
	<b>GOVERNMENT OF THE PUNJAB</b> <b>TECHNICAL EDUCATION &amp; VOCATIONAL TRAINING AUTHORITY</b> 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 <a href="http://www.tevta.gop.pk">www.tevta.gop.pk</a>	
	<b>H. R. DEPARTMENT</b>	
<b>TEVTA/GM/HRM/2018/45</b>		<b>Date: 3<sup>rd</sup> May, 2018</b>

## NOTIFICATION

**Subject: ADOPTION OF PUNJAB TRAVELLING ALLOWANCE RULES 1976 FOR TEVTA EMPLOYEES**

**No. TEVTA/GM/HRM/2018/45.** Technical Education & Vocational Training Authority in its emergent meeting dated 30.11.2017 has been pleased to approve the adoption of Punjab Travelling Allowance Rules 1976 as currently enforced and subsequently amended from time to time by Govt. of the Punjab for the TEVTA employees with effect from 30<sup>th</sup> November, 2017. The said rules will replace relevant provisions of TA/DA in Chapter-V of TEVTA Service Regulations 2011.

**1. Definitions --** In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them that is to say---

- I. **"Competent Authority"** means the Chairperson and any other Authority to whom any powers have been delegated.
- II. **"Controlling Officer"** means an officer declared as such for exercising supervision over the Travelling Allowance claims of an employee;
- III. **"Definition of Tour"** Employee is on tour when he is absent on duty from his headquarter, either without or with proper sanction, beyond his sphere of duty.
- IV. **"Day"** means a day beginning and ending at midnight.
- V. **"Family"** means an employee's:-
  - i. wife or wives, or husband as the case may be;
  - ii. legitimate children and stepchildren under 12 years of age;
  - iii. legitimate children and step-children (more than 12 years old but not more than 24 years old), if residing with and wholly dependent upon him; and
  - iv. adopted child not more than 24 years old subject to the following conditions:
    - (a) Employee has no legitimate or step-child of his own;
    - (b) Prior approval of the Competent Authority is obtained for having the child adopted;
    - (c) TEVTA's liability will be restricted to one adopted child only;
    - (d) Adopted child will cease to be a member of the family if after his adoption, the Employee has a legitimate or step-child of his own;

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and

- (e) Adopted child is residing with and is wholly dependent upon him.

Explanation -- A child not actually residing with a TEVTA Employee but residing in the same station where the headquarters of the TEVTA Employee is situated shall be deemed to be residing with Employee.

- VI. "TEVTA" means Technical Education and Vocational Training Authority.
- VII. "Head of Department" means any officer declared to be Head of Department by the Competent Authority for the purposes of these rules and include Officers at TEVTA Secretariat and heads of attached offices / Colleges / Institutions / Centers.
- VIII. "Headquarter" 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 records of his office are kept;
- IX. "Employee" means all employees under the administrative control of Technical Education & Vocational Training Authority (TEVTA);
- X. "Month" means a month reckoned according to the British calendar;
- XI. "PS" means TEVTA Pay Scale;
- XII. "Public Conveyance/Transport" means a railway train, bus or other conveyance which plies regularly on a given course for the conveyance of passengers;
- XIII. "Personal Car" is a car registered in the name of the employee or in the name of any member of his family;
- XIV. "Transfer" means the movement of an employee from one headquarter station to another such station either to take duties of a new post or in consequence of a change in his headquarters.

## 2. Nature of Travelling Allowance--

- I. Travelling allowance is granted to an employee to cover the expenses, which he incurs in travelling in the interest of public service.
- II. An employee's claim to Travelling Allowance shall be regulated by the policy in force at the time of journey, in respect of which the claim is made, is undertaken.

## 3. Signature of Controlling Officer on Travelling Allowance Bill

No bill for Travelling Allowance shall be paid, unless it is signed or countersigned by the Controlling Officer.

## 4. Bar on delegation of duty of counter signature

Unless expressly permitted by a Competent Authority, a Controlling Officer may not delegate to a subordinate his duty of countersignature.



## 5. Duties of Controlling Officer

Before signing or countersigning a Travelling Allowance bill, the Controlling Officer shall:

- I. 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 protracted, or that a halt was of excessive duration.
- II. scrutinize carefully the distances entered in Travelling Allowance bills and satisfy himself, by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
- III. satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed under this policy the scale on which such personal effects were transported was reasonable and disallow any claim which, in his opinion, does not fulfill that condition;
- IV. exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz, that the allowance is not to be a source of profit;
- V. observe any subsidiary regulations or orders which a Competent Authority may make for his guidance;
- VI. judge on the circumstances of each case whether the employee making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the employee making the journey could have purchased a return ticket; and
- VII. satisfy himself that the mileage allowance for journey by railway or car or air or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

## 6. Journeys for which traveling allowance may be drawn

Travelling allowance may be drawn in respect of a journey performed:-

- a) for the purpose of official tour;
- b) on transfer;
- c) on joining a first appointment;
- d) on retirement, suspension, dismissal or termination of employment;
- e) to a course of attend a course of training or to appear 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;
- i) in attendance on any incapacitated employee or member of his family; and



j) for any other purpose authorized by a Competent Authority.

## 7. Journey within 16-kilometers

The pay of employee is supposed to include the cost of maintaining a conveyance proper to his status and therefore, ordinarily he is not to be paid for any travelling allowance of journey within 16-kilometers of his headquarters, nor is he to be paid for journeys from his residence to his office.

## 8. Grades of employees for the purpose of mileage and daily allowance

For the purpose of calculating Traveling Allowance, Daily Allowance and Mileage Allowance etc., employees are divided into following categories:-

1.	Employees in PS17 and above	First Grade
2.	Employees in PS 11 to 16	Second Grade
3.	Employees in PS 3 to 10	Third Grade.
4.	Employees in PS 1 to 2	Fourth Grade

## 9. Mileage Allowance.

### A- Definition and principles of calculation.

A mileage allowance is calculated on the distance travelled and is given to meet the cost of a particular journey, and governed by the following principles:-

- i. For the purpose of calculating Mileage Allowance, a journey between two places is held to have been performed by the shortest of the two or more practical routes or the cheapest of such routes or the route specified by the Competent Authority.
- ii. The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling, In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes;
- iii. If an employee travels by a route, which is not the shortest, but it is cheaper than the shortest, mileage allowance should be calculated on the route actually used.

### B- Different Rate for different classes of journeys

Mileage allowance is differently calculated according as the journey is, or could be, performed by railway, by sea or river steamer, by road or by air.

The following are the authorized modes of travel:

1. Rail;
2. Sea or river steamer;
3. Road:
  - i. Car;



- ii. Taxi;
- iii. Passenger bus;
- iv. Motor cycle;
- v. Cycle or on foot;
- vi. On animal back or in an animal driven carriage;

**C- Rate of Travelling and Mileage Allowance**

<b>TRANSPORTATION / MILEAGE ALLOWANCE</b>	<b>RATES</b>
<b>Transportation</b> (Reference Sr.No.11)	
i) Motor Car	Rs.5/- per KM
i) Motor Cycle/Scooter	Rs.2/50 per KM
<b>Mileage Allowance</b>	
i. Personal Car/Taxi	Rs.10/- per KM
ii. Motor Cycle/Scooter	Rs.4/- per KM
iii. Bicycle	Rs.2/- per KM
iv. Public Transport	Rs.2/50 per KM
<b>Travel by Air</b>	Admissible to employees in Grade-I.
<b>Carriage of personal effects on Transfer / Retirement</b>	Rs.0.02/- per Kg per KM

**Explanation**

- i. Employee of the Second Grade and below are ordinarily not expected to perform journeys by motor car and no bill for a journey under this clause by such an officer shall be paid unless the controlling officer certifies in each case that it was absolutely necessary in the public interest that the journey should have been performed in a motor car.
- ii. Where a Government vehicle is provided for use by and made available to employee he shall not be entitled to any road mileage. He will claim actual POL charges as per prevailing rules.
- iii. Facility of taxi is not admissible to the Third & Forth Grade employee.
- iv. Joint travel in one conveyance, where two or more employees travel in the same car, only that employee who either owns the vehicle or has hired it may draw mileage & daily allowance, while the rest may draw only daily allowance.
- v. Where an employee, while traveling on duty, is required to pay and pays toll, he shall be entitled to the reimbursement of the amount in addition to admissible mileage allowance.
- vi. Employee of the First Grade, who are entitled to travel by air, or by railway accommodation of the highest class, or by personal or borrowed car or by engaging a full taxi, shall also be entitled to travel by air-conditioned public transport and to charge actual fare as mileage allowance.



**D- ENTITLEMENT**

Sr. No.	Grade	Air	Rail	Road
1.	First Grade	Economy class (Except Chairperson who is entitled to Business Class travelling outside the country on tour / official duty.	Accommodation of the highest class by whatever name it be called.	Air condition public transport
2.	Second Grade	Nil	First class (Sleeper) accommodation. If travelling on a line which does not provide first class (sleeper) the next lower class.	Public Transport
3.	Third Grade	Nil	First Class (sitter) accommodation. If travelling on a line which provides no first class (sitter) accommodation, the next lower class.	Public Transport.
4.	Fourth Grade	Nil	Lowest class by whatever name be it called.	Public Transport.

**Explanation**

An employee who reserves his seat for an official business but subsequently, due to an unexpected change in program, gets the reservation cancelled, may be allowed re-imbursement of reservation fee and any deduction made from the price of the ticket, provided that it is certified by the Controlling Officer that cancellation was unavoidable and in the public interest; and the booking was cancelled at the earliest opportunity.

**10. Daily Allowance.**

- I. A daily allowance is a uniform allowance for each day of absence from headquarters and is intended to cover the ordinary daily charges incurred by the employee in consequence of such absence. It is expected to cover the elements of lodging, boarding, and incidental expenses.
- II. A day is to be reckoned from midnight.
- III. Daily Allowance will be admissible at full rate when, during the absence from headquarters, a night is spent while being on tour.



- IV. A Daily Allowance will be admissible at half rate when absence from headquarters is for more than 4 hours but no night intervene the said absence.
- V. A part of day less than 4 hours is to be ignored for the purposes of Daily Allowance.

**A- Daily Allowance -Rates**

Sr. No.	DESIGNATION / Pay Scale	Ordinary Rates	Special Rates*
i.	Chairperson and all Members of the TEVTA Board.	As admissible to civil servants of the highest grade (BS-22) Rs.2,800	As admissible to civil servants of the highest grade (BS-22) Rs.4,800
ii.	Chief Operating Officer	As admissible to civil servants of BPS -21 Rs.2,800	As admissible to civil servants of BPS -21 Rs.4,000
iii.	General Managers PS-21 /Members of Industries/Advisors.	Rs.2,800	Rs. 4,000
iv.	Zonal Managers/DGMs, Managers & District Managers, Project Managers / Directors or employees in equivalent pay scales (PS-19 & PS-20).	Rs.2,480	Rs.3,280
v.	Deputy Managers/ Deputy Director, Assistant Managers/ Assistant Directors and all teaching & non-teaching staff in PS 17 & 18/External Personnel.	Rs.2,000	Rs.2,560
vi.	All Teaching & Non-Teaching staff working in PS 12 to 16.	Rs.1,120	Rs.1,440
vii.	All Teaching & Non-Teaching staff including Drivers working in PS 5 to PS 11	Rs.624	Rs.880
viii.	Drivers, Helpers, Naib Qasids, and other Employees working in PS 1 to 4.	Rs.496	Rs.800

Employees who stay in a hotel / guest house, inspection bungalow or a residential club, shall in addition to the above daily allowance be allowed reimbursement of actual single room rent including taxes/duties and services charges relating to room rent subject to production of receipts/vouchers upto the following maximum per days.

a)	Localities where special daily allowance is admissible	5 time the amount of special daily allowance
b)	Localities where ordinary daily allowance is admissible	Two and a half time the amount of daily allowance.

**Note: (i)** "Specified stations for special rates as notified from time to time by Govt. of the Punjab are Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Muzaffarabad & Mirpur AJ & K, Sukkar,

*Bahawalpur, DG Khan, Sargodha, Sialkot, Gujranwala, Murree and Northern Areas”.*

**Note (ii)** For the purpose of calculating the amount of daily allowance the period of absence from headquarter shall commence from the time of departure of the TEVTA employee from his office or residence as the case may be till the time of return to his office or residence, as the case may be;

**Note (iii)** The rate of daily allowance of TEVTA employee who spent part of a day 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.

**Note (iv)** Actual residential accommodation charges up to 5 dailies will be available on production of receipts as per existing rules. However, when residential accommodation receipts are not submitted only 2 dailies will be allowed to the employees at specified stations mentioned at note (i) only.

**B- Daily allowance may be drawn.**

Daily allowance may be drawn for the entire period of absence from headquarters, i.e., for the time spent on a journey, a halt, on tour or on a holiday occurring during a tour.

**Note (1)**—An employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

**Note (2)**—An employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

**Note (3)**—An employee who during the course of his tour returns temporarily to headquarters on Friday or a public holiday to attend to his private business is not entitled to draw daily allowance for the day or days spent at headquarters.

**C- Maximum period for which daily allowance is admissible –**

- i. Daily allowance may not be drawn for a continuous halt of more than ten days at any one place: provided that a Competent Authority may, if it is satisfied that prolonged halts are necessary in the interest of the public service, 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.
- ii. Casual leave taken during tour may be excluded in computing the period of ten days referred to in this rule.
- iii. After a continuous halt of ten days duration the halting place shall be regarded as the employees temporary headquarter.





## 11. Travelling Allowance for Journeys on Transfer

- I. Travelling Allowance may not be drawn by an employee on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated, as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.
- II. When an employee is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the controlling officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement the controlling officer shall assume that the employee has been transferred, for the public convenience. In the case of subordinate employee, a certificate from the head of the department may be accepted in lieu of the copy of the order referred to above.
- III. A competent authority may depute an employee on duty outside his headquarters and order him to reside at a temporary headquarters for a period not exceeding three months. In such circumstances traveling allowance as on transfer will not be admissible and the TEVTA employee in question will only draw traveling allowance as on tour.
- IV. Elements of traveling allowance on transfer -- Traveling allowance for a journey on transfer is meant to cover –
  - a. The cost of transportation of the employee and his family;
  - b. Expenditure incidental to the traveling of the employee and his family;
  - c. Transportation cost of the personal effects of the employee and his family; and
  - d. In certain cases the cost of the transportation of conveyance or conveyances of employee.
- V. Traveling allowance will be admissible in respect of all items of expenditure specified in above (d) provided that the transportation in question took place not earlier than one month and not later than six months of the date on which the employee took over charge of the new post.
- VI. Traveling allowance for journeys on transfer includes –
  - a. Mileage allowance for the TEVTA employee and his family to cover the cost of their transportation;
  - b. Cost of transportation of the personal effects of the employees subject to certain limits; and
  - c. Cost of moving motor car or other conveyance under certain circumstances.
- VII. **"Mileage allowance and transfer grant"** -- Employees shall be granted the following –





**Note:** An employee claiming the cost of transporting personal effect is required inter alia---

- a) To render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
- b) To indicate in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport.

The Competent Authority / Controlling Officer have also to exercise the usual scrutiny of the claim.

**Note:**

- i. *The above provisions have been extracted from the Punjab Travelling Allowance Rules 1976, as amended by the Government of the Punjab from time to time for guidance and the said rules will prevail in case of any contradiction to above.*
- ii. *If a particular Travelling scenario is not covered under this policy, Punjab Travelling Allowance Rules, 1976 and subsequent amendments made by the Government of the Punjab from time to time shall be followed.*
- iii. *An employee whose claim had already been settled before issuing of this notification, cannot claim any arrears/ differential.*

**(NASIR IQBAL MALIK)  
CHIEF OPERATING OFFICER  
TEVTA**

Endst: No. EVEN

Dated 4<sup>th</sup> May, 2018.

**A copy is forwarded for information and necessary action to:**

1. All General Managers, TEVTA Secretariat, Lahore.
2. The Deputy General Managers, TEVTA Secretariat, Lahore.
3. All Managers, TEVTA Secretariat, Lahore.
4. All Zonal Managers TEVTA in Punjab.
5. All District Managers TEVTA with the request to circulate the same to lower formation.
6. The Manager (SCs) TEVTA with the request to circulate the same to lower formation.
7. SA to Chairperson TEVTA.
8. PS to COO TEVTA.

  
**(DR. WAHEED ASGHAR) 415718**  
**DEPUTY GENERAL MANAGER (HRM)**  
**TEVTA**