

TRAVELLING ALLOWANCE
&
DAILY ALLOWANCE

BY JYOTIRMOY TARAN, AUDIT OFFICER,
DIRECTORATE OF AUDIT

Travelling Allowance on Tour

Travelling Allowance (TA) on tour is from duty point/residence at headquarters to duty point at the distant station and vice versa. It comprises of –

- Fare for journey by rail/ road/ air/ sea;
- Road mileage for road journey otherwise than by bus;
- Daily Allowance (DA) for the entire period of absence from headquarters including the journey period.

General Principles :

➤ Travelling Allowance claim of a Govt. servant shall fall due for payment on the date succeeding the date of completion of journey. He shall submit the TA claim within 60 days of its becoming due failing which it shall stand forfeited. (Rule 290 of GFR 2017)

➤ The claim of the Govt. servant to Travelling Allowance including Daily Allowance is forfeited or deemed to have been relinquished if the claim for it is not preferred within 60 days succeeding the date of completion of the journey.

➤ The date of submission of claims shall be determined as indicated below:

(i) In case of Officers who are their own Controlling Officer	The date of presentation of the claim at the treasury.
(ii) In case of Officers who are not their own Controlling Officer	The date of submission of the claim to the Head of Office/ Controlling Officer

➤ In case of claims falling under category (ii) above, which are presented to the Treasury after a period of 60 days succeeding the date of completion of journey, the date of submission of the claim will be counted from the date when it was submitted by the Govt. servant to the Head of Office/ Controlling Officer within prescribed time-limit of 60 days.

- Amount of Travelling Allowance granted shall be adjusted within 15 days from the completion of tour or the date on which the govt. servant resumes duty after completion of tour.
- Where after drawal of an advance, a Govt. servant has not submitted the adjustment bill in due time, his right to TA claim stands forfeited. The advance so drawn shall be recovered from his pay bill or any other dues in one installment.
- In case of default, interest @ 2% over the interest rate which is allowed by the Govt. on Provident Fund balances shall be charged.

Controlling Officer for the purpose of TA

- Chief Secretary, Addl. Chief Secretaries, Principal Secretaries, Secretaries, Spl. Secretaries, Addl. Secretaries & Head of Departments shall be self controlling officers for TA under SR-191. Their journey shall be approved by the competent authority.
- For other officers, the controlling officer for TA purpose will be the Secretary of the Department/ Head of Department/ Head of Office whosoever is next higher in rank. Their tour diary will also be approved by the controlling officer.
- Head of Department is the controlling officer in respect of all gazetted officers subordinate to him & Head of Office is the controlling officer for all non-gazetted staff under his establishment for the purpose of TA.

- No official shall be entitled to draw TA for more than 21 days in a month.
- This provision shall not be applicable to those cases in which the competent authority deposes the officer on Govt. duty to a place outside his headquarter (minimum distance 8 km) in public interest for a continuous period upto 3 months.
- For more than 3 months in a stretch, concurrence from Finance Department shall be necessary to allow Daily Allowance.
- Daily Allowance shall be paid as under:
 - a) Full DA for first 10 days
 - b) $\frac{3}{4}$ DA for next 20 days
 - c) $\frac{1}{2}$ DA for the rest period

➤ Daily Allowance to be paid for absence from Headquarters on calendar basis i.e. from midnight to midnight. Daily Allowance will be admissible at the following rates :

a) Absence not exceeding 6 hours : 30% of full DA
(upto 6 hours)

b) Absence exceeding 6 hours but
not exceeding 12 hours : 50% of full DA

c) Absence exceeding 12 hours : Full DA

➤ If transfer within a short distance not exceeding 20 km, TA on transfer is not admissible.

Leave Travel Concession

- Where no advance drawn, the right of a Govt. servant for reimbursement of LTC claim stands forfeited or deemed to have been relinquished if the claim is not preferred within 3 months of the date of completion of return journey.
- In case advance has been drawn towards LTC, the final bill will have to be preferred within 1 month of the completion of return journey.
- If not done, the authority which sanctioned the advance should enforce lumpsum recovery of the advance forthwith & penal interest @ 2% over the interest rate which is allowed by the Govt. on Provident Fund balances shall be charged.

Some TA related Memorandum

- No.F.5 (I)-FIN(PC)/2009(P-I) dated [12-01-2018.pdf](#)
- No.F.5(I)-FIN(PC)/2009(P-I)/25-224 dated [08-04-2019.pdf](#)
- No.F. 5(I)-FIN(PC)/2009(P-I)/335-535 dated [24-09-2021.pdf](#)
- No.F. 5(I)-FIN(PC)/2009(P-I)/809-1009 dated [23-12-2021.pdf](#)
- No.F. 2(7)-LAW/Estt-2/2020(Shadow) dated [30-04-2024.pdf](#)
- No.F. 5(I)-FIN(G)/2009 dated [06-10-2009.pdf](#)
(Journey from Kolkata to Andaman & Nicobar)

THANK YOU