



**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

ALLOWANCES - Andhra Pradesh Civil Services (Travelling Allowance) Rules – Recommendations of the Ninth Pay Revision Commission - Travelling Allowance on Tour - Orders - Issued.

---

**FINANCE (TA) DEPARTMENT**

G.O.Ms.No.129

Dated: 17-04-2010.

Read the following:-

1. G.O. Ms. No.336, Finance & Planning (FW:TA) Department, dated: 29-10-2005.
2. G.O. Ms. No.48, Finance (TA) Department, dated:02.03.2007.
3. G.O. Ms. No.205, Finance (TA) Department, dated:21.07.2008.
4. G.O. Ms. No.52, Finance (PC-I) Department, dated:25.02.2010.

\* \* \*

**ORDER:**

The Ninth Pay Revision Commission has reviewed the existing Travelling Allowance Rules as per the orders issued in the G.Os. first and second read above and recommended on the following items:

1. Revision of Pay ranges of Grades according to Revised Pay Scales, 2010.
2. Enhancement of rates of Daily Allowance payable to Government Servants while on tour within the State and outside the State.
3. Enhancement of the maximum rates of reimbursement of Lodging Charges within State and outside the State in specified places..
4. Enhancement of rates of Conveyance Charges payable to Government Servants at places outside the State, while on tour.
5. Enhancement of rates of Mileage Allowance for travel by own Motor Car / Motor Cycle.
6. Revision of eligibility to travel by train in first class.
7. Revision of eligibility to travel by A.C. buses of A.P.S.R.T.C.

(P.T.O.)

2. Government after careful consideration has decided to accept the recommendations of the Ninth Pay Revision Commission and hereby issue the following orders.

3. **Grades & Rates of Daily Allowance:**

3.1 The classification of officers into grades and the rates of Daily Allowance admissible within and outside the State shall be as indicated below:

Grade	D.A. for tours within the State		D.A. for tours to any place outside the State	
	Existing Rs.	Revised Rs.	Existing Rs.	Revised Rs.
<b>Grade-I</b> Rs.25600-50560 and above	300/-	300/-	350/-	400/-
<b>Grade-II</b> Rs.13660-38570 and upto and inclusive of Rs.23650-49360	125/-	200/-	150/-	300/-
<b>Grade-III</b> Rest of the employees	100/-	150/-	125/-	200/-

3.2 The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of Grades indicated in this para. Only the Pay Scales attached to the posts shall be taken into account for determination of the Grade of such employees who perform the tours.

3.3 All Government Employees are eligible to draw full daily allowance for the entire duration of their official tour.

4. **Enhancement of the maximum amount of reimbursement of Lodging charges at various places within the State and outside the State.**

4.1 As per the G.O. first read above, Government servants visiting, Visakhapatnam, Vijayawada, Tirupathi, Kurnool, Guntur, Warangal and Hyderabad / Secunderabad on official duty shall be reimbursed the actual Lodging Charges paid by them subject to the maximum limits as indicated below.

**Rates of reimbursement**

	<b>Existing Rs.</b>
a) Grade-I Not exceeding	250/-
b) Grade-II Not exceeding	200/-
c) Grade-III not exceeding	100/-

4.2 Similarly the Government servants visiting places outside the State on official duty are eligible, as per Government order first read above, for the reimbursement of lodging charges, actually paid by them, subject to the maximum limits indicated below.

<b>Grade</b>	<b>A Class</b>	<b>B Class</b>	<b>Other Classes</b>
a) Grade-I	Rs.300/-	Rs. 240/-	Rs.210/-
b) Grade-II	Rs.210/-	Rs.180/-	Rs.150/-
c) Grade-III	Rs.120/-	Rs. 90/-	Rs. 75/-

4.3 Government, hereby, order that the Government servants visiting various places on official duty shall be eligible for reimbursement of Lodging Charges actually paid by them subject to the maximum amounts as indicated below.

<b>Grades</b>	<b>At Municipal Corporations either within the State or outside the State except those cities mentioned in columns (3) &amp; (4)</b>	<b>At Hyderabad / Secunderabad</b>	<b>At Delhi, Mumbai, Chennai, Kolkota, Bengaluru</b>
(1)	(2)	(3)	(4)
Grade – I	Rs.500/-	Rs.750/-	Rs.875/-
Grade – II	Rs.300/-	Rs.450/-	Rs.525/-
Grade – III	Rs.200/-	Rs.300/-	Rs.350/-

4.4. The reimbursement of Lodging Charges is subject to the following conditions.

- (i) On certification by the concerned touring officer that Government accommodation was not available.
- (ii) Production of the original receipt from the Lodging House.

5. **Travel by Train:**

5.1. Government servants drawing pay in the revised pay scale of Rs.13660 – 38570 and above shall be eligible to travel by first class. All other employees shall be eligible to travel by second class.

5.2. The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of the eligibility to travel by train. Only the Pay Scales attached to the posts shall be taken into account for determination of the eligibility to travel by train.

5.3.1. As the railways have dispensed with first class in several trains, it is hereby ordered, that wherever first class is available in the train, the employees, who are eligible to travel by first class, may travel either in 1<sup>st</sup> class or in 2<sup>nd</sup> A.C. or in 3<sup>rd</sup> A.C. or in A.C. Chair car. If there is no first class in the train the employee may travel either in 2<sup>nd</sup> A.C. or in 3<sup>rd</sup> A.C. or in A.C. Chair car.

5.3.2. The employees who are eligible to travel by second class may also travel by sleeper class.

5.3.3. Government also hereby permit to reimburse the 'Tatkal' charges in cases where there is no sufficient time for the employee to purchase the tickets in advance subject to furnishing of a certificate, to that effect, by the Controlling Officer.

5.3.4. Government also hereby permit to reimburse the service charges actually spent by the employee for 'online' booking of tickets, on production of proof to that effect.

5.3.5. All the employees are permitted to travel by all types of express trains i.e., Super fast, Sampark kranti, Rajdhani, Satabdi, Garib Rath, 'Duranto' etc.

5.3.6. These eligibilities are applicable in the case of journeys performed either on official tour or on transfer or in the case of journeys connected with Leave Travel Concession.

6. **Travel by Buses of A.P.S.R.T.C. :**

6.1. The employees belonging to Grade-I of Annexure-I of T.A. Rules, are hereby, permitted to travel by Air-conditioned buses of A.P.S.R.T.C., irrespective of whether the places are connected by rail or not.

6.2. Similarly, the employees belonging to Grades-II and III are hereby permitted to travel by A.P.S.R.T.C. buses of any type, **except by A.C. buses**, between the places connected by train also and claim the bus charges actually paid, without restricting the claim to the train fare by the eligible class.

6.3. The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of eligibility to travel by A.C. buses of A.P.S.R.T.C.. Only the Pay Scales attached to the posts shall be taken into account for determining the eligibility.

6.4. The journeys performed by private buses or hired taxies will not be entertained.

6.5. These eligibilities are applicable in the case of journeys performed either on official tour or on transfer or in the case of journeys connected with Leave Travel Concession.

7. **Payment of Conveyance Charges outside the State:**

7.1 Taxi / Auto charges incurred by the Government employees while on tour to any place outside the State, from the arrival point to the place of stay and 'vice-versa' are reimbursable to them subject to production of actual vouchers or a certificate of payment (vide Rule-40 (6) of T.A. Rules).

7.2 Government servants shall also be eligible to claim actual taxi or Auto fare subject to a maximum of Rs. 400/- per day for visiting the offices of the Government of India and Ministries or any other office, situated at the places outside the State, while on tour. A certificate to the effect that Government vehicle was not provided to them and they have engaged Taxi/Auto, shall be appended to the bill claiming the amount.

8. **Mileage Allowance for using own conveyances :**

8.1.1. Annexure IV of A.P. Civil Services (TA) Rules, specifies the category of employees entitled to maintain and use their own Motor Car, Motor Cycle / Scooter. Consequent on the revision of scales from time to time, the following table indicates the categories of employees, who are eligible to use and maintain their own Motor Car, Motor Cycle / Scooter, while on tour.

Category	Scales of pay of the employee	Nature of Conveyance permitted
(1)	Employees who are drawing pay in the scale of Pay of Rs.19050-45850 and above in A.P. Revised Pay Scales, 2010	One Motor Car
(2)	Employees who are drawing pay in the scale of pay of Rs.13660-38570 and above but below the scale of pay of Rs.19050-45850 in the A.P. Revised Pay Scales, 2010	One Motor Cycle/ Scooter

8.1.2. The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of categories indicated in this para. Only the Pay Scales attached to the posts shall be taken into account for determination of the category.

8.2. The rates of Mileage Allowance payable to Grade I Officers who are entitled to maintain and use their own Motor Car are revised in Government order second read above. In view of that, the rates of Mileage Allowance payable to the employees who are entitled to maintain and use their own conveyances are revised as follows.

- |    |   |   |
|----|---|---|
| 1. | Employees who are entitled to use and maintain their own Motor Car.             | a) Rs.11/- per K.M. for Petrol driven vehicle.<br>b) Rs.7/- per K.M. for Diesel driven vehicle. |
| 2. | Employees who are entitled to use and maintain their own Motor Cycle / Scooter. | Rs.4/- per K.M.   |

8.3. Daily Allowance shall not be paid to the Government servants claiming the Mileage Allowance for their tours.

9. The existing Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996 and orders issued from time to time shall continue to apply except as provided for in this order.

**10. Application of these orders to Officers of All India Service, employees drawing pay in the Andhra Pradesh Revised Pay Scales 2010 and employees drawing pay in the U.G.C. scales, 2006.**

10.1 In so far as officers, belonging to All India Service who are in Central Scales of pay, the classification of Grades shall be as follows:-

- (a) Officers of AIS in Junior Time scale shall be under Grade II under these orders.
- (b) Other officers belonging to AIS shall come under Grade I under these orders.

10.2 For the employees continuing in the Revised Scales of Pay, 2005, the classification of Grades shall be the same as was in force prior to the introduction of Revised Scales of Pay, 2010, i.e. in the G.O. first read above.

10.3 For the employees drawing pay in the U.G.C. Pay Scales of 1996 / 2006, the classification shall be as follows :-

- (a) Government Servants drawing Pay in the Pay Scales of Rs.10000-15200 and Rs.15600-39100 + AGP 7000 and above respectively in the U.G.C. Pay Scales of 1996 / 2006 shall be under Grade-I under these orders.
- (b) Other Government Servants drawing pay in the U.G.C. Pay Scales, 2006 shall come under Grade-II under these orders.

11. These orders shall come into force with effect from 01.04.2010 i.e., in respect of the journeys performed after 01.04.2010 or commenced prior to 01.04.2010 and continued beyond 01.04.2010.

12. Necessary amendments to the Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996 shall be issued in due course.

13. The G.O. is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**L.V.SUBRAHMANYAM**  
**PRINCIAL SECRETARY TO GOVERNMENT (FP)**

To

The Accountant General, Andhra Pradesh, Hyderabad(20 copies).

The Accountant General, Andhra Pradesh, Hyderabad (By name).

The Pay and Accounts Officer, Hyderabad.

The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government.

The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.

All the Departments of Secretariat (10 copies each).

All the Heads of Departments (including Collectors and District Judges).

The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).

The Secretary, Andhra Pradesh Public Service Commission (with covering letter).

The Managing Director, Andhra Pradesh TRANSCO/GENCO, Hyderabad (with covering letter).

The Managing Director, Andhra Pradesh State Road Transport Corporation, Hyderabad (with covering letter).

All District Treasury Officers (with copies for Sub-Treasury Offices).

All District Educational Officers/All Principals of Junior Colleges.

All the Secretaries of Zilla Praja Parishads.

All District Panchayat Officers.

All Mandal Development Officers.

All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad.

All Secretaries of Agricultural Market Committees through Commissioner and Director of Agriculture, Andhra Pradesh, Hyderabad.

All Commissioners / Special Officers of the Municipal Corporations / Municipalities.

All Recognised Service Associations.

The Commissioner, Government Printing Press, Andhra Pradesh, Hyderabad for publication in the Andhra Pradesh Gazette.

Copy to the General Administration (Cabinet) Department.

Copy to the General Administration (Spl.A) Department.

Copy to the General Administration (Spl.B) Department.

Copy to the General Administration (SW) Department.

Copy to SF/SCs.

// FORWARDED :: BY ORDER //

  
SECTION OFFICER