

## THE TRAVELLING ALLOWANCE REGULATIONS

The above Rules/Regulations printed at pages 164-164 in K.U. Calendar Vol.III, 2007 revised vide Executive Council Resolution No. 9 dated 24.05.2023

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## THE TRAVELLING ALLOWANCE REGULATIONS

### Part-I

#### 1. Definitions.—

(a) Unless the context otherwise requires;

- “**actual travelling expenses**” means the actual cost of journey performed in public interest and also includes taxes, ferry and toll charges paid, if any;
- “**composite transfer grant**” means a lump sum amount payable to a *Government employee* in lieu of transfer travelling allowance;
- “**controlling officer**” means a Head of Department or any other departmental officer who is entrusted with the responsibility of controlling the incurring of expenditure and/or the collection of revenue by the competent authority;

*Note.*— *Administrative Secretary may declare any gazetted officer a Controlling Officer for the purpose of travelling allowance, who is immediately subordinate to him and is working in his own office;*

- “**daily allowance**” means an allowance for each day or part of a day spent away from *Headquarters*, which is intended to cover the ordinary daily charges incurred by a *Government employee* in consequence of such absence;

*Note.*— *Where the distance between two stations (from bus stand to bus stand) is less than twenty kilometers by the shortest route, no daily allowance shall be admissible in such case;*

- “**duty point**” means the place of office where an employee is on *duty*. In case of departure for both outward and inward journey, it may be the place of office, residence, stay or place of work visited, as the case may be;
- “**emoluments**” for the purpose of grading for travelling allowance purposes means basic pay or grade pay which is being drawn by a *Government employee* on the day when the journey is performed by him for tour in public interest;
- “**own vehicle**” means a registered personal vehicle in the name of the *Government employee* concerned or in the name of his/her spouse or a vehicle borrowed by him/her from his/her immediate family members i.e. parents, real brother or sister.
- “**public conveyance**” means the train, bus, aircraft, river steamer or any other public conveyance which plies regularly for the conveyance of passengers and run by an

organization under the control of any State Government or Government of India and also the private organizations authorized by any Government;

*Note.*— It does not include any “Chartered” means of conveyance;

- “**shortest route**” means that route by which the traveller can most speedily reach his destination by ordinary mode of travelling. If journey is performed within haryana from one station to another the shortest route from bus stand to bus stand and out of haryana the shortest route from railway station to railway station shall be taken into account for the purpose of these rules;

*Note.*— In case of doubt, a Head of Department may decide which shall be regarded as the shortest of two or more routes;

- “**tour**” A Government employee is treated on tour when he is away from his *headquarters* either within, or beyond his sphere of duty, in public interest, with proper sanction of the authority not lower than *Head of office*. In case of doubt, the *Controlling Officer* may decide whether a Government employee during the period of particular absence from *headquarters* is to be treated on tour or not;

- “**transfer travelling allowance**” means the *composite transfer grant* admissible to a Government employee on his transfer from one station to another in public interest which involves change of residence;
- “**travelling allowance**” means an allowance admissible to a Government employee to cover the expenses incurred by him while on tour in public interest. It includes *daily allowance, road mileage allowance, local mileage allowance, permanent travelling allowance*. It also includes reimbursement of *actual travelling expenses* and hotel charges limited to entitlement;

(b) The terms not defined in this chapter but defined in the Haryana Civil Services (General) Rules, 2016 shall have the same meaning for the purpose of these rules.

**(A) Gradation Pattern for the purpose of TA/DA :**

<b>Grade I</b>	<ul style="list-style-type: none"> <li>(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies : Government Employees drawing their pay in Level 19 and above.</li> <li>(ii) For Government Employees on whom their respective AIS Revised Pay Rules applies : Government Employees drawing their pay in Level 15 and above.</li> <li>(iii) For Government Employees on whom the Haryana Civil Services (Assured Career Progression) Rules, 2016 applies: Government Employees drawing their pay in Level 23 and above.</li> </ul>
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<b>Grade II</b>	<p>(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies : Government Employees drawing their pay in Level 16 to Level 18.</p> <p>(ii) For Government Employees on whom their respective AIS Revised Pay Rules applies : Government Employees drawing their pay in Level 14.</p> <p>(iii) For Government Employees on whom the Haryana Civil Services (Assured Career Progression) Rules, 2016 applies: Government Employees drawing their pay in Level 20 to Level 22.</p>
<b>Grade III</b>	<p>(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies : Government Employees drawing their pay in Level 8 to Level 15.</p> <p>(ii) For Government Employees on whom their respective AIS Revised Pay Rules applies : Government Employees drawing their pay in Level 10 to 13.</p> <p>(iii) For Government Employees on whom the Haryana Civil Services (Assured Career Progression) Rules, 2016 applies: Government Employees drawing their pay in Level 11 to Level 19.</p>
<b>Grade IV</b>	<p>(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies : Government Employees drawing their pay in Level 5 to Level 7.</p> <p>(ii) For Government Employees on whom the Haryana Civil Services (Assured Career Progression) Rules, 2016 applies: Government Employees drawing their pay in Level 5 to Level 10.</p>
<b>Grade V</b>	<p>(i) For Government Employees on whom the Haryana Civil Services (Revised Pay/ACP) Rules, 2016 applies : Government Employees drawing their pay in Level 4 and below.</p>

**Note :**

1. Travelling Allowance of any person working on daily wages, part-time, contract basis, work-charged employees, persons re-employed after retirement or otherwise and are not drawing pay in any pay scale shall be regulated under these rules on the basis of minimum of the functional pay scale sanctioned for the same post in the University.
2. In case of doubt, appointing authority shall be competent to take the decision.
3. A University employee during transit from one post to another shall rank in the grade to which the lower of the two posts would entitle him.

- **Entitlement of travelling allowance while on leave or under suspension :**

Travelling allowance of a University employee on leave or under suspension shall be regulated by the emoluments drawn by him before proceeding on leave or suspension, as the case may be.

- **Competent authority for tour :**

Competent Authority means, the Vice-Chancellor unless specifically provided in these rules or where powers are specifically delegated in the Act and Statutes framed there under from time to time.

- **Beginning and end of journey**

- (i) A journey on transfer is held to begin from or end at the actual residence of the University employee concerned.
- (ii) Any other journey is held to begin from or end at the duty point or residence, as the case may be.
- (iii) Where a journey begins/ends at a station which is neither the University employee's headquarters nor his place of duty, it may be treated to have commenced/ended at his residence. The travelling allowance claim in such cases shall be restricted to the claim had the journey been performed from his residence.

- **False claim/Drawal of travelling allowance.**

The University employee claiming/drawing a false or bogus travelling allowance shall be liable to disciplinary proceedings under the KUK Act & Statutes and shall be awarded one of the major punishments as defined in the KUK Act & Statutes. The following category of claims amounts to a false claim/Drawal of travelling allowance.

- (a) for a journey not actually performed;
- (b) of a higher class as per entitlement whereas the journey actually performed in a lower class;
- (c) by submitting false certificate/tickets;
- (d) of road mileage allowance and/or toll charges when the journey not actually performed by own vehicle or taxi/auto-rickshaw

- **Journey by class of accommodation of entitlement or above class.—**

- (1) Except as otherwise provided in these rules each Government employee is required to travel by the mode and class of accommodation for which he is entitled under these rules.
- (2) There shall be no bar in undertaking a journey by any mode of public conveyance or in any class of accommodation above the respective entitlement of the Government employee, provided that the claim filed for reimbursement shall be restricted to the entitlement. However, in all such cases, the essential documents required to be submitted and essential conditions required shall be met with, in reference to the performance of journey. In such cases, there shall be no pre-requirement of seeking the approval of the competent authority for performing a journey above the entitlement.

*Note 1.— This provision shall not be applicable if journey is performed by own vehicle without prior approval of the competent authority.*

*Note 2.— If journey is performed by any mode or class of accommodation lower than that of*

entitlement, the actual fare of lower class of accommodation or road mileage allowance of lower mode actually used shall be admissible.

**Note 3.**— The Government employee performing journey by his own vehicle as per entitlement or by a vehicle lower to the entitlement shall be entitled to road mileage allowance for the vehicle actually used or entitled, whichever is less.

**Note 4.**— The Administrative Department is the competent authority to allow a Government employee to perform a particular journey in a class higher than that of his entitlement.

• **Reimbursement of actual cost of travelling.—**

When journey on tour is performed by *public conveyance*, the actual fare of the entitled class/mode or the class/mode by which actually travelled, whichever is less, shall be reimbursable.

**Note.**— The fare of journey shall not be reimbursable if free pass for journey by public conveyance has been made available to a Government employee.

**(B) Admissibility to travel within and outside India : when journey is undertaken by Air.**

Sr. No.	Description of category of Government Employee	Description of Entitlement
1	Government Employees drawing their pay in Level 18 of their respective AIS Revised Pay Rules	(i) 'Business Class' when travelling within India. (ii) 'First Class' when travelling abroad.
2	(a) Government Employees drawing their pay in Level 16 & 17 of their respective AIS Revised Pay Rules. (b) Government Employees drawing their pay in Level 20 of Haryana Civil Services (Revised Pay) Rules, 2016.	(i) 'Business Class' when travelling within India. (ii) 'Business Class' when travelling abroad.
3	(a) Government Employees drawing their pay in Level 15 of their respective AIS Revised Pay Rules. (b) Government Employees drawing their pay in Level 19 of Haryana Civil Services (Revised Pay) Rules, 2016.	(i) 'Economy Class' when travelling within India. (ii) 'Premium Economy Class' when travelling abroad.

4	Government Employees falling in Grade-II	(i) Economy Class' when travelling within India. (ii) 'Economy Class' when travelling abroad.
5	Government Employees falling in Grade-III	(i) Economy Class' when travelling within India subject to following conditions: (a) Government Employee being 'Head of Department' may travel as such without any restriction. (b) Government Employees other than 'Head of Department' may travel as such, after obtaining the prior approval of the concerned Administrative Secretary, only in cases where the distance of journey exceeds 500 kms. (ii) 'Economy Class' when travelling abroad.
6	Government Employees falling in Grade-IV	'Economy Class' when travelling abroad.
7	Government Employees falling in Grade-V	'Economy Class' when travelling abroad.

- **Permission for journey by air in exceptional circumstances.—**

In exceptional circumstances, the Administrative Department (in consultation with Finance Department) may permit any Government employee to travel by air in public interest.

- **Selection of airlines for journey by air.—**

All the officers concerned shall prefer Air India for journey by air. The criteria for selecting airlines other than Air India shall be less and more competitive fares being offered by the other airlines. Under no circumstances, the fares shall exceed the normal fare of the entitled class offered by Air India or its subsidiaries. Various incentive schemes and concessional fares offered by airlines shall also be fully utilized. A Government employee shall try to make booking in advance to the extent possible.

*Note.— If available, return tickets at concessional rates shall always be purchased when a Government employee expects to perform the return journey by air within the period during which it is available.*

- **Reimbursement of reservation and cancellation charges.—**

In case of cancellation of a journey due to any reasons, by *public conveyance* while on tour or *transfer in public interest*, the following charges are reimbursable:-

- a. the actual cost of reservation and sleeper charges;
- b. tatkal seva charges;
- c. charges for booking of tickets through internet/ e-ticketing.
- d. cancellation charges for journey cancelled for official reasons or in unavoidable circumstances.

*Note 1.— Except in unavoidable circumstances, no refund of above charges shall be admissible if journey is cancelled on the request of Government employee.*

*Note 2.— No refund of “agency charges” shall be made to a Government employee who books his journey through a “travel agent” for his own convenience.*

- **Tickets to be appended to claim.—**

(i) When journey is performed by air, river steamer, air conditioned rail/bus or delux bus, the tickets and boarding pass in case of journey by air, in original shall be attached with the claim, otherwise ordinary fare shall be admissible.

(ii) The actual cost of reservation and sleeper charges shall be reimbursed in full.

*Note.— If ticket of journey is lost, the actual cost of journey of the entitled mode may be allowed to be reimbursed by the Head of Department to non-gazetted Government employees and by the Administrative Secretary to gazetted Government employees in exceptional cases subject to declaration by the concerned Government employee.*

**(C) Admissibility to travel within India : when journey is undertaken by Train.**

<b>Sr. No.</b>	<b>Grade/ Description of Category of Government Employee</b>	<b>Entitlement of mode of journey by Train.</b>
1	Government Employees falling in Grade-I	AC 1st class or executive class.
2	Government Employees falling in Grade-II	AC 1st class or executive class.
3	Government Employees falling in Grade-III	AC II tier or AC chair car
4	Government Employees falling in Grade-IV	AC III tier or non AC chair car
5	Government Employees falling in Grade-V	2nd Class Sleeper or 2nd Class

**Note :** Within India, ‘Train’ Shall include ‘Shatabdi, Suvidha, Rajdhani, Duranto, Premium, Premium Tatkal’ and both: ‘Ordinary/ Tatkal booking’.

**(D) Admissibility to travel within India : when journey is undertaken by Sea/River Steamer.**

<b>Sr. No</b>	<b>Grade/ Description of Category of Government Employee</b>	<b>Entitlement of mode of journey by Train.</b>
1	Government Employees falling in Grade-I	Highest available class
2	Government Employees falling in Grade-II	Highest available class
3	Government Employees falling in Grade-III	(i) If the vessel has facility in single class- in the available class. (ii) If the vessel has facilities to travel in 2 classes- in the lowest available class. (iii) If the vessel has facilities to travel in 3 classes- in the second highest available class. (iv) If the vessel has facilities to travel in 4 classes- in the third highest available class.
4	Government Employees falling in Grade-IV	(i) If the vessel has facility in single class- in the available class. (ii) If the vessel has facilities to travel in 2 classes- in the lowest available class. (iii) If the vessel has facilities to travel in 3 classes- in the second highest available class. (iv) If the vessel has facilities to travel in 4 classes- in the third highest available class.
5	Government Employees falling in Grade-V	Lowest available class

**Note.**— In cases where the steamer company has two rate of fare, one inclusive and one exclusive of diet, the word „fare“ in the above rule shall be held to mean fare exclusive of diet.

**(E) Admissibility to travel within India : when journey is undertaken by Bus.**

Sr. No.	Grade/ Description of Category of Government Employee	Entitlement of mode of journey by Train.
1	Government Employees falling in Grade-I	AC bus and Volvo Bus of Haryana Roadways.
2	Government Employees falling in Grade-II	AC bus and Volvo Bus of Haryana Roadways.
3	Government Employees falling in Grade-III	AC bus and Volvo Bus of Haryana Roadways and Deluxe Bus.
4	Government Employees falling in Grade-IV	Non AC Deluxe Bus / Deluxe Bus.
5	Government Employees falling in Grade-V	Non AC Ordinary Bus.

• **Reimbursement of ferry and/or toll charges of public conveyance.—**

A Government employee travelling on duty is entitled to reimbursement of the actual amounts which he may have to spend for payment of ferry and other tolls for the office items and fares for journeys by *public conveyance*.

**(F) Admissibility to travel within India : when journey is undertaken by Taxi/ Own Car/Auto Rickshaw/ Scooter and entitled rate to draw mileage allowance for such journey.**

Sr. No.	Grade/ Description of Category of Government Employee	Description of Entitlement	Rate of Mileage entitlement for the purpose of Journey
1	Government Employees falling in Grade-I	Own Car or AC Taxi.	Rs. 16 per Km.
2	Government Employees falling in Grade-II	Own Car or AC Taxi.	Rs. 16 per Km.
3	Government Employees falling in Grade-III	Own Car or AC Taxi.	Rs. 16 per Km.
4	Government Employees falling in Grade-IV	Own Scooter or Auto Rickshaw	Rs. 9 per Km.
5	Government Employees falling in Grade-V	Own Scooter or Auto Rickshaw	Rs. 9 per Km.

**Note:** Reimbursement @ Rs.4 per km if journey, while on tour, is performed by bicycle or on foot by any University employee, will be admissible.

The competent authority may, for special reasons to be recorded in writing, permit road mileage allowance to be calculated on a route other than the shortest provided that the journey is actually performed by such routes.

**Note 1.** : The University employee performing journey by a vehicle lower than the entitlement shall be entitled to road mileage allowance for the vehicle actually used or entitled, whichever is less. When journey is performed by own vehicle the registration number of the vehicle used must always be mentioned in the claim preferred.

**Note 2.** : If a University employee travels by a route which is not the shortest, but is cheaper than the shortest, his road mileage allowance shall be calculated on the route actually used.

**Note 3.** : "Own conveyance" does not mean and include any private conveyance of the respective description. Such conveyance, whenever used for the purpose of claiming reimbursement under these instructions, must be 'a registered personal vehicle in the name of the employee concerned or in the name of the spouse of the employee concerned'. The registration number of the vehicle used must always be mentioned in the claim preferred.

- **Reimbursement of toll charges in case of journey by own vehicle.—**

Where the journey is undertaken by *own vehicle* or taxi, all toll charges paid during the journey within or outside the state shall also be admissible in addition to the *road mileage allowance* on production of the original receipt.

- **Journey by Government employees in a vehicle of one of them.—**

When two or more Government employees travel in a motor vehicle belonging to one of them, the owner of the vehicle shall draw *road mileage allowance* as if he travelled alone, provided one of them shall be entitled to journey by *own vehicle* with or without prior approval of the competent authority, and the other Government employee(s) shall be treated to have availed of free lift and no *road mileage allowance* shall be payable but only daily allowance shall be admissible to him/them as per provision in these rules.

*Note 1.— Full daily allowance for journey day shall be admissible to the co-passenger(s) other than the owner of the vehicle.*

*Note 2.— The Government employee shall certify in travelling allowance claim, the registration number of the vehicle in which journey was performed.*

**(G) Admissibility to undertake local journey while on tour and entitled rate to draw mileage allowance for such journey:**

<b>Sr. No.</b>	<b>Grade/ Description of Category of Government Employee</b>	<b>Description of entitlement when local journey is performed within Haryana and Chandigarh</b>	<b>Description of entitlement when local journey is performed outside Haryana and Chandigarh</b>
1	Government Employees falling in Grade-I	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 16/- per K.M. of the actual journey performed or actual expenses, whichever is less
2	Government Employees falling in Grade-II	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 16/- per K.M. of the actual journey performed or actual expenses, whichever is less
3	Government Employees falling in Grade-III	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 16/- per K.M. of the actual journey performed or actual expenses, whichever is less
4	Government Employees falling in Grade-IV	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 9/- per K.M. of the actual journey performed or actual expenses, whichever is less
5	Government Employees falling in Grade-V	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 9/- per K.M. of the actual journey performed or actual expenses, whichever is less

**Note 1:** The self verified original receipt of payment made towards the performance of journey must be produced and appended with the claim of Travel Allowance.

- **Local journey while on tour.—**

The *local mileage allowance* shall be admissible for local journeys performed on tour within the State or outside the State upto fifty kilometers per visit per city. The *local mileage allowance* shall be

admissible at the rate of *road mileage allowance* upto the prescribed limit or *actual cost of travelling*, whichever is less. The local journey on tour means journey between office/ residence and bus stand/railway station/airport at headquarters and also at the *duty station* between bus stand/railway station/airport and the place of duty/residence.

**Exception.**— *The limit of fifty kilometers shall not be applicable in case of tour in a city having population more than fifty lakhs as per census data of 2011.*

**Note 1.**— *The local mileage allowance shall be calculated in completed kilometer.*

**Note 2.**— *The actual cost of travelling limited to entitlement shall be reimbursable for local journeys performed on tour, on the basis of certificate given by the Government employee mentioning the places of local journey visited in the public interest.*

**Note 3.**— *A Government employee who performs journey on foot or by bicycle shall be entitled to local mileage allowance at the rate of Rs. four rupees per kilometer.*

- **Journey within radius of 20 kms of headquarters.—**

The Head of office may permit a Government employee to draw the *actual cost of travelling* not more than *local mileage allowance* limited to twenty five kilometers in a day at the rate admissible under these rules for the journey performed in public interest at one or more stations within the radius of twenty kilometers of the headquarters. In exceptional circumstances, Head of office may relax the limitation of twenty five kilometers by recording reasons specifically.

**(H) Admissibility to claim reimbursement when during the course on tour the Government Employee stays overnight in commercially run Hotel out to the Haryana/ Chandigarh.**

<b>Sr. No.</b>	<b>Grade/ Description of Category of Government Employee</b>	<b>Entitlement for reimbursement of hotel charges/commercial guest house accommodation</b>
1	Government Employees falling in Grade-I	Actual expenses made subject to a ceiling of 5,000/- per day
2	Government Employees falling in Grade-II	Actual expenses made subject to a ceiling of 4,000/ per day
3	Government Employees falling in Grade-III	Actual expenses made subject to a ceiling of 3,000/- per day
4	Government Employees falling in Grade-IV	Actual expenses made subject to a ceiling of 1,500/ per day
5	Government Employees falling in Grade-V	Actual expenses made subject to a ceiling of 500/- per day

Note 1 : In all such cases where reimbursement of 'stay in Hotel' is claimed, the 50% of the admissible Daily Allowance shall deemed to be 'the full Daily Allowance' for the purpose of this order.

Note 2: The self verified original receipt of payment made towards the rent of Hotel Room must be produced and appended with the claim of Travel Allowance.

Note 3: This reimbursement shall be admissible when the Government Employee stays in a hotel for overnight. Every night stayed in the Hotel shall be reckoned as one day for the purpose of entitlement in column 3 of the above table.

• **Reimbursement of hotel or commercial guest house charges shall be admissible subject to following conditions:-**

1. The journey on tour involves overnight stay at destination(s).
2. The Government employees covered under Grade I, II and III of these rules shall certify the non-availability of accommodation in Haryana Bhawan or any other rest house/guest house maintained by the department of Government employee who is on tour out of Haryana/ Chandigarh.
3. In any case, if the boarding charges (i.e. charges of breakfast, lunch and/or dinner) of a day(s) have been included in the bill of hotel charges, no daily allowance shall be admissible for that day.

4. No hotel charges shall be reimbursed for stay while on tour within the Haryana and Chandigarh.

**(I) Admissibility to draw full Daily Allowance (DA) when on Tour within India.**

Sr. No.	Grade/ Description of Category of Government Employee	In any town/city in Haryana including Chandigarh	In any town/city outside Haryana / Chandigarh
1	Government Employees falling in Grade-I	Rs. 700/- per day	Rs. 800/- per day
2	Government Employees falling in Grade-II	Rs. 600/- per day	Rs. 700/- per day
3	Government Employees falling in Grade-III	Rs. 500/- per day	Rs. 600/- per day
4	Government Employees falling in Grade-IV	Rs. 400/- per day	Rs. 500/- per day
5	Government Employees falling in Grade-V	Rs. 300/- per day	Rs. 400/- per day

Note 1 : The entitlement to draw 'actual Daily Allowances' vary from situation to situation depending upon whether stay arrangement was subsidized/ concessional/ claimed separately or not or, as the case may be, where food arrangements were made free of cost or not, etc. In all such situation(s), the 'actual entitlement' shall be reduced to a percentage of 'full entitlement'. For such reduction representing actual entitlement, relevant instructions/ provision contained respective rules need to be followed.

Note 2 : For the absence from headquarters on tour, irrespective of mode of journey, the rate at which Daily Allowance as a percentage of 'full Daily Allowance' shall be admissible as given below:

Sr. No	Period of Absence	Actual entitlement to draw „Full Daily Allowance“ as percentage to the lumpsum“ full amount“ mentioned in column 3 and 4 above.
1.	If absence from headquarters on official tour is less than 6 hours.	30% of Full Daily Allowance amount.
2.	If absence from headquarters on official tour is between 6 and 12 hours.	50% of Full Daily Allowance amount
3.	If absence from headquarters on official tour is between 12 and 24 hours	100% of Full Daily Allowance amount.

**Note:** The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per day basis.

• **Conditions for drawl of daily allowance.—**

The entitlement of daily allowance of a Government employee shall be regulated under the following conditions:-

1. Daily allowance may be drawn for the period of absence, including the day(s) of halt and holiday(s) occurring during the tour in public interest, from headquarters beyond the radius of twenty kilometers.
2. A Government employee who avails even a short casual leave or restricted holiday while on tour is not entitled to draw daily allowance for that day.
3. Daily allowance shall not be admissible for Sunday or gazetted holiday(s) if the Government employee is not actually at tour station.
4. Tour and daily allowance shall be restricted to ten days in a month unless it is extended in public interest by the competent authority.

*Note.— Head of Department and Administrative Secretary concerned are competent authority to allow daily allowance to a Government employee upto fifteen days and beyond fifteen days in a month, respectively, provided the tour is administratively justified.*

5. Except as otherwise provided in these rules, after a continuous halt of ten days duration at a particular station, the halting place shall be regarded as the Government employee's temporary headquarters for the purpose of daily allowance.
6. If on any day two separate journeys are performed, one daily allowance shall be admissible in respect of both separate journeys.
7. If a Government employee on tour receives any fee/remuneration in lieu of travelling allowance from any authority or agency, he may opt either to retain the amount or to draw travelling allowance under normal rules subject to deposit the full amount so received in the state exchequer.

• **Drawl of daily allowance beyond ten days in a month.—**

**(1)** There shall be no bar to remain on tour beyond ten days in a month and to draw daily allowance for the same in case of—

- (i) election duty anywhere in India;
- (ii) compulsory training under the order of appointing authority or Head of Department;
- (iii) attending of court(s) in connection with Government cases;
- (iv) personal staff of Ministers and officers who actually remain on tour with them; and
- (v) Car/jeep drivers.

**(2)** The following may draw daily allowance for more than ten days in a month:-

- (i) Deputy Commissioners in haryana may undertake tour upto fifteen days in a month;
- (ii) Junior Engineers of three wings of Public Works Department including Panchayati Raj Department upto twenty days in a month;
- (iii) Police personnel posted in police stations upto twenty days in a month.

- **Daily allowance with reference to city where night is spent.—**

The rate of daily allowance shall be determined with reference to the city where the Government employee while on tour spends the succeeding night(s) of journey. The Government employee who spends part of a day in one city and part of it in another city, shall be entitled to daily allowance at the rate of city where he spends the night succeeding such day.

*Exception.— In case of night stay at Delhi while on tour near Delhi, e.g. Gurgaon, Faridabad, Sonapat, the officer and the staff accompanying him shall not be entitled to daily allowance at Delhi rate. However, in case the night(s) is spent en route while on tour at far flung places, the daily allowance shall be payable at the normal rate of the city where night is spent.*

*Note.— Where the night is spent in train the daily allowance shall be determined with reference to the place of destination.*

- **Rate of daily allowance in case of enforced halt.—**

In all cases of enforced halt occurring en-route on tour journey or training necessitated by break down of communication, due to blockade of roads on account of bundh, curfew, floods, rains, heavy snowfalls, landslides or delayed sailing of ships or awaiting for air lift etc., the period of such halt shall be treated, as duty and full daily allowance shall be admissible for the period of enforced halt at the rate admissible for the station in which the enforced halt takes place.

*Note.— The daily allowance under this rule shall not be admissible until it is sanctioned by Head of Department.*

*Note 1.— When the journey is performed partly by Government vehicle (i.e. either for going from, or for return to headquarters) and partly by public conveyance, no fare shall be admissible for the distance travelled by Government vehicle but daily allowance shall be regulated treating overall journey by public conveyance.*

*Note 2.— When a Government employee is allowed free transit by aircraft owned or chartered by Government, he is entitled to daily allowance for each day of absence from headquarters.*

*Note 3.— While travelling on duty by Government owned transport, General Managers, Works Managers, Traffic Managers, Chief Inspector, Inspectors and Station Supervisors of Government Transport Services, Haryana, shall be entitled to daily allowance only when they spend the night away from their headquarters.*

- **Daily allowance in case of stay in the rest house.—**

In case of night stay in the Public Works Department rest house, Circuit house, Haryana Bhawan run by Government or any organization under any Government on non-commercial basis and an employee has to make payment for the stay, the daily allowance shall be reduced to twenty five percent and the lodging charges (exclusive of breakfast/meals) paid by the Government employee to the Government/public sector guest house authority for each calendar day shall be reimbursed.

- **Drawl of daily allowance when treated as a State guest.—**

A Government employee who, while on tour, is treated as a State guest within or out of India, the daily

allowance shall be admissible at—

- (i) ¼<sup>th</sup> rate if boarding and lodging is enjoyed free of cost;
- (ii) ½ rate if either boarding or lodging is enjoyed free of cost;
- (iii) ½ rate if boarding and lodging is enjoyed free of cost for half a day; and
- (iv) ¾<sup>th</sup> rate if either boarding or lodging is enjoyed free of cost for half a day;

*Note.— Either casual lunch or dinner or tea availed by a Government employee at the expenses of Government or an organization it shall be ignored for the purpose of daily allowance.*

**(J) Admissibility to draw Composite Transfer Grant from one destination to other within India.**

Sr.No.	Grade/ Description of Category of Govt. Employee	Shortest point to point distance between the two destinations i.e., the destination from where transferred and destination to which transferred.						
		Upto 20 kms.	21 to 100 kms.	101 to 200 kms.	201 to 300 kms.	301 to 500 kms.	501 to 1,000 kms.	1,001 kms and above.
1	Government Employees falling in Grade-I	Rs. 10,000	Rs. 20,000	Rs. 30,000	Rs. 40,000	Rs. 48,000	Rs. 48,000 Plus 'X'	Rs. 60,000 Plus 'X'
2	Government Employees falling in Grade-II	Rs. 10,000	Rs. 20,000	Rs. 30,000	Rs. 40,000	Rs. 48,000	Rs. 48,000 Plus 'X'	Rs. 60,000 Plus 'X'
3	Government Employees falling in Grade-III	Rs. 7,500	Rs. 15,000	Rs. 22,500	Rs. 30,000	Rs. 36,000	Rs. 36,000 Plus 'X'	Rs. 45,000 Plus 'X'
4	Government Employees falling in Grade-IV	Rs. 5,000	Rs. 10,000	Rs. 15,000	Rs. 20,000	Rs. 24,000	Rs. 24,000 Plus 'X'	Rs. 30,000 Plus 'X'
5	Government Employees falling in Grade-V	Rs. 2,500	Rs. 5,000	Rs. 7,500	Rs. 10,000	Rs. 12,000	Rs. 12,000 Plus 'X'	Rs. 15,000 Plus 'X'

**Note 1-** Save when the context requires it to be otherwise in terms of this order, admissibility and entitlement 'to draw Composite Transfer Grant on transfer from one destination to other within India' here represents a 'lump sum amount' to be claimed in lieu of expenses incurred in moving everything on transfer, including the household goods, conveyance, members of family etc. and also includes the displacement compensation.

**Note 2-**The expression 'X' mentioned in column 7 and 8 in the above table represents the actual cost incurred in transporting the actually transported eligible members of the family from the destination of previous posting to the destination place of posting on transfer. For this purpose, the entitlement of the 'transported eligible members' would be deemed to be expenses incurred in performing actual journey subject to the maximum ceiling of the entitlement to travel admissible to the University employee concerned. Further, if the University Employee is entitled to travel in own car or taxi while conducting tour, the respective admissible mileage may be claimed for transporting the entire family as a unit as amount 'X'.

**Note 3-** The above mentioned admissible rates of Composite Transfer Grant, subject to all other conditions governing it, shall be increased by 5% every year, with first such increase taking place on 01.01.2019.

**Note 4-** The Composite Transfer Grant shall be admissible only when the transfer is made in University interest.

**Note 5 -** In the event before moving in terms of Note 1 from one destination to other, the University Employee has been ordered to be transferred to a different station, the admissibility to the Composite Transfer Grant shall be between two stations where moving the household goods has actually and finally taken place.

## **Part - II**

1. The Vice-Chancellor shall sanction the performance of Journeys in respect of the Heads of the Departments/Offices, Professors, Registrar, Controller of Examinations and Principals; the Registrar in respect of other Class 'A', 'B' & 'C' Employee working in Teaching/Non- Teaching Departments/ Colleges/Branches; the Controller of Examinations shall, however, exercise this power in respect of Class 'B', 'C' & 'D' Employees working in his Branches and the Finance Officer in the case of Class 'D' Employees working in the University Offices/Branches. However in the case of Class 'B', 'C' & 'D' Employees working in the Teaching Departments/ Colleges/Institutes/other Offices, the Head of the Department/College/Institute/Office shall be the authority competent to sanction the performance of such journeys.
2. The Registrar in case of Class 'A', 'B', 'C' & 'D' Employees, may, when he considers it necessary, sanction payment of travelling allowance in advance, and the amount so paid shall be deducted from the relevant T.A. Bill.
3. When travelling abroad, Vice-Chancellor should get T.A. and D.A. at the rates admissible to Grade-I Officers of the Government of India.
4. Members of the University Court, Executive Council, Academic Council, Finance Committee, Faculties, Board of Studies, Establishment Committee, Selection Committee for appointments when attending meeting of these authorities or Committees constituted by the Vice-Chancellor, may if they travel by own car be allowed to charge T.A. etc. by road, as at rates approved by the Vice-Chancellor from time to time provided the distance each way does not exceed 200 kms. which limit may be extended to cover any place within Haryana in the case of Members of Academic Council, Executive

Council, Court and members of the Inspection Committees appointed to inspect the affiliated/new Colleges.

Provided further that the Vice-Chancellor may, in exceptional circumstances, extend the limit of 200 kms. each way in case of Experts on Selection Committees.

The Vice-Chancellor may, however, allow travel by Taxi (receipt to be attached).

5. Life members in recognised schools shall be considered as officers drawing pay of Rs.8000/- p.m.
6. The Judge of the Punjab and Haryana High Court shall be entitled to receive, for the journeys performed by him in connection with the affairs of the University, T.A. at the rates admissible to him as a High Court Judge or at the University rates, whichever he chooses.
7. (a) Examiners, belonging to States, other than Haryana, shall be entitled to draw T.A. at the rates as prescribed in Part-I of these Regulations or at the rates admissible to them in their own University or State, whichever are more favorable to them.  
(b) Travelling allowance of a person, who is not in receipt of any pay or of a person who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be.  
(c) Military or N.C.C. officers, while performing journeys on University business shall be paid T.A. at Army rates, applicable to their ranks, provided they certify that the journey was performed in Uniforms.  
(d) Student-Members on the various University Bodies shall be paid T.A. and D.A. as admissible to Grade-I Officers.
8. Persons invited to deliver extension lectures shall be paid normal T.A. according to University rates but without any halting allowance.
9. (a) If a person travels in another person's car, he will be entitled to Railway fare/Bus fare as per scales prescribed, D.A. as mentioned in Part-I, provided nobody else draws any T.A. in respect of that car in that trip.  
(b) In the case of travel by Govt./University Vehicle, full daily allowance would be paid for each day or part thereof spent away from the headquarters for absence as per the rule.  
(c) Provided further that the Personal Assistant to the Vice-Chancellor when required to travel in staff car between stations connected by rail shall be allowed to draw travelling allowance as for a journey on tour, less one single fare by rail of the Class to which he is entitled.

- (d) If due to some emergent work, under orders of the Vice-Chancellor, a person is required to undertake journey which costs him more than the Railway fare/Bus fare of the Class to which he is entitled, he shall be paid the actual cost of the journey, local mileage and D.A. etc.
10. A person may be permitted to travel in full car between stations connected by rail or to perform journey by a longer route, by the Registrar in respect of the work connected with the conduct of Examinations and the Vice-Chancellor for other University work, only when it is absolutely necessary in University interest.
11. A delegate to an Educational Conference/Seminar *etc.* may be paid T.A./D.A. *etc.*, as per University rules as contained in Part-I of the T.A. Regulations. The Registration Fee (excluding Boarding & Lodging) if any, may also be reimbursed on production of Actual Payee Receipt from the Host Institution. A Certificate by the Host Institution of having attended the Conference by the Delegate shall be sufficient for the purpose of payment.
12. The Examiners, Superintendents, other members of Supervisory Staff and members of the University Bodies, who are entitled to II Class Railway fare, when travelling on University duty, may perform the journey by passenger, express or mail train as it suits their convenience.
13. (i) Examiners in practical will be paid daily allowance only for one day previous to examinations for preparation work and also for any holiday or holidays intervening between the day of preparation and the day of the examination.
- (ii) 'If the examination is completed in morning session, DA will not be allowed for next day. However, if the examination is completed in the evening session DA for next day may be allowed.'
14. No person, whose ordinary place of residence is the same as the place of University business or duty shall be entitled to travelling allowance or daily allowance if he comes from an out- station to attend University business or to place of duty at that place.
- Exception :** Provided that if a person, residing in Delhi, performs the journeys on University business within the limits of Old Delhi and New Delhi Municipalities, he may draw actual cost of transport not exceeding the amount of the daily allowance to which he is entitled under the rules.
15. No person shall be entitled to charge travelling allowance from a place further than the one in which he ordinarily resides. The Vice-Chancellor may, however, relax this condition as a special case.
16. Bills not presented within 6 months from the date of journey shall lapse and shall not be entertained unless the period of 6 months is extended by the Vice-Chancellor for good cause shown.
17. A member of a University Body, who has to attend meetings on two or more consecutive days, may return to his Headquarters after completion of University business each day if the distance involved in the return journey does not exceed 50 miles or 80 kms.
18. Notwithstanding anything contained in these rules, the Vice-Chancellor may, in exceptional circumstances for reasons to be recorded, sanction, special rates *i.e.*, in excess of the schedule contained in Part-I.

In any individual case, actual conveyance expenses incurred at an out-station with the prior permission of the Vice-Chancellor shall be paid. The permission will be given if special circumstances exist.

19. T.A./D.A. shall be admissible at the rates admissible to Class I Officers of the Govt. of India in respect of those University functionaries, who may have to go abroad on University business.
20. Teachers and Staff performing journeys during vacation, from a place where they are spending the vacation to their Headquarters, in the interest of University work, shall be allowed T.A. as on tour but without any daily allowance for the days of halt at Headquarters.
21. *Where the distance between two stations (from bus stand to bus stand) is less than twenty kilometers by the shortest route, no daily allowance shall be admissible in such case. Except in the case of work connected with University Examinations, daily allowance may not be drawn for a continuous halt of more than 10 days at any one place unless the same is sanctioned by the Vice-Chancellor in each case on the ground that the prolonged halts are necessary in the interest of the University work.*
22. The rate of D.A. of a person, who spends part of a day in one locality and part of it in a place for which a different rate of D.A. prevails, shall be determined according to the place where he spends the night succeeding such day.
23. A University employee, summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case for which neither University nor State of Haryana is a party, shall not be entitled to any payment other than those admissible by the rules of the Court.
24. A University employee, summoned to give evidence of facts that have come to knowledge in the discharge of his duties in a case to which the State of Haryana is a party, shall be entitled to usual T.A. from the University and whatever he gets from the Court, he shall credit the same to the University.
25. A University employee, accompany to the students on educational excursions, will be entitled to usual T.A.
26. The class to which a retired person belongs on his re-employment, shall be determined with reference to the pay which he actually receives plus the amount of pension, if any, which he is permitted to draw in addition to pay.
27. The Chauffeur of a vehicle supplied at the expense of the University, when making a journey by road in the University vehicle in his charge, may draw daily allowance according to the proviso to Rules 7 (b) of Part-II of these Regulations.
28. (a) The T.A./D.A. on transfer and retirement will be regulated by the Rules of the Haryana Government.  
(b) T.A./D.A. for the journey to his/her home town would also be admissible to the family of a deceased University employee on his/her death while in service.
29. Members of the University bodies like Executive Council, Court, Academic Council, Finance Committee and members/experts on Selection/Establishment Committees coming from outside will

draw T.A./D.A. as admissible under the rules for attending the meeting of these bodies/Committees in addition to any hospitality extended by the University with the approval of the Vice-Chancellor.

Provided that each member/expert/Chancellor's nominee/representative of SC/ST, Women and Physically Handicapped coming from outside to work on the Selection Committee/Establishment Committee for appointment of various posts in the University will also be paid an honorarium of Rs.2,000/-for each meeting of the Selection Committee/ Establishment Committee.

- 30.** The rates of T.A./D.A. would also be applicable to the employees governed by U.G.C. Grades and those who opt for pre-revised scale of pay. In their cases dearness allowance upto the Consumer Price Index of 1510 point will be treated as part of their pay for purpose of calculating the admissible travelling allowance and daily allowance. These rates would also be applicable to the members of All India Services who are serving in connection with the affairs of Haryana State.

**OTHER GENERAL CONDITIONS TO BE APPLICABLE IN ALL CASES**

**WHEREVER NECESSARY:-**

1. All other conditions will be the same as contained in TA rules/instructions issue by Haryana Govt. from time to time.
2. It may be noted and borne in mind that no additional allocation/funds will be provided on account of revision in entitlement in terms of these orders. It may therefore, be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.
3. Wherever as per requirement bills in original are required to be submitted along with the claims of reimbursement, all such bills individually should always be self certified by the employee/person preferring the claim as having been paid by him personally.
4. In case of any doubts/Omissions which are not clear from these rules, the latest/updated travelling allowance rules of Haryana Govt. may be referred.

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### **Ordinance-III MIGRATION OF STUDENTS**

The following amendment/addition in the above Ordinance printed at pages 8-23 in K.U. Calendar 2009, approved vide EC. Res. 21 of 24.05.2023.

<b><u>EXISTING</u></b>	<b><u>AMENDED</u></b>
<p><i>Ordinance III – Migration of Students</i></p> <p><b>B-Migration from the Kurukshetra University to another University.</b></p> <p>1. A student, already registered with this University, may be allowed to migrate to another University or educational Institution, outside the territorial jurisdiction of the University and be granted a Migration Certificate on his applying on the prescribed form and on paying fee as prescribed from time to time. Migration fee once paid, shall not be refunded even if the candidate, after having applied for Migration Certificate, later on withdraws his application.</p>	<p><i>Ordinance III- Migration of Students</i></p> <p><b>A(1) Instructions for Inter University Migration Certificate/Transfer Certificate/ No Objection Certificate</b></p> <ol style="list-style-type: none"><li>1. All the particulars should be filled in by the candidate himself/herself.</li><li>2. Inter university Migration Certificate will be issued as per details of Registration Record only.</li><li>3. Candidate will not be allowed to appear in any examination of this University after issuance of the Migration Certificate. If a student appears in any examination after getting migration certificate from this University, his/her degree will be treated as invalid.</li><li>4. If a candidate has already got issued his/her Migration Certificate from this University and wants the Migration Certificate again, then he will to apply for Duplicate Migration Certificate and submit an affidavit stating that he /she has not used the Migration Certificate or he has to get restored his Registration No. by submitting the Migration Certificate already got issued from this University/ Migration Certificate issued by last attended institute with requisite fee, if applicable, as decided by the University from time to time.</li><li>5. If a student wants Migration Certificate without completing his/her degree then he/she has to upload the No Objection Certificate issued by the principal/ Director of the respective college/ institute.</li><li>6. Inter University Migration Certificate to the students who have taken any examination from this University will be issued after the declaration of their result only.</li><li>7. The office will not be responsible for any delay in case of incomplete application form, if any.</li></ol>

	<p>8. Migration fee once paid will not be refundable.</p> <p>9. Inter-University Migration Certificate shall be issued to those candidates who are already registered with this University.</p> <p>10. For taking the Inter University Migration Certificate, candidate will have to upload anyone of the personal identification i.e. Aadhar Card, Driving License, PAN Card etc.</p> <p>Further, the additional option of providing Inter University Migration Certificate with following fee structure:</p> <ol style="list-style-type: none"> <li>1. For Normal Case i.e. where migration is to be issued within 10-15 working days : Rs. 1100/- ( Time limit for issuance of IUMC will depend upon removal of Discrepancy / query, if any)</li> <li>2. For Exceptional Cases i.e. where migration is to be issued within 03 working days: 2500/- ( Time limit for issuance of IUMC will depend upon removal of Discrepancy / query, if any)</li> <li>3. Duplicate Certificate For Normal case i.e. where migration is to be issued within 10-15 working days : Rs. 3500/- (Time limit for issuance of IUMC will depend upon removal of Discrepancy / query, if any)</li> <li>4. Duplicate Certificate For Exceptional case i.e. where migration is to be issued within 03 working days : Rs. 4500/- ( Time limit for issuance of IUMC will depend upon removal of Discrepancy / query, if any)</li> </ol> <p><b>A. (2)</b></p> <ol style="list-style-type: none"> <li>1. No Objection Certificate will be issued to those students/candidates who are already enrolled in a Regular/Distance/Private academic program in KUK and want to pursue another course simultaneously any other University.</li> <li>2. For issuance of No Objection Certificate the fee may be charged identical to that for issuing Migration Certificate presently. Subject to fulfillment of following instructions: <ol style="list-style-type: none"> <li>(i) No Objection Certificate shall be issued to those candidates who are already registered with this University.</li> </ol> </li> </ol>
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<p>2. If a student takes a Migration Certificate to join another University his registration of the University shall lapse. However, he may subsequently return with the Migration Certificate from that University or return the Migration Certificate issued by this University to take further examination of the University, in which case he shall follow the same procedure and pay the same fee as prescribed for candidates of another Universities/Boards migrating to the University and the Registration Number already allotted to him shall be renewed.</p>	<ul style="list-style-type: none"> <li>(ii) All the particulars should be filled in by the candidate himself/herself.</li> <li>(iii) No Objection Certificate will be issued as per details of Registration Record only.</li> <li>(iv) If a student wants No Objection Certificate, he/she has to submit an annexure-III dully signed by him/her. In such cases students shall have to comply the Instructions issued by this University from time to time.</li> <li>(v) The office will not be responsible for any delay in case of incomplete application form, if any.</li> <li>(vi) The fee once paid is not refundable in any case.</li> <li>(vii) For taking the No Objection Certificate, candidate will have to upload proof of personal identity given below Aadhar Card, Driving License, Pan Card, etc.</li> </ul> <p style="text-align: center;"><b>NO CHANGE except that it will be re-numbered as A (3)</b></p>
<p style="text-align: center;">XXX                      XXX                      XXX</p>	<p style="text-align: center;">XXX                      XXX                      XXX</p>

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