

THE SIND REGIONAL PLAN ORGANIZATION EMPLOYEES (  
TRAVELLING ALLOWANCE) RULES, 1989.

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**NO.SO(A)(P&D)-6(199)/85-XVI**  
**GOVERNMENT OF SIND**  
**PLANNING AND DEVELOPMENT DEPARTMENT**  
**SIND REGIONAL PLAN ORGANIZATION.**

**Karachi, dated the 27<sup>th</sup> July , 1991.**

**NOTIFICATION**

No. SO(ADMN)(P&D)-6(199)/85-XVI:- In exercise of the powers conferred by section 22 of the Sind Regional Plan Organization Act, 1975, the Government of Sind are pleased to make the following Rules:-

1. (1) These rules may be called the Sind Regional Plan Organization Employees (Travelling Allowance) Rules, 1989. **Short-title ad commencement.**
  - (2) They shall come into force at-once.
  - (3) They shall apply to all employees of the organization wherever they may be but shall not apply to persons employed on contract or deputation, who will be earned by the terms and conditions of their appointment deputation, as the case may be.
2. (1) In these rules, unless there is anything repugnant in the subject or context, the following words and expressions shall have the meanings assigned to them that is to say- **Definitions.**
  - (a) "Controlling Officer" means the Director General in respect of employees in BS-18 and above and Deputy Director (Administration) in respect of employees in BS-17 and below;
  - (b) "daily allowance" means the part of the traveling allowance admissible to a class of employee for each calendar day or part of a calendar day including a holiday spent on journey or at halts outside the headquarters;
  - (c) "day" means a calendar day beginning and ending at midnight;
  - (d) "family" means an employee's— ,
    - (i) wife or wives, or husband, as the case may be;
    - (ii) legitimate children and step-children of not more than twenty four years old residing with and wholly dependent upon the employee;
    - (iii) adopted child of not more than twenty four years old residing with and wholly dependent on the employee subject to the condition that the employee has no

legitimate or step child of his own and prior approval of the Organization is obtained for having adopted the child;

- (e) "fare actually paid" means the prescribed fare for the mode of travelling and includes the reservation charges for the accommodation and the tax or surcharge, if any, paid on such fare;
- (f) "Grade" means—
  - (i) the first Grade for all employees in B.S.17 and above and those is receipt of pay exceeding Rs. 2,200/- p.m.;
  - (ii) the Second Grade for all employees drawing pay exceeding Rs. 700/- p.m. but not exceeding Rs. 2,200/- p.m.;
  - (iii) the Third Grade for all other employees excluding those in BS.1 or BS.2; and
  - (iv) the Fourth Grade for all employees in B.S. 1 and B.S.2; and
  - (v) such of the above Grades as is declared by the competent authority in relation to any part time employee or an employee remunerated by fees;
- (g) "headquarters" of an employee is the station which has been declared as such by a competent authority or in the absence of such a declaration, the station where the record of his office are kept;
- (h) "month" means a month reckoned according to the Gregorian Calendar;
- (i) "mileage allowance" means an allowance calculated under these rules on the distance travelled which is admissible to meet the cost of particular journey;
- (j) "pay" includes special pay, qualification pay, personal pay, technical pay, overseas pay and any other emoluments which may be specially classed as pay by the competent authority;
- (k) "permanent travelling allowance" means the travelling allowance granted under rule 9;
- (l) "Province" means the province of Sind;

(m) "Public transport/conveyance" means a railway train, steamer, bus or other conveyance which plies regularly on a given course for the conveyance of passengers;

(n) "Transfer" means the movement of an employee from one headquarters station to another such station either to take up duties of new post or in consequence of a change in his headquarters;

(o) "travelling allowance" means the allowance granted under rule 4 and includes mileage and daily allowances (other than the permanent raveling allowance) admissible under these rules.

(2) The words and expressions used but not defined in these rules shall have the meanings, assigned to them in the Sind Regional Plan Organization Employees (General Conditions of Services) Rules, 1987.

3. Travelling Allowance is granted to an employee to cover the expenses which he incurs in travelling in the interest of the Organization that is to say in respect of a journey performed for any of the following purposes:-

**Nature of Travelling Allowance.**

- (a) for the purpose of tour;
- (b) on transfer ;
- (c) on joining a first appointment;
- (d) on retirement, suspension, dismissal or termination of employment;
- (e) to attend a course of training or to appear at an examination;
- (f) to give evidence in a court or to attend an inquiry or conference;
- (g) to obtain or furnish medical advice or treatment;
- (h) to attend an official function; and
- (i) any other purpose authorized by the competent authority.

4. In order to ensure that travelling allowance is not turned into a source of profit and that travelling is resorted to only when it is necessary in the interest of the Organization, a Controlling Officer may--

**Function of Controlling Officer.**

- (a) issue instructions limiting the extent of touring to be done by a subordinate officer;
- (b) reduce the amount of the permanent travelling allowance or conveyance allowance, if the recipient thereof has done inadequate touring;

- (c) issue instructions to a subordinate employee to regulate his touring in such a way as to minimize un-necessary large claim for travelling allowance.
5. No bill for travelling allowance other than permanent travelling allowance or conveyance allowance shall be paid, unless it is signed or countersigned by the Controlling Officer. **Signature of Controlling Officer on Travelling Allowance Bill.**
6. Unless expressly permitted by the competent authority, a Controlling Officer shall not delegate to a sub-ordinate officer his power to sign or countersign the travelling allowance bills. **Bar on delegation of duty of counter-signature.**
7. Before signing or countersigning a travelling allowance bill, the Controlling Officer shall-- **Duties of Controlling Officer.**
- (a) scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protected, or that halt was of excessive duration;
  - (b) scrutinize carefully the distance, entered in travelling allowance bills and satisfy himself by maintaining proper check register of bills signed or countersigned by him so that a double payment for one and the same journey is not passed;
  - (c) satisfy himself that, where the actual cost of transporting personal effects is claimed under these rules, the scale on which such personal effects were transported was reasonable and shall disallow any claim which, in his opinion, such scale was not reasonable;
  - (d) exercise care that there is not evasion or breach of the fundamental principle of travelling allowance, viz, that the allowance is not turned into a source of profit;
  - (e) observe any subsidiary orders or directions which a competent authority may give for his guidance;
  - (f) judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and allow travelling allowance accordingly;

(g) satisfy himself what the mileage allowance for journey by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

8. Where an employee is required by the controlling authority to proceed on an official business to a place in the headquarter but outside the place of his duty and no official conveyance is provided to him for the purpose, the expenditure incurred on the said journey and back may be reimbursed to him at the following rates: **Journey outside the place of duty.**

- (i) for First Grade and Second Grade employees; Rs. 2.00 per Km; and
- (ii) for Third Grade and Fourth Grade employees; Rs. 1.00 per Km.

9. A permanent monthly travelling allowance may be granted by the competent authority to any employee whose duties require him to travel extensively within his sphere of duty, and such allowance shall be drawn all the year round, irrespective of the fact whether any journey is made by such employee or not in any month, but such allowance shall be in lieu of all the forms of travelling allowance: **Permanent Travelling Allowance.**

Provided that where the employee travels outside the sphere of his duty he shall be entitled to draw ordinary travelling allowance in addition to the permanent travelling allowance.

10. An employee deputed to undergo a course of training may draw a conveyance allowance of permanent travelling allowance for maintaining conveyance during the course of training, provided he actually maintains the conveyance and the authority sanctioning the deputation is satisfied that on expiry of the training he is likely to return to the post to which the allowance is attached. **Maintaining Conveyance.**

11. (1) Where an employee is permitted for his own convenience to perform his duties at a station other than his headquarters, he shall not be entitled to draw any travelling allowance for the journeys to such a station. **Inadmissibility of T.A.**

(2) The competent authority may decide what should be considered to be the place of duty of an employee for the purposes of these rules.

12. Notwithstanding anything to the contrary contained in any other rules, the competent authority may prescribe a higher rate of daily allowance and mileage allowance for a particular class of employee or generally for travelling in a particularly expensive area, or for any other special reasons to be recorded in writing.
13. (1) For the purpose of calculating mileage allowance a journey between two places shall be deemed to have been performed by the shortest of the two or more practicable routes or by the cheapest of such routes as may be equally short.

**Competent authority may prescribe higher rates of travelling allowance for expensive localities. Principles of calculation of mileage allowance.**

Explanation.- For the purpose of this sub-rule, the shortest route shall be the route by which the traveller can most speedily reach his destination by the ordinary modes of travelling or the route regarded as the shortest by the competent authority.

(2) If an employee travels by a route, which is not the shortest but is cheaper than the shortest, the mileage allowance should be calculated on the route actually used by him.

14. Mileage allowance is differently calculated according as the journey is, or could be, performed by—
- (a) railways;
  - (b) sea or river steamer;
  - (c) road, that is to say by—
    - (i) car;
    - (ii) taxi;
    - (iii) passenger bus;
    - (iv) motor cycle;
    - (v) cycle or on foot; or
    - (vi) on animal back or in an animal driven carriage;
  - (d) air.

**Different rates for different classes of journeys.**

15. (1) For the purpose of calculating mileage allowance for journey by railways an employee shall be considered to be entitled to the accommodation according to the scale given below:-
- (a) Employee of the First Grade. Accommodation of the highest class by whatever name be it called.
  - (b) Employee of the Second Grade. First Class (sleeper) accommodation, or if the line by which he travels provides no first class (sleeper)

**Mileage allowance for journeys by railways.**

accommodation, the next lower class.

- (c) Employee of the Third Grade. First class (sleeper-cum-sitter) accommodation, or if the line by which he travels provides no first class (sleeper-cum-sitter) accommodation, the next lower class.
- (d) Employee of the Fourth Grade. Lowest class by whatever name be it called.

(2) Except in the case of journeys on transfer, the mileage allowance for the journey by railways is half of the fare of which class of accommodation which the employee is entitled plus the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class.

16. (1) For the purpose of calculating mileage allowance by sea or by river steamer, employees are entitled to the class of accommodation according to the following scales:

**Mileage allowance for journeys by Sea or River Steamer.**

- (a) An employee of the First Grade. Highest class.
- (b) An employee of the Second Grade. If there be two classes only on the steamer, the highest class, and if there be more than two classes, the second class.
- (c) An employee of the Third Grade.
  - i) If there be two classes only on the steamer, the lower class.
  - ii) If there be three classes the second class.
  - iii) If there be four classes, the third class.

- (d) An employee of the Lowest class.  
Fourth Grade.

(2) The mileage allowance for journeys by sea or river steamer, admissible to an employee is the fare actually paid, exclusive of diet, for travelling in the class of accommodation to which he is entitled.

(3) If owing to the arrangements of class on a steamer, the provisions of sub-rule (1) if strictly construed, involve hardship, the competent authority may, in respect of a particular journey or journeys generally decide as to what class of accommodation an employee is entitled, and when so deciding, may direct whether the employee should be granted the full or part allowance admissible for the higher class in which he is permitted to travel.

17. (1) For journeys by road the following mileage allowance shall be admissible:-

**Mileage allowance  
for journeys by  
road.**

<u>Mileage allowance</u>	<u>Rates per Kilometer.</u>
(a) Personal car or by engaging a full taxi.	Rs. 2.00
(b) Motor Cycle or Scooter	Rs. 0.65
(c) Bicycle, animal back or foot.	Rs. 0.50
(d) Public transport plying for hire on single seat basis:	
(i) For employees in BS-7 and above.	Rs. 0.32
(ii) For employees in BS-6 and below.	Rs. 0.20

(2) In calculating mileage allowance for journey by road, fractions of a mile should be omitted from the total of the amount claimed for a complete journey but not from the various items which make up the complete journey.

Explanation: Each complete journey on tour ends when the employee returns to Headquarters or to place in which his Headquarters are situated, whether he halts there or not.

(3) The facility of personal car or full taxi will be admissible only to employee of First or Second Grade.

(4) A personal car is a car registered in the name of the employee or his wife or her husband, as the case may be, or his/her brother or father or son.

(5) Where a vehicle belonging to the Organization is provided for use by, and available to an employee or employees such employee or employees shall not be entitled to any road mileage.

(6) An employee travelling in a borrowed car may charge mileage allowance at the rate of one rupee per Kilometer if he incurs the cost of propulsion himself. In the bill claiming the travelling allowance in such a case the employee should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

(7) Where two or more employees travel in the same conveyance, only that employee who either owns the conveyance or has hired it may draw mileage and daily allowance, and a note showing the circumstances of such journey should be made on the travelling allowance bill of each such employee.

(8) Where an employee, while travelling on duty, is required to pay and pays toll, he shall be entitled to recover the amount in addition to the mileage allowance admissible to him.

(9) No mileage allowance is admissible for journey within the municipal limits or cantonment limits of the town on halt.

18. Mileage allowance at the following rates shall be admissible from the residence of the employee to the railway station or the airport or the sea/river port, as the case may be at his headquarters and from the railway station or the airport or the sea/river port to the place of his temporary residence at the out-station or vice versa **Mileage allowance from residence to the point of departure.**

(a) First and Second Grade Officers. Rs. 2.00 per k.m.

(b) Third and Fourth Grade Officers Rs. 1.00 per k.m.

19. (1) For purposes of these rules, travel by air means journeys performed in the machine of public air transport companies regularly plying for hire. It does not include journeys performed in private aeroplanes or air taxis. **Travelling by air.**

(2) An employee of the First Grade travelling by air and other officers authorized by competent authority to travel by air may draw mileage allowance equal to the fare charges for the journey.

(3) No employee is entitled to travel on duty in first class by air irrespective of his pay.

(4) Wherever available, a return ticket at reduced rates should also be purchased when an employee expects to perform the return journey by air within the period for which return ticket is valid.

(5) The provisions of sub-rule (3) of rule 16 shall also apply in the case of air journeys.

(6) An employee, who is not authorized to travel by air but performs a journey by air can draw travelling allowance that would have been admissible to him had he been authorized to travel by air, or an allowance for a journey by rail, road or steamer, which is less.

20. Where any accommodation is reserved in any mode of travel but due to unexpected change in the programme or any other reason in the interest of Organization the reservation is cancelled the employee shall be allowed reimbursement of the reservation fee and any other deductions made by the concerned authority in the fare actually paid. **Refund on cancellation of journey.**

21. (1) The employees shall be entitled to the daily allowance at the following rates:- **Daily allowance.**

	<u>Pay limits</u>	<u>Special Rates</u>	<u>Ordinary Rates</u>
i)	Rs.5000/- and above per month.	Rs. 150/-	Rs. 130/-
ii)	From Rs.4000/- to Rs. 4999/- per month	Rs. 130/-	Rs. 110/-
iii)	From Rs. 2700/- to Rs. 3999/- per month.	Rs. 110/-	Rs. 95/-
iv)	From Rs. 1300/- to Rs. 2699/- per month	Rs. 70/-	Rs. 60/-
v)	From Rs. 700/- to Rs. 1299/- per month	Rs. 60/-	Rs. 50/-
vi)	Upto Rs. 699/- per month.	Rs. 40/-	Rs. 30/-

(2) The special rate of daily allowance shall be admissible at Islamabad, Lahore, Peshawar, Quetta, Rawalpindi, Multan, Faisalabad, Karachi, Hyderabad and Sukkur.

(3) The rate of daily allowance of employees who spend part of a duty in one locality and part in a locality for which a different rate of daily allowance is admissible, should be determined according to the place where he spent the major part of such day.

Explanation.- For the purpose of this sub-rule the incomplete days at the beginning of the journey shall be reckoned with the period spent at the first halt and in the case ending the journey with the last halt.

(4) In the case of departure from the headquarters the rate of daily allowance during transit will be the same as admissible at the station of immediate destination and in the case of return to headquarters the rate will be the one admissible at the last station of temporary duty before the return to the headquarters.

(5) An employee who during the course of his tour takes casual leave or returns temporarily to the headquarters on Friday or a public holiday to attend to his private business, shall not be entitled to draw daily allowance for the period of casual leave or as the case may be, for the day or days spent at the headquarters.

22. An employee who stay in a hotel, guest house, inspection bungalow/lodge or a residential club shall, in addition to the daily allowance admissible under rule 21, be allowed reimbursement of actual single room rent, subject to the production of receipts/vouchers upto the following maximum per day:-

**Re-imbusement of single Room charges for stay in Hotels on tour.**

(i) for localities outside the Province -

- |     |  |  |
|-----|--|--|
| (a) | Localities where special rate of daily allowance is admissible.  | Three times of the amount of the special rate of daily allowance.          |
| (b) | Localities where ordinary rate of daily allowance is admissible. | One and a half time of the amount of the ordinary rate of daily allowance. |

(ii) for localities within the Province -

- |     |                   |  |
|-----|-------------------|--|
| (a) | Karachi           | Three times of the amount of the special rate of daily allowance.          |
| (b) | Hyderabad/Sukkur. | One and a half times of the amount of the special rate of daily allowance. |
| (c) | Other localities. | One and half times of the amount of the ordinary rate of daily allowance.  |

23. (1) Daily allowance may not be drawn for a continuous halt of more than ten days at any one place:

**Maximum period for which daily allowance is admissible.**

Provided that the competent authority may, if it is satisfied that prolonged halts are necessary in the interest of the Organization, grant general or individual exemptions from the operation of this rule, on such conditions including reduction in the amount or rate of daily allowance, as it thinks fit, keeping in view the fact that expenses of a halt at an outstation ordinarily decreases in proportion to the amount or rate may, however, be made in cases requiring special treatment like when the halt is of uncertain duration which makes it impossible to arrange for more permanent and cheaper accommodation.

(2) Casual leave taken during tour may be excluded in computing the period of ten days referred to in sub-rule (1).

Explanation.- For the purpose of these rules-

- (a) after a continuous halt of ten days duration, the halting place shall be regarded as the employees' temporary headquarters;
- (b) a halt shall be deemed to have terminated on proceeding of the employee on duty to a place from the halting place at a distance exceeding five miles from the halting place for a period of not less than three nights on returning to the headquarters.

24. (1) Travelling allowance for journeys on transfer includes-

**Travelling allowance on transfer.**

- (a) Mileage allowance for the employee and his family equal to the fare actually paid for the journey in the class of accommodation to which he is entitled or in a lower class;
- (b) two extra fares of the class of accommodation to which is entitled;
- (c) one daily allowance for the employee and each member of his family, subject to the condition that half the daily allowance is shall be admissible for each member of his family below twelve years of age;
- (d) cost of transportation of the personal effects of the employee subject to limits specified in this rules;
- (e) cost of transportation of motor car, or other conveyance under circumstances specified in this rules; and
- (f) transfer grant at the rate of one month's pay subject to maximum of Rs. 2000/- to employee possessing family and half month's pay subject to the maximum of Rs. 1000/- to those not possessing family.

(2) The cost of transportation of personal effects shall, subject to sub-rule (5), be allowed to the employee at the rate of Rs. 0.85 per metric ton per kilometer from the station of departure to the station of arrival irrespective of the mode of carriage thereof subject to the maximum weight specified below, and no receipts in support of the claim thereof shall be necessary.

Grade of employee	If possessing a family	If not possessing family.
1	2	3
First Grade	4 1/2 Metric Tons	2 1/4 Metric Tons
Second Grade	3 Metric Tons	1 1/2 Metric Tons
Third Grade	1 1/2 Metric Tons	3/4 Metric Tons
Fourth Grade	3/4 Metric Ton	3/8 Metric Ton

(3) The personal effects should be transported by goods train between stations connected by rail and an employee of the First Grade drawing pay more than Rs. 2,000/- may, at his option, engage a whole railway wagon of minimum capacity for transportation of his personal effects and charge the actual freight for the same:

Provided that where the personal effects are transported by passenger train or by road between stations connected by rail, the employee may draw the actual cost of carriage by goods train upto the maximum weight by goods train.

(4) In case an employee transports more than the maximum weights admissible he may draw actual expenses not exceeding the amount admissible for the maximum weight permissible.

(5) For transportation of personal effects within the prescribed limit, between places not connected by rail, an employee may draw the actual cost of carriage by road limited to the maxima laid down below:-

First Grade	....	Rs. 3.00 per Kilometer
Second Grade	....	Rs. 2.00 per Kilometer
Third Grade	....	Rs. 1.00 per Kilometer
Fourth Grade	....	Rs. 1.00 per Kilometer

(6) Actual transportation charges upto double the rates prescribed under sub-rule (5) shall be admissible for the moving the personal effects from the residence of the employee to the place where the personal effects are loaded and from the place of unloading to his new residence:

Provided that where the distance between his residence, either at the old or new station, and the station of departure or arrival, as the case may be, is more than 16 kilometer, the employee may draw actual transportation charges limited to double the rates for a distance of sixteen kilometer or single rate for the entire distance, whichever may be advantageous to him.

(7) An employee entitled under clause (d) of sub-rule (1) to draw the actual cost of transportation of the conveyance may transport by rail or steamer, at owners risk, the number of conveyance at the following scales:-

GRADE OF EMPLOYEE	CONVEYANCE WHICH MAY TRANSPORT
First	Two horses, and in addition a motor car, a carriage or a motor cycle or an ordinary cycle.
Second	A horse, and in addition a motor care or a carriage or motor cycle or an ordinary cycle.
Third	A horse or a motor cycle or an ordinary cycle.
Fourth	An ordinary cycle.

**Explanation I.** Where an employee is not entitled to separate travelling allowance for transportation of a motor car or other conveyance such motor car and other conveyance shall be deemed to be a part of personal effects and the cost of transportation thereof shall be, determined in accordance with the provisions of sub-rule (2).

**Explanation II.** In the case of transportation of motor car, the cost of transporting a driver or cleaner and in the case of transportation of horses, the cost of transportation of a groom shall also be admissible.

**Explanation III.** The allowance to cover the cost of transportation of a car or a motor cycle would be admissible only if the distance travelled exceeds 160 kilometers.

(8) When an employee transports his motor car, motor cycle, horse, or horses and carriage by road under its own power between stations connected by rail, he may draw an allowance of Rs. 0.25 kilometer in respect of a motor car, Rs. 0.09 for a horse or motor cycle, and Rs. 0.19 a kilometer for a horse and carriage:

Provided that if the employee or a member of his family travels by conveyance, he may draw mileage allowance as for journeys on tour and no additional allowance under this rule will be admissible.

(9) The employee shall be entitled to the actual expenses for packing, crating and handling of his personal effects, subject to the following maximum:-

	<u>Rs.</u>
First Grade employee	100
Second Grade employee	60
Third Grade employee	30
Fourth Grade employee	10

25. An employee transferred from one post to another who is permitted to hand over charge of his post or to take over charge of the new post at a place other than the headquarter is entitled to-
- Employee taking over charge or handing over charge at a place other than his headquarters.**
- (i) travelling allowance as on tour for the journeys to the place of taking over or handing over and also for the journey from such a place to his new headquarters.
- (ii) travelling allowance as on transfer except his own mileage and daily allowance for the journeys from his old headquarters to the new headquarters.
26. An employee who, in consequence of his transfer on deputation on a course of training in which travelling allowance as on transfer is admissible is obliged to send his family to a station other than his new headquarters or place of training, may draw travelling allowance for his family to that other station, subject to the condition that it does not exceed the travelling allowance which would have been admissible if the family had accompanied him to his new headquarters or place of training.
- Deputation for training.**
27. An employee appointed to a new post while in transit from one place to another, is entitled to draw travelling allowance as on transfer for so much of the journey as he has accomplished when he received the fresh orders and for the journey from the place at which he received such order to his new station.
- Employee appointed to a new post while in transit.**
28. (1) When an employee is transferred to the control of the Federal or Provincial Government or a local authority or goes on deputation, his travelling allowance for the journey to join his post under the concerned Government or the local authority and for the journey on reversion to a post under the Organization will be governed by the rules or regulations relating to travelling allowance on transfer, of the concerned Government or the local authority, as the case may be.
- T.A. on deputation.**
- (2) The controlling officer for the purpose of travelling allowance for the journey of the employee to join his post under the concerned Government or the local authority, as the case may be shall be the controlling officer in regard to that post under the concerned Government or the local authority and for the journey or reversion to

a post under the Organization shall be the controlling officer under these rules.

(3) The travelling allowance of an employee both when proceeding on deputation or transfer to a foreign service and when reverting to duty under the Organization shall be borne by the foreign employer.

Explanation. The provision of this sub-rule shall apply even in a case in which an employee kin foreign service takes leave before returning to duty under this Organization.

(4) An employee of a Government or local authority transferred to a post under the Organization is entitled to travelling allowance for the journey to join his post under the Organization and also for the return journey under these rules:

Provided that no such allowance will be admissible on reversion if the reversion is at the request of such person.

29. (1) Unless the competent authority by special or general order so permits, travelling allowance is not admissible to any person appointed to a post in the Organization, who is not at the time holding any appointment under Organization, for the journey to joint his post. **Journey for first appointment.**
- (2) Travelling allowance is not admissible for a journey undertaken to procure a medical certificate required on first appointment to the service of the Organization.
30. Unless the competent authority so permits no person is entitled to any travelling allowance for a journey made on dismissal from the service of the Organization or on termination of his service under the Organization. **T.A. not admissible on dismissal or termination.**
31. (1) An employee retiring from the service of the Organization and the family of an employee on his death during service may draw travelling allowance as on transfer from his last headquarters to the place where the Controlling Officer certifies he is or was due to settle. **T.A. on retirement or death during service.**
- (2) Travelling Allowance under sub-rule (1) shall be admissible in respect of all items of expenditure provided that the journey and transportation took place either during leave preparatory to retirement or not later than six months of the date of actual retirement from the service of the Organization.
32. (1) When an employee, or a student not in the service of the Organization, is selected to undergo a course of training the **Journey on a course of training.**

competent authority may, subject to the provisions of sub-rule (2), decide the scale, if any, on which he shall draw--

- (a) T.A. for the first journey to, and the last journey from, the place of training and for halts at such places.
- (b) in the case of training at a school, college or similar institution, T.A. for similar journey on the occasion of holidays and vacation, and
- (c) T.A. for a journey during the close of training, provided that the scale so fixed shall not exceed that admissible to employees of similar status on duty at the place of training.

(2) The trainee shall –

- (i) if the period of training is three months or less, be allowed travelling allowance on tour rates for the original journey to and the last journey from the place of training;
- (ii) draw daily allowance at full rates for the first thirty days of his stay at the place of training and at half rates for next thirty days but no daily allowance shall be paid for the subsequent period;
- (iii) if the period is longer than three months, be allowed to draw travelling allowance at transfer rates for self lonely (without carriage of transport) for the original journey to and the last journey from the place of training, but no daily allowance will be admissible for halt at such place.

(3) Where the Organization makes special arrangements for lodging of the trainees such T.A. may be drawn as may be determined by the Organization.

(4) Where an employee may be required by the training institution to undertake a few tour he will draw travelling allowance from the Organization in the normal manner and travelling allowance may be drawn by the employee to be adjustable on the submission of travelling allowance bill on return from training.

(5) No travelling allowance will be admissible on the first appointment irrespective of the fact whether such a person joins at a training institution or elsewhere.

33. (1) When an employee is officially deputed to attend a meeting, he shall be entitled to travelling allowance as on tour but an employee permitted at his own request to attend a meeting or conference held in Pakistan, may if any interest of the Organization is served thereby, **Journey to give evidence in a court, to attend an enquiry or**

be paid a single return railway fare for the journey without any road mileage or daily allowance. **conference.**

- (2) An employee summoned to give evidence-
- (a) in a civil or criminal case, or a departmental enquiry held by a properly constituted authority in Pakistan, provided that the facts as to which he is to give evidences came to his knowledge in the discharge of his public duties, or
  - (b) before a committee appointed by Government/ Organization, may draw travelling allowance as far as journey on tour.

Provided that if the court by which he is summoned is situated within five miles of his headquarters he may, if not in receipt of any permanent travelling allowance or conveyance allowance, accept such payment of actual travelling expenses as the Court may make.

- (3) When an employee draws travelling allowance under sub-rule (2)—
- (i) he may not accept any payment of his expenses in connection with the journey from such Court or authority and any such payment or fees if accepted may be credited to the Organization;
  - (ii) if the court or the enquiry committee in which he gives evidence is satiated within five miles of his headquarters and no travelling allowance is admissible for the journey, he may if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the Court or enquiry committee may make.

(4) An employee summoned to give evidence while on leave is entitled to travelling allowance under this rule from and to the place from which he is summoned to and from the place where he is summoned as if he was on duty.

(5) When an employee summoned as a witness in a criminal or civil case, claims travelling allowance under this rule, a certificate from the court should be attached to the bill showing the amount of travelling or subsistence allowance which he had been paid under the rules of the Court.

(6) Where an employee, who is on duty or leave, undertakes a journey in connection with the hearing of his seniority claim or any appeal, at the instance of the competent authority, shall be entitled to travelling allowance as admissible for a journey on tour.

Explanation.- In the case of an employee who is under suspension, the competent authority may grant travelling allowance under this rule as admissible to him before suspension but no daily allowance shall be allowed.

(7) This rule applied also to an employee in foreign service, provided that facts to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of the Organization.

ADDITIONAL CHIEF SECRETARY TO  
GOVERNMENT OF SIND

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