

GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)

OFFICE MEMORANDUM

Imphal, the 28th April, 2020.

Subject: Revised entitlements of Travelling Allowance.

No.7/1/2020-FD(PIC) : Consequent upon the notification of the Manipur Services (Revised Pay) Rules, 2019, the Governor of Manipur is pleased to revise the rates and entitlements of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The ' Pay Level' for determining the TA/DA entitlement is as indicated in the Manipur Services (Revised Pay) Rules, 2019.

3. The term 'Pay in the Level' for the purpose of these orders refer to basic pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3 of the Manipur Services (Revised Pay) Rules, 2019 and does not include any other type of pay like personal pay, special pay etc.

4. The claims submitted in respect of journey made on or after 01/04/2020, may be regulated in accordance with these orders.

6. These orders shall take effect from 01/04/2020.

Dr. Rajesh Kumar
28/04/2020

(Dr. Rajesh Kumar)
Additional Chief Secretary/Finance
Government of Manipur

Dr. Rajesh Kumar

Copy to:

1. The Secretary to Hon'ble Governor of Manipur, Raj Bhawan, Imphal.
2. The Secretary to Hon'ble Chief Minister, Manipur.
3. P.P.S to Hon'ble Deputy Chief Minister, Manipur.
4. P.S. to all Ministers, Manipur.
5. Staff Officer to Chief Secretary, Manipur.
6. APS to Ld. Advocate General, Manipur
7. P.S. to all Additional Chief Secretaries, Government of Manipur.

8. P.S to all Principal Secretaries/Commissioners/Secretaries, Government of Manipur.
9. The Resident Commissioner, Manipur Bhawan, 2- Sardar Patel Marg, New Delhi.
10. The Accountant General(A &E), Manipur.
11. The Secretary, Manipur Legislative Assembly, Imphal.
12. The Secretary, Manipur Public Service Commission, Imphal.
13. All Heads of Department, Manipur.
14. All Deputy Commissioners, Manipur
15. The Deputy Resident Commissioner, Manipur Bhawan, 26 –Rowland Road, Kolkota.
16. The Deputy Resident Commissioner, Manipur Bhawan, Rajgarh Road, Guwahati-3.
17. The Director, Information & Public Relations, Manipur.
18. The Director, Local Fund Audit, Manipur.
19. The Director, Treasuries & Accounts, Manipur.
20. The Registrar, Manipur High Court, Imphal.
21. The Director, Printing & Stationery, Manipur for publication in the Extraordinary Gazette. He is requested to supply 100 copies to this Department.
22. The Secretary, Council of Higher Secondary School, Manipur.
23. The Secretary, Board of Secondary School, Manipur.
24. The Under Secretary(GAD), Government of Manipur.
25. All Treasury Officers/Sub-Treasury Officers, Manipur.
26. The Manager, SBI, Main Branch, M.G.Avenue, Imphal/UBI, M.G. Avenue, Imphal/ UCO Bank, Bishnupur.
27. The State Informatics Officer, NIC, Imphal.
28. The Dealing Assistant, RTI, Finance Department.
29. The President/Secretary General, Joint Administrative Council of AMTUC & AMGEO, Babupara, Imphal.
30. The President/Secretary, All Manipur Pensioner's Union, Pishum Thong Khong, Imphal.
31. The President/Secretary, Manipur Secretariat Services Association.
32. The Convenor, Council of Teacher's Association (COTA), Imphal.
33. Guard File/Order Book.




28/04/2020

ANNEXURE

Annexure to Finance Department(PIC)'s Office Memorandum No. 7/1/2020-FD(PIC) , dated 28th April, 2020. [Travelling Allowance Rules]

In supersession of S.R.17 and Government of Manipur, Finance(PIC)'s Office Memorandum No.7/1/2010-FD(PIC), dated 21/08/2010 , the following provisions will be applicable with effect from 01/04/2020 :-

2. Entitlements for Journeys on Tour or Training –

A. (i) Travel entitlement within the Country –

Pay Level in Pay Matrix	Travel entitlement
12 to 16	Economy class by air
7 to 11	Economy class by air
5 and 6	By air from Imphal to Kolkata, Guwahati, Silchar, Aizawl, Agartala, Dimapur
4 and below	By air from Imphal to Silchar

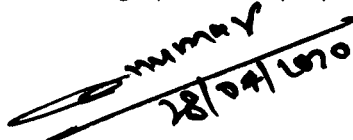
(Travel by air in respect of Pay Level 11 & below, shall be subject to the following conditions:

- a) Booking of air tickets shall be made before 5 clear days of intended journey.*
- b) Tickets should be booked by the shortest route and at a minimum of all available flights.*

- (ii) The Government officials are also allowed to travel by Premium Trains / Premium Tatkal Trains / Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets, and the reimbursement of Dynamic / Flexi fare in Shatabdi /Rajdhani / Duronto Trains while on official tour / training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani / Duronto Trains will be as under :-

Pay Level in Pay Matrix	Travel entitlements in Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani / DurontoTrains
12 to 16	Executive / AC Ist Class (in case of Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani Trains as per available highest class)
7 to 11	AC 2 nd Class / Chair Car (in Shatabdi Trains)
6 & below	AC 3 rd Class / Chair Car

- (iii) The revised Travel entitlements are subject to following :
- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC-II Tier and above by train and by Deluxe / ordinary bus for others is allowed.
 - (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
 - (c) All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel



by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.

- (d) In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

B. Entitlement for journeys by Sea or by River Steamer –

- (i) For places other than Andaman & Nicobar Group of Islands and Lakshadweep Group of Island :-

Pay Level in Pay Matrix	Travel entitlement
12 to 16	Highest class
7 to 11	Lower class if there be two classes only on the steamer
5 and 6	If two classes, only the lower class. If three classes, the middle or second class. If there be four classes, the third class.
4 and below	Lowest class

- (ii) For travel between the mainland and the Andaman & Nicobar Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-

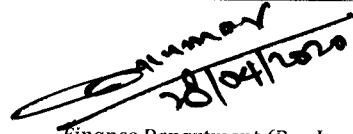
Pay Level in Pay Matrix	Travel entitlement
12 to 16	Deluxe class
7 to 11	First / "A" Cabin class
5 and 6	Second / "B" Cabin class
4 and below	Bunk class

C. Mileage Allowance for Journeys by Road :

- (i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
7 to 16	Actual fare by any type of public bus including AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
5 and 6	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.
4 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped, etc.




28/04/2020

- (ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States :

For journeys performed in own car / taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw, own scooter, etc.	Rs. 12/- per Km.

D (i). **Daily Allowance on Tour :**

Pay Level in Pay Matrix	Entitlement
14 to 16	Reimbursement for hotel accommodation / guest house of up to Rs. 4,500/- per day. Reimbursement of AC taxi charges of up to 50 km per day for travel within the city. Reimbursement of food bills not exceeding Rs. 1000/- per day
12 and 13	Reimbursement for hotel accommodation / guest house of up to Rs. 2,250/- per day. Reimbursement of non-AC taxi charges up to Rs. 330/- per day for travel within the city. Reimbursement of food bills not exceeding Rs.900 per day
7 to 11	Reimbursement for hotel accommodation / guest house up to Rs. 750/- per day. Reimbursement of non-AC taxi charges of up to Rs. 225/- per day for travel within the city. Reimbursement of food bills not exceeding Rs. 800 per day.
6 and below	Reimbursement for hotel accommodation / guest house of up to Rs. 450/- per day. Reimbursement of non-AC taxi charges of up to Rs. 110/- per day for travel within the city. Reimbursement of food bills not exceeding Rs. 500/- per day.


Note :- "Reimbursement" will be only against bills/ vouchers / receipts of payment made and duly certified by the officer concerned.

(ii) **Reimbursement of Food charges :-** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table D(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (iii) below. No vouchers will be required.

(iii) **Timing restrictions :**

Length of absence	Amount payable
If absence from headquarters is <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 >12 hours	100% of lump sum amount

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



Signature
28/04/2020

3. **T.A. on Transfer :**

TA on transfer includes 4 components : (i) Travel entitlement for self and family, (ii) Composite Transfer and packing grant (CTG), (iii) Reimbursement of charges on transportation of personal effects, (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements :**

Travel entitlements as prescribed for tour in Para 2 above, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R. 114 will, however, continue to be applicable.

(ii) **Composite Transfer and Packing Grant (CTG) :**

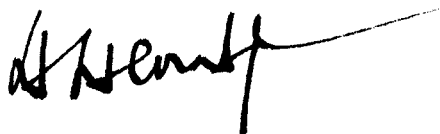
- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

(iii) **Transportation of Personal Effects :**

Level	By Train / Steamer	By Road
14 to 16	6000 kg by goods train / 4 wheeler wagon / 1 double container	Rs. 50/- per km
7 to 13	6000 kg by goods train / 4 wheeler wagon / 1 single container	Rs. 50/- per km
6	3000 kg	Rs. 25/- per km
5 and below	1500 kg	Rs. 15/- per km

The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts / vouchers by the Government servant.

Transportation of personal effects by road is as per kilometre basis only. The classification of cities / towns for the purpose of transportation of personal effects is done away with.



(iv) **Transportation of Conveyance :**

Level	Reimbursement
7 to 16	1 motor car etc. or 1 motor cycle / scooter
6 and below	1 motorcycle / scooter / moped / bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

4. **T.A. Entitlement of Retiring Employees :**

TA on Retirement includes 4 components – (i) Travel entitlement for self and family, (ii) Composite Transfer and packing grant (CTG), (iii) Reimbursement of charges on transportation of personal effects, (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements :**

Travel entitlements as prescribed for tour / transfer in Para 2 above, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R. 147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant (CTG) :**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. The transfer incidentals and road mileage for journeys between the residence and the railway station / bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.
- (b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) **Transportation of Personal Effects :- Same as Para 3(iii) above.**

(iv) **Transportation of Conveyance :- Same as Para 3(iv) above.**

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

