



Note :

In the first phase these regulations have been drafted for RVPN by a Committee consisting of Officers from all Power Sector Companies of Rajasthan. After finalization these will be modified for RVUN & other Companies also.

Any Comment/ Suggestions may be sent up to 22nd December, 2008 to Jt. Director (P&A), RVUN, Jaipur, otherwise these Draft Rules will be treated as Final Rules and accordingly finalized for all the five Power Sector Companies of Rajasthan.

RAJASTHAN STATE ELECTRICITY BOARD
TRAVELLING ALLOWANCE RULES

(Amended upto 31.10.2008)

Rajasthan Rajya Vidyut Prasaran Nigam Limited

PREFACE

In view of a number of amendments issued since last publication of RAJASTHAN STATE ELECTRICITY BOARD TRAVELLING ALLOWANCE RULES and also after introduction of Rajasthan Power Sector Reforms Act, 1999 (Act No. 23 of 1999) read with Rajasthan Power Sector Transfer Scheme, 2000 read with Electricity Act, 2003, it was felt that an updated edition of above Regulation should be made available incorporating all the amendments and Board/Nigam's decision on the subject issued upto 31.10.2008.

Every possible care has been taken to avoid errors and omissions, however if any errors or omissions are detected in this update, which have inadvertently remained, the same may please be brought to the notice of the Assistant Secretary (GAD), RVPNL, Jaipur. For the matters involving legal and financial implications a reference to the original Circulars/ Orders / Instructions should, invariably, be made.

Suggestions, if any, for improvement to make the update more useful would be appreciated.

Jaipur.

Date:

RAJASTHAN STATE ELECTRICITY BOARD

No: R.S.E.B./A&F/TA Rules/D.6

Jaipur: Dated: 5.2.1972

ORDER

The Rajasthan State Electricity Board in its 160th meeting held on 28.1.1972 decided to make amendments in the RSEB, T.A. Rules, circulated under order No. RSEB/A&F/TA/Rules/D.47 dated 27th July, 1971, with effect from 9th July, 1971 with the stipulation that the T.A. claims already passed and paid shall not be reopened and revised. The revised RSEB T.A. Rules incorporating the above amendments are enclosed.

The words "Halting Allowing" wherever appearing in these rules, except in rule 33, has been substituted by the words "Daily Allowance". In rule 33, the words "Halting Allowance" has been substituted by the words "Compensatory Allowance" (Order No. D. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

Nigam's Order No. D. 492 dated 23.05.2008 (F&R-504) comes into force with immediate effect.

RAJASTHAN STATE ELECTRICITY BOARD

TRAVELLING ALLOWANCE RULES

Rule 1. These Rules will be called the Rajasthan State Electricity Board Travelling Allowance Rules and shall come into force with effect from 9.7.1971.

Unless otherwise expressly provided, these rules shall apply to all employees of the Board. These will not apply to the employees on contract unless expressly provided in their agreement.

Definitions:

Rule 2. In these rules unless the context otherwise requires:

- (i) **Board**-means the Rajasthan State Electricity Board.
- (ii) **Chairman**-means the Chairman of the Board.
- (iii) **Competent Authority**-in relation to exercise of any power means the Rajasthan State Electricity Board or any other authority to which the power is delegated by the Board under these rules.
- (iv) **Day**-means a calendar day, beginning and ending at midnight but an absence from the headquarters which does not exceed twenty four hours shall be reckoned for all purposes as one day at whatever hours absence begins or ends.

- (v) **Family**-means a Board employee's wife or husband, as the case may be, legitimate children and step children residing with and wholly dependent upon the Board employee. Not more than one legally married wife is included in a family for the purpose of these rules. Term Legitimate Children, includes widowed daughter residing with and wholly dependent upon Board employee but does not include adopted children unless adoption is legally recognized under the personal law of Board employees. For the purpose of transfer travelling allowance the term family shall also include parents and sisters and minor brothers residing with and wholly dependent upon the Board employee.

Note 1 The employed and married children of Nigam's employee shall not be considered dependent upon him/her.

2 The children undergoing education, who do not have any source of income shall be considered dependent upon him/ her.

3 Travelling Allowance on transfer will be restricted to only two dependent children of an employee. This restriction shall come into effect from 01.6.2002 and shall not however, be applicable in respect of those employees who have more than two children prior to 01.6.2002 and also in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results/resulted in multiple births as a consequence of which the number of children exceeds two.

(Note inserted vide order No. D. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

- (vi) **Headquarters**- The headquarters of an employee shall be in such place as a competent authority may prescribe.
- (vii) **Limits of Sphere of duty**- A competent authority may define the limits of the sphere of duty of an employee.
- (viii) **Mileage Allowance**- A mileage allowance is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.
- (ix) **Pay**- means the amount to which an employee is entitled to and is drawn by him monthly in respect of the post held by him substantively or in an officiating capacity and includes: -
- (i) Personal pay
 - (ii) Special pay, and
 - (iii) Any other emoluments which may be specially classed as pay by the competent authority

- (x) **Period of absence from headquarters-** The period of absence from headquarters begins on the day on which the employee actually leaves the headquarters and ends on the day on which he returns thereto.
- (xi) **Public Conveyance-** mean a railway train or other conveyance which piles regularly for the conveyance of passengers but it does not include a taxi car, hackney carriage or other conveyance which is hired for a particular journey.
- (xii) **Tour-** An employee is said to be on tour when he is absent on duty from his headquarters either within his sphere of duty or with proper sanction, beyond his sphere of duty. In case of doubt a competent authority may decide whether a particular absence is absence on duty for the purpose of these rules.
- (xiii) **Transfer-** means movement of an employee from the headquarters station in which he is employee to another station to take up the duties of a new post or as a result of a change in his headquarters.
- (xiv) **Travelling Allowance-** is a compensatory allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the Board. It is to regulate that it is not on the whole a source of profit to the recipient.

Note: No revision of claims of T.A. is permissible in cases where an employee is promoted or reverted or is granted an increase rate of pay with retrospective effect in respect of the period intervening between the date of promotion or reversion or a grant of increased rate of pay and that on which it is notified.

“2 (A) – For the purpose of calculating Travelling Allowance including Daily Allowance Nigam’s employees are divided into five categories as under: -

| S.No. | Category | Class of Nigam’s employees based on “Basic Pay” i.e. total of pay in Running Pay Band and Grade Pay |
|-------|--------------|---|
| 1. | Category ‘A’ | Employees drawing basic pay of Rs.37,000/- per month or above |
| 2. | Category ‘B’ | Employees drawing basic pay of Rs.19,000/- and above but below Rs. 37,000/- per month |
| 3. | Category ‘C’ | Employees drawing basic pay of Rs.15,000/- and above but below Rs. 19,000/- per month |
| 4. | Category ‘D’ | Employees drawing basic pay of Rs. 10,000/- and above but below Rs. 15,000/- per month |
| 5. | Category ‘E’ | Employees drawing basic pay below Rs. 10,000/- per month |

(Substituted vide order No. RSEB/F&R/F.24(20)/D. 29 dated 06.07.1992 & further re-substituted vide order No. RVPN/F&R/F.1/D. 62 dated 16.10.2001 (F&R-16))

Existing rule 2(A) (2) deleted and the rule 2(A) (1) renumbered as 2(A) and substituted vide order No. D. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506). Rule 2 (A) further substituted vide order No. 1256 dated 01.10.08 (F&R-535).

Rule 3. In case of doubts regarding interpretation of these rules the decision of the Chairman will be accepted. Authorities competent to authorise journeys on tour.

Rule 4. The Chairman and Heads of Department will be the controlling officers for themselves.

~~**Rule 5.** The Chairman may authorise the employees to undertake journey by special means of conveyance, the cost of which exceeds travelling expenses, which would otherwise be admissible. Officers claiming the actual cost of transport for such journeys will however furnish a certificate signed by the employee to the effect that the use of the special means of conveyance was necessary in the interest of the Board's work and was authorised by the Chairman. The circumstances under which the use of special means of conveyance was felt necessary may however be kept on record. (Deleted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)~~

KIND OF TRAVELLING ALLOWANCE

Rule 6. The following are the different kinds of travelling allowance which may be drawn in different circumstances by the employees:

- (a) Mileage allowance
- (b) Daily Allowance
- (c) Permanent Travelling allowance.

Rule 7. Employees belonging to various categories shall be entitled to travel while on tour by rail in the class of accommodation as indicated in column 2 of Appendix-A (Part I). He shall for every such journey be entitled to the actual fare paid by him by not exceeding the fare of the class for which he is entitled to travel. **(Substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**

~~**Rule 8(i).** The travelling allowance admissible to the retired employees shall be determined with reference to the pay which he actually receives plus the amount of pension if any, including that part of pension, which may have been commuted, which he would have drawn had there been no commutation. (Deleted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)~~

Rule 8(ii) . In case of retired employees of a Nigam/State Govt./PSU are re-employed in the Nigam, their categorization for the purpose of calculating TA shall be as under: -

- (a) Those engaged on consolidated contractual amount: As per category under existing TA Rules based on contractual/consolidated amount.
- (b) Those re-employed on pay minus pension: As per category under existing TA Rules based on the pay in the scale prescribed for the post held on re-employment."

(The existing Rule 8 has been renumbered as Rule 8(i) and Rule 8(ii) has been inserted vide order NO.rseb/f&r/f.24(20)iii/d.81 Dated 24.11.93)

Existing Rule 8 (ii) substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506).

Rule 9. An employee during transfer from one post to another shall claim travelling allowance as per travelling allowance admissible to the lower of the two posts.

PRINCIPLES OF CALCULATION

Rule 10. For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by cheapest of such routes as may be equally short provided that when there are alternative railway routes and the difference between them in point of time and cost is not great, the mileage allowance shall be calculated on the route actually used.

The shortest route is that by which, the traveler can most speedily reach his destination by the ordinary mode of travelling.

If an employee travels by a route, which is not the shortest but is cheaper than shortest his mileage allowance shall be calculated by the route actually used.

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

Note: For journey on tour the road routes between the places mentioned below shall be treated as the shortest if the journey is actually performed by their own car or in Board vehicle by the employees **of category 'A' and 'B'**.

Places:

Jaipur & Bundi

Jaipur & Kotah

Ajmer & Kotah

Jaipur & Tonk

(Words substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

Rule 11. When it is possible to travel between places either by rail or road and the journey is actually made by road then mileage allowance shall be calculated as if the journey has been by rail except where journey has been performed by bus, unless:

- (a) Mileage allowance calculated by road is less expensive than mileage allowance calculated by rail or,
- (b) It is sanctioned by a competent authority who should also state briefly the reasons which rendered it necessary that the journey should be made by road instead of by rail.

Note 1. An employee should specify the means of conveyance for his travelling expenses i.e. should state whether he performed the journey in car supplied by the Board or in a private or by public motor service etc. and should in the case of a journey in his own car, certify if the propulsion charges of the car were borne by him.

(the words “or hired or borrowed motor car” have been deleted vide order No.RVPN/AS(GAD)/F&R/TA/F.(7)/D.2065 Dated 9.11.05 (F&R296)

Note 2. ~~When a journey is made by road and the travelling allowance is calculated as if the journey has been by the rail, Daily Allowance may be claimed under Rule 13 (ii) on the basis of the actual stay of the employee at the place visited by him irrespective of the timings of railway trains. (Deleted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)~~

Note 3. In case of officers entitled to travel by rail in air conditioned class the mileage allowance by rail for the purpose of this rule includes mileage allowance admissible, in respect of journey by rail in air conditioned class also, if the air conditioned accommodation in train is provided on that route.

Rule 12. Where it is possible to travel between places either by rail or by road or by air and the journey is actually made by the employee, who is authorised to travel by air under Rule 17 by road, in his own car then mileage allowance shall be calculated as if the journey had been by air provided the mileage allowance calculated for air journey is less than mileage allowance calculated by road, and provided further it is certified by the employee concerned that in making this journey by road in his own car, time available for Board's work was not less than what would have been available had the journey been made by air.

TOUR

Rates of mileage allowance for different classes of journey:

Rule 13. Mileage allowance for journey by rail.

- (i) The class of accommodation, the employees are eligible for journeys by train have been indicated in **Appendix-A (part-I). Words substituted**

vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

~~(ii) Daily Allowance for every day of arrival at or departure from a station other than the employee's headquarters provided his stay at the station on that day is not less than 8 hours. (Deleted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)~~

Note 1. If an employee entitled to travel by a higher class by rail, travels in **second** class and avails for sleeping accommodation provided by the railway for third class passengers during night travel by paying extra charges for it, he may be allowed the fare of the accommodation actually used, inclusive of the charges for the sleeping accommodation provided it does not exceed the fare of the class in which the employee is entitled to travel. **(Word substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))**

Note 2. If an employee is entitled to travel in non-AC II class actually uses non-AC II class sleeper, he shall be reimbursed the cost of sleeper in addition to rail fare. **(Note substituted vide order No. 492 dated 23.05.2008 (F&R-504). & ratified vide order No. 787 dated 8.7.08 (F&R-506))**

Rule 14. Except in the case of journeys on transfer the employees will be allowed the single fare of the class of accommodation in trains indicated in **Appendix-A (Part-I)** plus **incidental charges** at the rates indicated against each category provided that:
(Words substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))

1. The amount of incidental charges shall be limited to the amount of one daily allowance for every 24 hours journey. **(Proviso 1 substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))**
2. Where the amount of incidental charges is less than the Daily Allowance as the case may be, only incidental charges shall be allowed.
3. For the purpose of limiting the amount of incidental charges as in proviso (1) above, the Daily Allowance applicable shall be the higher of the rates admissible as per **Appendix-B-I** at the place ~~from~~ where the journey ends. **(Words substituted vide order No. 492 dated 23.05.2008 (F&R-504) and word 'from' deleted. & ratified vide order No. 787 dated 8.7.08 (F&R-506))**

Note 1. If available, return tickets at reduced rates shall be purchased by the employees expected to perform the return journey by rail within the period for which the return ticket is available.

Note 2. In the case of an employee, who travels by rail or by air and then in continuation by bus or vice versa incidental charges for both journeys should be limited to the amount of one Daily Allowance by treating the two journey as one journey.

Note 3. When journey on tour by rail or bus begins and ends at the employee's headquarters on the same day, outward and inward journey shall be treated as one journey and the amount of the incidental charges admissible for these journeys shall be limited to the amount of one Daily Allowance admissible for ordinary locality.

~~**Note 4.** The rate of Daily Allowance for the purpose of incidental charges shall be the rate for Daily Allowance (other than the split rate shown in column 4 & 5 of Appendix 'B') at the place where journey begins or ends whichever is higher.~~

(Deleted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

Note 5. If an employee does not get accommodation in the class to which he is entitled to travel, he may travel either in lower or higher class. In the former case he can claim actual fare of the lower class plus incidental charges of the class to which he is entitled and in the later case he may claim incidental charges and railway fare of the class to which he is entitled under these rules.

MILEAGE ALLOWANCE FOR JOURNEYS BY ROAD

Rule 15. For journeys by road, mileage allowance claimable shall be at the rate indicated in **Appendix-A (Part-II)**. **(Words substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))**

~~Note: Except where journey has been performed by bus, road mileage is not ordinarily admissible to places connected by rail. Where special sanction has been obtained by the employees for under taking road journeys to places connected by rail. The fact of such travel should be indicated in the travelling expenses statement. **(Deleted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**~~

Rule 16. If an employee while making a journey by road otherwise than on transfer takes a single seat in any public conveyance which plies regularly for hire between fixed points at fixed rate of charge shall be entitled to mileage allowance as indicated in **Appendix-A (part-II)** plus passenger Tax charged under the Rajasthan. Passenger Taxation Act 1959 if separately charged by transport operators and toll tax if any charged by municipalities of any station.

Provided that:

- (i) The amount of incidental charges admissible as indicated in **Appendix-A (part-II)** shall be limited to one Daily Allowance admissible for every period of 24 hours or fraction of 24 hours spent on actual travel by road.

- (ii) Where the amount of incidental charges is less than the amount of Daily Allowance or Daily Allowances, only incidental charges shall be allowed.
- ~~(iii) For the purpose of proviso (i) above limiting the amount of incidental charges, the rates of Daily Allowance applicable shall be higher of the rates admissible under rule 13 (ii) at the place where the journey commences or at the place the journey ends. (Deleted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)~~

Note 1. Fraction of a mile will be ignored in the total of a claim for calculating the travelling expenses admissible under this rule, but not in the various items of the statement.

Note 2. See note 2 and 3 below rule 14.

(Words substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))

MILEAGE FOR JOURNEYS BY AIR

Rule 17. Travel by air is permissible on tour to:

- (a) The categories of employees indicates in part III of Appendix 'A'.
- (b) In case of an employee to whom sub-clause (a) does not apply whenever the competent authority certifies that air travel is urgent and necessary in the interest of Board provided that the Board may grant general permission to any class of employees who travel by air in connection with specific journey or journeys within the State.

Rule 18. (1) An employee authorised to travel by air on tour is entitled to:
(Word added vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))

- (a) Mileage allowance as indicated in **Appendix-A (part-III)** under the heading mileage allowance for travel by air.
(Word substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))
 - (b) **Daily allowance at the rates mentioned in Appendix-B (I) or B(II) as the case may be. (Substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))**
- (2) If at the end of the journey by air an employee has to perform a connected journey by rail or road he may subject to the provision of note 2 below rule 14 draw mileage allowance admissible for such journey. **(Word**

inserted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

- (3) If an employee not authorised to travel by air on tour, performs journey by air, he may draw mileage allowance which would be admissible if he had traveled by rail or road.
- (4) Expenses incurred on booking air passage are not admissible except where actual expenses for travel by air are allowed in any case under orders of the Board.
- (5) All booking with National air lines viz Indian Airlines corporation and Air India International shall be made directly with them and not through travel agencies.

Rule 19. Daily allowance is an allowance granted to an employee to meet the cost of lodging and boarding and other incidental expenses necessitated at the place of stay. Its admissibility is subject to the following conditions:-

- (1) Daily allowance may not be drawn except during a period of absence from head quarters on duty.
- (2) Daily Allowance for the entire absence from headquarter, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as under: -
 - (i) Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates: -

| | |
|--|------|
| For absence not exceeding six hours | Nil |
| For absence exceeding six hours but not exceeding twelve hours | 50% |
| For absence exceeding twelve hours | Full |

- (ii) In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above, subject to the condition that not more than one daily allowance shall be admissible for absence of 24 hours from headquarters.
- (3) **The admissibility of daily allowance, at a place outside Nigam employees headquarters at a particular station for a continuous halt shall be admissible as under: -**

| | |
|-------------------------------|-------------|
| For halt upto 180 days | Full |
| Beyond 180 days | Nil |

Substituted vide order No. 1303 dated 14.10.08 (F&R-552)

- (4) Daily Allowance shall be admissible upto a period of 30 days for continuous halt at a particular station. In case a halt is continued beyond a period of 30 days the competent authority to sanction the halt, shall be as under: -**

| Period of continuous halt | Competent authority |
|--|---------------------------------------|
| More than 30 days and upto 60 days | Secretary (Administration) |
| More than 60 days and upto 180 days | Chairman and Managing Director |
| More than 180 days | No daily allowance |

Substituted vide order No. 1303 dated 14.10.08 (F&R-552)

- (5) If a Nigam employee is allowed or avails of free boarding and lodging during halt at a particular station provided by the Nigam or the host Government or organisation or body responsible for causing the halt, the rate of daily allowance shall be 25% of the normal rates prescribed for that station.
- (6) Daily Allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No Daily Allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any kind of leave including casual leave while on tour.
- (7) If more than one place is visited in a journey, the rate of daily allowance applicable shall be the highest rate admissible at anyone place.
- (8) Ordinarily a Nigam's employee posted at a particular station shall not be permitted to take over charge of another post at a station different from his own headquarters and to discharge the functions and responsibilities of the additional post at that station in addition to his own post. However, in case of employees equivalent to Asstt. Engineer and above, if in exceptional circumstances, it is considered necessary to make such arrangements in the interest of Nigam's work, such arrangements shall be permitted by the authority competent to make arrangements at the same station. In such a case the travelling allowance for the journeys performed by the employee shall be regulated as below: -

For the journeys undertaken from the station headquarters of his regular post to the other station/headquarters for performing duties of additional post only mileage allowance (including incidental charges) shall be admissible. No daily allowance for the days of his stay/halt at another station shall be admissible.

(Rule 19 substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

Rule 20. A journey on transfer is held to begin or end at the actual residence of the employee concerned. Any other journey is held to begin or end in any station at the duty point in that station. The terms 'duty point' means the place or office of employment of the employee at the headquarters, or place office visited by the employee on duty at an outstation and where there are two or more points at an outstation, the point further from the railway station in case of journey by rail or road or from air booking centre in case of journey by air, shall be treated as duty point, in any other case, journey may be treated to have commences or ended at the place of residence of the employee at the station.

~~**Rule 21.** When the journey is performed by rail, Daily Allowance for every day of arrival at or departure from a station other than the employee's headquarters can be claimed by an employee provided that such stay at the station on that day is not less than 8 hours. Deleted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)~~

Rule 22. Journey by Road: An employee, who travel by road beyond a radius of 15 kilometer irrespective of whether the journey commences at his headquarters or at any other place outside his headquarters may draw the following allowances. (Word substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

(1) Mileage allowance as indicated in the statement at **Appendix-A (part-II)**. (Word substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

(2) **Daily allowance at the rates given at Appendix –B (I) or B (II), as the case may be, subject to fulfillment of conditions mentioned therein and in rule 19. (Substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**

Note: Short journey within a radius of 15 kilometers from headquarters, or from a place at which an employee is on tour, may not be added to other journeys when calculating the distance traveled by road or the amount of mileage allowance admissible for road journeys. The term radius of 15 kilometers may be interpreted as meaning a distance of 15 kilometers by shortest practicable route by which a traveler can reach his destination by the ordinary mode of traveling. (Word substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

Exception No. 1 – An employee of category 'A' or 'B' who while on tour to New Delhi, Kolkata, Chennai, Mumbai and other State capitals, other than Jaipur, undertakes short journeys within the Municipal limits between the place of actual stay and the place(s) or office(s) visited by him in connection with Nigam's work, shall be entitled to actual amount spent by him in payment of fare of Taxi car, Tonga, Scooter, Rail, Tram or bus as the case may be.

Provided that if such employee performs journey in his own car/scooter/Motor Cycle/Moped instead of hired taxi, scooter, tonga etc. he will be entitled to Rs. 4.50 per km. for the use of car and Rs. 1.50 per km. for the use of scooter/motor cycle/moped.

Note: The employee claiming charges under above exception shall be required to attach to his TA bill, a detailed statement of journeys undertaken, in the following proforma, apart from recording a certificate given therein.

Proforma

Details of local short journey on tour or at the place of posting

| Date | Brief particular of places of local short journeys | Purpose of journey | Mode of conveyance used | Approximate distance in kms. | Rate (Rs. per km.) | Amount |
|------|--|--------------------|-------------------------|------------------------------|--------------------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Certified that I have actually traveledkms. by as stated above from the place of duty/stay for official purpose.

Signature of the Nigam employee
Designation

Verification by the Controlling Authority*

Designation and seal

*** Note: Head of Departments and officers drawing pay in the pay scale 12000-16500 and above shall themselves verify their claims for local short journeys and in other cases, controlling officers shall verify the local short journeys undertaken by the Nigam employees.”**

Exception No. 2 – An Employee of category C, D, or E visiting places mentioned in Exception no. 1 above, will also be entitled to claim actual expenditure incurred on conveyance including motor cycle, tonga, scooter, auto-riksha and bus/other than taxi car:

Provided that if such employee performs the journeys on his scooter/motor cycle/moped etc. instead of hired taxi, scooter, tonga etc. he will be entitled to charges of Rs. 1.50 per km. for the use of motor cycle/scooter etc.

Note: An employee claiming charges under above exception shall be required to attach to his travelling allowance bill, detailed statement of journeys undertaken in the proforma given below exception No. 1.

(Exception No. 1 & 2 substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

Exception No.3

Officers/employees who undertake short journey within the municipal limits of Jaipur, Jodhpur, Bikaner, Kota, Udaipur, Alwar & Ajmer in connection with court cases /sales tax and Income tax cases (in visiting office or residence of Advocate and or court or sales tax and income tax authority and coming back) in cases where Board is one of the parties thereto and the officer/official Incharge of the case is not in a position to get Board's vehicle for the purpose, shall be entitled to actual amount spent by him in payment as fare of taxi-three-wheeler, limited to the maximum of Rs. 150/- p.m. on furnishing particulars of journey and certificate duly signed by the officer/official incharge indicating case-wise datewise details of the visits duly countersigned either by the Adovcate or the Controlling Officer as per the T.A. Rules. Officers/employees in receipt of conveyance allowance for local journeys at the station concerned shall not be entitled to taxi-three-wheeler charges under this exception.

Rule 23. (1) No travelling allowance other than permanent travelling allowance is admissible for any day on which an employee does not reach a destination outside the limits of his headquarters, the distance of which is more than 15 kms from his duty point or returns thereto from a distance exceeding 15 kms whether by rail or road. For the purpose of this rule, the limits of headquarter in the case of a town or city extends upto municipal limits/Urban Agglomeration limits of a town or city, as the case may be.

(2) An employee other than an officer travelling on duty, from his duty point at his headquarter to any other place within the limits of his headquarters i.e. within the municipal limits/ Urban Agglomeration limits of a town or city as the case may be, is entitled to get actual amount spent by him in payment of fare for rail/tram/ferry/Bus/Auto Rickshaw in New Delhi only (for the purpose of remittance of loan cheques from REC/PFC/Financial Institutions on the very date of issue) or conveyance charges admissible to him under the GF & AR whichever is higher. **(Rule 23 (1) & (2) substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**

(3) For Local short journeys undertaken by the officers of category 'A' and 'B' (who are not in receipt of conveyance allowance) by their own car/Motor Cycle/Scooter shall be entitled to charges for local short journey at the following rates, subject to furnishing of details of journey and certificate in the proforma given below exception No. 1 under Rule-22: -

| Mode of Travel | Rate |
|---------------------------------|--|
| i) Own Car | Rs. 4.50 per km. subject to maximum of Rs. 300/- per month |
| ii) Own Scooter/ Motor Cycle | Rs. 1.50 per km. subject to maximum of Rs. 150/- per month |

Rule 23 (3) inserted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

~~(Rule 23 (2) substituted vide order No. RVPN/AS(GAD)/F&R/F. /D. 957 dated 16.9.02 (F&R-77)~~

Rule 24. Board may, for special reasons to be recorded by the controlling officer justifying payment of actual travelling expenses in the interest of Board's work, allow payment of actual travelling expenses incurred in connection with journey on tour by an employee under the express orders of his immediate superior officer under whom he is employed.

The powers of the Board, under this Rule be exercised by the Chairman & Managing Director up-to a limit of Rs.5,000/- in each case. The matters above Rs.5,000/- will continue to be sanctioned with the approval of the Board of Directors.

(Amended vide order No.RVPN/AS/GAD/F&R/TA/F.7/D.602 Dated 5.8.05)

Journey by car-

Rule 25. (1) If an employee travels in a car or by other means of conveyance which is his own then he may draw travelling expenses under rule 11.

(2) If two or more employee travel together in a car belonging to one who claim the normal mileage allowance for the journey the other will only be entitled to Daily Allowance.

(3) Deleted

(4) Deleted.

Note: (1) For the purpose of this rule break in journey enroute to the place of visit and return there from is permissible and it shall be treated as part of journey provided the break is in Board's interest or the distance to be traveled is more than 300 kms.

(2) If road journey is performed to distance of 300 kms. or more and the journey is broken at Delhi the rates of Daily Allowance mentioned in column 4 of **Appendix B (I)** shall be admissible for that day journey subject to the conditions under which the rate of Daily Allowance is admissible. **(Words substituted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**

(5) For mixed journey by road i.e. partly by own car or Board's vehicle or vehicle provided by the Government or by a local fund or local body, travelling allowance for each type of journey as a separate individual

journey under clause (1) to (4) as the case may be shall be admissible subject to the condition that total mileage allowance shall not exceed mileage allowance to which he would be entitled had he covered the whole distance in his own car ~~or hire car may be granted.~~ **(Deleted vide order No. 492 dated 23.05.2008 (F&R-504)) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**

(the words “or he has hired” in Rule 25(1) “or hired conveyance” in Rule 25(5) and complete Rule 25(3) have been deleted vide order No.RVPN/AS(GAD)/F&R/TA/F.(7)/D.2065 Dated 9.11.05 (F&R296)

Rule 26. Persons who are not Board’s employees shall be allowed such travelling allowance as the Secretary of the Board may decide looking to their status, if such persons are required to perform journey in the interest of the Board with the approval of the Chairman. For such persons return rail or air tickets can be purchased and seats got reserved after drawing advance for the purpose. If subsequent to the purchase of return tickets journey of the person concerned is cancelled for any reasons, the reservation and cancellation charges shall be payable and adjusted against the advance drawn for the purchase of tickets. Arrangement shall also be made to get refund of the cancellation charges from the Railway, Air authorities as the case may be if permissible under the rules of the Railway or I.A.C.

Note: Where the witness is a servant of another Govt. or Central Govt., he shall be entitled to receive, in respect of the attendance before the authority holding the departmental enquiry, such travelling allowance and or Daily Allowance as may be admissible to him under the rules applicable to him in that behalf in respect of a journey undertaken on tour provided the T.A. bills is pre-audited by his parent department.

Rule 27. (A) Admissibility of travelling allowance on transfer.

- (i) (a)** An employee who is transferred from one station to another in Board’s interest and not at his own request shall be entitled to travelling allowance at the rates given in **Appendix-C (Part-I & II)**. **(Re-numbered and words substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**
- (i) (b)** A Nigam employee who is transferred within municipal limits /Urban Agglomeration limits and the distance of new office exceeds 15 km. and such a Nigam employee changes his place of residence, he will be entitled to only lumpsum transfer grant, as indicated in Appendix appended to rule 27. **(Sub-Rule (i) (b) inserted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**
- (ii)** An employee who taken leave not exceeding a month after he has given over charge of his old post and before he has taken charge of his new post is entitled to travelling allowance under these rules, irrespective of the fact

whether order of transfer is received before or after the commencement of leave.

- (iii) An employee whose posting is changed while in transit from one post to another is entitled to travelling allowance.
 - (a) From his old station to that place enroute this station to which he was originally proceeding at which he receive his further orders of transfer, and
 - (b) Thence to his new station.
- (iv) An employee deputed for a temporary duty at a station other than the place of his posting or transferred temporarily for short period not exceeding 30 days shall not be treated to have been transferred for the purpose of claiming travelling allowance under this rule. In the absence of any order to the contrary, the journey performed by him in such cases shall be treated as journey on tour.

Rule 27 (B) (1) An member of an employee's family who follows him within six months or proceeds him by not more than one month from the date of his relief at his old station may be treated as accompanying him. These limits may be extended by the Head of Deptt. In individual cases under special circumstances in respect of employees serving under his administrative control.

When an employee, as a result of his transfer to a new station is obliged to move his family to some other station or when as employee and his family are at the time of transfer to a new station living in different places and he desires to move them to his new station or to some other station for reasons which the competent authority considers sufficient then the employee shall receive the actual expenses of the journey which his family undertakes upto the amount which he might drawn, had his family traveled direct from his old station to his new provided that the journey is undertaken within a month prior to the date of employee's relief at his old station or within six months subsequent to the date. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of the Deptt. In respect of employees serving under his administrative control or of the Chairman in case of the Head of Department and Board in the case of Chairman.

For the purpose of this rule the category of an employee will be determined with reference to the facts on the date of his transfer while the number of fares admissible will be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed, subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer.

- (ii) Children of employees who are studying in educational institutions at a place other than the employee's headquarters at the time of transfer shall

be considered as member of employee's families for the purpose of travelling allowance Rules and they shall be entitled to Travelling Allowance from the place where they are studying to the new station limited to rail road fare from old station to new station or actual/rail bus fare which ever is less.

(iii) An employee who travels in a Board vehicle free of charge on transfer from one station to another shall get travelling allowance as follows: -

(1) If the family of the employee with him.

For Self : One mileage allowance for journey by road at the rates given in column 4 of **Appendix-C (Part-I). (Words substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**

For Family : No Travelling Allowance

(2) If employee alone travels:

For Self : One mileage allowance for journey by road at the rates given in column 4 of **Appendix-C (Part-I). (Words substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**

For Family : As admissible under normal rules.

(iv) Where both husband and wife are in Board's service or in Board or in Govt. service and are transferred at the same time or within six months of his/her transfer, from one and the same old station to another same new station, either of them shall only be entitled to transfer travelling allowance, the other member (s) being treated as a member of his/her family not in Board's employment on furnishing the following certificate:

“Certified that my wife/husband who is employed under the Board/Govt. and who had been transferred from _____ to _____ within six months of my transfer has not already claimed any transfer travelling allowance in consequence of his/her transfer”.

27. C. Travelling expenses when permitted to hand over or take over charge at a place other than headquarters.

An employee transferred from one post to another who under the order of the competent authority is permitted to hand over charge of his old post or take over charge of the new post at a place other than the headquarters is entitled to:

- (i) Travelling expenses as for ordinary journey from the place of handing over charge to the place of taking over.
- (ii) Half fare of the class by rail to which he is entitled from his old to his new headquarter.
- (iii) All further concession admissible under rule 15 direct from the old to new headquarters excluding these in clause (A) (i) of rule, referred to above and one mileage allowance out of two admissible under clause (B) of the above Rule.

27. D. Journey to Join First Appointment:

Travelling allowance will not be granted to any person for the journey to join his first appointment without the sanction of the Chairman.

Note: When travelling allowance is especially sanctioned under this rule the ordinary rates admissible to the class of employees to which the person concerned will belong after joining his appointment must not be exceeded.

27. E. Journey to join on Re-employment:

An employee thrown out of employment by reduction of establishment or abolition of post or a pensioner may on re-employment be granted by the authority competent to sanction re-appointment, travelling allowance as for journey on tour.

27. F. Journey to attend Examinations:

An employee is entitled to travelling allowance at the ordinary rates twice for each standard or part of the examination if more than one, for journeys to and from consequent on attendance at an obligatory examination and also to Daily Allowance for the day or days on which the examination is held during which the employee is compelled to be present at the place of the examination, provided that if he appears to have culpably neglected the duty of preparing himself for such an examination, the Head of Department may disallow such travelling allowance.

Rule 28. Chairman may by general or special order and on such conditions as he thinks fit to impose, permit any employee or class of employees to draw a travelling allowance as on tour for a journey undertaken any for optional examination.

Rule 29. An employee summoned to appear before a Selection Committee for the purpose of testing his fitness for promotion or for a particular employment may be granted by the controlling authority travelling allowance as for tour except Daily Allowance for halt.

Rule 30. (1) An employee under suspension who is required to perform a journey to attend the departmental enquiry (other than police enquiry) against

him may be allowed travelling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry whichever is less. No travelling allowance will however, be admissible, if the enquiry is held at the outstation at his own request.

- Note**
1. His travelling allowance will be regulated by the class to which he belonged prior to his suspension.
 2. The order of suspension should specify the headquarter of the employee to be placed under suspension. Normally it should be last place of duty. In the absence of such mention, the last place shall remain his headquarter. The competent authority may, however, at the time ordering suspension or there after, for reasons to be recorded in writing, fix any other place as his headquarters and pay him transfer, T.A. as admissible to him but for his suspension.
 3. In cases of shifting the headquarter of an employee during the period of suspension at his own request the employee shall not be entitled for any travelling allowance.

T.A. for inspection of record by an employee under suspension.

An employee who undertakes journey to out station s to peruse official record for the preparation of his defence in connection with the disciplinary proceedings instituted against him, may be allowed travelling allowance for a journey on tour, without any allowance for halt both for onward and return journey from the place of his headquarter to the place where the official records are available. The grant of travelling allowance will be subject to the following further considerations:

- (a) the enquiry officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statements.
- (b) the enquiry officer certifies that the original records could not be sent to the headquarter station of the employee or the bulk of the documents ruled out the possibility of copies being made out and sent, and;
- (c) the Head of office or any other authority under whose administrative control the employee is working, certifies that the journey was performed with his approval.

3. An employee whether under suspension or not who performs journey to attend police/special police establishment enquiry in connection with a Board case in which he is suspected to be involved may be allowed travelling allowance as for a journey on tour provided it is performed under the direction of, or with the approval of his Head of office

or any other authority under whose administrative control he is working or was employed before suspension.

4. An employee who undertakes journey during suspension for appearing in a court of law as an accused shall not be entitled to any travelling allowance even he is later on acquitted by the court and reinstated in service or who has been reinstated but for death or retirement.

5. Where under Board's regulation an employee against whom the enquiry is held, can present his case with the assistance of any other Board employee, such employee who is assisting the delinquent employee with the approval of the disciplinary authority may be allowed travelling allowance as on tour and the minimum time required to perform the journeys to and from the place where the enquiry is held and the days on which he is required to present before the enquiry/disciplinary authority may be treated as on duty, provided that if such an employee is on leave when required for assistance the entire time spent including transit time may be treated as apart of leave and he shall not be deemed to have been recalled to duty.

Rule 31. (1) An employee who is summoned to give evidence in criminal case or a civil case in which Board is party or a departmental enquiry held by properly constituted authority may be allowed T.A. as for a journey on tour attaching to his bill a certificate of attendance by the court or other authority who summoned him or directed him to appear as witness. The amount of expenses, if any paid by the Court will be refunded to the Board.

(2) A person who is not in employment of the Board and who is summoned through court as witness to give evidence or who is requested to appear before the court on behalf of the Board as witness or otherwise to argue the case may be allowed travelling allowance as on tour with due regard to his status monthly salary if any, such travelling allowance shall be paid:

(i) as may be determined by the court, if the amount is payable through court.

(ii) In other cases, **the claims of travelling allowance of such persons may be entertained and passed by the concerned drawing and disbursing officers/Accounts Officers on the basis of the certificate issued by the Part Time Presenting Officers and countersigned by the concerned Commissioner "Enquiries".**

(Amended vide Board's order No.RSEB/F&R/F./D.15 Dated 17.4.97)

Note: The advocate engaged for Board's work may be treated equivalent to class I officers of the Board drawing pay exceeding Rs. 1000/- but less than 1400/- for the purpose of T.A. Rules. The advocates who are required to attend Board's work in Rajasthan High Court/Supreme Court be treated as class I officers

drawing pay above Rs. 2000/- and shall be allowed corresponding ordinary rates of D.A. for Jodhpur and New Delhi.

Rule 32. Journey occasioned by leave/recall to duty:

An employee recalled to duty compulsorily before the expiry of his leave and posted to the station from which he proceeded on leave shall not be entitled to any concession, if leave not exceeding two months is curtailed by less than half or leave not exceeding two months is curtailed by less than one month. In other cases, he shall be entitled to the following:

- (a) For self Mileage allowance at the rates admissible on tour from the place at which the order of recall reaches him.
- (b) For family Nil
- (c) For personal Nil
effects and
conveyance.

Rule 33. Journey on a course of training in India :

1. The trainee will be entitled to full pay and allowance during the course of training. The period of training will be treated as on duty.
2. **The trainees shall be entitled to TA as on tour. He will be entitled to Compensatory Allowance at the following rates:**

Compensatory Allowance

| | |
|------------------------------------|---|
| I. For the first 15 days | At the rate of daily allowance admissible at the place of training |
| II. For a period exceeding 15 days | At the rate of $\frac{3}{4}$ of daily allowance admissible at the place of training |

(Sub-Rule 2 and Clause I & II substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

- III. For training programme other than those specified in item I above full Compensatory Allowance as per T.A. Rules, for a period not exceeding 3 months.
- IV. The provisions of T.A. Rules shall not apply to the persons who are directly appointed or appointed on probation through competitive examination or Selection in the process of open recruitment and are required to undergo training before joining the post for which selected or where there is a condition for undergoing training for continuation in Board service.
- V. No Compensatory Allowance shall be admissible to the trainee officers where the training does not involve change in place of duty.

3. **Where the Institutions organizing the training program do not provide accommodation within their premises, local conveyance charges at admissible rates would be allowed to the trainee officers. Where the number of trainees is more than one and they stay at the same place, it is expected that they would undertake journey in one vehicle and as such, reimbursement will be made only to one of them or the amount claimed will be allowed proportionately. (Amended vide order No. RVPN/AS (GAD/F&R/F.7/D. 71 dated 22.1.03 (F&R-99))**
4. The trainees will be entitled for all kinds of leave admissible to the RSEB officers in normal rules /regulations with the approval of the Director of the Institute of officer Incharge of Thermal Power Station. The accommodation, electricity and water charges, if any, on account of accommodation facilities availed of by them will be borne by the trainee officers and will be paid to the Institute/Thermal Power Station direct by the trainee themselves.
5. The trainees will be entitled to retain free residence if already allotted within the colonies/campus of the place of their posting or HRA as the case may be, in cases their families continue to reside at the palce of their posting during the course of training.
6. No joining time will be allowed except actual transit period. However, for the purpose of preparation four days time will be admissible to them before proceeding to their station of training in case of training outside the State exceeding six weeks.
7. Tuition fee chargeable per trainee candidate deputed for training will be borne by the Board.
8. The trainees will not be entitled to Thermal Allowance, Construction Allowance, Generation Incentive and project allowance during the course of training.
9. Officers/officials attending workshops/Seminar/Conferences for a period not exceeding 5 days will be entitled to TA/DA as per normal T.A. Rules.
10. The Board also authorised the Chairman in consultation with Member (F&A) to allow special allowance to trainee at Jaipur to mitigate their hardship due to non availability of suitable accommodation and conveyance facilities in the training Institutions.
11. The Joint Secretary (Admn.)/Chief Engineer, KTPS or any other authority to whom the Secretary may delegate powers shall be competent to incur expenses and countersign the T.A. Bills.

Rule 34. Journey to attend meeting or conferences:

An employee who is permitted at his own request to attend non official meetings or conferences, may with the previous approval of the Chairman of the Board, be paid a single fare of the class of accommodation to which he is entitled for the journey each way without any road mileage or Daily Allowance for halts at the place of meeting/conference provided any Board's interest is served by his attendance at such meeting/conferences.

Rule 35. Journey to receive Gallantry awards:

1. An employee who is required to perform journeys to receive the gallantry medal from the President of India or Governor of the State at formal investitures is entitled to travelling allowance as for journey on tour.
2. Employees who perform journeys to receive such rewards or certificates in a function organized by the Board are entitled to travelling allowance as on tour.

Rule 36. Persons who are not Board's employees, may with the approval of the

Chairman be allowed mileage allowance and Daily Allowance or sitting fee in lieu of Daily Allowance not exceeding Rs. 50/- per day, for attending a selection committee or conferences, or any function organized by the Board. **(Word substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**

Rule 37. Deleted.

Rule 38. Workcharged Staff:

- (a) A workcharged employee (on monthly consolidated or daily wages rate) with more than 108 days service shall be entitled to T.A. as under:
 - (i) If he is detained for duty out of allotted area according to Rules for T.A. as on tour applicable to all other employees.
 - (ii) In case he is detained for duty within the allotted area Daily Allowance at the rates specified in **Appendix B (I)** shall be allowed as below: **(Words substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)**
- (a) For absence from headquarters for visit for line work to places beyond 8 kms. from headquarters for 8 hours or less Nil
- (b) For absence from headquarters for visits for line work to places beyond 8 kms. from headquarters exceeding 8 hours but not exceeding 10 hours Half Rate

- (c) For absence from headquarters for visit for line work to places beyond 8 kms. from headquarters exceeding 10 hours upto 24 hours. Full Rate
- (d) For absence from headquarters for visit for line work to places beyond 8 kms. from headquarters for any fraction of a day after completion of 24 hours.
Rate as (b) and (c) above as the case may be.

Note: For the purpose of this rule the allotted area means the area of duty assigned to the workman from time to time by head of an office where he is posted.

- (b) As far as possible there should be no transfer of work charged employees. Actual travelling expenses for himself and his family shall, however, be paid in accordance with provisions contained in rule 27 if the transfer has been made in board's interest to a station situated outside the jurisdiction of his sub-division. In addition the employee shall also be allowed actual transportation charges for personal effect limited to 3 quintals.

Rule 39. Special concessions to IAS/IA&AS officers and other Central Government employees who are on deputation to the Board.

IAS/IA & AS officers and other Central Government employees on deputation to the Board and who are governed by the Board's travelling allowance **Rules** shall be entitled to the same concessions which are admissible to them for going their homes during leave as are admissible under the rules and orders of their parent department. **(Words substituted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))**

Rule 40. Travelling allowance to employees on retirement.

The travelling allowance in respect of the journeys performed by employees and members of their family from last station of duty to their home towns in respect of the transportation of their personal effects between the same places may be granted to the employees on their retirement from Board's service. The grant of travelling allowance will subject to the following conditions.

- (1) The travelling allowance referred to above will be admissible in respect of the journey of the employee and members of his family from the last station of his duty to his home town and in respect of the transportation of his personal effects between the same places.

In precise entitlement will be further subject to the following conditions.

- (a) For journey by Rail:
 - (i) Actual fare of the class of accommodation to which the employee was entitled on the date when he was last on duty in respect of self

and members of his family as defined in rule 2, no allowance for incidental expenses would be admissible.

- (ii) Actual cost of transportation of personal effects on the scale admissible under rule 27.

- (b) For journeys partly by one mode of travel and partly by another:

As provided under clause (a)(i) and (ii) above in so far as they are respectively applicable.

Note: The actual cost of transportation a motor car or other conveyance maintained by the Board employee before his retirement is not reimbursable under these orders but the motor car or conveyance may be treated as part of his personal effects for the purpose of the application of the scale referred to in clause (a) and (b) above.

- (c) For journeys performed in Board Employee's own car or in a private car between station connected by Rail :

As provided under clause (b) limited to the amount admissible under clause (a) read with para (2).

- (2) The grant of concession will be further subject to the following conditions, clarifications and subsidiary instructions:

- (i) The concession will be admissible by the shortest route from the last place of duty to his home town.
- (ii) The term 'home' referred to in these orders shall be permanent home town or village as entered in the service book or other appropriate official record of the employee concerned or such other place as has been declared by him, duly supported by reasons (such as ownership of immovable property, permanent residence of nar relatives for example, parents, brothers etc. as the place where he would normally reside but for his absence from such a station for service under the Board).

Persons who have not so far declared their homes for any purpose in correspondence with Board should now make a formal declaration. In every case the declaration should be made to the appointing authority within six months of the issue of these orders in the form given below:

FORM

I _____ designation _____ of _____
_____ department declare my 'home town' to be _____
for the purpose of travel concessions sanctioned in the T.A. Rules.

Signature of the Board employee

1. Witness _____
2. Witness _____

Board employee who enters Board service in future should make such a declaration before the expiry of six months from the date of his confirmation in the Board. The declaration will be subject in each case to the acceptance of the appointing authority who shall satisfy about the correctness thereof after calling for such evidence as may be considered necessary.

Declaration made by the employee after verification shall be pasted in the Service book.

- (iii) Where an employee wishes to settle down not in his 'home town' but at another place he may be permitted to avail the concessions upto the latter place. In that event the amount reimbursable to him would be that which would have been admissible had he actually proceeded to his home town, or the amount, reimbursable had the latter place been the 'home town' whichever is less.
- (iv) The concession may be availed of by an employee who is eligible for it, at any time during his leave preparatory to retirement or during refused leave or within six months of the date of his retirement.

Provided further that it will not be admissible to the employee who quits service by resignation or who may be dismissed or removal from service or who is compulsorily retired as a measure of punishment.

- (v) Where an employee re-employed under the Board who is on leave preparatory to retirement or within six months of the date of his retirement the concession admissible under these orders may be allowed to be availed of by him within six months of the expiry of the period of his re-employment.
- (3) The travelling allowance claims admissible under these rules will be drawn on travelling allowance bill forms like transfer T.A. claims. The claims of Board employees who were competent authorities of their own bills before retirement, will however, be countersigned by the next superior administrative authority. The certificate required to be furnished by the employees in respect of transportation Travelling allowance claims will also be required to be furnished in respect of claims for travelling allowance under these rules.
- (4) Before reimbursing the travelling allowance admissible under these rules the controlling authorities should satisfy themselves as far as possible that the claimant and members of his family have actually performed the

journeys to the home town or the place to which he might have proceeded to settle e.g. by requiring the production of original railway vouchers relating to transportation of personal effect, conveyance.

- (5) This concession shall not apply to persons who:
- (i) are not in whole time employment of the Board or are engaged on contract.
 - (ii) Are work charged or are paid from contingencies.

Rule 41. Permanent Travelling Allowance:

Board may grant permanent travelling allowance to an employee of the Board who has to do extensive touring in a specified jurisdiction.

Provided that such allowance shall be in lieu of all other form of travelling allowance for journeys within the jurisdiction. While fixing the permanent travelling allowance, the Board may prescribe the minimum mileage to be done per month and the kind of conveyance to be used for journeys.

An employee who is in receipt of a permanent travelling allowance and has to travel on duty outside his jurisdiction can claim such other kind of travelling allowance as may be admissible to him proportionate deduction is made in the permanent travelling allowance for the relevant period inclusive of the journey days.

Rule 42. When admissible.

Unless otherwise provided in these rules or orders by the Board, a permanent travelling allowance may, not be drawn during leave, temporary transfer or joining time, or unless in any case it be otherwise expressly provided in these rules during any period for which travelling allowance of any other kind is drawn.

Rule 43. Mileage allowance in exchange for permanent travelling allowance:

A Board employee in receipt of permanent travelling allowance may draw travelling allowance calculated under the ordinary rules, in exchange for his permanent travelling allowance in respect of journey made under proper authority beyond jurisdiction including such part of it as is within jurisdiction. The amount of permanent allowance to be surrendered will be calculated at one thirtieth of the permanent travelling allowance for each day occupied in the journey and for each day on which the officer drawn Daily Allowance at the ordinary rate for halts.

Rule 44. Conveyance Allowance:

The Board may grant a monthly conveyance allowance on such conditions as it thinks fit to impose to any employee who is required to perform frequently at, within a short distance from his headquarters, journeys for which travelling allowance is not admissible.

- Rule 45. (1)** Except as otherwise provided and unless the sanctioning authority otherwise direct, a conveyance allowance is drawn all the year

round, is not forfeited during absence from headquarters and may be drawn in addition to other travelling allowance admissible under the rules, provided that an employee who is in receipt of a conveyance allowance specially granted for the upkeep of a motor car or motor cycle shall not mileage or Daily Allowance for a journey by a motor car, motor cycle except on such condition as the authority which sanctions the conveyance allowance may prescribe.

- (2) A certificate shall be attached with each bill for conveyance allowance to the effect that the conveyance in respect of which the allowance is granted has been actually maintained. Controlling officers should satisfy themselves from time to time that the certificate given is correct.
- (3) In the case of Board employee in receipt of conveyance allowance the conveyance allowance for days, on which road journeys are performed in conveyance in respect of which such allowances are granted, and for which journeys a Daily Allowance or mileage allowance is claimed will be deducted from the amount of travelling allowance. Such officers shall record on the bill a certificate as to whether or not the conveyance in respect of which the allowance are granted has been used in making the journey.
- (4) The conveyance allowance in each case shall be fixed by the Board at such rates as the travelling would satisfy and the competent authority may demand full details of travelling done and recommended to the Board for modification in the rate of conveyance allowance.

Note: For purpose of these rules movements from residence to office and back shall not constitute travelling on duty.

- (5) The drawal of conveyance allowance during leave, temporary transfer and joining time shall be regulated as follows:

Rule 46. (a) Conveyance allowance granted on the condition of maintaining motor car/motor cycle shall not be admissible during:

- (i) Joining time, leave the period of temporary transfer or training treated as duty and also during holidays prefixed to leave or holidays suffixed to leave and joining time.
- (ii) Any period of more than 15 days at a time during which an employee in receipt of conveyance allowance is absent from headquarters on duty or does not maintain a motor car/motor cycle or the motor car/motor cycle maintained remains out of order or is not used for official journey for any other reasons.

- (b) Conveyance allowance whether granted on the condition of maintaining his own cycle or cycle provided by the board shall be admissible during leave or temporary transfer and during joining time.

Note : 1. Leave means total leave of all kinds not exceeding 120 days and the first 120 days of the leave if the actual duration of the leave exceeds that period but does not include extraordinary leave, study leave and leave preparatory to retirement, refused leave, terminal leave whether running concurrently with notice period or not, when holidays are combined with leave, the entire period of holidays and leave should be taken as one spell of leave.

- 2. Temporary transfer means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For purpose of this rule it includes deputation. Subject to the limit of four months, if the temporary duty is subsequently extended beyond four months in all, will remain intact upto the date of the order of extension.

Rule 47. Signature of controlling officer necessary on travelling allowance bills:

A bill for travelling allowance (other than a permanent allowance) of an employee other than the Head of Department shall not be paid unless countersigned by the controlling officer.

It is not necessary for the controlling officer to countersign the bills for conveyance allowance every month but he should certify in the pay bills pertaining to the months of January, April, July and October each year to the effect that the conveyance allowance claimed is in order and that the conditions attached to its drawal have been fulfilled.

Rule 48. Duties of a controlling officer:

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

(a) To scrutinize the necessary, frequency and duration of journey and halts for which travelling allowance is claimed and to disallow the whole or any journey or halt if he considers that a journey was unnecessary or unduly protected or that a halt was of excessive duration.

(b) To scrutinize carefully the distance entered in travelling allowance bills.

(c) To satisfy himself (i) that mileage allowance for journeys by Railway has been claimed at the rate applicable to the class of accommodation actually used (ii) that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible, and (iii) that where the

actual cost of transportation servants, personal effects etc. is claimed under these rules the scale on which such servants personal effects etc. were transported was reasonable and to disallow any claim which in his opinion does not fulfill these conditions.

- (d) To satisfy himself that travelling allowance is not on the whole a source of profit to the recipient. In the case of railway journeys on tour, the controlling officer may at his discretion demand a certificate from the employees making a claim as to the class by which he actually performed a journey and should, if necessary, reduce travelling allowance to the amount admissible for the class by which journey was actually performed.
- (e) To satisfy himself that the claimant has submitted the T.A. Claim for the period when he was neither on leave nor on duty at the headquarter for which a certificate shall be recorded by the drawing officer.
- (f) **It is to be ensured that no employee is sent on tour only for the purpose of delivering mail or correspondence. No Travelling Allowance shall be admissible for such purposes. Such information should be sent by courier or post. Reasons for which, the employee has been sent on tour shall be specifically mentioned and certified on the TA bill by the controlling authority.**

(Item (f) inserted vide order No. 492 dated 23.05.2008 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

In case of a workman covered under the T.W.S.R., the Controlling Officer, will record a certificate in the T.A. Bill of the claimant that the work assigned to the claimant was actually performed as per record.

- (f) To observe any rules which the Board may make for the guidance.

Note : The following means should be employed by the controlling officers for checking road distances in travelling allowance bills.

- (i) Maps
- (ii) Local knowledge of the officers countersigning and passing the bills, and
- (iii) In doubtful case ascertainment of actual measurement as recorded in public works department or other records.

Rule 49. The following instructions should be followed by all Drawing and controlling officers. These instructions are in addition to the duties entrusted to the controlling officers under the rules:

1. One or more of the following certificates which are appropriate should be recorded on travelling allowance bill by the employee claiming travelling

allowance bills. If any additional certificate is required by any rule or order, the same should also be recorded.

CERTIFICATES TO BE RECORDED ON T.A. BILLS

| Nature of the certificates | Circumstances under which necessary |
|---|---|
| 1. Certified that I was not provided with any free locomotion at the expense of the Board.. | In all cases except where Board conveyance is actually used |

| Nature of the certificate | Circumstances under which necessary |
|--|---|
| 2. Certified that the payment of this bill has not been received before. | In all cases. |
| 3. Certified that the place for which road mileage has been charged are not connected by rail. | In cases where road mileage is claimed. |
| 4. Certified that I have actually travelled in the same class of accommodation for which T.A. has been claimed. | In case of all journeys by rail. |
| 5. Certified that Daily Allowance has not been claimed by me for Sundays or other holidays unless I was actually in camp. | In cases where Daily Allowance has been claimed for any holiday or Sunday |
| 6. Certified that the members of my family in respect of whom T.A. has been claimed are residing with me and are wholly dependent on me. | In case of journeys on transfer for which T.A. in respect of family has been claimed. |
| 7. Certified that no compensatory allowance has been drawn for the days in respect of which tour T.A. is drawn. | In case where compensatory allowance in lieu of Daily Allowance has not been drawn for the days in respect of which tour T.A. is drawn. |
| 8. Certified that no public conveyance plies between the two points for which mileage | In cases where road mileage special rates is claimed. |

allowance has been claimed.

9. No. daily allowance is admissible for an absence less than 6 hours from the headquarters.

(Words at S.No. 8 inserted and sub-rule 9 substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

- 2 (i) The bill should indicate clearly the full purpose of the journey phrase like 'on Board duty' should be avoided.
- 2 (ii) The employees undertaking journey shall present their T.A. claims within the period of **2 months** after the last date of the month in which the journey ends. In case the bill is not presented within such period, sanction of the concerned H.O.D will be necessary, to entertain such claim.

The T.A. bills which are not presented within two months from the last date of month in which journey ended, shall be entertained only when these are accompanied by sanction of the concerned head of Department issued with concurrence of Financial Adviser & Controller of Accounts/CCOA. The Circle Accounts Officer shall also maintain a separate record of such claims and submit monthly statement of such cases to Financial Adviser & Controller of Accounts/CCOA for cross check.

(System introduced vide order No.RSEB/F&R/F.(T.A.)/D.22 Dated 14.6.96)

Note: The Controlling Officer will ensure that on receipt of T.A. claim, it is countersigned after completion of the requisite formalities and the bill is transmitted to the bill passing authority within 30 days of the receipt of the T.A. claim from the employee preferring the T.A. claim

(2)(iii) In order to ensure correct preferring of T.A. claims a diary should be maintained by each individual upto the rank of AEN and equivalent in all the disciplines in which the Controlling Officer/Circle SE/X.En available at the H.Q. should countersign the journey performed and an entry to this effect would be made in the register with the controlling officer in the proforma prescribed hereunder:

| S.No. | Name of employee | design- ation | Date of pro- ceding on tour | Date of return from tour | Signature of controlling officer |
|-------|------------------|------------------|--------------------------------|-----------------------------|--|
|-------|------------------|------------------|--------------------------------|-----------------------------|--|

(30 days has been replaced by 2 months in Rule 49(2)(ii) and a new Rule 49(2)(iii) has been inserted vide order No.RSEB/F&R/F./D.5 Dated 28.1.93)

3. If the bill is time barred and sent for pre-audit to the Circle Accounts Officer, it should be stated as to why the same could not be drawn when the claim fell due. Claims which are more than a year old must be accompanied by the sanction of the

- competent authority to entertain them for pre-audit. For claims more than three years old, the sanction of the Secretary of the Board is necessary.
4. The actual pay and special pay, designation place of headquarters of the employee should be clearly mentioned in the bill.
 5. If the journey commences from a place other than headquarters, the reasons for the same be stated in the remarks column against the first entry in the Travelling Allowance Bill.
 6. If the journey is undertaken to attend a Court of law, the court certificate must be attached with the bill.
 7. In case journeys are performed by means of locomotion provided at the expense of the Board etc. it may be stated in the bill whether the cost of propulsion was paid by the Board servant claiming travelling allowance.
 8. In the case of transfer travelling allowance bills the full relationship of the members of the family, to the employee and their ages should be stated in the bill.
 9. No Daily Allowance is admissible for halts of less than 8 hours and/or four hours duration at a place.

Rule 50. Except where expressly permitted by Board a controlling officer shall not delegate to a subordinate his duty of countersignature.

Rule 51. Countersignature does not dispense with the necessity for formal audit with reference to rates and general conditions. The Circle Accounts Officer will accept countersignature by the proper authority or the signature of the Drawing Officer then a bill does not require countersignature as final evidence that the facts of the journey on which claim is founded are correct and that the claim is admissible with reference to the departmental rules/orders. It is the duty of the controlling or the Drawing Officer as the case may be and not of the Circle Accounts Officer to enforce departmental rules.

General:

Rule 52. In the case of employees holding two or more independent posts, the travelling allowance shall be calculated with reference to the pay drawn under rule 36 (a) of the Rajasthan State Electricity Board Employees Service Regulations (Rule 50 (a) of R.S.R.s). The proportionate pay drawn under rule 36 (b) of the Rajasthan State Electricity Board Employees Service Regulations (Rule 50 (b) of R.S.R.s) shall not be taken into account.

Rule 53. Deleted.

Dearness pay shall be treated as pay for travelling allowance (including mileage and Daily Allowance) in respect of employees covered under Board's pay scales.

The paragraph dearness pay will be treated as pay for travelling allowance (including mileage and Daily Allowance) vide order No. RSEB/F&R/F.16 (2)/D.10 dated 9.3.1977, effective from 1.9.76.

Note: The rates of Dearness pay for the purpose of these rules in case of Board's employees covered under the Board's pay scales shall be as follows: -

| Pay Range | Amount of Dearness pay in Rs. |
|---|-------------------------------|
| Below Rs. 110 | Rs. 47/- |
| Rs. 110/- & above but below Rs. 150/- | Rs. 70/- |
| Rs. 150/- & above but below Rs. 210/- | Rs. 90/- |
| Rs. 210/- & above but below Rs. 400/- | Rs. 110/- |
| Rs. 400/- & above but not exceeding Rs. 665/- | Rs. 120/- |

2. This rule shall not apply to the employees on monthly consolidated wage or on daily wage.

Substituted vide order No. RSEB/F&R/F.16 (2)/D.10 dated 9.3.1977, effective from 1.9.76 for the paragraph.

Note 1. The rates of dearness pay for purpose of this rule shall be as follows:

| Pay Range | Amount of Dearness pay in Rs. |
|---------------------------------------|-------------------------------|
| Below Rs. 110 | Rs. 47/- |
| Rs. 110/- & above but below Rs. 150/- | Rs. 70/- |
| Rs. 150/- & above but below Rs. 210/- | Rs. 90/- |
| Rs. 210/- & above but below Rs. 400/- | Rs. 110/- |
| Rs. 400/- & above but upto Rs. 999/- | Rs. 120/- |

Amount by which pay fall short of
Rs. 1119/-

Rule 54. "In case of employees drawing monthly consolidated pay, the pay for the purpose of these rules means the amount equal to minimum of the pay scale of the corresponding regular employee or the consolidated salary whichever is less."

Note : In case of daily wage rated employee monthly consolidated pay will be worked out by multiplying daily wage rate by 30.

(Amended vide order No. RVPN/AS(GAD)/F&R/F.10/D. 421 dated 6.6.05 (F&R-272)

Rule 55. Journey to attend meeting of the Board of Directors of Companies, co-operative Societies, Autonomous Bodies including industrial and Commercial Corporation and other statutory organizations as Board nominee while on duty or on leave.

1. Travelling allowance is admissible to the officer under the rules for journey on tour on recording a certificate in the T.A. bill to this effect that the entire amount of fee or remuneration including the amount of travelling allowance and Daily Allowance paid to him by such bodies has been credited to the receipt head of the Board. An officer, who attends the meeting of the Board of directors of Companies etc. as a Govt. or Board nominee at a place other than his headquarters where he is spending leave irrespective of whether it is his home town or at any other station during the period of leave, shall also be entitled to claim Travelling Allowance as on tour under these rules from and to the station destination for which travelling allowance is allowed by the company subject to the condition that no leave concession, if admissible, in respect of the officer himself would be permissible in such a case.
2. For attending local meeting, such officers shall draw fixed conveyance charges of Rs. *25/- for each meeting.

**** Rule 56.** Deleted.

Rule 57. The Director of Vigilance and any other officer appointed for vigilance duties by the Board or the Chairman may at his discretion travel by the road between places connected by rail without specifying in the T.A. bill the Board's interest served by undertaking such a journey and claim mileage allowance accordingly.

Rule 58. In the case of journeys undertaken by the Chairman, Members of the Board, and Head of Departments in Board's vehicle between places connected by rail a certificate that journey was undertaken to effect saving of time shall be sufficient to treat that journey as performed in Board's interest.

Rule 59. Journey undertaken by an unemployed scheduled caste/scheduled tribe candidate for interview in connection with appointment to a post under Board.

Actual bus fare or II class rail fare for forward and return journey by train by the shortest route from his normal place of residence to the place of interview or the place from which he actually performs journey whichever is nearer to the place of interview shall be payable provided the distance travelled by rail is 80 kms. such expenditure shall be debited to contingencies head miscellaneous.

Rule 60. Claims of refund of unused tickets should be preferred to concerned railway, road transport concern and air line. The amount of cancellation fee charged by the railway, airlines or the road transport concern shall be reimbursed by the Board on

furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled solely due to official reasons. The ordinary reservation fee in such cases may also be reimbursed to the employee. Claim for refund of cancellation charges by the railway, road transport or airlines authority may also be sent simultaneously to the concerned authority by the controlling officer and credited to Board's account when received. The refund of agency charges paid to a travelling agent for booking journey for own convenience not to be made. The cancellation charges shall be claimed in the T.A. bill.

Rule 61. Where official rail journey is cancelled due to the official reasons, the employee should claim for refund of unused tickets in accordance with the rules of Railways as are in force at the time of journey is cancelled. The amount of cancellation fee charged by the Railway may be claimed for reimbursement from the Board duly approved by a certificate from the controlling officer, that the journey has to be cancelled solely due to official reasons. The ordinary reservation fee however, be reimbursed to the employee without waiting for the acceptance of his claim for refund of cancellation charge by the Railway authorities.

Rule 62. While official journey has been cancelled due to the officials reasons, the cancellation charges shall be reimbursed on the basis of the certificate of the controlling authority that the journey was cancelled in the Board's interest. No refund of 'Agency charges' is admissible.

***Rule 63.** Deleted

**** Rule 64.** Deleted.

Rule 65. The right of a Board employee to travelling allowance, including Daily Allowance shall be forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it felt due, provided that if there are sufficient ground to show as to why the claim was not preferred in time controlling authority may accept the same and send the same to the Circle Accounts Officer for pre-audit. The claims more than three years old will be admitted in audit after the sanction of the authority delegated powers to sanction investigation to payment of time-barred claims.

Rule 66. The employees can travel by bus between stations connected by rail.

Rule 67. An employee who takes casual leave while on duty at the place other than his headquarters shall be entitled to travelling allowance as on tour from the place where he spent the casual leave to his headquarter or to the new place of duty. The travelling allowance so admissible shall not exceed the travelling allowance that would have been admissible if he had traveled from the place from where he proceeded on casual leave. No Daily Allowance shall be admissible for the days of casual leave.

***Rule 68.** Deleted

Rule 69. Chairman, Members of the Board and other officers of the Board who are entitled to travel by air or permitted to undertake journey by air under special order on duty under these rules may use Board's vehicle from office or residence to and from airport subject to the availability of vehicles.

Appendix -'A' (Part-I)
Rule 7, 13 & 14

RATE OF ADMISSIBILITY OF MILEAGE ALLOWANCE FOR TRAVEL BY RAIL

| Category of Nigam employees | Actual rail fare of class of accommodation | Incidental Charges (Per km.) | Remarks |
|-----------------------------|--|------------------------------|---|
| 1 | 2 | 3 | 4 |
| A | Actual rail fare including reservation charges of any train in any class | 7 paise | <p>1. Incidental charges shall be limited to the amount of one daily allowance for every period of 24 hours spent on actual travel by rail or road.</p> <p>2. For this purpose, (except travel by second class Non A/C) the Nigam employee concerned shall enclose ticket/cash receipt (in original or photocopy) issued by Railway Authorities in the Travelling Allowance Bill. (Substituted vide order No. 1303 dated 14.10.08 (F&R-552))</p> <p>3. Officers not getting accommodation in the class to which they are entitled can travel by the lower or higher class whichever is available. In the former case, they can claim actual fare of the lower class plus incidental charges of the class to which they are entitled and in the later case they may claim the railway fare and incidental charges of the category to which they belong.</p> <p>4. Claims for refund of unused tickets should be preferred to concerned Railway, Road transport concerned and Airlines. The amount of cancellation fee charges by the Rail, Airlines or Road transport concerned etc. shall be reimbursed by the Nigam on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of Nigam employee like sudden death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Nigam employees without waiting for the acceptance of his claim for refund of cancellation charges by the Rail, Road transport or Airline authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be made. The cancellation charges shall be claimed in the Travelling Allowance Bill</p> |
| B | <p>Actual rail fare including reservation charges of A.C. Three Tier (May travel in A.C. Two Tier if the train does not have Three Tier A.C. coach) or A.C. Chair Car (excluding Executive class).</p> <p>Note: - However, the officers of the rank of SE and equivalent shall be entitled to travel in A.C. Two Tier.</p> <p>(Substituted vide order No. 1303 dated 14.10.08 (F&R-552))</p> | 5 paise | |
| C | Actual rail fare including reservation charges of A.C. Chair Car or non A.C. Sleeper class | 3 paise | |
| D | Actual rail fare including reservation charges of non A.C. Second class Sleeper | 3 paise | |
| E | Actual rail fare including reservation charges of non A.C. Second Class Sleeper. | 3 paise | |

(Substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))

Appendix - 'A' (Part-II)
Rule 15 & 16

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

| Category of Nigam employees | Special Rates | Ordinary Rates | | |
|---|--|---|--|---|
| 1 | 2 | 3 | | |
| A & B | (i) Journey in a motor car owned by a Nigam employee. | Rs. 4.50 per km. | (a) Actual Air-conditioned/Deluxe including Semi-Deluxe/Upper Class Bus Fare plus passenger tax and local tax charged, If any plus incidental charges as under | |
| | (ii) Journey by a Scooter/motor cycle/moped etc. owned by a Nigam employee. | Rs. 1.50 per km. | i) Category 'A' | 7 paise per km. |
| | | | ii) Category 'B' | 5 paise per km. |
| | (iii) Journey by any other means of conveyance like Rickshaw, Tonga, Motor Rickshaw etc. | Rs. 3.00 per km. | (b) Mileage Allowance for journey to reach Airport/ Railway Station/Bus Stand from duty point/residence and vice versa | |
| | | | Place | Rate |
| | | | (i) Jaipur | Rs. 60/- |
| | | | (ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer | Rs. 45/- |
| (iii) All state Capitals in India (except Jaipur) including Delhi | | | Actual charges paid in payment of fare for taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc. | |
| (iv) Other places | Rs. 25/- | | | |
| C, D & E | (i) Journey by a Scooter/motor cycle/moped etc. owned by a Nigam employee. | Rs. 1.50 per km. | (a) Actual ordinary/Express or Mail Class Bus Fare plus passenger tax plus local tax charged, If any plus incidental charges at the rate of 3 paise per km. | |
| | (ii) Journey by Tonga, Rickshaw, Motor Rickshaw etc. | Rs. 3.00 per km. | (b) Mileage Allowance for journey to reach Airport/ Railway Station/Bus Stand from duty point/residence and vice versa | |
| | | | Place | Rate |
| | (iii) Journey on cycle or on foot | Re. 1.00 per km. | (i) Jaipur | Rs. 50/- |
| | | | (ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer | Rs. 40/- |
| | | | (iii) All state Capitals in India (except Jaipur) including Delhi | Actual charges paid in payment of fare for taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc. |
| | | | (iv) Other places | Rs. 25/- |
| Note: - | | Exception: - | | |
| <p>1. A Nigam employee shall not undertake journey by a Scooter/Motor Cycle/Moped etc. owned by him for a distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service.</p> <p>2. Road journey by a Scooter/Motor Cycle/Moped etc. owned by a Nigam employee may, however, be made for a distance not exceeding 50 kms. from his headquarters between places neither connected by rail nor by regular bus service.</p> <p>3. In case journey in a Motor Car owned by a Nigam employee where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax.</p> <p>4. In case where husband and wife both are Nigam employees and the Motor Car is owned by either of them, the journey undertaken by either in the said Motor Car owned by his/her spouse would be treated to have been performed in his/her own car for the purpose of these rules.</p> <p>5. In case journey is performed in a motor car owned by a Nigam employee, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of rail Mileage Allowance. However, for the employees, drawing basic pay in the range of Rs. 12000 or above but below Rs. 16400, the rail mileage allowance shall be limited to A.C. III tier.</p> <p>6. For places which are not connected by Rail, the special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rates of Mileage Allowance shall be admissible.</p> <p>7. Travel by own Car will be done only after prior approval of the controlling authority.</p> <p>8. Places where short journeys are allowed such short journeys can be done by own car and for which Special rates of Mileage allowance will be admissible.</p> <p>9. For officials not entitled to travel by own vehicle, Special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.</p> | | <p>Mileage allowance for journey from airport to duty point/residence and vice versa within Rajasthan</p> <p>(i) Jaipur and Udaipur Rs. 100/- fixed charges.</p> <p>(ii) Jodhpur and Kota Rs. 50/- fixed charges.</p> <p>Note: -</p> <p>(i) A Nigam employee who uses departmental vehicle (including staff car) for road journey from office or residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport/Railway Station or Bus Stand and vice versa.</p> <p>(ii) Where a Nigam employee alights from a train/bus /aero plane in order to catch a connecting train/bus/air service from another Railway Station/Bus Stand/ Airport as the case may be at a particular place en-route his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above of respective category.</p> <p>(iii) The procedure laid down in item 4 of Remarks column of Appendix 'A' (Part-I) shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned.</p> <p>(iv) Every Nigam employee who travels on duty in Air conditioned/deluxe (including Semi-Deluxe)/Volvo or any Upper Class Bus shall be required to attach the bus ticket or its photocopy in the Travelling Allowance Bill..</p> <p>(Condition at S.No. (iv) relaxed in favour of employee who travels in ordinary and express buses shall not be required to attach the bus tickets or to mention serial number of tickets with the TA claim, till further orders vide order No. 1230 dated 25.09.08 (F&R-528).</p> <p>Condition at S.No. (iv) further substituted vide order No. 1303 dated 14.10.08 (F&R-552)</p> | | |

(Substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

Existing item (b) of category of Nigam employees A & B and category of Nigam employees C, D & E substituted vide order No. 1303 dated 14.10.08 (F&R-552)

Word "/Residence" in exception under column 3 inserted vide order No. 1303 dated 14.10.08 (F&R-552)

Appendix - 'A' (Part-III)
Rule 17 & 18

MILEAGE ALLOWANCE FOR TRAVEL BY AIR

| Eligibility | Mileage Allowance | Remarks |
|--|--|---|
| 1 | 2 | 3 |
| <p>1. Officers drawing Basic pay of Rs. 37,000/- and above.</p> <p>Note: -</p> <p>1. Officers drawing basic pay of Rs. 80000/- and above can travel in Executive Class.</p> <p>2. Officers drawing pay of Rs.37000/- and above but below Rs. 80000/- can travel in Economy Class/Standard/Lowest Class of Airlines.</p> <p>Exception:- In such cases where journey involved is more than 500 kms. and can not be performed over night by train, officers drawing basic pay of Rs. 27000/- and above but below Rs. 37000/- shall be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority. Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass,</p> <p>2. Nigam nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other Corporate Body or statutory organisation may travel by air, if the Company/ Body pay air expenses even though they are not entitled to travel by Air under these rules.</p> | <p>1. One actual single fare including tax and surcharge on fare, if any, plus incidental charges equal to 20% of actual fare excluding the element of tax and surcharge on fare, if any, limited to 3/4 of the rate of Daily Allowance.</p> <p>Note: - The rate of Daily Allowance for the purpose of incidental charges shall be the rate of Daily Allowance indicated in Appendix- 'B' (I) at the place where journey ends.</p> <p>2. If more than one Air journey or return journey is performed within 24 hours, the incidental charges for all journeys shall be restricted to one Daily Allowance.</p> <p>3. For combined journey by Air and by rail or road, mileage allowance as permissible for such journeys shall be admissible except for surface transport included in Air fare.</p> <p>4. The amount of bus fare charged by the Indian Airlines for road journey from IAC Office to Airport and vice versa separately in addition to the air fare shall not be admissible.</p> | <p>1. Air travel in economy class/lower class can be done through any Airline.</p> <p>2. Officers drawing basic pay below Rs. 26,000/- are expected to certify that they have purchased the ticket of Airlines of Economy Class/ lowest fare for air journey.</p> <p>3. If Nigam employee not authorised to travel by Air on tour, performs journey by Air to save time, he may draw mileage allowance, which would be admissible if he had traveled by rail or road.</p> <p>4. (i) Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any case. (ii) All Nigam Bookings with National Airlines viz. Indian Airlines Corporation and Air India International shall be made directly with them and not through travel agencies.</p> <p>5. The procedure laid down in Item 4 of Remarks column of Appendix 'A' (Part-I) shall apply in respect of refund of cancellation charges of unused Air ticket.</p> <p>6. Officers eligible to travel by air, if travel by other means, the incidental charges for such journey shall be as admissible for the respective mode of travel and in such cases incidental charges of air shall not be admissible.</p> <p>7. If an officer undertake journey by air, no departmental vehicle should be made to follow the officer and the subordinate officers will also not perform journey to that station by Nigam vehicle during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance bill.</p> |

(Substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506)

(The existing words and figures "Rs.12000/-", "Rs.16400/-" and Rs.26000/-" wherever occurring in column No. 1 substituted by the words and figures "Rs.27000/-" , Rs.37000/-" and Rs.80000/-" respectively vide order No. 1256 dated 01.10.2008 (F&R-535).

Appendix - 'B' (I)
Rule 18 & 19

RATES OF DAILY ALLOWANCE

| When a Nigam employee on tour stays in Government/Public Sector Circuit House/Guest House or makes his own arrangements for stay | | | | |
|---|---|--|---|--|
| Category | For all localities within the State and outside the State except towns included in Columns 3 and 4 (Amount in Rs.) | For all State Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune, Ahmedabad and hill stations outside the State but excluding capital towns Included in Column 4 (Amount in Rs.) | For Mumbai/Kolkata /Chennai/ New Delhi (Amount in Rs.) | Remarks (applicable to all Categories of Nigam employees) |
| 1 | 2 | 3 | 4 | 5 |
| A | 135 | 170 | 260 | Admissibility of Daily Allowance is subject to the conditions mentioned in Rule-19 |
| B | 120 | 150 | 230 | |
| C | 105 | 130 | 200 | |
| D | 90 | 110 | 170 | |
| E | 55 | 70 | 105 | |

(Substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))

APPENDIX – 'B'(II)

Rule – 19

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

| When the Nigam employee stays in the hotel or other establishment providing Boarding and/ or Lodging on tour at fixed rate provided that such hotel/ institution is registered / has obtained a license from the Competent Authority viz. Nagar Nigam, Sales Tax Authority, Service Tax Authority etc. | | | | |
|--|---|--|---|---|
| Category | For all state Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune and Ahmedabad but excluding capital towns included in column 3 (Amount in Rs.) | For Mumbai/ Kolkata/ Chennai/ New Delhi (Amount in Rs.) | For cities/ District head-quarters outside the state except those mentioned in col. 2 and 3. (Amount in Rs.) | Remarks (applicable to all Categories of Nigam employees) |
| 1 | 2 | 3 | 4 | 5 |
| A | 425 | 650 | 335 | <p>Note :</p> <p>1) Admissibility of Daily Allowance is subject to the conditions mentioned in rule 19</p> <p>2) Conditions for drawing Daily Allowance:-</p> <p>(a) The rates for boarding and lodging charges shall be admissible only if an official stays in a hotel/ Circuit house/ Dak Bungalow/ or any other institution like Young Men's Christian Association, Cricket Club of India, Youth Hostels etc. which provide for lodging arrangement at scheduled tariff and produces vouchers/ receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in col. 2, 3 and 4 of this Appendix, actual charges paid shall only be admissible.</p> <p>(b) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under col. 2,3 and 4 the actual charges paid shall only be admissible.</p> <p>(3) In case accommodation is not available in Vidyut Niwas at New Delhi, the daily allowance shall be admissible at the rates prescribed for Delhi shown in col. 3 of this appendix, subject to the conditions mentioned in note 2 above. The official claiming the daily allowance for New Delhi shall record a certificate on the travelling Allowance bill to the effect that he actually stayed in a hotel due to non-availability of accommodation in Vidyut Niwas.</p> <p>(4) Actual taxi charges admissible under exception No. 1 or 2 of rule 22 shall be in addition to daily Allowance.</p> <p>(5) These rates are inclusive of all types of taxes.</p> <p>(6) In case accommodation is not available in RVPN's staff house at New Delhi, officers can stay in hotel/ institution at prescribed rates after obtaining NAC from RVPN's Vidyut Niwas except officers of category 'A', who can stay in hotel without obtaining NAC.</p> |
| B | 330 | 505 | 225 | |
| C | 250 | 380 | 200 | |
| D | 160 | 245 | 130 | |
| E | 85 | 125 | 65 | |

(Substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))

(Substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506) Annexure-VI

APPENDIX-'C' (Part-I)

Rule 27-A (I & ii)

Travelling Allowance admissible to Nigam employee on Transfer

| Category of Nigam employees | Mileage allowance by Rail | | Mileage allowance by Road | | Road Mileage allowance for journey between places not connected by Rail or regular bus service | | Lump sum grant on transfer | Cost of carriage of personal effects by Rail or Road (For one side only) | Remarks |
|-------------------------------------|--|--|---|--|--|--|---|--|--|
| | For self | For family | For self | For family | For self | For family | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Category 'A', 'B', 'C', 'D' and 'E' | Two fares of the class for which entitled on four except travel by Air/ Rajdhani (Express and Shatabdi Express | One extra fare for each member of the family. However, in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff Regulations of Railways, shall be admissible. (Substituted vide order No. 1303 dated 14.10.08 (F&R-552) | Two bus fares of class for which entitled on four for journey performed by road | One extra fare for each member of the family. However, in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff Regulations, shall be admissible. (Substituted vide order No. 1303 dated 14.10.08 (F&R-552) | Rs. 3.00 per Km. | Additional mileage allowance at the rate of Rs. 3.00 per Km. for the members of his family, if the number of family is more than three other than the self | Category 'A' Rs. 3000 Category 'B' Rs. 2500 Category 'C' Rs. 2000 Category 'D' Rs. 1500 Category 'E' Rs. 1000 | Category 'A' Rs.10/-per Km. Category 'B' Rs.10/- per Km. Category 'C' Rs.6/- per Km. Category 'D' Rs.4.60 Per Km. Category 'E' Rs.4/- per Km. Note: Rate shown in this column to cover cost of transportation of personal effects shall be admissible subject to production of Railway or Road Transport Company /Proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in this column, The actual freight charges shall only be admissible. | 1. If a Nigam employee on transfer actually undertakes journey by rail/road in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail/road fare of the class actually used plus one extra full rail /road fare of the class (excluding taxes, if any) to which he is entitled on the basis of his categorization in lieu of two rail/ road fares indicated in column 2 and 4 of this Appendix. 2. No road mileage allowance for the journey performed from the actual residence of the Nigam employee to Railway station/ bus stand or vice versa shall be admissible. 3. A Nigam employee can not undertake journey in a hired/borrowed car on transfer. If he does so, he will get road mileage allowance at the rates indicated in col. 4 of this Appendix. 4. It will be mandatory to mention in the transfer order that such transfer is made in public interest/administrative reasons. In absence of such specific mention in the transfer orders, the transfer shall be treated on request of the concerned employee and Travelling allowance on transfer will not be admissible in such cases. |

Appendix- 'C' (Part-II)
Rule 27 (A) (i) (a)
TRAVELLING ALLOWANCE TO NIGAM EMPLOYEES ON TRANSFER

| Category of the Nigam employee | Cost of carriage of conveyance |
|----------------------------------|---|
| 1 | 2 |
| Category 'A' & 'B' | <p>By Rail – Actual cost of transportation of Motor Car, Scooter, Moped or Motor Cycle (with or without a side car) at owner's risk.</p> <p>Note: 1. A single fare of the lowest class is allowed to Chuffer or cleaner actually employed for the motor car and if he actually travels by rail.</p> <p>2. The conveyance may be transported by passenger train or goods train at his option. In latter case, cost of packing and transporting the conveyance to and from goods shed at the station of departure and arrival are allowed in addition to freight charges, provided the total amount claimed does not exceed the freight chargeable for transporting conveyance by passenger train.</p> <p>3. If distance between 2 stations is 400 Kms. or less and they are connected by metalled road, allowance for transportation by road only for the aforesaid distance shall be admissible whether the vehicle is actually moved by rail or by road.</p> <p>By Road:</p> <p>1. If a Nigam employee transports Motor Car/ Scooter, Moped or Motor Cycle under its own power, an allowance @ Rs. 4.50 per Km. for Motor Car and Rs. 1.50 per Km. for Motor Cycle etc. is admissible for the distance between two stations by ordinary route. If the Nigam employee himself and/or any member(s) of his family travels by the vehicle, he may, in lieu of this allowance, draw railway fares which would have been admissible if the journey had been performed by rail, and if the two places are not connected by rail, the allowance in such a case shall be calculated at the special rates shown in column 2 of Appendix 'A' Pt. II, appended to these rules, but no separate road mileage allowance for family shall be admissible in such a case as shown in column 5 of Appendix ibid.</p> <p>2. If car is loaded in a truck, actual cost of transportation limited to freight charges by passenger train in respect of places connected by rail and an allowance @ Rs. 4.00 per km in respect of places connected by road shall be admissible.</p> |
| Category 'C', 'D' and 'E' | <p>1. Cost of carriage of Motor Cycle/Scooter/Moped shall be admissible as admissible to Category 'A' & 'B' officer.</p> <p>2. Actual cost of transportation of Cycle at owners risk shall be admissible, if he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owners risk shall be admissible.</p> <p>Note: Note 2 mentioned in this column under heading "By rail" against category 'A' & 'B' shall also apply here.</p> |

(Substituted vide order No. 492 dated 23.05.08 (F&R-504) & ratified vide order No. 787 dated 8.7.08 (F&R-506))

RAJASTHAN STATE ELECTRICITY BOARD

Delegation of Powers under the Rajasthan State Electricity Board
Travelling Allowance Rules.

| 1 | 2 | 3 | 4 |
|----|---|--|--|
| 1. | To allow mileage allowance by a route other than the shortest or the cheapest | 1. Chairman 2. Heads of Department | Full powers. Full powers in respect of journey of employees subordinate to them and undertaken within jurisdiction. Provided. the grant of such road mileage is necessary in the interest of the Board. |
| 2. | To prescribe headquarter of the employees | 1. Chairman 2. Head of Department | Full powers. Full powers in respect of subordinate ministerial and class IV employees. |
| 3. | To define the employees sphere of duty | 1. Chairman 2. Head of Department | Full powers. Full powers in respect of subordinate ministerial and class IV employees. |
| 4. | To define whether absence from duty is tour | 1. Chairman 2. Head of Department 3. Controlling Officer | Full powers. Full powers Full powers in respect of employees under their control within the state of district adjoining the jurisdiction of the controlling officer in another state. |
| 5. | To restrict the frequency and duration of journey. | 1. Controlling Officer | Full powers |

| | | | |
|---|--|--------------------------------------|--|
| 6. | To declare who shall be controlling officer and make rules for his guidance | 1. Chairman 2. Head of Department | Full powers Full powers provided they may not declare an employee to be his own controlling officer. |
| 7. | Power to extend the time limits in case of transfer of family and transportation of goods. | 1. Chairman 2. Head of Department | Full powers Full powers in respect of employees under their control. |
| 8. | To declare whether the possession of a conveyance by an employee is advantageous for his efficiency either in the post which he holds at the time of transfer or in that to which he is transferred. | 1. Chairman 2. Head of Department | Full powers Full powers to declare the possession of a conveyance by an employee under their control to be advantageous for his efficiency. |
| Note: In exercise of the power vested under this delegation the competent authority may, by issue of general order, declare the possession of conveyance by a class of employee to be advantageous for efficiency. | | | |
| 9. | Power to permit travel by air to an employee not entitled to air travel | 1. Chairman | Full powers |
| 10. | Power to attach conveyance Allowance with specified posts. | 1. Chairman | Full powers on the recommendation of the Chief Engineer at the rate to be prescribed by the Board for specific category of the employee. |
| *11. | Power to relax the application of various entitlements in specific cases so as to permit an employee to travel in a higher class or use costlier mode of transport or to be reimbursed for higher lodging/boarding charges than he is entitled to etc. provided its reasons are recorded in writing. | 1. Chairman | Full powers |

