

## CHAPTER II

### **GRADES OF GOVERNMENT SERVANTS AND DIFFERENT KINDS OF TRAVELLING ALLOWANCES.**

6. For the purpose of calculating travelling allowance Government servants are divided into four grades as follows:- (from 01.04.98)

- (1) **First Grade** which include all Group A Govt. servants.
- (2) **Second Grade** which includes all Group B Govt. servants.
- (3) **Third Grade** which includes all Group C Govt. servants.
- (4) **Fourth Grade** which includes all Group D Govt. servants.

7. The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government servants:

1. Permanent travelling allowance.
2. Conveyance or horse allowance.
3. Mileage allowance.
4. Daily allowance.

These rules in this chapter explain the nature of these allowances and the method of calculating them.

#### **Permanent Travelling Allowances :**

8. A permanent monthly travelling allowance may be granted by Government to any Government servant whose duties require him to travel extensively. Such allowance is granted in lieu of all other forms of travelling allowance for journeys within the Government servants sphere of duty and is drawn all the year round.

#### **Conveyance or Horse Allowance :**

9. Government may grant on such conditions as it thinks fit to impose, a monthly conveyance or horse allowance to any Government servant who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance, subject to the production of a certificate that he owns and maintains a conveyance or horse and knows how to drive the conveyance or ride the horse. Provided that where the conveyance allowance is claimed in respect of a motor car it shall be sufficient for the Government servant to produce a certificate that he owns and maintains a motor car in good running condition and uses it for all official journeys for which the allowance is granted.

10. The Government servants who are granted conveyance allowance under these rules shall not be entitled to any other travelling allowance i.e. daily allowance or mileage allowance for journeys upto 16 kilometers from the usual place of work at the headquarters. For journeys beyond 16 kilometers performed otherwise than in

his own conveyance, the travelling i.e. daily allowance and/or mileage allowance as admissible under the rules may be drawn in full.

## **MILEAGE ALLOWANCE**

### **A-GENERAL**

**11.** A mileage allowance is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.

**12.** Where there are more than one route between two stations, for the purpose of calculating mileage allowance, the journey is held to have been performed by the shortest or cheapest of the practical routes. If the difference in time and cost between the different routes is not great, mileage allowance may be calculated on the route actually used.

**Note 1:** The shortest route is that by which the destination could be reached earliest by the ordinary modes of travelling.

**Note 2:** If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

**13.** Government may for special reasons which should be recorded permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

### **B-JOURNEY BY RAIL**

**14.** A Government servant is required to travel by the class accommodation for which travelling allowance is admissible to him. If he travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used and not the class to which he is entitled.

**15. Mileage allowance for travelling by railways:** For the purpose of calculating mileage allowance, Government servants when travelling by railways shall be entitled to the class of accommodation according to the following grades, namely:-(from 01.10.91)

- |                               |   |   |
|-------------------------------|---|---|
| (i) First Grade               | - | Second class AC2-Tier Sleeper/ First Class/<br>A.C. 3-Tier/A.C. Chair Car |
| (ii) Second Grade             | - | A.C. Chair Car/First Class/ A.C. 3-Tier / Sleeper /<br>Second Class       |
| (iii) Third and Fourth Grades | - | Sleeper/Second Class.   |

**Note 1:** Government servants of all grades will be entitled to reimbursement of reservation charges for a seat (for day journey) and sleeper (for night journey) in addition to the fare for the second class.

**Note 2:** When an official journey by train is cancelled in public interest, cancellation and reservation charges shall be reimbursed to the Government servant. On transfer under similar circumstances, these charges in respect of members of family of a Government servant shall also be reimbursed. The claim should be made in the usual T.A. bill form and the charges debited to Travel Expenses.

**16.** Except in the case of journeys on transfer (the rules about which are contained in Chapter IV) the mileage allowance admissible to a Government servant in respect of a journey by rail, is a single fare of the class of accommodation actually used but not exceeding the fare of the class to which he is entitled plus daily allowances admissible for the time spent on the journey.

**17.** Journey by A.C.C. First Class- Secretary to Government and Heads of Department will be entitled to travel by A.C.C. First Class on tour only.

### **C -JOURNEY BY ROAD**

**18.** For journey by road within Sikkim, a Government servant shall be entitled to actual motor fares at the rates prescribed by the Sikkim Nationalised Transport or the Sikkim Transport Authority, if no Government vehicle is provided.

**19.** Government servants of all grades shall be entitled to a mileage allowance at the rate of fifty paise per kilometer if the journey is performed on foot beyond a radius of eight kilometers from their headquarters or from the place of halt at an outstation.

**20.** When the journey is performed by non-vehicular roads in areas upto 8000 feet, Government servants of first, second and third grades shall, in addition to mileage allowance as admissible under Rule 19, be allowed reimbursement of the cost of carriage of equipments by coolie(s). The number of coolie(s) admissible to different grades of Government servants shall be as follows:-

|              |   |              |
|--------------|---|--------------|
| First Grade  | - | Three Coolie |
| Second Grade | - | Two Coolies  |
| Third Grade  | - | One Coolie   |

The rate per coolie shall be rupees five per kilometer subject to a maximum of Rs.30 per day.

**21.** Journey by Non-Vehicular roads - When the journey is performed by non-vehicular roads in areas above 8000 feet, Government servants of first, second and third grades shall be entitled to engage a riding yak/mule/pony. For carrying equipments, Government servants of first, second and third grades shall be entitled to engage a pack

animal or coolie(s) admissible under rule 20. The rates of riding pack animal per day shall be as follows:-

|                      | Above 8000 ft.<br>and upto 12000ft. | Above 12000 ft. |
|----------------------|-------------------------------------|-----------------|
| (i) Riding Yak       | Rs. 40.                             | Rs.50           |
| (ii) Riding Mulepony | Rs. 35                              | Rs.45           |
| (iii) Pack Yak       | Rs. 27                              | Rs.40           |
| (iv) Pack Mule/Pony  | Rs. 25                              | Rs.35           |

**22. Journey outside Sikkim-** For journey by road outside Sikkim, the rates of mileage shall be as follows:-

*Government servants of the first and second grades :* Actual fare by the Public Bus or three rupees per K.M. for journey by full taxi/own car; or one rupee per kilometer for journey by motorcycle/scooter/ cycle rickshaw.

*Government servants of the third and fourth grades:*Actual fare by public bus; or one rupees per kilometer for journey by motorcycle/scooter/ cycle rickshaw.

**Note 1.** For the purpose of this rule, the road journey outside Sikkim shall be constructed to mean the journey commencing from and ending at Siliguri or New Jalpaiguri as the case may be.

**Note 2.** The rates prescribed in this rule shall also apply to local journey. The term '*local journey*' shall be construed to mean a journey within the limits of the town or city in which the duty is performed.

**Note 3.** The Government servant on official tour to New Delhi and Calcutta who uses transportation facilities provided by Sikkim House, New Delhi or S.T.C.S., Calcutta or Tourism Department, Government of Sikkim, New Delhi or Calcutta shall be entitled to reimbursement of hire charges of transportation actually paid by him notwithstanding the rates prescribed above.

**Note 4.** Hiring of vehicle for full day or on hourly basis shall, however be admissible only to those officers who are entitled to attached vehicle as per the rules of the State Government i.e. officers of the rank of Joint Secretaries and above.

## **D-JOURNEY BY AIR**

**23.** For the purpose of these rules, travel by air means journey performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed by private aeroplanes or air taxis.

### **24. Journey by Air -**

1. A Government servant in receipt of basic pay of Rs.11,000/- per month and above is entitled to travel by air in standard class on official tours only.(from 01.04.98)

Travel by air also includes travel from Gangtok to Bagdogra by Helicopter / Air Service.

2. When journey of a Government servant entitled to travel by air is cancelled solely owing to official reasons, the deductions made by the Air Transport Company due to cancellation of ticket shall be reimbursed to him, if claim for reimbursement is made to the Government in the manner prescribed for claiming the travelling allowance.

**25.** A Government servant authorised to travel by air on tour is entitled to mileage allowance equal to standard air fare for the journey and in addition to draw daily allowance for the entire absence from headquarters starting with the departure from headquarters and ending with the arrival at headquarters to cover on the way expenses as well as expenses for the halt at the outstation.

**26.** A Government servant who is not authorised to travel by air but who performs a journey by air on tour can draw only the travelling allowance to which he would have been entitled, if he had traveled by rail, road or steamer or the mileage allowance as calculated under Rule 25, which ever is less.

## **DAILY ALLOWANCE**

**27.** General: A daily allowance is a uniform allowance for each of absence from headquarters on duty and is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

**28.** Daily allowance within Sikkim-(from 01.04.98)

(1) The rates of daily allowance within Sikkim shall be as follows:-

Government servants of the -

- |                 |             |
|-----------------|-------------|
| 1. First Grade  | - Rs. 150/- |
| 2. Second Grade | - Rs. 110/- |
| 3. Third Grade  | - Rs. 90/-  |
| 4. Fourth Grade | - Rs. 75/-  |

(Amended vide Notification No. 08/Fin/Accts, dt. 13/12/2006)

(2) For tours in areas above 8000 feet, additional daily allowance at the rate of fifty per cent of the rate prescribed for the corresponding grade under sub-rule (1) shall be admissible.

(3) Government servant who stays in a Government or Public Sector Guest House or Dak Bungalow and is reimbursed the room rent paid by him shall be entitled to three fourth of the daily allowance admissible under sub-rule(1). Such payment shall be made only the claim is supported by the money receipt.

(4) When a Government servant stays in a hotel providing boarding and/or lodging, the maximum admissible amount of daily allowance within Sikkim shall be as follows :(from 01.04.98)

- |                  |             |
|------------------|-------------|
| i) First Grade   | - Rs. 300/- |
| ii) Second Grade | - Rs. 250/- |
| iii) Third Grade | - Rs. 200/- |
| iv) Fourth Grade | - Rs. 175/- |

(Amended vide Notification No. 08/Fin/Accts, dt. 13/12/2006)

**Exception :** A Government servant on tour within Sikkim if stays in PWD/RDD/Forest/State Guest House shall be entitled to claim re-imburssement of charges for lodging actually paid to the Guest House in addition to full daily allowance.

**Note 1 :** For stay in a hotel, a certificate of non-availability of accommodation in PWD/RDD/Forest/State Guest House as the case may be, shall have to be obtained from the concerned Guest House and shall accompany the claim. However, this does not apply to Group C and D Government employees.

**Note 2 :** The amount of daily allowance admissible to Government servant who stay in a hotel shall be the amount admissible under Sub-Rule (1) plus the lodging charges paid by the Government servant to the hotel which shall not exceed the amount under Sub-Rule (4).

## **29. Daily allowance outside Sikkim.-**

- (1) When a Government on official tour outside Sikkim, stays in a Government or public sector guest house or make his own arrangements for halt, he shall be entitled to a daily allowance at the rate as shown below against each grade.(from 01.04.98).

| Grade        | In State and<br>Union Territory Capitals | In other places |
|--------------|--|-----------------|
| (a)          | (b)                                      | (c)             |
| First Grade  | Rs.250/-                                 | Rs.220/-        |
| Second Grade | Rs.220/-                                 | Rs.200/-        |
| Third Grade  | Rs.190/-                                 | Rs. 160/-       |
| Fourth Grade | Rs. 160/-                                | Rs. 150/-       |

(Amended vide Notification No. 08/Fin/Accts, dt. 13/12/2006)

(2).A Government servant on official tour outside Sikkim, when he stays in a Government or public sector guest house shall be entitled to reimbursement of room rent actually paid by him in addition to full daily allowance admissible under sub-rule (1). The claim shall be supported by money receipt from the guest house in-charge.

(3). When the Government servant stays in a hotel providing board and or lodging, the maximum admissible amount of daily allowance shall be as follows:

| Grade        | In State/Union Territory Capitals | In other places |
|--------------|-----------------------------------|-----------------|
| (1)          | (2)                               | (3)             |
| First Grade  | Rs.650/-                          | Rs.525/-        |
| Second Grade | Rs.550/-                          | Rs.450/-        |
| Third Grade  | Rs.400/-                          | Rs.350/-        |
| Fourth Grade | Rs.375/-                          | Rs.300/-        |

(Amended vide Notification No. 08/Fin/Accts, dt. 13/12/2006)

**Note 1.** For stay in a hotel in Calcutta or Delhi or Siliguri, a certificate of non-availability of accommodation in STCS Guest House, Calcutta or Sikkim House, New Delhi or SNT Guest House Siliguri, as the case may be, shall have to be obtained from the concerned guest house and shall accompany the claim. However, this does not apply to class III and IV Government employees.

**Note 2.** The amount of daily allowance admissible to a Government servant who stays in a hotel shall be the amount admissible under sub-rule (1) plus the lodging charges paid by the Government servant to the hotel which shall not exceed the amount shown under column 2 and column 3 of the table under sub-rule (3) as the case may be.

**Note 3.** For the time spent in journey from the head quarters in Sikkim to the duty station outside Sikkim, the amount of daily allowance shall be the amount admissible under sub-rule (1) in rate chart column(c). For this purpose the total number of daily allowances will be calculated first. From this, purpose the total number of daily allowances will be

calculated first. From this, the number of daily allowances for halt in hotel will be deducted. The remaining number of daily allowances will then be calculated at the rate shown under sub-rule (1) in rate chart column(c).

**30.** Whenever the claim is preferred with reference to the rates a per column 2 or 3 of the table in Rule 28(4) and 29(3) it should be accompanied by vouchers in a support of the stay in the hotel and a certificate to the following effect signed by the Government servant.

“ Certified that I stay from..... to..... at..... at.....”

(Name of Hotel) (Name of Place)