

MEGHALAYA
TRAVELLING ALLOWANCE
RULES, 1985

FIRST EDITION, 1985

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PREFACE

The State of Meghalaya was formed on the 21st day of January, 1972 under the provisions of the North-Eastern Areas (Re-organisation) Act, 1971 (Central Act 81 of 1971). Section 77 read with clause (g) of Section 2 of the said Act provide that all laws which were inforce in the areas comprised in Meghalaya on the date the State of Meghalaya was created continued to be inforce therein until otherwise provided by the Legislature or other competent authority.

The Assam Fundamental Rules and Subsidiary Rules which were adopted and amended by the Government of Meghalaya in exercise of the powers conferred by Section 79 of the aforesaid Act *vide* Adaptation Order (No.I) 1973 were repealed with effect from 14th February, 1984 by the Meghalaya Fundamental Rules and Subsidiary Rules made and promulgated by the Government of Meghalaya under proviso 309 of the Constitution of India. It has been considered necessary to have our own Travelling Allowance Rules also to replace the Assam Rules by framing new set of Rules. Accordingly, the present rules namely the Travelling Allowance Rules have been framed.

Any omission or error in the rules may be brought to the notice of the Finance Department of the Government of Meghalaya.

(DILIP SINGH)
Special Secretary to the Govt. of Meghalaya,
Finance Department.

GOVERNMENT OF MEGHALAYA

FINANCE (REVISION OF RULES CELL) DEPARTMENT

Shillong, the 11th July, 1985

NO. FIN(RR)/2/83.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India read with Fundamental Rules 42 of the Meghalaya Fundamental Rules and Subsidiary Rules, 1984 and of all other powers enabling him in this behalf, and in supersession of rules and orders relating to the matters covered by these rules, the Governor of Meghalaya is pleased to make the following rules, namely:—

The Meghalaya Travelling Allowance Rules, 1985

DIVISION I

Short title, application, commencement and definitions

1. (1) These rules may be called the Meghalaya Travelling Allowance Rules, 1985.

(2) These rules shall apply to those Government servants only who are subjected to The Meghalaya Fundamental Rules and Subsidiary Rules, 1984.

(3) They shall be deemed to have come into force on the 1st day of June, 1985.

DEFINITIONS

2. Unless there is something repugnant in the subject or context, the terms defined in this division are used in the Travelling Allowance Rules in the sense here explained:—

(1) "Actual travelling expenses" means the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment, if necessary. It does not include charges for hotels, travellers' Bungalows or refreshment or for the carriage of stores or conveyances or for presents to coachmen and the like ; or any allowance for such incidental losses or expenses as the breakage of crokery, wear and tear of furniture and the employment of additional servants.

(2) "Camp equipage" means the apparatus for moving a camp.

(3) "Camp equipment" means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary, in the interest of the public service, for a Government servant to take with him on tour.

(4) "Day" means a calendar day beginning and ending at midnight ; but absence from headquarters which does not exceed twenty four hours shall be reckoned for the purposes of daily allowance as one day at whatever hours the absence begins and ends.

(5) "Family" means a Government servant's wife, legitimate child and step-children, residing with and wholly dependent upon him. Except in Rule 59 it includes in addition his parents (not adoptive or step-parents), sisters and minor brothers if residing with and wholly dependent upon him. Not more than one wife is included in a family for the purpose of these rules.

Note—An adopted child shall be considered to be a legitimate child, if under the personal law of the Government servant, adoption is legally recognised as conferring on it the status of a natural child.

(6) "Pay for the purpose of travelling allowance rules", means the monthly pay as defined in F. R. 7(17)(i).

(7) "Public conveyance" means a train, steamer or other conveyance which plies regularly for the conveyance of passengers. It does not include a cab.

(8) "Transfer" means the movement of a Government servant from one headquarters station in which he is employed to another such station either (a) to take up the duties of a new post, or (b) in consequence of a change of his headquarters.

Note—The definition of family as given in Rule 2(5) will apply *mutatis mutandis* to female Government servants.

DIVISION II

Grades of Government Servants/Distribution of Grades

3. For the purpose of calculating travelling allowance, Government servants are divided into four grades as follows—

Grade of employees	Pay range
Grade I	Rs.1400·00 and above per month.
Grade II	Rs.625·00 and above but below Rs.1400·00 per month.
Grade III	Above Rs.425·00 but below Rs.625·00 per month.
Grade IV	Not exceeding Rs.425·00 per month.

Note—1. All India Services Officers in the senior scale shall be treated as Grade I employees irrespective of their pay.

Note—2. The existing rules and orders relating to admissibility of daily allowance for different types of journeys shall continue.

State Government's decision—

1. (i) The travelling allowance of an officer, who is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of promotion or reversion or grant of an increased rate of pay and the date on which the orders are issued or notified unless it is clear that there has been an actual change of duties.

In the case of late authorisation/drawal of increments with retrospective effect, other than those where increments were withheld or where the increments take an officer above the stage of efficiency bar, there is, however, no objection to the supplementary claims, if any, being admitted on the basis of the enhanced pay including the increment (s).

(ii) The gradation of the re-employed pensioners for purposes of travelling allowances will be determined on the following basis:—

(a) Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioner shall be determined in accordance with the pay actually received from time to time.

(b) Where the pension is allowed to be drawn in addition to the pay, re-employed pensioner should, for the purpose of Rule 3 be deemed to be in receipt of actual pay equivalent to his re-employed pay plus the pension, subject to the provision that if the sum of such pay plus pension exceeds the pay of the post, if it is on a fixed rate of pay, or the maximum pay of the post, if it is on a time scale of pay, such excess shall be ignored.

(c) For the purpose of these orders, the amount of pension to be taken into account will be the amount originally sanctioned, i.e., before commutation, if any, and will also include the pensionary equivalent of death-*cum*-retirement gratuity, if any.

4. The State Government may, for reasons which should be recorded, order that any Government servants or class of Government servants shall be included in a grade higher than that prescribed in rule.

5 A Government servant in transit from one post to another remains in the grade to which the lower of the two posts would entitle him.

6. A Government servant whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

Note 1. A public prosecutor is not entitled to any halting allowance when away from his headquarters, but is recognised as a Government servant of the grade II for the purpose of drawing travelling expenses only.

Note—2. The legal remembrancer is authorised to grant travelling expenses to legal practitioners, (*e.g.*, pleaders) who are engaged in the interest of public service, to conduct cases, elsewhere than in their own station, provided such charges do not exceed what would be admissible, under the parallel circumstances, to a Government servant of the Grade II referred to in Rule 3.

DIVISION III

Different Kinds of Travelling Allowance

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

(a) Permanent travelling allowance.

(b) Conveyance or Horse allowance.

(c) Mileage allowance.

(d) Daily allowance.

(e) The actual cost of travelling.

DIVISION IV

Permanent Travelling Allowance

Condition of grant:

8. A permanent monthly travelling allowance may be granted by a competent authority to any Government servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the Government servant's sphere of duty and is drawn all the year round, whether the Government servant is absent from his headquarters or not.

Note—Unless otherwise stated, the admissibility of permanent Travelling Allowance is subject to the condition that the minimum average number of days spent on tour in a month should not be less than 20 days or such higher number of days as may be prescribed by the respective appointing authority.

9. A permanent travelling allowance may not be drawn during leave, temporary transfer, or joining time, or unless in any case it be otherwise expressly provided in these rules during any period for which travelling allowance of any other kind is drawn.

Combination of posts

10. When a Government servant holds, either substantively or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of all the allowances as a competent authority may consider to be necessary in order to cover the travelling expenses which he has to incur.

DIVISION V

Conveyance Allowance

11. A competent authority may grant, on such conditions as it thinks fit to impose, a monthly conveyance allowance to any Government servant who is required to travel extensively at or within a short distance from his headquarter under condition which do not render him eligible for daily allowance.

12. Except as otherwise provided in these rules, and unless the authority sanctioning it otherwise directs, a conveyance allowance is drawn all the year round, is not forfeited during absence from headquarters and may be drawn in addition to any other travelling allowance admissible under these rules; provided that the Government servant, who is in receipt of a conveyance allowance specially granted for the up-keep of a motor-car or motor-cycle, shall not draw mileage or daily allowance for journey by the motor-car or motor-cycle except on such conditions as the authority which sanctions the conveyance allowance may prescribe.

13. The allowance is not to be drawn during joining time or holidays suffixed to joining time. Its drawal during leave is governed by S R 18 of Meghalaya Fundamental Rules and Subsidiary Rules.

Grant of Conveyance Allowance to blind and orthopaedically handicapped State Government employees

14. The State Government employees borne on regular establishments (including work-charged staffs), who are blind or are orthopaedically handicapped with disability of lower extremities, shall be granted a conveyance allowance @ 10% of basic pay subject to a maximum of Rs.300 per month, subject to the following conditions:—

(i) An orthopaedically handicapped employee will be eligible for conveyance allowance only if he has a minimum 40% permanent partial disability of both the upper and lower extremity deformities;

(ii) The conveyance allowance will be admissible to the orthopaedically handicapped employees on the recommendation of the Head of Orthopaedics Department of a Government Civil Hospital;

(iii) In the case of a blind employee, the allowance will be admissible on the recommendation of the Head of Opthalmological Department of a Government Civil Hospital.

(iv) The allowance will not be admissible during leave (except Casual Leave), joining time or suspension.

(2) The Government servants concerned shall apply for the grant of conveyance allowance to the Heads of their Department. It shall be the responsibility of the Head of the Department concerned to refer the cases of the concerned employees to the appropriate medical authorities for obtaining their recommendations for the grant of conveyance allowance. Conveyance allowance may be granted with effect from the date, the recommendations of the concerned medical authority is received by the Head of the Department.

(3) In cases where handicapped employees are referred by Heads of Departments concerned to Government Civil Hospitals located at stations outside their headquarters for getting recommendation for grant of conveyance allowance, they may be re-imbursed the actual travelling expenses subject to a maximum of T. A. admissible for a journey on tour without any daily allowance for the period of journey and for halts. The period spent on journeys, as also at the hospital, shall however, be treated as duty. It has also been decided that no fee shall be charged from the handicapped employees when they are referred to such hospitals by the Heads of Departments for making recommendations regarding grant of conveyance allowance. However, the fee charged if any, shall be reimbursed to the employees concerned.

DIVISION VI

Mileage Allowance

15. A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

16. (a) For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short; provided that when there are alternative railway, routes and difference between them in point of times and cost is not great, mileage allowance should be calculated on the route actually used.

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt a competent authority may decide which shall be regarded as the shortest of two or more routes.

(c) 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.

17. (a) A competent authority may permit mileage allowance to be calculated on a route, other than the shortest and the cheapest, when he is satisfied that the journey is performed by such route in the interest of public service.

(b) The absence in a train of class of accommodation to which a Government servant is entitled under Rule 20 may be taken as a special reason for allowing mileage allowance by road; and consequently the competent authority may on such occasions grant, to an officer travelling by road, road mileage limited to the amount which would have been admissible had the journey been performed by rail by class of accommodation to which he is ordinarily entitled. When the fare of the requisite class for the journey in question is not specially published, it should be calculated according to the appropriate data in the Railway Time and Fare Tables.

18. The point in any station at which a journey is held to commence or end is the Chief Public Office, or such other point as may be fixed for the purpose by a competent authority.

19. Mileage allowance is differently calculated as shown in the following rules, according as the journey is, or could be made by railway, by sea or river steamer, or by road.

20, For the purpose of calculating mileage allowance, Government servants when travelling by railways are considered to be entitled to class of accommodation according to the following scale :—

(a) A Government servant of the Grade I—Accommodation of the highest class.

(b) A Government servant of the Grade II—Accommodation of the 1st Class.

(c) Government servants of Grade III and IV—Accommodation of the 2nd class.

21. A competent authority may, for special reason which should be recorded, declare, any particular Government servant or class of Government servants to be entitled to accommodation of higher class than that prescribed for his grade in clause (b) or (c) of Rule 20.

Note—All officers of the All India Service in the senior scale and Grade I employees of the State Government shall be entitled to Air conditioned class of accommodation while on tour or on transfer.

22. A Government servant, in addition to the single fare of the class of accommodation to which he is entitled, shall be entitled to incidental for journeys by rail other than on transfer at the rate of one full daily allowance for every 12 (twelve) hours of train journey including breaks in between for change of trains or part thereof.

23. If a Government servant of the third grade travels by a train which does not provide accommodation of the entitled class may draw the fare of the next higher class plus his usual daily allowance prescribed provided—

(i) he actually performed the journey by the higher class.

(ii) the controlling officer certified in the Travelling Allowance bill that it was necessary in the public interest that he should travel by that train.

Decision of the State Government:

Where an official journey by train is cancelled in public interests cancellation and reservation charges shall be re-imbursed.

No refund of agency charges is admissible.

Journey by Road

24. (i) In case of journey by Government vehicle or by own car ~~without involving night halt away from the headquarters~~ one daily allowance will be admissible where the total journey performed by road is not less than 80 Kms. and half daily allowance will be admissible where the total journey performed by road is not less than 40 Kms. and the absence from headquarters is not less than six hours.

(ii) In the case of road journeys performed by public transport including State Transport ~~involving night halt away from the headquarters~~, the Government servant shall be entitled to the actual fare by the admissible class and incidental at the following rates:—

Where the distance travelled is not less than 40 Kms.	...	Half daily allowance.
Where the distance travelled is not less than 80 Kms.	...	One full daily allowance.

(iii) In the case of halts on tour one Daily Allowance ordinarily admissible under the rules may be drawn in addition to mileage allowance on the first day of arrival of the Government servant at the place of halt provided the journey is not less than 80 Kilometres and half Daily Allowance if the journey is less than 80 Kilometres.

Note :—Incidental shall be equivalent to the normal Daily Allowance admissible for journeys within the State irrespective of the fact whether night halt was within or outside the State.

State Government's decision:

Journey performed by taxi:

In case of a Government servant performs journey by taxi, etc., between stations where rail-*cum*-road services exist, *e. g.*, between Shillong-Gauhati etc., and does not utilise the State Transport Service, he would be entitled to road mileage as admissible under the rules, limited to what he would have been entitled to had he travelled by the State Transport Service. This limit will, however, not apply where a competent authority certifies that the journey by taxi, etc., was performed in the public interest.

25. **Journey by Sea or River Steamer—**

Class of accommodation to which entitle—

Grade	Class of accommodation
First	Highest class.
Second	If there be two classes only, the higher class ; and if there be more than two classes, middle or second class.
Third	2nd Class.
Fourth	Lowest Class.

26. When a Government servant travels by sea or river in Government vessel free of charge can claim no travelling allowance except daily allowance admissible for absence from headquarters, which should be calculated as under—

(i) if the absence from headquarters does not exceed six hours.	Nil
(ii) If the absence from headquarters exceed six hours but does not exceed 12 hours.	70%
(iii) If the absence from headquarters exceed 12 hours.	Full

Note—1 day of absence should be reckoned from mid-night to mid-night.

Mileage Allowance for Journey by Road

27. For the purpose of these rules, travelling by road includes travelling by sea or river in a steam launch, or in any vessel other than a steamer, and travelling by Canal.

28. For journeys by road within the State, mileage allowance for different kinds of journeys either on tour or transfer shall be at such rates as may be prescribed by Government from time to time.

Note 1—The rates prescribed for journeys by Private Transport shall ordinarily be admissible in the places where regular public transport facilities are not available, excepting in the exceptional circumstances and where private transport is essential in the interest of public service.

Note 2—The rates prescribed for journeys by public vehicles, other than State Transport, will be admissible for journeys performed by road by taking a single seat in a taxi, motor omnibus or motor lorry plying regularly for conveyance of passengers between fixed points and which charge fixed rate.

Note 3—The class of accommodation in State Transport buses to Class I Officer shall be the highest class, to Class II Officer—higher class, to class III Officer—upper class and to Class IV—lower class.

Note 4—A Government servant travelling free in the car of another Government officer shall not be entitled to any mileage but only one full daily allowance for each day of travel including the day of return to headquarters, irrespective of whether the night is spent outside or not provided the total distance travelled in any day is not below 80 K.M.

State Government's decision:

The road mileage prescribed for private transport will be admissible on normal road journeys also whether on foot or by other kind of transport subject to *Note* 1 under Rule 28.

29. When a Government servant travels within the territories administered by another Government which has fixed special rate for Government servants under its administrative control, he must draw the mileage allowance at the rates so fixed for his grade.

Note—When travelling in Delhi, a Government servant may draw mileage allowance in accordance with the Government of India Supplementary Rules.

30. A competent authority may, for special reasons to be recorded, allow to a particular Government servant or class of Government servants mileage allowance at a higher rate than is prescribed under Rules 28 and 29.

31. In calculating mileage allowance for journeys by road, fraction of a kilometre should be omitted from the total of a bill for any one ourney but not from the various items which make up the bills.

TRAVEL BY AIR

32. Travel by Air is permissible on tour to all officers of the All India Services in the Senior Scale and Grade I employees of the State Government. For others, air journey shall be restricted to special circumstances only and with the prior approval of Government.

Provided that the State Government may grant general permission to any Government servant or class of Government servants to travel by air as a matter of routine in connection with specified journey or journeys.

33. A Government servant who is entitled to air journey and who is authorised to travel by air on tour is entitled to mileage allowance equal to one standard air fare for the journey plus an allowance for incidental expenses at 15 per cent of fare subject to maximum of Rs. 17·50 and one full daily allowance for the day of journey if both the starting point and destination or either of the two is outside the State and half daily allowance if both are within the State. For journeys between Airport and destination or headquarters, incidental expenses at the rates mentioned below shall be admissible.

(a) Within Meghalaya and Assam	...	...	Rs. 30 ·
(b) Outside Meghalaya and Assam	...	...	Rs. 50 ·

The above incidental expenses will not be admissible if the journey is performed by a vehicle belonging to the Government, any Government Corporation or any other organisation for the use of which the Government servant does not actually incur any expenditures.

34. If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available.

Cancellation

State Government's decision :

(1) The refund of cancellation charges on unused air tickets may be allowed by the controlling authority on proper scrutiny, if the cancellation of such air tickets purchased by Government servants for journeys by air on tour, is due to circumstances which are unavoidable and beyond the control of Government servants. This re-imbursement may, however, be limited to such officers as are eligible for journeys by air, and as have been authorised by a competent authority to travel by air, but the amount may be limited to the net deduction made by the air transport company concerned. No refund of the "Agency service" should be made, as a Government servant who books his journey through a "Travel Agent" does so for his own convenience

(2) The ceiling of Rs. 17 50 prescribed in shall be admissible to the total air journey between the starting station and the destination station, even if the journey by air between these stations is performed by more than one service. However, if any official duty is performed by the touring officer at the place of termination of one service before he avails

himself of another service, each of the journeys from the starting station to the intermediate station and from the latter to the destination station should be treated as a separate journey for the purpose of the aforesaid limit of Rs. 17·50 provided such official duty at the intermediate station involves night halt and that both services are not on the same day.

(3) Officers drawing a pay of Rs. 2,250 p m. and above will be entitled to travel by 1st class between Delhi and Bombay by the Boeing Service when travelling on tour.

Journey by Government owned or Chartered planes

35. (1) When a Government servant is allowed free transit by air in a machine owned or chartered by Government, he is entitled to usual daily allowance for absence from headquarters.

(2) A Government servant when making a journey by air on a Government machine or in a machine chartered by Government for the purpose, shall pay a first class railway fare to Government on behalf of each person not entitled to travel in that machine who may accompany him.

DIVISION VII

Daily Allowance

36. A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

37. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government servant whose duties require that he should travel, and may not be drawn except while on tour.

38. Daily allowance is admissible on the following scale: —

Grades of Government servant	Within the State	Within the N.E. Region	Outside the N.E. Region
	Rs.	Rs.	Rs.
Grade I	25·00	50·00	75·00
Grade II	17·50	35·00	52·50
Grade III ..	12·75	25·50	38·25
Grade IV .. .	10·00	20·00	30·00

Provided that a Government servant who while on tour is provided with free board and lodging, he will draw ¼ daily allowance for that (those) day(s). If he is provided with only free board, he will draw ½ daily allowance for that (those) day(s). If only free lodging is provided, he will draw ¾ daily allowance for that (those) day(s).

This includes also cases of deputation abroad where a Government servant is provided with free board and/or lodging.

The Meghalaya Government employees with Headquarters at places outside Meghalaya and coming to Meghalaya on official duties shall be entitled to single daily allowance only at the same rate as admissible according to their grade for the stay at Meghalaya.

State Government's decision :

(1) Government servant who stay during tours in Circuit House, Inspection Bungalows/Rest House, etc., without having to pay any charges for accommodation will draw daily allowance at one half of the appropriate rate. If he is required to pay any obligatory charges on account of his stay at such places, including charges for services such as water, electricity, scavenging, furniture, etc., he shall not be deemed to have obtained free accommodation and no reduction in his daily allowance shall be made on this score.

(2) A casual meal provided at Government expense will not be treated as having been provided free board.

"Free board" should be deemed to include the provisions of all the principal meals through out the period of the Government servant's stay at the outstation at the public expense and casual hospitability, such as an occasional meal as an invited guest or free luncheon or tea during working hours should not be treated as "Free board" for the purpose of grant of daily allowance.

Enforce halt.

(3) In cases of enforced halts occurring en route on tour journeys necessitated by breakdown of communications due to blockage of roads on account of floods, rain, heavy snow-fall, landslide, etc., or delayed sailing of ships the Administrative Departments of Government may, in respect of Government servants under them, treat the period of such halts as on duty. They may grant to Government servant concerned daily allowance at three-fourth of rate applicable to him at the station in which the enforced halt takes place, for the period of enforced halt after excluding the first day of such halt for which no daily allowance should be allowed.

(4) No daily allowance is admissible to a Government servant on the day when he avails of restricted holiday or takes casual leave on tour.

39. (a) Subject to the conditions laid down in rule 44 daily allowance may be drawn during a halt on tour or/on a holiday occurring during tour at the rates specified in Rule 38.

(b) A Government servant who during the course of his tours returns temporarily to headquarters on a Sunday or public holiday to attend to his private business is not entitled to draw daily allowance for any day whether Sunday or holiday unless he is actually, and not merely constructively in camp.

(c) When a Government servant on tour leaves his station to enjoy holidays he may be allowed to draw daily allowance for the day on which he leaves and for the day on which he returns to the place of halt, provided he leaves it after the regular working hours begin.

40. The State Government may, for reasons which should be recorded and on such conditions as it may think fit to impose sanction for any Government servant or class of Government servants a daily allowance higher or lower than that prescribed in Rule 38.

41. Except where otherwise expressly provided in these rules a Government servant not in receipt of permanent travelling allowance draws travelling allowance for journeys on tour in the shape of daily allowance.

42. Daily Allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated whether he halts there or not.

Note 1.—The establishment accompanying these officers will also be entitled to the daily allowance at full rates for the first month and at half rates for the second and third months after which the allowance will cease.

Note 2.—Halting allowance may be drawn by an officer for halt at headquarters if he is summoned there to give evidence while on leave elsewhere.

43. Daily Allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of 8 kilometers from his headquarters or returns to his headquarters from a similar point.

Note—In cases where a village is less than 8 kilometers from headquarters in a straight line but more than 8 kilometers by the only practicable route, travelling allowance may be admitted by the route, but the allowance cannot be granted simply on the ground that a journey exceeding 8 kilometres was performed in visiting several villages, none of which was more than 8 kilometres from headquarters by the ordinary direct route.

44. (1) Daily Allowance cannot be drawn for a continuous absence of more than 30 days from headquarters. The period of 30 days will include the days of casual leave, holidays and Sundays intervening irrespective of the fact whether daily allowance for such days are allowed or not.

(2) A competent authority may relax this rule if it is satisfied that prolonged absence is necessary in the interest of service and that it continues to entail extra expenditure on the Government servant beyond 30 days.

(3) If the prolonged absence beyond the 30th day has the effect of prolonged halt at one and the same place, daily allowance should be regulated as—

(i) Full rate of daily allowance for the first 30 days.

(ii) Half rate of daily allowance thereafter upto 180 days.

Clarification:

The sanction of the competent authority for the grant of D.A. beyond 30 days of continued absence from headquarters is necessary in all cases even if the continuous halt in each of the place does not exceed 30 days. The determination is now with reference to the total absence from headquarters and not with reference to halt at each station.

(4) The sanction of the competent authority is necessary for admitting daily allowance in excess of 30 days.

A period of leave (including casual leave) for which no daily allowance is admissible availed of by a Government servant while on tour does not constitute a break in continuity of a halt for the purpose of Rule 44 and should therefore be included in computing the first 30 days of absence.

EXECUTIVE INSTRUCTIONS

The following principles are laid down for the guidance of all touring Government employees in the matter of drawal of Daily Allowance while on tour.

(1) No Daily Allowance is admissible for anyone unless the halt is preceded by a journey in respect of which a Government employee actually draws mileage allowance.

(2) One Daily Allowance is intended to cover the expenses of halting for the night on tour. In addition, a Government employee returning to his headquarters by road from tour shall be granted Daily Allowance as per rules and order provided he performs a journey of not less than 80 Kilometres on that day.

DIVISION VIII

Actual Expense

45. Unless in any case it be otherwise expressly provided in these rules, no Government servant is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as travelling allowance the actual cost or part of the actual cost of travelling.

DIVISION IX

Journey on Tour

46. The headquarters of a Government servant shall be in such place as a competent authority may prescribe.

47 A competent authority may define the limits of the sphere of duty of any Government servant.

48. A Government servant is on tour when absent on duty from his headquarter either within or, with proper sanction beyond his sphere of duty.

Note -In case of doubt a Competent Authority may decide whether a particular absence is absence on duty for the purpose.

49. A competent authority may impose such restriction as it may think fit upon the frequence duration of journey to be made on tour by any Government servant or class of Government servant.

Note—Before undertaking journey on tour, tour programme should be got approved by the Competent Authority.

TRAVELLING ALLOWANCE ADMISSIBLE FOR JOURNEYS AND WITHIN 8 KILOMETRES HEADQUARTERS

50. A competent authority may, by general or special order, permit any Government servant or class of Government servants to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these rules.

51. A Government servant travelling on duty within 8 KM of his headquarters is entitled to recover the actual amounts which he may spent in payment of fare for journeys.

Journey of a newly appointed Government Servant to join his first post

52. Except as otherwise provided in this division travelling allowance is not admissible to any person for the journey to join his first post in Government service.

53. A competent authority may, by general or special order, permit any person, whether appointed to a temporary or a permanent post to draw travelling allowance for the journey to join his first post in Government service.

54. When a pensioner, or a Government servant who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is re-appointed to Government service, the authority which sanctions his re-appointment may permit him to draw travelling allowance for so much of his journey to join his new post as falls within India.

55. Travelling Allowance under Rule, 53 and 54 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

56 When mileage allowance is drawn under Rules 52 and 54 the rate admissible is that of the grade to which the Government servant will belong after joining his post.

DIVISION X

Journeys on transfer

57. (1) Travelling allowance may not be drawn under this Division by a Government servant on transfer from one station to another unless the transfer is made for the public convenience and the officer is entitled to pay during the period occupied by the journey. A transfer, at his own request should not be treated as a transfer for the public convenience, unless the authority sanctioning the transfer, for special reasons, which should be recorded, otherwise direct.

(2) A Government servant under suspension may draw travelling allowance on account of a journey on transfer when the controlling authority certifies that the transfer is necessary in the public interest, even though he is not entitled to pay during the period occupied by the journey.

Note—An officer who, on transfer to another appointment, keeps a lien on his own appointment, may be allowed on reversion travelling allowance under Rules 58 and 59 by the controlling officer if the latter is satisfied that such reversion serves public interest.

58. (a) **Transfer Grant**:

A Government servant on transfer in public interest shall be allowed to draw a lump-sum as Transfer Grant. The rate of transfer grant shall be as follows—

Grade	Transfer Grant	
	Within the State	Outside the State
I	Rs. 400	Rs. 800
II	Rs. 300	Rs. 600
III	Rs 200	Rs. 400
IV	Rs. 100	Rs. 200

59. The travelling allowance claims of a Government servant in respect of journey on transfer shall be regulated as follows—

(a) **For journey by rail**:

(i) A Government servant shall draw single fare of the class of accommodation to 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) **Journey by State Transport services**—A Government servant will be entitled to draw single fare of the Class of accommodation to which his grade entitled him He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and ½ fare for each child for whom such fare is actually paid.

(b) **Journey by road by owned car or hired taxi:**

(i) A Government servant whose actual pay is Rs. 1,400 or above may undertake journey by owned car or by taxi and may claim single mileage allowance at the approved rate per K.m. irrespective of the number of members of his family.

(c) **Journey by road by bus:**

A Government servant who 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.

(d) **Journey by Air:**

A Government servant whose actual pay is Rs. 1,400 or more is entitled to travel by air on transfer and claim one fare for himself and an additional fare for each member of his family.

60. **Transfer incidentals in the shape of daily allowance for time taken in journey.**

Government servant shall, in addition to the fare for himself and members of the family for journey by rail/steamer/air as the case may be, and for the journey by road, draw one daily allowance for himself and each member of family for every completed day occupied in the journey from residence reckoned from midnight to midnight. For the period less than 24 hours on any day the daily allowance will be admissible as follows –

Upto 6 hours	30%
Exceeding 6 hours but not exceeding 12 hours ...	50%
Exceeding 12 hours	Full

Note—1. The children below 12 years will be allowed daily allowance at half of the rates for adult.

2. Daily allowance in lieu of incidentals shall be calculated with reference to ordinary rate of daily allowance.

3. In the case of family members who do not actually accompany the Government servant but travel to the new station within six months of the date of transfer, daily allowance shall be calculated with reference to the pay of the Government servant on the date of transfer, and not to what it is on the date of journey.

4. In the case of transfer, daily allowance will be calculated from the time Government servant departs from residence whereas in the case of tour, the daily allowance will be allowed with reference to the scheduled departure time of the train/plane.

61. He may draw the actual cost of transporting at owner's risk rate by goods train, or other craft personal effects up to the following maxima:—

KILOGRAMS

Grade of Government servant	If not possessing family	If possessing family
Grade I	2000	Full Wagon
Grade II	1000	3000
Grade III	750	1000
Grade IV	250	600

Provided that the competent authority may prescribe lower maxima in the case of any specified class of Government servant.

Note—1. If a Government servant carries his personal effects by passenger, instead of by goods train, he may draw the actual cost of carriage upto a limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train.

Note—2. Subject to the prescribed maximum number of kilograms a Government servant may draw the actual cost of transporting personal effects to his new station from a place within the State other than his old station (*e.g.* from a place where they have been left on the occasion of a previous transfer) or from his old station to a place within the State other than his new station, provided that the total amount drawn, including the cost of transporting these personal effects shall not exceed that admissible had all his personal effects been transported from the old to the new station direct.

62. A Government servant who carries his personal effects by road between stations connected by rail may draw actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by goods train subject to the production of the payee's receipt for the amount claimed.

Provided that—

(1) The distance travelled exceed 130 K.Ms ;

(2) The Government servant is travelling to join a post in which the possession of a conveyance is advantageous from the point of view of his efficiency, and

(3) Conveyance are actually carried by rail;

He may draw the actual cost of transporting at owner's risk rate conveyances on the following scale—

Grade of Government servant	Scale allowed
Grade I	Motor car or motor-cycle.
Grade II	Motor car or motor-cycle.
Grade III	Motor car or motor-cycle.
Grade IV	Ordinary cycle.

Note—1. In the case of motor car, the cost of transporting a chauffeur or cleaner may be drawn.

Note—2. In the case of motor cars, motor-cycles and ordinary cycles, freight by passenger train is to be taken as "actual cost" if such train is actually used.

Note—3. The full scale of conveyance provided in proviso above may be drawn by all officers on transfer according to their respective grades on production of a certificate from the controlling officer to the effect required by clause (2) of the proviso. The concession is not ordinarily admissible in cases of temporary transfer.

Note 4.—If a Government servant possessed a Conveyance at the station from which he is transferred, he may draw the actual cost of transporting a conveyance from a place other than his former station, provided that the amount so drawn shall not exceed that admissible had it been from the old to the new station direct and provided further that the conveyance is actually transported to the new station within a reasonable time before or after the officer is transferred.

Note 5.—When a Government servant transports his motor-car or motor cycle by road under its own power between stations connected by rail, he may draw an allowance of 8 paise per K. M. in respect of the motor car and 4 paise per K. M. in respect of the motor-cycle, the distance to be reckoned for the purpose of this concession being limited to the distance between the stations by rail. If the Government servant himself travels by the car or cycle, he may draw the fares admissible. For any member of his family who travels by the car or cycle, the Government servant may draw the extra fare or half fare which would have been admissible under Rule 59 if the member had travelled by rail or road.

Note 6.—An officer travelling on transfer by the Shillong-Gauhati road will be entitled to re-imburse of the cost of transportation of personal effects upto the limits prescribed in Rule 61 as per rates of the State Transport.

63. (i) A member of a Government servant'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. If such member travels to the new station from a place other than the Government servant's old station, the Government servant may draw either the actual fare for the journey made or the fare admissible for the journey from the old to the new station, whichever is less.

Note 1.—When a Government servant who was residing with his family is obliged to move them in consequence of his transfer to another station, he may be reimbursed the cost even though they may not proceed to his new station ; but the travelling allowance drawn must be limited to actual expenses not exceeding the amount which would have been admissible if the family had proceeded to the officer's new station.

Note 2.—A Government servant, whose family was not residing with him at the time of his transfer, may draw family travelling allowance for the family's journey to his new station provided that the amount of such allowance is limited to that admissible for the journey between the officer's old and new stations.

Note 3.—To entitle an officer to travelling allowance under this clause on account of any member of his family subsequently joining him, the journeys should commence within six months of the officer's making over charge at the old station and end within six months of his taking charge at the new station, provided that in the case of an officer's transfer during leave the journey need not commence but must end within aforesaid periods.

(ii) A Government servant who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of the said members.

(iii) A Government servant claiming the cost of transporting personal effects, must substantiate his claim by the production of the payee's receipts for the amount claimed.

64. A Government servant appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this Division for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such order to his new station.

65. A Government servant who takes leave not exceeding 4 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 the transfer is received before or after the commencement of his leave, to travelling allowance under this Division.

66. A Government servant who takes leave exceeding 4 months while in transit from one post to another may draw travelling allowance under Rule 59 for so much of the journey to join the new post as he had accomplished before the order granting his leave is received, in addition to any allowance admissible under Rule.

67. When on return from leave exceeding 4 months a Government servant is posted to a station other than at which he was posted when he went on leave, the controlling officer may permit him to recover the travelling allowance under Rule 58 for a journey from his old to his new station.

Note—A military officer, when required to join an appointment on Governor's staff direct from the Military Department on the expiry of leave exceeding 4 months will be entitled to draw travelling allowances as on transfer from the station from which he proceeded on leave to his new station. Travelling allowance may be drawn for the return journey in similar circumstances on reversion to the Military Department.

68. When a Government servant under the administrative control of the Government of Meghalaya is transferred to the control of a Government which has made rules prescribing amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating travelling allowance on transfer.

DIVISION XI

Journey to attend an examination

69. A Government servant who is required to appear an obligatory departmental or language examination is entitled to draw travelling allowance as on tour for the journey to and from the place at which he appears for an examination, provided that—

(a) travelling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination ; and

(b) a competent authority may disallow travelling allowance under this rule to any candidate who, in its opinion—

(i) has culpably neglected the duty of preparing himself for an obligatory examination ;

(ii) does not display a reasonable standard of proficiency in examination which is not obligatory.

Note—Travelling allowance for journeys to attend an obligatory examination is admitted upon a certificate that the Government servant has not previously drawn travelling allowance twice for obligatory appearance in the same standard or for the same examination where there is no standard.

State Government's decision

1. Travelling allowance for journey when [illegible] cancelled—

In respect of examinations referred to in Rule [illegible] ment servant actually performs the journey to [illegible] examination but he is not able to appear in the [illegible] because of its cancellation, at the last moment that is [illegible] mation regarding the cancellation does not reach the Ge[illegible] servant at the time of the commencement of the journey the [illegible] of the Department may sanction to the Government servant concerned travelling allowance after due verification of the facts subject to the conditions mentioned in condition 2 below.

2. No daily allowance is admissible for halts for the day of examination or otherwise.

DIVISION XII

Journey during suspension

70. A Government servant under suspension who is required to perform a journey to attend the departmental 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—His travelling allowance will be regulated by the grade to which he belonged prior to his suspension.

State Government dicision:

(1) Travelling allowance as for a journey on tour without any allowance for halts on journeys or at the out-stations may be allowed to the Government servants whether on duty or on leave or under suspension for the journeys undertaken by them to the stations where the official records are made available. The travelling allowance will be allowed from the headquarters of the Government servant or from any other place where the Government servant may be spending his leave or where the suspended officer has been permitted on his own request to reside but not exceeding what would be admissible had the journey been undertaken from the headquarters of the Government servant. The grant of the travelling allowance will be subject to the following further conditions :—

(i) the inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement ;

(ii) the competent authority certifies that the original records could not be sent to the headquarters station of the Government servant or the bulk of documents ruled out the possibility of copies being made out and send ; and

(iii) the Head of Office under whose administrative control the Government servant is, certifies that the journey was performed with his approval.

(2) In the case of officers not under suspension at the time of undertaking of the journey, the period spent in transit to and fro and the minimum period of stay required at the place where the official records are made available for perusal should be treated as on duty or leave according as the officer is on duty or leave at that time. In case of officers under suspension, who are subsequently re-instated in service, the period will be treated as duty, leave or otherwise in accordance with the orders passed by the competent authority under F. R. 56(1).

(3) The competent authority can change the headquarters of a Government servant under suspension if this is in the interest of public service, and that the travelling allowance of the Government servant in such cases should be regulated by the grade to which he belonged prior to suspension-*vide* Note below Rule 70.

(4) A retired State Government servant required to attend Departmental Enquiry instituted against him may be allowed travelling allowance as on tour by the shortest route for the journey in connection with the enquiry from his place of residence to the place of enquiry and back. The Travelling Allowance shall be regulated in accordance with the pay of the post held by the retired Government servant immediately prior to retirement.

No advance of travelling allowance should, however be paid in connection with such journeys.

DIVISION XIII

Journey to obtain medical advice

71. If a Government servant is compelled to leave a station at which he is posted and travel to another station in order to obtain the advice of the District Medical and Health Officer to whose services he is entitled, or who may under departmental rules be consulted on his case, he may, on production of a certificate, from the District Medical and Health Officer consulted that the journey was, in his opinion absolutely necessary, draw Travelling allowance for the journey.

Note 1.—Travelling allowance is not admissible for a journey undertaking to produce a health certificate on first appointment to Government service.

Note 2.—The rule allows the grant of travelling allowance only to an officer who is compelled to make a journey in order to procure medical advice of the character which Government undertakes to provide for its servants. The Government does not undertakes to provide officers with the services of a specialist, *e. g.*, a dentist. If a journey not covered by

this rule is unavoidable, and if the expense thereof is altogether disproportionate to the pay of the officer concerned, the case should be referred to the Government for orders together with a certificate signed or countersigned by the District Medical and Health Officer that the journey is absolutely necessary. Except in cases of rear emergency such reference should be made before the journey is undertaken.

DIVISION XIV

Journey to give Evidence

72. 1. If a Government Servant is summoned to give evidence in a criminal case, a case before a Court-martial or a civil case to which Government is a party and provided that the facts as to which the Official is to give evidence have come to his knowledge in the discharge of his public duties, he may draw travelling allowance as on tour including allowance for halts.

2. The certificate of attendance given by the court or the order summoning him should be attached to the travelling allowance bill and no payment is to be accepted from the Court and any amount paid be credited to Government.

3. If the Court in which the official gives evidence is situated within 8 kilometers of his headquarters and no travelling allowance is therefore admissible, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.

4. A Government servant summoned to give evidence while on leave is entitled to the concessions described above, as if he were on duty.

5. A Government servant against whom an oral enquiry is held under the Meghalaya Services (Discipline and Appeal) Rules and who is required to proceed from one station to another to appear before the officer conducting the enquiry, may be allowed, travelling allowance as on tour.

However, no travelling allowance will be admissible to the charge person if the enquiry is held at a place other than his headquarters, expressly at his own request.

DIVISION XV

Journeys in attendance on an Incapacitated Government Servant

73. If a Government servant, under the advice of a District Medical Officer of Health Department or other Medical Officer of Government whose duty it is to attend him professionally, is required to travel to elsewhere, either when proceeding on leave or in order to obtain further medical advice, and the Medical Officer considers

that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant, if a Government servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; if not a Government servant, he shall be entitled to actual expenses.

State Government's decision:

1. Travelling allowance by air will not be generally admissible for such journeys irrespective of whether or not the Government servants concerned is otherwise entitled to travel by air at his discretion on official duty.

2. The facility of travel by air-conditioned accommodation will not be generally admissible to such Government servants while undertaking journeys for the purpose of receiving medical attendance treatment.

DIVISION XVI

Journey to appear before a Medical Board preliminary to retirement

74. (a) A Government servant who is directed by his official superior, in the interest of public service, to apply for an invalid pension, may if he is required to make a journey in order to appear before a medical board, draw his actual expenses subject to a maximum of the amount of T.A. calculated for the journey, if it is necessary for him to return to his headquarters after appearing before the Medical Board, he may draw his actual expenses subject to the same maximum. In both the cases, his T. A. bill must be supported by a certificate that he was directed to apply for an invalid pension in the interest of public service and that he did not voluntarily ask to retire.

(b) A competent authority may allow actual expenses as limited by clause (a) of this rule, to be drawn by a Government servant who voluntarily applies for an invalid pension provided that the authority is satisfied that the circumstance of the applicant are such as to justify the concession.

75. Travelling allowance under Rule 71 should be calculated as for a journey on tour but no allowance may be drawn for halts on the journeys

DIVISION XVII

Journey on a Course of Training

76. When a Government Servant or student not already in Government service is selected to undergo a course of training, a competent authority may decide the scale, if any on which he shall draw—

(a) Travelling allowance for the original journey to and the last journey from the place of training, and for halts at such place ;

(b) in the case of training at a school, college or similar Institution, travelling allowance for similar journeys on the occasion of holidays and vacations ; and

(c) travelling allowance for journeys during the course of training provided that the scale fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training.

When deputed for Training at Headquarters—

77. (1) In the case of Government servants deputed for training at centres/institutions located at their headquarters station such centre/institutions should be deemed to be their temporary headquarters during the period of training. No travelling/daily allowance is admissible in such cases whatever be the distance between their normal duty point and the institution/schools to which they are deputed for training.

(2) Where, however, on any day the Government servants under training are required, under proper orders, to attend two or more places at the headquarters station in connection with their training the actual conveyance expenses by public conveyance between one local place of training and the other such place(s) may be re-imbursed to them at the cheapest available rate.

DIVISION XVIII

Other Journeys

Journey on Retirement, Dismissal or Termination of Employment—

78. Ordinarily no person is entitled to any travelling allowance for a journey made after termination or dismissal from Government service or after termination of such service. However, a competent authority may, in exceptional cases for special reasons which should be recorded, permit any Government servant to draw travelling allowance for the journey.

Travelling allowance to the members of families on the death of the Government servant in service—

79. (1) The following concession will be admissible to the members of the family as defined in Rule 2(5) which term a so includes parents, sisters, minor brothers residing with and wholly dependent on the deceased Government servant, provided the journey is completed within six months after the death of the Government servant.

(2) Travelling expenses will be admissible by the shortest route from the last headquarters of the Government servant to his normal place of residence which shall be the permanent home as entered in his service book or record or such other place as might have been declared to be the permanent home by the Government servant while in service.

(3) **The amount of travelling expenses payable to the members of the family will be—**

(i) Transfer incidentals at the rate of one daily allowance for each member of family for every completed day occupied in the journey from residence to residence, reckoned from midnight to midnight. For broken periods daily allowance is admissible at the percentage rate mentioned in Rule 60.

(ii) (a) **For journey by rail:**

Actual fare of the class of accommodation to whi deceased Government servant was himself entitled for each member of family or to the class of accomodation actually used, whichever is lower. Travel by ACC first class is not allowed.

(b) **For journey by road:**

Road mileage as admissible for journeys on transfer.

(iii) Actual cost of transportation of personal effects on the scale as admissible under rule 61.

(iv) Actual cost of transport of conveyance in terms of rule 62.

(4) In cases where the members of the deceased Government servant's fa ly travel from a station othar than the last headquarters of the Government servant or being there proceeds to a station other than the normal place of residence travelling allowance will be admissible, but will be limited to the amount which would have been admissible had the members of the deceased Government servant's family travelled from the headquarters of the Government servant to the normal place of residence.

(5) **These concessions will not apply to:**

(i) Government servants engaged on contract and part time employees;

(ii) Government servants paid out of contingencies.

(iii) Retired Government servants who have been re-employed ; and

(iv) Temporary Government servants who have not rendered three years continuous service.

(6) An advance limited to three-fourths of the probable amount of travelling expenses may be paid to only one member of the family on behalf of all.

80. (a) Except where otherwise expressly provided in this Division, when, on a journey other than a journey by air or railway, a Government servant uses a means of locomotion provided at the expense of Government, a local fund or any State Government, and does not pay the cost of its use or propulsion, he is entitled to draw full daily allowance for each day of travel only when the journey involves spending one or more nights away from headquarters, whether he takes his servants and luggage with him or not. When the journey is made on two successive days involving absence not exceeding 24 hours from headquarters, only one day's daily allowance will be admissible.

In the case of journey which does not involve spending a night away from headquarters, one daily allowance will be admissible when the total distance travelled on each day is not below 80 K.Ms.

State Government's decision:

(a) In determining the total distance travelled in Government vehicles for a day for drawal of a daily allowance under, all journeys performed from the headquarters of Government servants in that day shall be calculated. Those journeys only for which a Government servant is entitled to mileage allowance had he travelled in his own car or by other means, shall be counted for the purpose of determining the limit of 80 K.Ms ; other journeys performed within a short distance from headquarters, *i. e.*, within a radius of 8 K Ms from headquarters, shall not be calculated for the purpose of the total journeys performed in a day.

(b) If a journey by such means of locomotion is combined with a road journey by ordinary conveyance (and extends beyonds 8 K Ms) the Government servant so travelling may, at his option draw either the full daily allowance admissible under Rule 38 or if the journey by ordinary conveyance exceeds 32 K.Ms the mileage allowance admissible under Rule 28. No extra allowance will in either case be drawn on account of the journey by the means of locomotion provided by Government.

(c) If a journey by such means of locomotion is combined with a journey by rail or public steamer, the Government servants so travelling may draw either the full daily allowance admissible under Rule 80 or the allowances admissible for the journey by rail or public steamer under Rules 20-21. No additional allowance on account of the journey by the means of locomotion provided by Government will be admissible.

(d) It is decided that a certificate in the following form should be furnished with the travelling allowance bills in which mileage allowance is drawn for performing journeys in the personal cars of officers when the Government vehicle is under repair or not available for use for bonafide reasons. "Certified that the journey has been performed by the personal car of the officer and that the mileage allowance in lieu of daily allowance has been drawn in this bill as the Government vehicle placed at his disposal was under repair/not available for use for bonafide reasons and that approval of the Commissioner/Heads of Departments has been obtained."

81. When a Government servant is provided with means of locomotion as in Rule 80 but pays all the cost of its use or propulsion, he may draw travelling allowance under the ordinary rules subject to the deduction of such fixed hire or charge as the State Government may fix.

82. The provisions of Rules 80 and 81 do not apply to Government servant of the Grades III and IV or to any other Government servant or class of Government servants to whom a competent authority may declare them to be inapplicable.

83. Travelling Allowance of a Government servant both when proceeding on transfer to foreign service and when reverting to duty under Government shall be borne by the foreign employer.

DIVISION XIX

84. (a) When any non-officials are required to attend any meeting of a commission of inquiry or of a board, conference, committee or departmental inquiry convened under proper authority, or are required to perform any public duty in an honorary capacity, they may be allowed by a competent authority convening such committee, conference or commission of inquiry or by the authority calling for honorary public service, travelling allowance at the rates admissible to Government servants of the Grade I. The members of the Legislature are entitled to travelling allowance/daily allowance at the rates admissible to them under the Meghalaya Legislative Assembly's Salaries and Allowances Rules.

(b) In the case of the kind contemplated by clause (a) of this rule, a competent authority may, in its discretion, grant to the person concerned his actual travelling, hotel and carriage expenses instead of travelling allowance under that clause.

(c) A competent authority may delegate the power conferred upon it by clause (a) of this Rule to the Government servant presiding over the meeting of the commission or other body which the person concerned is required to attend.

(d) Non-official outstation Members of Legislature appointed to honorary offices may be allowed by a competent authority to be by the authority appointing them to such offices or those connected allowance while performing the duties of the said honorary offices at rates to be determined by such authority.

The grant of such allowance is contingent upon arrange . serviceable conveyance.

State Government's decision:

(1) The travelling allowance bills of the non-official appointed to committee, boards, etc., set up by the Government being subject to pre-audit by the Accountant General, the non-official members do not get payment in time which causes considerable inconvenience to them.

The question of simplification of the procedure for payment of travelling allowance to avoid such delay in payment, has been under consideration for some time. The Governor of Meghalaya is now pleased to decide that the procedure outlined below should henceforth be followed.—

(a) The payment of the entire amount due, including travelling allowance for the return journey, may be made on presentation of the bills at the Treasury after necessary countersignature of the controlling officer without sending the bills to the Accountant General, Meghalaya, for pre-audit. It is however, considered necessary to secure an undertaking from the members concerned to the effect that any over-payment of travelling allowance detected would be repaid by them in cash or loan in subsequent bills or other claims they may have on Government. In case any member does not give the undertaking there will be no alternative but to defer the payment until his travelling allowance bill is pre-audited in the normal course. After the money is drawn and disbursed according to this procedure the drawing and disbursing officer will have to furnish a certificate to audit within a month of drawal showing that the return journey has been duly performed.

(b) In the case of committees, etc., convened by Government the Secretary of the Administrative Department concerned should be declared as the drawing and disbursing officer of non-official members' travelling allowance bills. But as the Administrative Department have no separate allocation, the expenditure will have to be met out of the general provision controlled by the Chief Secretary who may remain the controlling officer and all such travelling allowance bills will have to be counter-signed by him or by such other officer as may be authorised by him.

(c) The bills should be drawn in the Travelling allowance bill form. The drawing and disbursing officers will be responsible for the correct preparation of the bill and it will be the duty of the controlling officer to see that the bill is in order and to fill up the allotment column, etc.

(d) The procedure will apply in the case of all non-official members of such committees, boards, etc., including the Member of Legislative Assembly.

(2) It has been decided that the expenditure in respect of travelling allowance and daily allowance of the non-official members of boards/committees convened by the Administrative Department and those convened by the Heads of Departments should be debited to their respective budget head. The claims in the bill which are more than six months old should also be sent to the Accountant General, Meghalaya for pre-audit.

DIVISION XX

Controlling Officers Signature on Travelling Allowance Bill

85. A list of controlling authorities as declared by Government for travelling allowance purpose in respect of each Government servant or class of Government servants is given in Appendix 9 of Meghalaya Fundamental Rules and Subsidiary Rules, Government may amend the list from time to time and may, where they think fit, declare that any particular Government servant shall be his own controlling officer.

86 Except where expressly permitted by a competent authority a controlling officer may not delegate to a subordinate his duty of countersignature.

87. Except as provided in Rule 88 no bill for travelling allowance other than permanent travelling allowance, shall be paid unless it be signed or countersigned by the controlling officer of the Government servant who presents it.

88. Non-gazetted Government servants may, provided that detailed and countersigned bills are subsequently submitted to the audit officer for adjustment, present bill for travelling allowance without the countersignature of the controlling officer.

89. It is the duty of the controlling officer, before signing or countersigning a travelling allowance bill—

(i) to scrutinise the necessity, frequency and duration of journeys and halts and to disallow the whole or any part of the travelling allowance claimed for unnecessary or unduly protracted journey or a halt of excessive duration ;

(ii) to scrutinise carefully, the distance entered in travelling allowance bills ;

(iii) to satisfy himself that mileage allowance for journeys by railways or steamer, excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and that concessional return tickets for the journeys or journey charged for in the bill were purchased wherever and whenever possible ;

(iv) to observe any subsidiary rules or orders which competent authority may make for his guidance ; and

(v) to see that the claims for the cost of transporting personal effects under Rule 61 are supported by receipts or vouchers ;

(vi) to satisfy himself before permitting a claim that the Government servant actually bought a through ticket at the rate claimed ;

(vii) to satisfy himself that, where the actual cost of transporting personal effects/servants is claimed the scale on which such effects/servants were transported was reasonable ; and to disallow any claim which, in his opinion, does not fulfil that condition. In respect of claim for transporting personal effects, he shall also scrutinise the details and satisfy himself that the claim is reasonable ;

(viii) to see that in the case of non-gazetted officers that the particulars of the journeys are certified by the gazetted officer under whose instructions the journey were performed, in order to prevent fraudulent claims ;

(ix) to ensure that Government servant who is treated as a State Guest for any period during his official tour/deputation has given full particulars of the fact in his travelling allowance bills and that he has claimed daily allowance for that period ; only at reduced rates in accordance with the provisions of Rule 38 ;

(x) to ensure that in the case of Government servants who, while on tour are allowed free board/and/or lodging at the expenses of the Central Government or State Government or an autonomous industrial or commercial undertaking or Corporation or a statutory body or a local authority in which the Government funds have been invested or in which Government have any other interest or who stays during tour in Circuit houses/ Inspection Bungalows/Rest Houses, etc., without having to pay any charges for accommodation, record on their T. A. bills full particulars of the facilities by way of free board/ and/or lodging enjoyed by them at the expense of the Central Government or other authorities and claim D. A. at the appropriate reduced rates.

Note—It is the duty of the Controlling Officer to record the following certificates in travelling allowance bill of transfer.

(i) That he has scrutinised the claim for carrying personal effects and that he is satisfied that it is correct and reasonable ; and

(ii) that the original order of transfer has been produced and that the drawal of travelling allowance has been recorded thereon.

State Government's decision :

The duplicate copies of all the travelling allowance bills of the officers and staff should be kept by all the officers and the offices.

DIVISION XXI

Repeals and Savings

90. (1) Assam Travelling Allowance Rules as adapted and amended by Meghalaya are hereby repealed.

(2) Notwithstanding such repeal anything done or any action taken or deemed to have been done or taken under the said rules shall so far as it is not inconsistent with these rules be deemed to have been done or taken under the corresponding provision of these rules.

APPENDIX 1

Authority which will exercise the power of Competent Authority for the purpose of Travelling Allowance Rules.

Sl. No.	No. of Rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	
1	16(b)	Power to decide the shortest of two or more routes.	(1) Heads of Departments. (2) All Controlling officers.	Full power in their jurisdiction
2	18	Power to decide the point in a station at which journeys begin or end.	Commissioner of Division.	Full power within their jurisdiction
3	49	Power to restrict the frequency and duration of journey on tour.	Controlling officers countersigning T. A. Bills.	Full power in respect of officers subordinate to him
4	69	Power to disallow travelling allowance (1) to the officers who has culpably neglected the duty of preparing for an obligatory examination (2) or who does not display reasonable standard of proficiency in an examination which is not obligatory.	Heads of Departments.	Full power.
5	74	Power to allow the actual cost of a journey to appear before Medical Board preliminary to voluntary retirement on invalid pension.	Heads of Departments.	Full power.
6	17 (a)	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest.	Heads of Departments	Full power for all officers under them
7	44 (2)	Power to grant exemption from the rule limiting a halt on tour to 30 days.	Departments of Government. With the concurrence of Finance Deptt.	Full power.
8	84 (a)	Power to grant travelling allowance to persons not being Government servants who are required to attend meeting or any commission of enquiry, etc.	Department of Government.	Full power.

II. Conveyance Allowance :

In supersession of all existing orders in this regard, the following categories of Government employees, who are required to perform journeys regularly in or near their headquarters for short distances which do not qualify for travelling allowance, will be entitled to Conveyance Allowance at rates as indicated against each. In view of the frequent increases in the price of motor spirit, the allowance will henceforward be admissible in terms of motor spirit, wherever possible.

Sl. No.	Designation of employees	Rates of Conveyance Allowance per month	Remarks
1	(a) Deputy Commissioners, East Khasi Hills, Jaintia Hills and West Garo Hills.	20 litres of motor spirit.	...
	(b) Deputy Commissioners, West Khasi Hills and East Garo Hills.	15 litres of motor spirit.	...
2	(a) Superintendents of Police, East Khasi Hills, Jaintia Hills and West Garo Hills.	20 litres of motor spirit.	...
	(b) Superintendents of Police, West Khasi Hills and East Garo Hills.	15 litres of motor spirit.	...
3	(a) Civil Surgeons, East Khasi Hills, Jaintia Hills and West Garo Hills.	15 litres of motor spirit.	...
	(b) Civil Surgeons, West Khasi Hills and East Garo Hills.	10 litres of motor spirit.	...
4	(a) Estate Officer, P. W. D.	30 litres of motor spirit	...
	(b) Sectional Officer (Electrical)/Sectional Officer (Civil) under the Estate Officer, P. W. D.	10 litres of motor spirit if maintaining a motor cycle/scooter or Rs.35 00 in cash.	...
5	Inspectors, Sub-Inspectors and Assistant Sub-Inspectors of Police of all Branches.	10 litres of motor spirit.	Subject to maintenance of a motor cycle/scooter.
6	Trade Adviser and Director of Movements, Government of Meghalaya, Calcutta.	50 litres of motor spirit if maintaining a car or Rs.200·00 in cash	...

Sl. No.	Designation of employees	Rates of Conveyance Allowance per month	Remarks
7	Inspector of Trade, Office of the Trade Adviser and Director of Movement, Government of Meghalaya, Calcutta.	25 litres of motor spirit if maintaining a car or Rs.100 00 in cash.	...
8	Inspector of Supply, Office of the Movement Officer, Government of Meghalaya, Gauhati.	20 litres of motor spirit if maintaining a car or Rs.75·00 in cash.	...

Note: 1. Except for Sls. 1 to 4 (a) above who are allotted with Government vehicles, the means of conveyance such as motor cars, motor cycles and scooters maintained by the employees concerned should be subject to annual verification of ownership.

Note: 2. Bicycle allowance at a flat rate of Rs.10·00 per month may be granted to employees posted in the plains areas of the State as in some parts of Garo Hills subject to maintenance of a serviceable bicycle and the appointing authority certifies that its maintenance is necessary in the performance of official duties. The allowance may be sanctioned with the approval of the Finance Department.

* * *

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