

**Haryana Civil Services (Travelling Allowance) Rules 2016**

**Rule 4: Regulation of claim**

- The claim is governed by the rules in force when the journey is performed.
- No arrears arise merely from retrospective promotion or retrospective pay increase.

**Rule 5: Interpretation and relaxation**

- Finance Department may interpret, amend, relax or remove doubts under the Rules.

**Some points to remember:**

- Daily Allowance meets ordinary daily expenses while away from headquarters. No DA is normally admissible where the shortest distance is less than 20 km.
- Public conveyance includes regular train, bus, aircraft and river-steamer services; it excludes chartered conveyance. Hem Sharma Classes: 9991500264
- Shortest route is ordinarily bus stand to bus stand within Haryana and railway station to railway station outside Haryana.
- Tour means absence from headquarters in public interest with proper sanction of an authority not lower than the Head of Office.

**Rule 8(7) Own vehicle Amended vide Gazette notification dated 7 April 2023**

- A registered personal vehicle in the employee's name or spouse's name.

Also includes a vehicle borrowed from the employee's parents, real brother or real sister.

**Rule 9: Kinds of TA:** Hem Sharma Classes: 9991500264

- Actual travelling cost
- Daily Allowance
- Hotel reimbursement
- Road Mileage Allowance
- Local Mileage Allowance
- Composite Transfer Grant

## 1. Grading and general conditions

### Rule 10: Grading Revised: vide Finance Department order dated 20 June 2018

| Grade                          | HCS revised pay level | ACP level added vide Finance Department order dated 30 July 2019 |
|--------------------------------|-----------------------|------------------------------------------------------------------|
| I                              | 19 and above          | 23 and above                                                     |
| II                             | 16–18                 | 20–22                                                            |
| Hem Sharma Classes: 9991500264 |                       |                                                                  |
| III                            | 8–15                  | 11–19                                                            |
| IV                             | 5–7                   | 5–10                                                             |
| V                              | 4 and below           | 4 and below                                                      |

- During transit between posts, the lower post determines the grade.

*Hem Sharma Classes: 9991500264*

### Rule 11 Leave or suspension

- Entitlement is based on emoluments drawn immediately before leave or suspension.

### Rule 12 Authority competent for tour

| Authority                      | Jurisdiction                  |
|--------------------------------|-------------------------------|
| Hem Sharma Classes: 9991500264 |                               |
| Head of Office                 | Haryana, Chandigarh and Delhi |
| Head of Department             | Anywhere in India             |
| Administrative Department      | Within and outside India      |

### Rule 13 Beginning and end of journey

- Transfer journey begins or ends at the employee's actual residence.
- Another official journey begins or ends at the duty point or residence.

### Rule 14 False claim

1. Journey not actually performed.
2. Higher class claimed although travel was in a lower class.
3. False ticket or certificate submitted.
4. Mileage or toll claimed without actually using the stated vehicle.
5. A false claim may attract a major penalty.

## Travel by public conveyance

### Rules 15 and 16: Higher or lower class

1. Travel above entitlement is permitted, but reimbursement remains restricted to entitlement.
2. Travel in a lower class is reimbursed at the actual lower fare.
3. For public conveyance, actual fare or entitled fare, whichever is lower, is payable.

### Rule 17: Bus: Revised vide Finance Department order dated 20 June 2018

| Grade | Entitlement                                        |
|-------|----------------------------------------------------|
| I–III | Haryana Roadways Volvo or any AC bus               |
| IV    | Non-AC Deluxe bus                                  |
| V     | Non-AC Ordinary bus Hem Sharma Classes: 9991500264 |

### Rule 18: Rail: Revised vide Finance Department order dated 20 June 2018

| Grade | Entitlement                                                    |
|-------|----------------------------------------------------------------|
| I–II  | AC First Class or Executive Class                              |
| III   | AC II Tier or AC Chair Car                                     |
| IV    | AC III Tier or Non-AC Chair Car Hem Sharma Classes: 9991500264 |
| V     | Second Class Sleeper or Second Class                           |

- Train includes Shatabdi, Suvidha, Rajdhani, Duronto, Premium and Premium Tatkal services.

### Rule 19: Sea or river steamer: Revised vide Finance Department order dated 20 June 2018

1. Grades I–II: highest available class; Grade V: lowest available class.
2. Grades III–IV:
  - If one class - available class;
  - If two classes - lowest;
  - If three Classes - second highest;
  - If four Classes - third highest.

## Air journey

### Rule 20: Air entitlement: Revised vide Finance Department orders dated 20 June 2018 and 30 July 2019

| Grade                           | Within India                          | Outside India   |
|---------------------------------|---------------------------------------|-----------------|
| Grade I: FPL-20 or ACP Level 24 | Business Class                        | Business Class  |
| Grade I: FPL-19 or ACP Level 23 | Economy Class                         | Premium Economy |
| Hem Sharma Classes: 9991500264  |                                       |                 |
| Grade II                        | Economy Class                         | Economy Class   |
| Grade III                       | Economy Class subject to conditions * | Economy Class   |
| Grade IV                        | Not ordinarily entitled               | Economy Class   |
| Grade V                         | Not ordinarily entitled               | Economy Class   |

#### Grade III conditions\*

- A Head of Department may travel within India without the 500-km restriction.
- Another Grade III employee requires prior approval of the Administrative Secretary and the journey must exceed 500 km.

### Emergent journey: Amended vide Finance Department order dated 26 August 2020

- If prior approval was not obtained in an emergent situation, ex-post facto sanction of the Administrative Secretary must be obtained.

*Hem Sharma Classes: 9991500264*

### Rule 21: Exceptional air journey

- Administrative Department may permit exceptional air travel in public interest in consultation with Finance Department.

### Rules 23 and 24: Charges and documents

- Reservation, sleeper, Tatkal, e-ticketing and official or unavoidable cancellation charges are reimbursable. Hem Sharma Classes: 9991500264
- Travel-agent agency charges are not reimbursable.

- Original ticket is required for air, AC rail/bus, deluxe bus and river steamer; air travel also requires the boarding pass.

## 2. Road Mileage Allowance

**Rule 26: Own vehicle taxi or auto-rickshaw: Rates revised vide Finance Department order dated 20 June 2018**

| Grade | Mode                         | Road Mileage Allowance        |
|-------|------------------------------|-------------------------------|
| I–III | Own car or AC taxi           | ₹16 per km actually travelled |
| IV–V  | Own scooter or auto-rickshaw | ₹9 per km actually travelled  |

- Apply the amended definition of own vehicle under Rule 8(7), notification dated 7 April 2023.
- Vehicle registration number must be stated in the claim.
- Mileage is normally calculated by the shortest route; approval is required wherever prescribed. Hem Sharma Classes: 9991500264

### Rule 27: Toll charges

- Actual toll is payable in addition to mileage on production of the original receipt.

### Rule 28: Employees travelling together

- Only the vehicle owner receives mileage; co-passengers are treated as receiving a free lift.
- Co-passengers may claim admissible DA but not road mileage.

## 3. Local Mileage Allowance Hem Sharma Classes: 9991500264

**Rule 29: Local journey: Revised vide Finance Department order dated 20 June 2018**

| Grade | Rate                                             |
|-------|--------------------------------------------------|
| I–III | ₹16 per km or actual expense, whichever is lower |
| IV–V  | ₹9 per km or actual expense, whichever is lower  |

- Within Haryana and Chandigarh: maximum 50 km per city, subject to the rule's large-city exception.

- Includes travel between office or residence and bus stand, railway station or airport at headquarters and tour station.
- A self-verified original payment receipt must be attached.

| Absence                        | Percentage of maximum local entitlement in terms of distances       |
|--------------------------------|---------------------------------------------------------------------|
| Less than 6 hours              | 30%<br>i.e. up to a ceiling of 15 Kms. within Haryana & Chandigarh  |
| Hem Sharma Classes: 9991500264 |                                                                     |
| 6–less than 12 hours           | 50%<br>i.e. up to a ceiling of 25 Kms. within Haryana & Chandigarh  |
| 12–24 hours                    | 100%<br>i.e. up to a ceiling of 50 Kms. within Haryana & Chandigarh |

**Note:** The rates of ₹9 or ₹16 per km cannot be reduced proportionately. As per the amendment dated 20-06-2018, the percentage restriction applies to the maximum admissible distance, not to the per-kilometre rate.

As per (G) of amendment dated 20-06-2018: Actual entitlement to claim 'reimbursement for local journey' as percentage to the entitlement mentioned in column 3 pertaining to the maximum entitlement **in terms of distance**.

*Hem Sharma Classes: 9991500264*

**Rule 30: Journey within 20 km**

- Actual/local mileage may be allowed up to 25 km per day for an official journey within 20 km of headquarters.
- Head of Office may relax the 25-km limit for recorded exceptional reasons; ordinary DA is not admissible. Hem Sharma Classes: 9991500264

#### 4. Daily Allowance

**Rule 31: Daily Allowance rates: Revised vide Finance Department order dated 20 June 2018**

| Grade | Haryana and Chandigarh | Outside Haryana and Chandigarh |
|-------|------------------------|--------------------------------|
| I     | ₹700                   | ₹800                           |
| II    | ₹600                   | ₹700                           |
| III   | ₹500                   | ₹600                           |
| IV    | ₹400                   | ₹500                           |
| V     | ₹300                   | ₹400                           |

**Rule 32: Conditions and duration: Revised vide Finance Department order dated 20 June 2018**

| Absence beyond 20 km | DA   |
|----------------------|------|
| Less than 6 hours    | 30%  |
| 6–less than 12 hours | 50%  |
| 12–24 hours          | 100% |

- Duration percentages apply irrespective of the mode of journey and are calculated midnight to midnight per day.
- No DA on a day of casual leave/restricted holiday, or on Sunday/holiday if not actually present at the tour station.
- Normal limit is 10 tour days a month; HOD may allow up to 15 and Administrative Secretary beyond 15. Hem Sharma Classes: 9991500264
- Only one DA is admissible for two journeys on the same day; a continuous 10-day halt may become temporary headquarters.

**Rule 33: DA beyond 10 days**

- Specified exceptions include election duty, compulsory training, government court cases, accompanying personal staff and drivers.

- Deputy Commissioners: up to 15 days; PWD/Panchayati Raj Junior Engineers: up to 20 days.

**Police personnel: Amended vide Gazette notification dated 3 July 2024**

- Police personnel may draw DA up to 20 days in a month irrespective of their place of posting.

**Rule 34: Place of night halt**

- DA follows the city where the succeeding night is spent; if night is spent on a train, destination rate applies. Hem Sharma Classes: 9991500264

**Rule 35: Enforced halt**

- Full DA may be allowed for an unavoidable halt caused by blockade, curfew, flood, snowfall, landslide or transport disruption, with HOD sanction.

*Hem Sharma Classes: 9991500264*

**Rules 36 and 37: Mode of journey**

- The duration structure of 30%, 50% and 100%, revised vide Finance Department order dated 20 June 2018, applies *irrespective of the mode of journey*. No fare or mileage is payable for the portion travelled in a government vehicle.

**Rule 38: Government rest house**

- Paid lodging in a non-commercial government rest house may be reimbursed; DA is reduced to 25%. Hem Sharma Classes: 9991500264

**Rule 39: State guest**

| Free facility                           | DA            |
|-----------------------------------------|---------------|
| Boarding and lodging for full day       | $\frac{1}{4}$ |
| Either boarding or lodging for full day | $\frac{1}{2}$ |
| Both for half day                       | $\frac{1}{2}$ |
| Either one for half day                 | $\frac{3}{4}$ |

## 5. Hotel reimbursement

### Rule 40: Hotel outside Haryana and Chandigarh: Revised vide Finance Department order dated 20 June 2018

| Grade | Daily room-rent ceiling |
|-------|-------------------------|
| I     | ₹5,000                  |
| II    | ₹4,000                  |
| III   | ₹3,000                  |
| IV    | ₹1,500                  |
| V     | ₹500                    |

- Requires overnight stay and a self-verified original hotel receipt; each night counts as one day. Hem Sharma Classes: 9991500264
- Actual expenditure is reimbursed subject to the ceiling.
- For a hotel claim, 50% of otherwise admissible DA is treated as full DA for this purpose.
- Commercial hotel charges are not ordinarily reimbursable within Haryana and Chandigarh.

## 6. Court inquiry and departmental examination

### Rules 41–44: Court and inquiry

- Rule 41: TA may be allowed for directed appearance before Police, Vigilance, CBI, commission or court; not for personal hearing requested by the employee.
- Rule 42: An employee not under suspension may receive TA for departmental inquiry attendance with the Inquiry Officer's certificate.
- Rule 43: TA and DA for inspecting defence records may include a halt up to three days, subject to relevance, non-availability at headquarters and approval.
- Rule 44: TA is admissible for official evidence; attendance certificate is required and court-paid travel amount must be adjusted. Hem Sharma Classes: 9991500264

**Rule 49: Departmental examination**

- TA and DA are admissible for obligatory departmental/in-service examination, not direct recruitment examination. Hem Sharma Classes: 9991500264
- Maximum two attempts for a particular examination.
- Compulsory type tests and tests linked to probation, increment or promotion are covered.

*Hem Sharma Classes: 9991500264*

**Rule 50: Examination cancelled**

- TA remains admissible if the journey began before information of cancellation was received.

**7. Training****Rule 51: Training within India**

| Arrangement                       | Entitlement                                              |
|-----------------------------------|----------------------------------------------------------|
| No institutional boarding/lodging | Full DA for first 60 days                                |
| Either one available on payment   | Full DA or ½ DA plus actual charge, whichever is higher  |
| Both available on payment         | Full DA or ¼ DA plus actual charges, whichever is higher |
| Either one free                   | ½ DA                                                     |
| Both free                         | ¼ DA                                                     |

- After 60 days, admissible DA is reduced by half; journey-day DA is at tour rates.

**Rule 51(e): Hotel during training: Amended vide Gazette notification dated 31 December 2024**

- If boarding/lodging is provided but not used, it is deemed availed and no hotel charge is admissible. Hem Sharma Classes: 9991500264
- If the training institute or Haryana Government does not provide boarding/lodging, hotel charges are reimbursable according to entitlement.
- The former absolute prohibition in clause (f) was omitted.

## 8. Composite Transfer Grant

### Rule 53: Eligibility

- Transfer must be in public or administrative interest and involve a change of residence.
- Residence-shifting certificate must be furnished within six months; the transfer order must state public/administrative interest.
- Where both spouses are Haryana employees transferred to the same station within six months, only one may claim. Hem Sharma Classes: 9991500264
- Transfer at own request ordinarily does not qualify.

### Rule 54: Basic schedule: Revised vide Finance Department order dated 20 June 2018

| Distance       | Grades I–II | Grade III   | Grade IV    | Grade V     |
|----------------|-------------|-------------|-------------|-------------|
| Up to 20 km    | ₹10,000     | ₹7,500      | ₹5,000      | ₹2,500      |
| 21–100 km      | ₹20,000     | ₹15,000     | ₹10,000     | ₹5,000      |
| 101–200 km     | ₹30,000     | ₹22,500     | ₹15,000     | ₹7,500      |
| 201–300 km     | ₹40,000     | ₹30,000     | ₹20,000     | ₹10,000     |
| 301–500 km     | ₹48,000     | ₹36,000     | ₹24,000     | ₹12,000     |
| 501–1,000 km   | ₹48,000 + X | ₹36,000 + X | ₹24,000 + X | ₹12,000 + X |
| Above 1,000 km | ₹60,000 + X | ₹45,000 + X | ₹30,000 + X | ₹15,000 + X |

- X means actual admissible cost of transporting eligible family members.

### Annual increase: Clarified vide Finance Department memorandum dated 14 September 2022

- Composite Transfer Grant increases automatically by 5% from 1 April every year, not 1 January.

## 9. Medical treatment, retirement and death

### Rules 64 and 67: Medical treatment

- Rule 64: Authorised travelling expenses and admissible DA may be paid for medical treatment within India; air travel is ordinarily not admissible.
- Rule 67: An attendant may receive TA when the Medical Officer certifies that the patient cannot safely travel alone.

### **Rules 69–74: Retirement and death**

- Rules 69–73: A retiring employee may receive transfer-type TA/Composite Transfer Grant for shifting to the place of settlement, subject to time and conditions.
- Rule 74: Eligible family of a deceased/disappeared employee may receive transfer TA subject to the prescribed conditions.

## **10. Submission and control of TA claims**

### **Rule 77: Monthly claim**

- Submit only once a month for journeys performed during the preceding month; no supplementary claim. Hem Sharma Classes: 9991500264
- Attach the original approved tour programme.

### **Rule 78: Declaration**

- Employee must certify in their own handwriting that journeys were actually performed and the claim follows the Rules.

### **Rule 79: Limitation**

- Claim must be preferred within one year from completion of the journey.
- A claim submitted within one year does not become time-barred merely because it remains pending thereafter. Hem Sharma Classes: 9991500264

### **Rules 81 and 82: Controlling Officer**

- The Controlling Officer verifies necessity, duration, distance, fare, class, duplicate payment and reasonableness.
- TA must not become a source of profit; no bill is payable without the prescribed countersignature.