

Travelling Allowance Entitlement

Travel entitlement as per Pay Level in Pay Matrix

Pay Matrix Level	Travel entitlement
14 and above	Business / Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
9 to 11	Economy class by air or AC-II by train
6 to 8	Economy class by air or AC-II by train
5 and below	First Class / AC-III / AC Chair car by train

Entitlement of Premium Trains, Premium Tatkal, Suvidha, Shatabdi, Rajdhani and Duronto Trains

Pay Matrix Level	Travel Entitlements*
12 And Above	Executive / AC 1st Class (In Case of Premium, Premium Tatkal, Suvidha, Shatabdi, Rajdhani higher class)

6 To 11	AC 2nd Class / Chair Car (In Shatabdi Trains)
5 & Below	AC 3rd Class / Chair Car

Mileage Allowance for Journeys by Road

Pay Level In Pay Matrix	Entitlements
14 Or Above	Actual Fare By Any Type Of Public Bus Including AC Bus OR At Prescribed Rates Of AC Taxi When The Journey is Actually Performed By AC Taxi OR At Prescribed Rates For Auto Rickshaw For Journeys By Auto Rickshaw, Own Car, Scooter, Motor Cycle, Moped, Etc.
6 To 13	Same As Above With The Exception That Journeys By AC Taxi Will Not Be Permissible.
4 And 5	Actual Fare By Any Type Of Public Bus Other Than AC Bus OR At Prescribed Rates For Auto Rickshaw For Journeys By Auto Rickshaw, Own Car, Scooter, Motor Cycle, Moped, Etc.
3 And Below	Actual Fare By Ordinary Public Bus Only OR At Prescribed Rates For Auto Rickshaw For Journeys By Autorickshaw, Own Scooter, Motor Cycle, Moped, Etc.

Daily Allowance as per Pay Level in Pay Matrix

Pay Level	5 and below
Accommodation Charges	Rs. 450 per day
TA Charges	Rs. 113 per day
Lump sum	Rs. 500 per day
Pay Level	6 to 8
Accommodation Charges	Rs. 750 per day
TA Charges	Rs. 225 per day
Lump sum	Rs. 800 per day
Pay Level	9 to 11
Accommodation Charges	Rs. 2,250 per day
TA Charges	Rs. 338 per day

Lump sum	Rs. 900 per day
Pay Level	12 and 13
Accommodation Charges	Rs. 4,500 per day
TA Charges	AC taxi charges of up to 50 km per day
Lump sum	Rs. 1000 per day
Pay Level	14 and above
Accommodation Charges	Rs. 7,500 per day
TA Charges	AC taxi charges as per actual expenditure
Lump sum	Rs. 1,200 per day

Note: The Rates of Accommodation Charges, Travelling Charges, Lump sum amount will further increase by 25% whenever DA increases by 50%.

Reimbursement of Hotel charges

For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs. 1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers.

Reimbursement of Travelling charges

Similar to Reimbursement of staying accommodation charges, for level 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only.

The self-certified claim should clearly indicate the period of travel, vehicle number, etc. the ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometre travelled on foot shall be payable additionally.

Reimbursement of Food charges Procedures

There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E (i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below.

Since the concept of reimbursement has been done away with, no vouchers will be required.

Timing restrictions – Absence from Head Quarter

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

If absence from headquarters is less than 6 hours = 30% of Lump sum amount

If absence from headquarters is between 6 -12 hours = 70% of Lump sum amount

If absence from headquarters is more than 12 hours = 100% of Lump sum amount