

CHAPTER VIII

TRAVELLING AND HALTING ALLOWANCES.

Those travelling on Board's account, will be paid Travelling and halting allowances in accordance with the rules which may be prescribed by the Board from time to time.

1. For doing the Board's work travelling and halting allowances shall be paid from the funds of the Board to the members of the Board or of its Committees at the following rates :—

(i) Journey Performed by Rail :

- (a) to the Chairman : Single fare each way of the highest class, by whatever name it may be called, provided on the railway by which he travels. If the Chairman travels in a class lower than the highest class, he shall be entitled to single fare of the class by which he actually travels each way ;
- (b) to a member of the Board or of its Committee : Single fare of the first class each way. If he travels by a class lower than the first class, he shall be entitled to single fare of the class by which he travels each way ;
- (c) notwithstanding anything contained in the above regulation, a member of the Board or of its Committees may, for reasons of health, climatic conditions etc., etc., be, as a special case, permitted to travel by air-conditioned coach with the previous sanction of the Chairman. He shall be paid single fare by the air conditioned coach each way. This concession shall also apply to those members of the Board who are Government servants and whose travelling expenses are borne by the Board, irrespective of their entitlement to travel by air-conditioned coach under the Government rules ;

- (d) in addition to the rail fare admissible under clauses (a), (b) and (c) above, 35 Paise per 10 km. shall be paid as incidental charges each way.

(ii) Journey Performed by Air :

- (a) The Chairman may at his discretion travel by Air in connection with the work of the Board. A member of the Board may also travel by Air with the prior approval of the Chairman provided the Chairman certifies that Air travel is urgent and necessary in the interest of the Board's work. Single air fare for each way shall be allowed.
- (b) The Chairman and such members of the Board who are authorised to travel by air shall be entitled to incidental charges at the rates admissible for rail journey or at the rates equal to 1/5th of the standard air fare or Rs. 30.00 whichever is less.

Notes.—(1) In respect of journey performed by rail/air, return ticket where available shall invariably be purchased. In case of journeys where such concession is available, the railway/air fare claimed shall be restricted to the actual cost of the return ticket plus the usual incidental expenses.

The person concerned shall have to furnish the following certificates, according to the circumstances of the case, before he can claim the reimbursement of the railway/air fare :—

Certified that the return tickets at reduced rates were not available for the stations between which the journey was performed.

OR

Certified that the journey was performed by purchasing return ticket at reduced rates and the fare claimed is only that actually paid.

(2) The rail/air fare will be admissible from permanent place of residence of the member concerned or from any other place from which the journey is actually performed whichever is less, provided that the members of the Results Committee may be paid from their actual places of residence during the vacation.

(3) No T.A. will be paid unless the person concerned certifies that he/she actually travelled by the class for which T.A. has been claimed.

(4) When it is possible to travel between two places by alternative routes and the journey is performed at a fare larger than that by the shortest route, the Chairman may pay the fare calculated according to the route actually taken, provided that he is satisfied after making such enquiry as he considers necessary that there was a considerable saving of time by taking the longer route or that the journey was undertaken in the interest of the Board.

(iii) Journey Performed by Road :

Road mileage at 32 Paise per km. when such a journey exceeds 32 kilometers. In other cases daily allowance may be drawn in lieu of mileage. When such a road journey of not more than 32 kilometers is performed in continuation of a railway journey, road mileage shall be drawn and its amount shall not exceed that of the daily allowance.

Notes : (1) No mileage is admissible for a road journey of not more than 8 kms from the place of residence or the place of business to a railway station and *vice versa*.

(2) For a journey performed by road between places connected by railway, the amount of the road mileage shall be limited to what would have been admissible had the journey been performed by rail in the ordinary way; provided that if the Controlling Officer is satisfied that the road journey was performed in the interest of the Board, road mileage might be allowed at the rates permissible by the Board.

(3) When a journey can be performed by rail or road or partly by rail and partly by road the travelling allowance shall be admissible by the cheapest route.

(iv) Daily Allowance :

1. (a) to the Chairman—Rs. 10.00 a day ;
- (b) to all others—(i) Rs. 10.00 a day at Delhi and at all Capital towns of the States ; and (ii) Rs. 7.50 a day at all other places.

Notes :—(1) No daily allowance shall be paid for the days spent in travelling.

(2) Daily allowance for the day of arrival and departure shall be paid at half the above rates.

(3) No daily allowance shall be allowed, if the day of arrival and departure is the same.

2. A conveyance allowance of Rs. 12.50 for each day on which a meeting or meetings are attended shall be granted to the local members of the Board and its Committees.

3. When a person has to perform work for the Board on separate days but with an interval between them of less than four days, he shall be entitled to charge only daily allowance for the intervening days.

(v) T.A. & D.A. to salaried staff :

T.A. & D.A. to salaried staff of the Board will be paid in accordance with the Government of India rules in force.

For purposes of sanctioning his T.A. bills and those of the Secretary of the Board, the Chairman shall be the Controlling Officer. For all other T.A. bills, the Secretary shall act as the Controlling Officer.