

Entitlement for Domestic Travel (T.A./D.A.) Categorization of Panjab University Employees on the Basis of Grade Pay shall as under:-

<u>Category</u>	<u>Grade Pay</u>
I	Rs. 10,000 and above
II	Rs. 7600 to Rs. 9,999
III	Rs. 5400 to Rs. 7599
IV	Rs. 3800 to Rs. 5399
V	Below Rs. 3800

(ii) The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under:

(a)	Cities with population of 50 lakhs and above	A1
(b)	Cities with population of 20 lakhs and above but less than 50 lakhs	A2
(c)	Cities with population of 10 lakhs and above but less than 20 lakhs	B1
(d)	Cities with population of 5 lakhs but less than 10 lakhs	B2

(iii) **Daily Allowance:-** The revised rates of daily allowance shall be as under:
(In Rs.)

Grade Pay Category	A1 Hotel/Non-Hotel rates	A2 Hotel/Non-Hotel rates	B1 Hotel/Non-Hotel rates	B2/other places Hotel/Non-Hotel rates
I	800	640	480	320
	400	320	240	160
II	700	560	420	240
	300	240	180	120
III	450	360	270	180
	250	200	150	100
IV	380	300	230	150
	200	160	120	80
V	300	240	180	120

	150	120	90	60
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The other conditions for daily allowance should remain in force: For example:

- a) No allowance should be permissible within a radius of 8 kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;
- b) Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;
- c) A full Daily allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
- d) No incidental charges should be payable in addition to the half Daily Allowance/Half Daily Allowance.

(iv) **Travel Entitlement by Rail/air:** The entitlement to travel by air & Rail shall be as under:

<u>Grade Pay Category</u>	<u>Entitlement by Rail</u>
I	Ist Class AC/Executive Class
II	Ist Class/AC Chair Car/AC Two tier sleeper
III	Ist Class/AC Chair Car/AC Three Tier
IV & V	Second Class Sleeper

Other conditions for travel by train will remain the same.

The entitlement to **travel by Air within India** shall be as under:

<u>Grade Pay Category</u>	<u>Entitlement class by Air</u>
I & II	Economy Tourist class/Standard class
III	Economy Tourist class/Standard class (with the condition that on way distance is more than 500 kms.)

In case of **International travel**, offices of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/Club Class in cases where the one-way flying time is more than 8 hours, & economy class for all other international flights. All other officers of the State Government would be entitled to travel by Economy Class.

(V) Journey by Road:

(a) The grade pay ranges for travel by public bus/auto-rickshaw/scooter/motor cycle, AC Taxi/Taxi/own car is revised as indicated below:-

<u>Grade Pay Category</u>	<u>Entitlement</u>
(1)	(2)

I & II	Actual fare by any type of public bus including air-Conditioned bus.
	OR
AC taxi.	At rates prescribed by the Transport Department of Taxi when the journey is actually performed by AC
	OR
	Actual fare for journeys by autorickshaw.
III	Same as for (I & II) above with the exception that journeys by AC taxi will not be permissible.
	OR
	At prescribed rates for auto rickshaw/own scooter/motorcycle/moped etc.
IV & V	Actual fare by ordinary public bus only
	OR
	At prescribed rates for auto rickshaw/own scooter/motorcycle/moped etc.

(b) The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, will be Rs. 1.20 per kilometer.

(VI) Accommodation:- The maximum rates for hotel accommodation/Tourist Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under:

Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.

Classification of City

	A1	A2	B1	B2/Other Places
	(Any hotel room upto rupees per day)			
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

At New Delhi and Shimla, the expenditure on hotel accommodation and Daily Allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/Circuit Houses/Rest House at these places.

(vii) Travelling Allowance on Transfer: Transport charges for the carriage of their personal effects on transfer shall be as under:-

<u>Grade Pay Category</u>	<u>Carriage Entitlement</u>
I & II	Two Trucks
III	One Truck
IV & V	One Truck

- (a) The rates shall be fixed for carriage of personal effects by road only. The State transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometer and revise them atleast annually, if necessary, he may fix separate rates for journey covering smaller distance.
- (b) If an employee transport his personal effects by rail, the existing rules and instructions shall apply.
- (c) The time limit for the presentation of Travelling Allowance bill for shifting of personal effects on retirement will be two years.

3. The decisions contained in this letter shall be effective from the First day of August, 2009. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

4. The instructions/orders issued from time to time on the subject shall be treated to have been modified to the extent of the decision contained in this letter.