

Index of Rules of LUVAS Travelling allowance Rules

(Revised Edition 2017)

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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 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 Actual Travelling Expenses

Actual travelling expenses means the actual cost of journey performed in University interest and also includes taxes, ferry and toll charges paid, if any”

1.5 Composite Transfer Grant

Composite transfer grant means a lump sum amount payable to a University employee in lieu of transfer travelling allowance.

1.6 Daily Allowance:

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

1.7 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.

1.8 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.

1.9 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.

1.10 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.

1.11 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.

1.12 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.

1.13 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.

1.14 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.

1.15 Pay for the purpose of TA/DA shall be as under:

(i) The 'Grade Pay' appearing under various rules, determining the respective entitlement is as indicated in the Haryana Civil Services (Revised Pay) Rules or in the Haryana Civil Services (Assured Career Progression) Rules, as amended from time to time and adopted by the University relating to Grade Pay.

(ii) In respect of those employees who are drawing pay in pre-revised pay scale the corresponding Grade Pay in respect of the pre-revised pay scale in which the pay is being drawn by the employee on the date of journey would determine the entitlement of TA/DA under these orders.

(iii) The employees who are drawing fixed salary neither in any pay scale nor in any Pay Band/Grade Pay and are working on contract basis or otherwise or have been re-employed after retirement against a post sanctioned in prescribed pay scale/ Pay Band, their TA/DA will be regulated keeping in view the 'grade pay' which would have been admissible to them had they been appointed on regular basis on the post on which they have been re-employed after retirement and/ or working on contract basis or otherwise.

(iv) 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 will be admitted.

1.16 Public Conveyance

Public Conveyance means the train, bus, aircraft, river steamer or any other public conveyance which plies regularly for the conveyance of passengers and run by an Organization under the control of any State Government or Government of India and also the private organizations authorized by any Government.

1.17 Transfer Travelling Allowance

Transfer travelling allowance means the *Composite Transfer Grant* admissible to a University employee on his transfer from one station to another in University interest which involves change of residence.

1.18 Travelling Allowance

Travelling allowance means an allowance admissible to a University employee to cover the expenses incurred by him while on tour in University interest. It includes daily allowance, road mileage allowance and local mileage allowance. It also includes reimbursement of actual travelling expenses and hotel charges limited to entitlement.

Chapter-II

TRAVELLING ALLOWANCE ON TOUR

2.1 Admissibility of Travelling Allowance

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.

The following are the different kinds of travelling allowance which are admissible and may be drawn by the employees, as per provision under these rules:-

- a) Actual cost of travelling. It includes rail/bus/air/sea fair.
- b) Daily allowance.
- c) Reimbursement of hotel charges.
- d) Road mileage allowance.
- e) Local mileage allowance, and
- f) Composite transfer grant (in lieu of transfer TA)

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-I	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 –II	Officers drawing grade pay of Rs. 8,900 to 9,800 in pay band 37,400 – 67,000.
Grade-III	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 20 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 where admissible 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. 500/- per day	Rs. 600/- per day
Gr. 11 (Gr. Pay 8900 - 9800)	Rs. 400/- per day	Rs. 500/- per day
Gr. 111(Gr. Pay 4600 -8800)	Rs. 300/- per day	Rs. 400/- per day
Gr. IV (Gr. Pay 2500 - 4200)	Rs. 250/- per day	Rs. 300/- per day
Gr. V (Gr. Pay 1300-2400)	Rs. 200/- per day	Rs. 250/- per day

(b) Reimbursement of hotel charges/ guest house accommodation run on commercial lines, while on tour, for stay at 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
Gr. 1 (Gr. Pay 10000 and above)	upto Rs. 5,000/- per day plus half daily allowance
Gr. 11 (Gr. Pay 8900 -9800)	upto Rs. 4,000/- per day plus half daily allowance
Gr. 111(Gr. Pay 4600 -8800)	upto Rs. 3,000/- per day plus half daily allowance
Gr. IV (Gr. Pay 2500 -4200)	upto Rs. 1,500/- per day plus half daily allowance
Gr. V (Gr. Pay 1300-2400)	upto Rs. 500/- per day plus half daily allowance

Note.(i) For stay in a Guest House/Yatri Niwas etc. run/managed by Haryana Govt., Central Government or any PSU at Chandigarh, and other cities of Haryana the touring officers shall be entitled to get reimbursement of accommodation charges, in addition to half 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 half 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 Drawl of daily allowance on Tour

- 1) The entitlement of daily allowance of a University employee shall be regulated under the following conditions:-
 - a) Daily allowance may be drawn for the period of absence, including the day(s) of halt and holiday(s) occurring during the tour in University interest, from headquarters beyond the radius of twenty kilometers.
 - b) A University employee who avails a short casual leave or restricted holiday while on tour is not entitled to draw daily allowance for that day.
 - c) Daily allowance shall not be admissible for Sunday or gazetted holiday(s) if the employee is not actually at tour station.
 - d) Tour and Daily allowance shall be restricted to ten days in a month unless it is extended in University interest by the competent authority.

Note:- Head of Department is competent authority to allow daily allowance to an employee up to fifteen days in a month and beyond fifteen days in a month the competent authority will be Vice-Chancellor, provided the tour is administratively justified in the University interest.

- 2) When an employee, while on tour, is treated as a State Guest and/ or 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 1/2 of the admissible rate. If only lodging is allowed free, he may draw daily allowance at 3/4 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-I (Gr. Pay 10000 and above)	AC 1 st class or executive class.	AC bus and Volvo Bus of Haryana Roadways.
2.	Officer in Grade-II (Gr. Pay 8900 -9800)	AC 1 st class or executive class.	AC bus and Volvo Bus of Haryana Roadways.

3.	Officer in Gr. III (Gr. Pay 4600 -8800)	AC 11 tier or AC chair car	AC bus and Volvo Bus of Haryana Roadways. and deluxe bus.
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.

Journey by rail includes Rajdhani Express, Shatabdi Express and other such trains.

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 i) 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.

ii) The rate of daily allowance shall be determined with reference to the city where the employee, while on tour, spends the succeeding night of journey. The employee who spends part of a day in one city and part of it in another city, shall be entitled to daily allowance at the rate of city where he spends the night succeeding such day.

Where the night is spent in train the daily allowance shall be determined with reference to the place of destination.

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

1) 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
Officer in Grade-I (Gr. Pay 10000 and above)	AC taxi	By own car	Rs. 10 per km(for own car/AC taxi)
Officer in Grade-II (Gr. Pay 8900 - 9800)	AC taxi	By own car	Rs. 10 per km(for own car/AC taxi)
Officer in Grade -III (Gr. Pay 4600 - 8800)	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/ Taxi)
Employees in Grade-IV (Gr. Pay 2500 - 4200)	By 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
Employees in Grade-V (Gr. Pay 1300-2400)	By 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
Note: Reimbursement @ 4 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 for payment of toll charges.

- 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.

2) Local journey on tour:-

The local mileage allowance shall be admissible for local journeys performed on tour within the State or outside the State upto fifty kilometers per visit per city. The local mileage allowance shall be admissible at the rate of road mileage allowance upto the prescribed limit. The local journey on tour means journey between office/ residence and bus stand/ railway station/ Airport at headquarters and also at the duty station between bus stand/ Railway station/ Airport and the place of duty/ residence.

Exception:- The limit of fifty kilometers shall not be applicable in case of tour in a city having population of more than fifty lakhs.

Note:- 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.

3) Journey by University employees in a vehicle owned by one of them:-

When two or more University employees travel in a motor vehicle belonging to one of them, the owner of the vehicle shall draw road mileage allowance as if he travelled alone provided one of them shall be entitled to journey by own vehicle and the other University employees shall be treated to have availed of free lift and no road mileage allowance is payable but only daily allowance at full rates shall be admissible to them as per provisions in these rules.

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-I (Gr. Pay 10000 and above)	<p>i. Vice-Chancellor is entitled to travel by air in business class within India and first class 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-II (Gr. Pay 8900 -9800)	Economy class within or out of India.	Highest class
Officer in Grade-III (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 where the journey is more than five hundred kilometers and out of India with the prior approval of the Vice-Chancellor keeping in view the emergency and importance of university work.</p>	Second class or third class, as the case may be.
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-i) 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-ii) 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.

Note-iii) If ticket of journey is lost the actual cost of journey of the entitled mode may be allowed to be reimbursed by the controlling officer to a Grade B, C, D category employees and by the Vice-Chancellor to A-Grade officers and teachers of the rank of Associate Professor and above, in exceptional cases subject to declaration by the concerned employee/officer.

- 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 upto six hours.	No daily allowance.
b	if the absence from headquarters is for more than 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 20 kms. of headquarters.

The Controlling Officer (as defined in Rule, 1.3 of these rules) may permit a University employee to draw the actual cost of travelling not more than local mileage allowance limited to 25 kilometers in a day at the rate admissible under these rules for the journey performed in University interest at one or more stations within a radius of 20 kilometers of the headquarters. In exceptional circumstances the controlling officer may relax the limit of 25 kilometer by recording reasons therefor.

CHAPTER – III

Transfer Travelling Allowance

3.1 Entitlement of composite transfer grant.

A University employee on transfer in the interest of University or on administrative ground, shall be entitled to composite transfer grant as per rate prescribed in these rules in lieu of transfer travelling allowance, loading and unloading charges, daily allowance, actual cost of travelling, road mileage allowance, local mileage allowance, for self and family member(s) for journey day(s): provided—

- (i) The transfer involves change of residence; and
- (ii) It is certified by the University employee within a period of six months that he has shifted his residence to his new headquarters.

No payment of composite transfer grant shall be made until it is clarified by the competent authority (HOD/CO) in the transfer order that transfer is in University interest or on administrative grounds.

Note 1.— It may be allowed on transfer even at the same station, provided such transfer involves obligatory change of residence under the rules.

Note 2.— Where both husband and wife are serving in a th;e; University and are working at the same station, are transferred within a period of six months of the transfer of his/her spouse to one and the same new station, the transfer travelling allowance shall be admissible to either of them and subject to the following certificate:-

1. "Certified that my wife/husband who is employed in department _____ of the University will not claim transfer travelling allowance/composite transfer grant if he/she is transferred from _____ to _____ within six months of my transfer; and
2. "Certified that my wife/husband who is employed in department _____ of the University has not claimed transfer travelling allowance/ composite transfer grant on her/his transfer from _____ to _____ during the preceding six months of my transfer."

Explanation.— Posting/transfer of spouse at a place within the radius of 20 kms. shall be treated as same station for the purpose of this rule.

3.2 Rate(s) of composite transfer grant.

The rate of composite transfer grant admissible on transfer from one station to another station in University interest shall be as under, provided it involves change of residence:-

Rate(s) of composite transfer grant							
Grade of the employee	Upto 20 kms.	21 to 100 kms.	101 to 200 kms.	201 to 300 kms.	301 to 500 kms.	501 to 1,000 kms.	Above 1,000 kms.
I&II	8,000	16,000	24,000	32,000	40,000	40,000+	48,000+
III	6,000	12,000	18,000	24,000	30,000	30,000+	36,000+
IV	4,000	8,000	12,000	16,000	20,000	20,000+	24,000+
V	2,000	4,000	6,000	8,000	10,000	10,000+	12,000+

Note 1.— In case of journey beyond 500 kilometers, the composite transfer grant shall be in addition to actual travelling expenses of family members limited to entitlement or road mileage allowance, as the case may be.

Note 2.— The above rate of composite transfer grant shall automatically stand increased @ 5% from 1st April every year after notification of these rules.

Note 3.— In case of transfer at a distance of more than 500 kms. journey may be performed by a University employee and his family member(s) by public conveyance in the entitled class of accommodation or by own vehicle subject to entitlement.

Note 4.— Composite transfer grant under these rules shall be admissible irrespective of the fact that the University employee is transferred while on leave or on return from leave.

3.3 Transfer travelling allowance/composite transfer grant on change of headquarters while under suspension:-

A University employee under suspension, whose headquarters are changed in the interest, of University work shall be entitled to transfer travelling allowance/composite transfer grant, but nothing shall be admissible if the headquarters are changed at his request.

3.4 Travelling allowance on temporary Transfer:-

On temporary transfer, in the interest, of University work from one station to another at a distance beyond twenty kilometers, his travelling allowance shall be regulated as under:-

- (1) The travelling allowance and daily allowance for journey days as admissible on tour under these rules;
- (2) Daily allowance at the rate of twenty five percent of his entitlement for the halting days not exceeding one hundred eighty days at the temporary headquarters or deputation station;

- (3) If a University employee performs journeys on tour in the interest of University work from the temporary headquarters to some other stations other than his headquarters, the daily allowance shall be regulated under normal rules;
- (4) When the temporary transfer is extended in University interest beyond one hundred eighty days, then it shall be treated as regular transfer for the purpose of these rules. In such case, the transfer travelling allowance/composite transfer grant shall be admissible from the old station to new station.
- (5) where a University employee, on temporary transfer, is transferred, to another station (other than his old headquarters) before the expiry of one hundred eighty days, the transfer travelling allowance (composite transfer grant) shall be admissible from the old station to the new station.

Note.— No travelling allowance and/or daily allowance shall be admissible if a University employee is temporarily transferred at his request for his convenience.

3.5 Travelling allowance in case of additional charge:-

A University employee who is given additional charge of a post at another station situated at a distance of more than twenty kilometers, shall be entitled to travelling allowance and daily allowance as admissible while on tour.

3.6 Travelling allowance on taking and handing over charge:-

A University employee transferred from one post to another, if 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, shall be entitled to travelling allowance including daily allowance as at tour rates.

3.7 Transfer to another station while in transit:-

On transfer from one station to another while in transit (before joining new station), the transfer travelling allowance (composite transfer grant) shall be admissible upto the new station from the old station from where he has already been relieved.

3.8 Transfer travelling allowance in case of transfer while on leave.

A University employee, who goes on leave, after he had made over charge of his old post, is transferred to new station shall be entitled to transfer travelling allowance (composite transfer grant) from his old headquarters to his new station whether the order of transfer is received before or after the expiry of leave.

3.9 Transfer travelling allowance on subsequent appointment.

A permanent (regular) employee of the University on his subsequent appointment to another station in any department of the University by direct recruitment or otherwise shall be entitled to transfer travelling allowance (composite transfer grant) on joining the subsequent appointment, provided he submitted his application through proper channel.

CHAPTER - IV

Travelling Allowance on Retirement or Death while in service

4.1 Transfer travelling allowance/ Composite transfer grant on retirement-

Except as otherwise provided in these rules, a University employee on retirement shall be granted a concession of transfer travelling allowance (composite transfer grant) on the scale and conditions set out under the transfer travelling allowance rules to enable him to proceed from the last station of his duty to the place of settlement or home town whichever is nearer.

4.2 Conditions to avail the concession of transfer travelling allowance on retirement-

- (1) The concession of transfer travelling allowance (composite transfer grant) may be drawn by a University employee within one year after the date of—
 - (a) His retirement or retrenchment; or
 - (b) Expiry of the period of his re-employment, if re-employed immediately after retirement.
- (2) The family members of a University employee may proceed during a period before one month or within six months after retirement in case of settlement at a station beyond 500 kms. from the place of last posting,
- (3) A certificate is required to be submitted by the retiree that he has actually shifted his house-hold at the place for which claim is being submitted.

Note-1 It shall be admissible only once.

Note-2 It shall not be admissible to a University employee who quits service by resignation, removal or dismissal from service.

Note-3 If both husband and wife are in service in any department of the University at the same station, it shall be admissible to one of them on the undertaking of both, that spouse shall not claim on retirement.

4.3 Transportation charges of vehicle on retirement.-

A University employee entitled to journey by own car, on his retirement, shall be allowed to draw, in addition to transfer travelling allowance/composite transfer grant, the transportation charges of only one car or jeep owned by him or spouse, in case of settlement out of Haryana beyond a distance of five hundred kilometers from his last headquarters. The provision for transportation of vehicle shall be as under:-

- (i) Wherever a motor car/jeep is transported by the University employee by railway or truck on his retirement, the actual expenditure incurred on such transportation as per railway receipt or at the rates approved by the registered truck union shall be admissible;

- (ii) A University employee and his family members travelling in own vehicle, when transported under self propulsion, road mileage allowance @ Rs. 8/- per kilometers, in lieu of transportation charges, shall be admissible. No additional road mileage allowance/fare charges for the journey shall be admissible for family members.

Note.— No separate charges shall be allowed for transporting a two-wheeler vehicle and it shall form a part of the household effects.

4.4 Settlement at the last station or within 20 kilometers.-

A University employee retired from service, on whatsoever reason, shall be entitled to the concession of transfer travelling allowance (composite transfer grant) as mentioned below, if he wishes to settle down at the last station of duty or at any other station within a distance of twenty kilometers, provided it is certified by the retiree that he has actually changed his residence:-

Grade of the employee	Rate of composite transfer grant
I and II	8,000
III	6,000
IV	4,000
V	2,000

4.5 Transfer travelling allowance to the family of deceased or disappeared employee.-

The family of a deceased or disappeared University employee shall be entitled to transfer travelling allowance (composite transfer grant), by the shortest route from the last headquarters to the home town, provided the journey is completed within one year from the date of death or date of report given by the police declaring the disappeared employee, as untraceable, as the case may be.

Note:- Transfer travelling allowance (composite transfer grant) of the family of a deceased or disappeared employee shall be regulated with reference to the grade pay and the emoluments drawn by him, while in service, before his death or disappearance, as the case may be.

CHAPTER - V

Travelling Allowance to appear before Court/Inquiry

5.1. Travelling allowance to appear before Police/Vigilance/CBI or Court.-

- (a) If a University employee, performs journey to attend Police, Vigilance, Central Bureau of Investigation, any Commission or Agency constituted in connection with a case in which he is suspected to be involved, may be allowed travelling allowance for the journey as on tour, provided the same was performed under the directions or with the approval of the Head of Department/Controlling officer.
- (b) Where a University employee under suspension undertakes a journey for appearing in a court of law as an accused and is later on acquitted by the court and reinstated in service or would have been reinstated but for death or his having attained the age of retirement on superannuation or being allowed to retire voluntarily, he or eligible family member shall be entitled to travelling allowance as for a journey on tour limited to his entitlement of the grade to which he belonged before suspension.

5.2 Travelling allowance to appear before Inquiry Officer:-

If a University employee against whom departmental proceedings have been instituted and he is required to proceed from one station to another to appear before the officer conducting the enquiry, he may be allowed travelling allowance as on tour subject to production of certificate as specified below from the Inquiry Officer.

Certificate

This is to certify that Shri _____ (Name and designation of charged person) appeared before me on _____ at _____ (place) in the departmental inquiry pending against him and was discharged on _____ at _____ (time). Nothing has been paid to him on account of his travelling and other expenses.

Place : _____ Signature

Date : _____ Designation of Inquiry Officer

5.3 Travelling allowance for a journey for perusal of record.

Travelling allowance for a journey as on tour including halts (maximum for 3 days in all) shall be allowed to a University employee for the journeys undertaken to other stations for the purpose of perusal of record or documents for preparation of his defence. The grant of travelling allowance is subject to the conditions that—

- (a) The punishing authority or inquiry officer, as the case may be, permits that the records to be consulted are relevant and essential for defence.
- (b) The competent authority (head of concerned department whose records are to be perused) certifies that the records could not be made available at the headquarters of the concerned employee.
- (c) The journey is performed with the approval of the Head of Department.

5.4 Travelling allowance for journey to give evidence:-

- (A) Except as otherwise provided in these rules, a University employee who is summoned to give evidence in a—
 - (a) Criminal or civil case to which University is a party; or
 - (b) Departmental inquiry held by a properly constituted authority; facts of which have come to his knowledge in the discharge of his duties, shall draw travelling allowance as for a journey on tour, provided—
 - (i) The certificate of attendance given by the court or other authority which summoned him shall be attached with the claim; and
 - (ii) Amount, if any, received from the court or other authority for the travelling and/or compensation must be credited to the University.
- (B) A University employee shall also be entitled to travelling allowance in cases where—
 - (i) He is compelled to answer criminal or civil cases brought against him in respect of acts done by him in the discharge of his official duty; and
 - (ii) University has decided to undertake his defence at the cost of University.

Note 1.- A University employee who has to perform journey under this rule during leave or vacation from a place other than his headquarters, is entitled to travelling allowance as on tour from and to the place from where he is summoned, as if he was on duty.

Note 2.— The provision of this rule shall also apply to the retired University employees.

5.5 Travelling allowance to a retired University employee:-

(1) For perusal of documents—

A retired University employee shall be entitled to travelling allowance as on tour, including daily allowance for halts (restricted to daily allowance of maximum three days) for undertaking journeys to outstations for perusal of official documents in preparation of his defence against the disciplinary proceedings instituted against him. The travelling allowance claim in such cases shall be allowed as per entitlement prior to his retirement. The grant of travelling allowance shall be subject to the condition that the Inquiry Officer/Punishing Authority certifies that the official records to be consulted are relevant or essential for the preparation of the defence statement

(2) For attending departmental enquiry—

A retired University employee required to attend departmental enquiry instituted against him shall be entitled to travelling allowance as on tour for the journey in connection with the enquiry from the place of his residence after his retirement to the place of enquiry and back, provided it is certified by the Inquiry Officer that the enquiry had not been prolonged due to the reasons attributable to the behaviour of the retired employee. The travelling allowance claim in such cases shall be allowed as per entitlement prior to his retirement. No advance of travelling allowance shall be paid in connection with such journeys.

(3) For attending Court in case of judicial proceedings—

A retired University employee, against whom judicial proceedings are instituted by the University after retirement and he has to attend such cases in court of law from outstation, shall be allowed travelling allowance on tour and daily allowance for the journey performed by him from the place of his residence to the place of judicial proceedings, provided he is honourably acquitted by the court.

Note.— The travelling allowance to a retired University employee shall be paid by his department subject to the production of a certificate from the summoning court that the retired University employee has been paid nothing by the Court.

CHAPTER - VI

Travelling Allowance in case of tour out of India

6.1 Grant of travelling allowance in case of tour out of India.

A University employee going on tour out of India will be granted travelling allowance at tour rates given in chapter II of these rules for the portion of journey(s) within India enroute to a foreign country (out of India) and actual travel expenses on air/sea travel to that country and back limited to the entitled class as per his grade.

6.2 A University employee while on tour in a foreign country will also be allowed daily allowance, taxi/conveyance hiring and hotel charges as under:-

(1) Daily Allowance

- (i) The rates of daily allowance for journeys on tour (out of India) to foreign countries shall be as per the prescribed rates for that country, as given in Annexure to this chapter. The admissibility of daily allowance on tour shall be as follows:-

(a)	Grade-I and II	100% of the rate prescribed in the Annexure.
(b)	Grade-III	75% of the prescribed rate.
(c)	Grade-IV and V	33% of the prescribed rate.

Note:- The rates of daily allowance are the same throughout a country and does not include any cost of local/official journeys undertaken while on tour in that country.

(2) Taxi/conveyance hiring charges

- (i) The actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority for local/official journey(s) on duty shall be reimbursed to the touring officer subject to specific provision of funds in the sanction order sanctioning the tour.

(3) Hotel Charges

- (i) No monetary ceilings have been prescribed for hotel rentals but instead a panel of hotels has been drawn for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel, for which Embassy or High Commission concerned may be contacted, and claim reimbursement of the actual hotel room rentals (including services charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities.
- (ii) The above hotel charges shall be reimbursed subject to the following conditions:-
 - (a) Where the hotel charges include breakfast charges, the daily allowance shall be reduced by ten percent.
 - (b) Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted daily allowance at the rate prescribed for his grade.
 - (c) Where an officer is treated as State guest or has been provided both accommodation and meals free, twenty five percent of the daily allowance shall be admissible.

Annexure

(as published in Haryana Government Gazette Dt. 20.09.2016)

See Rule 6.2(1)

Sr. No.	Name of the Country	Daily Allowance US \$
1	Afghanistan	75.00
2	Albania	75.00
3	Algeria	75.00
4	American Samoa	60.00
5	Angola	75.00
6	Anguilla	75.00
7	Antigua	75.00
8	Argentina	75.00
9	Armenia	75.00
10	Australia	100.00
11	Austria	100.00
12	Azerbaijan	75.00
13	Aruba	75.00
14	Bahamas	75.00
15	Bahrain	75.00
16	Bangladesh	60.00
17	Barbados	75.00
18	Belgium	100.00
19	Belize	60.00
20	Belarus	75.00
21	Benin	60.00
22	Bermuda	75.00
23	Bhutan	60.00
24	Bolivia	75.00
25	Botswana	75.00
26	Bosnia Herzegovina	75.00
27	Brazil	75.00
28	British Virgin Islands	60.00
29	Brunei	100.00
30	Bulgaria	75.00
31	Burkina Faso	60.00
32	Burundi	60.00
33	Carnarvon	60.00
34	Canada	100.00
35	Cape Verde Islands	60.00
36	Cayman Islands	60.00
37	Central African Republic	60.00
38	Chad	60.00
39	Chile	75.00
40	China	100.00
41	Colombia	75.00
42	Comoros	60.00
43	Congo	60.00
44	Cooks Island	60.00
45	Costa Rica	75.00
46	Croatia	75.00
47	Cuba	75.00
48	Cyprus	100.00
49	Czech Republic	75.00
50	Denmark	100.00
51	Djibouti	60.00
52	Dominica	75.00

Sr. No.	Name of the Country	Daily Allowance
53	Dominican Rep.	75.00
54	Ecuador	75.00
55	Egypt	75.00
56	El Salvador	75.00
57	Eritrea	60.00
58	Equatorial Guinea	60.00
59	Estonia	75.00
60	Ethiopia	60.00
61	Fiji	100.00
62	Finland	100.00
63	France	100.00
64	French Guinea	75.00
65	Gabon	60.00
66	Gambia	60.00
67	Gaza(PNA)	75.00
68	Georgia	75.00
69	Germany	100.00
70	Ghana	60.00
71	Gibraltar	100.00
72	Greece	100.00
73	Grenada	75.00
74	Guadeloupe	75.00
75	Guam	60.00
76	Guatemala	75.00
77	Guinea	60.00
78	Guinea Bissau	60.00
79	Guyana	75.00
80	Haiti	75.00
81	Honduras	75.00
82	Hong Kong	100.00
83	Holy See (Vatican)	100.00
84	Hungary	75.00
85	Iceland	100.00
86	Indonesia	75.00
87	Iran	75.00
88	Iraq	75.00
89	Ireland	100.00
90	Israel	75.00
91	Italy	100.00
92	Ivory Coast	60.00
93	Jamaica	75.00
94	Japan	100.00
95	Jordan	60.00
96	Kampuchea (Cambodia)	75.00
97	Kazakhstan	75.00
98	Kenya	60.00
99	Kiribati	60.00
100	Korea(North)	60.00
101	Korea(South)	100.00
102	Kuwait	75.00
103	Kyrgyzstan	75.00
104	Laos	60.00
105	Latvia	75.00
106	Lebanon	60.00

Sr. No.	Name of the Country	Daily Allowance
107	Lesotho	60.00
108	Liberia	60.00
109	Libya	60.00
110	Lithuania	100.00
111	Luxembourg	100.00
112	Macao	100.00
113	Madagascar	60.00
114	Malawi	60.00
115	Malaysia	75.00
116	Maldives	60.00
117	Mali	60.00
118	Malta	100.00
119	Martinique	75.00
120	Macedonia	75.00
121	Mauritania	60.00
122	Mauritius	60.00
123	Mexico	75.00
124	Micronesia	100.00
125	Moldova	75.00
126	Monaco	60.00
127	Montenegro	75.00
128	Mongolia	60.00
129	Montserrat	75.00
130	Morocco	60.00
131	Mozambique	60.00
132	Myanmar	60.00
133	Namibia	75.00
134	Nauru	60.00
135	Nepal	60.00
136	Netherland	100.00
137	Netherlands Antilles	75.00
138	New Caledonia	60.00
139	New Zealand	100.00
140	Nicaragua	75.00
141	Niger	60.00
142	Nigeria	60.00
143	Niue	60.00
144	Norway	100.00
145	Oman	75.00
146	Pacific Island (Trust territory)	75.00
147	Pakistan	60.00
148	Panama	75.00
149	Papua New Guinea	100.00
150	Paraguay	75.00
151	Puerto Rico	75.00
152	Principally of Liechtenstein (Vaduz)	100.00
153	Peru	75.00
154	Philippines	75.00
155	Poland	75.00
156	Portugal	100.00
157	Qatar	75.00
158	Reunion	60.00
159	Republic of Palau	75.00
160	Republic of Slovenia	100.00

Sr. No.	Name of the Country	Daily Allowance
161	Republic of San Marino	100.00
162	Romania	100.00
163	Rwanda	60.00
164	Samoa	60.00
165	Sai Torne & Principe	60.00
166	Saudi Arabia	75.00
167	Senegal	60.00
168	Serbia	75.00
169	Seychelles	75.00
170	Sierra Leone	60.00
171	Singapore	75.00
172	Slovak Republic	75.00
173	Solomon Island	60.00
174	Sornalla	60.00
175	South Africa	75.00
176	Spain	100.00
177	Sri Lanka	60.00
178	St. Kitts & Nevis	60.00
179	St. Lucia	60.00
180	St. Vincent & Grenadines	60.00
181	Sudan	60.00
182	Surinam	75.00
183	Swaziland	60.00
184	Sweden	100.00
185	Switzerland	100.00
186	Syria	75.00
187	Tajikistan	75.00
188	Tanzania	60.00
189	Thailand	75.00
190	Togo	60.00
191	Tonga	60.00
192	Trinidad &Tobago	75.00
193	Tunisia	60.00
194	Turkey	100.00
195	Turkmenistan	75.00
196	Turks & Calcos	75.00
197	Tuvalu	60.00
198	Uganda	60.00
199	UAE.	75.00
200	U.K.	100.00
201	U.S.A.	100.00
202	Russian Federation	75.00
203	Ukraine	75.00
204	Uruguay	75.00
205	US Virgin Islands	60.00
206	Uzbekistan	75.00
207	Vanuatu	75.00
208	Venezuela	75.00
209	Vietnam	60.00
210	Yemen	60.00
211	Walls Futon Islands	60.00
212	Zaire	60.00
213	Zambia	60.00
214	Zimbabwe	75.00

Chapter –VII

TRAVELLING ALLOWANCE FOR JOURNEYS FOR MISCELLANEOUS PURPOSES

7.1 Journey to Take an Obligatory Examination

A university employee, who appears in an obligatory departmental examination declared as such by the University from time to time, shall be entitled to travelling allowance at tour rates, 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 its cancellation has not been made by newspaper or it is not received by the employee before he undertakes such a journey, he shall be entitled to travelling allowance at tour rates 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.

Note:-Departmental examination includes type test or any other test/examination compulsory for satisfactory completion of probation period, to get normal increment or promotion to higher post.

7.2 Journey During Suspension.

- i) An employee under suspension undertaking a journey to attend a departmental enquiry or some other official purpose may be permitted to draw, for such a journey, actual travelling expenses 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 transfer travelling allowance/composite transfer grant but nothing 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.

7.3 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.

7.4 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. If the return journey involves travelling by air or sea, from the port at which he lands in India, to the station to which he is recalled.

7.5 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.

Note:- Journey by air for medical treatment is not admissible at University expense except when it is certified by the Chief Medical Officer of the University Hospital that journey by any mode, other than by air, would have definitely endangered the life of the patient or involved a risk of serious aggravation of his condition.

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

Note 2- The facility of travelling allowance under this rule shall not be admissible for follow up treatment or outdoor treatment.

Note 3.- The provisions of this rule shall also apply mutatis mutandis to a retired University employee. In case of a retiree already living in other State/ Union Territory, shall also be entitled to travelling allowance in such like cases recommended by the Chief Medical Officer of University Hospital.

- 2 Travelling allowance is not admissible for a journey undertaken to obtain a medical fitness certificate on first appointment in the University.
- 3 If a University employee, who applied for leave on medical 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 admissible on tour 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.

7.6. Travelling allowance while on training within India:-

When a University employee is deputed to undergo a course of training, he shall be entitled to—

- (a) Travelling allowance for to and the return journey from the place of training, including the journey essential for such training, if any, performed during the course of training; and
- (b) Daily allowance for the days of halt shall be as under:-

(i)	Where there are no institutional arrangements for boarding and	Full daily allowance upto first sixty days
(ii)	If arrangements exists on payment basis for either boarding or lodging only.	Full daily allowance or half daily allowance plus actual boarding or lodging charges, whichever is more.
(iii)	If arrangements exists on payment basis for both boarding and lodging.	Full daily allowance or 1/4 th daily allowance plus actual boarding and lodging charges in the institution, whichever is more.
(iv)	If arrangements exists free of cost for either boarding or lodging only	1/2 daily allowance
(v)	If arrangements exist free of cost both for boarding and lodging.	1/4 th daily allowance

- (c) The above admissibility of daily allowance shall be reduced to half after sixty days of training.
- (d) For the days of journey, the daily allowance shall be admissible at tour rates.
- (e) No hotel charges shall be admissible in case of training within or out of Haryana.

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.

7.7 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, the non-official members of the Board will be paid Rs. 3000/- per meeting of Board of Management. However they will not be paid daily allowance.

- ii) The non-official members of the Board of Management residing at the place of holding a meeting of the Board of Management will be paid Rs. 3000/- per meeting in lieu of daily allowance. However, they will be paid one daily allowance at the rate as admissible to the Members of State Legislature for each day for attending the meeting of Finance Committee or any other Committee or any other Committee set up by the Board. If the meeting of the Finance Committee or any other committee, set up by the Board is held on the same day, no daily allowance will be payable.
 - iii) The Members of the State Legislative Assembly who are non-official members of the Board will be entitled to daily allowance at the rates as admissible to the Members of 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 travelling allowance 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/Government, applicable to the member. However, full payment of travelling allowance bill prepared according to LUVAS Travelling Allowance Rules will be made to him on-the spot.

7.8 Travelling Allowance to members of Selection Committee/Examiners.

1. Travelling allowance 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. Travelling allowance 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 travelling allowance is claimed according to rules of the Institution/Government. 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/Government 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 travelling allowance bill prepared according to LUVAS Travelling Allowance Rules will be made to him on-the spot.

7.9 Travelling allowance to teachers, eminent scientists called for giving extension lectures and other persons when called for University business.

They shall be paid travelling allowance as referred to in rule 7.8 above and at the rates prescribed in Chapter- II of these rules.

7.10 Travelling allowance 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.

7.11 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-VIII

DRAWL OF ADVANCE Travelling Allowance. AND CONTROL OVER Travelling Allowance BILLS

8.1 Drawl of Advance Travelling Allowance

An employee of the University, including one on foreign service, may be given advance travelling allowance 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. It will be worked out at the rates applicable to him as per his Grade.

- Note. i) Controlling Officer for the purpose of travelling allowance shall be the sanctioning authority for advance travelling allowance on tour.
- ii) The advance is adjustable in full in the travelling allowance 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 travelling allowance 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 travelling allowance on a second occasion will be allowed only after the account in respect of first advance has been rendered by the concerned employee.

8.2 Duties of the Drawing and Disbursing Officer

An employee preferring travelling allowance 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 travelling allowance bill submitted for payment.

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

- i) That the travelling allowance bill has been prepared in accordance with the rules and that prescribed certificates in support of the claim have been appended to the bill. Usual certificates to be furnished in case of travelling allowance 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 travelling allowance 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 travelling allowance bill.
- iv) That the advance travelling allowance if any drawn has been refunded or adjusted in the TA bill prepared in respect of the journey for which it was drawn.

8.3 Submission of claim of travelling allowance bills:-

A University employee will submit his travelling allowance claim bill in the prescribed form appended to these rules, only once in a month for various journeys performed during the preceding month and no supplementary claim in this regard will be entertained. A copy, in original, of tour programme approved by the competent authority shall invariably be attached with the bill.

8.4 Time limit to prefer travelling allowance claim

The right of a University 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 became due .i.e within one year from the date of completion of journey(s) to which the claim relates.

8.5 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.

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 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 may be deleted.

Chapter-IX

Leave Travel Concession

9.1 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

9.2 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)

9.3 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.
6.	Whether a University employee appointed on Re-appointment is entitled to one month's salary in lieu of leave travel concession.	A Re-employed employee can also claim for one month's salary in lieu of leave travel concession provided he has completed one year's continuous service after re-employment and the re-employment is for four years and more.

