



Punjab Traveling Allowance Rules

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Contents

Punjab Traveling Allowance Rules

Chapter - I

1. Short title, commencement and application.
2. Definitions.
3. Nature of traveling allowance.
4. Functions of controlling officers.
5. Signature of controlling officer on traveling allowance bill.
6. Bar on delegation of duty of countersignature.
7. Duties of controlling officer.

8. Journey on duty connected with a local authority.

9. Journeys for which traveling allowance may be drawn.
10. Journey within 16 kilometers.

11. Conveyance allowance.
12. Conveyance allowance during leave or joining time.

Chapter - II

13. Definition of tour.
14. Civil servants who are not entitled to traveling allowance.
15. Distance to be traveled before traveling allowance is admissible.
16. Kinds of traveling allowance.
17. Permanent traveling allowance.
18. Determination of grade of civil servants in transit.
19. Revision of traveling allowance due to retrospective promotion or reversion.
20. Higher rate of mileage and daily allowance.
21. Mileage allowance.
22. Mileage allowance for journey by sea or by river steamer.
23. Mileage allowance for journeys by road.
24. Borrowed car.
25. Air travel.

26. Mileage allowance for a civil servant not authorized to travel by air.
27. Daily allowance.
28. Rates of daily allowance.

Chapter - III

29. Traveling allowance for journeys on transfer.
30. Elements of traveling allowance on transfer.
31. Mileage allowance and transfer grant.
32. Deputation for training.
33. Civil servant appointed to a new post while in transit.

Chapter - IV

34. Journeys on first appointment to government service and on retirement, dismissal or termination of an appointment.
35. Journey on a course of training.
36. Journey to give evidence in a court to attend an inquiry or conference.
37. Persons attending commissions of inquiry, etc.
38. Journey to give or obtain medical advice.
39. Journey to attend darbars and ceremonial functions, etc.
40. Journey in connection with local fund.
41. Journey during vacation.
42. Journey in attendance on an incapacitated civil servant.

Chapter - V

43. Traveling allowance when the means of transport are provided wholly or partly free of cost.
44. H.O.R. facilities
45. Free transit otherwise than in accommodation reserved by requisition.

46. Civil servant entitled to travel in a higher class on payment of a lower fare.

Chapter - VI

47. Rules governing traveling allowance and hill station allowance.
48. Advance of pay and traveling allowance.
49. Revision of rates of fixed traveling allowance.
50. Revision of rates Daily Allowance while on tour/duty outside Pakistan

History of amendments

INDEX

NOTIFICATION

The 10th July 1976

No. FD/Accounts/OSD/498 -- In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following Rules, namely:

PUNJAB TRAVELING ALLOWANCE RULES

CHAPTER 1

GENERAL

1.1 Short title -- These rules may be called the Punjab Traveling Allowance Rules.

1.2 Commencement -- They shall come into force at once.

1.3 The Traveling Allowance Rules in force in the Punjab immediately before the coming into force of these rules shall stand rescinded.

1.4 Extent of application -- These rules shall apply to --

- i) all * (civil servants) serving in connection with the affairs of the Punjab Government whose conditions of service the Governor of the Punjab is competent to determine;
- ii) all officers belonging to the All Pakistan Unified Grades in respect of whom the Governor of Punjab has been delegated the powers to

*The words "Government servant" & "Government servants" where ever appearing were substituted by the words "Civil servant" & "Civil servants" respectively vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

frame the rules regulating their traveling allowance; and

- iii) *(civil servants) on deputation with the Government of Punjab from the Federal Government or other Provinces of Pakistan, unless otherwise determined in any particular case.

1.5 Definitions -- In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say --

- a) "Audit Officer" means the Head of Office of Audit and Accounts subordinate to the Auditor-General of Pakistan who keeps the accounts of the Province of the Punjab or a part thereof and exercises audit functions in relation to those accounts on behalf of the Auditor-General of Pakistan;
- b) "Authorized Medical Attendant" means a Medical Officer of Government required to attend on a civil servant or his family under the rules relating to medical attendance on civil servants;
- c) ** Deleted.
- d) "Competent Authority" in relation to the exercise of any powers means the Administrative Department concerned, acting in consultation with the Finance Department, or any other authority to which such powers may have been delegated;

* The word 'officers' was substituted by the words 'civil servants' vide FD's notification No.FD/SR-1-8-3/88(P), dated 25.3.1989.

** Deleted vide Finance Department's Notification No.FD/SRI-8-3/88(P), dated 25.3.1989.

- e) "Controlling Officer" means an officer declared as such for exercising supervision over the traveling allowance claims of a civil servant;
- f) "Day" means a calendar day beginning and ending at midnight;
- g) "Family" means a civil servant's:
 - i) wife or wives, or husband as the case may be;
 - ii) legitimate children and stepchildren under 12 years of age;
 - iii) legitimate children and step-children *(more than 12 years old but) not more than 24 years old, if residing with and wholly dependent upon him; and
 - iv) adopted child not more than 24 years old subject to the following conditions:
 - (a) the civil servant has no legitimate or step-child of his own;
 - (b) prior approval of the Government is obtained for having adopted the child;
 - (c) Government's liability will be restricted to one adopted child only;
 - (d) adopted child will cease to be a member of the family if after his adoption, the civil servant has a

*Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

legitimate or step-child of his own;
and

(e) adopted child is residing with and is wholly dependent upon him.

Explanation -- A child not actually residing with a civil servant but residing in the same station where the headquarters of the civil servant is situated shall be deemed to be residing with the civil servant.

- h) "Finance Department" means the Finance Department of the Government of Punjab;
- i) "Government" means the Government of Punjab;
- j) "Head of Department" means any authority whom Government may declare to be Head of Department for the purposes of these rules and includes all secretaries to Government and heads of attached departments;
- k) "Head of Office" means any officer designated as disbursing officer or any other civil servant declared to be the head of office by the competent authority;
- l) "Headquarters" of a civil servant is the station which has been declared as such by a competent authority or in the absence of such a declaration, the station where the records of his office are kept;
- m) "Local Authority" means a local council, Municipal Corporation, municipal committee, municipality, zila council, tehsil council, union council, union

committee, town committee, body of port trustees or commissioners, or other authority legally entitled to, or entrusted by the Government with the control of management of a municipal or local fund;

- n) "Month" means a month reckoned according to the British Calendar;
- o) "Pay" includes special pay, qualifications pay, personal pay, and any other emoluments which may be specially classed as pay by a competent authority, and in case a re-employed civil servant whose pension is not wholly held in abeyance, pay includes the pension drawn by him provided that if the total of pay and pension exceeds the maximum of the pay scale of the post held during re-employment, the maximum pay of such scale shall be deemed to be the pay;
- p) "Public Conveyance" means a Railway train, steamer, bus or other conveyance which plies regularly on a given course for the conveyance of passengers;
- q) "Personal car" is a car registered in the name of the civil servant or in the name of any member of his family;
- r) "Prescribed" means prescribed under these rules; and
- s) "Transfer" means the movement of a civil servant from one headquarters station to another such station either to take duties of a new post or in consequence of a change in his headquarters.

1.6 Nature of traveling allowance -- (1) Traveling allowance is granted to a civil servant to cover the expenses which he incurs in traveling in the interest of public service.

(2) A civil servant's claim to traveling allowance shall be regulated by the rules in force at the time the journey in respect of which the claim is made, is undertaken.

1.7 Functions of controlling officers -- A controlling officer in order to ensure that traveling allowance is not turned into a source of profit and that traveling is resorted to only when it is necessary in the interest of public service may --

- a) issue instructions limiting the extent of touring to be done by a subordinate officer;
- b) if the subordinate officer is in receipt of a conveyance allowance or a permanent traveling allowance and has done inadequate touring may reduce the amount of such permanent traveling allowance or conveyance allowance; and
- c) issue instructions to a subordinate civil servant to regulate his touring in such a way as to minimize unnecessarily large claims for traveling allowance.

1.8 Signature of controlling officer on traveling allowance bill -- No bill for traveling allowance other than permanent traveling allowance or conveyance allowance shall be paid, unless it is signed or countersigned by the controlling officer.

1.9 Bar on delegation of duty of countersignature -- Unless expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

1.10 Duties of controlling officer -- Before signing or countersigning a traveling allowance bill, the controlling officer shall --

- a) scrutinize the necessity, frequency and duration of journey and halts for which traveling allowance is claimed, and disallow the whole or any part of the traveling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted, or that a halt was of excessive duration;
- b) scrutinize carefully the distances entered in traveling allowance bills and satisfy himself, by 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) satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed under these rules the scale on which such personal effects were transported was reasonable and disallow any claim which, in his opinion, does not fulfill that condition;
- d) exercise care that there is no evasion or breach of the fundamental principle of traveling allowance, viz., that the allowance is not to be a source of profit;
- e) observe any subsidiary rules or orders which a competent authority may make for his guidance;
- f) judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and to allow traveling allowance accordingly when he considers that the officer making the journey could have purchased a return ticket; and

- (g) satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

1.11 Journey on duty connected with a local authority -- When a civil servant paid from the *(Provincial Consolidated Fund) travels on duty connected with the affairs of a Local Authority (for which the traveling allowance is payable from the Local Fund), he should prepare a separate bill for such journeys but should forward such bill with the bill for the same month, if any, payable from Provincial Consolidated Fund, to the controlling officer for the latter bill, who will scrutinize the bills, and forward the bill payable by a local body to the local body concerned for necessary action under the rules of the Local Fund.

1.12 Journeys for which traveling allowance may be drawn -- Traveling allowance may be drawn in respect of a journey performed:

- a) for the purpose of tour;
- b) on transfer;
- c) on joining a first appointment;
- d) on retirement, suspension, dismissal or termination of employment;
- e) to attend a course of training or to appear at an examination;
- f) to give evidence in a court or to attend an inquiry or conference;
- g) to obtain or furnish medical advice or treatment;
- h) to attend a darbar or an official function;
- i) in attendance on an incapacitated civil servant or member of his family; and
- j) **(for) any other purpose authorized by a competent authority.

* The words "Provincial Revenues" were substituted with the words "Provincial Consolidated Fund" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

** Added vide FD's Notification No.FD/SRI-8-3/88(P) dated 25.3.1989.

1.13 Journey within (*ten miles) 16-Kilometers -- The pay of a civil servant is supposed to include the cost of maintaining a conveyance proper to his status, and, therefore, ordinarily he is not to be paid any traveling allowance for journeys within (*ten miles)16-Kilometers of his headquarters, nor is he to be paid for journeys from his residence to his office. A competent authority may, however, sanction a monthly conveyance allowance to a civil servant under the following circumstances:

- i) when he does intensive touring within (*ten miles)16-Kilometers of his headquarters; or
- ii) when on account of shortage of residential accommodation in a particular locality, **(he) has to reside at a considerable distance from his office.

1.14 Conveyance allowance -- Conveyance allowance is of two kinds:

- i) that sanctioned on the condition that a particular type of conveyance will be maintained by the civil servants;
- ii) that sanctioned without any such condition being imposed.

1.15 Conveyance allowance during leave or joining time -- (1) Conveyance allowance falling under rule 1.14(i) may be drawn only for the period the required conveyance is actually maintained on a certificate being furnished by the officer concerned that this requirement has, in fact, been met.

Such a conveyance allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle and at half rates, in case of any other conveyance:

* The words 'ten miles' were deleted vide FD's notification No.FD/SRI-8-3/88(P), dated 25.3.1989

** The words 'a Government servant' were substituted with the word 'he' vide FD's Notification No.FD/SRI-8-3/88(P), dated 25.3.1989

Provided that the post held by the civil servant immediately prior to the leave or joining time carried the allowance:

Provided further that the conveyance is actually maintained by the civil servant during the leave or joining time, as the case may be.

(2) Conveyance allowance falling under Rule 1.14(ii) will be admissible only for the period during which the civil servant held the post to which the conveyance allowance is attached and will not be admissible during leave or joining time.

CHAPTER II

TRAVELING ALLOWANCE FOR JOURNEYS ON TOUR

SECTION I

GENERAL

2.1 **Definition of tour** -- A civil servant is on tour when he is absent on duty from his headquarters, either within or, with proper sanction, beyond his sphere of duty.

2.2 In doubtful cases, a competent authority may decide whether an absence from headquarters, whether in a particular case or in any specified class of cases, is absence on duty for the purposes of rule 2.1

Note -- When power is exercised under this rule a copy of the sanction briefly giving the grounds of sanction should be sent to the audit officer concerned.

2.3 Civil servants who are not entitled to traveling allowance for journeys on tour -- Where a competent authority has declared that the pay of a particular civil servant or class of civil servants has been so fixed as to compensate him or them for the cost of all journeys, other than journeys by rail or steamer within the civil servant's sphere of duty, such a civil servant may not draw traveling allowance for such journeys though he may draw mileage allowance for journey by rail or steamer.

Such civil servant or servants may, however, draw traveling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty, when traveling with proper sanction beyond his or their sphere of duty.

2.4 **Distance to be traveled before traveling allowance is admissible** -- Traveling allowance may not be drawn for any journey during which a civil servant does not reach a point

outside the radius of (*ten miles)16-Kilometers from his headquarters. The radius of (*ten miles)16-Kilometers will be calculated with reference to the nearest practical route.

2.5 Kinds of traveling allowance -- The following are the different kinds of traveling allowance, which may be drawn by civil servants for journeys on tour:-

- (a) Permanent traveling allowance;
- (b) Mileage and daily allowances.

2.6 Permanent traveling allowance -- A permanent monthly traveling allowance may be granted by a competent authority to any civil servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of traveling allowance for journeys within the civil Servant's sphere of duty and is drawn all the year round, whether the civil servant is absent from his headquarters or not.

2.7 A permanent traveling allowance may be sanctioned on condition that a conveyance is maintained or without the imposition of any such condition.

2.8 Admissibility of permanent traveling allowance -- In case a permanent traveling allowance is sanctioned subject to the condition that a conveyance is maintained, it may be drawn only for the period for which it is certified by the civil servant concerned that a conveyance was in fact maintained by him.

Such allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle, and at half rates, in case of any other conveyance:

Provided that the post held by the civil servant immediately prior to the leave or joining time carried the allowance:

* The words 'ten miles' were deleted vide FD's notification No.FD/SRI-8-3/88(P), dated 25.3.1989

Provided further that the conveyance is actually maintained by the civil servant during the leave or joining time, as the case may be.

2.9 Permanent traveling allowance which is sanctioned without imposition of any condition as to the maintenance of a conveyance is admissible only for the period during which the charge of a post to which it is attached is held, and is not admissible during leave or joining time.

2.10 A civil servant deputed to undergo a course of training may draw a conveyance allowance or permanent traveling allowance for maintaining a conveyance during the course of training, provided he actually maintains the conveyance and the authority sanctioning the deputation is satisfied that on expiry of the training he is likely to return to the post to which the allowance is attached.

2.11 Permanent traveling allowance for two or more posts -- When a civil servant holds, either substantively or in an officiating capacity, two or more posts, to each of which a permanent traveling allowance is attached, he may be granted such permanent traveling allowance, not exceeding the total of the permanent allowances attached to such posts, as the competent authority may consider to be necessary in order to reimburse him for the traveling expenses which he has to incur.

2.12 Permanent traveling allowance to cover cost of all journeys within sphere of duty -- Permanent traveling allowance is intended to cover the cost of all journeys within the sphere of duty of the civil servant, who draws it, and such civil servant may not draw any other traveling allowance in addition to the permanent traveling allowance for any such journey. If, however, the civil servant travels outside the sphere of his duty, he may draw ordinary traveling allowance for such journeys in addition to permanent traveling allowance.

*2.13 Grades of Civil Servants for the purpose of mile-age and daily allowance

For the purpose of calculating daily allowance and mileage allowance civil servants are divided into the following grades :-

- | | | |
|-----|------------------------------------|--------------|
| (a) | Civil servants in BPS-17 and above | First Grade |
| (b) | Civil servants in BPS-11 - 16 | Second Grade |
| (c) | Civil servants in BPS-3 to 10 | Third Grade |
| (d) | Civil servants in BPS-1 to 2 | Fourth Grade |

2.14 Determination of grade of civil servants in transit -- (1)

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

(2) If the initial order of transfer is modified while the civil servant is in transit, his traveling allowance shall be regulated in accordance with the initial or the final orders of transfer, whichever entitles him to rank in the lower grade; provided that if the initial order entitled him to traveling allowance in a higher grade, he may be allowed to claim traveling allowance admissible according to that grade on his certifying that he actually traveled by the mode of conveyance of the class admissible to an officer of the higher grade.

2.15 Grade of part-time civil servants -- A civil 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.

*Substituted vide FD's Notification No.FD/SRI-8-11/83 dated 20.01.2003.

2.16 Revision of traveling allowance due to retrospective promotion or reversion -- The traveling allowance of a civil servant who, is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of promotion, reversion (*or increase in pay) and that on which it is ordered, except when the promotion, or reversion or increase in **pay implies a change of duties. In the case of traveling allowance bills audited before the order is issued, the audit officer should be guided by the facts known officially at the time of the audit, but, in the case of traveling allowance bills not presented or audited before the promotion is ordered, the audit officer should recognize the retrospective effect of the order.

2.17 When a civil servant is permitted for his own convenience to perform his duties at a station other than his headquarters, he is not entitled to draw any traveling allowance for the journeys to or daily allowance for halts at such station. A competent authority may decide what should be considered to be the place of duty of a civil servant for the purposes of these rules.

2.18 Higher rate of mileage and daily allowance -- The rate admissible for road mileage and daily allowance shall be 125 per cent of the rate admissible for road mileage under section II, and daily allowance under section III, respectively of this chapter, if the journey is performed in the following areas:-

- (1) Area formerly known as excluded area of Dera Ghazi Khan district.
- (2) Bhangikhel area in Mianwali district.
- (3) (i) Patwari's circles, Islamgarh, Chah Skheer and Khairgarh of Islamgarh Qanungo circle in Rahim Yar Khan district.

* Added vide FD's Notification No.FD/SRI-8-3/88(P), dated 25.3.1989.

**The word "salary" was substituted with the word "pay" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

- (ii) Patwari's circles, Phoolra, Marote and Jamsar of Marote Qanungo circle in Bahawalnagar district.
- (iii) Patwari's circles, Ladamar, Maujgarh, Dingarh and Channanpir of Channanpir Qanungo circles and Derawar, Bijnote and Rukanpur of Derawar Qanungo circle in sub-tehsil Channanpir of Bahawalpur district
- (iv) Patwari's circles, Nawankot and Meerana of Islamgarh Qanungo circle in sub-tehsil Islamgarh of Bahawalpur district.

2.19 Competent authority may prescribe higher rates of traveling allowance for expensive localities -- A competent authority may prescribe a higher rate of daily allowance and mileage for a particular class of civil servants or generally for traveling in particularly expensive area, or for any other special reasons to be recorded in writing.

SECTION II

MILEAGE ALLOWANCE

2.20 Definition and principles of calculation -- A mileage allowance is an allowance calculated on the distance traveled, which is given to meet the cost of a particular journey, and is governed by the following principles:

- (a) for the purpose of calculating mileage allowance, a journey between two places shall be deemed 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;
- (b) the shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes;
- (c) if a civil 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.

2.21 Deleted

2.22 Different rates for different classes of journeys -- Mileage allowance is differently calculated according as the journey is, or could be, performed by railway, by sea or river steamer, by road or by air.

The following are the authorized modes of travel:

- (1) Rail;
- (2) Sea or river steamer;
- (3) Road:
 - (i) Car;
 - (ii) Taxi;
 - (iii) Passenger bus;
 - (iv) Motor cycle;
 - (v) Cycle or on foot;
 - (vi) On animal back or in an animal driven carriage;

(4) Air.

***2.23 Mileage allowance for journeys by railway;**

For the purpose of calculating mileage allowance the civil servants, when traveling by rail shall be entitled to accommodation according to the following scales :-

- | | | |
|-----|-----------------------------------|---|
| (a) | Civil servants in BS-17 and above | Accommodation of the highest class by whatever name it be called. |
| (b) | Civil servants in BS-11 to 16 | First Class (Sleeper) accommodation.
If traveling on a line which does not provide st Class (sleeper) the next lower Class. |
| (c) | Civil servants in BS-3 to 10 | First Class (Sitter) accommodation if traveling on line which provides no ^{1st} Class (Sitter) accommodation, the next lower class. |
| (d) | Civil servants in BS-1 to 2 | Lowest class by whatever name be it called. |

*Substituted vide FD's Notification No.FD/SRI-8-11/83, dated 20.01.2003.

2.24 The mileage allowance for a journey by Railway admissible to a civil servant is the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class:

Provided that a civil servant drawing pay exceeding *(Rs.4,660) per mensem may draw for any journey or part of a journey by rail in respect of which he certifies that he took a private servant with him, an additional 2nd class fare.

Note (1)-- A civil servant who reserves his seat in a train for official business but subsequently, due to an unexpected change in programme, gets the reservation cancelled, may be allowed reimbursement of the reservation fee and any deduction made by railway authorities before refunding the price of the tickets out of contingencies provided that it is certified by the controlling officer that:

- (i) cancellation was unavoidable and in the public interest; and
- (ii) the booking was cancelled at the earliest opportunity.

Note (2)-- The provisions contained in note (1) shall mutatis mutandis apply where a civil servant, on his transfer, reserves his seat but due to unexpected change in the programme, gets the reservation cancelled. The said provision shall apply and the concession of reimbursement shall be admissible also in the case of cancellation of the reservation of seats for the members of the family of the civil servant; provided that the reservation of seats for the members of family was made along with the reservation of the seat for the civil servant concerned.

*The word and figure "Rs.1750" was substituted with the word and figure "Rs.4660" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

Note (3)-- Reservation charges and airport embarkation fee, if actually paid by a civil servant are included in the term "the amount actually paid" in rule 2.24.

2.25 A civil servant is required to travel by the class of accommodation for which traveling allowance is admissible to him, but if for any reason he or any other person for whom traveling allowance can be claimed under these rules, travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

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

2.27 Mileage allowance for journey by sea or by river steamer -- For the purpose of calculating mileage allowance by sea or river steamer civil servants are entitled to the class of accommodation according to the following scale:

- | | | |
|-----|-------------------------------------|---|
| (a) | A civil servant of the First Grade. | Highest Class |
| (b) | A civil servant of the Second Grade | If there be two classes only on the steamer, the higher class, and if there be more than two classes, the second class. |
| (c) | A civil servant of the Third Grade. | (i) If there be two classes only on the steamer, the lower class.
(ii) If there be three classes, the second class.
(iii) If there be |

- | | | |
|-----|---|--|
| (d) | A civil servant
of the Fourth Grade. | four classes,
third class.
Lowest class. |
|-----|---|--|

2.28 The mileage allowance for journeys by sea or river steamer, admissible to a civil servant is the amount actually paid, exclusive of diet, for traveling in the class of accommodation to which he is entitled.

2.29 If owing to the arrangements of classes on a steamer, the provisions of rule 2.27, if strictly construed, involve hardship, a competent authority may, in respect of particular journey or journeys generally, decide to what class of accommodation a civil servant is entitled, and when so deciding, may direct whether the civil servant should be granted the full or part allowance admissible for the higher class in which he is permitted to travel.

2.30 **Mileage allowance for journeys by road** -- For journeys by road mileage allowance is admissible at the following rates according to the different modes of travel:

- | | | |
|---|---|------------------------------|
| * | (a) Personal car, or by
engaging a full taxi or
any other means of public
transport. | Rs. **5.00 per
kilometer. |
|---|---|------------------------------|

Note (1)-- Civil servants of the Second Grade are ordinarily not expected to perform journeys by motor car and no bill for a journey under this clause by such an officer shall be paid unless the controlling officer certifies in each case that it was absolutely necessary in the public interest that the journey should have been performed in a motor car.

*Clause (a) was substituted vide F.D's. Notification No.FD/-SRI-8-3/88(P) dated 25.03.1989.

**In clause (a) for the figure '3', figure '5' was substituted vide circular letter No. FD.PC-2-1/2005, dated 16.07.2005.

Note (2)-- Where a Government vehicle is provided for use by and made available to civil servant he shall not be entitled to any road mileage.

Note (3)-- A taxi, for the purpose of this rule, means a motor vehicle plying on hire and authorized to carry not more than eight persons.

Note (4)-- This facility is not admissible to civil servants of the Third and Fourth Grades.

(b) Borrowed car -- A civil servant traveling in a borrowed motor car may charge mileage allowance at the rate of 60 paise per kilometer if he incurs the cost of propulsion himself. In the bill claiming the traveling allowance in such a case, the civil servant should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

	(Mileage allowance is admissible
(c) Motor-cycle, scooter or auto-cycle.	* Re 2.00 per kilometer.
(d) Bicycle, animal back or on foot.	**Rs.1.00 per kilometer.
(e) Public transport plying for hire on single seat basis:	
i) For civil servants in BPS-7 and above.	*** Rs.1.00 per kilometer.
ii) for civil servants in BPS-6 and below.	* Rs.1.00 per kilometer.
(f) Animal drawn carriage.	40 paise per kilometer.)

Subject to the provisions of ** (rule 2.32) these rates shall be admissible from the residence at headquarters to the residence at the temporary place of duty of the civil servant.

* Rates revised vide FD's circular letter No.FD.PC.2-1/2005, dated 16.7.2005.

Note (1)-- The term personal car means a car as defined in rule 1.5(q) of these rules.

Note (2)-- Where two or more civil servants travel in the same conveyance, only that officer who either owns the conveyance or has hired it may draw mileage and daily allowance, while others may draw only daily allowance. A note showing the circumstances of such a journey should be made on the traveling allowance bill of each such officer.

Note (3)-- Where a civil servant, while traveling on duty, is required to pay and pays toll, he shall be entitled to recover the amount in addition to the mileage allowance admissible to him.

Note (4)-- Mileage allowance shall be admissible from the residence of the civil servant to the railway station or the airport, or the sea/river port, as the case may be, at his headquarters and from the Railway station *or the bus stop or the airport, or the sea/river port to the place of his temporary residence at the out-station.

** (Note (5) Civil Servants of the First Grade, who are entitled to travel by air, or by railway accommodation of the highest class, or by personal or borrowed car or by engaging a full taxi, shall also be entitled to travel by air-conditioned public transport and to charge actual fare as mileage allowance.)

Instruction (1) -- Vouchers should be attached to every traveling allowance bill presented for payment particularly in respect of claims for hiring a whole vehicle but where vouchers cannot be obtained, the controlling officer should certify that to the best of his knowledge the claim is correct. But when the whole conveyance is hired a voucher should ordinarily be required.

**Rule 2.32 was deleted vide F.D's No.FD/SRI- 8-8/87 dated 02.05.1989. For original version see Sr.No.6, page 89.

***Rates revised through Pay Revision Rules, 2005 (FD.PC.2-1/2005, dated:16.7.2005)

A voucher should be attached to every traveling allowance bill in respect of claim for hiring a whole taxi. However a voucher will not be required in the case of a journey between the residence at the headquarters and the residence at the temporary place of duty, and vice versa.

Instruction (2) -- The nature of the conveyance used should be certified on the traveling allowance bill.

Instruction (3) -- All controlling officers should maintain in their office a record of rates of hire of conveyances of all kinds within the tract in which the civil servants subject to their control ordinarily travel.

Instruction (4) -- Heads of Departments are not required to attach the vouchers to their traveling allowance bills, but should certify that the amount claimed was actually paid by them.

* After the word railway station, the words 'or the bus stop' were inserted vide Notification No.FD.SRI-8-11/83 dated 20.07.1991.

** Added vide FD's Notification No.FD.SRI-8-3/88(P) dated 25.03.1989.

2.31 Fractions of (*mile) kilometer to be omitted -- In calculating mileage allowance for journeys by road, fractions of a (*mile) kilometer should be omitted from the total of the amount claimed for a complete journey but not from the various items which make up the complete journey.

Explanation -- Each complete journey on tour ends when the civil servant returns to headquarters or to a place in which his headquarters is situated, whether he halts there or not.

2.32 Deleted vide Notification No. FD SRI-8-8/87 dated 02.05.1989.

2.33 Air travel -- For purposes of these rules, travel by air means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed in private aeroplanes or air taxis.

**2.34 Only civil servants in BS-17 and above and any other officer authorized by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey.

Note (1) -- Civil servants in BS-17 and above shall be entitled to travel by economy class when undertaking journey within the country or abroad.

*** (Provided that Civil Servants in BS-22 when traveling outside the country on tour/official duty shall be entitled to travel by business class.)

* The word 'mile' was deleted vide Notification No.FD.SRI.8-3/88(P), dated 25.3.1989.

** Rule 2.34 and Note (1) below the said rule substituted vide Notification No.FD.SRI.8-11/83, dated 20.1.2003.

*** Substituted vide Notification No.FD.SRI.8-1/90, dated 7.6.1990.

Note (2) -- Wherever available a return ticket at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period for which a return ticket is valid.

Note (3) -- The provisions of the notes below Rule 2.24 also apply in case of air journeys.

*(Note (4) -- Airport embarkation fee, where charged, is included in the term "the fare charged for the air-journey".)

**(Instructions.

- i) The cost of air tickets for travel to other countries should be drawn as advance by the administrative departments or the organizations concerned who should purchase the tickets. The PIA should be paid through a cheque issued by the Accountant General, Punjab, or by the concerned organization/agency. The cheque should be accompanied by 'A' form duly completed.
- ii) In a case where a person has been allowed by the Finance Department to travel by an airline other than PIA, or where the services of a travel agent are unavoidable, cheques should be issued in favour of the travel agent.
- iii) The advance for travel abroad in connection with training at the Pakistan Administrative Staff College, National Defence College, National Institute of Public Administration or other training institutions may be drawn and paid to the head of institution who should arrange to purchase the air tickets in accordance with the procedure laid down in these instructions.
- iv) The PIA has been asked by the Finance Ministry to make air tickets non-transferable by & non-refundable to

* Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

**Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989

a passenger. In case of a change in the journey, the refund will be made to the administrative department or the organization.

- v) In case where a person is entitled to travel by economy class, if the period of stay abroad permits and if a facility to a destination is available, only excursion tickets, by whatever name called, should be purchased.
- vi) Used tickets should be attached to the adjustment T.A. bills. Reasons for failure to do so should be recorded on T.A. bills by the controlling officer of the officer concerned.)

2.35 Mileage allowance for a civil servant not authorized to travel by air -- A civil servant who is not authorized to travel by air but performs a journey by air can draw (i) traveling allowance that would have been admissible to him under Rule 2.34 if he had been authorized to travel by air, or allowance for a journey by rail, road, or steamer, whichever is less.

SECTION III

DAILY ALLOWANCE

2.36 Daily allowance -- (1) A daily allowance is uniform allowance for each day of absence from headquarters which is intended to cover the extra daily expenditure incurred by a civil servant in consequence of such absence.

- (2) A day is to be reckoned from midnight.
- (3) *Daily allowance will be admissible at full rate when during the absence from headquarters a night is spent while being on tour.
- (4) **Daily allowance will be admissible at half rate when the absence from headquarters is for more than 4 hours but no night intervenes the said absence.
- (5) A part of day less than ***4 hours is to be ignored for the purposes of daily allowance.
- (6) Deleted vide letter No FD/SRI-8-8/87 dated 25.08.-1988. (Previous version is available at serial No.9, page 90).
- (7) Notwithstanding anything to the contrary contained in sub-rules (3), (4) and (5), an officer availing H.O.R. facilities will be entitled to draw for journey days daily allowance at full rate for a complete day and at half the rate for a half day or less.

* Substituted for the words 'A part of the day at the commencement or end of the tour is to be reckoned as a full day if it is 8 hours or more, and half day if is less than 8 hours but more than 2 hours', vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

** Substituted vide F.D's. Notification No.FD.SRI-8-11/83 dated 03.04.1995 for the words 'Daily allowance at half rate will be admissible for half day'.

*** Figure '2' was substituted for the figure'4' vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

2.37 *(i) Rates of daily allowance -- The rates of daily allowance shall be as follows:

	<u>BPS</u>	<u>Special</u>	<u>Ordinary</u>
		Rs.	Rs.
i)	1 to 4	200	125
ii)	5 to 11	220	155
iii)	12 to 16	365	280
iv)	17 to 18	640	500
v)	19 to 20	825	600
vi)	21 to 22	1000	700

** (ii) A civil servant in BS-20 and above and Secretary to Government who stays in a hotel, guest house, inspection bungalow or a residential club, shall in addition to the above daily allowance, be allowed reimbursement of actual single room rent including taxes/duties and service charges relating to room rent subject to production of receipts/vouchers up to the following maximum per day:

- | | | |
|----|---|--|
| a) | Localities where special
amount of
daily allowance
is admissible | 3 times the
special daily
allowance |
| b) | Localities where ordinary
daily allowance
is admissible | One and a
half times
the amount of daily
allowance. |

*** (iii) A civil servant (other than in BS-20 and above and secretary to Government) who stays in a Government rest house, guest house, lodge or a residential club shall be

* New rates have been revised through Pay Revision Notification No.FD.PC.2-1/2005, dated 16.07.2005.

** Substituted vide Notification No.FD.SRI.8-8/87, dated 10.4.1991.

***Substituted vide Notification No. FD.SR1-8-8/87 dated 10th April 1991.

allowed the actual room rent up to the maximum per day as given in sub-rule(ii) above. Such a civil servant shall also be allowed reimbursement of actual single room rent, including taxes, duties and service charges relating to room rent, subject to same maximum per day, on stay in a hotel at Divisional Headquarters only.

- ^{*}(iv) The provincial civil servants while traveling outside the Province be allowed reimbursement of room rent charges subject to the same maximum as given in sub-rule (ii) above in respect of stay in a hotel besides guest/rest houses, lodges, inspection bungalows and residential clubs.

Note (1)-- Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta and Rawalpindi, Muzaffarabad and Mirpur AJ&K.

Note (2)-- For the purpose of calculating the amount of daily allowance the period of absence from headquarters shall commence from the time of departure of the civil servant from his office or residence, as the case may be, till the time of return to his office or residence, as the case may be.

Note (3)-- The rate of daily allowance of civil servant who spent part of a day in one locality and part in a locality for which a different rate of daily allowance is admissible should be determined according to the place where he spent the major part of such day.

This principle will also apply in the case of the incomplete days at the beginning and end of a tour, and a civil servant will be entitled to daily allowance at the higher rate fixed for a locality if his halt at that place was more than half of the period of the incomplete day in question.

^{*}Substituted vide Notification No.FD/SRI-8-1/82, dated 26.03.1986.

2.38 Period for which daily allowance may be drawn -- Daily allowance may be drawn for the entire period of absence from headquarters, i.e., for the time spent on a journey, a halt, on tour or on a holiday occurring during a tour.

Note (1)-- A civil servant who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

Note (2)-- A civil servant who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

Note (3)-- A civil servant who during the course of his tour returns temporarily to headquarters on Friday or a public holiday to attend to his private business is not entitled to draw daily allowance for the day or days spent at headquarters.

2.39 Maximum period for which daily allowance is admissible --
(1) 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, if it is satisfied that prolonged halts are necessary in the interest of the public service, grant general or individual exemptions from the operation of this rule, on such conditions including reduction in the amount or rate of daily allowance, as it thinks fit.

Note (1) -- In granting exemptions from the operation of this rule the competent authority may impose such conditions as it thinks fit. One such condition is the reduction in the amount of the daily allowance that may be drawn and the principle underlying this reduction is that the expense incurred by a civil servant in respect of a halt at an out-station ordinarily decreases in proportion to the length of his stay at that station. This principle should be borne in mind by the authorities to whom powers, under this rule have been delegated and the rate of daily allowance should be suitably reduced after the first ten days in all cases except those which present very special

features. Cases in which special treatment can be justified will be generally those in which the halt of a civil servant at an out-station is of uncertain duration which makes it impossible for him to arrange for more permanent and cheaper accommodation.

Note (2)-- Casual leave taken during tour may be excluded in computing the period of ten days referred to in this rule.

2.40 For the purposes of these rules --

- (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 (*ten miles) 16 Kilometers for a period of not less than three nights:

Provided that when a civil servant returns to his headquarters, the halt is terminated, even though the return be for less than three nights.

* The words "ten miles/" were deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

CHAPTER III

TRAVELING ALLOWANCE FOR JOURNEYS ON TRANSFER

3.1 General conditions of admissibility -- Traveling allowance may not be drawn under this chapter by a civil 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.

3.2 When a civil servant is transferred otherwise than for the Public convenience, a copy of the order of transfer shall be sent to the audit officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement the audit officer shall assume that the civil servant has been transferred, for the public convenience. In the case of subordinate civil servant a certificate from the head of the office may be accepted in lieu of the copy of the order referred to above.

3.3 A competent authority may depute a civil servant on duty outside his headquarters and order him to reside at a temporary headquarters for a period not exceeding three months. In such circumstances traveling allowance as on transfer will not be admissible and the civil servant in question will only draw traveling allowance as on tour.

3.4 **Elements of traveling allowance on transfer --**
Traveling allowance for a journey on transfer is meant to cover --

- (a) the cost of transportation of the civil servant and his family;
- (b) expenditure incidental to the traveling of the civil servant and his family;
- (c) transportation cost of the personal effects of the civil servant and his family; and

- (d) in certain cases the cost of the transportation of conveyance or conveyances of a civil servant.

3.5 Traveling allowance will be admissible in respect of all items of expenditure specified in rule 3.4 provided that the transportation in question took place not earlier than one month and not later than six months of the date on which the civil servant took over charge of the new post.

3.6 Traveling allowance for journeys on transfer includes --

- (a) mileage allowance for the civil servant and his family to cover the cost of their transportation;
- (b) cost of transportation of the personal effects of the civil servant subject to certain limits; and
- (c) cost of moving motor car or other conveyance under certain circumstances.

3.7 "Mileage allowance and transfer grant" -- Civil servants shall be granted the following --

- (a) **Mileage allowance --**
 - * (i) In the case of a journey by rail, mileage allowance for himself and for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in a lower class.
 - (ii) In the case of journey by modes other than rail, one full mileage allowance for himself and one full mileage allowance for each member of his family above 12 years of age and one-half of mileage allowance for every child above the age of 12 months but below 12 years, at the rate to which he is entitled while on tour: Provided that where mileage is charged for journey by personal car or taxi, only a single mileage will be admissible.

* Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.

(b) **Transfer grant --**

Civil Servant possessing a family	One months pay (subject to a maximum of Rs.4000/-)
---	---

Civil servant not possessing a family	Half months pay (** subject to a maximum of Rs.2000)
---	--

*** Provided that if the civil servant is transferred within the same district he will not be entitled to receive the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail, and double the mileage allowance in the case of journey by modes other than rail.

Explanation -- Deleted vide No.FD SRI-8-2/86 dated 03.08.1986.

3.8 Subject to the provision of rule 3.13 a civil servant is entitled under clause (b) of rule 3.6 to the cost of transportation of his personal effects not exceeding the following maxima:

<u>Grades of Civil servants.</u>		<u>If possessing a family.</u>		<u>If not possessing a family.</u>	
		Maunds	Kg.	Maunds	Kg.
Grade I		120	4500	60	2250
Grade II		80	3000	40	1500
Grade III		40	1500	20	750
Grade IV		15	560	10	375

Note -- Both husband and wife would be entitled to transfer grant and charges for transportation of personal effects in case both are civil servants and are transferred from one station to a common destination. The wife would, however, be

required to certify that the weight of personal effects for which transportation charges have been claimed by her was in excess of the limits up to which it was admissible to her husband under these rules.

*3.9 Subject to the provisions of rules 3.14 & 3.15, a civil servant entitled under clause (c) of rule 3.6 to draw the cost of moving motor car or other conveyance, may draw the actual cost of transportation by (**rail or steamer) any means of transport at a cost not exceeding the expenditure for E.V.K. transport}, at owner's risk of conveyance at the following scale:

<u>Grade of the civil servant.</u>	<u>Conveyance which he may transport.</u>
First	Two horses, and in addition a motor car or a carriage or motor cycle or an ordinary cycle.
Second	A horse, and in addition a motor car or carriage or motorcycle or an ordinary cycle.
Third	A horse or a motor cycle or an ordinary cycle.
Fourth	An ordinary cycle.

3.10 For the purposes of these rules, the actual physical weight of personal effects carried by steamer should be taken into account, and not the theoretical weight as arrived at by the shipping companies according to their own formula for calculating the charge.

3.11 Subject to the prescribed maximum number of maunds/kilograms, a civil servant may draw the actual cost of transporting personal effects to his new station from a place in Pakistan other than his old station (e.g. from a place where they are purchased en route, or have been left on the occasion of his previous transfer) or from his old station to a place in Pakistan other than his new station, provided that the total amount which

*Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

** Substituted vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

he may draw for transporting personal effects shall not exceed the amount which would have been admissible had all his personal effects been transported from his old to the new station direct.

3.12 Motor cars and other conveyances shall be deemed a part of personal effect for the purposes of *(these rules) in all cases where a civil servant is not entitled to traveling allowance for their transport under rule 3.9.

3.13 Cost of carriage of personal effects up to the maximum limits as in rule 3.8 shall be allowed at the rate of ** Rs.0.008 per km per kg from the residence of the civil servant at the old station to his residence at the new station, irrespective of the mode by which personal effects are carried (it will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects).

Note -- Civil servant claiming the cost of transporting personal effects is required inter alia --

- (1) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
- (2) to indicate, in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport.

The controlling officer has also to exercise the usual scrutiny of the claim.

3.14 In the case of transportation of motor car, the cost of transporting a driver or cleaner and in the case of transportation of horses, cost of transportation of syce may be drawn.

3.15 When a civil servant transports his motor car or motor cycle, horse, or horse and carriage by road between, stations

*The words "this rule" were substituted by the words "these rules" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

** Substituted vide Notification No.FD/SRI-8-11/83 dated 03.04.1995.

connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance of * Rs. 1.20 per kilometer in respect of motor car and *40 paisa per kilometer in respect of a motor cycle/scooter):

Provided that if the civil servant or a member of his family travels by the conveyance, he may draw mileage allowance as for journey on tour and no additional allowance under this rule will be admissible.

3.16 Procedural matters --A civil servant who claims higher traveling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the number and relationship of the said members.

3.17 Civil servant taking over charge or handing over charge at a place other than his headquarters -- A civil servant transferred from one post to another who is permitted to hand over charge of his post or to take over the charge of the new post at a place other than the headquarters is entitled to --

- (i) traveling allowance as on tour for the journey to the place of taking over or handing over and also for the journey from such a place to his new headquarters;
- (ii) traveling allowance as on transfer, except his own mileage allowance for the journeys from his old headquarters to the new headquarters.

3.18 **Deputation for training** -- A civil servant who, in consequence of his transfer or deputation on a course of training, in which traveling allowance as on transfer is admissible, is obliged to send his family to a station other than his new headquarters or place of training, may draw traveling allowance for his family to that other station, subject to the condition that it does not exceed the traveling allowance which

*Substituted for the words and figures '60 paisa' and '30 paisa' vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

would have been admissible if the family had accompanied him to his new headquarters or place of training.

3.19 Civil servant appointed to a new post while in transit --

A civil servant appointed to a new post while in transit from one post to another, is entitled to draw traveling allowance as on transfer for so much of the journey as he has accomplished when he receives the fresh orders and for the journeys from the place at which he receives such orders to his new station.

3.20 Civil servant transferred after enjoying leave --

A civil servant who goes on leave after he has handed 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 traveling allowance as on transfer from his old to his new post.

3.21 When a civil servant under the administrative control of the Government of Punjab is transferred to the control of another Government, his traveling allowance for the journey to join his post under that Government and for the journey on reversion to a post under the Government of Punjab will be governed by the rules regulating traveling allowance on transfer of that Government.

Note -- The controlling officer for the purposes of traveling allowance for the journey of civil servant to join his post under another Government as well as for the journey on reversion to a post under the Government of Punjab, shall be the controlling officer in regard to his post under that Government.

3.22 The traveling allowance of a civil servant both when proceeding on transfer to a foreign service and when reverting to duty under Government shall be borne by the foreign employer.

Note -- The above rule applies even in case in which a civil servant in foreign service takes leave before returning to duty under Government.

3.23 A local body employee transferred to officiate in a post under Government is entitled to traveling allowance for the journey to join his post under Government and also for the return journey under these rules.

CHAPTER IV

TRAVELING ALLOWANCE FOR JOURNEYS OTHER THAN THOSE ON TOUR OR TRANSFER

SECTION-I

Journeys on first appointment to Government service and on retirement, dismissal or termination of an appointment

4.1 (1) Unless a competent authority by special or general order so permits traveling 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.

(2) Traveling allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to Government service.

4.2 A person holding a permanent post substantively under another Government, may be granted traveling allowance to join a post under the Government of Punjab, and while reverting to his parent Government:

Provided that no such allowance will be admissible on reversion, if the reversion is at the request of such person.

4.3 Unless a competent authority so permits, no person is entitled to any traveling allowance for a journey made after dismissal from Government service or after termination of his service under Government:

Provided that --

- (i) a civil servant retiring from Government service may draw traveling allowance as on transfer from his last headquarters to the place where the controlling officer certifies he is due to settle.

- (ii) the family of civil servant who dies while in service shall be entitled to traveling allowance as on transfer.

Note -- Deleted vide Notification No.FD-SRI-8-3/88(P) dated 25.03.1989. Previous version is available at Sr.No.18, page 96.

4.4 Traveling allowance under rule 4.3 will be admissible in respect of all items of expenditure provided that the journey and transportation took place either during leave preparatory to retirement or one month before the date of actual retirement but not later than six months of the date of actual retirement from Government service.

4.5 Except as otherwise provided traveling allowance under this section should be calculated as for a journey on tour, but no daily allowance may be drawn for halts. The rate admissible in case of a new recruit is the rate prescribed for the grade to which he will belong after joining his post.

- *4.5-A (a) Where under the rules the dead body can be transported by air, all the family members may be allowed one single economy class fare to accompany the dead body of the deceased employee. The air fare claimed on this account shall be in lieu of the family's normal entitlement for T.A. as admissible on retirement.
- (b) In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is permissible by air.)

SECTION-II

Journey on a course of training

* Rule 4.6 added vide Notification No.FD/SRI-8-27/87 dated 26th January 1986 was re-numbered as Rule 4.5-A vide Notification No.FD/SRI-8-3/88(P) dated 05.03.1989.

4.6 When a civil 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) traveling allowance for the first 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, traveling allowance for similar journey on the occasion of holidays and vacation; and
- (c) traveling allowance for a journey during the course of training;

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

Note -- When a civil servant is deputed to receive training at any of the Pakistan Army Schools of Instructions, he should be permitted to draw, instead of house rent or local allowance, daily allowance equal to messing charges levied by the Army Institution, in accordance with his status. This note will apply when it is certified by the authorities of the institution concerned that it is compulsory for a trainee to lodge and board at the institution or that it is not possible to make any cheaper arrangement outside.

SECTION-III

Journey to give evidence in a court, to attend an inquiry or conference

4.7 (1) A civil servant permitted at his request to attend a meeting or conference held in Pakistan, and if any Government

*Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

interest is served thereby, may be paid a single return railway fare for the journey without any road mileage or daily allowance.

(2) Mileage and daily allowance, etc., as for a journey on tour, are, however, admissible when an officer is officially deputed to attend a meeting.

- 4.8 (a) A civil servant appointed as a member of a committee, commission or board constituted by Government, may draw traveling allowance as for journeys on tour.
- (b) A civil servant * (who is) appointed to assist at a departmental enquiry or at a preliminary investigation into charges of corruption or misconduct on the part of an official and undertakes any journey in connection with such enquiry or investigation, is entitled to traveling allowance as for a journey on tour.

4.9 (1) **A civil servant summoned to give evidence --**

- (a) in a civil or criminal case, or a departmental enquiry held by a properly constituted authority in Pakistan 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; or
- (b) before a committee appointed by Government; may draw traveling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him:

Provided that if the court by which he is summoned is situated within ** (ten miles) 16 Kilometers of his headquarters or within municipal limits of the town where his

* Added vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.

** The words "ten miles/" deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

headquarters is located, whichever may be farther, he may if not in receipt of any permanent traveling allowance or conveyance allowance, accept such payment of actual traveling expenses as the court may make.

(2) When a civil servant draws traveling allowance under sub-rule (1)---

- (i) If the court or authority by which he was summoned be in Pakistan, he may not accept any payment of his expenses in connection with the journey from such court or authority, and any fees which may have been deposited in the court or with the authority for the traveling and subsistence allowance of the witness must be credited to Government; and
- (ii) If the court or authority by which he was summoned be in foreign territory, he may receive from the court or the authority such payment of his expenses as may be admissible to him under the rules of the court and credit the amount to Government, stating in his traveling allowance bill the amount received, the treasury in which it has been credited and the date of credit, and where no amount is paid to him by the court he should ascertain the reasons therefore and state them in his traveling allowance bill.

Note -- (1) If the court in which he gives evidence is situated within ^{*}(ten miles)16 kilometers of his headquarters or within municipal limits, whichever may be farther, and no traveling allowance is, therefore, admissible for the journey, he may if he be not in receipt of permanent traveling allowance or conveyance allowance, accept such payment of actual traveling expenses as the court may make.

*The words "ten miles/" deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

Note -- (2) A civil servant summoned to give evidence while on leave or on vacation is entitled to traveling allowance under this rule from and to the place from which he is summoned as if he were on duty.

Note -- (3) When a civil servant summoned as a witness in a criminal case or a civil case claims traveling allowance under this rule, a certificate from the court should be attached to the bill showing the amount of traveling or subsistence allowance which he has been paid under the rules of the court.

Note -- (4) This rule applies also to a civil servant in foreign service, provided the facts to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of Government.

4.10 Other cases -- A civil servant summoned to give evidence in circumstances other than those specified in rule 4.9 or to attend a court of law as assessor or juror is not entitled, by reason of his position as a civil servant, to any payment other than that admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation apart from payment for traveling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

4.11 A competent authority may sanction traveling allowance as for a journey on tour in a case in which a civil servant has to undertake the journey to answer a criminal or civil case brought against him in respect of an act done by him in the discharge of his official duty and in which Government has decided to undertake his defence at public cost.

4.12 Traveling allowance as for a journey on tour is admissible to a civil servant proceeding in his official capacity to a police station to lodge a complaint or give information of an offence but no allowance is admissible to a civil servant summoned by a police officer to give evidence before him.

4.13 Persons attending commissions of inquiry, etc.--

(a) (1) When any person, not being a civil servant, but including an employee of the Government of Pakistan or other provincial Government is required to attend any meeting of a provincial commission of inquiry or of a board, conference, committee, or departmental inquiry convened under proper authority or is required to perform any public duties in an honorary capacity a competent authority may grant him traveling allowance for the journey calculated under the ordinary rules for the journey of a civil servant on tour, and for such purpose may declare, by general or special order the grade to which such person shall be deemed to belong:

Provided that a competent authority may, in its discretion, grant to the person concerned his actual traveling, hotel and carriage expenses, instead of traveling allowance, where it considers that such allowance would be inadequate.

- (b) A competent authority may delegate the power conferred upon it by clause (a) of this rule to the civil servant presiding over the meeting of the commission or other body which the person concerned is required to attend.
- (c) Traveling allowance is not admissible to private legal practitioners employed in case on behalf of Government unless they are officiating as public prosecutors.
- (d) Non-officials may be allowed by a competent authority traveling allowance (including daily allowance and conveyance allowance) according to their status for helping Government in its various activities.

SECTION-IV

Journey to give or obtain medical advice

4.14 (1) When the place at which a civil servant falls ill is not the headquarters of the authorized medical attendant --

- (a) the patient shall be entitled to traveling allowance for the journey to and from such headquarters; or
- (b) if the patient is too ill to travel and under the rules applicable to him, is, in such circumstances, entitled to the attendance of the authorized medical attendant at his residence, the authorized medical attendant shall be entitled to traveling allowance for the journey to and from the place where the patient is.

(2) A claim for traveling allowance under sub-clause(a) of clause (1) of this rule shall be accompanied by a certificate from the authorized medical attendant stating that medical attendance was necessary, and where the claim is under sub-clause (b) of that clause, that the patient was too ill to travel.

4.15 (1) If the authorized medical attendant is of the opinion that the case of a patient entitled to treatment under the rules relating to medical attendance on civil servants, and their families is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires antirabic treatment, he may with the approval of the Director of Health Services (which shall be obtained before hand, 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 Punjab by whom, in his opinion, medical attendance is required for the patient, and in the case of antirabic treatment, to the nearest station in Punjab where such treatment is available; or
- (b) if the patient is too ill to travel and is under the rules applicable to him entitled to medical attendance at his residence, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent to a specialist or antirabic station under clause (1) of this rule shall, on production of a certificate from the authorized medical attendant in this behalf, be entitled to traveling allowance for the journey to and from the headquarters of the specialist or other medical officer or, as the case may be, the place of antirabic treatment.

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

4.16 When a civil servant is required under the orders of the head of his office to obtain the counter-signature of a medical board or a medical officer upon a certificate pronouncing him fit to return to duty from leave granted on medical certificate, he may draw traveling allowance for the journey undertaken to appear before such board of medical officers.

4.17 If a civil servant being stationed at a place where there is no medical officer of Government, is required to obtain a medical certificate from a medical officer of Government in support of an application for an initial grant of leave he may draw traveling allowance for the journey undertaken to obtain that certificate.

Note -- Traveling allowance is not admissible for a journey to obtain a medical certificate in support of an application for an extension of leave.

4.18 If a civil servant, having obtained a medical certificate in support of an application for an initial grant of leave is required to appear before a medical board or to appear before a nominated medical board or to appear before nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, he may draw traveling allowance for the journey undertaken to obtain that opinion.

Note -- Traveling allowance is not admissible for a journey to obtain a further medical opinion in support of an application for an extension of leave.

4.19 A civil servant directed by his official superior, in the interest of the public service, to apply for an invalid pension may, if he be required to undertake journey in order to appear before a medical board, draw traveling allowance as on tour;

Provided that his traveling allowance bill is supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service.

4.20 A civil servant who has been directed to apply for or is in receipt of a wound or disability pension from Government, may draw traveling allowance for journeys to obtain a certificate from a medical board for the grant of or the continuance of such pension.

4.21 A competent authority may allow traveling allowance to a civil 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.

4.22 (1) When a civil servant suspected to be suffering from tuberculosis is required after examination by the District Health Officer of the district in which he is serving or if he is too ill to go to the district headquarters, by the medical officer in-charge of the local or nearest hospital or dispensary, to proceed for X-Ray, laboratory or other examination to the nearest station where such facilities are available, he may, on production of a certificate from the District Health Officer or the medical officer as the case may be, draw traveling allowance for the journey performed by him to and from the place of examination as on tour.

(2) The journey under this rule should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the civil servant.

4.23 Traveling allowance under rules 4.14, 4.15, and 4.20 should be calculated as for a journey on tour; provided that no allowance shall be drawn for halts on the journeys, while traveling allowance under other rules of this section may be allowed as for journeys on tour.

4.24 (1) A medical officer of Government who considers that a civil servant on whom it is his duty to attend professionally should leave his station to obtain medical advice or treatment or to proceed on leave and that it is unsafe for him to travel unattended, may, if he does not himself accompany him, arrange for an attendant to do so; and the attendant --

- (a) if a civil servant, shall be deemed to have been traveling on duty and may draw traveling allowance for the outward and return journey as for a journey on tour; and
- (b) if not a civil servant, may draw actual expenses.

2. When the medical officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose of this rule.

Note -- An overseer, nurse, or other person, attending on or escorting an insane or sick civil servant, should, when traveling in the same compartment with him, be allowed to draw the actual fare of the class in which he travels plus daily allowance to which he may be entitled.

SECTION-V

Journeys to attend darbars and ceremonial functions, etc.

4.25 A civil servant who is required to attend investiture ceremony or darbar or levee elsewhere than at the headquarters may draw traveling allowance for the journey as for a journey on tour.

Note -- No traveling allowance is admissible to a civil servant for attending a function with which he is not officially connected though he may have received a courtesy invitation for the same. It is for the head of the attached department concerned or where he is the head of the attached department, the administrative secretary of the department concerned to see, while permitting a civil servant to be present at a function, if he is really required to attend it in the public interest, and if so whether traveling allowance should be permitted for the journey as for journey on tour. If several civil servants of one and the same department attend a particular function, it should also be seen whether the same conveyance cannot be shared by all of them.

4.26 When a commissioned officer belonging to the defence forces of Pakistan whether on the active or the retired list, is invited to attend a darbar or levee at a place other than at which he is stationed or has his residence, a competent authority may grant him traveling allowance for the journey subject to the following limits:

- (i) For the journey from his station or place of residence to the place at which the darbar or levee is held and back to his starting point, single railway and steamer fares actually paid, plus actual traveling expenses for journeys by road subject to the maximum admissible to a civil servant of the first grade when on tour.
- (ii) For halts at the place at which the darbar or levee is held, daily allowance of Rs.5.

4.27 Journey in connection with local fund -- (a) Except as provided in clause (b) the traveling allowance to civil servants for journeys performed in connection with the affairs of local authority is governed by the rules of the local fund and is payable from the local fund.

(b) When a civil servant, who is an ex-officio member of a local body travels to attend meeting of the local body or when a civil servant travels for purposes of supervision or control of the affairs of a local body as part of his regular duties, his

traveling allowance shall be paid by Government and shall be governed by these rules.

Note -- The instructions contained in rule 1.11 should be carefully observed when preparing traveling allowance bills under this rule.

4.28 Journey during vacation -- No traveling allowance is admissible to a civil servant of a vacation department who is spending his vacation elsewhere than at his headquarters, in the event of his being recalled to headquarters during his vacation.

4.29 Journey in attendance on an incapacitated civil servant -- If a civil servant, under the advice of a District Health Officer or other medical officer of Government whose duty it is to attend on him professionally, is required to travel to "another place" 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 civil servant shall be deemed to have been traveling on duty and may draw traveling allowance for the outward and return journey as for a journey on tour; if not a civil servant, he shall be entitled to actual expenses.

CHAPTER V

TRAVELING ALLOWANCE WHEN THE MEANS OF TRANSPORT ARE PROVIDED WHOLLY OR PARTLY FREE OF COST

5.1 **H.O.R. facilities** -- A competent authority may grant to any civil servant the general right to reserve by requisition an inspection carriage, an eight wheeled tourist car, an ordinary first class carriage of two compartments or an ordinary first class compartment when traveling by railway on tour.

5.2 The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway authorities.

5.3 When a civil 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.

5.4 When a civil 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 --

- (i) the entire cost of haulage is borne by Government;
- (ii) unless it be otherwise expressly provided in these rules, and person traveling with the civil 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 traveling allowance in respect of a journey performed in reserved accommodation, the civil servant reserving the accommodation must specify the number of persons who traveled with him and certify that necessary tickets were purchased by them.

Note -- (1) The civil servant reserving the accommodation shall, before beginning the journey, have the number and other

details of the tickets purchased from the persons traveling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which the journey is commenced, in order to enable an adjustment to be made between the Civil and Railway Departments in respect of the fares realized by the railway.

Note -- (2) Where only debits are received by the audit officer on account of railway requisitions in respect of which no traveling allowance bill has been preferred, the audit officer will obtain a certificate from the civil servant who has traveled in the reserved Railway accommodation to the effect that the journey covered by the requisition was performed in the interest of public service.

Note -- (3) A Personal Assistant, a Stenographer or a Clerk holding a ticket for the class of accommodation in which he is entitled to travel according to his grade may travel with the high official in his reserved accommodation but in that case the high official will have to certify in the bill for traveling allowance that it was in the interest of the public service that the Personal Assistant, Stenographer or Clerk should have traveled with him in the reserved accommodation and that the Personal Assistant, Stenographer or Clerk actually purchased a ticket for the class of accommodation to which he was entitled. In such a case, the cost of the said ticket will not be deducted from the charge on account of haulage of reserved accommodation payable to the railway.

Note -- (4) A civil servant who is entitled to reserve by requisition a first class compartment may recover, when traveling by railway in such a compartment, his actual traveling expenses up to maximum of one half of first class fare.

5.5 The amount of luggage which may be transported free of cost by a civil servant traveling 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.

5.6 Free transit otherwise than in accommodation reserved by requisition -- When a civil servant is entitled to or is allowed free passage by steamer, whether on a free pass or otherwise, or travels by road in a staff car or other conveyance provided by Government or a local authority, he is not entitled to any mileage for the journey but when the journey is performed by rail the civil servant may draw mileage allowance equal to $\frac{1}{2}$ of the Railway fare he is entitled to.

Note (a) this will not be applicable to --

- (i) Officers and men of Railway Police;
 - (ii) Medical Officers lent to the Railway Department; and
 - (iii) any other civil servant or class of civil servants whose duties involve constant traveling by railway except in cases where the competent authority may declare it to be applicable.
- (b) When such a civil servant makes a journey by Railway on tour --
- (i) he is entitled to a free pass under the Free Pass Rules of the Railway or to the fares for himself and the servants and luggage accompanying with 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 8 consecutive hours;
 - (iii) he may not exchange for mileage allowance the allowances admissible under sub clauses (i) and (ii);
 - * (iv) if he combines with a railway journey the journey by steamer or road, he may, if he travels to a place distant at least 8

*Substituted vide F.D's. Notification No.FD/SRI- 8-3/88(P), dated 25.03.1989.

kilometers 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 road in addition to daily allowance, if any, admissible under this rule; 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.

5.7 When a civil servant in receipt of permanent traveling allowance uses a free pass on a railway or steamer within his sphere of duty, or travels by road in a free conveyance, the amount of the mileage allowance to which he would have been entitled if he had not traveled free, shall be deducted from his permanent traveling allowance for the month during which he so uses a free pass or a free conveyance.

5.8 Civil servant entitled to travel in a higher class on payment of a lower fare -- When a civil servant is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be limited to the amount of the fare actually paid.

5.9 The following rules have been prescribed in respect of the drawing of traveling allowance by civil servants who accompany the Governor of Punjab --

- (i) If the civil servants travel in the Governor's Special Train the traveling allowance which they would ordinarily draw shall be reduced by the amount of the fare which, but for such free passage, they would have paid.
Note -- No refund to the Governor's Tour Fund is necessary, as no extra expenditure is incurred out of the grant on this account.
- (ii) If the civil servants travel in an ordinary train, they should purchase their own tickets and draw the ordinary traveling allowance.

Note -- No recoveries are necessary in this case unless their fares are in the first instance advanced from the Tour Fund, in which case the accounts of the Fund should be adjusted by the Military Secretary.

- (iii) In all cases where full traveling allowance is claimed by the civil servants, it should be certified on the bill that the journey was performed by an ordinary train, or in an extra carriage attached to the Governor's Special Train. On the authority of such a certificate and on the understanding that the account of the Governor's Tour Fund will (if necessary) be adjusted by the Military Secretary, the traveling allowance charged by the civil servants will be passed in full.

CHAPTER VI

RULES GOVERNING TRAVELING ALLOWANCE AND HILL STATION ALLOWANCE ADMISSIBLE TO THE OFFICERS AND STAFF OF THE GOVERNOR'S SECRETARIAT ACCOMPANYING THE GOVERNOR TO A HILL STATION IN SUMMER SEASON

SECTION-I

6.1 The rules in this chapter shall be applicable only to the officers and the staff of the Governor's Secretariat accompanying the Governor to the hill station.

Explanation -- For the purposes of this chapter 'hill station' means Murree or any other hill station specified by the Governor in this behalf.

6.2 A civil servant, to whom the rules in this chapter apply, who is required to move to a hill station, may draw, for the initial journey to and the final return journey from the hill station, mileage and daily allowance as follow:

- (i) mileage and daily allowance for himself and for each member of his family;
- (ii) one extra mileage allowance, as for himself, to cover miscellaneous expenses of the journey provided that if he is holding a ministerial post and travels with his family, two additional mileage allowance as for himself will be allowed.

Note (1) -- For the purposes of this rule a member of a civil servant's family should be held to have accompanied the civil servant if he/she arrives at the hill station two months before or one month after the civil servant, or arrives at the headquarters one month before or after the civil servant.

Note (2) -- Members of the family of the civil servant moving to the hill station who are entitled to draw traveling

allowance will do so only on the first move to the hill station and the final move down. Beyond these two journeys they will not be entitled to any traveling allowance.

Note (3) -- In case the civil servant's children are at a school or college of which the term begins or ends more than two months before or one month after the civil servant moves to the hill station, the limit of two months or of one month as the case may be, may on the production of the following certificate be exceeded to cover the date of beginning or end of the term and for the examinations which may fall immediately or very soon after the conclusion of the term. * (The certificate shall be recorded by the civil servant himself if he is holding a post in BPS-16 or above and in any other case by the controlling officer):

CERTIFICATE

I certify that _____ son/daughter of _____ is a student in _____ school/college which closes on _____ and reopens on _____

2. The last date of his/her examination at the close of the term is/was _____

Date _____
Officer

Signature
Drawing/Controlling

*Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.

Note (4) -- The claim for traveling allowance on account of the members of family should be supported by a certificate signed by the ** (civil servant himself and, in case the civil servant is in a scale lower than BPS-16) countersigned by the controlling officer stating:

- (a) the number and age of the members of the family and their relationship with the civil servant;
- (b) that they are wholly dependent on and residing with him; and
- (c) that they accompanied the civil servant within the meaning of this rule read with note (2), to the hill station and on his final return there from.

Note (5) -- For the special reason to be recorded on the traveling allowance bills the controlling officer may apply these rules to other members of the family as included in the definition of family as given in rule 1.5.

6.3 A military officer on the personal staff of the Governor required to move to the hill station may draw charges for the conveyance of his horses according to his rank under the rules in force for military officers.

6.4 If a civil servant to whom the rules in this chapter apply for any reason (e.g. having traveled in a special train) does not pay for any of his traveling expenses such as rail fare, cost of conveyance or baggage or personal attendants, etc., the amount of the traveling allowance admissible to him under these rules should be reduced to the extent of the expenses which he would otherwise have incurred on such journey.

6.5 If a civil servant in cases other than provided in the foregoing rule, or any member of his family for whom traveling allowance is admissible under this chapter, proceeds to the hill station or returns from a hill station to the headquarters, as the

**Substituted for the words "Officer himself and in other cases" vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

case may be, by a route other than the normal route, he may draw traveling allowance for such journey limited to that normally admissible to him.

6.6 If a civil servant to whom the rules in this chapter apply while at the hill station obtains leave on medical certificate and is obliged to travel to headquarters for such treatment, he may draw his actual traveling expenses to headquarters and back, limited to what is absolutely necessary, and not exceeding in any case the amount admissible under these rules for the normal journeys.

SECTION-II

HILL STATION ALLOWANCE

* 6.7 A civil servant to whom the rules in this chapter apply shall be entitled, for the period of his residence at the hill station and for the joining time allowed for moving to and from the hill station, to hill station allowance at the rate of 25 per cent of his basic pay subject to a maximum of Rs.200/- per mensem.

Note - (1) Subject to the condition that he returns to the hill station to resume his residence there, a civil servant who is in receipt of an allowance under rules may be allowed to draw the allowance admissible under this rule in addition to the traveling allowance admissible under the rules when he accompanies ** [Civil Servants holding post in BS-16 and above] on tour or on other duties away from the hill station.

Note - (2) A civil servant in receipt of house rent allowance at the headquarters shall continue to draw that allowance in addition to the hill station allowance during his stay at the hill station.

6.8 ***Deleted.

6.9 A civil servant on leave on medical certificate at hill station may if no extra expense (other than the medical facilities provided under the medical attendance rules) is caused to the Government, draw the hill station allowance in full during such leave.

* Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.

** Substituted for the words "Officers" vide corrigendum No. FD/SR.I.8-3/88 (P) dated 3rd August 1989.

*** Vide Finance Department's Notification No.FD.SRI-8-3 /88(P) dated 25.03.1989.

SECTION-III

GENERAL

6.10 A civil servant residing at the hill station may draw his pay and the allowances admissible under these rules either at the hill station or his headquarters or partly at the hill station and partly at the headquarters.

Note -- A last pay certificate is not required to enable pay to be drawn under this rule.

6.11 **Advance of pay and traveling allowance** -- A civil servant to whom the rules in this chapter are applicable, when proceeding to or from the hill station, shall draw advance of Pay/T.A. as follows:

- (a) * (A civil servant holding a post in BPS-16 or above) may draw an advance of pay (including allowances) for the month in which he leaves the headquarters or the hill station, as the case may be, and of his traveling allowance and that of his family on written sanction of the controlling authority;
- (b) Other civil servant may draw the pay (including allowances) for the month in which he leaves the headquarters or the hill station, as the case may be and also traveling allowance advance for himself and for his family by or on the countersignature of the head of the office.

Note -- Temporary civil servants are not entitled to advances of pay, traveling allowance and other allowances under this rule unless the sanctioning authority is satisfied that the advances would be recovered from the civil servant concerned before his term of appointment expires.

*Substituted for the word "officers" F.D's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

6.12 (1) Advances of traveling allowances under clauses (a) and (b) of rule 6.11 must be adjusted by bill within a fortnight after the civil servant's arrival at his destination.

(2) Recovery towards the advance of pay from such civil servant should be made from their pay in three equal monthly installments.

No.FD/Accounts/OSD/498

dated 10th July 1976

Ancillary **Instructions**

**PUNJAB
TRAVELLING ALLOWANCE
RULES**

Ancillary Instructions

(PUNJAB TRAVELLING ALLOWANCE RULES)

<u>Sr.#</u>	<u>Letter No. & Date</u>	<u>Page #</u>
1.	GRANT OF TRAVELLING/DAILY ALLOWANCE TO GOVERNMENT SERVANTS DURING TRRAINING WITHIN THE COUNTRY.	
2.	REVISION OF RATES OF FIXED TRAVELING ALLOWANCE.	
3.	TRAVELLING ALLOWANCE RULES	
4.	SHIFTING OF HEADQUARTERS.	
5.	GRANT OF FINANCIAL ASSISTANCE BY GOVERNMENT IN THE CASES OF DEATHS OF GOVERNMENT SERVANTS AT THE STATION OF DUTY.	
6.	PAYMENT OF T.A. TO GUEST SPEAKERS.	
7.	GRANT OF TRAVELLING / DAILY ALLOWANCES TO GOVERNMENT SERVANTS DURING TRAVELLING WITHIN THE COUNTRY.	
8.	ENTITLEMENT OF TA/DA TO THE OFFICERS WHO ARE INVITED BY THE NGOs AND OTHER INSTITUTIONS TO ATTEND SEMINARS / CONFERENCES OR TO DELIVER LECTURES.	
9.	PAYMENT OF TA/DA TO OFFICERS OF PROVINCIAL GOVERNMENT DEPARTMENTS ATTENDING MEETINGS OF AUTONOMOUS BODIES.	
10.	AIR TRAVEL TO FOREIGN COUNTRIES – STREAMLINING OF PROCEDURES.	

No.FD-SR-I-8(6)/81

Dated Lahore, the 23rd September, 1982.

1. SUBJECT: **GRANT OF TRAVELLING / DAILY ALLOWANCE TO GOVERNMENT SERVANTS DURING TRAINING WITHIN THE COUNTRY.**

Sir,

I am directed to refer to the subject noted above and to state that the issue of admissibility of Traveling/Daily Allowance to civil servants while undergoing training course(s) within the country has been under consideration of the Government. It has now been decided, in supersession of instructions contained in this Department's letter No.FD-SR-I-15-1/79, dated 13.9.80, that;

- a. Traveling/Daily Allowance would be admissible at tour rates for original journey to and last journey from the place of training.;
- b. Traveling/Daily Allowance would be admissible at tour rates during journey (s) in connection with study tour(s) arranged by the Training Institution(s) during the course(s) of training;
- c. Daily Allowance would be admissible at full rates irrespective of the period of training, in relaxation of provisions of Rule 2.39 of the Punjab TA Rules, in case boarding and lodging facilities are not provided during the course of training; and
- d. Daily Allowance would be admissible at half rates where only one facility of either boarding or lodging is provided. The trainee's will have option either to accept available facility and draw Daily Allowance at half rates or make own arrangements and draw Daily Allowance at full rates.

Sd/-
DS(SR)

NO.FD/SRI-3-21/74(P)
Dated the 16th February 1987

2. Subject: **REVISION OF RATES OF FIXED TRAVELING ALLOWANCE**

I am directed to refer to this departments letter No.1768-SO (SRIV)/75 dated 24.06.1976, on the subject noted above and to state that it has been decided to revise the rates of Fixed T.A. of the following posts to the extent as shown against each with effect from 01.01.1987:

Name of Department	Name of the post	Revised Rates (Rupees per month)
1.	2.	3
Health Department	Lady Health Visitor	68.00
	Entomological Assistant	158.00
	Sanitary Inspector	128.00
	Sanitary Supervisor (BS-5)	53.00
	Sanitary Patrol	38.00
	Sanitary Inspector B.C.G	68.00
	B.C.G. Clerk	68.00
	B.C.G. Technician	68.00
	B.C.G. Drivers	38.00
	B.C.G. Peons	38.00
	Driver Mobile Dispensary	68.00
	Dispenser, Mobile Dispensary	68.00
	Cleaner, Mobile Dispensary	38.00
	Driver, Assistant Inspectress	
	Health Centres	38.00
	C.D.C. Inspector	68.00
C.D.C. Supervisor	53.00	
* EPI Vaccinator	53.00	

* Sanctioned vide letter No. FD/SR-I-8-2/89 dated 12.04.1990.

Cooperatives	Inspector of Cooperative	105.00
Department	Societies, Lahore Circle, Lahore.	
Irrigation & Power	Sub-Engineer	248.00
Department	Zilledars	180.00
	Head Vernacular Clerk	
	Vernacular Clerk	
	Asstt: Vernacular Clerk	
	Camp Clerk & Sub-Divisional Clerk	38.00
	Patwari	30.00
	Artificer	30.00
	Peons	30.00
Board of Revenue	Naib Tehsildars	150.00
	Field Kanungo	68.00
	Patwari(BS-5)	30.00
	Naib Patwaris	30.00
	Tehsil Jamadars	30.00
	(Senior Peons)	
	Tehsil Peons	30.00
Livestock & Dairy	Stock Assistant NPS-5	45.00
Development	Poultry Supervisor (BS-6)	45.00
Department		
Home Department	Bailiff	30.00
	Process Server	30.00
Forestry & Wildlife	Game Watcher	30.00
Department		
Excise & Taxation	Excise & Taxation Sub-	
Department	Inspectors Working on	
	Excise side	90.00
	Constables	30.00
Housing & Physical	Naib Tehsildars	150.00
Planning	Patwaries (BS-5)	30.00
Department		

No.FD.SR-I. 8-5/86

GOVERNMENT OF THE
PUNJAB
FINANCE DEPARTMENT

Dated Lahore , the 27th July,
1987.

Subject:- **TRAVELLING ALLOWANCE RULES**

Sir,

I am directed to state that the Governor of the Punjab has been pleased to decide that the rates of transfer grant, transportation of motor car/motor cycle/scooter by road, mileage allowance and daily allowance shall be revised as under with effect from 1.7.1987:-

(I) TRANSFER GRANT

	<u>Existing Rates</u>	<u>Revised Rates</u>
Government servant possessing a family.	One month's pay subject to a maximum of Rs. 2,000/-	One month's pay subject to a maximum of Rs. 4,000/-
Government servant not possessing a family.	Half month's pay subject to a maximum of Rs. 750/-	Half month's pay subject to a maximum of Rs. 2,000/-

(II) TRANSPORTATION OF MOTOR CAR, MOTOR CYCLE OR SCOOTER BY ROAD

	<u>Existing Rates per kilometre</u>	<u>Revised Rates per kilometer</u>
Motor Car	35 paisa	60 paisa
Motor Cycle or scooter	12 paisa	20 paisa

(III) MILEAGE ALLOWANCE

	<u>Existing Rates per kilometer</u>	<u>Revised Rates per kilometer</u>
	Rs.	Rs.
(a) Personal car or by engaging a full taxi. Motor Cycle or Scooter.	1.20	2.00
(b) Bicycle, animal back or foot.	0.40	0.65
(c) Public transport plying for hire on single seat basis:-	0.30	0.50
(d) i) For government servants in BPS-7 and above.	0.20	0.32
ii) For Government servants in BPS-6 and below.	0.12	0.20

(IV) DAILY ALLOWANCE

<u>Pay Limits</u>	<u>Special Rates</u>	<u>Ordinary Rates</u>
	Rs.	Rs.
i) Rs. 5,000/- and above per month From Rs. 4,000/- to	150	130
ii) Rs. 4,999/- per month. From Rs. 2,700/- to	130	110
iii) Rs. 3,999/- per month.	110	95
iv) From Rs. 1,300/- to Rs. 2,699/- per month.	70	60
v) From Rs. 700/- to Rs. 1,299/- per month.	60	50

vi) Upto Rs. 699/- per month. 40 30

2. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue to remain in force.

Sd/-
DS(PC)

No.FD.SR.IV-8-1/76(Prov)
Dated the 16th March 1988

4. Subject: **SHIFTING OF HEADQUARTERS**

It has been noticed that the Administrative Departments and other officers depute a civil servant on duty outside his headquarters for a period exceeding three months to work at places other than those for which the post was originally created. Under rule 3.3. of Punjab T.A. Rules the shifting of headquarters of a civil servant can only be allowed for a period not exceeding three months with the prior approval of Finance Department. Under these circumstances the civil servant in question draws T.A. as on tour and pay and allowances appropriate to the station of his real posting.

2. Shifting of headquarters for a period not exceeding three months without the prior approval of Finance Department is a financial irregularity and involves unnecessary expenditure, I am accordingly to request that in future the provisions of the T.A. Rules should be strictly adhered to. In case of Government servant is required to work at a station other than his headquarters for a period in excess of three months, the proper course for the department would be to approach Finance Department with full justification for creation of the post at the required station and its abolition of the post at the original headquarters.

SD /DS (SR)

No.2(8)-Reg (9)/87-950/88
 GOVERNMENT OF PAKISTAN
 Dated the 11th August 1988

5. Subject: **GRANT OF FINANCIAL ASSISTANCE BY THE
 GOVERNMENT IN THE CASES OF DEATHS OF
 GOVERNMENT SERVANTS AT THE STATION
 OF DUTY**

The undersigned is directed to refer to this Division's O.M. No.F.2(12)-Reg. (9)/73-917, dated the 20th August 1973, as amended from time to time, on the above subject, and to say that following further amendments shall be made therein with immediate effect:

- i) Charges of creating (Wooden Box).
 The existing maximum rate of Rs.400/- shall be raised to Rs.800/-.
- ii) Cases in which the dead body of the deceased Government servant in BPS-1 to 15 is buried locally.

The maximum limit for reimbursement of the amount for local burial shall be raised from Rs.250/- to Rs.500/- per case.

- iii) Cases in which the dead body of the deceased Government servant is transported to home-town by road.

The existing rate of mileage shall be Rs.4/- per kilometer.

Opted by GOVERNMENT OF THE PUNJAB FINANCE
 DEPARTMENT
 Vide Endst. No.FD/SRI-8-27/78 Dated the 15th September 1988

No.FD/SRI-8-6/81
Dated 29th December 1989

6. Subject: **PAYMENT OF T.A. TO GUEST SPEAKERS**

Reference U.O.No.STI-10-1/88 dated 27.10.1988 on the subject noted above.

2. In continuation of Finance Department's Memo. of even number dated 28.12.1988 it has been decided that a department may at their discretion disallow a person to deliver a lecture on the request of Staff Training Institute but an employee if so allowed to accept the invitation for delivering a lecture will be entitled to receive normal TA/DA as on attending an official function as admissible under the Punjab T.A. Rules. A copy of this department's circular of even number and date is enclosed.

3. It is however informed that this department is not in a position to increase the budget and that the visiting speakers may be asked that TA/DA will be drawn from their own respective agencies/departments.

4. This issues with the approval of Finance Secretary.

Sd/-
SO (SR-i)

No.FD-SR-I-8-1/98
Dated Lahore, the 26th March, 1998.

7. SUBJECT : **GRANT OF TRAVELLING / DAILY ALLOWANCES TO GOVT. SERVANTS DURING TRAINING WITHIN THE COUNTRY.**

Sir,

I am directed to refer to the subject noted above and to state that the competent authority has been pleased in order that the existing clause 'd' of this Department's circular letter No.FD-SR-I-8-6/81, dated 23.9.82 shall be substituted by the following :-

“Daily Allowance would be admissible at half rates where the facility of either boarding or lodging is provided/available, irrespective of the fact whether the civil servant avails it or not”.

2. These orders will take immediate effect.

Sd/-
DS(SR)

Copy of Federal Government letter No. F.I(9)/2001 dated the 4th
April, 2002

No.FD/SRI-8-11/83
Dated the 11th May 2002

8. Subject: **ENTITLEMENT OF TA/DA TO THE OFFICERS WHO ARE INVITED BY THE NGOs AND OTHER INSTITUTIONS TO ATTEND SEMINARS/ CONFERENCES OR TO DELIVER LECTURES**

The undersigned is directed to refer to the above subject and to say that this Division is in receipt of queries seeking clarification whether the payment of TA/DA to the officers who are invited by the NGOs and other institutions (Government/Non-Government) to attend Seminar/Conferences or to deliver lectures is the responsibility of their parent department or they may claim such dues from the inviting institutions.

2. It has been decided that the payment of TA/DA, accommodation charges and other expenses involved in the nature of tour as detailed above shall be borne by the inviting organizations.

3. This issues with the approval of the competent authority.

Sd/-
SO(R-9)

No.FD-SR-I-8-1/2000-I
Dated Lahore, the 4th January, 2007.

9. SUBJECT : **PAYMENT OF TA/DA TO OFFICERS OF
PROVINCIAL GOVT. DEPARTMENTS
ATTENDING MEETINGS OF AUTONOMOUS
BODIES.**

Sir,

I am directed to refer to the above mentioned subject and to say that some autonomous bodies have provision in their TA Rules, to pay TA/DA to the members attending the meetings of the bodies like Senate, Syndicate, Board of Governors and different committees constituted under the relevant Act/Ordinance for disposal of their business. It has been noticed that ex-officio members representing the Government Departments in these bodies also at times, opt to draw TA/DA from the fund of the autonomous bodies rather than to draw TA/DA from the Government under the Punjab Traveling Allowance Rules.

2. It has accordingly been decided that ex-officio members representing the Government in the meetings of the autonomous bodies shall claim TA/DA under the Punjab Traveling Allowance Rules, only from the Department who has nominated them to attend the meeting.

Sd/-
AFS(R)

Copy of Federal Government Finance Division (Reg. Wing)
letter No. F.I(7)R-10/93-471/07, dated the 30th June, 2007

10. Subject: **AIR TRAVEL TO FOREIGN COUNTRIES –
STREAMLINING OF PROCEDURES.**

The undersigned is directed to refer to Finance Division's O.M.No.F.1(17)R. 10/86 dated 24th July, 1986 and to say that due to the newly established system of E-ticketing by the Pakistan International Airlines, booking can also be done through internet service without formal ticketing. In order to streamline the accounting procedure, it has been decided to revise the instructions contained in para 2(vi) of the aforesaid O.M. as under :-

“Under air tickets/E-tickets plus boarding cards, shall be produced along-with the TA adjustment bills However, reasons for failure to do so should be recorded on TA bill by Controlling Officer of the Office ”

Sd/-
SO(R-10)

HISTORY OF AMENDMENTS (PREVIOUS VERSIONS)

Notification
The 18th April 1992

No. FD.SRI-8-11/83. In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 (III of 1974) the Governor of the Punjab is pleased to direct that in the Punjab Traveling Allowance Rules, 1976, the following amendments shall be made with immediate effect.

1. For Rule 2.13 the following shall be substituted:
 - i) Category I: Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-p.m.
 - ii) Category II: Civil servants drawing pay exceeding Rs. 1275/-p.m. but not exceeding Rs. 3945/- p.m.
 - iii) Category III: All other civil servants excluding those in BS-1 and 2.

2. For Rule 2.23, the following shall be substituted:
 - a) Category-I: Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-p.m. Accommodation of the highest class by whatever name be it called.
 - b) Category-II: Civil servants drawing pay exceeding Rs. 1275/-p.m. but not exceeding Rs. 3945/-p.m. First class (sleeper) accommodation. If traveling on a line which does not provide 1st class (sleeper) the next lower class.

- c) Category-III: All civil servants excluding those in B-1 and B-2.
First class (Sitter) accommodation. If traveling on line which provides no 1st class (sitter) accommodation, the next lower class.
- d) Category-IV: Civil servants in BS-1 and BS-2.
Lowest class by whatever name be it called.

1. **Rule 2.13**

Grades of Government servants for purposes of mileage and daily allowance -- For the purposes of calculating Daily Allowance and mileage allowance, Government servants are divided into grades as follows:

- a) Civil servants in NPS 17 and above and all other in receipt of pay exceeding Rs.1,325 P.M. First Grade.
- b) Civil servants drawing pay exceeding Rs.575 P.M. but not exceeding Rs.1,325 P.M. Second Grade.
- c) Civil servants drawing pay exceeding Rs.365 but not more than Rs.575 P.M. Third Grade.
- d) Civil servants in NPS 1 and 2. Forth Grade.

This rule was substituted vide Notification No.FD-SRI-8-11/83, dated 09.09.1984 as under:

Rule 2.13

Grades of Government Servants for purposes of mileage and daily allowance -- For the purposes of calculating daily allowance and mileage allowance, Government Servants are divided into grades as follows:

- a) Government servants in Basic Pay Scale 17 and above and all those in receipt of pay exceeding First Grade

- | | | |
|----|--|--------------|
| | Rs.2200/- per mensem. | |
| b) | Government servants in receipt of pay exceeding Rs.700/- per mensem but not exceeding Rs.2200/- per mensem. | Second Grade |
| c) | All Government servants in receipt of pay up to Rs.700/- per mensem but excluding those in Basic Pay Scales 1 and 2. | Third Grade |
| d) | Government servants in Basic Pay Scales 1 and 2. | Fourth Grade |

The above rule was substituted vide Notification No.FD.SRI-8-11 /83, dated 19th October, 1988 as under:

Rule 2.13

Grades of civil servants for purposes of mileage and daily allowance -- For the purposes of calculating daily allowance and mileage allowance, civil servants are divided into following grades:

- | | | |
|-----|---|--------------|
| (a) | Civil servants in BPS 17 and above and all those in receipt of pay exceeding Rs.2840/- p.m. | First Grade |
| (b) | Civil servants drawing pay exceeding Rs.910/- p.m. but not exceeding Rs.2840/- p.m. | Second Grade |
| (c) | Civil servants excluding those in BPS 1 and 2. | Third Grade |
| (d) | Civil servants in BPS 1 and 2. | Forth Grade |

Rule 2.13 again substituted vide Notification No. FDSR1-8-11/83 dated 18.04.1992 as under:

Rule 2.13

- | | | |
|-----|-------------|--|
| (i) | Category-I: | Civil servants in BPS-17 and above and all those in receipt of pay exceeding Rs. 3945/- p.m. |
|-----|-------------|--|

- (ii) Category-II: Civil servants drawing pay exceeding Rs. 1275/- p.m. but not exceeding Rs. 3945/- p.m.
- (iii) Category-III: All other civil servants excluding those in BPS 1 and 2

The above rule was again substituted vide Notification No. FD.SR1-8-11/83, dated 15.05.1995 as under:

Rule 2.13

- | | | |
|-----|---|--------------|
| (a) | Civil servants in BPS 17 and above and all those in receipt of pay exceeding Rs. 5330/-P.M. | First Grade |
| (b) | Civil servants drawing pay exceeding Rs. 1725/- P.M. but not exceeding Rs. 5330/- P.M. | Second Grade |
| (c) | Civil servants excluding those in BPS 1 and 2. | Third Grade |
| (d) | Civil servants in BPS 1 and 2. | Fourth Grade |

This Notification was again substituted vide Notification No. F.D. SR-I-8-11/83 dated 20.01.2003.

2. **Rule 2.23**

Mileage Allowance for Journeys by Railway ---

For the purposes of calculating Mileage Allowance Government servants, when traveling by Railway shall be entitled to accommodation according to the following scale:

- | | | |
|----|--------------------------------------|---|
| a) | Officers drawing in NPS 17 or above. | Accommodation of the highest class (including air-conditioned sleeper accommodation). |
| b) | i) Government servants in NPS 16. | 1 st class (sleeper) accommodation |
| | ii) Government servants | |

- in NPS 15 and below
drawing pay in excess
of Rs.575.
- c) Government servants of the Third and Fourth Grade. 1st class (Sitter) accommodation.

This was substituted vide Notification No.FD.SRI-8-11/83, dated 09.09.1984 as under:

Rule 2.23

Mileage Allowance for journeys by Rail --- For the purposes of calculating mileage allowance, Government servants when travelling by Rail shall be entitled to accommodation according to the following scale :-

- | | | |
|----|--|---|
| a) | Government servants in Basic Pay Scale 17 and above and all those in receipt of pay exceeding Rs.2200/- per mensem. | Accommodation of the highest class by whatever name be it called. |
| b) | Government servants in receipt of pay exceeding Rs.700/- per mensem but not exceeding Rs.2200/- per mensem. | First Class (Sleeper) Accommodation. If travelling on a line which does not provide First Class (Sleeper) the next lower class. |
| c) | All Government servants in receipt of pay up to Rs.700/- per mensem but excluding those in Basic Pay Scales 1 and 2. | First Class (Sitter) accommodation plus charges for reservation of berth. If travelling on a line which provides no First Class (Sitter) accommodation, the next lower class. |
| d) | Government Servants in Basic Pay Scales 1 and 2. | Lowest Class by whatever name be it called. |

The above rule was again substituted vide Notification No.FD.SRI-8-11/83, dated 19th October, 1988 as under:

Mileage allowance for journeys by railway. For the purpose of calculating mileage allowance the civil servants when traveling by rail shall be entitled to accommodation according to the following scales:

- (a) Civil servants in BPS 17 and above and all those in receipt of pay exceeding Rs.2840/-p.m (First Grade). Accommodation of the highest class by what ever name be it called.
- (b) Civil servants drawing pay exceeding Rs.910/-p.m. but not exceeding Rs.2840/p.m. (Second Grade). First Class (Sleeper) accommodation. If traveling on a line which does not provide 1st class (Sleeper) the next lower class.
- (c) Civil servants excluding those in BPS 1 and 2 (Third Grade). First Class (Sitter) accommodation. If travelling on a line which does not provide 1st Class (Sitter) accommodation the next lower class.
- (d) Civil servants in BPS-1 and 2 (Fourth Grade). Lowest class, by whatever name be it called.

The above was again substituted vide Notification No. FDSR1-8-11/83 dated 18.04.1992.

- (a) **Category-I.** Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-p.m.

Accommodation of the highest class by whatever name be it called.

- (b) **Category-II.** Civil servants drawing pay exceeding Rs. 1275/- p.m. but not exceeding Rs. 3945/- p.m.

First class (sleeper) accommodation. If traveling on a line which does not provide 1st class (sleeper) the next lower class.

- (c) **Category-III.** All civil servants excluding those in B-1 and B-2.

First class (sitter) accommodation. If traveling on line which provides no 1st class (sitter) accommodation, the next lower class.

- (d) **Category-IV.** Civil servants in B-1 and B-2.

Lowest class by whatever name be it called.

The above was again substituted vide Notification No. FD.SRI-8-11/83, dated 15th May, 1995 as under:

Rule 2.23

- (a) Civil servants in BPS 17 and above
Accommodation and all those in receipt of pay exceeding of the highest

Rs. 5,330/- P.M. (First Grade) class by whatever name be it called.

- (b) Civil servants drawing pay exceeding Rs. 1725/- P.M. but

First Class (Sleeper)

- not exceeding Rs. 5330/- P.M. accommodation. If travelling on a line which does not provide 1st the next lower class.
- (c) Civil servants excluding those in First Class (Sitter) BPS-1 and 2 (Third Grade). accommodation. If travelling on a line which does not provide 1st Class (Sitter) accommodation, the next lower class.
- (d) Civil servants in BPS-1 and 2 (Fourth Grade). Lowest class by whatever name be it called.

The above Rule again substituted vide Notification No. SR-I-8-11/83 dated 20.01.2003 (see page 11)

3. Rule 2.30(a)

- a) Personal car, or by engaging a full taxi or any other means of public transport. Rs.1.30 per mile or 80 paise per kilometer.

The above rate was revised vide circular letter No.FD/SRI-8-1/82, dated 29th December, 1985 from the date of issue, as under:

Revised rates

- a) Personal car or by engaging a full taxi. Rs.1.20 per kilometer.

This clause was substituted vide Notification No.FD/SRI-8-1/82, dated 26th March, 1986 as under:

- Personal car or by engaging a full taxi or any other means of public transport. Rs.1.20 per kilometer.

This rate was again revised vide circular letter No.FD.SRI-8-5/86, dated 27th July, 1987 as under:

Revised rates

- a) Personal car or by engaging a full taxi. Rs.2.00

Through amendment made vide Notification No.FD/SRI-8-3/88(P), dated 25th March 1989 this clause was substituted as given at page 14.

4. **Rule 2.30 (b)**

Borrowed Car -- A Government servant traveling in a borrowed motorcar may charge mileage allowance at the rate of 65 paise per mile or 40 paise per kilometer if he incurs the cost of propulsion himself. In the bill claiming the traveling allowance in such a case, the Government servant should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

The rate mentioned in this clause was revised from the date of issue vide circular letter No.FD/SRI-8-1/82, dated 29th December, 1985 as below:

- b) Borrowed Car Rs.0.60 per kilometer.

Through an amendment made in this clause vide Notification No.FD/SRI- 8-1/82, dated 26th March 1986 the words and figures "65 paise per mile or 40 paise per kilometer" were substituted with the words & figures "60 paise per kilometer".

5. **Rule 2.30(c)(d)(e) & (f)**

- c) Motor-Cycle, Scooter or Mileage allowance is Auto-Cycle. admissible at the rate of 50 paise per mile or 30 paise per

		kilometer.
d)	Bicycle animal back or on foot.	25 paise per mile or 15 paise per kilometer.
e)	Public transport plying for hire on single seat basis --	
	Government servants of Grade I & II	20 paise per mile or 13 paise per kilometer.
	Government servants of Grade III & IV	10 paise per mile or 6 paise per kilometer.
f)	Animal drawn carriage.	55 paise per mile or 34 paise per kilometer.

The rates given in the above clauses were revised vide circular letter No.FD.SRI-8-1/82 dated 29th December 1985 as below:

c)	Motor Cycle and Scooter.	Rs.0.40 per km.
d)	Bicycle, animal back or	Rs.0.30 per km on foot.
e)	Public transport plying for hire on single seat basis --	
	i) For Government Servants of Grade I & II.	Rs.0.20 per kilometer.
	ii) For Government Servants of Grade III & IV.	Rs.0.12 per kilometer.
f)	Animal drawn carriage.	Rs.0.40 per kilometer.

The above mentioned revised rates were substituted through Notification No.FD/SRI-8-1/82 dated 26th March 1986 as under:

Mileage Allowance is

	admissible at the rate of
c) Motorcycle, Scooter or Auto-cycle kilometer	40 paisa per
d) Bicycle, animal back or on foot.	30 paisa per kilo- meter.
e) Public transport plying for hire on single seat basis --	
\i) For Government Servants of Grade I & II.	20 paisa per kilometer.
ii) For Government Servants of Grade III & IV.	12 paisa per kilometer.
f) Animal driven carriage.	40 paisa per kilometer.

The mileage allowance rates were again revised vide circular letter No.FD.SRI-8-5/86 dated 27th July 1987 as under:

MILEAGE ALLOWANCE

Revised Rates	Existing Rates	
	<u>per kilometer</u>	<u>per</u>
<u>kilometer</u>	Rs.	Rs.
a) Personal car or by engaging a full taxi.	1.20	2.00
b) Motor Cycle or Scooter	0.40	0.65
c) Bicycle, animal back or on foot.	0.30	0.50
d) Public transport plying for hire on single seat basis:		

i) For Government servants in BPS-7 and above.	0.20	0.32
ii) For Government servants in BPS-6 and below.	0.12	0.20

Vide Finance Department's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989 the clauses (c), (d), (e) and (f) were substituted as given at page 14.

6. **Rule 2.32**

Government servants traveling by motor-car or motor-cycle between places connected by rail shall draw mileage allowance by rail or road, whichever is less except in the following cases:

- i) When the journey is performed for the specific purpose of road inspection or road traffic inspection.
- ii) When the Government servant is directed to travel by road by his superior officer who undertakes a journey for the specific purpose of road inspection or road traffic inspection.

Through amendment made vide Notification No.FD/SRI-8-3/88(P) dated 25th March 1989 the following note was added as under:

Note - In the case of a tour, in the course of which a civil servant has to visit, in the discharge of his official duties, one or more places which are not connected by rail, either with his headquarters or with any intervening station visited by him, road mileage may be allowed for the entire journey right from the start from the headquarters up to his return to the headquarters, provided the entire journey, inward and outwards, was performed by motor car.

7. **Rule 2.34**

Note (1) below Rule 2.34 was as under:

Note (1) Civil servants Grade I shall be entitled to travel by economy class when undertaking journey within the country.

This was substituted through amendment made vide Notification No.FD/SRI-8-8/85, dated 1st March, 1988 as under:.

Note (1) -- Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 4000/- p.m. shall be entitled to travel by economy class when undertaking journey within the country or abroad;

The above Note (1) and below rule 2.34 were substituted vide Notification No. FD.SR-I-8/83 dated 20.01.2003 (see page 16)

Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 4000/- p.m. traveling by air and any other officer authorized by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey

8. The **proviso** to Note (1) below rule 2.34 was as under:

Provided that civil servants in grade-20 and above, when traveling outside the country, shall be entitled to travel by first class.

This proviso was deleted vide Notification No.FD/SRI-8-8/85, dated 1st March, 1988. However, a proviso to above mentioned Note (1) was again added vide Notification No.FD/SRI-8-8/85, dated 27th March, 1988 as given below:

"Provided that the Provincial Ministers & those equivalent in status to Provincial Ministers, and Secretaries to the

Provincial Government holding posts in BS-22 when traveling outside the country on tour/official duty, shall be entitled to travel by first class".

The above proviso was substituted vide F.D. Notification No. SR.I.8-1/90 dated 7th June, 1990 (see at page 16).

9. **Rule 2.36(6)**

In case of journey by rail, no daily allowance shall be admissible for journey days; but for the day of arrival at and of departure from the place of temporary duty, half the normal daily allowance shall be admissible.

The above sub-rule was deleted vide F.D's Notification No.FD/SRI-8-8/87 dated 25.08.1988.

10. **Rule 2.37(i)**

Rates of daily allowance - The rates of daily allowance shall now be as follows:

<u>Pay Limit</u>	<u>Special</u> Rs.	<u>Ordinary</u> Rs.
Rs.3,200 and above. 75	90	
From Rs.2,100 to RS.3,199 65	75	
From Rs.1,001 to Rs.2,099 40	50	
From Rs.501 to Rs.1,000 35	40	
Up to Rs.500 20	25	

The rates of Daily Allowance were revised w.e.f. 1st July, 1986 vide circular letter No.FD/SRI-8-5/86 dated 4th September 1986 as under:

<u>Pay Limit</u>	Special	Ordinary
	<u>rate</u>	<u>rate</u>
	Rs.	Rs.
Rs.3,200 and above.		120/-
100/-		
From Rs.2,100 to RS.3,199		100/-
85/-		
From Rs.1,001 to Rs.2,099		65/-
55/-		
From Rs.501 to Rs.1,000		55/-
45/-		
Up to Rs.500		35/-
25/-		

W.e.f. 01.07.1987 the rates of Daily Allowance were revised through circular letter No.FD.SRI-8-5/86 dated 27th July 1987 as below:

DAILY ALLOWANCE

<u>Pay Limit</u>	Special	Ordinary
	<u>rate</u>	<u>rate</u>
	Rs.	Rs.
i) Rs.5000/- and above		150
130		
per month.		
ii) From Rs.4000/- to		130
110		
Rs.4999/- per month.		
iii) From Rs.2700/- to		110
95		
Rs.3999/- per month.		
iv) From Rs.1300/- to		70
60		
Rs.2699/- per month.		
v) From Rs.700 to		60
50		
Rs.1299 per month.		
vi) Upto Rs.699/- per month.		40
30		

This clause of rule 2.37 was substituted vide Notification No.FD/SRI-8-3/88 (P) dated 25.03.1989 as under:

((i) Rates of daily allowance -- The rates of daily allowance shall be as follows:

<u>Pay Limit</u>	<u>Special</u>	<u>Ordinary</u>
	Rs.	Rs.
Rs.4900 and above	150	130
From Rs.4000 to Rs.4899	130	110
From Rs.2700 to Rs.3999	110	95
From Rs.1300 to Rs.2699	70	60
From Rs.700 to Rs.1299	60	50
Up to Rs.699/-	40	30)

The above clause was substituted vide Notification No. FD.SR1-8-11/83 dated 03.04.1995 see at page 18.

A civil servant in *(BPS-20) and above and secretary to Government who stays in a hotel, guest house, inspection bungalow or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent subject to production of receipts/vouchers up to the following maximum per day ~~** (in lieu of the one half extra rail fare):~~

- (a) Localities where Three times the special allowance amount of special is admissible daily allowance .
- (b) Localities where One and a half ordinary daily times the amount allowance is of ordinary daily admissible allowance.

Original version of Rule 2.37(ii) which was substituted vide Notification No. FD.SRI-8-8/87 dated 10.04.1991.

*Letters and figures 'NPS 20' were substituted with the letters and figures 'BPS-20' vide FD Notification No. FD.SR1-8-3/88(P) dated 25.03.1989.

** Deleted vide Notification No. FD.SR1-8-8/87 dated 25th August 1988

11. The following decisions were taken vide circular letter No.FD/SRI-8-1/82 dated 29.12.1985 with effect from the date of issue:

i) Grade I Officers (other than those in BPS-20 and Secretaries to the Provincial Government) while traveling within the province shall be entitled to reimbursement of actual room rent paid by them in Government rest houses/guest houses, lodges, inspection bungalows or residential clubs but not in hotels, up to the following maximum per day:

- | | | |
|----|--|--|
| a) | Localities where special daily allowance is admissible. | Three times the amount of special daily allowance. |
| b) | Localities where ordinary daily allowance is admissible. | 1 ½ times the amount of daily allowance. |

i) The above mentioned officers shall not be entitled to one half extra fare if the journey is performed by rail.

ii) Provincial Government servants, while traveling outside the Province, shall be entitled to reimbursement of room rent charges in hotels also, subject to the same conditions as given in (i) above.

In Rule 2.37 after the sub-rule (ii) the following sub-rule(iii) was substituted vide Notification No.FD/SRI-8-1/82, dated 26.03.1986:

- iii) Grade I officers (other than those in BPS-20 and Secretaries to Provincial Government) while traveling within the province be allowed reimbursement of actual room rent paid by them in Government Rest Houses/Guest Houses, Lodges, Inspection Bungalows or Residential Clubs but excluding hotels up to the maximum per day shown in sub rule (ii) in lieu of one half extra rail fare in addition to the full Daily Allowance.

The decision taken vide circular letter No.FD/SRI-8-1/82, dated 29.12.1985 mentioned above was substituted vide circular letter No.FD/SRI-8-1/82 dated 23rd September 1986.

- i) Grade-I Officers (Other than those in BPS-20 and Secretaries to the Provincial Government) while traveling within the province shall be entitled to reimbursement of actual room rent paid by them in Government Rest/Guest Houses, Lodges, inspection bungalows or residential clubs, but not in hotels, up to the following maximum per day in addition to the daily allowance admissible under the rules:
- | | | |
|----|--|--|
| a) | Localities where special daily allowance is admissible. | Three times the amount of Special daily allowance. |
| b) | Localities where ordinary daily allowance is admissible. | 1 ½ times the amount of daily allowance. |

Note

One half extra fare if the journey is performed by rail shall not be admissible along with reimbursement of rent.

- ii) Provincial Government servants, while traveling outside the Province, shall be entitled to reimbursement of room rent charges in hotels also

subject to the same conditions as given in sub-para(i) above, and the note thereunder.

This sub-rule was further substituted vide Notification No.FD/SRI-8-8/87 dated 25.08.1988. For this substitution see page 19.

12. **Rule 3.7(a)(i)**

(a) Mileage Allowance (i) In the case of a journey by rail mileage allowance for himself or for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in a lower class.

The above clause was substituted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989 as given at page 23.

13. **Rule 3.7 (b)**

The proviso below Rule 3.7 (b) was as below:

Provided that if the Government Servant is transferred within one year of the transfer for which he received the transfer grant on the last occasion except in the case of transfer on promotion or transfer to a station within the same district he will not be entitled to receive the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail and double the mileage allowance in the case of journey by modes other than rail. The restriction of one year stay will, however, not apply to officers of all Pakistan Unified Grades.

The above proviso was substituted vide Notification No.FD/SRI-8-2/86 dated 3rd August 1986 (as given at page 23).

14. The **explanation** below proviso to Rule 3.7(b) was as under:

Explanation - The Period of one year will be counted from the date on which the Government servant relinquished charge on the occasion of the transfer for which transfer grant was last paid to him.

This was deleted vide Notification No.FD/SRI-8-2/86, dated 03.08.1986.

15. **Rule 3.9** Subject to the Provisions of rules 3.14 and 3.15 a Government servant entitled under clause (c) of rule 3.6 to draw, the actual cost of transportation by rail or steamer, at owner risk of conveyance at the following scale:

Grade of the Government Servant	Conveyance which he may transport
First	Two horses, and in addition a motor car or a carriage or Motorcycle or an ordinary Cycle
Second	A horse, and in addition a Motor car or carriage or Motor cycle or an ordinary cycle
Third	A horse or a motorcycle or an ordinary Cycle
Fourth	An ordinary Cycle

This rule was substituted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. (See at page 24).

16. **Rule 3.13** Cost of carriage of personal effects up to the maximum limits as in rule 3.8 shall be allowed at the rate of 3 paisa per maund per road mile 5/Paisa per hundred Kilogram per Kilometer from the residence of the Government servant at the old station to his residence at the new station, irrespective of the mode by which personal effect are carried. (It will not be necessary to call

for receipts in support of the claim of cost of transportation of personal effects).

Note - Government servant claiming the cost of transporting personal effects is required inter alia:

- (1) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
- (2) to indicate, in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport.

The Controlling Officer has also to exercise the usual scrutiny of the claim.

The rate was revised vide circular letter No.FD/SRI-8-1/82 dated 29.12.1985 as under:

Personal effects	0.083 Paisa per Kilogram.
------------------	---------------------------

Through amendment made vide Notification No.FD/SRI-8-1/82 dated 26th March 1986 the words and figures "3 Paisa per maund per road mile 5 paisa per hundred kilogram per kilometer" were substituted with the words and figures "0.083 Paisa per Kilogram per Kilometer". See updated text at page 25.

17. **Rule 3.15** When a Government servant transports his motor car or motor cycle, horse, or horse and carriage by road between stations connected by rail or steamer or partly by rail and partly by steamer he may draw an allowance of 37 paisa a Mile 25 Paisa per kilometer in respect of a motor car, 12 paisa a mile/10 Paisa Per Kilometer in respect of motor cycle/scooter or horse, and 19 Paisa a mile/12 Paisa per Kilometer for a horse and carriage:

Provided that if the Government Servant or a member of his family travels by the conveyance, he may

draw mileage allowance as for journey on tour and no additional allowance under this rule will be admissible.

The above rates were revised vide letter No.FD/SRI-8-1/82 dated 29.12.1985 as under:

Personal Motorcar	Rs.0.60 per Kilometer
Personal Motorcycle	Rs.0.30 per Kilometer

The rates were further revised through an amendment made vide Notification No.FD/SRI-8-1/82 dated 26th March 1986 as under:

The words and figures "37 paisa a mile 25 paisa per kilometer in respect of a motor car, 12 paisa a mile 10 paisa per kilometer in respect of a motor cycle/scooter or horse, and 19 paisa a mile/12 paisa per kilometer for a horse and carriage" were substituted with the words and figures "60 paisa per kilometer in respect of personal motor car and 30 paisa in respect of a personal motor cycle".

However, the above rates for transportation of Motor Car, Motor Cycle/Scooter by road were again indicated in the Finance Department's Notification No.FD/SRI-8-5/86 dated 27th July, 1987 read with F.D's Notification No.FD/SRI-8-5/86, dated 28th December, 1987 as under:

i)	Motorcar	60 Paisa.
ii)	Motorcycle or Scooter	30 Paisa.

18. Note below **Rule 4.3** which was deleted vide Notification No.FD/SRI-8-3/88 (P) dated 25.03.1989.

Note - A transfer grant will not be admissible but instead two fares of the class of accommodation to which Government servant is entitled in the case of journey by rail and double the mileage allowance in the case of journey by modes other than rail will be allowed.

19. **Rule 4.6(a)**

- (a) traveling allowance for the journey from the place of training and for halts at such place;

The above clause (a) was substituted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. (See at page 29).

20. **Rule 5.6 - Note-(b)(iv)**

- (iv) if he combines with a railway journey the journey by steamer or road, he may, if he travels to a place distant at least 5 miles 8 kilometers 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 road in addition to daily allowance, if any, admissible under this rule; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration from the absence of his headquarters.

The above text was substituted vide Notification No.FD/SRI/8-3/88(P) dated 25.03.1989. (See at page 38).

21. **Rule 6.2**

Note (3) The last sentence in Note (3) in Rule 6.2 was as under:

"The certificate shall be recorded by the officer himself and in any other case by the Controlling officer."

The above text was substituted by the Finance Department's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989 as given at page 40.

22. **Rule 6.7 (1)** A Government servant to whom the rules in this Chapter apply shall be entitled to the following Hill Station Allowance for the period of his residence at the Hill Station and for the joining time allowed for moving to and from the Hill Station:

pay	i) Government servants holding posts in National Pay scales No.1 and 2	½ of their
mensum.	ii) Other Government servants -	
	a) if without a family	Rs.40 per
	b) if with a family	½ of the pay, subject to a minimum of Rs.40 per mensum and a maximum of Rs.150 per mensum.

Note - The total Hill Station Allowance and pay should not exceed Rs.850 per mensum in any case.

(2) When both husband and wife (or wives) are Government servants and both of them move to the Hill Station, each of them shall draw Hill Station Allowance on their respective pay at the rate admissible under sub-rule (1) to a Government servant who has no family.

(3) The higher rate allowance admissible to a Government servant who has a family shall ordinarily be drawn for the period his family or the dependents are actually residing with him at the Hill Station, but it may be drawn for the full period of residence at the Hill Station if his family or the dependents follow or precede him to or from the Hill Station within one month of the move.

Note (1) Subject to the condition that he returns to the Hill Station to resume his residence there, a Government servant who is in receipt of an allowance under rules may be allowed to draw the allowance admissible under this rule in addition to the Traveling Allowance admissible under the rules when they accompany officers on tour or on other duties away from the Hill Station.

Note (2) A Government servant in receipt of House Rent Allowance at the headquarters shall continue to draw that allowance in addition to the Hill Station Allowance during his stay at the Hill Station, provided he certifies that he had to undertake the payments of rent for a house at headquarters which remained unoccupied or that some members of his family or persons wholly dependent on him stayed at headquarters for the period for which the House Rent Allowance is Claimed.

The above Rule 6.7 was substituted vide Notification No.FD/SRI-8-3/88 (P) dated 25.03.1989. (See updated text at page 43).

23. **Rule 6.8** The allowance admissible under rule 6.6. may be drawn for the whole period of residence at the Hill Station and for the joining time allowed for moving to or from the Hill Station, subject as regards joining time, to a maximum of four days in each case. For special reasons of public convenience to be certified by the Controlling Officer, the allowance may be drawn for not more than ten days prior and ten days subsequent to the above dates.

The above Rule 6.8 was deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

INDEX

a competent authority	3, 4, 5, 6, 7, 9, 11, 13, 20, 28, 31, 32, 35		30, 31, 32, 34, 35, 37, 38, 39, 44, 59
adopted child	2		
Advance			authorized medical
---- of pay and travelling allowance	44		attendant 32, 33
advance for travel abroad	17		Authorized Medical
Air	11, 16		Attendant 2
air tickets			auto-cycle 14
The cost of ---- for travel to other countries should be drawn as advance	17		Borrowed car 14
Air travel			bungalow 19, 61, 62
Definition of ----	16		business class
air-conditioned public transport			Civil Servants in BS-22 when travelling outside the country on tour/official duty shall be entitled to travel by ----
Civil servants of First Grade shall be entitled to travel by ----	15		16
airport embarkation fee	12		Car 11, 56, 64, 65
allowance			carriage 11, 15, 24, 25, 32, 37, 39, 56, 57, 63, 64
Conveyance ----	6		casual leave
animal back	11, 14, 56, 57, 58		---- when on tour 20
Journey on ----	11		Casual leave 20
animal driven carriage	11		ceremonial functions
anti-rabic station	33		Journeys to attend darbars and ---- 34
appear			cheque
Travelling allowance to ---- at an examination	5		The PIA should be paid through a ---- 17
application			cheques
Extent of ----	1		---- should be issued in favour of the travel agent where the services of a travel agent are unavoidable 17
assessor	31		children
attend			legitimate ---- and stepchildren under 12 years of age 2
Travelling allowance to ---- an enquiry	5		civil servant 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14,
Audit Officer	1		
authority	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 20, 22, 28, 29,		

15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 37, 38, 39, 40, 41, 43, 44, 46, 50, 51, 52, 53, 54, 58, 59, 61	in force at the time the journey in respect of which the claim is made, is undertaken 4
---- retiring from government service may draw travelling allowance 28	cleaner The cost of transporting a ---- 25
A ---- summoned to give evidence while on leave or on vacation is entitled to travelling allowance 31	Commencement 1
Family of ---- who dies while in service shall be entitled to travelling allowance as on transfer 28	commissioned officer ---- invited to attend a darbar or levee 35
When a ---- is deputed to receive training at any of the Pakistan Army Schools of Instructions, he should be permitted to draw, instead of house rent or local allow-ance, daily allowance 29	competent authority 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 20, 22, 28, 29, 31, 32, 34, 35, 37, 38, 59
Civil servant ---- appointed to a new post while in transit 26	Competent authority ---- may prescribe higher rates of travelling allowance 10
---- transferred for enjoying leave 26	Competent Authority 2
Civil Servants of the First Grade 15	conference Travelling allowance to attend a ---- 5
claim 2, 4, 5, 9, 12, 14, 15, 16, 24, 25, 29, 31, 32, 39, 41, 56, 64	controlling officer 4, 5, 12, 14, 15, 16, 17, 25, 26, 28, 34, 40, 41
A civil servant's ---- to travelling allowance shall be regulated by the rules	Signature of ---- on travelling allowance bill 4
	Controlling Officer 2
	controlling officers Functions of ---- 4
	conveyance ---- sharing 35
	Where two or more civil servants travel in the same ---- 15
	Conveyance ---- sharing 15
	Conveyance allowance 6
	Cost of carriage of personal effects

Rate of ----	25	---- can be trans- ported by	
court	5, 29, 30, 31, 35	air, all the family	
Travelling allowance to		members may be	
give evidence in a ----	5	allowed one single	
courtesy invitation		economy class fare to	
No travelling allowance is		accompany the dead	
admissible ----	35	body of the deceased	
criminal or civil		employee	29
Journey to answer a ----		Definition	
	31	---- of tour	7
Cycle	11, 56, 57, 58, 63, 64, 65	Definitions	1
daily allowance	7, 9, 10, 15, 18, 19, 20, 28, 29, 30, 32, 34, 35, 38, 40, 51, 59, 60, 61, 62, 65	Adopted child	1
A civil servant who during		Audit Officer	1
the course of his tour		Authorized Medical	
returns temporarily to		Attendant	1
headquarters on Friday		Children	1
or a public holiday to		Competent Authority	1
attend to his private		Controlling Officer	1
business is not entitled		Day	1
to draw ----	20	Family	1
Maximum period for which		Finance Department	1
----	20	Government	1
Period for which ---- may		Head of Department	1
be drawn	20	Head of Office	1
Daily allowance	18, 20	Headquarters	1
---- admissible at full rate,		Local Authority	1
half rate	18	Month	1
Definition of ----	18	Pay	1
darbar	5, 34, 35	Personal Car	1
Travelling allowance to		Prescribed	1
attend a ----	5	Public Conveyance	1
darbars		Step-children	1
Journeys to attend ---- and		Transfer	1
ceremonial functions	34	delegation	
Day	2	Bar on ---- of duty of	
dead body		countersignature	4
		Deputation for training	26
		Determination	
		---- of grade of civil	
		servants in transit	9
		diet	

The mileage allowance for journey admissible to a civil servant is the amount actually paid, exclusive of ----	13	The mileage allowance for a journey by railway admissible to a civil servant is the ----	12
dismissal		Finance Department	3
Travelling allowance on ---		first appointment	
-	5	Journeys on ---- to government service	28
dismissal from government service		First Grade 8, 11, 12, 13, 15, 24, 50, 51, 52, 53, 54, 55, 63	
Travelling allowance for a journey made after ----	28	FIXED TRAVELLING ALLOWANCE	45
Divisional Headquarters driver	19	foot	
The cost of transporting a ----	25	Journey on	11
Duties of controlling officer economy class	4 59	for the purpose of tour; Travelling allowance ----	5
Elements of the travelling allowance on transfer	22	foreign service	
evidence		The travelling allowance of a civil servant both when proceeding on transfer to a ----	26
Journey to give ---- in a court	29	foreign territory	
Travelling allowance to give ----	5	If the court or authority by which he was summoned be in ----	30
examination		Fourth Grade 9, 13, 14, 24, 51, 52, 53, 54, 55, 63	
Travelling allowance to appear at an ----	5	Fractions of kilometer ---- to be omitted	16
excursion tickets	17	free passage	
expensive localities		---- by steamer, whether on a free pass or otherwise, or travels by road in a staff car or other conveyance provided by government or a local authority	38
Competent authority may prescribe higher rates of travelling allowance for - ---	10	function	
Extent		Travelling allowance to attend an official ----	5
---- of application	1		
family	2, 3, 6, 12, 22, 23, 24, 25, 26, 28, 29, 40, 41, 44, 62, 64, 66		
Family	2		
fare actually	12		

Functions of controlling officers	4	Head of Office headquarters	3
Government	3	If the court in which he gives evidence is situated within 16 kilometres of his ----	31
GOVERNOR'S SECRETARIAT	40	Headquarters	3
Governor's Special Train	39	higher class	
Grade		Civil servant entitled to travel in a ---- on payment of a lower fare	39
---- of part-time civil servants	9	Higher rate	
grade of civil servants in transit		---- of mileage and daily allowance	9
Determination of ----	9	higher rates	
guest house	19, 61	Competent authority may prescribe ---- of travelling allowance	10
GUEST SPEAKERS	48	HILL STATION ALLOWANCE	40, 43
H.O.R. facilities	18, 37	holidays and vacation	
halt	4, 9, 16, 20, 21, 28, 29, 34, 35, 65	Travelling allowance for similar journey on the occasion of ----	29
A ---- is continuous unless terminated by an absence on duty at a distance from the halting place exceeding 16 Kilometers for a period of not less than three nights	21	horses	24, 25, 41, 63
When a civil servant returns to his headquarters, the ---- is terminated, even though the return be for less than three nights	21	hotel	19, 32, 61, 62
handing over charge		house rent allowance	43
---- at a place other than headquarters	26	incapacitated civil servant	
Head of Department	3	Journey in attendance on an ----	35
head of institution		INCIDENTIAL CHARGES	
The advance for travel abroad or other training institutions may be drawn and paid to the ---	17	---- while on tour outside Pakistan	48
-		inquiry	
		Persons attending commissions of ----	31
		Travelling allowance to attend at an ----	5
		joining time	

Conveyance allowance		---- on medical certificate	
during leave or ----	6		41
journey		Conveyance allowance	
---- during the course of		during ----	6
training	29	leave preparatory to	
Combining of railway ----		retirement	28
with ---- by steamer or		legal practitioners	
road	38	Travelling allowance is not	
Journey		admissible to private ----	
---- during vacation	35		32
---- in attendance on an		levee	34, 35
incapacitated civil		local authority	5
servant	35	Local Authority	3
---- in connection with local		local body employee	
fund	35	A ---- transferred to	
---- to give evidence in a		officiate in post under	
court	29	government is entitled to	
---- to give or obtain		travelling allowance	27
medical advice	32	local fund	
Journey on duty connected		Journey in connection with	
with a local authority	5	----	35
Journey within 16 -		medical advice	
kilometres	6	Journey to give or obtain --	
Journeys		--	32
---- to attend darbars and		medical advice or treatment	
ceremonial functions	34	Travelling allowance to	
Journeys for which travelling		obtain or furnish ----	5
allowance may be drawn	5	medical board	33, 34
journeys on tour		medical certificate	28, 33, 41,
Civil servants who are not		43	
entitled to travelling		Joueney undertaken to	
allowance for ----	7	procure ----	28
JOURNEYS ON		medical officer	32, 33, 34, 35
TRANSFER	22	mileage allowance	7, 11, 12,
juror	31	13, 14, 15, 16, 22, 23, 25,	
Kinds		26, 38, 39, 40, 51, 53, 56,	
---- of travelling allowance		57, 58, 59, 62, 63, 64, 65	
	7	Mileage allowance	11, 13,
last pay certificate	44	14, 15, 17, 22, 53, 56	
leave	6, 8, 20, 26, 28, 31, 33,		
34, 35, 38, 41, 43, 44, 65			

---- for a civil servant not authorised to travel by air	17	non-transferable	
MILEAGE ALLOWANCE		The PIA has been asked by the Finance Ministry to make air tickets ----	17
Definition and principles of calculation of ----	11	official	
Mileage and daily allowances	7	Travelling allowance to attend an ---- function	5
modes of travel	11	on joining a first appointment	
Month	3	Travelling allowance ----	5
motor car	14, 22, 24, 25, 56, 58, 63, 64	ordinary daily allowance	7, 8, 11, 19, 24, 31, 37, 39, 61, 62, 63
motor cycle	24, 25, 63, 64	outside the Province	
Motor cycle	11	The provincial civil servants while travelling ---- be allowed reimbursement of room rent charges	19
Motor-cycle	14	Pakistan Administrative Staff College	
moving motor car or other conveyance		The advance for travel abroad in connection with training at the ----	17
Cost of ----	24	part of day	
Murree	40	A ---- less than 4 hours is to be ignored for the purposes of daily allowance	18
National Defence College		part-time civil servants	
The advance for travel abroad in connection with training at the ----	17	Grade of ----	9
National Institute of Public Administration		Passenger bus	11
The advance for travel abroad in connection with training at the ----	17	patient	
Nature of travelling allowance	4	specialist or other medical officer to attend upon the ----	33
new recruit		Pay	3
The rate admissible in case of a ----	28	permanent travelling allowance	
Non-officials		Admissibility of ----	8
---- may be allowed by a competent authority travelling allowance	32	Permanent travelling allowance	7
non-refundable			
The PIA has been asked by the Finance Ministry to make air tickets ----	17		

---- for two or more posts	8	refund	12, 17, 39
---- to cover cost of all journeys within sphere of duty	8	reimbursement	
Personal car	3, 13, 55, 56, 57	A civil servant may be allowed ---- of the reservation fee, any deduction made by the railway authorities	12
personal effects		Reservation	
Cost of transportation of -- --	24	---- charges	37
place of training		reservation cancelled	12
The first journey to, and the last journey from, the ----	29	A civil servant who reserves his seat, get the ----, may be allowed re-imbusement of the reservation fee and any deduction made by railway authorities	12
police station		Reservation charges	12
---- to lodge a com-plaint or give information of an offence	31	residence	
Prescribed	3	Mileage allowance shall be admissible from the -- -- of the civil servant	15
private servant	12	residential club	19, 61, 62
A civil servant drawing pay exceeding Rs. 4660 per mensem may draw for any journey or part of a journey by rail in respect of which he certifies that he took a ---- with him, an additional 2nd class fare	12	rest house	19, 61
Procedural matters	25	retirement	
Public Conveyance	3	Journeys on first appointment to government service on -- --	28
rail	3, 5, 7, 11, 12, 15, 17, 23, 24, 25, 29, 35, 37, 38, 39, 41, 53, 58, 59, 61, 62, 63, 64, 65	Travelling allowance on --- -	5
Rail	11, 37, 38, 52, 53	retrospective promotion or reversion	
Rates of daily allowance	18	Revision of travelling allowance due to ----	9
rates of hire of conveyances of all kinds		Revision of travelling allowance due to retrospective promotion or reversion	9
All controlling officers should maintain in their office a record of ----	16		

road	9, 11, 13, 14, 16, 17, 25, 29, 35, 38, 39, 47, 48, 58, 59, 63, 64, 65		
Mileage allowance for journeys by ----		13	
Road			11
road mileage			
Where a government vehicle is provided for use by and made available to a civil servant he shall not be entitled to any ----		14	
scooter	14, 25, 64		
sea or by river steamer			
Mileage allowance for journey by ----		13	
Sea or river steamer			11
Second Grade	8, 13, 14, 24, 51, 52, 54, 55, 63		
Civil servants of the ---- are ordinarily not expected to perform journey by motor car		14	
SHIFTING OF HEADQUARTERS			46
Short title			1
special daily allowance	3, 10, 19, 20, 22, 28, 32, 33, 37, 41, 61, 62, 66		
Special rate of daily allowance admissible		19	
step-children			
legitimate children and ---- more than 12 years old but not more than 24 years old, if residing with and wholly dependent upon him		2	
suspension			
Travelling allowance on		5	
T.A. bills			
Used air tickets should be attached to the adjustment ----			17
taking over charge			26
taxi			
Definition of ----			14
Taxi			11
Temporary civil servant			44
temporary headquarters			
After a continuous halt of ten days' duration, the halting place shall be regarded as the Government servant's ---			21
termination of employment			
Travelling allowance on ---			5
the fare of the class of accommodation actually used			12
the Governor's Tour Fund			39
Third Grade	8, 13, 14, 24, 51, 52, 53, 54, 55, 63		
through booking			13
title, short			1
toll			
Where a civil servant, while travelling on duty is required to pay and pays ----			15
tour			
Definition of			7
training	5, 8, 17, 26, 29, 65		
Travelling allowance to attend a course of ----			5
transfer	5, 9, 12, 17, 22, 23, 24, 25, 26, 27, 28, 63, 65		
Elements for the travelling allowance on ----			22

Travelling allowance may not be drawn by a civil servant on ---- unless he is transferred for the public conveyance and is entitled to pay during the period occupied by the journey	22	between the residence at the headquarters and the residence at the temporary place of duty, and vice versa	15
Travelling allowance on ---	5	Vouchers	
-	4	--- should be attached to every travelling allowance bill	15
Transfer	4	within municipal limits	
TRANSFER		If the court in which he gives evidence is situated within *(ten miles/16 kilometres of his head-quarters or ----	31
Travelling allowance for journeys on ----	22		
transfer at request			
---- should not be treated as transfer for the public convenienc unless for special reasons	22		
transfer grant	23, 24, 63		
Transfer grant	23		
transit			
Civil servant appointed to a new post while in ----	26		
transportation			
Cost of ----	24		
travel by air	15, 16, 17, 59		
travelling allowance			
Kinds of ----	7		
Travelling allowance			
---- is granted to a civil servant to cover the expenses which he incurs in travelling in the interest of public	4		
vacation			
Journey during ----	35		
voucher			
---- will not be required in the case of a journey			

