of His Excellency the Governor.
Members of the Ecclesiastical Department under the administrative control of the Punjab Government.
Assistant Engineer, Irrigation (Mr. H. R. Sukhuja).

Note 2.—The following Government servants are included in the appropriate grades according to their pay as if they were members of a Provincial Service:
Qualified student of the Thomason College, Rurki, under practical training for the Indian Service of Engineers or the Punjab Engineering Service.
Ladies holding special posts attached to the Indian Educational Service (Women's Branch).

Holders of special posts.
Sub-Engineers in the Public Works Department.
Non-commissioned Military Assistant Surgeons in civil employment.
Members of the Subordinate Engineering Service and Upper Subordinates appointed to hold charge of Sub-Divisions in the Public Works Department.

Note 3.—Government servants holding temporary posts will be in the same grade as those holding permanent posts of a similar status.

Note 4.—Government servants officiating in a post will be in the grade of the post in which they officiate.

Note 5.—In the case of a Government servant drawing a rupee rate of pay plus sterling overseas pay payable in England as sanctioned in the Superior Civil Services (Revision of Pay, Passage, and Pension) Rules, 1924, the term "pay" in column 2 of the table above shall be held to include the rupee rate of pay plus sterling overseas pay converted at 1s. 6d. to the rupee.

Note 6.—The Secretary, Punjab Legislative Assembly, when on duty at Simla, is allowed a compensatory allowance of Rs. 1-0-0 per day in addition to the daily allowance admissible to him.

Note 7.—The term "pay" as used in column 2 of the table in this rule does not include special pay, except in the case of Personal Assistants to the Hon'ble Misters, the Hon'ble the Speaker of the Punjab Legislative Assembly and the Chief Justice and Remembrancers to His Excellency the Governor and the Chief Secretary and the Sub-Assistant Surgeon attached to the Government House Establishment, in which case pay will include special pay. If any additions are made under rule 4.23 of the rules in Volume I of these rules of under Fundamental Rule 60, the effect of raising the status of a Government servant will be included in the term "pay" in order to determine the classification of the Government servant concerned for the purpose of travelling allowance.

Note 8.—The mileage allowance admissible to Government servants of grades I to IV for journeys by road shall be 5 annas per mile when the journey is performed by motor car (this term includes a taxi, motor omnibus or motor lorry 'plying for hire, all the accommodation in which is reserved by the officer making the journey) and Rs. 0-1-6 per mile when the journey is performed by motor cycle. The mileage allowance admissible to Government servants of grades V to X for journeys performed by motor cycle will be Rs. 0-1-6 per mile. The nature of the conveyance used must be certified on the travelling allowance bill presented for payment.

Note 9.—The allowance admissible to a Government servant who takes a single seat in a taxi, motor omnibus or motor lorry will be as follows:

(i) In the case of a Government servant performing a journey exceeding 5 miles from head-quarters and returning to head-quarters on the same day, one return fare at the rate given in the schedule below, subject to the mileage allowance admissible under rules 2-64 and 5-66.

(ii) In the case of a Government servant performing a journey on tour extending over more than one day, the following rates of mileage allowance will be admissible subject to the provisions of rules 2-64 and 5-66:

(a) Officers in grades I to IV, 2 annas per mile.
No. 147

Page 13. Rule 218

For note 9 below Travelling Allowance Rules 218, the following shall be substituted:

Note 9—The allowance admissible to a Government servant who takes a single seat in a taxi, motor omnibus or motor lorry will be as follows:

(i) In the case of a Government servant performing a journey exceeding 5 miles from headquarters and returning to headquarters on the same day, one return fare at the rate given in the schedule below, subject to the mileage allowance admissible under rules 264 and 266.

(ii) In the case of a Government servant performing a journey on the same day, the following rates of mileage allowance will be admissible subject to the provisions of rules 264 and 266:

(a) Officers in grades I to IV:

In plains—2 annas per mile.

In hills—1½ fares of the upper class subject to a certificate by the officer concerned that he bought an upper class ticket. If, however, the Government servant travels in the lower class, the amount of Travelling Allowance to be drawn should be reduced in accordance with the provisions of rule 232 of the Travelling Allowance Rules subject to a certificate by the officer concerned that the fares of upper and lower classes charged in the hill area in accordance with the lorry fares actually in force at the time the journey was performed.

(b) Officers in grades V to VII:

In plains—Double lorry fares according to the rates given in the schedule below.

In hills—1½ fares of the upper class subject to the same conditions as for officers in grades I to IV.

(c) Officers in grades VIII to X:

In plains and in hills—Double lorry fares according to the rates given in the schedule below, subject to a maximum of one anna six pies per mile in the case of a Government servant of Grade X.

(d) Officers in Grades XI to XII:

In plains and in hills—Single lorry fares according to the rates given in the schedule below.

SCHEDULE

(1) Nine pies per mile for metalled roads in the plains.

(2) One anna per mile for unmetalled roads in plains.

(3) One anna per mile for metalled roads in hill tracts, except the Nagrota-Manali Road.

(4) One anna three pies per mile for unmetalled roads in hill tracts and the Nagrota-Manali Road.

(Punjab Government, Forest Department, notification No. 4956-FR-45/652, dated the 23rd April 1946.)

(C. S. R. (A.), Vol. III, No. 147, dated 18th June 1946.)
(6) Officers in grades V to X, double lorry fares according to the rates given in the schedule below subject to a maximum of one anna six pice per mile in the case of a Government servant of grade X.

(c) Officers in grades XI and XII, single lorry fares according to the rates given in the schedule below.

Schedule of rates for tarin, motor Omnibus and motor lorries.

(1) Nine pice per mile for metalled roads in plains.

(2) One anna per mile for unmetalled roads and roads in hill tracts.

Note 10.—Government servants of grade IV are not ordinarily expected to perform journeys by motor car, and accordingly for such journeys they may not draw mileage in excess of the ordinary rates. The special rates of mileage allowance laid down in note 8 above may be drawn by such officers only when it is certified by the controlling officer concerned that it was absolutely necessary in the public interest that the journey should have been performed in a motor car.

Note 11.—Any Government servant appointed to hold charge of a Sub-division in the Public Works Department, Buildings and Roads Branch, who maintains a motor car may be allowed to draw for journeys performed by motor car the special rate of mileage allowance laid down in note 8 above, provided that the controlling officer certifies that it was absolutely necessary in the public interest that the journey should have been performed in a motor car. For the purpose of granting this certificate it is incumbent on the controlling officer to examine each item of the travelling allowance bill and satisfy himself that the journey could not have been performed by a conveyance other than a motor car without injury to public interest.

Note 12.—Apprentice Overseers recruited direct from the Government School of Engineering, Rawalpindi, shall be treated as Government servants for the purpose of travelling allowance Rules and granted travelling allowance admissible to Government servants of grade VI.

2:219. A competent authority may, for reasons which should be recorded, order that any Government servant or class of Government servants shall be included in a grade other than that prescribed in rule 2:18 for the purpose of any or all forms of travelling allowance.

Note 1.—The following Government servants are specially included in grade II—

Deputy Registrars, Co-operative Societies drawing the maximum of the old Punjab Civil Service time-scale of pay or the maximum of the scale of Rs. 250—28—

500/25—750 plus the special pay of Rs. 150.

Note 2.—The following Government servants are specially included in grade III—

(i) Government servants of Provincial Services with pay below Rs. 700 per annum who are holding or officiating in posts reserved for members of All-India Services, and

Government servants of all Class I Provincial Services including the Punjab Service of Engineers (Buildings and Roads Branch) with pay below Rs. 700 per annum.

[For Explanation see clause (1) under note 1 to rule 2:22.]

(ii) Assistant-Directors of Public Health not belonging to the Indian Medical Service who are drawing pay below Rs. 700 per annum.

(iii) Executive Engineers, Resident Engineers, Joint Engineer, and Commercial Officer in the Punjab Public Works Department, Electricity Branch, for the purposes of the grant of daily allowance.


Note 3.—The following Government servants are specially included in grade VI—

Female Government servants with pay under Rs. 500 but exceeding Rs. 75
No. 110

Page 14. Rule 2-19

(c) The following shall be inserted as item (c) of Note 3 below Rule 2-19:

(9) Mathematical Officer, Hydrometric Officer, Chemical Chemist, Physicist, Statistical officer, Officer-in-charge of the general Section of the Land Reclamation Office (Mr. M. L. Mehdir).

Irrigation Branch, Punjab notification No. 3183/381/44, dated 16th November 1944.

[G.S.R. (Ph.), Vol. III, No. 110, dated 16th December 1946.]

No. 65

Page 14. Rule 2-18

The following shall be inserted as "Note 18" below this rule:

Note 18—Apprentice signallers in the Public Works Department, Irrigation Branch, shall be treated as Government servants for purposes of travelling allowance rules and granted travelling allowance admissible to Government servants of grade XI.

(Irrigation Branch letter No. 309/11.1.17.E.1, dated the 23rd July 1931.)

[G.S.R. (Punjab), Volume III, No. 6, dated 19th August 1944.]
220—222. TRAVELLING ALLOWANCE RULES.

Note 1.—Police Constables, non-commissioned officers below the rank of Havildar and Ensigns of the native Levy, Canal Police and Staff and Forest Guards are included in grade XII.

Note 2.—Probationers for the Provincial Forest Service when placed in charge of a Division, Sub-Division of Range should be allowed the same allowances as are admissible to Extra Assistant Conservators.

Note 6.—Police are specially included in Grade XI.

220. A Government servant in transit from one post to another ranks in the grade to which the lower of the two posts would entitle him.

221. A Government servant whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

Part-time Government servants, etc.

Note 1.—The following part-time Government servants are included in the grades assigned against each:
(1) Chaplains of the Additional Clergy Society and Missionaries who occasionally perform the duties of Government Chaplain—grade III.
(2) Mr. E. C. Ehr. Adviser in Physical Education—grade II.
(3) Assistant to the Advocate General—grade II.
(4) Sub-Registrar—grade IV.
(5) Assistant Legal Remembrancer—grade II.
(6) Chairman and members of the Debt Collection Boards constituted under the Punjab Relief of Indebtedness Act—Grade V.

Note 2.—Government Pleaders and Public Prosecutors are included in the appropriate grade according to their pay as if they were whole-time Government servants.

222. A competent authority may, for special reasons which should be recorded, declare any particular Government servant or class of Government servants to be entitled to accommodation of a higher class than that prescribed for his grade in rule 2-18.

Note 1.—The following Government servants will, when travelling by rail be entitled to accommodation by the first class irrespective of their grade:
(1) Officers of All-India Services and Government servants holding or exercising in "A" posts generally reserved for members of All-India Services.

Explanation 1.—The expression "A" posts reserved for members of All-India Services means listed posts in the Punjab, Assistant Superintendent, Hill States, Elgin, the posts of Settlement, Assistant Settlement, Colonization and Assistant Colonization Officers, Superintendent of Police, Divisional Inspectors of Schools, Professors at the Punjab Veterinary College, Superintendent, Civil Veterinary Department, Professors at the Ludhiana Agricultural College, Deputy Directors of Agriculture, Assistant Engineer, Lift Irrigation (Mr. H. R. Sukhija), Rock Drilling Engineer (Mr. H. J. C. Campbell), Superintendent, Punjab Mental Hospital, Chemical Examiner to Government, Punjab, Principal and Professors of the King Edward Medical College, Lahore, Principal, Medical School, Amritsar, Civil Surgeons (in independent medical charge of civil districts), Divisional Officers in the Public Works Department, and any other posts which the local Government may declare to be included in this expression.
Correction slips to the C. S. R. (Ph.) Vol. III, T. A. Rules

No. 130
Page 15
Rule 2:22

For the words "Principal, Medical School, Amritsar" occurring in line 10 of Explanation 1 below note 1 to rule 2:22 the words "Principal and Professors of the Glancy Medical College, Amritsar" shall be substituted.

(Punjab Government memorandum No. 3297-M-45/12021, dated the 24th July, 1945.)
(C. S. R. Punjab Vol. III, No. 130, dated 18th October 1945.)

No. 111
Page 15. Rule 2:22

(b) The following shall be inserted as item No. 21 of Note 1 below Rule 2:22:

21. Mathematical Officer, Hydrological Officer, Physical Chemist, Physicist, Statistical Officer in charge of the General Section and the Land Reclassification Officer (Mr. M. L. Matha).

(Irrigation Branch, Ph. notification No. 32334/195/831/44, dated 19th November 1944.)
(C. S. R. (Ph.), Vol. III, No. 111, dated 18th December 1944.)

No. 15.

Insert the following as serial No. (7) in Note 1 under rule 2:21:

"(7) Administrator-General and Official Trustee, Punjab—Grade II."

(Punjab Government, Home Department, notification No. 510-614-44, J.-41/51065, 1st October, 1941.)
Chap. 2. ]

CIVIL SERVICE RULES (PUNJAB).

Explanation 2.—The expression 'Civil Surgeons (in independent medical charge of civil districts) and in Explanation 1 includes the incumbent of the post of Assistant Inspector-General of Civil Hospitals, provided it is certified by the Inspector-General of Civil Hospitals that he would have held independent charge of a civil district if he had not been appointed as Assistant Inspector-General of Civil Hospitals.

(2) Temporary Engineers recruited before 1st May, 1922.

(3) Members of Specialist Services and all Engineer officers appointed to the scale of pay prescribed in letter No. E. 73, dated the 8th June, 1925, from the Government of India, Department of Industries and Labour, Public Works Branch.

(4) Inspectors of Schools and Inspectors holding special posts attached to Indian Educational Service (Women's Branch).

(5) Military Commissioned Officers in civil employ.

(6) Members of the Ecclesiastical Department under the administrative control of the Punjab Government.

(7) Chaplains of the Additional Clergy Society and Missionaries who occasionally perform the duties of Government Chaplains.

(8) Deputy Secretaries and Under-Secretaries to Government not otherwise qualified.

(9) Assistant Directors of Public Health, not belonging to the Indian Medical Service.

(10) Government servants holding special temporary posts created for the performance of the duties of a post reserved for a member of an All-India Service.

(11) Principal, Punjab Health School.

(12) Professors and Superintendents of Workshops, Punjab College of Engineering and Technology, Lahore.

(13) The Inspector of Industrial Schools for Girls, Punjab.

(14) Second Agricultural Engineer to Government, Punjab (S. Mahabub Ali).

(15) Members of the Class I Provincial Services including the Punjab Service of Engineers (Buildings and Roads Branch).

(16) Inspectors and Supervisors of Domestic Science, Punjab.


(18) Superintendents, Punjab Vaccine Institute.


Note 2.—The following Government servants will, when travelling by rail, be entitled to accommodation by the second class, irrespective of their grade:

(1) Agricultural Assistants in the "A" Division and Demonstrators in the Punjab Agricultural College, Lyallpur.

(2) Deputy Superintendent, 2nd grade in the Punjab Jail Department.

(3) Inspectors of Police drawing less than Rs. 20 per month (including Probationary Inspectors of Police who are posted to a district after receiving the prescribed course of training at Allahabad and who exercise the full powers of an Inspector).

(4) Sergeants of Police.

(5) Members of the Subordinate Engineering Service and Upper Subordinates when (in both cases) in charge of sub-divisions.

(6) Stenographers on Rs. 100—100—200 when accompanying an officer on tour.

(7) Medical graduates on the emergency plague staff.

(8) Veterinary Assistant Surgeons on Rs. 100—100—200—100—300.

(9) Medical graduates employed in the Mayo Hospital, Lahore, whether as House Surgeons or in the Casualty Department.

(10) Industrial Surveyors.

(11) District Inspectors of Schools.

(12) Clerk of Court to the Financial Commissioners.
No. 4.
Substitute the following for entry (12) under Note 1 to rule 2-22:—
"Professor and Superintendent of Works, Punjab College of Engineering and
Technology, Lahore (The Macmohan Engineering College)."

No. 6.
Insert the following as entry No. 29 in Note 1 to rule 2-22:—
"(26) Under Assistant Registrar, Cooperative Societies, Punjab."
(Punjab Government, Government Department, letter No. 307-D., dated the 9th September, 1941.)
[C. S. R. (Ph.), Vol. III, No. 6, dated 20th July, 1942.]

No. 108
Page 16. Rule 2-22
1. The following shall be inserted as entry No. 13 in Note 2 to rule 2-22:—
(13) Government servants on revised rates of pay on pay exceeding Rs. 175 per month.
[Finance Department notification No. 3111-14/3-F.2.44(1593), dated 21st September, 1944.]
2-23. TRAVELLING ALLOWANCE RULES.

2-23. A competent authority may, by General or special order, direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all Government servants travelling in any specified locality in which travelling is unusually expensive.

Notes 1.—When a Government servant in grade XIIHALT outside the territories administered by the Punjab Government he shall draw 6 annas as daily allowance except at Calcutta where he shall draw an allowance of 8 annas.

Notes 2.—When a Government servant in grades I to XI HALTS outside the territories administered by the Government of the Punjab, he shall draw daily allowance at the following rates:—

(a) Within the territories administered by the Government of the North-West Frontier Province and the Chief Commissioner of Delhi and in the States in the political charge of the Resident for the Punjab States or in the Bikener State or in the Kashmir State at the same rate as for halts in the Punjab.

(b) Elsewhere, at double the ordinary rate which would be admissible to him for a halt at a place in the Punjab, but not at the rate which has been fixed for special localities in the Punjab.

(c) For halts in Calcutta and Bombay a Government servant in grade I or II will be entitled to a minimum daily allowance of Rs. 21.

Notes 3.—When a Government servant travels by road within the territories administered by another local Government which has fixed special rates for Government servants under its administrative control, he must draw travelling allowance at the rates fixed for a Government servant drawing the same pay in those territories, daily allowance when admissible being drawn at the rates mentioned in note 2.

Notes 4.—The rates of daily allowance for hill tracts, ordinary, may be drawn in the following localities and on the hill roads mentioned below:

<table>
<thead>
<tr>
<th>District</th>
<th>Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Ambala</td>
<td>Kasauli, Sanawar and the Morla Baza.</td>
</tr>
<tr>
<td>2) Kangra</td>
<td>All, except the Kulu Sub-Division (except the motor road to Kasauli) and Chhota and Dara Banghal, and including Mandi and Sukot States.</td>
</tr>
<tr>
<td>3) Misuwali</td>
<td>Bhangi Khol Baza.</td>
</tr>
<tr>
<td>4) Rawalpindi</td>
<td>Munroe and Kabula Tehsils.</td>
</tr>
<tr>
<td>5) Der Ghazi Khan</td>
<td>Places beyond the external boundary of the district.</td>
</tr>
<tr>
<td>6) Simla</td>
<td>Simla Municipal, with Kastempiti, Mandora and Stahan, also Simla cantonments.</td>
</tr>
<tr>
<td>7) Hooglypur</td>
<td>Una Tehsils.</td>
</tr>
<tr>
<td>8) Gurdaspur</td>
<td>Dalhousie Municipal and the Cantonments of Balun and Bakhel.</td>
</tr>
</tbody>
</table>

HILL ROADS,

Kalka to Kasauli (except that portion which is common with the Kalka-Simla road).

Kasauli to Sabathu.
No. 84

Page 17. Rule 2-23

1. Add the following in the list of Hill Roads in Note 4 below:

(a) Campbellpur-Basal Road between miles 12 to 34 inclusive (mileage reckoned from Hatti) in the Attok district.

(b) The 13 miles from Katha Saghal to Pali of the Katha-Saghal-Pail-Munurab Road in the Shahpur district.

2. Add the following in sub-clause (c) of clause (2) "hill tracts ordinary" of paragraph 1 of Appendix H, as substituted by Punjab Government, Finance Department, notification No. 4608-FR-42/69-89, dated 9th September 1942:

(c) Campbellpur-Basal Road between miles 12 to 34 inclusive (mileage reckoned from Hatti) in the Attok district.

(d) The 13 miles from Katha Saghal to Pali of the Katha-Saghal-Pail-Munurab Road in the Shahpur district.

(Punjab Government notification No. 4605-FPW-43/540, dated the 29th November 1942.)

[C. S. B. (Ph.), Vol. III, No. 84, dated 18th January 1944.]

No. 80

Page 17

AMENDMENTS

1. For the existing item (2) of note 4 under rule 2-23, the following shall be substituted:

<table>
<thead>
<tr>
<th>District</th>
<th>Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kangra</td>
<td>Adj., except the Kala Sub-Division (except the motor road to Manali and the Revenue estates (Pahar) through which it runs),and Chhole and Bars Bangal, and including Mandi and Saket States.</td>
</tr>
</tbody>
</table>

2. For the existing item (2) of note 5 under rule 2-23 the following shall be substituted:

(a) The Kala Sub-Division (except the motor road to Manali and the Revenue estates (Pahar) through which it runs) and Chhole and Bars Bangal in the Kangra district.

(Punjab Government notification No. 3422-FR-43/74653, dated the 15th November 1943.)

[C. S. B. (Ph.), Vol. III, No. 80, dated 7th December 1943.]

Kasuuli to Sanawar.
Dharampur to Sabathu.
Dharampur to Sanawar.
Dharampur to Dagali.
Kumarhatti to Dagali.
Jutogh Railway Station to Jutogh Cantonment.

Note 6.—The rates of the daily allowance for hill tracts, special, may be drawn in the following locations—

Hill tracts, Special:—
(1) Sirmur District, including Simla Hill States, Nahan and the hill country of the Patiala States, but excluding tracts shown as ordinary, and the Kalin-Simla Cart road, which will be reckoned as in the plains.
(2) The Kulu Sub-Division (except the motor road to Mandi) and Chhota and Bare Jogiya in the Kangra district.
(3) Bahbar State.
(4) Kashmir State.
(5) Chamba State.

Note 6.—The rate of daily allowance of a Government servant who spends part of a day in one locality and part in a place for which a different rate of daily allowance is given should be determined according to the place where he spends the night succeeding such day.

Note 7.—The mileage rates by road for journeys in the hill tracts (special and ordinary) is 22½ per cent above the rates given in columns 6 of the statement in rule 2:18.

Note 8.—The ordinary rates of daily allowances and road mileage as specified in columns 6 and 6 of the table in rule 2:18 may be increased in the following ratios in case of the Chief Officer at Leh and his establishment for journeys performed in Jammu and Kashmir State—

Road mileage 22½ per cent. in the case of journeys which can be performed by motor transport.
100 per cent. in the case of journeys which cannot be performed by motor transport.
150 per cent. in the case of journeys beyond Leh.
Daily allowance 100 per cent.

2:24. A competent authority may, for reasons which should be recorded and on such conditions as it may think fit to impose, sanction for any Government servant or class of Government servants a daily allowance higher or lower than that prescribed in rule 2:18 or 2:23.

2:25. A competent authority may, for special reasons to be recorded, prescribe for a particular Government servant or class of servants or for journeys made by any special mode of conveyance, mileage allowance by road at a different rate from that prescribed in rule 2:18 or 2:23.

Note.—For journeys performed by motor cars, motor cycles, touts, motor buggies and motor omnibuses the rates of mileage shall be as laid down in notes 8 and 9 to rule 2:18.
26. Except for journeys on transfer (see section X) and journeys performed under the rules in Appendix J, the following rates of mileage allowance by rail or steamer are admissible:

Grades I to XI  ...  ...  1\% fares.
Grade XII  ...  ...  1 fare.  

of the class of accommodation to which the Government servant is entitled.

* Provided that where under the rules of the railway or steamer company return tickets, other than 4-monthly return tickets, are issued and the route of the return journey and the period within which it will be performed are covered by such rules, the rate of mileage allowance admissible under this rule shall be calculated on the actual fares chargeable by the railway or steamer company in each particular case.

Example.—A Government servant entitled to first class accommodation making a journey exceeding 25 miles, but not exceeding 100 miles, and of which he expects to complete the return journey within 4 days, would be entitled to 1\% fares of a first class ordinary return ticket instead of 1 fare of two first class full fares.

Note.—A controlling officer is the competent authority to decide whether a Government servant should have known that he could return within the time allowed for return tickets and have taken a return ticket.

27. Except when a notification implies a change of duties, the travelling allowance of a Government servant who is promoted or reverted with retrospective effect should not be revised in respect of the period intervening between the date of promotion or reversion and that on which it is notified.

In the case of all bills audited before the notification appears, the Audit Office should be guided by the facts known officially at the time, but, in the case of travelling allowance bills not presented or audited before the promotion

* In case where an officer on tour having purchased a return ticket finds that he is unable to avail himself of the return half of his railway ticket within the period of its availability, he should return the unused portion to the Station Master before the period of validity of the return ticket expires. Later he should purchase a single ticket when returning to his original station. A claim for a refund of the fare due on the unused portion of the return ticket should be due course be submitted to the Accountant, North-Western Railway, supported with full particulars of the return half made over to the Station Master and single journey ticket purchased for the return journey, when the claim for refund of half the single fare will be entertained by the Railway administration.
No. 50
Page 19. Rule 2:26

For the words "eight monthly" appearing in the second line of the rule 2:26 substitute the words "six monthly".

Delete the example given under rule 2:23.

[O. S. R. (Ph.), Vol. II, No. 50, dated 17th February 1943.]
(P. G. notification No. 4348-F.R.-42/88749, dated 8th December 1943.)
Section V.—Mileage Allowances.

(i) GENERAL.

2:28. A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey on the following principles:

(a) For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short, provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes.

(c) If a Government servant travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

Notes.—A Government servant's claims to travelling allowance should be regulated by the rules in force at the time the journey in respect of which they are made, are undertaken.

7:29. In respect of journeys between Judum and Rasul the shortest route shall be that actually travelled, i.e., either the road route from Judum to Rasul direct or the railway route Rasul-Mandi-Rehbanddin-Laharmusa-Judum.

7:30. The route from Old Central Jail, Multan, to the Civil Hospital, Multan via the Main Road shall be regarded as the shortest route for purposes of travelling allowance.

7:31. The road route between Lyallpur and Jhang shall be regarded the shortest route for purposes of travelling allowance.

7:32. The road route between Lyallpur and Jaranwala shall be regarded the shortest route for purposes of travelling allowance.

2:29. A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

2:30. The point in any station at which a journey is held to commence or end is the chief public office or such other point as may be fixed for the purpose by a competent authority. A list of points thus fixed is given in appendix D.

2:31. Mileage allowance is differently calculated, as shown in the following rules, according as the journey is, or could be, made by railway, by sea or river steamer or by road.

2:32. A Government servant is required to travel by the class of accommodation for which travelling allowance is admissible to him. The provisions of all rules regulating mileage allowance contained in these rules are subject to the condition that if a Government servant travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used plus the extra fare or fares admissible for the journeys of the class by which he is entitled to travel. In cases, however, in which the controlling officer is satisfied that there were sufficient reasons for the Government servant having travelled by the lower class, he may allow the full travelling allowance admissible for the higher class.
No. 16.

For the existing Note 7 below rule 2.23 substitute the following:—

Note 7.—The routes—
(a) from the old Central Jail, Multan, to the Civil Hospital, Multan, and District Courts, Multan.
(b) from the New Central Jail, Multan, to the Civil Hospital, Multan, and District Courts, Multan.

...via the Main Road shall be regarded as the shortest routes for purposes of travelling allowance.

(Punjab Government, Finance Department, notification No. 5459-E-41/3916, dated the 2nd October, 1941.)

(ii) **Mileage Allowances for Journeys by Railway.**

2.33. For the purpose of calculating mileage allowance, class accommodation sanctioned for a Government servant in rule 2.18 is further defined as follows:

(a) **First Class.**—Accommodation of the highest class, by whatever name it may be called, provided on the railway by which he travels.

(b) **Second Class.**—Second, or if the line by which he travels provides no second class accommodation on any train, the highest class.

(c) **Intermediate Class.**

(i) on any railway which provides no intermediate class accommodation on any of the trains which stop at the stations to and from which the Government servant is travelling—

(1) Where there are two classes only, lower class, and

(2) where there are three classes, second class if his pay is not less than Rs. 100 and third class if it is less than Rs. 100.

(ii) on any railway which provides intermediate class accommodation on trains which stop at the stations to and from which he is travelling, intermediate class.

(d) **Third Class.**—The lowest class, whether it be called lower, third or fourth.

**Note.**—In cases where the intermediate or third class railway fare is higher for journey made by faster train than it is for journeys made by other trains, Government servants entitled to the intermediate or third class of railway fare will not in general be entitled to draw mileage allowances regulated by the higher rate unless it is expressly certified on the travelling allowance bill by the Controlling Officer that it was in the interest of the public service that the journey should be made in the faster train. The higher rate of fare should not be allowed for journeys performed on account of transfer or recall from leave unless the Government servant transferred or recalled is expressly ordered to travel by a train for which the higher rate is charged.

2.34. If a Government servant entitled to second or intermediate class accommodation under rule 2.18 actually travels by a train which does not provide it, he may be allowed to draw a single railway fare of the next higher class plus the extra fare or fares admissible at the rate for the class by which
2:35-2:36. TRAVELLING ALLOWANCE RULES.

he is entitled to travel, provided that the journey is actually performed by the higher class and the controlling officer attaches to his travelling allowance bill a certificate that it was necessary in the public interest that he should travel by that train. This concession does not apply to a Government servant of the tenth and eleventh grades who travels on a line which provides intermediate class accommodation on one or more of its trains, but not on the particular train on which he travels if there be third class accommodation on that train. Such a Government servant is restricted to mileage allowance calculated for intermediate class accommodation.

2:35. When through booking involves the payment, for part of a journey, of rates for accommodation of a higher class than that to which the Government servant concerned is entitled, the Government servant may draw mileage allowance based on the higher rates for that part of the journey.

(iii) MILEAGE ALLOWANCES FOR JOURNEYS BY SEA OR BY RIVER STEAMER.

2:36. For the purpose of calculating mileage allowance the class accommodation provided for Government servants in rule 2:18 is further defined as follows:

(a) First Class.—Highest class.
(b) Second class.—If there be two classes only on the steamer, the higher class;
if there be more than two classes, middle or second class.
(c) Intermediate class.—If there be two classes only on the steamer the lower class;
If there be three classes, middle or second class;
if there be four classes, third class;
Provided that a competent authority may direct that any Government servant whose pay does not exceed Rs. 45 is entitled, for journeys generally or for particular journeys, to accommodation in the lowest class only.
(d) Third class.—Lowest class.


2:37. In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" in rule 2:26 should be held to mean fare exclusive of diet.

2:38. In cases of doubt, or in which, owing to the arrangement of classes on a steamer, the provisions of rule 2:36 if strictly construed, involve hardship, a competent authority may decide, for journeys generally or for particular journeys, to what class of accommodation a Government servant is entitled; and whether, if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.

2:39. The rules in this sub-section apply to Government servants who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a railway journey and the charge for it is included in the railway fare. In the latter case, the crossing is treated as part of the railway journey.

2:40. If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to travelling allowance under rule 2:169 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

2:41. A Government servant of the twelfth grade, when travelling by sea or river steamer, may draw, in addition to mileage allowance, daily allowance at double the rate ordinarily admissible to him; provided that, whatever be the nature of other journeys which may be combined with the steamer journey, no further daily allowance may be drawn for any day for which this double allowance is drawn.

(i) Mileage Allowance for Journeys by Road.

2:42. For the purpose of these rules, travelling by road includes travelling by sea or river in a steam or motor launch or in any vessel other than a steamer, and travelling by canal.

2:43. In calculating mileage allowance for journeys by road, fractions of a mile should be omitted from the total of a bill for any one journey, but not from the various items which make up the bill.

2:44. If a Government servant travels by stage carriage he can receive 1½ fares actually paid in exchange for mileage. Government servants travelling by motor car or motor cycle between places connected by railway may, with the sanction of a competent authority, be allowed mileage allowance, provided the competent authority certifies that the journey was performed in the public interest.

Note 1.—Mileage allowance may be allowed for both outward and return journeys made between places connected by rail when either of such journeys is performed for the purpose of 'road inspection' on the concurring signature of the Controlling Officer.

Note 2.—When His Excellency the Governor travels by road, members of the personal staff accompanying him are permitted to travel by road between stations connected by rail.

Section VI.—Daily Allowance.

2:46. A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

2:47. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government servant whose duties require that he should travel, and may not be drawn except while on tour.

Section VII.—Actual Expenses.

2:48. Unless in any case it be otherwise expressly provided in these rules, no Government servant is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as travelling allowance the actual cost or part of the actual cost of travelling.
No. 28
Page 25  Rule 2.45

Insert the following as Note 3 below this rule:

Note 3—Ordinaires and Khaleds attached to the Colonization Officer, Nili Bar Colony are allowed to draw subsistence allowance for both outward and return journeys when they accompany official baggage carried by camels irrespective of whether the stations are or are not connected by rail.

[C. S. B. (Punjab), Volume III, No. 28, dated 6th October 1942.]
2:49. When a Government servant is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer, that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary.

Section VIII.—Journeys on Tour.

(i) General Rules.

2:50. The travelling allowance drawn by a Government servant on tour ordinarily takes the shape of either permanent travelling allowance or daily allowance if either of these is admissible to him. Permanent travelling allowance and daily allowance may, however, in certain circumstances be exchanged for mileage allowance or for the whole or part of the actual cost of travelling. In certain other circumstances actual cost may be drawn in addition to daily allowance or for journeys for which no daily allowance is admissible.

Note.—The exchange of mileage allowance for permanent travelling allowance shall be made at the rate of 1/90th of the permanent travelling allowance for each day on which the mileage allowance is drawn.

2:51. A Government servant is on tour when absent on duty from his headquarters either within, or, with proper sanction, beyond, his sphere of duty. For the purposes of this section a journey to a hill station is not treated as a journey on tour.

Note.—Permission to proceed on duty beyond the sphere of duty can be given under paragraph 25 of Annexure to Chapter II of Volume I of these rules.

2:52. For the purpose of rule 2:51 a competent authority in case of doubt may decide whether an absence from headquarters, whether in a particular case or in a general class of cases, is absence on duty.

Note.—When row is proceeded under this rule, a copy of the report, briefly giving the ground of sanction, should be sent to the Accountant-General for audi.
2:53. A competent authority may impose such restrictions as it may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants.

2:54. If a competent authority declares that the pay of a particular Government servant or class of Government servants has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government servant's sphere of duty, such a Government servant may draw no travelling allowance for such journeys, though he may draw mileage allowance, or, if he be in inferior service, travelling allowance under rule 2:66 for journeys by rail or steamer. When traveling on duty with proper sanction beyond his sphere of duty, he may draw travelling allowance, calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty.

Note 1.—A list of the appointments so declared is given in Appendix B.

Note 2.—Head Constables and Constables of Police on escort duty are entitled to draw the actual cost of the conveyance of their baggage by road in addition to the daily and mileage allowance admissible to them under the ordinary rules.

Note 3.—Tent-pitchers in the Police Department may draw travelling allowance when accompanying an officer on a journey on tour for which travelling allowance for more than two men on the inferior establishment (whether orderly or tent-pitcher) is not drawn.

Note 4.—Police Officers are permitted to draw travelling allowance for journeys by road within their sphere of duty made in public motor vehicles provided that the amount is not more than the railway fare between the two places and provided also that the journey if had not been performed by a public motor vehicle would have been performed by rail.

Note 5.—A police officer below the rank of Inspector may draw travelling allowance for a journey performed by him on road either within or beyond his sphere of duty, provided the Superintendent of Police certifies in writing that the journey was necessary in the public interest. Exception (b) to rule 4 of Appendix B.

2:55. The Commandant, Subedar-Major (or other officer working for him in his unavoidable absence), Head Clerk, Pay Officer and the Officers of the Baluch Levy attached under proper authority to the camps of Magistrates or Gazetted Officers as Court or personal orderlies, the Armourer and prisoners' escorts travelling from Fort Munro (Khar) to Sakhi Sarwar are entitled to the usual rate of travelling allowance admissible for journeys on tour. The tent-pitcher may also draw travelling allowance.
allowance when accompanying an officer on a journey on tour for which travelling allowance for more than two men on the exterior establishment (whether orderly or tent-pitcher) is not drawn.

An Indian officer (i.e., the Subedar-Major, the Subedar or a Jamadar) when in charge of a group of emergency pickets is entitled to draw travelling allowance for journeys of inspection performed by him under proper authority between any pickets under his charge at the ordinary rate of travelling allowance admissible for journeys on tour.

Norm 1.—Non-Commissioned Officers below and including the rank of Havildar and Sepoys of the Police Levies are entitled to draw in addition to the daily cost of conveyance of their baggage by road up to a maximum of 25 a month, in the case of the daily, and mileage allowance admissible to them under the ordinary rule.

Norm 2.—The sphere of duty for the purpose of this rule and rule 2-100 shall be (i) Dera Ghazi Khan taluk in the case of men posted at Dera Ghazi Khan, (ii) Sanghar taluk in the case of men posted to any of the three northern posts, viz., Lakhpat, Yakka and Chilaswala.

2-56. (a) A competent authority may prescribe the scale of Government tents to be supplied to any Government servant or class of Government servants for office, or, if it thinks fit, for personal use.

(b) In every case where a Government tent is taken by Government servants on tour half of the carriage will be borne by Government and the other half shall be paid by the Government servant or servants for using the tent or tents.

(c) Tents occupied by Assistant Commissioners, while under settlement training, Inspectors and Sub-Inspectors of the Fisheries Department, Tahsildars, Naib-Tahsildars, Settlement Tahsildars and Naib-Tahsildars, Excise Inspectors and Sub-Inspectors, Inspectors, Co-operative Societies, and Veterinary Inspectors, whatever their pay, District Kumangs, the two Deputy Forest Rangers employed on re-afforestation work in Katardhar Range, Hoshiarpur district; and Deputy Rangers, Foresters and Forest Guards while employed on working plan duty; surveying instructors of the Government School of Engineering, Punjab, Ramsey, accompanying students in their annual survey camp and by ministerial officers drawing Rs. 175 per month or less, and tents occupied by chaparais or police guards will be carried wholly at Government expense.
(d) Government servants who are allowed tents for their office establishment only are not entitled, when they go into camp without an office establishment, to the use of tents at Government expense, and must therefore bear the whole cost of their carriage.

(ii) **DAILY ALLOWANCE ON TOUR.**

2.57. Except where otherwise expressly provided in these rules, a Government servant not in receipt of permanent travelling allowance draws travelling allowance for journeys on tour in the shape of daily allowance.

2.58. Daily allowance may not be drawn, except during absence from headquarters on duty. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

2.59. Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of five miles from his headquarters or return to his headquarters from a similar point.

Note.—The term radius of five miles should be interpreted as meaning a distance of 5 miles by the shortest practicable route by which a traveller can reach his destination by the ordinary modes of travelling.

2.60. Subject to the conditions laid down in rules 2.61 and 2.62, daily allowance may be drawn during a halt on tour or on a holiday occurring during the tour.

2.61. Daily allowance may not be drawn for a continuous halt of more than ten days at any one place, provided that a competent authority may grant general or individual exemptions from the operation of this rule, on such conditions as it thinks fit, if it is satisfied—

(a) that prolonged halts are necessary in the interests of the public service; and

(b) that such halts necessitate the maintenance of camp equipage or, where no camp equipage is main
tained continue, after the first ten days, to entail extra expense upon the halting Government servant.

Note. — A list of exemptions is given in Appendix F.

262. For the purposes of rules 259, 260 and 261—

(a) After a continuous halt of ten days' duration, the halting place shall be regarded as the Government servant's temporary headquarters.

(b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding five miles for a period including not less than three nights.

(c) In calculating the duration of a halt, any day on which the Government servant travels or halts at a distance from the halting place exceeding five miles shall be excluded. On such a day the Government servant may draw daily allowance or exchange it for mileage allowance if admissible.

(d) A Government servant who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

(e) Daily allowance is not admissible for any day, whether Sunday or holiday, unless the Government servant is actually, and not merely constructively, in camp.

(f) When bodies of police and of the Baluch levy are moved from one tahsil to another for special temporary duty, the new tahsil will not be regarded as their sphere of duty for the first ten days, and halting allowance will be admissible to all ranks for the first ten days. After that time the new tahsil will be regarded as their sphere of duty and mileage and daily allowances will be governed by the ordinary travelling allowance rules.

(g) Teachers of Government institutions accompanying candidates to the Matriculation Examination centres, who act as Superintendents, Assistant
Superintendents or invigilators of examinations conducted by the Punjab University, may, besides travelling allowance to and from the examination centres, draw at their option, daily allowance at the rate admissible to them for the period of the examination, or the fees paid by the Punjab University. If daily allowance is drawn the fees paid by the University should be credited to Government.

(iii) **Mileage Allowance and Actual Expenses in Place of, or in Addition to, Daily Allowance on Tour.**

Exchange of daily allowance for mileage allowance during the whole period of a tour.

\[2:63.\] A competent authority may, by general or special order and on such conditions as it thinks fit to impose, permit any Government servant or class of Government servants to draw mileage allowance instead of daily allowance for the whole period of any absence from headquarters if it considers that the nature of the Government servant's duty is such that daily allowance is not sufficient to cover his travelling expenses.

\[2:64.\] When a journey by road only is performed mileage allowance may be drawn in addition to daily allowance for such portion of the journey as is in excess of (a) 25 miles if the journey starts from and ends with the same place on the same day; and (b) 15 miles in other cases. If, however, the mileage for the first 25 or 15 miles (as the case may be) be less than the daily allowance, mileage should be drawn instead of daily allowance, provided the mileage calculated for the entire journey be not less than the daily allowance. For journeys from headquarters and back not exceeding 25 miles performed on the same day to a place beyond a radius of 5 miles
Substitute the following for note below rule 2-66 as amended by provision (4) of S.R.O. No. 160, dated the 15th August 1964—

"If any motor car or other vehicle be purchased on hire-purchase, one ordinary and the other Compound, central daily allowances shall be admissible in respect of each separate journey."

Quoted Department: Superintendent, No. 460-F.S.R.61, dated the 13th March 1964.

Return No. 1, dated 6th April 1964.

No. 100

Pages 21, 22, 48 and 49

Note 3-90, 260, 270, 270 and 270.

For rule 2-64, 2-68, 2-66, 2-70 and 2-70, the following shall be added—

2-64. Subject to any conditions which a competent authority may by general or special order impose, a Government servant on official duty in a separate service may exchange his daily allowance for mileage allowance on any day or part thereof:

(i) if he travels by railway or steamer or both,

(ii) if he travels more than 20 miles by road; Provided that, if the journey satisfies the conditions laid down in sub-clause (ii) of rule 2-64, the exchange must be made for all such days and not for any part of them.

Provided that where by rules, sub-sections or otherwise, a Government servant is entitled to a tour allowance, then neither the journey travelled by road nor the amount of such allowance admissible for road journeys shall be reckoned towards the tour allowance.

2-65. Where a journey by road is combined with a journey by railway or steamer before the latter stage of the journey by road is cancelled, or road and rail travel are in the same direction, the amount of the daily allowance admissible as indulgence shall be calculated on the amount actually traversed without regard to the points fixed by or under rule 2-60.

2-66. In addition to the mileage allowance for journeys by rail, or by sea or river steamer or by road admissible under rule 2-64 and 2-65, a Government servant may draw a half daily allowance for the days of departure and arrival including days of engagement from and arrival at headquarters.

Note—(a) The days of arrival and departure shall be construed as having ended with the journey and accordingly half daily allowance should be admissible for such journeys.

2-69. Except as otherwise expressly provided in this sub-section, when on a journey other than a journey by railway or steamer, or by sea or river steamer, a Government servant travels by the way of locomotion provided at the expense of the Government, a local fund, a Court of Wards or an Indian State, he does not pay the cost of the same or requisition, he is entitled to travelling allowance as follows:

(a) if he has not to provide repair or conveyance at his own expense for his attendants or luggage he may draw the daily allowance of his grade for the whole of the journey and for the mileage allowance. If however part of the journey above 20 miles is made by other means of locomotion, he may count the latter part for all mileage'

(b) if he has to provide separate conveyances at his own expense for his attendants or luggage, he may, in addition to the daily allowance admissible under clause (a) count the distance exceeding 20 miles at half rates for mileage allowance and any part of the journey above 20 miles is made by other means of locomotion at full rates.

Note 1—The19th amendment to the 9th April 1964, it is defined that the daily allowance admissible under this rule on these cases only when the expenses incurred is more than 20 miles, from his headquarters.

Note 2—The official of the Government Irrigation Deptt. Where, using Government car or motor cycle will not be allowed travelling allowance at any part for journey performed on the car.

Note 3—The provisions of the rule apply equally to journey made intraservice and interstate.

With a Government servant, who travels by a motor car which
has been supplied to him at the expense of Government or on condition that the Government servant travels by motor car for the ordinary and at the ordinary rate of the same car, may draw travelling allowance admissible under sub-clause (a) above and for the remaining part of the journey at the ordinary rate of the same car.

(i) if he travels by the motor car above 20 miles and draws travelling allowance, he may count the distance exceeding 20 miles as travel allowance and the remaining journey as one involving the allowance admissible under sub-clause (a) above and for the journey by other conveyance at full rates.

(ii) if he combines with a journey by road, with or without or partly in the motor car, a journey by railway or steamer, he may draw travelling allowance for the railway or steamer in addition to the allowance admissible under clause (a) and (b) of this rule for the journey by road.
the travelling allowance drawn should be mileage allowance or daily allowance, whichever is less.

Note.—Short journeys within a radius of five miles from headquarters may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

\[2:65\]. When a journey is performed by railway or steamer or both, a Government servant in superior service may, subject to any conditions which a competent authority may by general or special order impose, exchange his daily allowance for mileage allowance on any day on which he travels by railway or steamer or both, provided that if a continuous journey extends over more than one day the exchange must be made for all such days and not for a part only of them. In addition to the mileage allowance the Government servant may draw a half daily allowance for the days of departure and arrival including days of departure from and arrival at headquarters.

Note.—This rule applies to days on which the Government servant travels by railway or steamer or both, but does not perform a road journey in addition. The latter case is provided for in the next rule.

\[2:66\]. When, on any day, a journey by road is combined with a journey by railway or steamer or both, a Government servant in superior service, may, subject to any conditions which a competent authority may by general or special order impose, draw, in lieu of his daily allowance, mileage allowance in respect of the journey by rail or steamer or both, plus either (1) half daily allowance, or (2) if the journey by road does not exceed (a) 25 miles if it starts from and ends with the same place on the same day, and (b) 15 miles in other cases, mileage allowance restricted to daily allowance. If these limits are exceeded he may draw in addition mileage allowance for the excess number of miles. Unless such journey by road be a journey to or from the Government servant's headquarters, mileage by road under this rule shall be calculated on the distance actually travelled without regard to the points fixed by or under rule 2:30.

Note.—Short journeys within a radius of five miles from headquarters may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

\[2:67\]. When a journey by road is performed in a private motor vehicle which is not the property of the Government
No. 44
Page 32, Rule 2-65
Insert the following as note 2 under Rule 2-65, numbering the existing note as note 1:—

"Note 2—Each day or the days of arrival and departure should be considered to have concluded with each journey and consequently separate half daily allowance should be admissible for each separate journey."


[Government of India, Finance Department, U.O. No. F.D. 34, dated 19th November 1937.]

No. 69
Page 32, Rule 2-65
Substitute the following for Note 2, below this rule as inserted by correction slip No. 44, dated the 21st December 1942:—

"If on any one day two separate journeys are performed, one ending at and the other commencing from the headquarters, one half daily allowance would be admissible in respect of each separate journey."

(Finance Department Memorandum No. 270-P.R.-46/21318, dated the 17th/21st March 1944.)

(C.S.R. (P.H.), Vol. III, No. 93, dated 18th June 1944.)

No. 45
Page 32, Rule 2-66
Insert the following as note 2 under Rule 2-66, numbering the existing note as note 1:—

"Note 2—Each day or the days of arrival and departure should be considered to have concluded with each journey and consequently separate half daily allowance should be admissible for each separate journey."


No. 90
Page 32, Rule 2-66
Substitute the following for Note 2, below this rule, as inserted by correction slip No. 46, dated the 21st December 1942:—

"If on any one day two separate journeys are performed, one ending at and the other commencing from the headquarters, one half daily allowance would be admissible in respect of each separate journey."

(Finance Department Memorandum No. 270-P.R.-46/21318, dated the 17th/21st March 1944.)

(C.S.R. (P.H.), Vol. III, No. 90, dated 18th June 1944.)

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servant travelling, travelling allowance will be regulated by rule 2-170.

Note 1.—When two or more Government servants travel in a motor vehicle belonging to one of them the travelling allowance of the owner of the vehicle will be regulated by the ordinary rules and the travelling allowance of the other Government servants travelling with the owner will be regulated by rule 2-170 even though they may have incurred some expense for the use or propulsion of the vehicle in question.

Note 2.—The words "private motor vehicles" used in this rule do not include public motor vehicles plying for hire.

2-68. Subject to any conditions which a competent authority may, by general or special order impose, a non-gazetted ministerial or inferior Government servant may, for any day on which he travels by public or hired conveyance under a certificate from the head of his office that he is required to do so, draw mileage allowance instead of daily allowance.

2-69. The following conditions are applicable to a Government servant in inferior service:—

(a) For a journey by railway, he may draw mileage allowance in addition to daily allowance for each day.

(b) For a journey by sea or river steamer, he may draw travelling allowance under rule 2-41.

(c) For a journey by road, he may draw mileage allowance in addition to daily allowance under rule 2-64 or instead of daily allowance if the condition of rule 2-63 is fulfilled, but for a journey by road performed in a private motor vehicle (belonging to another Government servant) for the use or propulsion of which he does not incur any expense, he may draw only the daily allowance but no mileage allowance under rule 2-64.

(d) For a journey by road combined with a journey by railway or steamer, or both, he may draw the allowances admissible for the rail or steamer journeys under clause (a) or (b), as the case may be, and for road journeys under clause (c) subject
Correction slip to the Civil Services Rules (Punjab). Volume III, Travelling Allowance Rules

No. 145

For clause (c) of rule 2.69 the following shall be substituted:

"For a journey by road, he may exchange daily allowance for mileage allowance if the journey exceeds 20 miles or the condition of rule 2.68 is fulfilled, but for a journey by road performed in a private motor vehicle (belonging to another Government servant) for the use or propulsion of which he does not incur any expense, he may draw only the daily allowance but no mileage allowance under rule 2.64."

(Finance Department notification No. 2674-ER-45/974, dated 19th December 1945.)

(Civil Service Rules (Punjab), Volume III, No. 145, dated 18th February 1946.)
to the restrictions in rule 2.41 regarding daily allowance.

**Exception.**—Except peace when on tour within their sphere of duty are not entitled to any form of travelling except a third class railway fare for journeys by rail.

2.70. **Canal Patwaris and Mirabs are entitled to draw travelling allowance as under:**

(a) For a journey by railway a Canal Patwari or Mirab may draw mileage allowance in addition to daily allowance for each day.

(b) For a journey on duty outside the divisional or the Zilladar’s headquarters for final check and preparation of seasonal demand measurements, he may draw travelling allowance for a road journey and halting allowance while detained at headquarters subject to the conditions and restrictions laid down in rule 2.69 read with 2.64, but a Patwari or Mirab, whose headquarters are not more than five miles distant from the divisional or the Zilladar’s headquarters, will draw daily allowance for the journey there and not mileage. A Patwari or Mirab who for his own convenience returns at night to his headquarters though aware that he will have to attend at the divisional or the Zilladar’s headquarters the next day or days, will draw for each complete day he would have spent at the divisional or the Zilladar’s headquarters if he had not elected to return by night to his circle, only the authorized halting allowance and not mileage.

(c) For a journey on duty outside his circle, other than the divisional or the Zilladar’s headquarters, he may draw travelling allowance as at (b) above with the sanction of the Executive Engineer.

2.71. A competent authority may permit any Government servant, who is compelled by a sudden emergency to leave his camp and travel rapidly on duty to a place more than twenty miles distant, to draw, in addition to daily and mileage allowance, the actual cost of maintaining his camp, whether the camp be moved or not.
No. 26.
Page 34, Rule 2-79.
Substitute the following for clause (c):—

(c) For a journey on duty outside his circle other than those mentioned at (b) above, he may draw Travelling Allowance at the rates mentioned therein with the sanction of the Executive Engineer.

(Punjab Government, Public Works Department, Irrigation Branch, notification No. E22462.440/20, dated 1st June, 1942.)


No. 9.
Page 34, Rule 2-89.
In line 2 of "Exception" below this Rule between the words "travelling" and "except" insert the word "allowance".

provided that the amount of actual cost drawn shall not exceed the daily allowance of his grade.

272. A Government servant entitled to daily allowance, whose sphere of duty extends over a whole province may, when making a journey of more than one hundred miles to the first or from the last camp of an extensive tour, recover, in lieu of the daily allowance admissible for the days occupied by such journey, the whole necessary cost of the journey, including the cost of transportation of camp equipment and of servants, horses, motor cars, motor cycles, bicycles and private baggage on such scale as a competent authority may prescribe.

Note.—For the scale fixed under this rule see appendix IV.

273. When a competent authority is satisfied that it is in the interests of the public service that a particular Government servant on tour should send his horses, camels, motor-cars, motor-cycles, bicycles or camp equipment by railway or steamer or by country craft when no steamer service exists capable of conveying the goods or animals or when such means of carriage is cheaper or more expeditions, it may, by special order in each case, permit him to recover, in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them including incidental expenses.

Note 1.—In the case of a motor car, the cost of transporting a chauffeur or cleaner and for each horse the cost of transporting one eye and one grass-cutter may be drawn.

Note 2.—The term 'motor cycle' in this rule includes a side-car.

Note 3.—The actual cost of transporting includes empty baggage charge, if any is levied by the railway authorities for a covered carriage or motor car truck if one is not available at the station of despatch and has to be obtained from elsewhere.

Note 4.—The fundamental criterion is whether the interests of the public service (including the economy of the Government servant's time) make it desirable that the animals or vehicles should be sent by rail instead of by road. Such cost should only be given when the animals or vehicles are required for strictly official duties at a place where no suitable means of conveyance can be hired and there has not been time to allow of marching the animals from the last place at which they were used for public duty. The fact that a motor car is required for temporary use within the limits of another station to which a Government servant may proceed on inspection or other temporary duty is not a sufficient reason for the Government servant travelling by motor car between places connected by railway or for taking a car by rail. In all such cases touring officers must confine themselves with the means of locomotion that are locally available.

Note 5.—The competent authority prescribed under this rule, may, in cases where it is satisfied that it is impossible or inconvenient for a particular Government servant of grade—
36


1 to IV on tour to march his horse or horses to their destination, and that it is in the public interest that he should transport his horse or horses, in a motor trailer, may, by special order in each case, permit him to recover an additional mileage allowance of one anna per mile for a journey by road undertaken in motor car to which the trailer is attached.

274. A competent authority may, by general or special order, prescribe limitations on the weight of camp equipment and the number of conveyances and animals to be carried at Government expense under rule 273 by a particular Government servant or class of Government servants.

275. (a) The following provisions are applicable to:

(i) officers and men of Railway Police;
(ii) Civil Assistant Surgeons lent to the Railway Department; and
(iii) any other Government servant or class of Government servants, whose duties involve constant travelling by railway, to whom a competent authority may declare them to be applicable.

(b) When such a Government servant makes a journey by railway on tour:

(i) He is entitled either to a free pass under the free pass rules of the railway or to the fares for himself and the servants and baggage accompanying him which a free pass would cover.

(ii) He may draw daily allowance for any day on which he is absent from his headquarters for more than eight consecutive hours.

(iii) He may not exchange for mileage allowance the allowances admissible under sub-clauses (i) and (ii) of this clause.

(iv) If he combines with a railway journey a journey by steamer or road, he may, if he travels to a place distant at least five miles from the point where he leaves the railway or returns to the railway from a place similarly distant, draw mileage allowance for the journey by steamer or
276—278. TRAVELLING ALLOWANCE RULES.

Road, in addition to daily allowance, if any, admissible under this rule or under rule 241, provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of the absence from his headquarters.

Note.—If in the exigency of public service such officers travel by road only, their travelling allowance will be governed by rule 2-56.

(ii) TRAVELLING ALLOWANCE ADMISSIBLE FOR JOURNEYS AND HALTS WITHIN FIVE MILES OF HEADQUARTERS.

276. A competent authority may, by general or special order, permit any Government servant or class of Government servants to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these rules.

Note.—This rule is not intended to cover cases where a non-gazetted or inferior Government servant is despatched on duty to a place at some distance from his office or is summoned to his office by a special order of a gazetted officer outside the ordinary hours of duty. In such cases the expenditure involved may be paid by Government and charged to contingencies provided:

(a) that the head of the office certifies that the expenditure was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used;

(b) that the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and that he is not granted any compensatory leave, and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

277. A Government servant travelling on duty within five miles of his headquarters is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by railway or other public conveyance.

278. On the following conditions and any other conditions which it may think fit to impose, a competent authority may, by general or special order, permit any Government servant or class of Government servants to recover the actual cost of maintaining camp equipage during a halt at headquarters or within five miles of headquarters or during the interval between the Government servant's departure from or arrival at headquarters and that of his camp equipage:

(a) The amount drawn, together with any amounts recovered under rule 277, should not exceed the daily allowance of his grade.
(b) The period of the halt or interval for which it is
granted should not exceed ten days. An absence
on duty from the halting place for less than three
ights should not be treated as interrupting the
halt or interval.

c) The Government servant must certify that he had
maintained the whole or part of his camp equip-
age during the halt or interval and that the
expense of maintenance has not been less than the
amount drawn. In the case of a non-gazetted or
inferior servant, the head of the office must
certify that such maintenance was necessary.

d) The expense of maintenance of camp equipage
during halts at headquarters is the difference be-
tween the actual outlay incurred by a Government
servant in maintaining the equipage during that
time and the outlay he would incur if he could dis-
charge it and had nothing to do with it till he
wanted it again. Interest on capital outlay, and
charges on account of depreciation and repairs
as well as the upkeep of horses, etc., used only for
the conveyance of the Government servant on his
marches, cannot be reckoned in "actual expenses"
of keeping up camp equipage. The cost of main-
taining camp equipage hired by the month may
be included in the expenses.

e) A Government servant who, while halting at head-
quarters and drawing allowance under this rule
makes a journey of 5 miles or less, returning the
same day to headquarters, may be granted allow-
ances under both this rule and rule 277 subject
to the restriction contained in clause (a) of this
rule that the total sum received shall not exceed
the daily allowance.

(f) In the case of Clerks and Munshis, riding horses
and riding camels are included in the camp equip-
age in maintenance of which during halts at
headquarters allowances within certain limits are admissible under this rule.

279. Government servants of grades I, II, III, IV and V may draw in lieu of ordinary daily allowance enhanced allowance at the following rates for journeys and halts on tour in the plains —

<table>
<thead>
<tr>
<th>Grades</th>
<th>Rs. per diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>I and II</td>
<td>9</td>
</tr>
<tr>
<td>III</td>
<td>7</td>
</tr>
<tr>
<td>IV</td>
<td>6</td>
</tr>
<tr>
<td>V</td>
<td>4</td>
</tr>
</tbody>
</table>

Provided that—

(a) the conditions that would entitle them to draw ordinary daily allowance are satisfied;
(b) the absence from headquarters exceeds 72 hours;
(c) the enhanced daily allowance is not drawn in addition to mileage allowance for the same day.

Section IX.—Journey of a newly appointed Government servant to join his first post.

280. Except as otherwise provided in this section, travelling allowance is not admissible to any person appointed to a post in Government service who is not at the time holding any appointment under Government, for the journey to join his post.

Note.—Travelling allowance is not admissible for a journey undertaken to procure a health certificate required on first appointment to Government service.

281. A competent authority may, by general or special order, permit any such person, whether appointed to a temporary or a permanent post, to draw travelling allowance for the journey to join his post.

282. Any person appointed to the Public Works or other Department from an Engineering College or School, or to the Medical or Public Health Department from a Medical College or School or to the Department of Agriculture from an Agricultural College or School may be granted by competent authority travelling allowance for the journey to join his post. He may draw travelling allowance from the place where he receives the order of his appointment, provided
No. 68

Page 39. Rule 279

Add the following as an exception to rule 279:

Exception—If a Government servant travels in another Government servant's car and does not actually draw any mileage allowance, he will be eligible for enhanced daily allowance under this rule if the conditions of provisos (a) and (b) to this rule are fulfilled.

(Punjab Government, Finance Department, notification No. 316-F.R-43/4015, dated the 2nd July 1943)

[C. S. R. (Punjab), Volume III, No. 68, dated 18th August 1943]
that the allowance so drawn is not greater than that to which he would be entitled had he joined his appointment direct from the College or School.

2:33. When a pensioner or a Government servant who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is re-appointed to Government service, the authority which sanctions his reappointment may permit him to draw travelling allowance for so much of his journey to join his new post as falls within India.

2:34. When a person is appointed to a post in Government service which he cannot join except by sea, a competent authority may grant him a free passage by sea from one part of India to another such part.

Note.—The consent of the Finance Department is not necessary under this rule.

2:35. Any person appointed, while resident in Europe, by the Secretary of State in Council to Government service in India, other than a person whose case is covered by the orders issued by His Majesty in Council under section 221 of the Government of India Act, 1935, may draw mileage allowance for the journey to join his first post from any port in India at which, with the permission of the Secretary of State, he may disembark.

2:36. Travelling allowance under rules 2:31, 2:32 and 2:33 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

2:37. When travelling allowance is drawn under rules 2:31, 2:32, 2:33 and 2:35 the rate admissible is that of the grade to which the Government servant will belong after joining his post.

2:38. Students selected to hold Government scholarships tenable in England shall, when proceeding to, or returning from, England be granted a single second class fare by railway in India and freight for personal luggage not exceeding three maunds from the home of the student to the port of embarkation and on the completion of the scholarship period, from the port of debarkation to the home of the student.
Section X.—Journeys on transfer.

289. Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

Audit Instruction.—When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer should be sent to the Audit officer of the circle of audit in which he is serving, with an endorsement stating the reason for transfer. In the absence of such an endorsement the Audit officer shall assume that the Government servant has been transferred for the public convenience. In the case of non- gazetted Government servants, a certificate from the head of the office will be accepted in lieu of the copy of the order of transfer.

290. A Government servant may draw travelling allowance under this section for a journey on transfer from military to civil employ.

291. Unless in any case it be otherwise expressly provided in these rules or in rules made under other sections of the Government of India Act, a Government servant in superior service is entitled for a journey on transfer, including transfers from military to civil employ, to the following allowances:—

1.—For journeys by rail or steamer—
   (i) He may draw three fares of the class to which his grade entitles him.
   (ii) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid.
   (iii) He may draw the actual cost of transporting by goods train, steamer, or other craft includ-
No. 39
Pages 41–45, Rule 2.01
AMENDMENT

The following shall be inserted as "Note 7" below rule 2.01-1 (iii):

"Note 7—For the duration of the war, if the railway authorities refuse to book personal effects by goods train, a Government servant may draw actual expenses, up to the limits of weight prescribed above, for their carriage by lorry or passenger train whichever is less. The amount claimed should not exceed that admissible under rule
ing country boats, personal effects up to the following maxima:

<table>
<thead>
<tr>
<th>Grade of Government servant</th>
<th>If not possessing a family</th>
<th>If possessing a family</th>
</tr>
</thead>
<tbody>
<tr>
<td>I to II (I to VII)</td>
<td>40 8 8</td>
<td>60 12 12</td>
</tr>
<tr>
<td>III to VII (VIII to XI)</td>
<td>20 4 5</td>
<td>30 5 5</td>
</tr>
<tr>
<td></td>
<td>12 2 2</td>
<td>15 2 2</td>
</tr>
</tbody>
</table>

Provided that (1) a competent authority may prescribe lower maxima in the case of any specified class of Government servants; and (2) if a Government servant carries his personal effects by road between stations connected by rail or steamer, he may draw actual expenses not exceeding the cost of their freight by goods train or steamer up to the limits of weight prescribed above.

**Note 1.**—A Government servant who under rule 2:22 is entitled, when travelling by rail, to accommodation by the first or second class irrespective of his grade, is allowed to transport personal effects up to the maxima fixed for Government servants of grades I to II if he is permitted to travel by first class, and of grades III to VII if he is permitted to travel second class.

**Note 2.**—Claims preferred under this rule for the carriage of personal effects should be admitted in all cases at the lowest available rates for "smalls".

**Note 3.**—Subject to the prescribed maximum number of smands, a Government servant may draw the actual cost of transporting personal effects to his new station from a place in India other than his old station (e.g., from a place where they are purchased or route, or have been left on the occasion of a previous transfer) or from his old station to a place in India other than his new station, provided that the total amount drawn, including the cost of transporting those personal effects, shall not exceed that admissible had all his personal effects been transported from the old to the new station direct.

**Note 4.**—Motor cars or other conveyances shall be deemed a part of personal effects for the purpose of this rule in all cases where a Government servant is not entitled to travelling allowance for transport under rule 2:91—1 (c).
(iv) Provided that—

(1) the distance travelled exceeds 80 miles;

(2) the Government servant is travelling to join a post in which the possession of a conveyance or horses is advantageous from the point of view of his efficiency; and

(3) conveyances or horses are actually carried by rail, steamer or other craft;

he may draw the actual cost of transporting at owner’s risk conveyances and horses on scales prescribed by competent authority limited to cost as per passenger train up to the following scales which are prescribed as the full scales of the grades:

<table>
<thead>
<tr>
<th>Grades of Government servants.</th>
<th>Scale allowed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I and II</td>
<td>Two horses, and a carriage or motor car or motor-cycle or ordinary cycle.</td>
</tr>
<tr>
<td>III to VII</td>
<td>One horse, and a carriage or motor-cycle or ordinary cycle.</td>
</tr>
<tr>
<td>VIII to XI</td>
<td>One horse or a motor-cycle or ordinary cycle, except for Zillahs in the Irrigation Branch, for whom the scale is two horses or one horse and one mule.</td>
</tr>
</tbody>
</table>

**Note 1.**—Appendix G prescribes the scale of conveyances allowed under this rule and the Government servants to whom they are admissible. Where in Appendix G the condition is attached that the officer must have touring duties, the allowance will not be granted when he is transferred from a touring to a non-touring post. In any case where the scale of conveyances allowed is one horse and a carriage and a Government servant actually transports by rail his own motor car instead of a horse and carriage, he may draw the actual cost of transporting a motor car at owner’s risk, or the amount that would be admissible to him for transporting one horse and a carriage, whichever is less. In a case where the scale of conveyances allowed is one horse only and a Government servant actually transports by rail his own motor-cycle instead of a horse, he may draw the actual cost of transporting a motor-cycle at owner’s risk or the amount that would be admissible to him for transporting a horse, whichever is less. In such cases if a Government servant transports his motor card or motor-cycle by road under its own power between stations connected by rail, then the orders contained in note 3 below will apply to him.

**Note 2.**—In the case of a motor car, the cost of transporting a chauffeur or cleaner and for each horse the cost of transporting one eye may be drawn.

**Note 3.**—When a Government servant transports his motor car or motor-cycle by road under its own power between stations connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance of two annas a mile in respect of the motor car and
Substitute the following for note 3 to the proviso to rule 291-1 (v):

"Note 3.—When a Government servant transports his motor-car, motor-cycle, horse or horse and carriage by road under his own power between stations connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance of two annas a mile in respect of the motor car, one anna a mile in respect of the motor cycle or horse, and one anna and six pice for a horse and carriage, the distance to be reckoned for the purpose of cl. (a) as the less of the two distances; and he may draw the fares admissible under cl. (c). For any member of his family who travels by motor car, motor cycle, horse or horse and carriage, the Government servant may draw the extra fare or half fare which would have been admissible under cl. (b) if the member had travelled by rail or steamer. No railway fare will be allowed for the Chauffeur or Saco as the case may be even though he actually travels by rail.


[Proclamation, Finance Department (Regulation), notification No. 286-FR-42/50127, dated the 18th September 1942.]
one and a half miles in respect of the motor-cycle, the distance to be reckoned for the purpose of this concession being limited to the distance between the stations by rail or steamer or both combined, as the case may be. If the Government servant himself travels by the car or cycle he may draw the fares allowed under clause 1 (i). For any member of his family who travels by car or the cycle, the Government servant may draw the extra fare or half fare which would have been admissible under clause I (iii) if the member had travelled by rail or steamer. No railway fare will be allowed for the chauffeur in this case even though he actually travels by rail.

Note 4.—The actual cost of transporting includes only the fuel charge, if any, levied by the railway authorities, for a covered carriage or a motor car truck if one is not available at the station of despatch, and has to be obtained elsewhere. When a conveyance or a horse is transported by steamer, the actual cost of transporting it may, for purposes of this rule, include, besides the freight, other incidental charges such as pilot fees, river dues, loading and unloading charges.

Note 5.—A Government servant who under rule 2-22 is entitled when travelling by rail, to accommodation by the first or second class irrespective of his grade is, where the estate of his duties require that he should keep a conveyance, allowed to draw the actual cost of transporting at the owner's risk such conveyances and horses up to the scale allowed to Government servants of grades I and II if he is permitted to travel by first class and up to the scale allowed to Government servants of grade II to VII if he is permitted to travel by second class.

Note 6.—If a Government servant possesses a conveyance or horse at the station from which he is transferred, he may draw the actual cost of transporting a conveyance or horse, respectively, from a place in India other than his former station, provided that the amount so drawn shall not exceed what admissible had the conveyance or horse been transported from the old to the new station direct, and provided further that the conveyance or horse is actually transported to the new station within a reasonable time before or after the officer is transferred. In the case of a Government servant who has not possessed a conveyance or horse in the station from which he is transferred, but, who, on the new station from some other place, the above expenses may be allowed with the sanction of Government.

Exception.—A Government servant who travels by a Government steamer is not entitled for the journey by steamer to the concessions allowed by this rule. He is entitled to free transport of himself, his family, servants and their bona fide personal effects and of conveyances and horses subject to the limits prescribed in clause (iv), and may draw in addition the daily allowance of his grade.

II.—For a journey by road—

(i) He may draw two mileage allowances at the rate to which his grade entitles him.

Note 1.—When the journey is performed by motor car (this term includes a taxi, motor omnibus or motor lorry plying for hire, all the accommodation in which is reserved by the officer making the journey), the mileage allowances admissible to Government servants of grades I to VII will be at the rate prescribed in note 2 to rule 2-18.

Note 2.—If a Government servant takes a single seat in a taxi, motor omnibus or motor lorry he will draw the mileage allowance according to his grade at the rate prescribed in clause (ii) of note 2 to rule 2-18.

(ii) He may draw a third mileage allowance if two members of his family accompany him and a fourth if more than two members accompany him.

(iii) For the transportation of personal effects within the limits prescribed in clause I (iii) of this rule
he may draw mileage allowance at the rate fixed by competent authority for the means of transport prescribed by such authority. Should the prescribed means of transport be not available, he shall append to his bill a certificate, duly countersigned by his Controlling Officer, to the effect that he used the cheapest form of transport (to be specified) available and he may then draw mileage allowance at the rate prescribed for that form of transport.

Note 1.—Children whatever their age are included in the terms “members of family” as used in clause II (a) above.

Note 2.—Appendix H prescribes the ordinary means and the rates for free transport by road of personal effects of Government servants on transfer under this rule.

2-92. The following explanations are given of terms employed in rule 2-91:—

(i) The term “personal effects” is not subject to definition, but the Controlling Officer must satisfy himself that a claim to reimbursement on account of their transportation is reasonable.

(ii) The term “motor-cycle” includes a side-car.

(iii) A member of a Government servant’s family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. If such member travels to the new station from a place other than the Government servant’s old station, the Government servant may draw either the actual fare for the journey made or the fare admissible for the journey from the old to the new station, whichever is less.

Note.—In the case of the Special Charas Officer, Leh, and of his office establishment travelling allowance may be allowed to a member of a Government servant’s family who follows him within one year of the date of his transfer or return from leave.

2-93. Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government, provided that they do not exceed a scale to be prescribed in this behalf by a competent authority as suitable to a particular Government servant or class of Government servants. If they exceed this scale, the excess may be treated as a part of personal effects.
2-94. A Government servant who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of the said members.

2-95. A Government servant claiming the cost of transporting personal effects, a conveyance or a horse, must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. Such a certificate must give details of the conveyances or horses transported, and in respect of freight charges for the carriage by rail or steamer of personal effects, horses, etc., receipts from the railways or Steamer Companies should ordinarily be presented.

2-96. A Government servant in superior service transferred from one post to another who, under the orders of competent authority, is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters is entitled to—

(1) travelling allowance as on tour from the place of handing over charge to the place of taking over;

(2) 1½ of the class to which his grade entitles him from his old to his new headquarters;

(3) all the further concessions admissible under rule 2-91 direct from the old to the new headquarters, excluding those in I (i) and one of the two mileage allowances admissible under clause II (i) thereof.

For the journeys from his old headquarters to the place of handing over charge, or from the place of taking charge to his new headquarters he will draw travelling allowance as for journeys on tour.

2-97. A Government servant who, in consequence of his transfer or deputation on a course of training in which travelling allowance at transfer rates is allowed, is obliged to send his family to a station other than his new headquarters or place of training, may draw travelling allowance for his family to that other station, subject to the condition that it does not exceed the travelling allowance which would have been admissible if the family had accompanied him to his new headquarters or place of training.

2:98. The Government servants specified in rule 2:75 may draw travelling allowance under that rule for journeys on transfer within the limits of the railway to which they are attached, and are entitled, in addition, to a free pass or fare for their families: provided that they must not draw daily allowance for halts in the course of the journey unless such halts are made in connection with their duty. When transferred from one railway to another, they are entitled to travelling allowance under rules 2:89 to 2:91.

2:99. Police Constables on transfer are entitled to the following rates of travelling allowance:—

(i) By rail—

Within and without the sphere of duty—One third class fare if travelling alone; two third class fares if accompanied by family.

Luggage 1½ maunds if travelling alone; 3 maunds if accompanied by family.

(ii) By road—

(a) Within the sphere of duty—Mileage allowance; single mileage at the rate admissible to a Government servant of grade XII.

Luggage 1½ maunds if travelling alone; 3 maunds if accompanied by family.

(b) Without the sphere of duty—if travelling alone; single mileage admissible to a Government servant of grade XII. If accompanied by family: single mileage admissible to a Government servant of grade XI.

Luggage 1½ maunds if travelling alone; 3 maunds if accompanied by family.

The sphere of duty will be the tahsil.

2:100. (a) For journeys on transfer beyond the sphere of duty, the travelling allowance of Sepoys, Lance Naiks and Naiks will be governed by rule 2:99 (ii) (b).
(b) No travelling allowance will be admissible for journeys on transfer within the sphere of duty.

(c) The Subodars, Jamadars and Havildars will draw travelling allowance at the ordinary transfer rates.

Exception.—Travelling allowance under this rule is not admissible for journeys on transfer between any of the three northern posts, Lakhnaut, Vehor and Chiterwatto, or emergency pickets.

[2:101. For a journey on transfer a Canal Patwari or Mirab is allowed actual railway fare for himself, wife, children and servant up to a maximum of four third class fares for the journey by rail, mileage at the rate of three annas per mile for the journey by road, and the actual cost of transporting personal effects as provided in rule 2:102.

2:102. Except as provided in rules 2:99, 2:100 and 2:101 or as otherwise directed by a competent authority, a Government servant in inferior service is entitled on transfer to draw travelling allowance as for a journey on tour and the actual cost of transporting personal effects as provided in rule 2:91 up to a maximum of 1½ maunds, if travelling alone, and 3 maunds, if accompanied by family.

Note.—The consent of the Finance Department is not necessary under this rule.

✓ 2:103. A Government servant appointed to a new post while in transit from one post to another, is entitled to draw travelling allowance under this section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

✓ 2:104. A Government servant who goes on leave on average pay not exceeding four months or on earned leave not exceeding 120, 90 or 30 days, as the case may be, after he has given over charge of his old post and before he has taken charge of his new post is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance under this section from his old headquarters to his new station.

Note.—The travelling allowance allowed under this rule is also admissible to a Government servant taking leave on average pay (or privilege leave) up to six months under the special...

2:105. A Government servant who receives order of transfer while on leave on average pay not exceeding four months at a station other than his headquarters and proceeds by railway direct therefrom with his family to join his new post, travelling by a class lower than that to which he is entitled, may draw travelling allowance as below:—

(i) For self—

(a) One fare actually paid for the journey made as a result of the transfer, or one fare of the class of accommodation by which the journey was actually made from the old to the new station, or one fare for the class of accommodation to which his grade entitles him from the old to the new station, whichever of the three is the least, plus

(b) two extra fares of the class of accommodation to which his grade entitles him from the old to the new station.

(ii) For family—

For each member, one or half fare as the case may be, as in (i) (a), subject to the provision of rule 2:92 (iii).

2:106. A Government servant who takes leave other than that referred to in rule 2:104 while in transit from one post to another may draw travelling allowance under rules 2:90 or 2:91 I (i) and (ii) and II (i) and (ii) for so much of the journey to join the new post as he has accomplished before the order granting his leave is received in addition to any allowance admissible under rule 2:107.

2:107. When on return from leave, other than leave on average pay not exceeding four months or 6 months under the special concession referred to in note 1 to rule 8:73 of the rules in Volume I of these rules or note below Fundamental Rule 81 (b) or earned leave not exceeding
120, 90 or 30 days, as the case may be, a Government servant is posted to a station other than that at which he was posted when he went on leave, the Controlling Officer may permit him to recover the travelling allowance admissible, under clauses I (iii) and (iv) and II (iii) of rule 2-101 for a journey from his old to his new station.

Note 1.—The provisions of note 4 to clause I (iii) and note 6 to clause I (iv) of rule 2-101 apply here also.

Note 2.—Treatment of special disability leave on average pay or on full pay under rule 8-124 of Volume I of these rules for the purposes of travelling allowance.—Special disability leave on average pay or on full pay, whether it be granted by itself or in combination with ordinary leave on average pay or earned leave on full pay should not be treated as “leave on average pay” or “earned leave” for the purpose of rule 2-104 but as leave other than earned leave not exceeding 120, 90 or 30 days for the purposes of rules 2-108 and 2-109.

2108. When a Government servant under the administrative control of the Punjab Government is transferred to the control of a Government which has made rules prescribing amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating travelling allowance on transfer.

Note.—The controlling officer for the purposes of travelling allowance for the journey of a Government servant to join his post under a borrowing Government as well as for the return journey, will be the controlling officer in regard to his post under that Government.

Section XI.—Journey to a hill station.

2109. Special rules which govern the grant of travelling allowance to Government servants moving to hill stations with the headquarters of Government are given in Appendix J. A Government servant to whom these rules and those governing the supply of free accommodation are both applicable may avail himself of either.

Note 1.—The following establishment of the Punjab Vaccine Institute is permitted to move to Murree for a period of 6 months and of that establishment the supply Section consisting of 1 clerk, 2 vaccinators, 1 pious, and 1 sanitation may be retained at Murree for a total period not exceeding 7 months each year:—

1. Superintendent
2. Bhkhtais
3. Clerks
4. Vaccinators
5. Laboratory Assistants
6. Peons

1. Daffry

Note 2.—The establishment of the Punjab Vaccine Institute, with the exception of the
2:110. TRAVELLING ALLOWANCE RULES.

Superintendent of the Institute, which is allowed to proceed to Murree during the summer, will draw hill allowance at the following rates:

(1) Government servants in superior service.—Ten per cent. of their pay subject to a minimum of Rs. 5 per annum for the period of their residence at Murree including joining time for moving to and from Murree up to a maximum of four days in each case.

(2) Inferior servants.—Ten per cent. of their pay subject to a minimum of Rs. 3 per annum for the period of their residence at Murree including joining time for moving to and from Murree up to a maximum of four days in each case.

Rule 3.—The Superintendent and the establishments of the Punjab Vaccines Institute shall draw travelling allowance on the move of the Institute to and from Murree during the summer at the rates admissible for a journey on transfer.

Rule 4.—The Chemist attached to the Public Health Department and his staff are permitted to take their work to Murree every year during the period the Punjab Vaccines Institute Laboratory is closed at Lahore. They are granted travelling allowance and hill allowance at the following rates:

(1) Chemist.—Travelling allowance at tour rates for the journey to and from Murree, but no hill allowance.

(2) Staff.—Travelling allowance at tour rates for the journey to and from Murree plus hill allowance equal to 10 per cent. of pay.

Rule 5.—The Assistant Director of Public Health, Punjab (Technical) Vaccination, on the occasion of his move to and from Murree with the Punjab Vaccines Institute during the summer is permitted to draw travelling allowance in accordance with the rules contained in Appendix J for officers who are required to accompany Government to Simla.

Rule 6.—The camp clerk and the pay of the Divisional Forest Office, Upper Bushahr Division, draw travelling allowance at half transfer rates on their annual move from Phiallaur to Nushar and back.

2:110. Except as provided in the special rules given in Appendix K, a Government servant, other than a Government servant mentioned in Appendix J, who travels on duty to a hill station within his sphere of duty or is required by the orders of a superior authority to travel to a hill station on duty, may draw travelling allowance during his absence as for a journey on tour. Such a Government servant will, however, forfeit all claim to travelling allowance for the halt at the hill station and the journey between the hill station and the stations visited immediately before and after the halt at that station, other than permanent travelling allowance, if he prolongs his stay at the hill station beyond a period of ten days or the period necessary for the performance of the duty on which the journey is made, whichever is less, provided that a competent authority may preserve the Government servant's claim to travelling allowance by—

(a) sanctioning a halt in excess of ten days, or
(b) officially intimating that his presence was required on duty throughout the period or that he was permitted to extend his stay during holidays immediately following his period of duty.

Explanation 1.—The term "holidays" as used in this rule includes casual leave.

Explanation 2.—A competent authority may give a Government servant, who has come to a hill station on casual leave and is there required to perform duty, mileage to and from the hill station and daily allowance for the days he performs duty. "Concept of the Finance Department is not presumed to the grant of mileage allowance in this case, nor to the grant of daily allowance if the total stay at the hill station, including casual leave, exceeds ten days. Save in the case of exceptional cases, the grant of mileage is not admissible.

Note 1.—The rules in Appendix K are not applicable to Government servants whose headquarters are in the Simla and Kangra Districts.

Note 2.—(a) For journeys—

(i) between Dera Ghazi Khan and Fort Munro performed by the Commandant, Baluch Levy, the Head Clerk, Pay Officer, tent-gatherer and orderly to Commandant, and

(ii) between Dera Ghazi Khan and Khan by the Subedar Major, or officer acting for him, the School Master and the Armourer, travelling allowance will be admissible at the following rates:—

(1) For journeys made at the beginning and end of the summer at the rate applicable to journeys on transfer, and

(2) For other journeys between Dera Ghazi Khan and Khan and Dera Ghazi Khan and Fort Munro for the officers mentioned above at the rates applicable to journeys on tour.

(b) The tent-gatherer, except for special reasons, shall not be transferred to Fort Munro for the summer period.

Note 3.—The Commandant, Border Military Police, Dera Ghazi Khan, shall draw travelling allowance at the following rates in respect of journeys made by him between Dera Ghazi Khan and Fort Munro—

(i) for journeys made at the beginning and end of the summer— at the rates applicable to journeys on transfer; and

(ii) for other journeys between these two stations, at the rates applicable to journeys on tour.

Note 4.—Divisional Forest Officer, Lower Rashak Division, is permitted to recuse for a period not exceeding 21 months (1st January to 15th March) each year at either Ambala or Simla on the condition that the recuse involve no additional expense to Government.

2111. Except as provided in special rules given in Appendix K, when a Government servant performing his duties at a hill station for his own convenience.

A Government servant performing his duties at a hill station for his own convenience,

allowance for the journey to or from such station or for the period during which he halts at it, and such Government servant must go to the hills and back to his place of duty, wherever that may be, without expense to Government. A competent authority, in case of dispute or doubt, may decide what should be considered to be the place of duty.
No. 46
Page 51, Rule 2:110

Insert the following as note 5 to Rule 2:110:—

"Note 5.—Travelling allowance for additional clerks summoned to Sialkot for short
period by required officers is not governed by this rule, but by rule 4 of the Appendix J,"
(G. S. R. (Pb.), Vol. III, No. 46, dated 26th December 1942.)

[Panjab Government, Finance Department, U. O. No. 2710/910-S.F.34, dated the 26th
September 1928.]
2:112-2:113. [ TRAVELLING ALLOWANCE RULBS. [ CHAP. 2

Exception.

(1) When a tour of inspection is undertaken during the course of residence at the hill station, Heads of Departments may sanction travelling allowance for journeys between the hill station and a place which cannot conveniently be visited en route from the headquarters to the hill station of one sense and which is nearer to the hill station than to the headquarters.

(2) When during the course of residence at the hill station a journey to a particular station and back is unavoidable on account of urgent Government business, travelling allowance may be drawn at the usual rate, provided that the amount does not exceed the amount which would have been admissible had the journey been made from the regular headquarters. In such case the reasons for the journeys should be recorded on the travelling allowance bill for the information of the counter-signing officer, if any, and that of the Audit Officer.

Norm 1.—The establishment (consisting of one clerk, one stenographer and two peons in each case) accompanying the Inspector-General of Civil Hospitals, Inspector-General of Prisons, Director of Public Health, Director of Agriculture, Director of Industries and Chief Conservator of Forests and one Stenographer and two peons accompanying both the Deputy Commissioners, Criminal Tribes and Reclamation Officers, and Chief Engineer, Public Works Department, Electricity Branch: to draw hill allowance under the Hill Allowance Code for a period not exceeding 31 months.

Norm 2.—Permission to recess at a hill station is a very special privilege which is subject to the fundamental principle that the interests of the public service do not in any way suffer. It is an implied condition of the enjoyment of this privilege that the Government servant must be prepared to come down to the plains at his own expense whenever his presence is required in the interests of the administration.

Section XII.—Journey to a station other than a hill station.

2:112. When a Government servant is permitted for his own convenience to perform his duties at a station other than his headquarters, he is not entitled to daily allowance or mileage allowance for the journey to or from such station or for the period during which he stays at it, and such Government servant must go to the station and back to his place of duty, wherever that may be, without expense to Government. A competent authority may decide what should be considered to be the place of duty.

Norm 1.—Assistant Inspectors of Schools are permitted to recess either at hill station or in the plains within the Circle in which they are employed.

Norm 2.—Divisional Forest Officers, Senior Forest Division, is permitted to recess for a period not exceeding two months between December 15th and March 15th every year at either Lahore or Jullundur Cantonnement on the condition that the recess involves no additional expense to Government.

Norm 3.—See note 4 below rule 2:110.

Norm 4.—Divisional Forest Officers, Kulu Forest Division and patrolled officers attached to the Kulu and Sirmoor Forest Division are permitted to recess at Lahore for a period of two months between December 15th and March 15th every year on the condition that the recess involves no additional expense to Government.

Section XIII.—Journey to attend an examination.

2:113. A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an
No. 20.

Page 53. Rule 2:III.

For note 1, under rule 2:111 substitute the following:—

Note 1.—The establishment (consisting of one clerk not higher in status than a
Head Accountant, one Stenographer and two mess in each case) accompanying the Inspectors
-General of Civil Hospitals, Inspector-General of Prisons, Director of Public Health,
-Collector of Agriculture Director of Industries and Chief Conservator of Forests and one
-Stenographer and two mess accommodated both the Deputy Commissioner, Criminal Tribes
-and Reclamation Officer and Chief Engineer, Public Works Department, Electricity Branch,
to Simla (including Mussoorie and Mallon) for whose is allowed to draw travelling allowance
-and Hill Allowance under the Rules in Appendix J to these rules; the Hill Allowance
-being limited to the period of their actual stay at Simla not exceeding 8 months
-in any case.

(Punjab Government, Finance Department, notification No. 1564-F.R.42/31565,
dated 25th May, 1942.)

examination of any of the following kinds:

(a) An obligatory departmental or language examination.

(b) An examination held under any rules in force in the vernacular language of a frontier or hill tribe.

(c) In the case of a military officer in civil employ, an examination for promotion in military rank.

(d) In the case of a civil assistant surgeon or sub-assistant surgeon, an examination designed to test his fitness to rise above an efficiency bar in a timescale.

Provided that—

(1) travelling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination; and

(2) a competent authority may disallow travelling allowance under this rule to any candidate who, in its opinion—

(i) has culpably neglected the duty of preparing himself for an obligatory examination, or

(ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.

2114. A Government servant, who obtains a reward for proficiency by any standard in an oriental language or who for the first time obtains a degree of honour in any language in the second division, is entitled to draw travelling allowance for the journey to and from the place of examination.

2115. A competent authority may permit a Government servant to draw travelling allowance for the journey to and from the place at which he appears for any examination other than those specified in rules 2113 and 2114.

Note.—For a list of such examinations see Appendix L.

2116. Travelling allowance under this section should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.
2:122. A military officer in civil employ, when proceeding
to the United Kingdom on leave on medical
certificate or returning therefrom, is en-
titled to the same concessions which he
would receive in military employ: provided that he is not
entitled to a certificate in military Form E, which gives him the
right to travel in a class of railway carriage higher than that for
which he pays the fare.

Note.—In interpreting this ruleSure leave on accrued pay or leave on half accrued pay
may be regarded as leave on medical certificate because so long as a medical certificate is obtained
it is immaterial whether the leave salary drawn is equal to accrued pay or half accrued pay or
whether a portion of any leave corresponds to the old privilege leave or not.

2:123. A military officer in civil employ being a depart-
mental or warrant officer, when proceeding on or returning from
leave on medical certificate, is entitled to the same concessions
which he would receive in military employ.

2:124. When a Government servant is compulsorily
recalled to duty before the expiry of his
leave and the leave is thereby curtailed by
not less than one month, he is entitled to
draw mileage allowance for the journey
from the place at which the order of recall reaches him or, if
the journey involves travelling by sea, from the port at which
he lands in India, to the station to which he is recalled. If the
period by which the leave is curtailed is less than a month,
mileage allowance may be allowed at the discretion of the
authority recalling the Government servant.

2:125. If the Government servant, recalled to duty, is
entitled to travelling allowance under rule 2:104, he may not
draw mileage allowance under rule 2:124 unless he abandons
his claims to the mileage allowance specified in rules 2:91—I (t)
and II (t).

2:126. If a non-gazetted Government servant, on com-
pulsory recall from leave exceeding four months, is posted to
a station other than that from which he went on leave he may,
if his pay after transfer does not exceed Rs. 400 and if his
new station is distant more than 200 miles from his old station,
draw in addition to the allowance admissible under rule 2:107,
travelling allowance for his family under rule 2:91 for the
journey from the place at which the order of recall reaches
2:117. With the sanction of competent authority travelling allowance under this section may be admitted to a Government servant who while travelling or during the examination is on leave on average pay not exceeding four months, or six months under note 1 to rule 8-73 of the rules in Volume I of these rules or note below Fundamental Rule 81 (b) or on earned leave not exceeding 120, 90, or 30 days, as the case may be.

Section XIV.—Journey when proceeding on or returning from leave.

2:118. Except as otherwise provided in these rules, a Government servant is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave.

2:119. A competent authority may, for special reasons which should be recorded, permit any Government servant to draw for a journey of the kind specified in rule 2:118, travelling allowance as for a journey on tour.

2:120. Once in every three years Warders of the Jail Department when proceeding on leave on average pay not exceeding four months or earned leave not exceeding 90 days, and returning from such leave, may be granted free passes by rail to and from their homes of the grade to which they are entitled under rule 2:18, provided their conduct has been uniformly good. The concession is admissible only to Warders and not to any member of their families.

Note.—This concession is admissible also to Warders appointed on contract basis, the limit of leave in their case being 90 days.

2:121. Members of the Punjab Railway Police whose homes lie in areas not served by the North-Western Railway may, when proceeding on leave to their homes and returning from such leave, be granted warrants for the fare by rail to which they are entitled under Travelling Allowance Rule 2:18, provided that—

1. they would be eligible for free passes if they were living within an area served by the North-Western Railway, and
2. the number of warrants shall not exceed three return warrants per man in one year.

Note.—The intention underlying rule 2:121 is that Railway Police officers who live within the areas served by foreign lines should have the same facilities as are enjoyed by officers who live at stations on the North-Western Railway. Railway warrants should, therefore, be granted not only to Railway Police officers living at stations on foreign lines, but also to members of their families.

him to the new station: provided that the amount so drawn shall not exceed the amount admissible under rule 2:91 for the journey from the old to the new station.

2:127. A Government servant on joining time under rule 9:1 (d) of the rules in Volume I of these rules or under Fundamental Rule 105 (d) may draw travelling allowance for the journey as for a journey on transfer.

Section XV.—Journeys during vacation.

2:128. No travelling allowance is admissible to a Government servant of a Vacation Department who is spending his vacation elsewhere than at his headquarters, in the event of his being recalled to his headquarters during his vacation.

Section XVI.—Journeys during suspension.

2:129. A competent authority may permit a Government servant under suspension to draw travelling allowance at tour rates in cases in which he is required by the suspending authority to make a journey for the purpose of attending a departmental enquiry. For purposes of fixing the rate of travelling allowance to be allowed in such cases a Government servant shall be regarded as in the grade to which he belonged before suspension.

Section XVII.—Journey on retirement, dismissal or termination of employment.

2:130. Unless in any case it be otherwise expressly provided in this section, no person is entitled to any travelling allowance for a journey made after retirement or dismissal from Government service or after the termination of such service.

2:131. A competent authority may, for special reasons which should be recorded, permit any Government servant to draw travelling allowance for a journey of the kind mentioned in rule 2:130.

2:132. A military officer in civil employ, being a departmental or a warrant officer, on retirement after service which has earned a pension or gratuity, is entitled to the same right as regards a free passage as if he were retiring from military employ.
No. 29

Page 57 Rule 2-127

Insert the following as a note to Rule 2-127:

Note—This rule governs travelling allowance admissible in the case of leave or leave-
com- or transfer of Government Servants to whom rule 8-1 (4) of the rules in Volume 1 of these
rules or Fundamental Rule 105 (4) applies. The travelling allowance in the case of a
straight transfer of such Government Servants is regulated by the rules in section X of this
chapter.

(G. S. R. (Punjab), Volume III, No. 29, dated 8th October 1942.)

[Government of India, Finance Department, letter No. F. 6 (71)-R. 1/42, dated the 18th
July 1945.]
2:133. A person temporarily employed in Government service who has received travelling allowance for the journey to join his post, may, on the termination of his employment, be allowed to draw travelling allowance for the journey to any place provided that such allowance does not exceed the travelling allowance calculated for the journey to the place at which he was engaged, that the claim to draw travelling allowance is preferred within three months of the termination of his employment and that the officer under whom he is employed is satisfied that he intends to make the journey.

2:134. Travelling allowance under rules 2:131 and 2:133 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journey.

Section XVIII.—Journey to give evidence or to attend a Court of Law as assessor or juror.

2:135. The following provisions apply to a Government servant who is summoned to give evidence—

(a) in a criminal case, a case before a court-martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority in British India, or

(b) before a court in an Indian State or in foreign territory:

provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties—

(i) He may draw travelling allowance as for a journey on tour, attaching to his bill certificate of attendance given by the court or other authority which summoned him.

(ii) When he draws such travelling allowance he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to Government.
(iii) If the court in which he gives evidence is situated within five miles of his headquarters and no travelling allowance is therefore admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.

Note 1.—A Government servant summoned to give evidence, who has to undertake a journey for the purpose while on leave, is entitled to the concessions described in this rule.

Note 2.—A Government servant of a Vacation Department, when summoned to give evidence during vacation from a place other than his headquarters, is entitled to travelling allowance as on tour from his headquarters or from the place where he might be enjoying his vacation, whichever is less.

Note 3.—When a Government servant summoned as a witness in a criminal case, or in a civil case to which Government is a party, claims travelling allowance under this rule, a certificate from the court should be attached to the bill showing the amount of travelling or subsistence allowance which he has been paid under the rules of the court. This certificate is required to enable the Audit Officer to determine the amount of travelling allowance due under these rules.

Note 4.—A convention has been arranged between the Punjab Government and the Governments of Burma, Bihar, Orissa, Assam, United Provinces, North-West Frontier Province, Bombay, Bengal, Madras, Central Provinces and Berar, the Administrations of Delhi, Bushirestan, Rajputana, and Ajmer-Merwara, and the Residency in Baroda (the local administration of Baroda Residency and Baroda Cantonment) for the purpose of regulating the debit of the travelling allowance charges of officers serving under one Government who are summoned to give evidence in a court of justice under the other Government regarding facts of which they have official knowledge in cases in which Government is a party. In such cases the charge on account of travelling allowance will be borne by the employing Government, and will not be passed on to the Government under whose jurisdiction the court is situated. This convention will not, however, apply to cases in which an officer of a commercial department or a technical and experts' services in a non-commercial department is summoned. In such cases travelling allowance or any other expenses will be borne by the requisitioning Government. The travelling allowance of these officers will be regulated by the Travelling Allowance Rules framed by the Governments to which they belong, and the charges passed on after audit to the requisitioning Government. The 'technical' and 'experts' witnesses referred to above are those mentioned in section 43 of the Indian Evidence Act.

2136. A Government servant who is temporarily in foreign service should be brought under rule 2135 for the purpose of travelling if the conditions of that rule are fulfilled in respect of his being summoned as a witness with reference to matters which had come within his cognizance when in British service, but the rule should not apply when such a Government servant is summoned for other purposes, e.g., in respect of some matter with which the Indian State under whom he is serving is concerned. The travelling allowance in the former case should be debited to head 27—Administration of Justice of the Province in which the court is situated.

2137. A Government servant summoned to give evidence in circumstances other than those described in rule 2135 or to attend a court of law as
No. 102


The following shall be added as note 5:

Note.—The Punjab Government have agreed to the adoption on an experimental basis of the arrangement thereby Punjab Government Servants when appearing to give evidence in the courts of Indian States, mentioned below, shall be paid travelling allowance, etc., by the departments in which they are employed, and the Servants of those States when appearing before Indian Courts for similar purposes, shall be paid travelling allowance, etc., by the departments concerned:

Dhaka, Bahawalpur, Khairpur, Jhel, Nabha, Mandi, Malerkotla, Suket, Loharu, Tabass, Kapurthala, Sirsa, Bluepet, Patiala, Chamba and Dujana.

(P. G. No. 3397-J-44/47210, dated the 14th June 1944.)

[C. R. (Ph.), Vol. III, No. 162, dated 18th August 1944]
assessor or juror, is not entitled, by reason of his position as a Government servant, to any payments other than those admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

2:138. A competent authority may sanction travelling allowance under rule 2:135 in cases in which Government servants are compelled to answer criminal or civil cases brought against them in respect of acts done by them in the discharge of their official duty and in which Government has decided to undertake their defence at the public cost.

Section XIX.—Journey to obtain medical advice.

(1) Journey performed by a Government servant entitled to the benefits of the Secretary of State's Service (Medical Attendance) Rules, 1938.

2:139.—(1) When the place at which a Government servant falls ill is not the headquarters of the authorised medical attendant—

(a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters; or
(b) if the patient is too ill to travel, the authorised medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under clause (1) shall be accompanied by a certificate in writing by the authorised medical attendant stating that medical attendance was necessary and if the application is under sub-clause (b) of that clause, that the patient was too ill to travel.

2:140.—(1) If the authorised medical attendant is of opinion that the case of a patient to whom rule 2:139 applies is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-rabid treatment, he may, with the approval of the Chief Administrative Medical Officer of the Province (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient)—

(a) send the patient to the nearest specialist or other medical officer in the Province by whom, in his
opinion, medical attendance is required for the patient, or in the case of anti-rabic treatment, to the nearest station in the Province where such treatment is available; or

(b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent under sub-clause (a) of clause (1) shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to the headquarters of the specialist or other medical officer.

(3) A specialist or other medical officer summoned under sub-clause (b) of clause (1) shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the place where the patient is.

(ii) JOURNEYS PERFORMED BY OTHER GOVERNMENT SERVANTS TO OBTAIN MEDICAL ADVICE.

2141. If, in order to obtain medical advice, a Government servant is compelled to leave a station at which he is posted and at which there is no medical officer of Government and travel to another station, he may, on production of a certificate from the medical officer consulted that the journey was, in his opinion, absolutely necessary, draw travelling allowance for the journey.

Notes 1.—This does not apply to the case of a Government servant who owing to the absence of a qualified local practitioner, proceeds to another station for the purpose of consulting a dentist.

Note 2.—Government servants in receipt of pay not exceeding Rs. 25 per month who are suffering from leprosy and are required to undergo medical examination, will be allowed travelling and halting allowances for journeys to and from Lahore at the ordinary rates they are entitled to.

2142. If a Government servant is compelled to travel to another station in order to obtain a medical certificate in support of his application for leave, he may draw travelling allowance for the journey; but he may not draw travelling allowance for a journey to obtain the countersignature of a medical officer of Government on such a certificate.

Note. —Travelling allowance is not admissible for a journey to obtain a Medical Certificate in support of an application for extension of leave. Nor is it admissible for a journey under
In Rule 2140 (2):—

(a) insert the words ' and from ' after the words ' the journey to ', and

(b) add the words ' or as the case may be, the place of anti-rabic treatment ' after the words ' or other medical officer '.


[Punjab Government U. O. reference No. 3323-M-42, dated the 22nd October 1942.]
2:143. The journeys contemplated by rules 2:141 and 2:142 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the Government servant requiring medical advice.

2:144. A probationary chaplain who is compelled to make a journey in order to obtain from a medical board the health certificate which he must produce before confirmation in Government service may draw travelling allowance for the journey.

2:145. A Government servant who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual travelling expenses, subject to a maximum of the amount of travelling allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interests of the public service and that he did not voluntarily ask.

2:146. A Government servant who has been directed to apply for or is in receipt of a wound or disability pension from provincial revenues, may for the journeys made to obtain a certificate from a Medical Board for the grant of or the continuance of his pension, draw his actual expenses, subject to a maximum of the amount of travelling allowance calculated for the journey from his headquarters to the place where the Medical Board is held and back.

2:147. A competent authority may allow actual expenses, as limited by rule 2:145 to be drawn by a Government servant who voluntarily applies for an invalid pension: provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.
2:148. Except as provided in rules 2:144, 2:145, 2:146 and 2:147 no travelling allowance is admissible for a journey undertaken in order to appear before a medical board.

(iii) RATE OF TRAVELLING ALLOWANCE FOR JOURNEYS PERFORMED BY GOVERNMENT SERVANTS TO OBTAIN MEDICAL TREATMENT OR ADVICE.

2:149. Travelling allowance under rules 2:139, 2:140, 2:141, 2:142, 2:143, 2:144, 2:145 and 2:146 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

Section XX.—Journey in attendance on an incapacitated Government servant.

2:150. If a Government servant, under the advice of a Civil Surgeon or other medical officer of Government whose duty it is to attend him professionally is required to travel to a presidency town or elsewhere, either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant, if a Government servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; if not a Government servant, he shall be entitled to actual expenses.

2:151. In case of a Government servant, entitled to free medical relief who is seriously ill, when the local medical officer in attendance is of opinion that a consultation is necessary, it is open to him to move the Inspector-General of Civil Hospitals to depute another medical officer for the purpose of consultation, and if an officer is so deputed Government will bear his travelling expenses. In selecting an officer, the Inspector-General of Civil Hospitals should pay due regard alike to considerations of proximinity and to the interests of the patient.

Section XXI.—Journey on a course of training.

2:152. When a Government servant or a student not already in Government service is selected to undergo a course of
training, a competent authority may decide the scale, if any, on
which he shall draw—

(a) travelling allowance for the original journey to, and
the last journey from, the place of training, and
for halts at such place;

(b) in the case of training at a school, college or similar
institution, travelling allowance for similar jour-
neys on the occasion of holidays and vacations; and

(c) travelling allowance for journeys during the course
of training:

provided that the scale so fixed shall not exceed that admissible
to Government servants of similar status on duty at the place
of training.

Note.—A list of special orders already passed under this rule is given in Appendix "M".

Section XXII.—Journey to attend a darbar or levee.

2.153. A Government servant who is permitted to attend
a darbar or a levee elsewhere than at his headquarters may draw
travelling allowance for the journey as for a journey on tour.

Note.—Travelling allowance is admissible under this rule for attending an investiture

Section XXIII.—Journey in connection with duty for Local
Funds or Indian States.

2.154. (a) Except as provided in clause (b), the travelling
allowance to Government servants for journeys performed in
connection with a Local Fund is governed by the rules of the
Local Fund, and is payable from that source.

(b) When a Government servant who is an ex-officio mem-
ber of a local body travels to attend meetings of the local body or
when a Government servant travels for purposes of supervision
or control of affairs of a local body as a part of his regular
duties, his travelling allowance shall be paid from Provincial
revenues, and shall be governed by these rules.

Note.—The instructions contained in rule 2.183 should be carefully observed when
preparing travelling allowance bills under this rule.

2.155. The travelling allowance drawn by a Government
servant for journeys beyond his sphere of duty performed with
the sanction of competent authority for objects in the interest
of an Indian State, such as inspecting schools, will be at the
rates generally applicable to the Government servant. The travelling allowance will be drawn direct from the State authorities after the bill has been countersigned by the authority which sanctioned the journey.

Section XXIV.—Travelling allowance admissible when means of transport are supplied without cost to the Government servant travelling.

(f) Supply of free accommodation on railway journeys.

2:155. A competent authority may grant to any Government servant the general right to reserve by requisition an inspection carriage, an eight-wheeler tourist car, an ordinary first class carriage of two compartments, or an ordinary first class compartment when travelling by railway on tour.

Note.—The Financial Commissioners have been granted the general right under this rule to reserve by requisition one ordinary first class compartment or alternatively an air-conditioned coupe.

2:157. (a) When for any reason an inspection carriage or an eight-wheeler tourist car or a first-class carriage, as the case may be, is not available for the use of a Government servant empowered under rule 2:156 he may reserve by requisition an ordinary first-class compartment.

(b) Such a Government servant may, for any journey, at his option, reserve by requisition a first-class compartment in lieu of an inspection or first-class carriage or an eight-wheeler tourist car.

2:158. The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway Board.

2:159. When a Government servant travels in a carriage reserved by requisition, the carriage is entirely at his disposal, and may be detached and detained at any railway station at his request.

2:160. The issue of free passes for journeys by railway is regulated by rules made in this behalf by the Railway Board.
2A:1A1. When a Government servant for whom special railway accommodation is provided, or who is entitled, under these rules, to reserve railway accommodation by requisition, travels in such reserved accommodation on tour—

(a) the entire cost of haulage is borne by Government,

(b) unless it be otherwise expressly provided in this subsection—

(i) any persons travelling with the Government servant in the reserved accommodation must pay the usual fares to the railway by the purchase of first class tickets, and in every bill for travelling allowance in respect of a journey performed in reserved accommodation the Government servant reserving the accommodation must specify the number of persons who travelled with him and certify that necessary tickets were purchased by them;

Note.—The Government servant reserving the accommodation shall be required before beginning the journey to have the number and other details of the tickets purchased for the persons travelling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which the journey is commenced. This is necessary in order to enable an adjustment to be made between the Civil and Railway Departments in respect of the fare realised by the railway.

When in the case of Government servants who travel in reserved railway accommodation no travelling allowance bills are received by the Audit Officer, but only debits are received on account of railway requisitions, the Audit Officer will call for a certificate from the Government servant concerned to the effect that the journey covered by the requisition was for public duty.

(ii) if the Government servant desires additional accommodation for his staff or luggage, he must make arrangements with the railway administration for the provision of such accommodation, the haulage and other charges being met at his expense;

(iii) the Government servant is entitled to draw no travelling allowance for the journey unless he be entitled to permanent travelling allowance.

2A:162. A Government servant who is entitled, under rules 2A:156 or 2A:157, to reserve by requisition a first-class compartment, may recover, when travelling by railway in such a compartment, his actual travelling expenses up to a maximum of one-half of one first-class fare.
2:163. Except where otherwise expressly provided in these rules, the amount of luggage which may be transported free of cost by a Government servant travelling in reserved accommodation is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation.

2:164. When a Government servant is entitled to or is allowed free transit by railway otherwise than in accommodation reserved by requisition, whether on a free pass or otherwise, the mileage allowance which he draws for the journey must, except in cases covered by rule 2:75, be reduced by the amount of the fare which, but for such free transit, he would have paid. This rule applies to cases in which a free pass is issued on any railway, whether worked by Government or not. The reduction made must include the full number of fares covered by the pass unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

2:165. When a Government servant in receipt of permanent travelling allowance uses a free pass on a railway within his sphere of duty, he must deduct from his permanent travelling allowance for the month the amount of the railway fares which he would have paid if he had not travelled on a pass.

2:166. When a Government servant is entitled to travel in a higher class on payment of a lower fare, his mileage allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

2:167. A Government servant travelling with a free pass on an unopened line of railway or by railway trolley is entitled to the travelling allowance prescribed in rule 2:170 as limited by rule 2:172.
II.—Journeys by sea or river steamer.

2168. When a Government servant travels by sea or river, otherwise than on payment of passage money, in a steamer the cost of which is paid by Government or by a local fund, he may draw no travelling allowance, except the daily allowance of his grade, provided that, when his servants and luggage are not conveyed on the vessel but are sent separately at his expense, he may draw in addition the actual cost of transporting them.

2169. When a Government servant is allowed free transit by sea or river steamer, otherwise than in a Government vessel, the mileage allowance which he draws for the journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. If he travels on a free pass the reduction made must include the full number of fares covered by the pass unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

This rule does not apply to cases in which a Government servant is allowed a free pass by a steamer company without cost to Government unless the free pass is issued in connection with his official status or duties or as part of a regular arrangement with Government for the conveyance of mails, etc.

III.—Other journeys.

2170. Except where otherwise expressly provided in this sub-section, when on a journey other than a journey by railway or by sea or river steamer, a Government servant uses a means of locomotion provided at the expense of Government, a local fund, a court of wards estate or an Indian State, and does not pay the cost of its use or propulsion, he is entitled to travelling allowance as follows:

(a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw daily allowance or mileage for the first 15 or 25 miles, as the case may be, under rule 2164; but may not count for mileage the distance
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Page 68. Rule 2170

In line 4 of clause (a) of rule 2170 after the word and figures "rule 2161", the words "or rule 2170 if the conditions laid down in that rule are fulfilled", shall be added.

(Punjab Government, Finance Department, notification No. 316-FR-43/0415, dated the 2nd July,

...)
travelled in excess of those limits. If, however, part of the journey above these limits is made by other means of locomotion, he may count this latter part for mileage allowance.

(b) If he has to provide separate conveyance at his own expense for his servants or luggage, he may, in addition to the daily allowance or mileage admissible under clause (a), count the distance exceeding 15 or 25 miles, as the case may be, at half rates for mileage allowance, and any part of the journey above these limits made by other means of locomotion at full rates.

Note 1.—The Inspector in charge of the Mobile Police Patrol is permitted to draw the daily allowance admissible under this rule on those days only when the distance travelled is more than 50 miles from his headquarters.

Note 2.—The officials of the Government Cattle Farm, Hisar, using Government transport will not be allowed travelling allowance of any sort for journeys performed on the Farm.

Note 3.—The provisions of this rule apply equally to journeys made on transfer and journeys on tour.

2:171. When a Government servant is provided with means of locomotion, as in rule 2:170, but pays all the cost of its use or propulsion, he may draw travelling allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as a competent authority may fix.

2:172. The provisions of rules 2:170 and 2:171 do not apply to a Government servant of the twelfth grade or to any other Government servant or class of Government servants to whom a competent authority may declare them to be inapplicable.

2:173 A Government servant, who travels by a motor car which has been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw travelling allowance as for a journey on tour, but the amount of the mileage allowance which he may draw is limited by the following conditions:

(a) If he travels by the motor car alone, he may draw daily allowance or mileage for the first 15 or 25 miles, as the case may be, under rule 2:64 and may
draw mileage allowance for journeys in excess of these limits at three-fourths of the rate admissible for his grade.

(b) If he combines with a journey by the motor car, a road journey by other conveyance, he may draw travelling allowance in respect of the journey by motor car as in clause (a) above and for the journey by other conveyance mileage allowance at full rates.

(c) If he combines with a journey by road, whether made wholly or partly in the motor car, a journey by railway or steamer, he may draw mileage allowance for the journey by railway or steamer in addition to the allowances admissible under clauses (a) and (b) of this rule for the journey by road.

2:174. The chauffeur of a motor car supplied at the expense of Government, when making a journey by road on the motor car in his charge, may draw travelling allowance under the provisions of rule 2:170 (a) if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such an absence he is entitled to no travelling allowance.

2:175. The following rules have been prescribed in respect of the drawing of travelling allowance by Government servants who accompany His Excellency the Governor:

(1) If the Government servants travel in the Governor's special train consisting of nine carriages*, the travelling allowance which they would ordinarily draw should be reduced by the amount of the fare which, but for such free transit, they would have paid. No refund to the Governor's Tour Fund is necessary as no extra expenditure is incurred out of the grant on this account.

(2) If the Government servants travel in an ordinary train, they should purchase their own tickets and draw the ordinary travelling allowance. No recoveries are necessary in this case unless their fares are in the first instance advanced from

* i.e., the maximum number for a "special" including wagons, servants' carriages, etc.

the Tour Fund, in which case the accounts of the fund should be adjusted by the Military Secretary.

(3) In all cases where full travelling allowance is drawn by the Government servants it should be certified on the bills that the journey was performed by an ordinary train, or in an extra carriage attached to His Excellency the Governor's special train; on the authority of this certificate, and on the understanding that the accounts of the Tour Fund will (if necessary) be adjusted by the Military Secretary, the travelling allowance charged by the Government servants will then be passed in full.

Section XXV.—Government servants in military employ.

2:176. Except as provided in rule 2:177 the travelling allowance admissible to Government servants in military employ is governed by military regulations.

2:177. When a commissioned Indian military officer of the regular forces, the military police or the militia, whether on the active or the retired list, is invited to attend a durbar or levee at a place other than that at which he is stationed or has his residence, a competent authority may grant him travelling allowance for the journey, subject to the following limits:

(a) For the journey from his station or place of residence to the place at which the durbar or levee is held and thence back to his starting point, single railway and steamer fares actually paid, and actual travelling expenses for journeys by road, subject to the maximum admissible to a Government servant of a grade II when on tour.

(b) For halts at the place at which the durbar or levee is held, a daily allowance of Rs. 5.

Note.—This rule applies to all commissioned Indian military officers on the active or retired list whether holding the King's Commission, King's Honorary Commission or the Viceroy's Commission.

Section XXVI.—Control over travelling allowance bills.

2:178. A competent authority shall declare what authority shall be the controlling officer, for travelling allowance purposes, of each Government servant or class of Government servants.
It may, if it thinks fit, declare that any particular Government servant shall be his own controlling officer.

2:179. Except as provided in rule 2:180, no bill for travelling allowance, other than permanent travelling allowance, shall be paid unless it be signed or countersigned by the controlling officer of the Government servant who presents it.

2:180. The following classes of Government servants may present bills for travelling allowance without the countersignature of the controlling officer:—

(a) Chaplains, provided that the bill is accompanied by the order authorizing the journey of—

(i) the Bishop or Commissary of the diocese, in the case of a Chaplain of the Church of England; or

(ii) the Presidency Senior Chaplain, in the case of a Chaplain of the Church of Scotland.

(b) Gazetted officers of the Civil Secretariat for journeys performed with the move of the Government to and from Simla.

(c) Non-gazetted Government servants, provided that detailed and countersigned bills are subsequently submitted to the audit officer for adjustment.

2:181. Except where expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

2:182. It is the duty of a controlling officer, before signing or countersigning a travelling allowance bill—

(a) to scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;

(b) to scrutinise carefully the distances entered on travelling allowance bills and to satisfy himself, by
For the existing clause (b) below rule 2:180, substitute the following:

"Gazetted officers (except Superintendents)" of the Punjab Civil
Secretary, Financial Commissioners' office, and the Sec-
retaries of both branches of the Public Works Department.
Journeys performed with the move of the Government to and
from Simla."

(Civil Service Rules (Punjab), Volume III, No. 141, dated 18th February 1885.)

maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;

(c) to satisfy himself that, where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects, etc., were transported was reasonable, and to disallow any claim which, in his opinion, does not fulfil that condition;

(d) to exercise care that there is no evasion or breach of the fundamental principle of travelling allowance; viz. that the allowance is not to be a source of profit, especially in the case of journeys by road performed by motor car;

(e) to observe any subsidiary rules which a competent authority may make for his guidance;

(f) to judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket according to the rules of the railway or steamer company, and to allow travelling allowance according to the proviso to rule 2.26 when he considers that the officer making the journey could have purchased a return ticket;

(g) to satisfy himself that the mileage allowance for journeys by railway or steamer excluding the additional fare or fares allowed for incidental expenses has been claimed at the rate applicable to the class of accommodation actually used.

2.183. When a Government servant paid from General Revenues travels on duty connected with a local fund (for which the travelling allowance is payable by the local fund), he should prepare a separate bill for such journeys, but should forward this bill, if any, with the bill for the same month payable from General Revenues, to his controlling authority for the latter bill. This authority will scrutinise the bills, and will forward the bill payable by a local body to the local body concerned for necessary action under the rules of the Local Fund.