

journey. Sanction of Board is necessary for claims of road meterage preferred both ways.

329. Wherever concessional rates are allowed by railway for return journeys, etc., the same should be availed of by the employees and their claim towards railway fare reduced accordingly.

330. Deleted.

331. Where, after an employee has purchased his railway ticket for an authorised journey on tour, the journey is cancelled either fully or partly, solely due to official reasons, the employee concerned should prefer to the appropriate railway authority, his claim for refund of cancellation charges on unused tickets (including A.c.c. tickets) duly supported by a certificate from the head of the office to the effect that the journey had to be cancelled solely due to official reasons. Where however, the employee himself is the head of the office, he may furnish such a certificate in his official capacity. The claim for refund preferred on the railway should be restricted to what it would be, had the employee booked and cancelled his journey by the shortest route.

The ordinary reservation fee in such cases will be reimbursed by the Board to employee concerned without waiting for the acceptance of his claim for refund of cancellation charges by the railway authorities.

II Journey by Road.

332. Travelling by road includes travelling by river otherwise than in a steamer, and travelling by canal.

333. Subject to the general conditions of the section 'B' the rates of road meterage admissible to Board employees in respect of road journeys in owned/hired/borrowed conveyance shall be as laid down under Regulation 333(A).

333 (A)

Category	When Journey is performed by			
	Bicycle/ Foot	Motor Cycle/ Scooter/Tanga Cycle Rikshaw/ Man Driven Rikshaw	Full taxi / Own Car.	Auto Rikshaw
I	30 paise per km	Re.1/-per km	Rs.3/- Per km	Rs.2/- per km subject to a minimum of Rs.4.60
II	-do-	-do-	-do-	-do-
III	-do-	-do-	-do-	-do-
IV	-do-	-do-	-do-	-do-

Note:- The meterage allowance prescribed under this Regulation shall be admissible when an employee travels by foot or owned car or borrowed conveyance under the following circumstances:-

- (i) Where the place is not connected by railway or any other recognised motor transport services;
- (ii) Between the duty point and the bus station/railway station/airport/seaport and vice-versa in respect of a journey on tour;
- (iii) Between the residence of the Board employee and the bus station/railway station/airport/seaport and vice versa in respect of a journey on transfer.
- (iv) Where an employee who is authorised or permitted to travel by road under Regulation 316, and where the Board vehicle allotted to him is not available for use due to break-down or absence of driver or any other reason or when no Board vehicle is specially provided for the purpose of journey.

333 (B) Where taxi charges are shared by more than one employee or where an employee takes a single seat in the taxi, meterage allowance admissible will be actual share admissible.

For similar arrangements by motor cycle/scooter/autorikshaw/man driven rikshaw, the road meterage admissible will be actual share admissible.

334. (a) When two or more employees travel on duty by road by a single conveyance owned by one of them only the employee owning the conveyance may draw D.A. and road meterage and the rest drawing only daily allowance as admissible. But if any or all of them have the necessity to and do take their conveyances also while so travelling they may also, subject to their furnishing a certificate in that behalf in their travelling allowance bills may draw road meterage and D.A. admissible.

(b) When an employee travels partly in another employee's car and partly in his own car in a single day, he will be allowed for the entire journey, the allowances admissible under this sub-regulation provided there was absolute necessity for taking his own car also and he takes that car even while travelling in another employee's car and certifies to that effect in the travelling allowance bill.

335. (a) An employee falling under any of the first three categories performing a single road journey or a road journey in continuation of a railway journey between places not connected by railway, in a motor conveyance plying regularly for hire and hired by him solely for his use, may claim reimbursement of the hire charges incurred, provided the claim is supported by vouchers for hire charges actually paid and it is limited to the road metreage admissible to him under Regulation 333, subject to approval of the Board.

The employee shall furnish the following certificate in his travelling allowance bill:

"I certify that I have enclosed the original vouchers for the charges claimed by me and that I did not perform the road journey by taking a single seat in a taxi, motor omnibus or motor lorry plying for hire".

(b) Where a category I or category II employee travels in a motor car of his relative or friend, only the actual charges incurred by him as evidenced by vouchers may be drawn subject to the limitation that these charges do not exceed the travelling allowance admissible if he had made the journey in his own car.

(c) An employee travelling between places not connected by public buses in hired conveyances, may draw the travelling allowance admissible if he had travelled in his car subject to furnishing the following certificate:

"I certify that the places.....for journeys between which road meterage is claimed at the rates prescribed in Regulation 333 are not connected by public buses. I also certify that the road journeys were not performed by me by taking a single seat in any public conveyance which plies regularly for hire between fixed points and charges/fixed rates and also that the journeys were not performed in any other vehicle without payment of its hire charges or incurring its running expenses."

(d) An employee performing a journey on foot between places connected by rail or public buses, may draw road metreage at the rate prescribed in Regulation 333.

336. In calculating road metreage, fractions of a kilometer in the total distance travelled on any day shall be omitted.

337. A. Deleted

338. Deleted.

III Journeys by sea or by River in Steamer.

339. Deleted.

340. Deleted.

341. Deleted

342. Deleted.

IV. Journeys by Air

343. Employees drawing pay of Rs.5435/- and above with effect from 1.4.1995, shall be entitled to travel by air for journey on tour outside the state.

Employees drawing pay of Rs.4160/- and above with effect from 1.4.1995 are entitled to travel by air for journey on tour within the state between the places connected by air.

Exception: (1) The Secretary and Financial Adviser & Chief Accounts Officer are permitted to travel by air for journey on tour irrespective of the pay drawn by them.

(2) In case of extreme urgency, the Chairman, may permit any other category of employee to travel by air in the interest of Board Service.

Note:- (1) An employee will be entitled to claim reimbursement of reservation charges, if any, paid by him as part of air fare. This will, however, not include agency charges paid to a travel agency, if accommodation is reserved through travel agency.

343.A. Deleted.

344. (1) Deleted.

(2) Wherever return tickets are issued by air transport companies at reduced rates, employees should avail of them if they expect to perform return journeys by air within the period for which such return tickets are available. In such cases, the allowance for the air journeys will be the actual cost of the return ticket.

(3) Insurance for air travel if any will be met from the Board funds.

Note:- (1) Claims for insurance premium for air journey should invariably be supported by the receipts or policies issued by the Insurance companies.

345. Deleted.

346. Charges paid for reservation of accommodation by air can be claimed along with travelling allowance. When after such reservation, the journey is cancelled for official reasons or due to circumstances which were unavoidable and beyond the control of the employee, the net amount paid to the air transport company consequent on such reservation and cancellation may be drawn in his travelling allowance bill.

V. Daily Allowance.

347. The daily allowance is intended to cover the ordinary daily charges of an employee on tour; it is admissible only on days on which an employee reaches a point, or returns from a point, exceeding eight kilometers from the prescribed point at his head quarters, including the days of halts on tour, or on an authorised holiday during such halt.

Note:- (1) No daily allowance is admissible for an halt or visit to a prescribed point/point of inspection which falls within the jurisdiction of the urban agglomeration even beyond 8 kilometers from the head quarters.

(2) For computation of "Daily Allowance" on tour, the total number of hours spent outside the headquarters, commencing from the time an employee actually leaves the headquarters and the time he/she actually returns/ arrives to/at the headquarters shall be reckoned and the daily allowance regulated as noted hereunder;

- | | |
|---|-----------------------|
| (i) Not exceeding 6 hours | No daily allowance |
| (ii) Exceeding 6 hours, but not exceeding 12 hours. | Half daily allowance. |

- (iii) Exceeding 12 hours, but not exceeding 24 hours. Full daily allowance.
- (iv) Exceeding 24 hours. Full daily allowance for every 24 hours and part thereof regulated as at (i) to (iii) above.

348. A. The rates of daily allowance admissible on tour within and outside the state are as under:-

Category to which employee belongs	Halt within the state			Halt outside the State	
	Bangalore	Other cities with Municipal Corporation.	Other places	Ahmedabad Bombay, Calcutta, Delhi, Gaziabad, Hyderabad, Kanpur, Pune, Simla, Srinagar, Goa, Diu & Daman.	Other Places
	Rs.	Rs.	Rs.	Rs.	Rs.
I	110	90	70	135	110
II	80	65	55	110	80
III	65	55	45	90	65
IV	45	40	35	65	45

(From 1.4.1995)

Special rates of daily allowance for stay in a hotel or other registered establishment providing boarding and or lodging at scheduled tariffs

348. B. The special rates of daily allowance for halts in respect of journeys on tour outside the state in a hotel or other registered establishment providing boarding and or lodging at scheduled tariffs shall be as under:-

Category to which employee belongs	Places of Halt	
	Gaziabad, Mussorie, Pune, Diu and Daman	Other places outside the State
	Rs.	Rs.
I	250	200
II	200	150
III	150	125
IV	100	75

(From 1.4.1995)

348. C. Actual hotel charges, daily allowance etc., to the Board Members and other officers/officials in respect of journeys on tour for halts at Delhi and other capital cities of the state (outside Karnataka) in India is reimbursable as follows:-

Category	Entitlement
Category - I	
1. Chairman and all Board Members	Minimum D.A. of Rs.250/- towards boarding etc., per day or actual expenditure; PLUS Hotel charges. They are permitted to stay in any of the Five star hotels. PLUS Actual cost of transportation charges.

Category - II

2. Chief Engineer,
Electricity (General) Daily allowance of Rs.200/
towards boarding etc., per
day
3. All Chief Engineers &
Officers of equivalent cadres. PLUS
Lodging charges.
4. Secretary OR
Actual hotel charges
5. Financial Adviser &
Chief Accounts Officer including boarding & lodging
They are permitted to stay in
any of the Four star hotels.
PLUS
Actual transportation charges.

Category - III

6. All Superintending
Engineers & Officers of
equivalent cadres. Daily allowance of Rs.160/
towards boarding etc., per
day
PLUS
Lodging charges.
7. All Executive Engineers &
Officers of equivalent
cadres OR
Actual hotel charges
including boarding &
lodging. They are permitted
to stay in Lodhi, woodlands
Hotel or other equivalent
hotel in New Delhi and Three
star hotels in other places.
PLUS
Actual transportation charges.

Category - IV

8. All other officers /
officials Daily allowance of Rs.130/
towards transportation,
boarding etc., per day
PLUS

Actual lodging charges upto
Rs.200/- per day.
They are permitted to stay in
'Yatrik Nivas' guest houses at
New Delhi or any other equivalent
hotels in Delhi and other places.
PLUS
Incidental fares thereon subject
to production of vouchers.

(From 1-4-1995)

Reimbursement of Lodging charges for halts in respect of Journeys on tour within the State.

348. D. Actual lodging charges in respect of journeys on tour for halts
within the state per day is reimbursable to the employees as follows
subject to production of vouchers.

Category	For Halts within the State	
	At District Head Quarters	At other places
	Rs.	Rs.
I	150	100
II	125	75
III	100	50
IV	75	35

(From 2.9.1996)

Note:- (1) Two-thirds of daily allowance is allowed on the days on
which lodging charges is reimbursed.

(2) Reimbursement of lodging charges shall be restricted to
the places where KEB guest houses are not available.

348 E. The computation of daily allowance on tour shall begin when an employee actually leaves his headquarters and ends when he actually returns/reaches to the place in which headquarters are situated whether he halts there or not.

349. The Board may by special or general order enhance the minimum rates of daily allowance to employees deputed for special duties.

350. (a) A daily allowance may not be drawn for more than ten days of halt at one place except in special cases in which it is established to the satisfaction of the Board that the prolonged halt was necessary in the interest of Board service and that the employee was put to extra expense by his halt after the expiration of the first ten days.

Exception:- (i) All employees who are required to be on duty and not as guests in connection with Dasara and other similar functions and the Meetings of the Legislature.

(ii) Internal Audit staff.

351. In all cases of halts exceeding thirty days at one place both within and outside the state, other than those covered by exception to Regulation 350(a) full daily allowance at rates admissible under Regulation 348(A) will be allowed for the first thirty days only. For the next sixty days only one-half of these rates will be payable. Thereafter, no daily allowance is admissible.

The Board may, in special cases, permit employees to draw full daily allowance even in respect of halts after thirty days at a place.

Note:-(1) In the case of halts on duty outside the state full daily allowance may be drawn at one place even after thirty days, subject to the provisions of Regulation 79.

(2) In the case of employees who are deputed for training/ refresher course, full daily allowance for the entire period of training/refresher course may be drawn at the rates specified in Regulation 348(A) read with 348(D) for a period not exceeding ninety days.

352. For the purpose of above Regulation, a halt within 8 kilometers or within the jurisdiction of an urban agglomeration of headquarters in the course of a tour is not treated as a halt on tour or absence from headquarters.

353. Employees who avails casual leave for half a day while on tour may draw only half the daily allowance admissible under these Regulations.

354. (a) An employee who, while on tour, is allowed free boarding and lodging at the expense of the Board, Central or State Government, or at the expense of an Autonomous Industrial or Commercial Undertaking or Corporation, or a Statutory Body, or a Local Authority in which the Board has any interest, may draw only one-fourth of the full daily allowance admissible to him at the place of halt.

(b) If both boarding and lodging are not allowed but only one of them, the employee may draw daily allowance at one half of the full rate.

Note:- Where employees provided with free lodging are required to pay any charges on account of their stay in such places, the lodging is not deemed to be free even when the charges so levied do not cover the entire cost of the facilities provided.

355. An employee provided with free boarding and /or free lodging should indicate the fact in his travelling allowance bill for the information of the countersigning authority and the pay drawing officer.

VI. Journeys in board vehicles

356. (a) An employee who travels in a vehicle provided at the expenses of the Board is entitled to draw daily allowance.

357. It is obligatory for an employee provided with a Board vehicle to make use of it for his journeys on tour. Whenever road meterage is claimed by such an employee for journeys made in his own car or otherwise, he should furnish in the travelling allowance bill full explanation as to why he could not make use of the Board vehicle.

Note:- Controlling officers should record a certificate in their travelling allowance bills as well as in those countersigned by them, claiming road meterage, that they or the claimants were not provided with Board vehicles, if road meterage is claimed even when such vehicles are provided, detailed reasons justifying the road meterage should be recorded in the travelling allowance bills.

VII. Conveyance allowance

358 When an employee has a large amount of travelling at or within a short distance from his headquarters, for which travelling allowance is inadmissible under the Regulations for "Journeys on Tour", a monthly conveyance allowance may be granted to him under the special sanction of Board. The word "Conveyance" in this Regulation includes a bicycle.

359 (a) Save as provided in sub-regulation (b) conveyance allowance is drawn all the year round along with pay. It is not forfeited during absence from headquarters, and can be drawn in addition to any other travelling allowance admissible under these Regulations other than road meterage. Whenever road meterage is claimed under sub-section II, the conveyance allowance for the day or days, should be deducted from the travelling allowance claimed.

Note:- In all pay bills containing claims of conveyance allowance, a certificate should be furnished that wherever Board vehicles were used during the month by employees drawing conveyance allowances, necessary deduction of conveyance allowance has been made in the pay bill or travelling allowance bills as the case may be agreeably to the provisions of this Regulation. For the purpose of the deduction, conveyance allowance for a day will be calculated at 1/30th of the monthly rate, uniformly.

(b) Conveyance allowance is inadmissible during joining time, leave or suspension and also when the employee is away on deputation.

Exception:- Conveyance allowance may be paid during joining time to employees those who own and eligible for conveyance allowance provided the conveyances are required by them for use in the new posts also subject to furnishing a certificate that the conveyance was maintained by them during the period of joining time.

360. Deleted.

VIII. Despatch of conveyance by rail

361. Deleted.

SECTION - 'D'

TRAVELLING ALLOWANCE FOR JOURNEY ON TRANSFER.

Introductory

362. An employee on transfer from one station to another is entitled to travelling allowance if he is transferred in the interest of Board service. A transfer at his own request should not be treated as a transfer in the interest of Board service.

Exception:- Transfer from one station to another station within the jurisdiction of any urban agglomeration is not treated as transfer and no transfer benefits are admissible.

Note:- (1) For the purpose of these Regulations, 'family' means employee's wife or husband legitimate children and step children and parents if residing with and wholly dependent on him.

Children of employees, who are studying in educational institutions and who are not actually residing with their parents at the time of transfer, but come later on to spend the vacation with them may be considered as members of the employees' 'family' under the definition of 'family' for purposes of travelling allowance under this Regulation. On transfer of the employees from one station to another,