



LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCE

लाला लाजपतराय पशु चिकित्सा एवं पशु विज्ञान विश्वविद्यालय



TA RULES-2014



Travelling Allowance Rules

Lala Lajpat Rai University of Veterinary & Animal Sciences, hisar

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Chapter-1

Definitions and General

1.1 Extent of Application”

- i) Application of Rules: These rules shall be applicable to all the employees of Lala Lajpat Rai University of Veterinary & Animal Sciences (LUVAS), Hisar, Haryana and any other person invited for the University business.

The word ‘University’ wherever it occurs in these rules, shall mean Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar.

- ii) Nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by the terms of his agreement/appointment.
- iii) The powers of interpreting these rules and making changes therein in accordance with the Haryana Govt. rules are vested with the Vice-Chancellor. Any relaxation or change, not covered under the Haryana Govt. Rules, will require the approval of Board of Management of the University.

Note: Communications regarding interpretation, relaxation and alteration of these rules will be issued by the Comptroller of the University.

1.2 Competent Authority

Competent Authority means, the Vice-Chancellor unless specifically provided in these rules or where powers are specifically delegated in the University Act and the Statutes framed /to be framed there under from time to time.

1.3 Controlling Officer

- i) The Vice-Chancellor shall be his own Controlling Officer for the purpose of Travelling Allowance.

- ii) The Vice-Chancellor shall be the Controlling Officer in the case of University Officers as defined in the University Act and Statutes framed there under. The University Officers shall be competent to countersign their own T.A. bills provided the journeys are in accordance with the tour programmes approved by the Vice-Chancellor.
- iii) Officers of the University shall be the Controlling Officer in case of Class-1 teachers or grade 'A' employees, as defined in the Statutes, and other employees directly working under their administrative control.
- iv) The Head of the Department or any other employees to whom powers have been delegated under the Statutes of the University shall be the Controlling Officer in the case of Class- II teachers or Grade 'B' employees as defined in the Statutes and other employees directly working under their administrative control.

1.4 Daily Allowance:

Daily Allowance is a uniform allowance for each day of absence from headquarters while on tour approved by the competent authority.

1.5 Day

Day means a calendar day beginning and ending at midnight but an absence from Headquarter which does not exceed 24 hours shall reckon as one day; at whatever hours the absence begins or ends.

1.6 Duty Point

A duty point means the place or office where an employee remains on duty i.e. the place of office of employment at the headquarter. For places outside Haryana, the duty point (s) shall be taken to be the places/offices visited by the employee on duty.

1.7 Employee

Employee means a whole time employee of the University other than contingent paid staff and work charged establishment. A part-time employee engaged for University work will rank in such a grade as the Vice-Chancellor may declare him to belong for the purpose of Travelling Allowance.

1.8 Family

Family includes wife or husband, as the case may be, residing with the University employee and legitimate children and step children residing with and wholly dependent upon the University employee. It also includes dependant parents of the employee. Parents mean Father and Mother of the employee.

Notes: (i) The term 'legitimate children' includes major sons and widow daughters so long as they are residing with and are wholly dependent upon the employee.

(ii) An adopted child shall be considered to be legitimate child if, under the personal law of the employee, adoption is legally recognized as conferring on it the status of natural child.

1.9 Home Town

Home town of an employee means the permanent home town or village as entered in the service book or other appropriate record of the employee or such other place as may be declared by him as his home town within six months of his entering in service. This declaration will be subject to acceptance by his 'Controlling Officer' and can be changed once during the service of the employee with specific approval of the 'Controlling Officer'.

Note : Where the husband and wife are University employees, the couple should be treated as single family unit and should declare only one place to be their home town which should be the same place for both of them and that place should be treated as their joint home town for

all times. The declaration of home town by the couple shall be subject to approval by the appointing authority.

1.10 Headquarters

Headquarters of an employee shall be the station which has been declared to be his headquarter or the station where the record of his office is kept.

1.11 Joining Time

Joining Time means the time allowed to an employee in which to join new post or to travel to or from a station to which he is posted.

1.12 Mileage Allowance

Mileage allowance is an allowance which is given to meet the cost of a local or any other road journey and is calculated on the distance travelled between the places by the shortest or a more practicable route. The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

1.13 Pay for the purpose of T.A.

Pay for the purpose of T.A. includes pay of the post of the incumbent, technical pay, personal pay, special pay, deputation pay, dearness pay non practice allowance (NPA) and any other emoluments specially classed as pay.

Notes : i) The rates of TA/DA would also be applicable to the employees drawing pay in the pre-revised pay-scales. In their cases the corresponding grade pay of the pre-revised pay-scale in which pay is being drawn by the employee on the date(s) of journey would determine the entitlement of TA/DA etc. under these rules.

ii) In the case of re-employed pensioners, excepting re-employed Military or Civil Pensioners whose pay is fixed in disregard of military or civil

pension, pay shall be inclusive of gross pension provided that if the pay drawn plus gross pension exceeds the pay of the post if it is on fixed rate of pay, or maximum pay in case of time scale of pay, such excess shall be ignored.

- iii) An employee's claim of Travelling Allowance may be regulated by the rules in force at the time of the journeys in respect of which they are made, are undertaken. No supplementary claims of Travelling Allowance due to increase or decrease in pay as a result of retrospective effect of promotion or reversion etc. will be admitted.

Chapter-II

TRAVELLING ALLOWANCE ON TOUR

2.1 Travelling allowance is admissible to an employee when he is on tour and is absent from his headquarters beyond his sphere of duty with proper sanction.

2.2 Grades of Employees

For the purpose of TA/DA etc. grading of the employees in various Pay Bands and Grade Pays shall be as under:

Grade-1	Officers drawing grade pay of Rs. 10,000/- or above in pay band 37,400 -67,000 & those who are in the pay band of HAG or above.
Grade -11	Officers drawing grade pay of Rs. 8,900 to 9,800 in pay band 37,400 – 67,000.
Grade-111	Officers drawing grade pay of Rs. 4,600 to 8,800 in the pay band 9,300 -34,800 and pay band 15,600-39,100.
Grade-IV	Employees drawing grade pay of Rs. 2,500 to 4,200 in pay band 5,200-20,200 and pay band 9,300-34,800.
Grade-V	Employees drawing grade pay of Rs. 1,300 to 2,400 in pay band IS 4,440 -7,440 and pay band 5,200 -20,200.

2.3 (a) Daily allowance may be drawn by an officer/employee when he is away from headquarters on duty and reaches a point outside a radius of 8 kms from his headquarters or returns to it from a similar point at the rates given below:

Revised rates of daily allowance for different places would be as under

Grade	In any town/city in Haryana including Chandigarh	In any town/city outside Haryana/Chandigarh
Gr. 1 (Gr. Pay 10000 and above)	Rs. 300/- per day	Rs. 500/- per day
Gr. 11 (Gr. Pay 8900 -9800)	Rs. 240/- per day	Rs. 400/- per day
Gr. 111(Gr. Pay 4600 -8800)	Rs. 200/- per day	Rs. 300/- per day
Gr. IV (Gr. Pay 2500 -4200)	Rs. 160/- per day	Rs. 200/- per day
Gr. V (Gr. Pay 1300-2400)	Rs. 140/- per day	Rs. 160/- per day

(b) Reimbursement of hotel charges/ commercial guest house accommodation plus daily allowance for stay in any place in India outside Haryana/Chandigarh will be as under:

Grade of Officer/employee	Entitlement for reimbursement of Hotel charges/Commercial Guest house accommodation plus daily allowance:
Gr. 1 (Gr. Pay 10000 and above)	upto Rs. 5,000/- per day plus DA of Rs. 500/- per day.
Gr. 11 (Gr. Pay 8900 -9800)	upto Rs. 4,000/- per day plus DA of Rs. 400/- per day.
Gr. 111(Gr. Pay 4600 -8800)	upto Rs. 3,000/- per day plus DA of Rs. 300/- per day
Gr. IV (Gr. Pay 2500 -4200)	upto Rs. 1,500/- per day plus DA of Rs. 200/- per day.
Gr. V (Gr. Pay 1300-2400)	upto Rs. 300/- per day plus DA of Rs. 160/- per day.

Note.(i) For stay in a Guest House/Yatri Niwas etc. run/managed by Haryana Govt., Central Government or any PSU at Chandigarh, the touring officers shall be entitled to get

reimbursement of accommodation charges, in addition to daily allowance admissible under the rules.

- (ii) Officers travelling outside the state and availing the facility of accommodation run/managed by the Central/other State Governments or PSU's shall be entitled to get reimbursement of the accommodation charges, on production of actual bills/receipts, in addition to the daily allowance admissible under the rules.
- (iii) Claims would be admissible on production of actual receipts/bills.
- (iv) Reimbursement of hotel/commercial guest house charges shall only be admissible when the journey on tour involves overnight stay at destination(s).

2.4 Daily Allowance for Halt on Tour

Full daily allowance on tour may not be drawn for continuous halt of more than 10 days, including for days of departure and arrival, at any one station provided that the competent authority may allow daily allowance for a period exceeding 10 days when he is satisfied that prolonged halts are necessary in the interest of the University work, at the following rates:

- i) upto 30 days at full rates
- ii) For the rest of continuous halt at half rates

In calculating the duration of halt, any day on which the Officer/employee travels or halts at a distance exceeding 8 kms. from the halting place, shall be excluded)

- Note .i) A halt is continuous unless terminated by absence on duty at a distance exceeding 8 kms.

from the halting place for a period including not less than three nights.

- ii) No daily allowance is admissible for the days the employee takes casual leave while on tour, including any part of the day.
- iii) Daily allowance on Sunday/holiday is admissible only when one has to stay on tour in the interest of University work and is actually and not merely constructively in camp.
- iv) When an employee, while on tour, is allowed free boarding and lodging, daily allowance shall be admissible at 1/4th of the rate admissible at such station. If only boarding is allowed free, he may draw daily allowance at ½ of the admissible rate. If only lodging is allowed free, he may draw daily allowance at ¾ of the admissible rate. However, no deduction in daily allowance should be made where a University employee on tour attends a stray or a casual lunch or dinner or tea at the expense of the State Government or University.

2.5 Journey by rail/ bus (public transport)

The entitlement for travel by rail/bus would be as under:

S.No.	Category of Employee	Entitlement for rail accommodation	Entitlement by bus
1.	Officer in Grade-1 (Gr. Pay 10000 and above)	AC 1 st class or executive class.	AC bus and Volvo Bus of Haryana Roadways.
2.	Officer in Grade-11 (Gr. Pay 8900 -9800)	AC 1 st class or executive class.	AC bus and Volvo Bus of Haryana Roadways.

3.	Officer in Gr. 111 (Gr. Pay 4600 -8800)	AC 11 tier or AC chair car	AC bus and Volvo Bus of Haryana Roadways.
4.	Employees in Grade-IV (Gr. Pay 2500 -4200)	AC 111 tier or non AC chair car	Ordinary bus/deluxe bus
5.	Employees in Grade-V (Gr. Pay 1300-2400)	2 nd Class/2 nd Class sleeper	Ordinary bus.

The actual cost of reservation and sleeper charges will, in addition, be reimbursed in full.

Note i) An employee who wishes to travel by a higher class than that of his entitlement may do so and claim charges as per admissible class.

Note ii) If the journey or a part thereof has been performed by a lower class the actual fair should be claimed of the class actually used and not of the class to which he is entitled.

Note iii) In case of journey by AC Rail/AC Bus/Volvo/Deluxe Bus tickets shall be appended to TA bills. In case of rail journey by 1st class /AC chair car ticket/ticket No. /reservation slip, as the case may be, shall be produced. In the absence of ticket, wherever required, ordinary rail/bus fare will be given.

2.6 In addition to the cost of rail/bus fare as above an officer/employee on tour will be given full daily allowance for each day or part of the day spent away from headquarters, including time taken on journey.

Rate of daily allowance on the day of travel shall be based on the rate admissible in the locality where the night is spent.

2.7 Journey by road by a mode other than bus/ public transport.

Entitlement of journey by road by a mode other than public transport while on tour within India, will be as under:

Grade	Journey by Taxi/Auto Rikshaw	Journey by own conveyance	Rate of road mileage	Local journey within or outside the State
Officer in Grade-1 (Gr. Pay 10000 and above)	AC taxi	By own car	Rs. 10 per km(for own car/AC taxi) Rs. 8 per km (for non AC taxi)	AC/Non AC taxi charges of upto 50 km per day for travel within the city.
Officer in Grade-11 (Gr. Pay 8900 -9800)	AC taxi	By own car	Rs. 10 per km(for own car/AC taxi) Rs. 8 per km (for non AC taxi)	AC/Non-AC taxi charges of upto 50 km per day for travel within the city.
Officer in Grade -111 (Gr. Pay 4600 -8800)	Non AC taxi(with prior approval of the HOD for each journey)	By own car(with prior approval of the HOD for each journey)	Rs. 8 per km (for own car/non-AC Taxi)	Non-AC Taxi or auto-rickshaw charges at Rs. 8 or Rs. 6 per km, as the case may be, limited to Rs. 150 per day for travel within the city.
Employees in Grade-IV (Gr. Pay 2500 -4200)	At prescribed rates of auto rikshaw when journey is actually	By own scooter/motor cycle with prior approval of HOD for each journey	Rs. 6 per km (for own scoter/motor cycle or by auto rickshaw)	Travel charges at Rs. 6 per km limited to Rs. 100 per day for travel within the city.

	performed by auto-rickshaw with prior approval of HOD for each journey.			
Employees in Grade-V (Gr. Pay 1300-2400)	At prescribed rates of auto rickshaw when journey is actually performed by auto-rickshaw with prior approval of HOD for each journey.	By own scooter/motor cycle with prior approval of HOD for each journey	Rs. 6 per km (for own scooter/motor -cycle or by auto rickshaw)	Travel charges at Rs. 6 per km limited to Rs. 50 per day for travel within the city.
Note: Reimbursement @ 1.20 per km if journey, while on tour, is performed by bicycle or on foot by any University employee, will be admissible.				

Note-i) In addition to the cost of travel by road as above, an officer travelling by road in his own car/private taxi/auto rickshaw/scooter/motorcycle will be given daily allowance at half rates for each day for journey days. For the days of halt, he will be given full daily allowance for each day in addition to the cost of travel.

Note-ii) "Own conveyance" does not mean and include any private conveyance of the respective description. Such conveyance, whenever used for the purpose of claiming reimbursement under

these instructions, must be 'a registered personal vehicle in the name of the employee concerned or in the name of the spouse of the employee concerned'. The registration number of the vehicle used must always be mentioned in the claim preferred.

Note-iii) In all such cases where the journey is undertaken in own conveyance or it is performed in hired conveyance all 'toll charges' paid during the journey shall also be admissible in addition to the road mileage. Such reimbursement may be claimed by submitting the original receipt of payment of toll charges bearing the registration number of the vehicle. Where the collection agencies do not record the vehicle number on the receipt the toll charges will be admissible on submission of receipt without registration number of the vehicle, provided the receipt is countersigned by the concerned employee.

Note-iv) An employee of the university not covered under rule 2.7 above, when travelling by road by taxi/own car, motorcycle/scooter, shall be paid TA at the rate that would have been admissible had he travelled by rail/bus in public transport by the admissible class of accommodation. Vice-Chancellor may, however, allow road mileage to such an employee if the journey performed as such is in the best interest of the university work.

Note-v) Vice-Chancellor may, in exceptional circumstances, sanction higher rate of mileage allowance to Members of the Selection Committees/Examiners and non-official Members of the Board of Management and the resource persons coming to the university to deliver lectures in training programme etc., for travel by taxi/car, in excess of the rates given in this rule .

Note-vi) the rates for local journeys by road will also be admissible for such journeys performed at intermediary places for travel by next mode of conveyance at that place, subject to the limit prescribed in this rule.

2.8 Journey by Air/Sea.

Travel by air/sea will be admissible as under:

Grade	Journey by air	Journey by sea or river steamer
Officer in Grade-1 (Gr. Pay 10000 and above)	<p>i. Vice-Chancellor is entitled to travel by air in business class within India/out of India.</p> <p>ii. Officers of the rank of Dean/Director/Registrar/Comptroller and above are entitled to travel by business class within India and first class out of India.</p> <p>iii. Other officers getting grade pay of Rs. 10000/- are entitled to travel by air in economy class within India and premium economy class out of India.</p>	Highest class.
Officer in Grade-11 (Gr. Pay 8900 -9800)	Economy class within or out of India.	Highest class
Officer in Grade-111 (Gr. Pay 4600 -8800)	<p>i. Officer getting grade pay of Rs. 8700 may travel by air in economy class within India and out of India.</p> <p>ii. Others getting grade pay of Rs. 4600-8600 may travel by air in economy class within India and out of India with the prior approval of the</p>	Second class or third class, as the case may be.

	Vice-Chancellor keeping in view the emergency and importance of university work.	
Employees in Grade-IV (Gr. Pay 2500 -4200)	Economy class out of India only with the approval of the Vice-Chancellor.	Second class or third class, as the case may be.
Employees in Grade-V (Gr. Pay 1300-2400)	Economy class out of India only with the approval of the Vice-Chancellor.	lowest class

Note-1 Grade -III employees getting grade pay Rs. 4600 - 8600 can also travel by air at their own discretion and claim TA charges as admissible for journey by rail/road, as the case may be, whichever is less.

Note-11 Employees on tour entitled or authorized to travel by Air will be paid air fare actually paid for the journey plus one full daily allowance for each day or a part of the day spent away from the head quarter including time taken on journey. The cost of reservation will also be reimbursed in full. For journey by air, tickets shall be appended to TA bills. In case these are not available then ticket number/reservation slip, as the case may be, shall be produced.

2.9 (i). When an employee is supplied with means of conveyance (staff car etc.) without charges or he is allowed free transit by rail/road or air, he will be allowed Daily Allowance as under:

a	If the absence from headquarters is for less than six hours.	No daily allowance.
b	if the absence from headquarters is for six hours but less than twelve hours .	half daily allowance.

c	If the absence from headquarters is for twelve hours but is upto twenty four hours.	full daily allowance.
d	if the absence from headquarters exceeds twenty four hours.	full daily allowance for each day of absence including days of halt subject to the limit prescribed under rule 2.4 of these rules.

- ii. When journey is performed partly by free conveyance and partly by other conveyance the employee may draw T.A. under ordinary rules for the part of the journey for which free conveyance has not been provided, but in such a case nothing is admissible for the journey performed by free conveyance on that day.

2.10 Journey within 8 kms. of headquarters.

The Vice-Chancellor may permit a university employee to draw actual cost of hiring a conveyance on a journey for university work within 8 kms. of the headquarters, for which no TA is admissible under the normal rules.

Chapter- III

TRAVELLING ALLOWANCE ON TRANSFER

3.1 Admissibility

- i) Travelling allowance on transfer shall be admissible to an employee if the transfer is in the interest of the

University work, provided that no TA shall be admissible in cases where no change of residence is involved.

- ii) Transfer on one's own request shall not be treated as transfer in the interest of University work.

- 3.2** Travelling Allowance shall not be admissible on first appointment in the University, except in the case of reemployment of a retired University employee, who may be permitted, at the discretion of appointing authority, to draw T.A. as for a journey on tour, to join his post in the University from his declared home town or place of residence in India after retirement, whichever is less.

Transfer travelling allowance of persons appointed in the University on deputation from State Governments/other institutions will be regulated according to terms and conditions of such deputation.

3.3 Rates of Transfer Travelling Allowance

Journey by Rail

- i) For Self: Actual fare paid subject to the limit of the fare of the class of accommodation to which he is entitled plus daily allowance as per his entitlement.
- ii) For Family: One extra fare paid for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid. In addition he will be paid daily allowance for each member of his family, irrespective of age.

Note-i) A member of employee's family who follows him within six months from the date of his transfer or precedes him by not more than one month shall be treated as accompanying him. If such a member travels to the new station from a place

other than the employees old headquarters, the employee may draw the actual fare paid and admissible by rail, or road mileage admissible, as the case may be, subject to the condition that it does not exceed the amount that would have been admissible had such member proceeded from old headquarter of the employee to the new station of his posting.

Note-ii) No travelling allowance would be admissible in respect of a member added to the family after the date of transfer.

Note-iii) When journey between stations connected by rail is performed by road viz, bus etc. regularly plying for the public, he may charge actual fare by bus plus daily allowance admissible to him as above.

3.4 Journey by road

In case of journey performed by road, an employee would be paid daily allowance for himself as well as for each member of his family irrespective of age. Besides this, he would be paid for himself and for each member of his family, bus/rail, fare, as the case may be. In case of journey by own car/scooter/motorcycle etc. with or without family, he will be entitled to claim road mileage for once only subject to the entitlement and for one vehicle only.

The definition of family for the purpose of TA/DA includes an employee's dependants also.

3.5 Transportation of luggage (Personal effects)

i) An employee on transfer would be reimbursed the actual cost of transportation charges of his household goods at the rates approved by the Union of Transport Companies/Registered Transporters. These will be admissible as per the following limits:

Grade-1	Two Trucks
Grade-11	Two Trucks
Grade-111	One & half Trucks
Grade-IV	One Truck
Grade-V	Half Truck

In case the household goods are transported by any other mode of conveyance, the employee would be paid actual or the charges as per his entitlement, whichever is less.

- ii) In addition, an employee on transfer will be paid packing/unpacking and loading/unloading charges as per grades and the rates mentioned there against, as given below:

Grade-1	Rs. 2000/-
Grade-11	Rs. 2000/-
Grade-111	Rs. 1000/-
Grade-IV	Rs. 500/-
Grade-V	Rs. 250/-

No separate receipts need be shown for this and the receipt produced in respect of transportation of luggage by the employee shall suffice for this purpose.

Note-i) Transportation charges for personal effects shall be admissible when transported from old to new station within a period of one month preceding and six months following the date of transfer.

Note-ii) Subject to the scales prescribed in rule 3.5 (i) an employee may draw the actual cost of transporting personal effects to his new station from a place in India other than his old station of posting (from a place where they are purchased or have been left on the occasion of previous transfer) or from his old station to a place in India other than his new station, provided that the total amount drawn including the cost of transporting

these personal effects, will not exceed the amount which would have been admissible had the household luggage been transported at the prescribed scales, from the old to the new station direct.

Note-iii) Every claim for transporting personal effects shall be supported by receipts, vouchers etc and a certificate from the employee that the actual expenditure incurred was not less than the amount claimed and a certificate from the Union of the Transport Companies about the rates charge in the bill.

3.6 An employee transferred from one post to another and required/permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters, is entitled to:

- i) Actual fare paid for himself/mileage allowance, as the case may be, plus daily allowance for journey day from the place of handing over to the place of taking over charge.
- ii) All other concessions under transfer TA rules except actual fare or mileage allowance, as the case may be, for himself, which is covered under(i) above.

3.7 If an employee under transfer is obliged to send his family to a station other than his new headquarter, he is entitled to travelling allowance for his family to that other station subject to the condition that it does not exceed the amount which would have been admissible if his family had accompanied him to his new headquarters' by the class of actual travel limited further to the class of his entitlement.

3.8 An employee appointed to a new post while in transit from one post to another is entitled to draw travelling allowance for so

much of the journey on transfer as he has accomplished when he receives fresh orders and for the journey from the place at which he receives such orders to his new station.

- 3.9 An employee who, while on leave, receives orders of transfer to a new post and is required to join at the new station on the expiry of leave or who proceeds on leave after handing over charge at the new station, is entitled to transfer travelling allowance from his old headquarters to his new headquarters.

Chapter –IV

TRAVELLING ALLOWANCE FOR JOURNEYS FOR MISCELLANEOUS PURPOSES

4.1 Journey to Take an Obligatory Examination

A university employee, who appears in an obligatory examination declared as such by the University from time to time, shall be entitled to travelling allowance at four rates, except for halts on the journey when such an examination is held at a place other than the place of duty, provided that:

- i) TA shall not be drawn more than twice for any particular examination or standard of examination; provided further that the employee actually takes the examination on both the occasions.
- ii) When an examination is cancelled and information of cancellation is not received by the employee before he undertakes such a journey, he shall be paid only actual expenditure incurred i.e. rail/bus fare plus mileage allowance for local journeys in respect of that journey and that journey will not count towards number of chances for which travelling allowance is admissible under clause(i) above.
- iii) An employee who, while on leave, undertakes a journey for appearing in an obligatory examination, is entitled to travelling allowance under this rule subject to limitations prescribed in (i) & (ii) above, from his previous headquarters or from the place where he is spending his leave, to the place of examination and back, whichever is less.

4.2 Journey During Suspension.

- i) An employee under suspension undertaking a journey to attend an enquiry or some other official purpose may be permitted to draw, for such a journey, traveling allowance as for a journey on tour, from his headquarters or from the place where he is permitted to reside during suspension, to the place of enquiry or duty, as the case may be, whichever is less.
- ii) An employee under suspension, whose headquarters are changed in the University interest, shall be entitled to travelling allowance at transfer rates but no TA shall be admissible if the headquarters are changed at his own request.
For the above purposes, the employee shall be regarded as in the grade to which he belonged before suspension.

4.3 Journey During Leave

An employee who, during leave or while proceeding on or returning from leave, is required to undertake a journey on tour, may be permitted by the competent authority (who grants leave/sanctions the tour programme etc.) to draw travelling allowance for such a journey from the headquarter or from the place where he is spending his leave, to the place of duty on tour, whichever is less.

T.A. under this rule will be regulated by the pay and grade of the post which the employee would have held, had he not proceeded on leave.

4.4 TA for compulsory recall to duty from leave

When an employee is compulsorily recalled to duty in the University interest before the expiry of his leave and the leave is thereby curtailed by not less than 30 days, he is entitled to draw travelling allowance as on tour, less daily allowance for halts, if any, for the journey from the place at which the order of recall reaches him to the station to which he is recalled.

4.5 TA to give evidence in or to attend a court

- a) A University employee, whether he is on duty or on leave, summoned to give evidence of facts that have come to his knowledge in the discharge of his duties, in a case to which the University is a party or in a departmental enquiry, will be entitled to TA as on tour.

Any payment received by the employee from the court in that connection will be credited by him to the University. In cases, where normal TA is not admissible e.g. where the court is situated within 8 km of his headquarter or where University is not a party, any payment of actual travelling expenses received by the employee from the court will be retained by him.

- b) A retired University employee who is summoned by a Court of Law for giving evidence in departmental cases as to facts which have come to his/her knowledge in the discharge of his/her duties while in service or who is called upon by the University to present its case or to act as complainant on its behalf, may be allowed TA as on tour (including daily allowance for halts) for the journeys he/she has to perform in that connection. TA in such cases will be restricted to that which was admissible to him for the post last held by him, under the rules in force at the time of the journeys, between the place of residence/ declared place of residence upto which retirement TA has been availed of / place from where the proceedings are held, whichever is less. The grant of TA will also be subject to the production of a certificate from the summoning court that the retired University employee has not been paid TA from the court. TA/DA will be drawn from the department on whose behalf or at whose request he/she attends the hearing. All other terms & conditions regarding regulation of TA/DA to University employees, as revised from time to time will also be applicable in such cases of retired University employees.

4.6 TA for medical advice/treatment etc.

1. When a University employee or any member of his family, entitled to free medical aid facilities under the Medical Attendance Rules, is sent for medical advice/treatment under the advice of the Medical Officer of the University, to a place other than his headquarter, he shall be entitled to travelling allowance as under:

i) For patient:

a)	If the employee himself is a patient.	TA on tour rates except halting allowance.
b)	For Member of the employee's family.	Actual bus/rail fare, limited to the fare of the class of railway/bus accommodation to which the employee is entitled, plus actual expenditure on local journey limited to the mileage allowance admissible to the employee.

- ii) For attendant, if considered necessary and recommended by the Medical Officer of the University.

a)	If the attendant is a University employee.	TA on tour rates except halting allowance.
b)	If a private individual or member of the employees family.	Actual expenditure as in case of (i) (b) above.

Note : The TA under this rule will be admissible for one time only for to and fro journey.

2.
 - i) Travelling allowance is not admissible for a journey undertaken to obtain a medical fitness certificate on first appointment in the University.
 - ii) If a University employee, who applied for leave on medial ground and is required to produce a medical

certificate in support of his application from a Medical Officer not stationed at the headquarters of the employee, he is entitled to travelling allowance as on tour except halting allowance for the journey undertaken to obtain such a certificate. TA under this rule is admissible in support of an application for original grant of leave but not for an extension of leave.

4.7 T.A. for Training

The University employees deputed for training will be allowed TA/DA as under:

- a) Travelling allowance for the original journey to and the last journey from the place of training as on tour. Daily allowance during training period shall be admissible as under:

1.	Where there is no institutional arrangement	Full daily allowance
2.	Where institutional arrangement exists on payment and the officer pays for the same.	Full daily allowance
OR		
i)	For lodging only	Half daily allowance plus actual lodging charges, whichever is more.
ii)	For Board and Lodging	
a)	Outstation participants	Actual expenditure on board and lodging plus $\frac{1}{4}$ of full DA.
b)	Local participants	Actual expenditure on board and lodging only.

- b) Where the following facilities are available either free or paid for by the University/Govt. as part of training costs.

i)	Lodging only	Half daily allowance.
ii)	Board and lodging	$\frac{1}{4}$ daily allowance.

The above allowance will be admissible irrespective of the period of training in various situations mentioned above.

- c) The rates for stay in hotels etc. outside Haryana admissible on tour, shall not be applicable to the participants of training courses and only daily allowance as per above norms will be allowed to them at normal rates applicable to the town where training is held.
- d) An employee on training at a particular place going on tour to another place will be entitled to draw TA at tour rates (without DA) for journeys to and from other place(s) during the course of training at a particular place.

Note : Tuition fees, registration charges or any other fees payable by the employee sponsored by the University shall be reimbursable to him in addition to TA/DA admissible under the rules.

4.8 TA for Journey on Retirement from Service.

- a) A University employee on retirement may be granted TA/DA in respect of Journey performed by him 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 at the rates as are admissible to him on transfer.
- b) For transportation of conveyance (car/jeep or four-wheeler only) on retirement, additional charges will be payable as under:

Officers drawing	Reimbursement of actual fare by train or at
------------------	---

Grade pay Rs. 9800 or above and those who are in the pay band of HAG or above.	prescribed rate of Truck Union. If, distance is upto 300 km then expenditure at the rate of Rs. 4/- per km will be admissible for one way journey, assuming that the vehicle has been transported upto that distance on self propulsion basis.
--	--

Two wheeler i.e. motorcycle/scooter will be treated as part of the household effects for this purpose and no separate transportation charges will be admissible.

Note : Grant of TA under this rule shall be subject to the following conditions.

- i) TA will be admissible by the shortest route from the last place of employee's duty to his declared home town or the place of permanent residence in India as entered in the service book of the employee. In case the employee wishes to settle at some other place, TA will be admissible for proceeding to that place, limited to the amount that would have been admissible had he proceeded to the declared home town or the place of permanent residence as entered in the service book.
- ii) The concession may be availed of at any time during the leave preparatory to retirement (LPR) or during refused leave or within one year of the date of his retirement or expiry of the period of re-employment after retirement.
- iii) The concession will be admissible to employees who retire on superannuation or who seek voluntary retirement after minimum of 20 years service. It will not be admissible on resignation, removal or dismissal from service or compulsory retirement as a measure of punishment.
- iv) The concession is not admissible to persons who are not whole time employees or are engaged on a contract or paid out of contingencies.

- v) A member of the family preceding by not more than one month or following him within six months will be treated as accompanying the employee under this rule.

- b) A retired University employee will be allowed TA as on tour, including daily allowance for halts (restricted to a maximum of three days only) for undertaking journeys to outstations for perusal of official documents in preparation of his defence against disciplinary proceedings instituted against him. The TA claims in such cases will be restricted to one to and fro rail fare, in respect of one such case, by the class to which the University employee was entitled immediately prior to retirement between the place of residence/declared place of residence upto which retirement TA has been availed of, place from where the journey has actually been performed and the place where the documents are kept, whichever is less and daily allowance will be admissible as indicated above. The grant of TA will also be subject to the condition that the inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement. However TA/DA for such purpose will be admissible once only.

Note: Payment of TA shall be made by the Department/office from where the employee had retired.

4.9 Journey by the Family on the Death of an employee.

1. Travelling allowance and daily allowance admissible to a University employee on transfer would also be admissible to the family of a deceased employee on his death, while in service, from the last headquarters of the employee to his normal place of residence after retirement which shall be the declared home town or permanent home as entered in the service, book,

provided the journey is completed within six months after the death of the employee.

The above concession will also be admissible for journey from a place other than the last headquarters of the deceased employee to the place of permanent residence or from the headquarter to a place other than the permanent residence of the employee, provided that the total expenditure claimed will be limited to the amount that would be admissible had the family travelled from the last headquarter of the deceased employee to the place of permanent residence or declared home town, as the case may be.

2. The concessions under this rule will not be admissible to the families of the
 - i) Employees engaged on contract or those who are not in whole time employment of the University or those paid out of contingencies.
 - ii) Employees re-employed after retirement.

4.10 TA to Members of Board of Management

1. The non-official members of the Board of Management of the University, nominated or associated non-official, technical advisers to the Board of Management, travelling for attending meetings of the Finance Committee/Board of Management or any other Committee constituted by the Vice-Chancellor will be entitled to travelling allowance, as on tour, at the rates mentioned below:
 - a) For all journeys performed by rail, one first class fare including air conditioned accommodation, if actually availed, or bus fare including deluxe/Volvo or air conditioned coach, if actually availed, each way from their permanent place of

residence or from any other place from where the journey is performed, whichever is less, to the place of duty and back. Similarly the actual fare paid, if the journey is performed by air travel.

- b) For journey performed by road, the actual fare/mileage allowance, as the case may be, shall be paid as admissible to Grade-1 employees of the University.
 - c)
 - i) In addition to the actual fare/mileage allowance admissible as above, one daily allowance shall be paid for each day or part of the day spent away from the headquarters including journey days.
 - ii) The non-official members of the Board of Management residing at the place of holding a meeting of the Finance Committee/Board of Management or any other committee set up by the Board, will be paid one daily allowance for each day on which they are to attend such meeting.
 - iii) All the non-official members including members of State Legislature will be entitled to daily allowance at the rates as admissible to the Members of the State Legislature.
 - d) For travel by their own car or taxi/private car for which full propulsion charges are paid, they shall be paid mileage allowance @ Rs. 10/- per km as admissible to Grade-1 Officers.
2. The official members and associated official Technical Advisors of the above Board shall be entitled to travelling allowance for attending meeting or any other work

relating to the business of the University, at the rates applicable to them in their respective departments or under the rules of the University whichever is beneficial to them.

Note: Where TA is claimed according to rules of the Institution/Govt. to which the concerned member belongs, no advance/on-the-spot payment is to be made. The payment of such bill will be made on verification by the Accounts Officer of the concerned Institution/Govt, applicable to the member. However, full payment of TA bill prepared according to LUVAS Rules will be made to him on-the spot.

4.11 TA to members of Selection Committee/Examiners.

1. TA shall be admissible as for a journey on tour, on the basis of their grade pay, at the rates prescribed in Chapter-II of these rules or at the rates applicable to them in their own department, whichever are more beneficial to them.
2. TA of a person who is not in receipt of any pay or of a person who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be, at the rates prescribed in Chapter- II of these rules.

Note: Where TA is claimed according to rules of the Institution/Govt. to which the concerned member belongs, no advance / on the spot payment is to be made. The payment of such bill will be made on verification by the Accounts Officer of the concerned Institution/Govt. Department to the effect that the claim preferred through the bill is correct as per rules of the Institution/Govt. applicable to the Member. However, full payment of TA bill prepared according to LUVAS Rules will be made to him on-the spot.

4.12 TA TO TEACHERS, EMINENT SCIENTISTS CALLED FOR GIVING EXTENSION LECTURES AND OTHER PERSONS WHEN CALLED FOR UNIVERSITY BUSINESS.

They shall be paid TA as referred to in rule 4.11 above and at the rates prescribed in Chapter- II of these rules.

4.13 TA to post-graduate students.

The post-graduate students who are required to go to outstations to collect survey data or samples or to record observations on breeding material or some other official purpose, may be paid the actual expenditure incurred, limited to 2nd class rail/bus fare or road mileage admissible to an employee of Grade III as the case may be, out of the contingencies of the department concerned, with the approval of the Dean, Post-graduates Studies.

4.14 Fixed travelling allowance

A fixed monthly travelling allowance, broadly based on Haryana Government rates, may be granted by the Vice-Chancellor to any University employee whose duties require him to travel extensively, within his sphere of duty. This allowance is not admissible during leave, temporary transfer or joining time or during any period for which travelling allowance of any other kind is drawn.

CHAPTER-V

DRAWAL OF ADVANCE T.A. AND CONTROL OVER T.A. BILLS

5.1 Drawal of Advance T.A.

An employee of the University, including one on foreign service, may be given advance T.A. equal to 80% of the anticipated amount of his TA bill for the journey to be performed by him in the interest of the University work, where the amount is so much that the employee cannot be reasonably expected to meet from his own pocket. Similarly on transfer of an employee for which transfer TA is admissible, an advance equal to 80% of the anticipated expenditure, worked out at the rates applicable to him as per his Grade may be given to him.

- Note. i) Controlling Officer for the purpose of TA shall be the sanctioning authority for advance TA on tour/transfer.
- ii) The advance is adjustable in full in the TA bill submitted in respect of the journey for which advance was drawn, which should be submitted as soon as possible after the completion of the journey. In case no TA bill is submitted by the employee within two months of the completion of the journey, the amount of advance may be refunded in cash by him or deducted from his next pay bill.
- iii) Advance TA on a second occasion will be allowed only after the account in respect of first advance has been rendered by the concerned employee.

5.2 Duties of the Drawing and Disbursing Officer

An employee preferring TA bill is himself responsible for the correctness of the actual rail/bus/fare /other charges and for the distance for which mileage is claimed in TA bill submitted for payment.

Drawing and disbursing Officer should, however, exercise the following checks:

- i) That the TA bill has been prepared in accordance with the rules and that proper certificates in support of the claim have been appended to the bill. Usual certificates to be furnished in case of TA on tour and on transfer have been shown in the Annexure.
- ii) That the bills are prepared in duplicate and office copy is maintained and kept in the office record.
- iii) That proper check register of TA bills has been maintained and bills are scrutinized to check that a double claim for one and the same journey is not presented for pre-audit and got passed. This shall not, however, absolve the employee of his responsibility of submitting any fraudulent claim of TA bill.
- iv) That proper acquaintance of payment is obtained at the time of disbursement of the amount of TA bill to the concerned employee.
- v) That the advance TA if any drawn has been refunded or adjusted in the TA bill prepared in respect of the journey for which it was drawn.
- vi) TA bill may be submitted after the performance of the journey. However, if a number of journeys have been undertaken in a month, a consolidated bill in respect of all the journeys undertaken during a month may be prepared and submitted in the following month. Bills submitted by the employee after six months of the date of completion of a journey may not be entertained unless the reasons for delay are explained to the satisfaction of the Controlling Officer.

Note: The right of an employee to travelling allowance including daily allowance shall be forfeited if the claim is not preferred within one year from the date on which it became due.

5.3 Checks to be exercised by the Controlling Officer

It is the duty of the Controlling Officer, before signing or countersigning the travelling allowance bill:

1. To scrutinize the claims and disallow whole or any part of the travelling allowance, if he considers that it was unnecessary or unduly protracted or that a halt was of excessive duration.
2. To exercise care that there is no evasion or breach of the fundamental principle of travelling allowance viz. that the travelling allowance is not to be a source of profit.
3. To exercise other checks to satisfy himself with regard to the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed.
4. To see that prescribed certificates have been appended with the TA bill.
5. To scrutinize and check, by maintaining a check register in his office, that a double claim in respect of one and the same journey has not been passed and presented for pre-audit.

ANNEXURE

CERTIFICATES FOR JOURNEYS ON TOUR/TRANSFER ETC.

I. ON TOUR

CERTIFIED THAT:

- i) Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation charges.
- ii) Particulars provided in the bill are correct.
- iii) The claim for this journey has not been preferred earlier or claimed from any other source.
- iv) I have performed journey by my own car or taxi/auto rickshaw plying on hire the whole accommodation of which was reserved by me.
- v) I was not provided free lodging and /or boarding except on.....
- vi) I was on duty in camp during the period for which daily allowance has been claimed.

II. ON TRANSFER

- i) Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation charges.
- ii) Particulars provided in the bill are correct.
- iii) The claim for this journey has not been preferred earlier or claimed from any other source.
- iv) I have performed journey by my own car or taxi/auto rickshaw plying on hire the whole accommodation of which was reserved by me.
- v) Certified that.....truck load of household goods were actually transported and actual charges paid were not less than those claimed in the bill.
- vi) Certified that the family members for whom TA has been claimed are wholly dependent upon me and residing with me, and accompanied me/followed/preceded me as admissible under rules.

III. FOR EXAMINERS/EXPERTS/MEMBERS OF BOM/FC etc.

- i) Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation charges.
- ii) Particulars provided in the bill are correct.
- iii) The claim for this journey has not been preferred earlier or claimed from any other source.
- iv) I have performed journey by my own car or taxi/auto rickshaw plying on hire the whole accommodation of which was reserved by me.

Signature.....

Address

*Please sign at both the places Pre-receipted (Received payment)

Signature.....

Note: Portion which is not applicable be deleted.

Chapter-VI

Leave Travel Concession

6.1 Leave Travel Concession for Employees

Leave Travel Concession in the form of reimbursement of actual fair of travel had been admissible to the employees of the University and their family after completion of one year service, once in a period of two calendar years for visiting their home during regular leave or casual leave irrespective of its duration. Similarly Leave Travel Concession for visiting any place in India was admissible to the University employees on the pattern of State Government once in a block of four calendar years commencing from the year 1984.

Consequent upon the recommendations of the Sixth Pay Commission accepted by the Central Government, the State Government/University revised the pay-scales of its employees w.e.f. 1.01.2006.

With a view to liberalize the policy of Leave Travel Concession for visiting home town and any place in India, the State Government/University considered the matter in detail and has decided that in lieu of LTC/HTC facility, one month's salary would be admissible to the employees once in a block of four years. The first block of four years for this purpose has been declared as from 2008 to 2011(01.01.2008 to 31.12.2011). The next block of four years for this purpose shall be 2012-15, 2016-19, 2020-23 and so on.

The grant of one month's salary will be subject to the following conditions:

- i) The employees who availed the LTC/HTC facility during the block of four years 2008-11 were not entitled to one month's salary during that block years.
- ii) The entitled amount for one month's salary in lieu of LTC will be admissible to the eligible employee as quantified in the following manner.

- i) When the concerned employee is drawing his emoluments in the revised pay structure the salary will be equal to the amount of pay in the Pay Band + applicable Grade Pay + admissible Dearness Allowance thereupon, on the date of drawal of this amount. When the concerned employee is drawing his emoluments in the pre-revised pay structure or when the employee is yet to be brought over to the revised pay structure, it will consist of an amount equal to the basic pay + the dearness pay, if any, in the respective pre-revised scale of pay + admissible Dearness Allowance thereupon.
- ii) LTC being a family allowance, when both the spouses are working in organizations offering the facility of LTC, only one of the spouses shall be entitled to draw the benefit of LTC. Accordingly before the claim to draw entitled amount of salary in terms of these instructions is made, the concerned employee claiming the benefit under the scheme shall submit an undertaking that his/her entitled family member including the spouse when in service of the University/Government of Haryana shall not avail this benefit separately or when the spouse is in employment under the Central Government or any other State Government or any other organization/institutions/body etc., wholly or substantially owned or controlled by the Central Government or any State Government he/she shall not avail of the facility of LTC from their employer in whatever form it is extended to him/her by their respective employer. Such an undertaking must be countersigned by spouse of the concerned employee.

Alternatively, the concerned employee shall submit an undertaking that the provisions of this

para are not attracted in his/her case as none of his/her entitled family member including the spouse is either in service of the University/Government of Haryana or in service under the Central Government or any other State Government or under any Organization/Institution/Body, wholly or substantially owned or controlled by the Central Government or any State Government.

- iii) For the purpose of these instructions 'family' would mean a lawfully acknowledged family and any voluntary or even otherwise acknowledged separation etc. would not change the intent till such time as the marriage finally dissolves in terms of law.
- iv) The authority competent to authorize drawal and disbursal of salary to the concerned employee shall also be competent to sanction drawal and disbursal of the amount. An entry of such drawal and disbursal must be made in the service book of the concerned employee.
- v) This being an allowance no arrears would be admissible even when the pay is revised from a retrospective date.

UNDERTAKING

It is hereby undertaken that:

- i) I am eligible to draw the benefit promised by the scheme put in place as per University rules.
- ii) My entitled family members, including the spouse, who is in the employment of this University/Government of Haryana, and who is also eligible to draw the benefit under the rules shall not avail the benefit separately for the current block of four years regulating the LTC.

OR

My entitled family members, including the spouse, who is in the employment under the Central Government or any other State Government or under any other organization /institution/body, etc. wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

Name/designation/signature of the concerned
employee Countersigned

Name/designation/signature of the spouse of the
concerned employee

UNDERTAKING

It is hereby undertaken that:

1. I am eligible to draw the benefit promised by the scheme put in place as per University rules.
2. None amongst my entitled family members, including the spouse, is either in service of this University/Government of Haryana or in service under the Central Government or any other State Government or under any other organization/institution/body, etc, wholly or substantially owned or controlled by the Central Government or any State Government.

Name/designation/signature of the concerned
employee Countersigned

6.2 Leave Travel Concession for Pensioners:

- i) Consequent upon the grant of one month's salary in lieu of LTC/HTC to the employees of the State Government and the University, the facility of grant of one month's pension in lieu of LTC/HTC to the retiree pensioners has been introduced by the State Government/University. Accordingly, the pensioners are entitled to draw "one month's pension" as a lump sum assistance once in a block of four years as per block years declared for the employees. First block declared is 2008-11 and subsequent blocks are 2012-15, 2016-19 and so on.
- ii) This scheme shall be applicable to all the pensioners who are drawing their pension under the rules as amended from time to time and applicable to the pensioners retiring from the University.

"One month pension' means the entitlement of basic pension inclusive of commuted pension and the dearness allowance admissible thereon.
- iii) LTC being a family allowance, when both the spouses are pensioners or one of the spouse is working in an organization offering the facility of LTC, only one of the spouses shall be entitled to draw the benefit of the LTC. Accordingly before the claim to draw the entitled amount of one month's pension is made, the concerned pensioner, claiming the benefit under the scheme, shall submit an undertaking that his/her entitled family members, including the spouse, when he/she is a pensioner or in service of University/Government of Haryana, shall not avail the benefit promised by the scheme separately or when in employment under the Central Government or any other State Government or under any other organizations/institution/body, etc. wholly or substantially owned or controlled by the Central Government or any State Government, shall not

avail the facilities of LTC from that employer in whatever form it is extended to him/her by their respective employer. Such an undertaking must be countersigned by the Spouse of the concerned pensioner.

Alternatively the concerned pensioner shall submit an undertaking that the provisions of this para are not attracted in his/her case as none of his/her entitled family member, including the spouse, is either pensioner or in service of University/Government of Haryana or in service under the Central Government or any other State Government or under any other organization/institution/body, etc. wholly or substantially owned or controlled by the Central Government or any State Government.

- iv) For the purpose of these instructions 'Family' would mean a lawfully acknowledged family and any voluntary or even otherwise acknowledged separation, etc, would not change the intent till such time as the marriage finally dissolves in terms of law.
- v) One month's pension to the pensioners of age group of 90 years and above shall be disbursed alongwith the regular pension for the month of January in the first year of the block of four years, the pension to the pensioners of age group of 80 years and below 90 years shall be disbursed alongwith the regular pension for the month of January in the second year of the block of four years, the pension to the pensioners of age group of 70 years and below 80 years shall be disbursed alongwith the regular pension for the month of January in the third year of the block of four years and the pension to the pensioners of age group of below 70 years shall be disbursed alongwith the regular pension for the month of January in the fourth year of the block of four years.

The cut off date for reckoning the age for payment to different age groups in different years will be as under:

Block year 2012-15:

Age Group	Cut off date for eligibility
90 years and above	31.12.2011
80 years and above	31.12.2012
70-80 years	31.12.2013
Below 70 years	31.12.2014

The cut off date for the succeeding years will be reckoned accordingly and as per instructions to be received from the State Government from time to time.

- vi) This being an allowance, no arrears will be admissible even when the pension is revised from a retrospective date.

UNDERTAKING

It is hereby undertaken that:

- i) I am eligible to draw the benefit promised by the scheme under the University rules.
- ii) My entitled family members including the spouse, who is pensioner or in the employment of University/Government of Haryana, and who is also eligible to draw the benefit promised by the scheme shall not avail the benefit separately for the current block of four years regulating the LTC.

OR

My entitled family members, including the spouse, who is pensioner or in the employment under the Central Government or any other State Government or under any other organization/institution/body, etc, wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

Name/designation/signature of the concerned pensioner

Countersigned

Name/designation/signature of the spouse of the concerned

pensioner

(Strike off whatever portion is not applicable)

UNDERTAKING

It is hereby undertaken that:

- i) I am eligible to draw the benefit promised by this scheme under the University rules.
- ii) None amongst my entitled family members, including the spouse, is either pensioner or in service of University/Government of Haryana or in service under the Central Government or any other State Government or under any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government.

Name/designation/signature of the concerned
pensioner

Countersigned

(Strike off whatever portion is not applicable)

6.3 Some clarifications have been issued by the State Government vide their letter No./ 13/19/2008-2S11 dated 21.04.2010 relating to this scheme of Leave Travel Concession and these are given as under for guidance and necessary action.

1.	Whether an employee appointed on adhoc basis, daily wages, work charged are entitled to one month salary in lieu of the leave travel concession.	Not admissible
2.	Whether an employee appointed on contract basis is entitled to one month's salary in lieu of leave travel concession.	Concession is admissible after one year if the contract is for more than four years. The block of four years will be reckoned from the actual date of joining the post.
3.	Whether one month's salary in lieu of leave travel concession is admissible during the period of suspension.	An employee who is under suspension is entitled to get one month's subsistence allowance drawn by him for the month in which the claim is preferred in lieu of leave travel concession with the condition that no arrears on this account shall be admissible.
4.	Whether block year of leave travel concession is extendable for one year automatically as per provision of the old policy of leave travel concession.	No
5.	Whether there is any requirement of minimum service of the employee for one month's salary in lieu of leave travel concession.	One month's salary in lieu of leave travel concession is admissible only to those who have completed one year of regular continuous service and it would not be admissible before completion of one year of service on regular basis.

