**Entitlements**

1. **Travel entitlement for journeys:**

   a. **By rail**

<table>
<thead>
<tr>
<th>Grade Pay</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 10,000 and above and those in pay scales of HAG+ and above</td>
<td>AC First class</td>
</tr>
<tr>
<td>Rs. 7600, Rs. 8700 and Rs. 8900</td>
<td>AC First class</td>
</tr>
<tr>
<td>Rs. 5400 to Rs. 6600</td>
<td>AC Two Tier</td>
</tr>
<tr>
<td>Rs. 4200, Rs. 4600 and Rs. 4800</td>
<td>AC Two tier</td>
</tr>
<tr>
<td>Below Rs. 4200</td>
<td>First class/AC Three tier/AC chair car</td>
</tr>
</tbody>
</table>

   b. **By sea**

<table>
<thead>
<tr>
<th>Grade Pay</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 5400 and above and those in pay scales of HAG+ and above.</td>
<td>Highest class</td>
</tr>
<tr>
<td>Rs. 4200, Rs. 4600 and Rs. 4800.</td>
<td></td>
</tr>
<tr>
<td>Rs. 2400 and Rs. 2800.</td>
<td></td>
</tr>
<tr>
<td>Less than Rs. 2400.</td>
<td>The lowest class</td>
</tr>
</tbody>
</table>

c. **For travel between mainland and A & N Islands by SCI ship**

<table>
<thead>
<tr>
<th>Grade Pay</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 5400 and above and those in pay scales of HAG+ and above.</td>
<td>Deluxe class</td>
</tr>
<tr>
<td>Rs. 4200, Rs. 4600 and Rs. 4800.</td>
<td>First/&quot;A&quot; Cabin Class</td>
</tr>
<tr>
<td>Rs. 2400 and Rs. 2800.</td>
<td>Second/&quot;B&quot; Cabin Class</td>
</tr>
<tr>
<td>Less than Rs. 2400.</td>
<td>Bunk Class</td>
</tr>
</tbody>
</table>

d. **By road**

<table>
<thead>
<tr>
<th>Grade Pay</th>
<th>Entitlement</th>
</tr>
</thead>
</table>
Rs. 10,000 and above and those in pay scales of HAG+ and above

Actual fare by any type of public bus, including air-conditioned bus;
Or
At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi;
Or
At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter/motor cycle, moped, etc.

Rs. 5400, Rs. 6600, Rs. 7600, Rs. 8700 and Rs. 8900.

Same as at (i) above with the exception that journeys by AC Taxi will not be permissible

Rs. 4200, Rs. 4600 and Rs. 4800.

Same as at (ii) above

Rs. 2400 and above but less than Rs. 4200.

Actual fare by any type of public bus other than air-conditioned
Actual fare by ordinary public bus only;
Or
At prescribed rates for auto rickshaw, own scooter/motor cycle/moped, etc.

Below Rs. 2400.

e. In places where prescribed rates not available

For journeys performed in own Car/Taxi
Rs. 16 per km

For journeys performed by Auto-rickshaw/own Scooter
Rs. 8 per km

f. By air

Grade Pay
Entitlement
Rs. 10,000 and above and those in pay scales of HAG+ and above.
Business/club Class.
Rs. 5400, Rs. 6600, Rs. 7600, Rs. 8700 and Rs. 8900.
Economy Class.

2. Entitlements on Permanent Transfer/Retirement:

- Composite Transfer Grant (CTG) equal to one month’s pay (Basic + Grade Pay).
- If transfer is at the same station at a distance of less than 20 kms, 1/3rd of CTG is admissible subject to change of residence.
- No composite transfer grant is admissible if change of residence is not involved.
- Carriage of personal effects on Transfer:

<table>
<thead>
<tr>
<th>Grade Pay</th>
<th>By Train/Steamer</th>
<th>X and Y class cities</th>
<th>Z class cities</th>
</tr>
</thead>
</table>
Officers drawing grade pay of Rs. 7,600 and above and those in pay scale HAG+ and above.

6,000 kgs by goods train/4 wheeler wagon/1 double container

Rs. 30.00 Rs. 18.00

Officers drawing grade pay Rs. 4,200, Rs. 4,600 Rs. 5,400 and Rs. 6,600

6,000 kgs. By goods train/ 1 single container

Rs. 30.00 Rs. 18.00

Officers drawing grade pay of Rs. 2,800

3,000 kgs.

Rs. 15.00 Rs. 9.00

Officers drawing grade pay below Rs. 2,800

1,500 kgs.

Rs. 7.50 Rs. 4.60

Note: - These rates shall automatically increase by 25% whenever the Dearness Allowance payable on the revised pay structure goes up by 50%.

g. Travel entitlements for journeys by road on transfer:

- Between places connected by rail – Road mileage, limited to rail mileage by the entitled class.
- Between places connected by road only;

1. For journeys in full taxi – Road mileage at prescribed rates as under notwithstanding how the Government servant and members of his family traveled;
   - For Self - One road mileage
   - For one additional member of family – Nil
   - For two additional member of family – One additional road mileage.
   - For more than two additional members of family - Two additional road mileage.

2. For journey by bus - Actual bus fare for self and each member of family

h. Journeys by rail/steamer/air on transfer: Entitlements are same as Para 3 above.

i. Transportation of conveyance on transfer:

<table>
<thead>
<tr>
<th>Grade Pay</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers drawing grade pay of Rs. 4,200 and above and those in pay scales of HAG+ and above.</td>
<td>One motor car, etc or one motor cycle/scooter or one horse.</td>
</tr>
<tr>
<td>Officers drawing grade pay less than Rs. 4,200</td>
<td>One motor cycle/scooter/ moped or one bicycle.</td>
</tr>
</tbody>
</table>

2. Entitlements on Temporary Duty:

a. Old rates of Daily Allowances:-
### Rates of Daily Allowances (w.e.f. 01/09/08):

#### Grade Pay

**Officers drawing grade pay of Rs. 10,000 and above and those in pay scales of HAG+ and above.**

- **Reimbursement for hotel accommodation/guest house of upto Rs. 5000/- per day,** reimbursement of AC Taxi charges of up to 50 kms for travel within the city and reimbursement of food bills not exceeding Rs.500 per day.
- **Reimbursement for hotel accommodation/guest house of upto Rs. 3000/- per day and reimbursement of non AC Taxi charges up to 50 KM per diem for travel within the city and reimbursement of food bills not exceeding Rs.300 per day.**

**Officers drawing grade pay of Rs. 7600 to Rs. 8900**

- **Reimbursement for hotel accommodation/guest house of up to Rs. 1500/- per day and reimbursement of Taxi charges up to Rs. 150 per diem for travel within the city and reimbursement of food bills not exceeding Rs.200 per day.**

**Officers drawing grade pay of Rs.5400 to Rs.6600**

- **Reimbursement for hotel accommodation/guest house of up to Rs. 500/- per day and reimbursement of Taxi charges up to Rs. 100 per diem for travel within the city and reimbursement of food bills not exceeding Rs.150 per day.**

**Officers drawing grade pay of Rs.4200 to Rs.4800**

- **Reimbursement for hotel accommodation/guest house of up to Rs. 300/- per day and reimbursement of Taxi charges up to Rs. 50 per diem for travel within the city and reimbursement of food bills not exceeding Rs.100 per day.**

**Officers drawing grade pay below Rs. 4200**

- **Reimbursement for hotel accommodation/guest house of up to Rs. 300/- per day and reimbursement of Taxi charges up to Rs. 50 per diem for travel within the city and reimbursement of food bills not exceeding Rs.100 per day.**

#### Basis for D.A calculation:

- Absence from headquarters on calendar day basis from midnight to midnight.
- Absence not exceeding 6 hours - nil.
Absence exceeding 6 hours but not exceeding 12 hours - 70%.
Absence exceeding 12 hours - 100%.

d. Other norms for calculation of DA:-

- The T.A/ D.A rates (mileage for road journey by taxi/own car/auto rickshaw/ own scooter/bicycle, etc), all components of daily allowance including rate of DA for journey on foot and rates of transportation of personal effects shall automatically increase by 25% whenever dearness Allowance payable on the revised pay structure goes up by 50%.
- For local journey, DA is only at half the rate.
- For enforced halts en route treated as duty, due to breakdown of communications caused by flood, rain, etc., DA is admissible.
- DA is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc SR 51, GOI.
- No DA for Sundays and Holidays unless the employee is actually and not merely constructively on camp. No DA for leave and restricted holidays availed while on tour.-SR 72, GOI (1).
- Full DA is admissible for the first 180 days of continuous halt at a station on tour / temporary transfer /training. No DA beyond 180 days -SR73, GOI (1).
- Tour ends on return to headquarters. If a second journey commences on the same day on which an official returns from tour, each tour may be calculated separately but the total DA for a day should be limited to one -SR 71, GIO (1).

3. Entitlement to travel by rail/road/air/sea on LTC

Same as Para 3 above.

**Note:** Officials who are entitled to travel by air have to travel by economy class irrespective of entitlement.

**(Authority:** G.I., Dept. of Per. & Trg., O.M.No. 31011/2/2006-Estt.(A) dated 9th September 2009 and L.I., O.M. No. 7(1)/E.Co-ord./2009 dated 22nd March, 2010.)