

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,

travelling allowance for the journey of such children also may be allowed provided all other conditions for the grant of travelling allowance are fulfilled.

I. Transfer Grant

362 (A). An employee on transfer in Board's interest involving change of headquarters from one station to another Station shall be allowed to draw a lumpsum of transfer grant. The rate of transfer grant shall be as follows:-

| Category to which Board employee belongs | For transfer within the district | For transfer outside the district |
|--|----------------------------------|-----------------------------------|
| I | Rs.1200/- | Rs.2000/- |
| II | Rs. 900/- | Rs.1500/- |
| III. | Rs. 600/- | Rs.1000/- |
| IV. (From 1.4.1995) | Rs. 300/- | Rs. 500/- |

II. Allowance Admissible

363. Unless in any case, it be otherwise expressly provided in these Regulations, an employee is entitled for a journey on transfer, to travelling allowance as noted below:-

A. For journeys by road / by own car or hire taxi

- (i) An employee drawing pay of Rs.3010/- or above with effect from 1.4.1995 may on transfer in Board's interest, undertake journey by own car or by hired taxi and may claim single meterage at the rate of Rs.3/- per k.m. irrespective of the number of members of his family.

B. For journeys by road by bus

- (i) An employee whom on transfer undertakes journey by public bus may draw one fare for himself and an additional fare for each adult

member of his family and half fare for each child for whom such fare is paid.

C. For journeys by rail

- (i) An employee shall draw single fare of the class of accommodation for which he is entitled for himself and one extra fare for each adult member of his family who accompanies him and for whom full fare is paid and half fare for each child for whom such fare is paid.
- (ii) If a journey is undertaken by an employee by any means of conveyance by the class of accommodation lower than that at which he is entitled, the amount of travelling allowance payable to him shall be equal to what is admissible in accordance with (i) above.
- (iii) A person of over five years, but under twelve years of age is a child.

D. For journeys by air

- (i) An employee drawing pay of Rs.5435/- and above from 1.4.1995 is entitled to travel by air (including vayudoot services) on transfer and may claim one fare for himself and an additional fare for each member of his family.

E. Reimbursement of cost of transportation of personal effects

- (i) An employee, transferred in the interest of Board service shall be entitled to reimbursement of the cost of transportation of personal effects to a maximum permissible quantity as noted against each category:

| Category | Kilograms |
|----------|-----------|
| I | 5000 |
| II | 3000 |
| III | 1500 |
| IV | 1000 |

- (ii) An employee on transfer shall be entitled to draw the actual cost of transportation of his personal effects of maximum permissible quantity by goods train.
- (iii) If an employee transports his personal effects by any mode of conveyance other than goods train between places connected by railway, the amount reimbursable by the Board shall be equal to what it would have been had the maximum permissible quantity been transported by goods train.
- (iv) An employee on transfer shall be entitled to draw road meterage for transportation of his personal effects upto maximum permissible quantity at the following rates between places not connected by the railways:

| Category | Rate per K.M. |
|----------|---------------|
| I | Rs.10.00 |
| II | Rs. 6.00 |
| III | Rs. 3.00 |
| IV | Rs. 2.00 |

(From 1.4.1995)

- (v) Where door to door facility is not available for transportation of personal effects, an employee on transfer shall be entitled to road meterage at the following rates from the place of residence to the railway station/place of delivery of goods and vice - versa.

| Category | Rate per K.M. |
|----------|---|
| I to IV | Rs.30/- in Municipal corporation area. Rs.15/- in other areas. |

- (vi) If an employee on transfer, transports his personal effects by any route other than road, the amount reimbursable to him by the Board shall be equal to what is indicated at (iv) and (v) above.
- (vii) An employee on transfer, drawing pay of Rs.4160/- and above from 1.4.1995 may engage a whole railway wagon or avail himself of the facility of the container service provided by the railway, and draw,

- (a) If a railway wagon is engaged and the charges therefor exceed the charges for the maximum permissible quantity prescribed for them, the minimum railway charges for a wagon and the road meterage as admissible for transportation of personal effects between the places of residence and the railway station concerned.

or

- (b) If the facility of container service is utilised, the minimum railway charges for such service.

or

the amount admissible under (a) above, whichever is less.

Note:- (1) The term "personal effects" cannot be defined. The controlling officer should however satisfy himself that a claim to reimbursement of charges on account of transportation of such effects is reasonable.

(2) If an employee carries his personal effects by passenger, instead of by goods train, he may draw the actual cost of carriage limited to the amount which would have been admissible had he taken the maximum number of kilograms by goods train.

(3) An employee who carries his personal effects by road between stations connected by rail may draw actual expenses limited to the amount which would have been admissible had he taken the same quantity by goods train. In cases where the actual expenses claimed exceeds the limit mentioned above, the controlling authority may, for valid reasons, allow such claims not exceeding the amount which would have been admissible if the maximum permissible kilograms had been transported by goods train.

(4) Subject to the prescribed maximum permissible kilograms, an employee may draw the actual cost of

transporting his personal effects to his new station from a place in the State other than his old station (e.g., from a place where they are purchased enroute or have been left on the occasion of a previous transfer) or from his old station to a place in the State other than his new station, provided that the total amount drawn, including the cost of transporting these personal effects, do not exceed that admissible, had the maximum admissible permissible kilograms been transported by goods train from the old to the new station direct.

- (5) Subject to the maximum permissible kilograms prescribed above cost of transportation may be allowed at the "Quick Transit Service" rates if personal effects are actually transported by such service. A certificate to the effect that the personal effects were transported by the "Quick Transit Service" and that they reached the destination within the specified period, should be recorded by the claimant in the T.A.Bill.
- (6) Charges of transport of personal effects may be admitted in audit even when they do not for good and sufficient reasons accompany the employee but are carried within a reasonable time before or after the date of his journey on transfer.

F. Dispensation of Vouchers / Certificates

An employee shall be entitled to draw travelling allowance on transfer in accordance with his eligibility calculated on permissible basis without production of vouchers/certificates.

Reimbursement of actual cost of transportation of owned conveyance on transfer

364. An employee on transfer may draw the actual cost of transportation of conveyance at owner's risk, on the following scales, provided that;

- (1) the distance travelled exceeds 120 kilometers;
- (2) the employee is travelling to join a new post in which possession of a conveyance is advantageous from the point of view of his efficiency.

| Pay range | Conveyance allowed |
|--|--|
| Rs.4610/- or above | A Motor Car or a Motor Cycle |
| Rs.2210/- or above, but below Rs.4610/- | A Motor Cycle/Scooter/Moped or a Cycle. |
| Below Rs.2210/- | A Cycle |

(From 1.4.1995)

Note:- (1) Motor Cycle includes a side car.

(2) In the case of a Motor car, the cost of transporting a chauffeur, or cleaner, may be drawn if it is actually paid and the rules of the railway on which journey is undertaken do not allow his travelling free of charge.

(3) The conveyances may be taken by passenger train or goods train at the option of the employee. If they are taken by passenger train, the actual freight charged by the railway may be drawn by the employee. If they are taken by goods train, the employee may draw, in addition to railway freight charges, the cost of packing and transporting the packed car, motor cycle or cycle to and from the goods sheds at the station of despatch and arrival, provided that the total amount drawn i.e., railway freight plus packing and transport charges, does not exceed the freight charges for transporting the car, motor cycle, or cycle by passenger train.

365. A member of an employee's family who follows him within six months from the date of his transfer, or precedes him by not more than one month, may be treated as accompanying him. These two limits may be extended by the Board in individual cases attendant with special circumstances. If such

member travels to the new station from a place other than the employee's old station, the employee may draw the actual fare for the journey made by such member by rail plus road meterage for the actual distance of the road journey performed by such member, if any, subject to the limits prescribed in Regulation 363, the total charges being limited to the travelling allowance that would have been admissible had such member proceeded from the old station to new station. For the purposes of this Regulation, the category of an employee should be determined with reference to the facts on the date of his transfer while the charges for the railway fare should be determined with reference to the rates in force on the date of the journey in respect of which the travelling allowance is claimed.

Note:- When the family of an employee on transfer precedes or follows him and proceeds to a station other than the employees new head-quarters the period of one month or six months as laid down in this Regulation should be reckoned from the date of the employees handing over charge at his old station. If however, the family precedes to his new headquarters, the above limits should be calculated with reference to the date of his taking over charge at the new station.

III. Supplemental

366. An employee who claims travelling allowance for the members of his family accompanying him on transfer, must support his claim by a certificate showing their names and relationship of each member.

367. provisions of Regulations 363 to 366 apply also to an employee who under the orders of competent authority, is permitted to handover charge of his old post, or to take over charge of the new post, at a place other than its headquarters except that in respect of travelling allowance admissible to himself, he will draw:

- (i) travelling allowance as on tour from the place of handing over charge to the place of taking over;
- (ii) the difference between travelling allowance admissible for a journey

on transfer and travelling allowance admissible for a journey on tour from his old to his new headquarters;

- (iii) for the journeys from his old headquarters to the place of handing over charge or from the place of taking charge to his new headquarters, travelling allowance as for journeys on tour.

368. An employee whose headquarters are changed while he is on tour or training, and who proceeds to his new headquarters without returning to his old, is also entitled to travelling allowance under the provisions of Regulations 363 to 366, except that in respect of travelling allowance admissible to himself, he will draw:

- (i) travelling allowance as on tour for his journey upto the new headquarters;
- (ii) the difference between the travelling allowance admissible for a journey on transfer and that admissible for a journey on tour, from his old to his new headquarters.

369. In cases where both husband and wife are in the employment of the Board and are transferred at the same time or within six months of his/her transfer from one and the same old station to one and the same new station, transfer travelling allowance will not be admissible to both of them as independent employees. Either of them may claim transfer travelling allowance the other being treated as a member of his/her family not in the employment of the Board.

Note:- Each claim for transfer travelling allowance under the above should be supported by the following certificate.

"Certified that my wife/husband who is employed under the Board and who has been transferred from.....to.....within six months of my transfer has not already claimed any transfer travelling allowance in consequent of her/his transfer".

370. If the family of an employee, in consequence of his transfer, travel to a station other than the new head quarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed

the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

371. An employee appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this Regulation for so much of the journey on transfer as he has accomplished upto the place at which he receives the fresh orders and for the journey from that place to his new station.

372. An employee who takes leave of not exceeding six months after he has given over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to transfer travelling allowance under this Regulation, the same being calculated for the journey from his old to his new post.

373. An employee who takes leave of exceeding six months while in transit from one post to another may draw travelling allowance under this Regulation for so much of the journey to join the new post as he has accomplished before the order granting his leave is received, in addition to any allowance admissible under Regulation 374.

374. When on return from leave exceeding six months, an employee is posted to a headquarters other than that which he was stationed when he went on leave; the Controlling Officer may allow him the travelling allowance admissible under Regulation 363 E and 364 i.e., actual cost of carriage of personal effects and of transporting conveyance by rail and road, as for a journey from his old to his new station. Travelling allowance for the journeys of the employee and the members of his family is not admissible.

Exception:- Employees deputed abroad on study leave concession contemplated in Appendix IX shall, on return from study leave be entitled to transfer travelling allowance under the normal Regulations when they are posted to headquarters other than those at which they were stationed at the time of proceeding abroad.

375. The travelling allowance of an employee both when proceeding on transfer to foreign service and when reverting to duty under the Board shall be borne by the foreign employer.

Note:- The above Regulation applies even in cases in which an employee in foreign service takes leave immediately before returning to duty under the Board.

SECTION - 'E'

OTHER JOURNEYS

I. Conveyance at Board expense of families and personal effects of employees who die while in service.

376. (1) In the event of death of an employee while in service, the members of his/her family are entitled to claim reimbursement of their actual expenses for travelling from the last headquarters of the deceased employee to the place where his family decides to draw family pension limited to the following scale calculated by the shortest route, provided the journey is completed within six months after the death of the employee;
- (a) for journey by rail:
- (i) Single fare of the class of accommodation to which the deceased employee was entitled, for each member of the family;
 - (ii) cost of transportation of personal effects on the scale admissible under Regulation 363(E).
- (b) for journeys by road:
- (i) single meterage at the rate applicable to the deceased employee for a journey on tour as per the existing provisions irrespective of the number of members of the family.
 - (ii) cost of transportation of personal effects on the scale admissible under Regulation 363 (E).

Note: The following members of the family will be eligible to prefer the claim on behalf of all the family members in the order mentioned below:-

- (i) the widow (or the eldest surviving one) who is not a minor/the widower.
- (ii) if no one is surviving under (i) the eldest surviving major son/daughter who was dependent on the deceased.
- (iii) if no one is surviving under (i) and (ii) the legal guardian of the minors and in the absence of such a guardian, any person, who in the opinion of the head of the office, is entitled to receive payment on behalf of the minors subject to the execution of an indemnity bond by him.

The amount may be drawn on establishment travelling allowance bill by the head of the office under whom the deceased employee last served. The certificates prescribed for claims of travelling allowance on transfer of employees regarding class of accommodation used by railway, dependency and relationship of the family members, actual expenses of transportation of personal effects etc., should be furnished by the claimant in support of the claim under this Regulation.

- (2) The provision of this Regulation shall not apply to the families of:
 - (a) Employees engaged on contract and those who were not in the whole-time employment of the Board;
 - (b) employees who die while on leave preparatory to retirement;
 - (c) retired employees who have been re-employed;
 - (d) temporary employees whose continuous service on the date of death was less than three years.

II Joining First Appointment

377. Travelling allowance is not ordinarily admissible to any person for his journey to join the first appointment in the Board service. Any person appointed to the Board service in any capacity requiring technical skill or

knowledge for which he has been specially trained may however, be allowed with the sanction of Board; travelling allowance for joining his first appointment in such service. Such a person is treated as if he has already joined such appointment for the purpose of travelling allowance.

378. The grant of travelling allowance, under the preceding Regulation for joining the first appointment and the rates at which such allowances are to be passed are purely matters within the discretion of the Board, and ordinarily a single fare for railway journey and metreage at half the usual rates alone are admissible.

Pensioner re-employed

379. A pensioner or an employee thrown out of employment on reduction of establishment or abolition of appointment, may be allowed, with the sanction of the Board, travelling allowance for the journey to take up a new appointment.

III Journeys to attend Examinations/Departmental Examination/Tests

380. An employee is entitled to draw travelling allowance twice, but not more than twice, for journeys to and from consequent on attendance at an obligatory departmental examination/test or an examination necessary for obtaining promotion.

Note:- (1) Travelling allowance as admissible on tour including daily allowance shall be allowed for two free chances of the examination. Part A or B of Assistants Grade Examination and also SAS Part I or Part II shall be treated as separate examinations for the purpose of allowing travelling allowance.

- (2) No travelling allowance can be claimed under this Regulation for a journey to attend an examination, the passing of which is not necessary for obtaining promotion or confirmation, etc.

IV. Journeys occasioned by Leave or Retirement.

381. Save as provided in this Regulation an employee is not entitled to travelling allowance for a journey;

- (i) on proceeding on leave;
- (ii) on re-joining from leave;
- (iii) during leave of any kind;
- (iv) on discharge or dismissal from the Board service.

Note:- (1) An employee who takes any kind of leave under proper authority in the course of a tour is not thereby debarred from drawing the travelling allowance admissible to him for the return journey to headquarters from the place where he availed himself of the leave.

- (2) The travelling allowance of an employee who during the period of his refused leave running concurrently with a re-employment under the Board is required to travel on Board duty should be regulated by the category which he held immediately before proceeding on refused leave even though his pay in the re-employed post together with leave salary in respect of refused leave may be less than the pay of the post held by him prior to the commencement of the refused leave.

Exception:- An employee on leave for a period not exceeding four months is entitled to travelling allowance for a journey undertaken for the purpose of passing an obligatory departmental examination, if he is otherwise eligible under Regulation 380. The allowance will be calculated either from the place where he was last on duty or from the place where he is residing, whichever would give him less travelling allowance. If the place where the employee was last on duty is also one of the centres where the examination is held, no travelling allowance will be admissible under this Regulation.

381 (A)(1) The employee and members of the family shall on his retirement be entitled to the travelling allowance in respect of Journey by the shortest route from the last station of his duty to the place where the employee on retirement decides to draw the pension and the transportation of his personal effects between the same places;

(a) For Journey by rail:-

- (i) actual fare of the accommodation to which the employee was entitled on the date when he was last on duty;
- (ii) actual cost of transportation of personal effects on the scale admissible under Regulation 363(E).

(b) For Journey by road:-

- (i) single mileage at the rate admissible for a journey on tour under the existing provisions irrespective of the number of members of the family.
- (ii) actual cost of transportation of personal effects on the scale admissible under Regulation 363(E).

(c) For Journeys partly by one mode of travel and partly by another:-

- (i) as admissible under clause (a) and (b) in so far as they are respectively applicable.

Note:- (1) The actual cost of transporting a motor car or other conveyance maintained by the employee before retirement is not reimbursable, but the motor car or the conveyance may be treated as part of the personal effects for the purpose of application of the scale referred to in clause (a) to (c).

(2) No mileage allowance will be admissible for journey between residence and the railway station or bus terminal as the case may be at either end.

(3) For journeys performed in the employees own car or

in a private car between stations connected by rail, as admissible under clause (b) limited to railway fare admissible under clause(a).

- (2) The travelling allowance under this Regulation is admissible to:-
- i) all Board employees who retire on superannuation pension, retiring pension, invalid pension or compensation pension;
 - ii) Board employees who are retrenched from service without being offered an alternate employment provided they have put in a qualifying service of not less than ten years;
 - iii) Board employee who is re-employed in the K.E.B. service while on leave preparatory to retirement or within six months of the date of retirement.
- (3) (i) The travelling allowance admissible under this Regulation shall be claimed by the employee who is eligible for the same, at any time during his leave preparatory to retirement or refused leave or within six months of the date of his retirement, as the case may be.
- (ii) A member of an employee's family who does not actually travel with him, but who precedes him by not more than one month, or follows him within six months, from the date the Board employee commenced his journey, shall be treated as accompanying him for the purpose of this Regulation. These time limits may on merits, be extended by the Board upto one year in individual cases having regard to special circumstances of each case. No member of the family of the Board employee will be entitled to travelling allowance unless the head of the family (the Board employee) moves to the place where he decided to draw pension.
- (iii) The time limits and extension of the same as admissible under clause (ii) of this sub-regulation may also be allowed in respect of transportation of personal effects.
- (4) The claims for travelling allowance admissible under this Regulation shall be preferred on travelling allowance bill forms like leave

travel concession claims and countersigned by the controlling officer who was countersigning travelling allowance bill of the concerned employee before his retirement. The claims of officers who were their own controlling officers before retirement may be countersigned by the next superior administrative authority. The certificates required to be furnished in respect of leave travel concession claims may be furnished in respect of claims for travelling allowance under this Regulation with suitable adjustments. Employees claiming travelling allowance under this Regulation should also produce vouchers or ticket numbers in support of the journeys actually performed and transportation of personal effects.

- (5) The provisions of this Regulation are not applicable to the persons who,
- i) are not in whole time employ of the Board or are engaged on contract;
 - ii) are borne on workcharged establishment;
 - iii) are paid from contingencies;
 - iv) are eligible for any other form of travel concession on retirement
 - v) employees compulsorily retired as a measure of punishment or removed or dismissed from service by resignation.

Recall from leave

382. An employee recalled to duty before the expiry of leave in India is entitled, if the return to duty is compulsory and if the leave is curtailed by one month or more, to travelling allowance for the journey from the place at which the order of recall reached him as for journeys on tour. If the amount of the leave curtailed is less than one month, the foregoing privilege may be given or withheld at the discretion of the authority recalling the employee.

Note:- cases of recall from leave out of India will be dealt with by the Board individually on their merits.

Termination of temporary employment

383. A person employed for a temporary purpose who has received travelling allowance for joining his appointment, may, on the termination of his employment, be allowed travelling allowance to the place at which he was engaged, provided the claim is preferred within three months of the termination of temporary service, and the authority under whom the person was employed is satisfied that he intends to make the journey.

V Journeys to give evidence

384. An employee summoned to give evidence of facts which have come to his knowledge, or of matters with which he has had to deal, in his capacity, as an employee either -

- (i) in a criminal case;
- (ii) in a civil case to which the Board is a party;

or

- (iii) in a departmental enquiry held by a properly constituted authority, may draw travelling allowance under the Regulations for journeys on tour; provided that he must obtain from the Court any travelling or subsistence allowance to which he is entitled by the rules of the Court and must deduct the amount from the travelling allowance claimed under this Regulation.

Note:- (1) An employee summoned to give evidence while on leave or under suspension is entitled to travelling allowance under this Regulation for the journey from and to the place from which he is summoned, as if he were on duty.

- (2) The appearance contemplated in this Regulation is the appearance in Karnataka Courts, when an employee is summoned by a civil or criminal court beyond the State to give evidence of facts which have come to his knowledge, or of matters with which he has had to deal in

his official capacity, the necessary travelling and subsistence allowance will be paid to him under the rules of that court and no claim for travelling allowance under these Regulations can be admitted.

Exception: When an employee is summoned to give evidence as a technical or expert witness, the pay of the employee concerned for the period of his absence from his headquarters and travelling allowance and other expenses due to him will first be borne by the Board and subsequently recovered from the summoning Government.

(3) When an employee is summoned to give evidence at a court situated not more than eight kilometers from the headquarters or within the periphery of any urban agglomeration and is therefore not entitled to any travelling allowance under the ordinary Regulations, the court may, if it considers it necessary, pay him the actual travelling expenses incurred.

385. Regulation 384 applies also to an employee in foreign service provided the facts as to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of the Board.

Note:- The pay of the employee for the period of his absence on court duty and travelling allowance and other expenses due to him will initially be borne by the foreign employer under whom he is serving and subsequently recovered from the Board.

(a) A retired employee summoned to give evidence of facts which had come to his knowledge or of matters with which he has had to deal in his public capacity either (i) in a criminal case or (ii) in a civil case to which Board is a party, may draw single rail or bus fare for to and fro journeys and daily allowance as per Regulations based on the pay he was drawing prior to his retirement.

(b) The provisions of Regulation 384 shall also apply to an employee summoned to give evidence of facts which have come to his knowledge while he was in the service of foreign employer. In such cases, the pay of the Board employee for the period of his absence on court duty and travelling allowance and other expenses due to him will initially be borne by the Board and subsequently recovered from the foreign employer under whom he was serving.

386. (a) An employee summoned to give evidence under other circumstances is not entitled, by reason of his being an employee of the Board, to any allowances; other than those admissible by the rules of the court.

(b) But if the court pays him any sum by way of subsistence allowance or compensation, apart from any allowance, he must repay that amount to the Board, before drawing full pay for the day or days of absence.

Note:- An employee, who is summoned to give evidence of facts which come to his knowledge in the course of discharge of Board duties, or to produce official documents in a suit in which the Board is not a party, will be paid travelling expenses, etc., by the court at the rates admissible to the employee for a journey on tour, in order to enable the court to assess the amount admissible to him, the employee should carry to the court a certificate duly signed by his head of the office showing the rate of travelling and daily allowance admissible to him for a journey on tour. If the employee himself happens to be the head of the office, the certificate will be signed by the next higher authority.

387. When an employee claims travelling allowance under Regulation 384, he shall in all cases annex to his travelling allowance bill a certificate in the prescribed form from the concerned court as to the number of days he attend it and the date on which he was permitted to depart therefrom.

Note:- In every case where the attendance of a Board employee summoned as a witness in a sessions case is reasonable

and his conduct in the case is not condemned, the Court shall give such Board employee a certificate to that effect in order to establish his right to pay and to travelling allowance at the rates admissible under these Regulations.

VI. Journeys to obtain medical advice

388. An employee whether permanent or temporary, compelled to leave his station, where there is no Medical officer, to procure medical advice, is entitled to single railway or bus fare for the journey to and from the nearest station where a Medical officer is located.

Note:- (1) Medical Officer in this Regulation means a general medical officer. Employees who want to consult "Specialists" should travel at their own expense.

(2) Bills for travelling allowance under this Regulation must be countersigned by the medical officer consulted, who must certify that the journey was in his opinion absolutely necessary.

389. The permission of the superior authority should be obtained beforehand, where it is possible to obtain such permission without risk to the employee requiring advice.

390. (i) If an employee is compelled to travel to another station in order to obtain a medical certificate in support of his application for leave, he may draw single railway or bus fare, each way, for the journey.

(ii) When an employee is required to obtain the countersignature of a Medical officer of Government upon a certificate in support of an application for leave issued to him by a registered medical practitioner and the Medical officer of the Government requires the employee to see him, travelling allowance as above may be drawn for the journey to and from the headquarters of the Government Medical Officer;

Provided that, when the employee has travelled by a route other than the cheapest or shortest, travelling allowance shall be admissible by the route actually used if the Medical officer certifies that the employee

could not, without grave risk of aggravating the complaint, have travelled by the cheapest or the shortest route.

Note:-(1) A certificate from the Government Medical Officer to the effect that the employee was required to appear before him should accompany the claim to the travelling allowance.

(2) The countersignature should be obtained from the nearest Government Medical Officer.

(3) For purpose of this Regulation, travelling allowance will be calculated from the Chief Board building of his official headquarters or the place of his residence during leave accordingly as the leave is spent at headquarters or elsewhere.

(4) Travelling allowance shall not be payable for a journey to obtain a medical certificate or countersignature upon a medical certificate in respect of an application for extension of leave.

(iii) When an employee is required under the orders of the head of his office/controlling officer to obtain the countersignature of a medical board or officer upon a certificate pronouncing him fit to return to duty from leave granted on medical certificate, he may draw travelling allowance as above for the journey.

391. The head of the office/controlling officer must take care that undue advantage is not taken of this privilege. If the absence of the invalid employee from his station be prolonged, he should be required to take leave on medical certificate.

392. An employee applying for an Invalid pension, who is required to leave his station to appear before a medical board at another station for the purpose of obtaining the requisite certificate, may in all cases in which the pension is applied for under the direction of the applicant's official superior on the ground of his incapacity for work and in the interest of Board service, be granted an allowance for the journey not exceeding his actual expenses and also not exceeding the amount he would have been entitled to receive if the journey

was on tour. If it is necessary, for the employee to return to his station after appearing before the medical board, he may be granted travelling allowance subject to the same limit. The bill should be supported by a certificate that the applicant was directed, in the interest of the Board service, to apply for an invalid pension, and that he did not voluntarily ask for retirement.

The same concession may be granted when the application is made voluntarily, if the circumstances of the applicant are in the opinion of the Board, such as to justify the grant of travelling allowance.

393. No travelling allowance is admissible to an employee, who undertakes a journey to appear before a Medical officer for examination for the life insurance.

VII Journeys by Medical Officers for rendering medical assistance

394. A Medical officer, proceeding to a station for attending on the employees mentioned below, is entitled to travelling allowance as for journeys on tour:

- (i) An employee of any rank proceeding on duty to a place, and an employee stationed in a place, where medical relief is not available, and there falling so seriously ill, or meeting with an accident of so serious a nature as to render him unable to move to the nearest station, where such relief can be had, and therefore, entitled under the Regulation to gratuitous medical attendance from the medical officer nearest to the station;
- (ii) Medical officers who are ill at stations where there is no officer to render medical aid;
- (iii) An employee who is in so serious condition that the Medical officer attending on him considers the assistance of another Medical officer necessary, and accordingly summons him for consultation.

Note:- A claim for travelling allowance by a medical officer under this Regulation shall be supported by a certificate from the district medical officer in cases of non-gazetted medical officers and from the Director of medical services in the cases of Gazetted medical officers to the effect that the journey was bonafide for rendering medical aid to an employee on Board duty.

395. A nurse aid or other person attending on or escorting an insane patient or a sick employee, should, when travelling in the same compartment with him/her, be allowed to draw the actual fare of the class in which he/she travels plus one half of the fare of the class in which he is ordinarily entitled to travel. The Superintendent of the Nimhans/Mental hospital, or Medical officer incharge of a district hospital, or the civil surgeon as the case may be, should certify in each case that it was necessary for the patient and his attendant to travel by the particular class of carriage for which travelling allowance is claimed furnishing reasons.

VIII Journeys on other occasions

396. (a) No travelling allowance would be admissible for attending meetings of Service and other Associations which do not serve any Board interest.

(b) In other cases, if the employee is permitted to attend meetings or conferences or congresses he may be paid single railway fare each way without any road metrage or daily allowance for halts at the place of meeting.

Note:- Employees who are members of the Karnataka Engineer's Association may be paid single railway fare each way from and to the place of meeting when they travel to attend the meetings of the association.

(c) An employee who is deputed to attend a conference, congress or meeting, may be paid travelling allowance, as for journey on tour.

397. Whenever employees, pensioners and persons not in Board service are summoned by the Lokayukta to give evidence of facts in cases instituted by the Board, the rates of travelling allowance payable to each will be as follows:

(a) in the case of employees in service, travelling allowance as for journeys on tour;

(b) in the case of retired persons single railway fare as admissible to pay drawn by him prior to retirement or bus fare for 'To and Fro' journey and daily allowance for days of halt at the rate admissible for such places,

(c) in the case of persons not in Board service II class railway fare or bus fare for 'To' and 'Fro' journey and daily allowance at Rs.15/-(fifteen) at Bangalore and Rs.12/-(twelve) in other places within the State ;

(d) in all these cases, the claims for travelling allowance should be supported by a certificate of attendance in the following form granted by the Lokayukta.

No.

.....
.....

CERTIFICATE OF ATTENDANCE

Certified that Sri/Smt.....appeared before me as witness inat.....day/days fromin his/her official/private capacity to depose the facts within his/her official/private knowledge and that he/she has not been paid any allowance in this office.

Registrar

.....
.....

398. The provisions of Regulations 397 apply also in cases where employees, pensioners and persons not in Board service are summoned to give evidence of facts before a commission of enquiry or departmental enquiry convened under the orders of competent authority. The certificate of attendance will be signed by the chairman or the officer presiding at the enquiry.

399. An employee under suspension who is required to perform a journey to attend the departmental enquiry (other than a police enquiry) may be allowed travelling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. No travelling allowance will however be admissible if the enquiry is held at the outstation at his own request.

Note:- (1) The travelling allowance of the employee will be regulated according to the category which he belonged prior to his suspension.

400. Employees facing departmental enquiries or enquiries by the Lokayukta can claim travelling allowance and daily allowance as for journeys on tour from their usual places of official duty to the place where records of enquiry are made available as on duty, subject to the condition that the daily allowance shall not be payable for a period exceeding three days for halts. The Enquiry officer will certify as to the number of days for which the employee's stay was necessary for the purpose.

Note:- This Regulation shall be applicable also to a Board employee who is permitted under Regulation 11(8) of Karnataka Electricity Board Employees Classification, Disciplinary, Control and Appeal Regulations, 1987, to assist the Board employee facing departmental enquiries or enquiries by the Lokayukta and who makes journeys from his headquarters to the place where the records of enquiry are made available for examination.

401. When an employee or a student not already in Board service is selected to undergo a course of training, the competent authority may decide the scale, if any on which he shall draw -

- (i) travelling allowance for the first journey to and the last journey from the place of training and for halts at such place;
- (ii) in the case of training at a school, college, or similar institution, travelling allowance for similar journeys on the occasion of holidays and vacations;
- (iii) travelling allowance for journeys during the course of training; and
- (iv) daily allowance or special pay or local allowance in lieu thereof in the case of employed trainees.
- (v) the rates of daily allowance for halts for the period of training within the State and outside the State in India shall be regulated as follows:-

| Category to which Board employee belongs | Halt within the State | | | Halt outside the state | Other places |
|--|-----------------------|---|--------------|--|--------------|
| | Bangalore | Other cities with Municipal Corporation | Other places | Ahmedabad, Bombay, Calcutta, Delhi, Gaziabad, Kanpur, Lucknow, Madras, Mussorie, Nagpur, Pune, Simla, Srinagar, Goa, Diu and Daman | |
| 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)

The daily allowance shall not be subject to any monthly ceiling.

401. (A) When an employee is required in connection with his promotion to a higher post, to appear for an interview, before the departmental screening committee at a place other than the headquarters, may be allowed travelling allowance for the journeys from the headquarters to the place of interview and back limited to single railway fare or bus fare and daily allowance for halt at the place of interview. The departmental screening committee shall decide the number of days required for the purpose and certify that the stay was necessary for the purpose.

401. (B) All employees participating as players, managers and officials in K.E.B. sports organisations, sponsored sports event held within the state or represent the organisation in the state level tournaments / league

matches conducted by the state associations be allowed only second class railway fare / bus fare and daily allowance according to their individual eligibility in different places (i.e. as being paid in respect of the journey performed on tour).

- 401.(C) (i) Employees who are selected for participating in sporting events of National/Inter-National importance within India shall be allowed to travel by first class by train.
- (ii) In the case of International events held outside India employees may be allowed to travel by economy class by air.

IX 'Home' travel concession

402. (a) An employee who has put in not less than one year's continuous service is entitled to 'Home' travel concession. Under this scheme, the railway / bus fare incurred for visiting 'Home' during a spell of regular leave including casual leave as the case may be is reimbursed once in a block period of two calendar years. Where the wife/husband of the employee, is also a Board employee, the concession will be admissible to only one of them on the scale applicable to either of them, at their choice.

Note:- In the case of employee entitled to vacation, vacation will be treated as regular leave for this purpose.

- (b) For claiming this concession, it is not necessary that the employee and his family should travel together. When the journey of the family precedes or follows that of the employee the former will qualify for the concession provided it falls during the same calendar year in which the employee travels.
- (c) If an employee applies for leave to go to 'Home' and it is refused, in writing by the competent authority, in the interest of Board service, there is no bar to the travel concession being availed of by the family. In such a case, the employee also would be deemed to have availed of the concession.

Note:- (1) If any part of the journey of a single trip to 'Home and back extends beyond the calendar year in which the journey commences, it will count against the calendar year in which the trip commenced.

(2) Once in a period of two calendar years means once in each block of two calendar years commencing from the year 1970. This block will be 1970-71, 1972-73, 1974-75, and so on.

(3) The concession is admissible only for journey to home towns located in India.

403. An employee availing travel concession to home town shall be allowed the railway fare of the class of accommodation to which he is entitled or the class of accommodation in which he actually performs the journey whichever is less, journey by air conditioned railway accommodation is not recognised for the purpose of travel concession to home town.

Note:- An employee drawing pay of Rs.4610/- or above w.e.f. 1.4.95 may, after obtaining specific and prior approval of the competent authority, undertake journey in his own car (registered in his own name) for journey to home town between places connected/not connected by railway under the scheme of travel concession for journey to home town and may claim;

(a) First class railway fare for himself and the members of his family.

or

(b) single mileage at Rs.3.00 per kilometer by the shortest direct route, irrespective of the number of members of his family, whichever is less.

Calculation:-

404. For the purpose of reimbursement, the journey should in every case be to and from 'Home'. It need not necessarily commence and end at the

headquarters of the employee. The reimbursement would be with reference to the actual distance limited to the amount payable and had the journey(s) been performed from the headquarters to the 'Home' of the employee and viceversa by the shortest route.

405. (i) The term 'Home' means the permanent home town, or village or such other place as has been declared by the employee as his home and entered in his service book in the case of group B, group C and group D employees and in the History of services in the case of group A employees.
- (ii) The declaration of 'Home' shall be made by an employee within six months of his entry into Board service. The declaration should be supported by the reasons such as ownership of immovable property, permanent residence of close relatives like parents, brothers, etc. It should be the place where the employee would normally reside but for his employment under the Board. An employee who does not make such a declaration within the period specified shall be deemed to have no such 'Home'. All declaration of home are subject to the approval of the controlling officer.
- (iii) Save under exceptional circumstances, a declaration of home town once made by an employee cannot be altered. The Chief Engineers, the Financial Adviser and Chief Accounts Officer and the Secretary of the Board may, after satisfying themselves of the genuineness of the circumstances, which shall be reduced to writing, order changes of declarations of home towns by employees working under them, subject to the condition that such change in home town is permissible only once in the service of an employee. In the case of Chief Engineers, such a change shall however be made only under orders of the Board. This will not apply to officers and employees working in the Board on deputation.
406. Family for the purpose of Regulation 402 means the employee's wife/ husband, and his legitimate and step children residing with and wholly dependent upon him. Not more than one wife can be included in the term family.

Note:- The concession is admissible to the members of the family of a Board employee with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustration.

- I. Entitled to reimbursement in respect of outward journey only :
 - (i) A dependent son-daughter getting employment after going home town or remaining there for prosecution of studies.
 - (ii) The family having performed the journey to home town have no intention of completing the return journey from home town provided the Board employee foregoes in writing the concession in respect of the return journey if performed by family members at a subsequent date.
- II. Entitled to reimbursement in respect of the return journey only:
 - (i) A newly married, wife coming from home town to headquarters station or a wife who has been living at home town and did not avail herself of the leave travel concession in respect of the outward journey.
 - (ii) A dependent son/daughter returning with parents or coming alone from town where he/she has been prosecuting studies or living with grand parents.
 - (iii) A child who has previously below twelve years of age but has completed three/twelve years of age only at the time of return journey.
 - (iv) A child legally adopted by a Board employee while staying in the home town.

407. It will be permissible for the Board employees and/or his family to travel by railway or road. The Board's liability in respect of the journeys performed by the employee and/or his family shall be limited to;

- (1) Actual fare of the class of railway accommodation he is entitled to while on tour or by the class in which he actually travels, whichever is less.
- (2) Actual bus fare.

Note:- (1) When journeys are performed by taxis regularly plying between two places, Board's liability shall be limited to the actual fare or bus/railway fare whichever is less.

(2) When a journey is performed by air, Board's liability will be restricted to the amount admissible for journeys by rail and/or road.

408. A journey on 'Home' travel concession may at the option of the employee be combined with a journey on transfer or tour. For example, an employee may go to his 'Home' town on regular leave and proceed therefrom on transfer to the new headquarters. He may take leave while he is on tour and proceed to the 'Home' town from the camping place direct without returning to headquarters.

In the first case he is entitled to:

- (i) transfer travelling allowance under Regulation 372 or 374 as the case may be
- and
- (ii) travel concession for the distance from his old headquarters to his home town and from his home town to his new headquarters minus the distance for which transfer travelling allowance is drawn.

In the second case, he is entitled to travel concession based on the distance from the last place on his tour to home town and from that place to his headquarters.

409. A record of travel concession availed of shall be kept in the service book in the case of group B, group C and group D employees and in the History of service in the case of Group A employees. These records should be referred to in all cases of applications for the concession in the bills in

which travel concession is claimed. A certificate should be furnished that the journey was actually performed specifying the class of accommodation by railway in which the employee and/or his family travelled.

410. Journeys under the travel concession require the previous sanction of the controlling officer who, while admitting the claims may call for evidence of such journeys having actually been performed such as numbers of tickets, cash receipts, etc.

X. Leave travel concession scheme

411(A).(1) An employee shall be eligible for leave travel concession for journey to any place in India in accordance with the provisions of this Regulation.

- (2) The concession shall be admissible to an employee only once during the entire service.
- (3) The concession shall be admissible to an employee who has completed a continuous service of not less than ten years.
- (4) The concession shall be admissible to an employee during earned leave, half-pay leave, commuted leave and vacation, the duration of which shall not be less than fifteen days.
- (5) An employee may utilise the concession for himself and members of his family. The term 'family' for this purpose means a Board employees' wife or husband as the case may be, legitimate children not exceeding two, who are residing with and are entirely dependent upon him. Only one wife is included in the term 'family', where the spouse is also a Board employee, the concession shall be admissible to the family on the scale admissible to the husband or the wife and not both.
- (6) The concession shall be available for journey from the headquarters of an employee to any place in India, which is connected by rail or public transport system with vehicles running between fixed points at regular intervals and charging fixed rates.

- (7) The entitlements for journey by various modes of transport while availing the concession shall be admissible as per the orders issued from time to time.

Note:- (1) Journey by air or by I class A/C by train or II class A/C/ II tier sleeper or by air conditioned class shall not be the entitled mode of journey for the concession to any class of employees.

(ii) Leave travel concession for journey to any place in India shall not be admissible by a private car (owned/ borrowed or hired) or bus, van or other vehicles owned or operated on charter by private operators.

(iii) Between places connected both by railway and road, an employee may undertake journey either by rail or by bus, by the shortest route.

(iv) Between places not connected by railway or road, an employee may undertake journey by sea.

- (8) The Board's assistance towards the cost of journey by rail/road/ sea shall be restricted to the railway/bus/sea fare from the headquarters of the employee to the place of his visit and back by the cheapest and direct route calculated on a through ticket basis, as specified below:

- | | |
|---|---|
| (i) Journey between places connected by rail | A single railway fare for employee and each member of his family, actually accompanying him and for whom such fare is paid by the entitled class of accommodation as specified in sub-regulation (7) or the fare actually paid, if lower class of accommodation is used, whichever is less. |
| (ii) Journey between places not connected by rail | A single bus fare for employee and each member of his family actually. |

accompanying him and for whom such fare is paid as charged by the public transport system for the entitled class of accommodation, as specified in sub-regulation (7) or the actual fare paid, if lower class of accommodation is used whichever is less.

- (iii) Journey between places connected by sea A single sea fare for employee and each member of his family, actually accompanying him and for whom such fare is paid by the entitled class of accommodation, as specified in sub-regulation (7) or the actual fare paid, if lower class of accommodation is used whichever is less.

Note:- In the case of children between three years and twelve years one-half of the fare or the fare actually charged whichever is less will be admissible.

- (9) No incidentals, daily allowance or any other extra allowance shall be payable as part of the concession.
- (10) When an employee and members of his family perform journey by a longer route which is not the cheapest in two different classes of accommodation, for example - partly by I class rail to which he is entitled and partly by II class rail, the entitled class rate is admissible for the corresponding portion of the shortest or the cheapest route and the lower class rate for the remaining mileage. For example, if the total distance by the longer route is 1,760 kms and that by the shortest route is 1,600 kms and if the employee concerned has travelled the initial 1,280 kms by II class and the remaining 480 kms by I class, Board's share of reimbursement of his expenditure shall be calculated as follows:

i) Mileage for which II class fare is admissible:

Distance actually travelled by II class X

Total distance by the longer route,

Total distance by the shortest route=

$\frac{1280 \times 1600}{1760} = 1,164 \text{ Kms.}$

1760

ii) Mileage for which I class fare is admissible:

Distance actually travelled by I class X

Total distance by the longer route,

Total distance by the shortest route =

$\frac{480 \times 1600}{1760} = 436 \text{ Kms.}$

1760

II class fare for 1,164 Kms.

I class fare for 436 Kms.

(11) The concession shall not be admissible in the following cases:

- i) An employee who has not completed continuous service of ten years. For the purpose of computing the period of continuous of ten years, the service rendered by an employee from the date of his appointment to a post in pensionable establishment in accordance with the Regulations of recruitment shall be taken into account subject to the provisions of Regulation 9 (13) of the Regulation (i.e. definitions)
- ii) An employee who has already availed of the travel concession for journey to any place in India;
- iii) An employee under suspension ;
- iv) A person borne on work-charged establishment;
- v) A person borne on monthly rated establishment;
- vi) A person paid out of contingencies;
- vii) A person paid hourly, daily, weekly or monthly rates, wages;
- viii) A person not in whole-time employment;
- ix) A person employed on contract;
- x) A person appointed on consolidated pay or salary;
- xi) A peson re-employed/re-employed on contract basis after retirement.

- 12) i) An employee who intends to avail of the concession for journey to any place in India under the provisions of this Regulation, shall submit an application in the form prescribed from time to time under these Regulations to the controlling officer through the proper channel and obtain his specific sanction before the journey is undertaken.
- ii) The controlling officer, after verifying the records and satisfying himself that the employee is eligible for the concession may accord sanction permitting the employee to avail the concession.
- iii) A copy of the order sanctioning the concession shall be endorsed to the concerned Internal Audit.
- iv) Necessary entry to the effect that the employee has been sanctioned for journey to any place in India shall be made in his Service Book/History of Service and attested by the controlling officer, immediately after the sanction order is issued. A register shall also be maintained by the concerned controlling officer showing the names of the employees to whom the concession has been sanctioned during the financial year, the amount of advance, if any, sanctioned and the actual amount reimbursed after the final settlement of their T.A. bills.
- (13) An employee shall be eligible for an advance against the claim for leave travel concession for journey to any amount which the Board would have to reimburse in respect of the cost of journey to and from the place of visit.
- (14) i) If an employee who has been sanctioned T.A. advance, does not undertake journey within 15 days from the date of drawal of the advance, the entire amount of the advance shall be refunded by him to the Board immediately.
- ii) If the employee fails to refund the advance as required above, the controlling officer shall take immediate steps to recover the entire advance from the salary of the employee and in addition, the employee shall render himself liable for disciplinary action.

- (15) The final bill in adjustment of the advance or T.A. claim for journey, if no advance is drawn shall be submitted within one month from the date of completion of the journey, along with the certificate in the following form:-

CERTIFICATE

Certified that I and the members of my family have undertaken journey from.....to.....(declare place of visit) by railway/ bus/sea vide ticket numbers.....during the period from to

Date:

Signature :

Name :

Designation :