

# PUNJAB TRAVELING ALLOWANCE RULES

[10<sup>th</sup> July 1976]

<b>CONTENTS</b>
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1. [GENERAL](#)
2. [TRAVELING ALLOWANCE FOR JOURNEYS ON TOUR](#)
3. [MILEAGE ALLOWANCE](#)
4. [DAILY ALLOWANCE](#)
5. [TRAVELING ALLOWANCE FOR JOURNEYS ON TRANSFER](#)
6. [TRAVELING ALLOWANCE FOR JOURNEYS OTHER THAN THOSE ON TOUR OR TRANSFER](#)
7. [TRAVELING ALLOWANCE WHEN THE MEANS OF TRANSPORT ARE PROVIDED WHOLLY OR PARTLY FREE OF COST](#)
8. [HISTORY OF AMENDMENTS](#)

## PUNJAB TRAVELING ALLOWANCE RULES

### NOTIFICATION

No. FD/Accounts/OSD/498 -- In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following Rules, namely:-

#### 1. General.–

1.1 Short title -- These rules may be called the Punjab Traveling Allowance Rules.

1.2 Commencement -- They shall come into force at once.

1.3 The Traveling Allowance Rules in force in the Punjab immediately before the coming into force of these rules shall stand rescinded.

1.4 Extent of application -- These rules shall apply to --

- i) all \*(civil servants) serving in connection with the affairs of the Punjab Government whose conditions of service the Governor of the Punjab is competent to determine;
- ii) all officers belonging to the All Pakistan Unified Grades in respect of whom the Governor of Punjab has been delegated the powers to frame the rules regulating their traveling allowance; and
- iii) \*\*\*(civil servants) on deputation with the Government of Punjab from the Federal Government or other Provinces of Pakistan, unless otherwise determined in any particular case.

1.5 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 --

- a) "Audit Officer" means the Head of Office of Audit and Accounts subordinate to the Auditor-General of Pakistan who keeps the accounts of the Province of the Punjab or a part thereof and exercises audit functions in relation to those accounts on behalf of the Auditor-General of Pakistan;
- b) "Authorized Medical Attendant" means a Medical Officer of Government required to attend on a civil servant or his family under the rules relating to medical attendance on civil servants;
- c) Deleted vide Finance Department's Notification No. FD/SRI -8-3/ 88(P), dated 25.03.1989;
- d) "Competent Authority" in relation to the exercise of any powers means the Administrative Department concerned, acting in consultation with the Finance Department, or any other authority to which such powers may have been delegated;
- e) "Controlling Officer" means an officer declared as such for exercising supervision over the traveling allowance claims of a civil servant;

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\*The words "Government servant" & "Government servants" were substituted by the words "Civil servant" & "Civil servants" respectively throughout this book vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

\*\*The word "Officers" was substituted by the words "Civil servants" vide F.D's. Notification No.FD/SRI- 8-3/88(P) dated 25.03.1989.

- f) "Day" means a calendar day beginning and ending at midnight;
- g) "Family" means a civil servant'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) the civil servant has no legitimate or step-child of his own;
    - (b) prior approval of the Government is obtained for having adopted the child;
    - (c) Government'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 civil servant has a legitimate or step-child of his own; and
    - (e) adopted child is residing with and is wholly dependent upon him.

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

- h) "Finance Department" means the Finance Department of the Government of Punjab;
- i) "Government" means the Government of Punjab;
- j) "Head of Department" means any authority whom Government may declare to be Head of Department for the purposes of these rules and includes all secretaries to Government and heads of attached departments;
- k) "Head of Office" means any officer designated as disbursing officer or any other civil servant declared to be the head of office by the competent authority;
- l) "Headquarters" of a civil servant 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;
- m) "Local Authority" means a local council, Municipal Corporation, municipal committee, municipality, zila council, tehsil council, union council, union committee, town committee, body of port trustees or commissioners, or other authority legally entitled to, or entrusted by the Government with the control of management of a municipal or local fund;
- n) "Month" means a month reckoned according to the British Calendar;
- o) "Pay" includes special pay, qualifications pay, personal pay, and any other emoluments which may be specially classed as pay by a competent authority, and in case a re-employed civil servant whose pension is not wholly held in abeyance, pay includes the pension drawn by him provided that if the total of pay and pension exceeds the maximum of the pay scale of the post held during re-employment, the maximum pay of such scale shall be deemed to be the pay;

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\*Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

- p) "Public Conveyance" means a Railway train, steamer, bus or other conveyance which plies regularly on a given course for the conveyance of passengers;
- q) "Personal car" is a car registered in the name of the civil servant or in the name of any member of his family;
- r) "Prescribed" means prescribed under these rules; and
- s) "Transfer" means the movement of a civil servant from one headquarters station to another such station either to take duties of a new post or in consequence of a change in his headquarters.

1.6 Nature of traveling allowance -- (1) Traveling allowance is granted to a civil servant to cover the expenses which he incurs in traveling in the interest of public service.

(2) A civil servant's claim to traveling allowance shall be regulated by the rules in force at the time the journey in respect of which the claim is made, is undertaken.

1.7 Functions of controlling officers -- A controlling officer in order to ensure that traveling allowance is not turned into a source of profit and that traveling is resorted to only when it is necessary in the interest of public service may --

- a) issue instructions limiting the extent of touring to be done by a subordinate officer;
- b) if the subordinate officer is in receipt of a conveyance allowance or a permanent traveling allowance and has done inadequate touring may reduce the amount of such permanent traveling allowance or conveyance allowance; and
- c) issue instructions to a subordinate civil servant to regulate his touring in such a way as to minimize unnecessarily large claims for traveling allowance.

1.8 Signature of controlling officer on traveling allowance bill -- No bill for traveling allowance other than permanent traveling allowance or conveyance allowance shall be paid, unless it is signed or countersigned by the controlling officer.

1.9 Bar on delegation of duty of countersignature -- Unless expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

1.10 Duties of controlling officer -- Before signing or countersigning a traveling allowance bill, the controlling officer shall --

- a) scrutinize the necessity, frequency and duration of journey and halts for which traveling allowance is claimed, and disallow the whole or any part of the traveling 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;
- b) scrutinize carefully the distances entered in traveling 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;
- c) satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed under these rules the scale on which such personal effects were transported was reasonable and disallow any claim which, in his opinion, does not fulfill that condition;
- d) exercise care that there is no evasion or breach of the fundamental principle of traveling allowance, viz., that the allowance is not to be a source of profit;
- e) observe any subsidiary rules or orders which a competent authority may make for his guidance;

- f) judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and to allow traveling allowance accordingly when he considers that the officer making the journey could have purchased a return ticket; and
- (g) satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

1.11 Journey on duty connected with a local authority -- When a civil servant paid from the \*(Provincial Consolidated Fund) travels on duty connected with the affairs of a Local Authority (for which the traveling allowance is payable from the Local Fund), he should prepare a separate bill for such journeys but should forward such bill with the bill for the same month, if any, payable from Provincial Consolidated Fund, to the controlling officer for the latter bill, who will scrutinize the bills, and forward the bill payable by a local body to the local body concerned for necessary action under the rules of the Local Fund.

1.12 Journeys for which traveling allowance may be drawn -- Traveling allowance may be drawn in respect of a journey performed:

- a) for the purpose of tour;
- b) on transfer;
- c) on joining a first appointment;
- d) on retirement, suspension, dismissal or termination of employment;
- e) to attend a course of training or to appear at 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 a darbar or an official function;
- i) in attendance on an incapacitated civil servant or member of his family; and
- j) \*(for) any other purpose authorized by a competent authority.

1.13 Journey within <sup>\*</sup>(~~ten miles/~~) 16 - kilometers -- The pay of a civil servant is supposed to include the cost of maintaining a conveyance proper to his status, and, therefore, ordinarily he is not to be paid any traveling allowance for journeys within (~~ten miles/~~) 16-kilometers of his headquarters, nor is he to be paid for journeys from his residence to his office. A competent authority may, however, sanction a monthly conveyance allowance to a civil servant under the following circumstances:

- i) when he does intensive touring within (~~ten miles/~~) 16-kilometers of his headquarters; or
- ii) when on account of shortage of residential accommodation in a particular locality, <sup>\*\*\*</sup>(he) has to reside at a considerable distance from his office.

1.14 Conveyance allowance -- Conveyance allowance is of two kinds:

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\*The words "Provincial Revenues" were substituted with the words "Provincial Consolidated Fund" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

\* Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

\*\* Deleted vide FD's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

\*\*\* The words "a Government servant" were substituted with the word "he" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

- i) that sanctioned on the condition that a particular type of conveyance will be maintained by the civil servants;
- ii) that sanctioned without any such condition being imposed.

1.15 Conveyance allowance during leave or joining time -- (1) Conveyance allowance falling under rule 1.14(i) may be drawn only for the period the required conveyance is actually maintained on a certificate being furnished by the officer concerned that this requirement has, in fact, been met.

Such a conveyance allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle and at half rates, in case of any other conveyance:

Provided that the post held by the civil servant immediately prior to the leave or joining time carried the allowance:

Provided further that the conveyance is actually maintained by the civil servant during the leave or joining time, as the case may be.

- (2) Conveyance allowance falling under Rule 1.14(ii) will be admissible only for the period during which the civil servant held the post to which the conveyance allowance is attached and will not be admissible during leave or joining time.

## 2. TRAVELING ALLOWANCE FOR JOURNEYS ON TOUR

2.1 Definition of tour -- A civil servant is on tour when he is absent on duty from his headquarters, either within or, with proper sanction, beyond his sphere of duty.

2.2 In doubtful cases, a competent authority may decide whether an absence from headquarters, whether in a particular case or in any specified class of cases, is absence on duty for the purposes of rule 2.1

Note -- When power is exercised under this rule a copy of the sanction briefly giving the grounds of sanction should be sent to the audit officer concerned.

2.3 Civil servants who are not entitled to traveling allowance for journeys on tour -- Where a competent authority has declared that the pay of a particular civil servant or class of civil servants has been so fixed as to compensate him or them for the cost of all journeys, other than journeys by rail or steamer within the civil servant's sphere of duty, such a civil servant may not draw traveling allowance for such journeys though he may draw mileage allowance for journey by rail or steamer.

Such civil servant or servants may, however, draw traveling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty, when traveling with proper sanction beyond his or their sphere of duty.

2.4 Distance to be traveled before traveling allowance is admissible -- Traveling allowance may not be drawn for any journey during which a civil servant does not reach a point outside the radius of ~~(ten miles/)~~16-kilometers from his headquarters. The radius of ~~(ten miles/)~~ 16-kilometers will be calculated with reference to the nearest practical route.

2.5 Kinds of traveling allowance -- The following are the different kinds of traveling allowance, which may be drawn by civil servants for journeys on tour:-

- (a) Permanent traveling allowance;
- (b) Mileage and daily allowances.

2.6 Permanent traveling allowance -- A permanent monthly traveling allowance may be granted by a competent authority to any civil servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of traveling allowance for journeys within the civil servant's sphere of duty and is drawn all the year round, whether the civil servant is absent from his headquarters or not.

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\*The words "ten miles/" were deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

2.7 A permanent traveling allowance may be sanctioned on condition that a particular conveyance is maintained or without the imposition of any such condition.

2.8 Admissibility of permanent traveling allowance -- In case a permanent traveling allowance is sanctioned subject to the condition that a conveyance is maintained, it may be drawn only for the period for which it is certified by the civil servant concerned that a conveyance was in fact maintained by him.

Such allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle, and at half rates, in case of any other conveyance:

Provided that the post held by the civil servant immediately prior to the leave or joining time carried the allowance:

Provided further that the conveyance is actually maintained by the civil servant during the leave or joining time, as the case may be.

2.9 Permanent traveling allowance which is sanctioned without imposition of any condition as to the maintenance of a conveyance is admissible only for the period during which the charge of a post to which it is attached is held, and is not admissible during leave or joining time.

2.10 A civil servant deputed to undergo a course of training may draw a conveyance allowance or permanent traveling allowance for maintaining a conveyance during the course of training, provided he actually maintains the conveyance and the authority sanctioning the deputation is satisfied that on expiry of the training he is likely to return to the post to which the allowance is attached.

2.11 Permanent traveling allowance for two or more posts -- When a civil servant holds, either substantively or in an officiating capacity, two or more posts, to each of which a permanent traveling allowance is attached, he may be granted such permanent traveling allowance, not exceeding the total of the permanent allowances attached to such posts, as the competent authority may consider to be necessary in order to reimburse him for the traveling expenses which he has to incur.

2.12 Permanent traveling allowance to cover cost of all journeys within sphere of duty -- Permanent traveling allowance is intended to cover the cost of all journeys within the sphere of duty of the civil servant, who draws it, and such civil servant may not draw any other traveling allowance in addition to the permanent traveling allowance for any such journey. If, however, the civil servant travels outside the sphere of his duty, he may draw ordinary traveling allowance for such journeys in addition to permanent traveling allowance.

\*2.13

(a)	Civil servants in BPS-17 and above	Grade	First
(b)	Civil servants in BPS-11 - 16	Grade	Second
(c)	Civil servants in BPS-3 to 10	Grade	Third
(d)	Civil servants in BPS-1 to 2	Grade	Fourth

2.14 Determination of grade of civil servants in transit -- (1) A civil servant in transit from one post to another ranks in the grade to which the holding of the lower of the two posts would entitle him.

(2) If the initial order of transfer is modified while the civil servant is in transit, his traveling allowance shall be regulated in accordance with the initial or the final orders of transfer,

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\*Substituted vide FD's Notification No.FD/SRI-8-11/83 dated 20.01.2003. History of amendments is available at page 83.

whichever entitles him to rank in the lower grade; provided that if the initial order entitled him to traveling allowance in a higher grade, he may be allowed to claim traveling allowance admissible according to that grade on his certifying that he actually traveled by the mode of conveyance of the class admissible to an officer of the higher grade.

2.15 Grade of part-time civil servants -- A civil servant whose whole time is not retained for the public service or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

2.16 Revision of traveling allowance due to retrospective promotion or reversion -- The traveling allowance of a civil servant who, is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of promotion, reversion # (or increase in pay) and that on which it is ordered, except when the promotion, or reversion or increase in \*\* pay implies a change of duties. In the case of traveling allowance bills audited before the order is issued, the audit officer should be guided by the facts known officially at the time of the audit, but, in the case of traveling allowance bills not presented or audited before the promotion is ordered, the audit officer should recognize the retrospective effect of the order.

2.17 When a civil servant is permitted for his own convenience to perform his duties at a station other than his headquarters, he is not entitled to draw any traveling allowance for the journeys to or daily allowance for halts at such station. A competent authority may decide what should be considered to be the place of duty of a civil servant for the purposes of these rules.

2.18 Higher rate of mileage and daily allowance -- The rate admissible for road mileage and daily allowance shall be 125 per cent of the rate admissible for road mileage under section II, and daily allowance under section III, respectively of this chapter, if the journey is performed in the following areas:-

- (1) Area formerly known as excluded area of Dera Ghazi Khan district.
- (2) Bhangikhel area in Mianwali district.
- (3) (i) Patwari's circles, Islamgarh, Chah Skheer and Khairgarh of Islamgarh Qanungo circle in Rahim Yar Khan district.
- (ii) Patwari's circles, Phoolra, Marote and Jamsar of Marote Qanungo circle in Bahawalnagar district.
- (iii) Patwari's circles, Ladamar, Maujgarh, Dingarh and Channanpir of Channanpir Qanungo circles and Derawar, Bijnote and Rukanpur of Derawar Qanungo circle in sub-tehsil Channanpir of Bahawalpur district
- (iv) Patwari's circles, Nawankot and Meerana of Islamgarh Qanungo circle in sub-tehsil Islamgarh of Bahawalpur district.

2.19 Competent authority may prescribe higher rates of traveling allowance for expensive localities -- A competent authority may prescribe a higher rate of daily allowance and mileage for a particular class of civil servants or generally for traveling in particularly expensive area, or for any other special reasons to be recorded in writing.

### 3. MILEAGE ALLOWANCE

2.20 Definition and principles of calculation -- A mileage allowance is an allowance calculated on the distance traveled, which is given to meet the cost of a particular journey, and is governed by the following principles:

- (a) for the purpose of calculating mileage allowance, a journey between two places shall be deemed to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short;

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#Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

\*\*The word "salary" was substituted with the word "pay" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.



- (b) 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;
- (c) if a civil servant travels by a route, which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

#### 2.21 Deleted

2.22 Different rates 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;
- (4) Air.

- \*2.23
- (a) Civil servants in BS-17 and above Accommodation of the highest class by whatever name it be called.
  - (b) Civil servants in BS-11 to 16 First Class (Sleeper) accommodation. If traveling on a line which does not provide 1<sup>st</sup> Class (Sleeper), Class (sleeper) the next lower Class.
  - (c) Civil servants in BS-3 to 10 First Class (Sitter) accommodation if traveling on line which provides no 1<sup>st</sup> Class (Sitter) accommodation, the next lower class.
  - (d) Civil servants in BS-1 to 2 Lowest class by whatever name be it called.

2.24 The mileage allowance for a journey by Railway admissible to a civil servant is the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class:

Provided that a civil servant drawing pay exceeding \*(Rs.4,660) per mensem may draw for any journey or part of a journey by rail in respect of which he certifies that he took a private servant with him, an additional 2<sup>nd</sup> class fare.

Note (1)-- A civil servant who reserves his seat in a train for official business but subsequently, due to an unexpected change in programme, gets the reservation cancelled, may be allowed reimbursement of the reservation fee and any deduction made by railway authorities before refunding the price of the tickets out of contingencies provided that it is certified by the controlling officer that:

- (i) cancellation was unavoidable and in the public interest; and
- (ii) the booking was cancelled at the earliest opportunity.

Note (2)-- The provisions contained in note (1) shall mutatis mutandis apply where a civil servant, on his transfer, reserves his seat but due to unexpected change in the programme, gets the reservation cancelled. The said provision shall apply and the concession of reimbursement shall be admissible also in the case of cancellation of the reservation of seats for the members of the family of the civil servant; provided that the reservation of seats for the members of family was made along with the reservation of the seat for the civil servant concerned.

Note (3)-- Reservation charges and airport embarkation fee, if actually paid by a civil servant are included in the term "the amount actually paid" in rule 2.24.

2.25 A civil servant is required to travel by the class of accommodation for which traveling allowance is admissible to him, but if for any reason he or any other person for whom traveling

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\*Substituted vide FD's Notification No.FD/SRI-8-11/83, dated 20.01.2003. History of amendment is available at page 86.

\*The word and figure "Rs.1750" was substituted with the word and figure "Rs.4660" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

allowance can be claimed under these rules, travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

2.26 When through booking involves the payment for part of journey of rates for accommodation for a higher class than that to which the civil servant concerned is entitled, the civil servant may draw mileage allowance based on the higher rates for that part of the journey.

2.27 Mileage allowance for journey by sea or by river steamer -- For the purpose of calculating mileage allowance by sea or river steamer civil servants are entitled to the class of accommodation according to the following scale:

- |     |                                      |  |
|-----|--------------------------------------|--|
| (a) | A civil servant of the First Grade.  | Highest Class  |
| (b) | A civil servant of the Second Grade  | If there be two classes only on the steamer, the higher class, and if there be more than two classes, the second class.  |
| (c) | A civil servant of the Third Grade.  | (i) If there be two classes only on the steamer, the lower class.<br>(ii) If there be three classes, the second class.<br>(iii) If there be four classes, third class. |
| (d) | A civil servant of the Fourth Grade. | Lowest class.  |

2.28 The mileage allowance for journeys by sea or river steamer, admissible to a civil servant is the amount actually paid, exclusive of diet, for traveling in the class of accommodation to which he is entitled.

2.29 If owing to the arrangements of classes on a steamer, the provisions of rule 2.27, if strictly construed, involve hardship, a competent authority may, in respect of particular journey or journeys generally, decide to what class of accommodation a civil servant is entitled, and when so deciding, may direct whether the civil servant should be granted the full or part allowance admissible for the higher class in which he is permitted to travel.

2.30 Mileage allowance for journeys by road -- For journeys by road mileage allowance is admissible at the following rates according to the different modes of travel:

- |      |  |                          |
|------|--|--------------------------|
| *(a) | Personal car, or by engaging a full taxi or any other means of public transport. | Rs.# 3.00 per kilometer. |
|------|--|--------------------------|

Note (1)-- Civil servants of the Second Grade 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.

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\*Clause (a) was substituted vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. Previous version is available at Sr.No.3, page 86.

#In clause (a) for the figure '2', figure '3' was substituted vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

Note (2)-- Where a Government vehicle is provided for use by and made available to civil servant he shall not be entitled to any road mileage.

Note (3)-- A taxi, for the purpose of this rule, means a motor vehicle plying on hire and authorized to carry not more than eight persons.

Note (4)-- This facility is not admissible to civil servants of the Third and Fourth Grades.

## (b) Borrowed car -- A civil servant traveling in a borrowed motor car may charge mileage allowance at the rate of 60 paise per kilometer if he incurs the cost of propulsion himself. In the bill claiming the traveling allowance in such a case, the civil servant should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

(Mileage allowance  
is admissible

@@ (c) Motor-cycle, scooter @ \*\* Re 1.00 per  
or auto-cycle. kilometer.

(d) Bicycle, animal back 50 paise per  
or on foot. kilometer.

(e) Public transport plying for hire on single seat basis:

i) For civil servants in \* 50 paise per  
BPS-7 and above. kilometer.

ii) for civil servants in \* 30 paise per  
BPS-6 and below. kilometer.

(f) Animal drawn carriage. 40 paise per  
kilometer.)

Subject to the provisions of \*\* (rule 2.32) these rates shall be admissible from the residence at headquarters to the residence at the temporary place of duty of the civil servant.

Note (1)-- The term personal car means a car as defined in rule 1.5(q) of these rules.

Note (2)-- Where two or more civil servants travel in the same conveyance, only that officer who either owns the conveyance or has hired it may draw mileage and daily allowance, while others may draw only daily allowance. A note showing the circumstances of such a journey should be made on the traveling allowance bill of each such officer.

Note (3)-- Where a civil servant, while traveling on duty, is required to pay and pays toll, he shall be entitled to recover the amount in addition to the mileage allowance admissible to him.

## For history of amendments see serial No.4 at page 87.

@@ Substituted vide F.D's Notification No.FD/SRI- 8-3/88(P), dated 25.03.1989. For history of amendments see serial No.5 at page 87.

\*\* For the figure and word 65 paise the figure and word Re 1.00 was substituted vide Notification No. FD.SR1-8-1/83 dated 03.04.1995.

For the figure '32', the figure '52' was substituted vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

For the figure '20' the figure 30 was substituted vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

\*\*Rule 2.32 was deleted vide F.D's No.FD/SRI- 8-8/87 dated 02.05.1989. For original version see Sr.No.6, page 89.

Note (4)-- Mileage allowance shall be admissible from the residence of the civil servant to the railway station or the airport, or the sea/river port, as the case may be, at his headquarters and from the Railway station ^ or the bus stop or the airport, or the sea/river port to the place of his temporary residence at the out-station.

\*(Note (5) Civil Servants 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.)

Instruction (1) -- Vouchers should be attached to every traveling allowance bill presented for payment particularly in respect of claims for hiring a whole vehicle but where vouchers cannot be obtained, the controlling officer should certify that to the best of his knowledge the claim is correct. But when the whole conveyance is hired a voucher should ordinarily be required.

A voucher should be attached to every traveling allowance bill in respect of claim for hiring a whole taxi. However a voucher will not be required in the case of a journey between the residence at the headquarters and the residence at the temporary place of duty, and vice versa.

Instruction (2) -- The nature of the conveyance used should be certified on the traveling allowance bill.

Instruction (3) -- All controlling officers should maintain in their office a record of rates of hire of conveyances of all kinds within the tract in which the civil servants subject to their control ordinarily travel.

Instruction (4) -- Heads of Departments are not required to attach the vouchers to their traveling allowance bills, but should certify that the amount claimed was actually paid by them.

2.31 Fractions of ~~(mile)~~ kilometer to be omitted -- In calculating mileage allowance for journeys by road, fractions of a ~~(mile)~~ kilometer should be omitted from the total of the amount claimed for a complete journey but not from the various items which make up the complete journey.

Explanation -- Each complete journey on tour ends when the civil servant returns to headquarters or to a place in which his headquarters is situated, whether he halts there or not.

2.32 Deleted vide Notification No. FD SRI-8-8/87 dated 02.05.1989. (Previous version is available at Serial No.6, page 89).

2.33 Air travel -- For purposes of these rules, travel by air means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed in private aeroplanes or air taxis.

[#2.34 Only civil servants in BS-17 and above and any other officer authorized by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey.](#)

[Note \(1\) -- Civil servants in BS-17 and above shall be entitled to travel by economy class when undertaking journey within the country or abroad.](#)

\*(Provided that Civil Servants in BS-22 when traveling outside the country on tour/official duty shall be entitled to travel by business class.)

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After the word railway station, the words 'or the bus stop' were inserted vide Notification No. FD.SR.1-8-11/83 dated 20.07.1991.

\*Added vide F.D's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

\*The word "mile/" was deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

[#Rule 2.34 and Note \(1\) below the said rule substituted vide Notification No. FD.SR1-8-11/83 dated 20.01.2003. Previous version is available at page 90.](#)

Substituted vide Notification No. SR.I.8-1/90 dated 7<sup>th</sup> June 1990. History of amendments is at Sr. No.8 page 90.

Note (2) -- Wherever available a return ticket at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period for which a return ticket is valid.

Note (3) -- The provisions of the notes below Rule 2.24 also apply in case of air journeys.

<sup>\*\*</sup>(Note (4) -- Airport embarkation fee, where charged, is included in the term "the fare charged for the air-journey".)

<sup>\*\*\*</sup>(Instructions.

- i) The cost of air tickets for travel to other countries should be drawn as advance by the administrative departments or the organizations concerned who should purchase the tickets. The PIA should be paid through a cheque issued by the Accountant General, Punjab, or by the concerned organization/agency. The cheque should be accompanied by 'A' form duly completed.
- ii) In a case where a person has been allowed by the Finance Department to travel by an airline other than PIA, or where the services of a travel agent are unavoidable, cheques should be issued in favour of the travel agent.
- iii) The advance for travel abroad in connection with training at the Pakistan Administrative Staff College, National Defence College, National Institute of Public Administration or other training institutions may be drawn and paid to the head of institution who should arrange to purchase the air tickets in accordance with the procedure laid down in these instructions.
- iv) The PIA has been asked by the Finance Ministry to make air tickets non-transferable by and non-refundable to a passenger. In case of a change in the journey, the refund will be made to the administrative department or the organization.
- v) In case where a person is entitled to travel by economy class, if the period of stay abroad permits and if a facility to a destination is available, only excursion tickets, by whatever name called, should be purchased.
- vi) Used tickets should be attached to the adjustment T.A. bills. Reasons for failure to do so should be recorded on T.A. bills by the controlling officer of the officer concerned.)

2.35 Mileage allowance for a civil servant not authorized to travel by air -- A civil servant who is not authorized to travel by air but performs a journey by air can draw (i) traveling allowance that would have been admissible to him under Rule 2.34 if he had been authorized to travel by air, or allowance for a journey by rail, road, or steamer, whichever is less.

#### 4. DAILY ALLOWANCE

2.36 Daily allowance -- (1) A daily allowance is uniform allowance for each day of absence from headquarters which is intended to cover the extra daily expenditure incurred by a civil servant in consequence of such absence.

(2) A day is to be reckoned from midnight.

(3) # Daily allowance will be admissible at full rate when during the absence from headquarters a night is spent while being on tour.

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<sup>\*\*</sup> Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989

<sup>\*\*\*</sup> Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989

Substituted for the words 'A part of the day at the commencement or end of the tour is to be reckoned as a full day if it is 8 hours or more, and half day if is less than 8 hours but more than 2 hours', vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

- (4) \* Daily allowance will be admissible at half rate when the absence from headquarters is for more than 4 hours but no night intervenes the said absence.
- (5) A part of day less than \*\* 4 hours is to be ignored for the purposes of daily allowance.
- (6) Deleted vide letter No FD/SRI-8-8/87 dated 25.08.1988. (Previous version is available at serial No.9, page 90).
- (7) Notwithstanding anything to the contrary contained in sub-rules (3), (4) and (5), an officer availing H.O.R. facilities will be entitled to draw for journey days daily allowance at full rate for a complete day and at half the rate for a half day or less.

2.37 \*(i) Rates of daily allowance -- The rates of daily allowance shall be as follows:

	<b><u>Pay Limit</u></b>	<b><u>Special</u></b>	<b><u>Ordinary</u></b>
	Rs.	Rs.	Rs.
i)	1245 to 2000	80	65
ii)	2001 to 3000	100	85
iii)	3001 to 4000	120	100
iv)	4001 to 5000	145	120
v)	5001 to 6000	175	150
vi)	6001 to 7000	215	180
vii)	7001 to 8000	260	225
viii)	8001 to 9000	300	280
ix)	9001 to 10000	350	300
x)	10001 and above	400	350

## (ii) A civil servant in BS-20 and above and Secretary to Government who stays 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 service charges relating to room rent subject to production of receipts/vouchers up to the following maximum per day:

- a) Localities where special      3 times the amount of  
daily allowance                      special daily  
is admissible                              allowance
- b) Localities where ordinary      One and a half times

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Substituted vide Notification No. FD.R-1-8-11/83 dated 03.04.1995 for the words 'Daily allowance at half rate will be admissible for half day.'

\*\*Figure '2' was substituted for the figure '4' vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

\*Substituted vide F.D's. Notification No.FD.SRI-8-11/83(P) dated 03.04.1995. Previous versions are available at serial No.10 at page 92.

*Note: New rates have been revised through Pay Revision Notification No. FD.PC-2-1/2005 dated 16.07.2005 (See Pay Revision Rules).*

##Substituted vide Notification No. FD.SR1-8-8/87 dated 10<sup>th</sup> April 1991. Previous version may be seen at page 92.

daily allowance                      the amount of daily  
is admissible                              allowance.

- <sup>\*\*\*</sup>(iii) A civil servant (other than in BS-20 and above and secretary to Government) who stays in a Government rest house, guest house, lodge or a residential club shall be allowed the actual room rent up to the maximum per day as given in sub-rule(ii) above. Such a civil servant shall also be allowed reimbursement of actual single room rent, including taxes, duties and service charges relating to room rent, subject to same maximum per day, on stay in a hotel at Divisional Headquarters only.
- <sup>\*</sup>(iv) The provincial civil servants while traveling outside the Province be allowed reimbursement of room rent charges subject to the same maximum as given in sub-rule (ii) above in respect of stay in a hotel besides guest/rest houses, lodges, inspection bungalows and residential clubs.

Note (1)-- Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta and Rawalpindi.

Note (2)-- For the purpose of calculating the amount of daily allowance the period of absence from headquarters shall commence from the time of departure of the civil servant 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 (3)-- The rate of daily allowance of civil servant 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.

This principle will also apply in the case of the incomplete days at the beginning and end of a tour, and a civil servant will be entitled to daily allowance at the higher rate fixed for a locality if his halt at that place was more than half of the period of the incomplete day in question.

2.38 Period for which 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)-- A civil servant who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

Note (2)-- A civil servant 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)-- A civil servant 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.

2.39 Maximum period for which daily allowance is admissible -- (1) 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.

Note (1) -- In granting exemptions from the operation of this rule the competent authority may impose such conditions as it thinks fit. One such condition is the reduction in the amount of the daily allowance that may be drawn and the principle underlying this reduction is that the expense incurred by a civil servant in respect of a halt at an out-station ordinarily decreases in

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<sup>\*\*\*</sup>Substituted vide F.D's. Notification No.FD/SRI-8-8/87 dated 25.08.1988 and given effect from 01.08.1988. Previous version is available at Serial No.11, page 92.

<sup>\*</sup>Substituted vide Notification No.FD/SRI-8-1/82, dated 26.03.1986.



proportion to the length of his stay at that station. This principle should be borne in mind by the authorities to whom powers, under this rule have been delegated and the rate of daily allowance should be suitably reduced after the first ten days in all cases except those which present very special features. Cases in which special treatment can be justified will be generally those in which the halt of a civil servant at an out-station is of uncertain duration which makes it impossible for him to arrange for more permanent and cheaper accommodation.

Note (2)-- Casual leave taken during tour may be excluded in computing the period of ten days referred to in this rule.

2.40 For the purposes of these rules --

- (a) After a continuous halt of ten days' duration, the halting place shall be regarded as the Government servant's temporary headquarters.
- (b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding ~~(ten miles)~~ 16 Kilometers for a period of not less than three nights:

Provided that when a civil servant returns to his headquarters, the halt is terminated, even though the return be for less than three nights.

## 5. TRAVELING ALLOWANCE FOR JOURNEYS ON TRANSFER

3.1 General conditions of admissibility -- Traveling allowance may not be drawn under this chapter by a civil servant 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.

3.2 When a civil servant is transferred otherwise than for the Public convenience, a copy of the order of transfer shall be sent to the audit officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement the audit officer shall assume that the civil servant has been transferred, for the public convenience. In the case of subordinate civil servant a certificate from the head of the office may be accepted in lieu of the copy of the order referred to above.

3.3 A competent authority may depute a civil servant 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 civil servant in question will only draw traveling allowance as on tour.

3.4 Elements of the traveling allowance on transfer -- Traveling allowance for a journey on transfer is meant to cover --

- (a) the cost of transportation of the civil servant and his family;
- (b) expenditure incidental to the traveling of the civil servant and his family;
- (c) transportation cost of the personal effects of the civil servant and his family; and
- (d) in certain cases the cost of the transportation of conveyance or conveyances of a civil servant.

3.5 Traveling allowance will be admissible in respect of all items of expenditure specified in rule 3.4 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 civil servant took over charge of the new post.

3.6 Traveling allowance for journeys on transfer includes --

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\*The words "ten miles/" were deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

- (a) mileage allowance for the civil servant and his family to cover the cost of their transportation;
- (b) cost of transportation of the personal effects of the civil servant subject to certain limits; and
- (c) cost of moving motor car or other conveyance under certain circumstances.

3.7 "Mileage allowance and transfer grant" -- Civil servants shall be granted the following --

(a) **Mileage allowance --**

# (i) In the case of a journey by rail, mileage allowance for himself and for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in a lower class.

(ii) In the case of journey by modes other than rail, one full mileage allowance for himself and one full mileage allowance for each member of his family above 12 years of age and one-half of mileage allowance for every child above the age of 12 months but below 12 years, at the rate to which he is entitled while on tour:

Provided that where mileage is charged for journey by personal car or taxi, only a single mileage will be admissible.

(b) **Transfer grant --**

Civil Servant possessing a family	One months pay <sup>*</sup> subject <del>to a maximum of-</del> (Rs.4000.-)
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Civil servant not possessing a family	Half months pay <sup>**</sup> subject to a Maximum of (Rs.2000.-)
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<sup>\*\*\*</sup> Provided that if the civil servant is transferred within the same district he will not be entitled to receive the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail, and double the mileage allowance in the case of journey by modes other than rail.

Explanation -- Deleted vide No.FD SRI-8-2/86 dated 03.08.1986. The deleted text is available at serial No.14, page 94.

3.8 Subject to the provision of rule 3.13 a civil servant is entitled under clause (b) of rule 3.6 to the cost of transportation of his personal effects not exceeding the following maxima:

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#Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989. Previous version is available at serial No.12, page 94.

\*The word and figure "Rs.2,000" were substituted with the word & figure Rs.4, 000 vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989. Later, the words and figure 'subject to a maximum of Rs. 4000 were omitted vide No. FD.SR1-8-11/83 dated 03.04.1995.

\*\*The word and figure "Rs.750" was substituted with the word & figure Rs.2,000 vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. Later, the words and figure 'subject to a maximum of Rs.200 were omitted vide No. FD.SR1-8-11/83 dated 03.04.1995.

\*\*\*Substituted vide Notification No.FD/SRI-8-2/86 dated 03.08.1986. Previous version is at serial No.13, page 94.

<u>Grades of Civil servants.</u>	<u>If possessing a family.</u>		<u>If not possessing a family.</u>	
	Maunds	Kg.	Maunds	Kg.
Grade I	120	4500	60	2250
Grade II	80	3000	40	1500
Grade III	40	1500	20	750
Grade IV	15	560	10	375

Note -- Both husband and wife would be entitled to transfer grant and charges for transportation of personal effects in case both are civil servants and are transferred from one station to a common destination. The wife would, however, be required to certify that the weight of personal effects for which transportation charges have been claimed by her was in excess of the limits up to which it was admissible to her husband under these rules.

\*3.9 Subject to the provisions of rules 3.14 & 3.15, a civil servant entitled under clause (c) of rule 3.6 to draw the cost of moving motor car or other conveyance, may draw the actual cost of transportation by ~~# {rail or steamer~~ any means of transport at a cost not exceeding the expenditure for E.V.K. transport}, at owner's risk of conveyance at the following scale:

<u>Grade of the civil servant.</u>	<u>Conveyance which he may transport.</u>
First	Two horses, and in addition a motor car or a carriage or motor cycle or an ordinary cycle.
Second	A horse, and in addition a motor car or carriage or motorcycle or an ordinary cycle.
Third	A horse or a motor cycle or an ordinary cycle.
Fourth	An ordinary cycle.

3.10 For the purposes of these rules, the actual physical weight of personal effects carried by steamer should be taken into account, and not the theoretical weight as arrived at by the shipping companies according to their own formula for calculating the charge.

3.11 Subject to the prescribed maximum number of maunds/kilograms, a civil servant may draw the actual cost of transporting personal effects to his new station from a place in Pakistan other than his old station (e.g. from a place where they are purchased en route, or have been left on the occasion of his previous transfer) or from his old station to a place in Pakistan other than his new station, provided that the total amount which he may draw for transporting personal effects shall not exceed the amount which would have been admissible had all his personal effects been transported from his old to the new station direct.

3.12 Motor cars and other conveyances shall be deemed a part of personal effect for the purposes of <sup>v</sup>(these rules) in all cases where a civil servant is not entitled to traveling allowance for their transport under rule 3.9.

3.13 Cost of carriage of personal effects up to the maximum limits as in rule 3.8 shall be allowed at the rate of ~~\*\* (0.083 paise per kilogram per kilometer~~ 0.148 per kilometer per kilogram or 2.96 paise per kilometer per unit of 20 kilogram) from the residence of the civil servant at the old station to his residence at the new station, irrespective of the mode by which personal effects are carried (it will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects).

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\*Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. Previous version is available at Sr.No.15, page 95.

# Substituted vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.

The words "this rule" were substituted by the words "these rules" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

\*\*Substituted vide Notification No.FD/SRI-8-11/83 dated 03.04.1995. Previous version is available at serial No.16, page 95.

Note -- Civil servant claiming the cost of transporting personal effects is required inter alia --

(1) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and

(2) to indicate, in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport.

The controlling officer has also to exercise the usual scrutiny of the claim.

3.14 In the case of transportation of motor car, the cost of transporting a driver or cleaner and in the case of transportation of horses, cost of transportation of syce may be drawn.

3.15 When a civil servant transports his motor car or motor cycle, horse, or horse and carriage by road between, stations connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance of ~~60 paise~~ Rs. 1.20 per kilometer in respect of motor car and ~~30 paise~~ 40 paise per kilometer in respect of a motor cycle/scooter):

Provided that if the civil servant or a member of his family travels by the conveyance, he may draw mileage allowance as for journey on tour and no additional allowance under this rule will be admissible.

3.16 Procedural matters -- A civil servant who claims higher traveling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the number and relationship of the said members.

3.17 Civil servant taking over charge or handing over charge at a place other than his headquarters -- A civil servant transferred from one post to another who is permitted to hand over charge of his post or to take over the charge of the new post at a place other than the headquarters is entitled to --

(i) traveling allowance as on tour for the journey to the place of taking over or handing over and also for the journey from such a place to his new headquarters;

(ii) traveling allowance as on transfer, except his own mileage allowance for the journeys from his old headquarters to the new headquarters.

3.18 Deputation for training -- A civil servant who, in consequence of his transfer or deputation on a course of training, in which traveling allowance as on transfer is admissible, is obliged to send his family to a station other than his new headquarters or place of training, may draw traveling allowance for his family to that other station, subject to the condition that it does not exceed the traveling allowance which would have been admissible if the family had accompanied him to his new headquarters or place of training.

3.19 Civil servant appointed to a new post while in transit -- A civil servant appointed to a new post while in transit from one post to another, is entitled to draw traveling allowance as on transfer for so much of the journey as he has accomplished when he receives the fresh orders and for the journeys from the place at which he receives such orders to his new station.

3.20 Civil servant transferred after enjoying leave -- A civil servant who goes on leave after he has handed over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave to traveling allowance as on transfer from his old to his new post.

3.21 When a civil servant under the administrative control of the Government of Punjab is transferred to the control of another Government, his traveling allowance for the journey to join his post under that Government and for the journey on reversion to a post under the Government of Punjab will be governed by the rules regulating traveling allowance on transfer of that Government.

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\*Substituted for the words and figures '60 paise' and '30 paise' vide Notification No. FD.SR1-8-11/83 dated 03.04.1995. Previous version is available at Sr. No. 17 page 95.

Note -- The controlling officer for the purposes of traveling allowance for the journey of civil servant to join his post under another Government as well as for the journey on reversion to a post under the Government of Punjab, shall be the controlling officer in regard to his post under that Government.

3.22 The traveling allowance of a civil servant both when proceeding on transfer to a foreign service and when reverting to duty under Government shall be borne by the foreign employer.

Note -- The above rule applies even in case in which a civil servant in foreign service takes leave before returning to duty under Government.

3.23 A local body employee transferred to officiate in a post under Government is entitled to traveling allowance for the journey to join his post under Government and also for the return journey under these rules.

## 6. **TRAVELING ALLOWANCE FOR JOURNEYS OTHER THAN THOSE ON TOUR OR TRANSFER**

### **SECTION-I**

#### **Journeys on first appointment to Government service and on retirement, dismissal or termination of an appointment**

4.1 (1) Unless a competent authority by special or general order so permits traveling allowance is not admissible to any person appointed to a post in Government service, who is not at the time holding any appointment under Government, for the journey to join his post.

(2) Traveling allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to Government service.

4.2 A person holding a permanent post substantively under another Government, may be granted traveling allowance to join a post under the Government of Punjab, and while reverting to his parent Government:

Provided that no such allowance will be admissible on reversion, if the reversion is at the request of such person.

4.3 Unless a competent authority so permits, no person is entitled to any traveling allowance for a journey made after dismissal from Government service or after termination of his service under Government:

Provided that --

- (i) a civil servant retiring from Government service may draw traveling allowance as on transfer from his last headquarters to the place where the controlling officer certifies he is due to settle.
- (ii) the family of civil servant who dies while in service shall be entitled to traveling allowance as on transfer.

Note -- Deleted vide Notification No.FD-SRI-8-3/88(P) dated 25.03.1989. Previous version is available at Sr.No.18, page 96.

4.4 Traveling allowance under rule 4.3 will be admissible in respect of all items of expenditure provided that the journey and transportation took place either during leave preparatory to retirement or one month before the date of actual retirement but not later than six months of the date of actual retirement from Government service.

4.5 Except as otherwise provided traveling allowance under this section should be calculated as for a journey on tour, but no daily allowance may be drawn for halts. The rate admissible in case of a new recruit is the rate prescribed for the grade to which he will belong after joining his post.

- \*4.5-A (a) Where under the rules the dead body can be transported by air, all the family members may be allowed one single economy class fare to accompany the dead body of the deceased employee. The air fare claimed on this account shall be in lieu of the family's normal entitlement for T.A. as admissible on retirement.
- (b) In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is permissible by air.)

## SECTION-II

### Journey on a course of training

4.6 When a civil servant, or a student not already in Government service, is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw --

- \*(a) traveling allowance for the first journey to, and the last journey from, the place of training and for halts at such place;)
- (b) in the case of training at a school, college or similar institution, traveling allowance for similar journey on the occasion of holidays and vacation; and
- (c) traveling allowance for a journey during the course of training;

Provided that the scale so fixed shall not exceed that admissible to civil servants of similar status on duty at the place of training.

Note -- When a civil servant is deputed to receive training at any of the Pakistan Army Schools of Instructions, he should be permitted to draw, instead of house rent or local allowance, daily allowance equal to messing charges levied by the Army Institution, in accordance with his status. This note will apply when it is certified by the authorities of the institution concerned that it is compulsory for a trainee to lodge and board at the institution or that it is not possible to make any cheaper arrangement outside.

## SECTION-III

### Journey to give evidence in a court, to attend an inquiry or conference

4.7 (1) A civil servant permitted at his request to attend a meeting or conference held in Pakistan, and if any Government interest is served thereby, may be paid a single return railway fare for the journey without any road mileage or daily allowance.

(2) Mileage and daily allowance, etc., as for a journey on tour, are, however, admissible when an officer is officially deputed to attend a meeting.

- 4.8 (a) A civil servant appointed as a member of a committee, commission or board constituted by Government, may draw traveling allowance as for journeys on tour.
- (b) A civil servant \*, (who is) appointed to assist at a departmental enquiry or at a preliminary investigation into charges of corruption or misconduct on the part of

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\*Rule 4.6 added vide Notification No.FD/SRI-8-27/87 dated 26<sup>th</sup> January 1986 was re-numbered as Rule 4.5-A vide Notification No.FD/SRI-8-3/88(P) dated 05.03.1989.

\*Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. Previous version is available at serial No.19, page 96.

\*Added vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.

an official and undertakes any journey in connection with such enquiry or investigation, is entitled to traveling allowance as for a journey on tour.

4.9 (1) A civil servant summoned to give evidence --

- (a) in a civil or criminal case, or a departmental enquiry held by a properly constituted authority in Pakistan or in foreign territory, provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties; or
- (b) before a committee appointed by Government; may draw traveling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him:

Provided that if the court by which he is summoned is situated within <sup>\*</sup>(~~ten miles/~~ 16 Kilometers) of his headquarters or within municipal limits of the town where his headquarters is located, whichever may be farther, he may if not in receipt of any permanent traveling allowance or conveyance allowance, accept such payment of actual traveling expenses as the court may make.

(2) When a civil servant draws traveling allowance under sub-rule (1)---

- (i) If the court or authority by which he was summoned be in Pakistan, he may not accept any payment of his expenses in connection with the journey from such court or authority, and any fees which may have been deposited in the court or with the authority for the traveling and subsistence allowance of the witness must be credited to Government; and
- (ii) If the court or authority by which he was summoned be in foreign territory, he may receive from the court or the authority such payment of his expenses as may be admissible to him under the rules of the court and credit the amount to Government, stating in his traveling allowance bill the amount received, the treasury in which it has been credited and the date of credit, and where no amount is paid to him by the court he should ascertain the reasons therefore and state them in his traveling allowance bill.

Note -- (1) If the court in which he gives evidence is situated within <sup>\*</sup>(~~ten miles/~~16 kilometers) of his headquarters or within municipal limits, whichever may be farther, and no traveling allowance is, therefore, admissible for the journey, he may if he be not in receipt of permanent traveling allowance or conveyance allowance, accept such payment of actual traveling expenses as the court may make.

Note -- (2) A civil servant summoned to give evidence while on leave or on vacation is entitled to traveling allowance under this rule from and to the place from which he is summoned as if he were on duty.

Note -- (3) When a civil servant summoned as a witness in a criminal case or a civil case claims traveling allowance under this rule, a certificate from the court should be attached to the bill showing the amount of traveling or subsistence allowance which he has been paid under the rules of the court.

Note -- (4) This rule applies also to a civil servant in foreign service, provided the facts to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of Government.

4.10 Other cases -- A civil servant summoned to give evidence in circumstances other than those specified in rule 4.9 or to attend a court of law as assessor or juror is not entitled, by reason of his position as a civil servant, to any payment other than that admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation apart from payment for traveling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

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<sup>\*\*</sup>The words "ten miles/" were deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

<sup>\*</sup>The words "ten miles/" were deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

4.11 A competent authority may sanction traveling allowance as for a journey on tour in a case in which a civil servant has to undertake the journey to answer a criminal or civil case brought against him in respect of an act done by him in the discharge of his official duty and in which Government has decided to undertake his defence at public cost.

4.12 Traveling allowance as for a journey on tour is admissible to a civil servant proceeding in his official capacity to a police station to lodge a complaint or give information of an offence but no allowance is admissible to a civil servant summoned by a police officer to give evidence before him.

4.13 Persons attending commissions of inquiry, etc.--

(a) (1) When any person, not being a civil servant, but including an employee of the Government of Pakistan or other provincial Government is required to attend any meeting of a provincial commission of inquiry or of a board, conference, committee, or departmental inquiry convened under proper authority or is required to perform any public duties in an honorary capacity a competent authority may grant him traveling allowance for the journey calculated under the ordinary rules for the journey of a civil servant on tour, and for such purpose may declare, by general or special order the grade to which such person shall be deemed to belong:

Provided that a competent authority may, in its discretion, grant to the person concerned his actual traveling, hotel and carriage expenses, instead of traveling allowance, where it considers that such allowance would be inadequate.

- (b) A competent authority may delegate the power conferred upon it by clause (a) of this rule to the civil servant presiding over the meeting of the commission or other body which the person concerned is required to attend.
- (c) Traveling allowance is not admissible to private legal practitioners employed in case on behalf of Government unless they are officiating as public prosecutors.
- (d) Non-officials may be allowed by a competent authority traveling allowance (including daily allowance and conveyance allowance) according to their status for helping Government in its various activities.

#### **SECTION-IV**

##### **Journey to give or obtain medical advice**

4.14 (1) When the place at which a civil servant falls ill is not the headquarters of the authorized medical attendant --

- (a) the patient shall be entitled to traveling allowance for the journey to and from such headquarters; or
- (b) if the patient is too ill to travel and under the rules applicable to him, is, in such circumstances, entitled to the attendance of the authorized medical attendant at his residence, the authorized medical attendant shall be entitled to traveling allowance for the journey to and from the place where the patient is.

(2) A claim for traveling allowance under sub-clause(a) of clause (1) of this rule shall be accompanied by a certificate from the authorized medical attendant stating that medical attendance was necessary, and where the claim is under sub-clause (b) of that clause, that the patient was too ill to travel.

4.15 (1) If the authorized medical attendant is of the opinion that the case of a patient entitled to treatment under the rules relating to medical attendance on civil servants, and their families is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires antirabic treatment, he may with the approval of the Director of Health Services (which shall be obtained before hand, unless the delay involved entails danger to the health of the patient) --



- (a) send the patient to the nearest specialist or other medical officer in Punjab by whom, in his opinion, medical attendance is required for the patient, and in the case of antirabic treatment, to the nearest station in Punjab where such treatment is available; or
- (b) if the patient is too ill to travel and is under the rules applicable to him entitled to medical attendance at his residence, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent to a specialist or antirabic station under clause (1) of this rule shall, on production of a certificate from the authorized medical attendant in this behalf, be entitled to traveling allowance for the journey to and from the headquarters of the specialist or other medical officer or, as the case may be, the place of antirabic treatment.

(3) A specialist or other medical officer summoned under sub-clause (b) of clause (1) shall, on production of a certificate from the authorized medical attendant in this behalf, be entitled to traveling allowance for the journey to and from the place where the patient is.

4.16 When a civil servant is required under the orders of the head of his office to obtain the counter-signature of a medical board or a medical officer upon a certificate pronouncing him fit to return to duty from leave granted on medical certificate, he may draw traveling allowance for the journey undertaken to appear before such board of medical officers.

4.17 If a civil servant being stationed at a place where there is no medical officer of Government, is required to obtain a medical certificate from a medical officer of Government in support of an application for an initial grant of leave he may draw traveling allowance for the journey undertaken to obtain that certificate.

Note -- Traveling allowance is not admissible for a journey to obtain a medical certificate in support of an application for an extension of leave.

4.18 If a civil servant, having obtained a medical certificate in support of an application for an initial grant of leave is required to appear before a medical board or to appear before a nominated medical board or to appear before nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, he may draw traveling allowance for the journey undertaken to obtain that opinion.

Note -- Traveling allowance is not admissible for a journey to obtain a further medical opinion in support of an application for an extension of leave.

4.19 A civil servant directed by his official superior, in the interest of the public service, to apply for an invalid pension may, if he be required to undertake journey in order to appear before a medical board, draw traveling allowance as on tour;

Provided that his traveling allowance bill is supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service.

4.20 A civil servant who has been directed to apply for or is in receipt of a wound or disability pension from Government, may draw traveling allowance for journeys to obtain a certificate from a medical board for the grant of or the continuance of such pension.

4.21 A competent authority may allow traveling allowance to a civil servant who voluntarily applies for an invalid pension, provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.

4.22 (1) When a civil servant suspected to be suffering from tuberculosis is required after examination by the District Health Officer of the district in which he is serving or if he is too ill to go to the district headquarters, by the medical officer in-charge of the local or nearest hospital or dispensary, to proceed for X-Ray, laboratory or other examination to the nearest station where such facilities are available, he may, on production of a certificate from the District Health Officer or the medical officer as the case may be, draw traveling allowance for the journey performed by him to and from the place of examination as on tour.

(2) The journey under this rule should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the civil servant.

4.23 Traveling allowance under rules 4.14, 4.15, and 4.20 should be calculated as for a journey on tour; provided that no allowance shall be drawn for halts on the journeys, while traveling allowance under other rules of this section may be allowed as for journeys on tour.

4.24 (1) A medical officer of Government who considers that a civil servant on whom it is his duty to attend professionally should leave his station to obtain medical advice or treatment or to proceed on leave and that it is unsafe for him to travel unattended, may, if he does not himself accompany him, arrange for an attendant to do so; and the attendant --

- (a) if a civil servant, shall be deemed to have been traveling on duty and may draw traveling allowance for the outward and return journey as for a journey on tour; and
- (b) if not a civil servant, may draw actual expenses.

2. When the medical officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose of this rule.

Note -- An overseer, nurse, or other person, attending on or escorting an insane or sick civil servant, should, when traveling in the same compartment with him, be allowed to draw the actual fare of the class in which he travels plus daily allowance to which he may be entitled.

## **SECTION-V**

### **Journeys to attend darbars and ceremonial functions, etc.**

4.25 A civil servant who is required to attend investiture ceremony or darbar or levee elsewhere than at the headquarters may draw traveling allowance for the journey as for a journey on tour.

Note -- No traveling allowance is admissible to a civil servant for attending a function with which he is not officially connected though he may have received a courtesy invitation for the same. It is for the head of the attached department concerned or where he is the head of the attached department, the administrative secretary of the department concerned to see, while permitting a civil servant to be present at a function, if he is really required to attend it in the public interest, and if so whether traveling allowance should be permitted for the journey as for journey on tour. If several civil servants of one and the same department attend a particular function, it should also be seen whether the same conveyance cannot be shared by all of them.

4.26 When a commissioned officer belonging to the defence forces of Pakistan whether on the active or the retired list, is invited to attend a darbar or levee at a place other than at which he is stationed or has his residence, a competent authority may grant him traveling allowance for the journey subject to the following limits:

- (i) For the journey from his station or place of residence to the place at which the darbar or levee is held and back to his starting point, single railway and steamer fares actually paid, plus actual traveling expenses for journeys by road subject to the maximum admissible to a civil servant of the first grade when on tour.
- (ii) For halts at the place at which the darbar or levee is held, daily allowance of Rs.5.

4.27 Journey in connection with local fund -- (a) Except as provided in clause (b) the traveling allowance to civil servants for journeys performed in connection with the affairs of local authority is governed by the rules of the local fund and is payable from the local fund.

(b) When a civil servant, who is an ex-officio member of a local body travels to attend meeting of the local body or when a civil servant travels for purposes of supervision or control of the affairs of a local body as part of his regular duties, his traveling allowance shall be paid by Government and shall be governed by these rules.

Note -- The instructions contained in rule 1.11 should be carefully observed when preparing traveling allowance bills under this rule.

4.28 Journey during vacation -- No traveling allowance is admissible to a civil servant of a vacation department who is spending his vacation elsewhere than at his headquarters, in the event of his being recalled to headquarters during his vacation.

4.29 Journey in attendance on an incapacitated civil servant -- If a civil servant, under the advice of a District Health Officer or other medical officer of Government whose duty it is to attend on him professionally, is required to travel to "another place" either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant if a civil servant shall be deemed to have been traveling on duty and may draw traveling allowance for the outward and return journey as for a journey on tour; if not a civil servant, he shall be entitled to actual expenses.

## **7. TRAVELING ALLOWANCE WHEN THE MEANS OF TRANSPORT ARE PROVIDED WHOLLY OR PARTLY FREE OF COST**

5.1 H.O.R. facilities -- A competent authority may grant to any civil servant the general right to reserve by requisition an inspection carriage, an eight wheeled tourist car, an ordinary first class carriage of two compartments or an ordinary first class compartment when traveling by railway on tour.

5.2 The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway authorities.

5.3 When a civil servant travels in a carriage reserved by requisition, the carriage is entirely at his disposal and may be detached and detained at any railway station at his request.

5.4 When a civil servant for whom special Railway accommodation is provided, or who is entitled under these rules to reserve Railway accommodation by requisition, travels in such reserved accommodation on tour --

- (i) the entire cost of haulage is borne by Government;
- (ii) unless it be otherwise expressly provided in these rules, and person traveling with the civil servant in the reserved accommodation must pay the usual fares to the railway by the purchase of first class tickets, and in every bill for traveling allowance in respect of a journey performed in reserved accommodation, the civil servant reserving the accommodation must specify the number of persons who traveled with him and certify that necessary tickets were purchased by them.

Note -- (1) The civil servant reserving the accommodation shall, before beginning the journey, have the number and other details of the tickets purchased from the persons traveling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which the journey is commenced, in order to enable an adjustment to be made between the Civil and Railway Departments in respect of the fares realized by the railway.

Note -- (2) Where only debits are received by the audit officer on account of railway requisitions in respect of which no traveling allowance bill has been preferred, the audit officer will obtain a certificate from the civil servant who has traveled in the reserved Railway accommodation to the effect that the journey covered by the requisition was performed in the interest of public service.

Note -- (3) A Personal Assistant, a Stenographer or a Clerk holding a ticket for the class of accommodation in which he is entitled to travel according to his grade may travel with the high official in his reserved accommodation but in that case the high official will have to certify in the bill for traveling allowance that it was in the interest of the public service that the Personal Assistant, Stenographer or Clerk should have traveled with him in the reserved accommodation and that the Personal Assistant, Stenographer or Clerk actually purchased a ticket for the class of accommodation to which he was entitled. In such a case, the cost of the said ticket will not be deducted from the charge on account of haulage of reserved accommodation payable to the railway.

Note -- (4) A civil servant who is entitled to reserve by requisition a first class compartment may recover, when traveling by railway in such a compartment, his actual traveling expenses up to maximum of one half of first class fare.

5.5 The amount of luggage which may be transported free of cost by a civil servant traveling in reserved accommodation is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation.

5.6 Free transit otherwise than in accommodation reserved by requisition -- When a civil servant is entitled to or is allowed free passage by steamer, whether on a free pass or otherwise, or travels by road in a staff car or other conveyance provided by Government or a local authority, he is not entitled to any mileage for the journey but when the journey is performed by rail the civil servant may draw mileage allowance equal to  $\frac{1}{2}$  of the Railway fare he is entitled to.

Note (a) this will not be applicable to --

- (i) Officers and men of Railway Police;
  - (ii) Medical Officers lent to the Railway Department; and
  - (iii) any other civil servant or class of civil servants whose duties involve constant traveling by railway except in cases where the competent authority may declare it to be applicable.
- (b) When such a civil servant makes a journey by Railway on tour --

- (i) he is entitled to a free pass under the Free Pass Rules of the Railway or to the fares for himself and the servants and luggage accompanying with him which a free pass would cover;
- (ii) he may draw daily allowance for any day on which he is absent from his headquarters for more than 8 consecutive hours;
- (iii) he may not exchange for mileage allowance the allowances admissible under sub clauses (i) and (ii);
- \* (iv) if he combines with a railway journey the journey by steamer or road, he may, if he travels to a place distant at least 8 kilometers from the point where he leaves the Railway or returns to the Railway from a place similarly distant, draw mileage allowance for the journey by steamer or road in addition to daily allowance, if any, admissible under this rule; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of the absence from his headquarters.

5.7 When a civil servant in receipt of permanent traveling allowance uses a free pass on a railway or steamer within his sphere of duty, or travels by road in a free conveyance, the amount of the mileage allowance to which he would have been entitled if he had not traveled free, shall be deducted from his permanent traveling allowance for the month during which he so uses a free pass or a free conveyance.

5.8 Civil servant entitled to travel in a higher class on payment of a lower fare -- When a civil servant is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be limited to the amount of the fare actually paid.

5.9 The following rules have been prescribed in respect of the drawing of traveling allowance by civil servants who accompany the Governor of Punjab --

- (i) If the civil servants travel in the Governor's Special Train the traveling allowance which they would ordinarily draw shall be reduced by the amount of the fare which, but for such free passage, they would have paid.

Note -- No refund to the Governor's Tour Fund is necessary, as no extra expenditure is incurred out of the grant on this account.

- (ii) If the civil servants travel in an ordinary train, they should purchase their own tickets and draw the ordinary traveling allowance.

Note -- No recoveries are necessary in this case unless their fares are in the first instance advanced from the Tour Fund, in which case the accounts of the Fund should be adjusted by the Military Secretary.

(iii) In all cases where full traveling allowance is claimed by the civil servants, it should be certified on the bill that the journey was performed by an ordinary train, or in an extra carriage attached to the Governor's Special Train. On the authority of such a certificate and on the understanding that the account of the Governor's Tour Fund will (if necessary) be adjusted by the Military Secretary, the traveling allowance charged by the civil servants will be passed in full.

## **8. RULES GOVERNING TRAVELING ALLOWANCE AND HILL STATION ALLOWANCE ADMISSIBLE TO THE OFFICERS AND STAFF OF THE GOVERNOR'S SECRETARIAT ACCOMPANYING THE GOVERNOR TO A HILL STATION IN SUMMER SEASON**

### **SECTION-I**

6.1 The rules in this chapter shall be applicable only to the officers and the staff of the Governor's Secretariat accompanying the Governor to the hill station.

Explanation -- For the purposes of this chapter 'hill station' means Murree or any other hill station specified by the Governor in this behalf.

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\*Substituted vide F.D's. Notification No.FD/SRI- 8-3/88(P), dated 25.03.1989. Previous version is available at Sr.No.20, page 96.

6.2 A civil servant, to whom the rules in this chapter apply, who is required to move to a hill station, may draw, for the initial journey to and the final return journey from the hill station, mileage and daily allowance as follow:

- (i) mileage and daily allowance for himself and for each member of his family;
- (ii) one extra mileage allowance, as for himself, to cover miscellaneous expenses of the journey provided that if he is holding a ministerial post and travels with his family, two additional mileage allowance as for himself will be allowed.

Note (1) -- For the purposes of this rule a member of a civil servant's family should be held to have accompanied the civil servant if he/she arrives at the hill station two months before or one month after the civil servant, or arrives at the headquarters one month before or after the civil servant.

Note (2) -- Members of the family of the civil servant moving to the hill station who are entitled to draw traveling allowance will do so only on the first move to the hill station and the final move down. Beyond these two journeys they will not be entitled to any traveling allowance.

Note (3) -- In case the civil servant's children are at a school or college of which the term begins or ends more than two months before or one month after the civil servant moves to the hill station, the limit of two months or of one month as the case may be, may on the production of the following certificate be exceeded to cover the date of beginning or end of the term and for the examinations which may fall immediately or very soon after the conclusion of the term. \*(The certificate shall be recorded by the civil servant himself if he is holding a post in BPS-16 or above and in any other case by the controlling officer):

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\*Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989. Previous version of this note is available at Sr.No.21, page 97.

**CERTIFICATE**

I certify that \_\_\_\_\_ son/daughter of \_\_\_\_\_ is a student in \_\_\_\_\_ school/college which closes on \_\_\_\_\_ and reopens on \_\_\_\_\_

2. The last date of his/her examination at the close of the term is/was \_\_\_\_\_

Date \_\_\_\_\_

Signature  
Drawing/Controlling Officer

Note (4) -- The claim for traveling allowance on account of the members of family should be supported by a certificate signed by the \*\* (civil servant himself and, in case the civil servant is in a scale lower than BPS-16) countersigned by the controlling officer stating:

- (a) the number and age of the members of the family and their relationship with the civil servant;
- (b) that they are wholly dependent on and residing with him; and
- (c) that they accompanied the civil servant within the meaning of this rule read with note (2), to the hill station and on his final return therefrom.

Note (5) -- For the special reason to be recorded on the traveling allowance bills the controlling officer may apply these rules to other members of the family as included in the definition of family as given in rule 1.5.

6.3 A military officer on the personal staff of the Governor required to move to the hill station may draw charges for the conveyance of his horses according to his rank under the rules in force for military officers.

6.4 if a civil servant to whom the rules in this chapter apply for any reason (e.g. having traveled in a special train) does not pay for any of his traveling expenses such as rail fare, cost of conveyance or baggage or personal attendants, etc., the amount of the traveling allowance admissible to him under these rules should be reduced to the extent of the expenses which he would otherwise have incurred on such journey.

6.5 If a civil servant in cases other than provided in the foregoing rule, or any member of his family for whom traveling allowance is admissible under this chapter, proceeds to the hill station or returns from a hill station to the headquarters, as the case may be, by a route other than the normal route, he may draw traveling allowance for such journey limited to that normally admissible to him.

6.6 If a civil servant to whom the rules in this chapter apply while at the hill station obtains leave on medical certificate and is obliged to travel to headquarters for such treatment, he may draw his actual traveling expenses to headquarters and back, limited to what is absolutely necessary, and not exceeding in any case the amount admissible under these rules for the normal journeys.

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\*\*Substituted for the words "Officer himself and in other cases" vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

## SECTION-II

### HILL STATION ALLOWANCE

\*6.7 A civil servant to whom the rules in this chapter apply shall be entitled, for the period of his residence at the hill station and for the joining time allowed for moving to and from the hill station, to hill station allowance at the rate of 25 per cent of his basic pay subject to a maximum of Rs.200/- per mensem.

Note - (1) Subject to the condition that he returns to the hill station to resume his residence there, a civil servant who is in receipt of an allowance under rules may be allowed to draw the allowance admissible under this rule in addition to the traveling allowance admissible under the rules when he accompanies <sup>\*\*</sup>[Civil Servants holding post in BS-16 and above] on tour or on other duties away from the hill station.

Note - (2) A civil servant in receipt of house rent allowance at the headquarters shall continue to draw that allowance in addition to the hill station allowance during his stay at the hill station.

6.8 Deleted vide Finance Department's Notification No.FD.SRI-8-3 /88(P) dated 25.03.1989. (Previous version is available at Sr. No. 23, page 98).

6.9 A civil servant on leave on medical certificate at hill station may if no extra expense (other than the medical facilities provided under the medical attendance rules) is caused to the Government, draw the hill station allowance in full during such leave.

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\*Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989. Previous version is available at serial No.22, page 98.

\*\*Substituted for the words "Officers" vide corrigendum No. FD/SR.I.8-3/88 (P) dated 3<sup>rd</sup> August 1989.



## SECTION-III

### GENERAL

6.10 A civil servant residing at the hill station may draw his pay and the allowances admissible under these rules either at the hill station or his headquarters or partly at the hill station and partly at the headquarters.

Note -- A last pay certificate is not required to enable pay to be drawn under this rule.

6.11 Advance of pay and traveling allowance -- A civil servant to whom the rules in this chapter are applicable, when proceeding to or from the hill station, shall draw advance of Pay/T.A. as follows:

- (a) \*(A civil servant holding a post in BPS-16 or above) may draw an advance of pay (including allowances) for the month in which he leaves the headquarters or the hill station, as the case may be, and of his traveling allowance and that of his family on written sanction of the controlling authority;
- (b) Other civil servant may draw the pay (including allowances) for the month in which he leaves the headquarters or the hill station, as the case may be and also traveling allowance advance for himself and for his family by or on the countersignature of the head of the office.

Note -- Temporary civil servants are not entitled to advances of pay, traveling allowance and other allowances under this rule unless the sanctioning authority is satisfied that the advances would be recovered from the civil servant concerned before his term of appointment expires.

6.12 (1) Advances of traveling allowances under clauses (a) and (b) of rule 6.11 must be adjusted by bill within a fortnight after the civil servant's arrival at his destination.

(2) Recovery towards the advance of pay from such civil servant should be made from their pay in three equal monthly installments.

No.FD/Accounts/OSD/498

dated 10<sup>th</sup> July 1976

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\*Substituted for the word "officers" F.D's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.



Livestock & Dairy Development Department	Stock Assistant NPS-5	45.00
	Poultry Supervisor (BS-6)	45.00
Home Department	Bailiff	30.00
	Process Server	30.00
Forestry & Wildlife Department	Game Watcher	30.00
Excise & Taxation Department	Excise & Taxation Sub- Inspectors Working on Excise side	90.00
	Constables	30.00
Housing & Physical Planning Department	Naib Tehsildars	150.00
	Patwaries (BS-5)	30.00

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Subject: SHIFTING OF HEADQUARTERS

It has been noticed that the Administrative Departments and other officers depute a civil servant on duty outside his headquarters for a period exceeding three months to work at places other than those for which the post was originally created. Under rule 3.3. of Punjab T.A. Rules the shifting of headquarters of a civil servant can only be allowed for a period not exceeding three months with the prior approval of Finance Department. Under these circumstances the civil servant in question draw T.A. as on tour and pay and allowances appropriate to the station of his real posting.

2. Shifting of headquarters for a period not exceeding three months without the prior approval of Finance Department is a financial irregularity and involves unnecessary expenditure, I am accordingly to request that in future the provisions of the T.A. Rules should be strictly adhered to. In case of Government servant is required to work at a station other than his headquarters for a period in excess of three months, the proper course for the department would be to approach Finance Department with full justification for creation of the post at the required station and its abolition of the post at the original headquarters.

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No.2(8)-Reg (9)/87-950/88  
GOVERNMENT OF PAKISTAN  
Dated the 11<sup>th</sup> August 1988

Subject: GRANT OF FINANCIAL ASSISTANCE BY GOVERNMENT IN THE  
CASES OF DEATHS OF GOVERNMENT SERVANTS AT THE  
STATION OF DUTY

The undersigned is directed to refer to this Division's O.M. No.F.2(12)-Reg. (9)/73-917, dated the 20<sup>th</sup> August 1973, as amended from time to time, on the above subject, and to say that following further amendments shall be made therein with immediate effect:

i) Charges of creating (Wooden Box).

The existing maximum rate of Rs.400/- shall be raised to Rs.800/-.

ii) Cases in which the dead body of the deceased Government servant in BPS-1 to 15 is buried locally.

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The maximum limit for reimbursement of the amount for local burial shall be raised from Rs.250/- to Rs.500/- per case.

iii) Cases in which the dead body of the deceased Government servant is transported to home-town by road.

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The existing rate of mileage shall be Rs.4/- per kilometer.

Opted by GOVERNMENT OF THE PUNJAB FINANCE DEPARTMENT  
Vide Endst. No.FD/SRI-8-27/78 Dated the 15<sup>th</sup> September 1988

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No.FD/SRI-8-6/81  
Dated 29<sup>th</sup> December 1989

Subject: PAYMENT OF T.A. TO GUEST SPEAKERS

Reference U.O.No.STI-10-1/88 dated 27.10.1988 on the subject noted above.

2. In continuation of Finance Department's Memo. of even number dated 28.12.1988 it has been decided that a department may at their discretion disallow a person to deliver a lecture on the request of Staff Training Institute but an employee if so allowed to accept the invitation for delivering a lecture will be entitled to receive normal TA/DA as on attending an official function as admissible under the Punjab T.A. Rules. A copy of this department's circular of even number and date is enclosed.
3. It is however informed that this department is not in a position to increase the budget and that the visiting speakers may be asked that TA/DA will be drawn from their own respective agencies/departments.
4. This issues with the approval of Finance Secretary.

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No. FD. SRI-8-11/91  
Dated 14<sup>th</sup> March 1992

Subject: PAYMENT OF 15% OF D.A. INCIDENTAL CHARGES TO THE  
OFFICERS WHILE ON TOUR OUTSIDE PAKISTAN

I am directed to state, in continuation of this Department's endorsement No. SR (II)7(1) 70 dated 29.08.1972, that under the existing rule reimbursement of actual expenditure against 15% of D.A. admissible for miscellaneous expenditure including local transport, terminal Taxes, telephone and telegraph charges on tour abroad is allowed subject to certification and submission of vouchers by the officer concerned. It has now been decided that in such an event, the incidental charges shall be admissible without producing any voucher/certification.

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Copy of Federal Government letter No. F.I(9)/2001 dated the 4<sup>th</sup> April, 2002

No.FD/SRI-8-11/83  
Dated the 11<sup>th</sup> May 2002

Subject: ENTITLEMENT OF TA/DA TO THE OFFICERS WHO ARE INVITED  
BY THE NGOs AND OTHER INSTITUTIONS TO ATTEND  
SEMINARS/CONFERENCES OR TO DELIVER LECTURES

The undersigned is directed to refer to the above subject and to say that this Division is in receipt of queries seeking clarification whether the payment of TA/DA to the officers who are invited by the NGOs and other institutions (Government/Non-Government) to attend

Seminar/Conferences or to deliver lectures is the responsibility of their parent department or they may claim such dues from the inviting institutions.

2. It has been decided that the payment of TA/DA, accommodation charges and other expenses involved in the nature of tour as detailed above shall be borne by the inviting organizations.

3. This issues with the approval of the competent authority.

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Copy of Federal Government letter No. F.3(24)R-10/87 dated the 8<sup>th</sup> April, 2002

No.FD/SR.I-8-8/91  
Dated the 27<sup>th</sup> April 2002

Subject: VISITS ABROAD OF GOVERNMENT OFFICIALS

The undersigned is directed to refer to para 6 (b) of Appendices to the Fundamental Rules and the Supplementary Rules, which stipulate that whenever the Government officer is a State Guest i.e. when the expenses for his accommodation and meals are paid for by another Government or International Organization, the Daily Allowance admissible will be 30% of the normal rate at the station concerned. It has been learnt that the Government of the Peoples Republic of China treats all visitors (Government Officials) from Pakistan as State Guests. All the Ministries/Divisions are therefore advised to ensure that Government officials visiting China as State Guests claim only 30% of DA as per rules.

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No.FD/SR.I-8-3/07  
Dated the 15<sup>th</sup> March 2007

Subject: REVISION OF RATES OF DAILY ALLOWANCE ADMISSIBLE TO  
OFFICIALS AND OTHER PERSONS WHILE ON TOUR/DUTY  
OUTSIDE PAKISTAN

I am directed to refer to the office Memorandum No. F.1(10)R.10/2006-795 dated 30<sup>th</sup> December, 2006 issued by the Government of Pakistan, Finance Division (Regulation Wing), Islamabad on the above mentioned subject and to say that it has been adopted by the Government of the Punjab. A copy of the same is forwarded herewith for your information, guidance and record.

**Government of Pakistan**  
**Finance Division**  
**(Regulation Wing)**

Subject: REVISION OF RATES OF DAILY ALLOWANCE ADMISSIBLE TO OFFICIALS AND OTHER PERSONS WHILE ON TOUR/ DUTY OUTSIDE PAKISTAN

The undersigned is directed to refer to this Division's Office Memorandum No. F.1(10)R.10/90-80/96, dated 26<sup>th</sup> February, 1996 on the subject indicated above and to state that the existing rates of daily allowance admissible to Government Servants while on temporary duty outside Pakistan have been reviewed having regard to the existing cost of living abroad. As a result, the President has been pleased to decide to revise the existing rates as shown in the \*attached schedule with effect from 1<sup>st</sup> January, 2007.

2. The existing rules on the subject are detailed below:

- i) A category-I Officer for whom accommodation in a hotel is not arranged by the Pakistan Embassy concerned and who stays in a hotel under his own arrangement shall, in addition to the daily allowance for Category-I, continue to be allowed reimbursement of the actual charges of single room accommodation not exceeding the amount of daily allowance admissible to a Category-II Officer on production of hotel bills, provided that where no receipt is produced, daily allowance will be admissible as prescribed for Category-II Officers. In such a situation the concerned Officer will be allowed advance of foreign exchange equal to daily allowance of Category-I plus Category-II and this advance will be adjusted on return of the officer to Pakistan by producing the hotel bills.
- ii) The extra amount spent by a Government servant proceeding on the purchase of foreign exchange in the form of Traveler's Cheques equivalent to the amount of daily allowance in US Dollars against the advance of daily allowance sanctioned to him, shall be reimbursed on production of necessary receipt.
- iii) Government officials visiting Saudi Arabia on official temporary duty during the Hajj Season shall be entitled to the Daily Allowance and other facilities as laid down in this Division's O.M. No. F.1(1)R.10/83, dated the 20<sup>th</sup> February, 1983.
- iv) The daily allowance in Pakistan rupees will be calculated on the basis of selling rates applicable to US Dollars in cash or travelers cheques on the date of purchase as notified by the State Bank of Pakistan, Original receipt from the Bank from which foreign exchange has been purchased will be attached with the TA bill.

3. Full DA can be paid in advance. However, 50% of DA meant to cover accommodation charges will be admissible in the final TA adjustment bill on production of hotel receipts/vouchers. This does not apply to Category-I Officers for whom there are separate rules on the subject.

4. In case of State guests, i.e. where the host agency/country provides boarding & lodging, only 30% of the DA is admissible. 15% incidental charges are not allowed to state guests.

5. According to Para.2 of Appendix 7 of FR & SR Vol.II, the existing Categories of Government servants for the purpose of DA on tour/duty abroad are as under please:

Category-I -----	BPS-21 and above
Category-II-----	BPS-20
Category-III -----	BPS-17-19
Category-IV -----	BPS-16 and below

6. Ministries/Divisions are requested to manage the expenditure out of their allocated budget. No request of supplementary grant shall be entertained.



**SCHEDULE TO FINANCE DIVISION'S OFFICE MEMORANDUM**

**NO. F.1(10) R-10/2006 DATED 30<sup>TH</sup> DECEMBER, 2006**

**Note**

1. All rates are expressed in US Dollars.
2. In addition to the rates of Daily Allowance given below, Category-I Officers are entitled to accommodation to be arranged by Pakistan Mission concerned at a cost not ordinarily exceeding the daily allowance rate admissible to Category-II Officers at that station.

Sr. No	Country (Town)	Category			
		I	II	III	IV
1.	<b>Afghanistan</b>				
	Kabul (Gandermack & Intercontinental)	60	119	107	79
	Kabul (Elsewhere)	51	101	91	67
	Mazar-e-Sharif	28	56	50	37
	Jalalabad	25	49	44	33
	Elsewhere	23	46	41	31
2.	<b>Albania</b>				
	Tirana (Rogner Europapark & Sheraton)	95	190	171	127
	Tirana (Elsewhere)	65	130	117	87
	Durres	50	99	89	66
	Lezha	48	96	86	64
	Gjirokastra	46	92	83	61
	Shkodra	41	81	73	54
	Elsewhere	40	79	71	53
3.	<b>Algeria</b>				
	Algiers	65	130	117	87
	Oran (Phoenix)	102	203	183	135
	Tamanrasset (Hotel Tahat)	59	117	105	78
	Annaba (Hotel Seubouse)	63	126	113	84
	Constantine (Hotel Panoramic)	41	81	73	54
	Elsewhere	32	63	57	42
4.	<b>American Samoa</b>				

	All Areas	64	127	114	85
5.	<b>Angola</b>				
	Luanda	117	233	210	155
	Benguela	82	164	148	109
	Cabinda	72	143	129	95
	Lobito	57	114	103	76
	Lubango	57	114	103	76
	Menogue	65	130	117	87
	Uige	55	109	98	73
	Elsewhere	49	97	87	65

Sr. No	Country (Town)	Category			
		I	II	III	IV
6.	<b>Anguilla</b>				
	All Areas ( 15 December to 14 April)	169	337	303	225
	All Areas ( 15 April to 14 December)	138	276	248	184
7.	<b>Antigua Barbuda</b>				
	Antigua All Areas	105	210	189	140
	Barbuda All Areas (15 December to 14 April)	74	147	132	98
	Barbuda All Areas (15 April to 14 December)	31	62	56	41
8.	<b>Argentina</b>				
	Buenos Aires	102	203	183	135
	Bariloche	84	168	151	112
	Chubut, Cordoba, Mar del Plata, Mendoza & Ushuaia	68	136	122	91
	Elsewhere	58	116	104	77
9.	<b>Armenia</b>				
	All Areas	65	129	116	86
10.	<b>Australia</b>				
	Canberra & Hobart	102	204	184	136

	Melbourne, Darwing, Surfers & Paradise	103	206	185	137
	Brisbane	101	202	182	135
	Adelaide	100	200	180	133
	Sydney	100	199	179	133
	Alice Springs	97	193	174	129
	Launceston	86	172	155	115
	Perth	95	190	171	127
	Elsewhere	79	158	142	105
11.	<b>Austria</b>				
	All Areas	124	248	223	165
12.	<b>Azerbaijan</b>				
	Baku (Hayatt Park)	129	257	231	171
	Baku (Elsewhere)	106	211	190	141
	Elsewhere	30	60	54	40
13.	<b>Bahamas</b>				
	All Areas (20 December to 20 April)	136	271	244	181
	All Areas (21 April to 19 December)	129	258	232	172
14.	<b>Bahrain</b>				
	All Areas	109	217	195	145
15.	<b>Bangladesh</b>				
	Dhaka (Hotel Sheraton & Sonargaon)	91	181	163	121
	Dhaka (Elsewhere)	44	87	78	58
	Chittagong (Agrabad & Harbour View)	49	98	88	65
	Chittagong (Elsewhere)	26	52	47	35
	Cox's Bazar (Parjatan Shalbal, Sessgull, Sea Palace)	29	58	52	39
	Elsewhere	15	30	27	20
<b>Sr. No</b>	<b>Country (Town)</b>	<b>Category</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
16.	<b>Barbados</b>				

	All Areas ( 16 December to 15 April)	145	289	260	193
	All Areas (16 April to 15 December)	121	241	217	161
17.	<b>Belarus</b>				
	Minsk	87	173	156	115
	Elsewhere	34	67	60	45
18.	<b>Belgium</b>				
	All Areas	146	291	262	194
19.	<b>Belize</b>				
	Belize City	89	177	159	118
	Elsewhere	70	139	125	93
20.	<b>Belmopan</b>				
	Belmopan	56	112	101	75
	Elsewhere	48	96	86	64
21.	<b>Benin</b>				
	Cotonou (Marina & Novotel)	91	182	164	121
	Cotonou (Elsewhere)	62	123	111	82
	Parakou	47	93	84	62
	Possotome	36	72	65	48
	Elsewhere	30	60	54	40
22.	<b>Bermuda</b>				
	All Areas ( 15 March to 30 November)	115	230	207	153
	All Areas (1 December to 30 April)	83	166	149	111
23.	<b>Bhutan</b>				
	Thimpu	40	80	72	53
	Bumthang, Phentsholing	39	78	70	52
	Paro (Ocathong)	34	67	60	45
	Paro	25	49	44	33
	Punakha	39	77	69	51
	Elsewhere	30	59	53	39
24.	<b>Bolivia</b>				
	La Paz	64	127	114	85

	Santa Cruz	53	106	95	71
	Cochabamba	46	92	83	61
	Potosi	30	60	54	40
	Tarija	32	64	58	43
	Oruro Sucre & Cobija	35	70	63	47
	Trini (Beni)	41	82	74	55
	Elsewhere	19	38	34	25
25.	<b>Bosnia-Herzegovina</b>				
	Sarajevo	71	141	127	94
	Elsewhere	45	90	81	60

Sr. No	Country (Town)	Category			
		I	II	III	IV
26.	<b>Botswana</b>				
	Gaborone	77	153	138	102
	Maun	70	140	126	93
	Francistown	74	148	133	99
	Kasane	139	278	250	185
	Palape	79	157	141	105
	Selebe-Phikwe	67	134	121	89
	Lobatse	66	132	119	88
	Elsewhere	42	84	76	56
27.	<b>Brazil</b>				
	Brazilia	90	180	162	120
	Rio De Janeiro	99	197	177	131
	Maccio	90	180	162	120
	Aracaju, Recife, Alegre, Teresina	99	197	177	131
	Natal	90	180	162	120
	Porto	90	180	162	120
	Sao Paulo	97	193	174	129
	Teresina	90	180	162	120

	Salvador	96	192	173	128
	Curitiba	65	129	116	86
	Manaus	65	129	116	86
	Campinas, Goiania, Joad Pessea, Campo, Grande, Belem	65	129	116	86
	Florianopolis	65	129	116	86
	Belo Horizonte	65	129	116	86
	Elsewhere	51	101	91	67
28.	<b>British Virgin Islands</b>				
	All Areas (15 December to 15 April)	122	243	219	162
	All Areas (16 April to 14 December)	96	192	173	128
29.	<b>Brunei</b>				
	Bandar Seri Bagawan	106	212	191	141
	Elsewhere	67	134	121	89
30.	<b>Bulgaria</b>				
	Sofia	76	151	136	101
	Burgas, Plovdiv, Shumen, Sliven, Varna & Veliko & Tamovo	68	136	122	91
	Elsewhere	64	127	114	85
31.	<b>Burkina Faso</b>				
	Ouagadougou	83	166	149	111
	Babo-Dioulasso	59	117	105	78
	Banfora	44	88	79	59
	Elsewhere	42	83	75	55
32.	<b>Burundi</b>				
	Bujumbura	100	200	180	133
	Elsewhere	31	62	56	41
<b>Sr. No</b>	<b>Country (Town)</b>	<b>Category</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
33.	<b>Combodia</b>				
	Phnom-Penh (Intercontinental	97	194	175	129

	& L royal)				
	Phnom-Penh (Elsewhere)	64	128	115	85
	Siem Reap	46	92	83	61
	Sihanouk Village	36	71	64	47
	Elsewhere	19	38	34	25
34.	<b>Cameron</b>				
	Yaounde (Hotel Hilton)	121	241	217	161
	Yaounde (Elsewhere)	54	108	97	72
	Douala	76	151	136	101
	Bertoua	66	132	119	88
	Bamenda	54	107	96	71
	Kirbi, Limbe, Edea & Buea	51	101	91	67
	Ngaoundera	49	98	88	65
	Maroua	42	83	75	55
	Garoua	40	80	72	53
	Elsewhere	36	72	65	48
35.	<b>Canada</b>				
	Ottawa	96	192	173	128
	Toronto	116	232	209	155
	Montreal	105	209	188	139
	Vancouver	110	220	198	147
	Quebec City	92	183	165	122
	Calgary	121	241	217	161
	Winnipeg	102	203	183	135
	Elsewhere	77	153	138	102
36.	<b>Canary Island</b>				
	All Areas	75	150	135	100
37.	<b>Cape Verde</b>				
	Praia	81	162	146	108
	Santa Maria	79	158	142	105
	Mindelo	63	126	113	84
	Elsewhere	45	90	81	60
38.	<b>Cayman Island</b>				

	All Areas (1 December to 30 April)	146	291	262	194
	All Areas (1 May to 30 November)	122	243	219	162
39.	<b>Central African Republic</b>				
	Bangui	84	167	150	111
	Bambari	38	76	68	51
	Bouar	36	71	64	47
	Elsewhere	31	61	55	41

Sr. No	Country (Town)	Category			
		I	II	III	IV
40.	<b>Chad</b>				
	Ndjamena	105	210	189	140
	Sarb	48	96	86	64
	Elsewhere	35	70	63	47
41.	<b>Chile</b>				
	Santiago	83	166	149	111
	Easter Island	73	146	131	97
	Punta Aarena	90	179	161	119
	Concepcion	87	174	157	116
	Elsewhere	69	138	124	92
42.	<b>China</b>				
	Beijing	90	179	161	119
	Shanghai	111	222	200	148
	Chong Qing	85	170	153	113
	Nan Jing	102	203	183	135
	Tianjin	82	164	148	109
	Guangzhou	105	210	189	140
	Shenzhen	98	196	176	131
	Qingdao	86	172	155	115
	Dalian	104	208	187	139
	Fuzhou	79	157	141	105



	Lhasa	111	222	200	148
	Guilin	98	196	176	131
	Kunming	90	179	161	119
	Xiamen	104	207	186	138
	Zhengzhou	92	184	166	123
	Chengdu	77	153	138	102
	Suzhou	101	202	182	135
	Wuxi	69	137	123	91
	Hangzhou	92	183	165	122
	Xi'An	86	171	154	114
	Urumqi	71	142	128	95
	Haikou	94	187	168	125
	Elsewhere	44	88	79	59
43.	<b>Colombia</b>				
	Bogota	86	171	154	114
	Cartagena	90	179	161	119
	Cali	74	148	133	99
	Madellin	70	140	126	93
	Buenaventura	55	110	99	73
	Bucaramanga	55	109	98	73
	Barranquilla	60	120	108	80
	Santa Marta	70	139	125	93
	Paipa	53	106	95	71
	Monteria	57	113	102	75
<b>Sr. No</b>	<b>Country (Town)</b>	<b>Category</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
	Elsewhere	36	71	64	47
44.	<b>Comoros</b>				
	Moroni (Galway Beach & Itsandra Hotel)	113	226	203	151
	Moroni	79	157	141	105
	Mutsamudu	58	116	104	77

	Elsewhere	39	78	70	52
45.	<b>Congo</b>				
	Brazaaville (Hotel Le Meridien, Olympic & Residence Marina)	124	247	222	165
	Brazaaville (Elsewhere)	60	120	108	80
	Pointe Noire	66	132	119	88
	Elsewhere	44	87	78	58
46.	<b>Congo, Democratic Republic (Zaire)</b>				
	Kinshasa	129	258	232	172
	Mbuji-Mayi	79	158	142	105
	Bukavu	67	133	120	89
	Goma	58	116	104	77
	Uvira	66	132	119	88
	Lumbumbashi	72	143	129	95
	Shaba (Kamina, Kisenga, Kaniama, Kalemi & Likassi)	54	108	97	72
	Elsewhere	27	54	49	36
47.	<b>Cook Island</b>				
	Rarotonga	62	124	112	83
	Aiiutaki	61	121	109	81
	Aitu	51	102	92	68
	Elsewhere	33	66	59	44
48.	<b>Costa Rica</b>				
	Liberia	54	107	96	71
	Puntaremas City	59	117	105	78
	Limon City	58	116	104	77
	Guanacaste	60	119	107	79
	San Jose	72	143	129	95
	Elsewhere	40	80	72	53
49.	<b>Cote D'Ivoire</b>				
	Abidjan	72	144	130	96
	Yomoussokro	65	129	116	86
	Bouake	49	97	88	65
	San Pedro	56	112	101	75

	Elsewhere	33	66	59	44
50.	<b>Croatia</b>				
	Zagreb	110	220	198	147
	Dubrovnik	99	198	178	132
	Elsewhere	72	144	130	96

Sr. No	Country (Town)	Category			
		I	II	III	IV
51.	<b>Cuba</b>				
	Havana	90	180	162	120
	Santiago-De-Cuba	91	181	163	121
	Elsewhere	51	102	92	68
52.	<b>Cyprus</b>				
	Nicosia	86	172	155	115
	Elsewhere	78	156	140	104
53.	<b>Czech Republic</b>				
	Prague	122	244	220	163
	Karlovy Vary	90	179	161	119
	Brno	77	154	139	103
	Plzen	45	89	80	59
	Hradec Kralove	39	77	69	51
	Ceske Budejovice	47	94	85	63
	Elsewhere	32	64	58	43
54.	<b>Denmark</b>				
	All Areas	131	262	236	175
55.	<b>Djibouti</b>				
	Djibouti (Hotel Sheraton)	116	231	208	154
	Djibouti (Elsewhere)	66	131	118	87
	Tadjourah	46	92	83	61
	Elsewhere	36	72	65	48
56.	<b>Dominica</b>				
	All Areas (All Seasons)	93	186	167	124

57.	<b>Dominican Republic</b>				
	Santo Domingo	79	157	141	105
	La Romana (Casa de Campo)	84	168	151	112
	Puerto Plata	60	120	108	80
	Samana	65	129	116	86
	Santiago	50	99	89	66
	Elsewhere	24	48	43	32
58.	<b>Ecuador</b>				
	Quito	74	147	132	98
	Guayaquil	77	153	138	102
	Cuenca	60	120	108	80
	Elsewhere	42	83	75	55
59.	<b>Egypt</b>				
	Cairo	88	176	158	117
	Alexendria	85	169	152	113
	Sharm El Sheikh	85	170	153	113
	Luxor	85	170	153	113
	Elsewhere	56	111	100	74

Sr. No	Country (Town)	Category			
		I	II	III	IV
60.	<b>El-Salvador</b>				
	San Salvador	65	130	117	87
	San Miguel (El Mandarin & Tropico Inn)	36	72	65	48
	San Miguel (Elsewhere)	29	58	52	39
	Elsewhere	19	38	34	25
61.	<b>Equatorial Guinea</b>				
	Malabo	85	170	153	113
	Bata	56	111	100	74
	Elsewhere	30	59	53	39
62.	<b>Eritrea</b>				

	Asmara	46	92	83	61
	Assab	44	87	78	58
	Massawa	31	62	56	41
	Keren	25	50	45	33
	Elsewhere	14	27	24	18
63.	<b>Estonia</b>				
	Tallin	93	186	167	124
	Parnu	65	130	117	87
	Tartu	71	141	127	94
	Elsewhere	39	78	70	52
64.	<b>Ethiopia</b>				
	Addis Ababa (Hilton)	86	171	154	114
	Addis Ababa (Elsewhere)	41	82	74	55
	Elsewhere	26	51	46	34
65.	<b>Fiji</b>				
	Suva	66	132	119	88
	Nadi	66	131	118	87
	Elsewhere (Where commercial hotel exist)	38	76	68	51
	Elsewhere (Where no commercial hotel exist)	17	34	31	23
66.	<b>Finland</b>				
	Helsinki	130	260	234	173
	Elsewhere	107	213	192	142
67.	<b>France</b>				
	Paris	135	270	243	180
	Elsewhere	119	237	213	158
68.	<b>French Guinea</b>				
	Cayenne	93	186	167	124
	Elsewhere	63	126	113	84
69.	<b>Gabon</b>				
	Liberville	105	209	188	139
	Port Gentil	92	184	166	123
	Lambarene	63	126	113	84

	Franceville	65	129	116	86
	Elsewhere	51	101	91	67

Sr. No	Country (Town)	Category			
		I	II	III	IV
70.	<b>Gambia</b>				
	Banjul	90	180	162	120
	Elsewhere	30	59	53	39
71.	<b>Georgia</b>				
	Tbilisi	119	237	213	158
	Elsewhere	50	99	89	66
72.	<b>Germany</b>				
	Berlin	126	252	227	168
	Frankfurt	132	264	238	176
	Bonn	121	241	217	161
	Leipzig	126	252	227	168
	Elsewhere	107	213	192	142
73.	<b>Ghana</b>				
	Accra	56	112	101	75
	Akesombo	47	94	85	63
	Kumasi	51	101	91	67
	Takoradi	42	83	75	55
	Tamale	39	78	70	52
	Elsewhere	29	57	51	38
74.	<b>Gibraltar</b>				
	All Areas	70	139	125	93
75.	<b>Greece</b>				
	Athens	108	216	194	144
	Elsewhere	74	147	132	98
76.	<b>Greenland</b>				
	All Areas	127	254	229	169
77.	<b>Grenada</b>				

	All Areas (15 December to 15 April)	121	241	217	161
	All Areas (16 April to 14 December)	94	188	169	125
78.	<b>Guadeloupe</b>				
	All Areas	99	198	178	132
79.	<b>Guam</b>				
	All Areas	97	193	174	129
80.	<b>Guatemala</b>				
	Guatemala City	75	150	135	100
	Antigua	72	143	129	95
	Panajachel	57	113	102	75
	Elsewhere	42	83	75	55
81.	<b>Guinea</b>				
	Conakry	91	182	164	121
	Nzerekore	25	50	45	33
	Kamsar	26	51	46	34
	Mamou	43	86	77	57
	Fria	26	52	47	35
	Labe	36	72	65	48
<b>Sr. No</b>	<b>Country (Town)</b>	<b>Category</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
	Dubreka	34	68	61	45
	Kindia	25	50	45	33
	Elsewhere	16	32	29	21
82.	<b>Guinea-Bissau</b>				
	Bissau	75	149	134	99
	Bubaque	43	86	77	57
	Bafata	32	64	58	43
	Elsewhere	24	48	43	32
83.	<b>Guyana</b>				
	Georgetown	75	149	134	99

	Linden	26	52	47	35
	New Amsterdam	26	52	47	35
	Elsewhere	20	39	35	26
84.	<b>Haiti</b>				
	Port-au-Prince	87	174	157	116
	Elsewhere	20	39	35	26
85.	<b>Honduras</b>				
	Tegucigalpa	77	153	138	102
	San Pedro Sula	70	140	126	93
	Roatan Island	68	136	122	91
	Elsewhere	40	79	71	53
86.	<b>Hong Kong</b>				
	All Areas	140	279	251	186
87.	<b>Hungary</b>				
	All Areas	107	214	193	143
88.	<b>Iceland</b>				
	All Areas (May-Sep)	136	271	244	181
	All Areas (Oct-Apr)	117	233	210	155
89.	<b>India</b>				
	New Delhi	70	139	125	93
	Hyderabad	79	157	141	105
	Calcutta	98	196	176	131
	Mumbai (Bombay)	98	196	176	131
	Banglore	109	217	195	145
	Chennai (Madras)	89	177	159	118
	Agra	69	137	123	91
	Mysore	42	83	75	55
	Udaipur	57	113	102	75
	Goa	79	158	142	105
	Lucknow	70	139	125	93
	Jaipur	65	129	116	86
	Varanasi	48	96	86	64
	Aurangaabad	36	71	64	47



	Shimla	36	72	65	48
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Sr. No	Country (Town)	Category			
		I	II	III	IV
	Elsewhere	45	90	81	60
90.	<b>Indonesia</b>				
	Jakarta	81	162	146	108
	Mataram	69	137	123	91
	Bali Island	80	159	143	106
	Surabaya	71	141	127	94
	Batam Island	72	143	129	95
	Bandar Lampung	56	112	101	75
	Samarang	54	107	96	71
	Medan	57	114	103	76
	Yogyakarta	63	126	113	84
	Menado	59	118	106	79
	Solo	51	102	92	68
	Bandung	57	113	102	75
	Bogor	46	91	82	61
	Jayapura	45	89	80	59
	Malang	50	99	89	66
	Kupang	23	46	41	31
	Bengkula	34	67	60	45
	Ujang Pandang	49	98	88	65
	Palembang	32	64	58	43
	Banjarmansin	32	63	57	42
	Tanjung Pinang	31	61	55	41
	Ambon	31	61	55	41
	Elsewhere	38	76	68	51
91.	<b>Iran</b>				
	All Areas	92	183	165	122

92.	<b>Iraq</b>				
	Baghdad	70	139	125	93
	Elsewhere	54	107	96	71
93.	<b>Ireland</b>				
	All Areas	136	272	245	181
94.	<b>Italy</b>				
	Rome	129	258	232	172
	Milan	131	262	236	175
	Venice	124	247	222	165
	Florence	115	229	206	153
	Elsewhere	110	220	198	147
95.	<b>Jamaica</b>				
	Kingston	110	219	197	146
	Elsewhere (15 December to 15 April)	107	213	192	119
	Elsewhere (16 April to 14 December)	90	179	161	119

Sr. No	Country (Town)	Category			
		I	II	III	IV
96.	<b>Japan</b>				
	Tokyo	190	380	242	253
	Osaka	149	297	267	198
	Kyoto	147	294	265	196
	Yokohama	159	317	285	211
	Okinawa	137	274	247	183
	Kobe	127	253	228	169
	Nogoya	112	224	202	149
	Hiroshima	101	102	182	135
	Hakone	155	310	279	207
	Shimoda	150	300	270	200
	Furano	145	290	261	193
	Shodoshima	139	277	249	185

	Hakata	137	274	247	183
	Sapporro	153	306	275	204
	Nara	128	256	230	171
	Tsuruoa	127	253	228	169
	Miyazaki	122	243	219	162
	Kokowue, Kananzwa & Karatsu	119	237	213	158
	Saga, Nagasaki & Narita	111	222	200	148
	Chitose	110	220	198	147
	Kawasaki	110	219	197	46
	Sendaicity	109	218	196	145
	Okayama	107	213	192	142
	Shizuuk City	104	208	187	139
	Matsuyama	101	201	181	134
	Elsewhere	100	199	179	133
97.	<b>Jordan</b>				
	Amman	73	146	131	97
	Jerusalem	109	217	195	145
	Aqaba	50	99	89	66
	Elsewhere	52	104	94	69
98.	<b>Kazakhstan</b>				
	Astana (Comfort & Okan Intercontinental)	109	217	195	145
	Astana (Elsewhere)	74	148	133	99
	Alma Ata (Ankara & Hayat Regency)	131	262	236	175
	Alma Ata (Elsewhere)	86	171	154	114
	Elsewhere	72	143	129	95
99.	<b>Kenya</b>				
	Nairobi	89	178	160	119
	Lamu	77	153	138	102
	Mombasa	61	121	109	81
	Naivasha	55	110	99	73
	Baringo & Nyeri	47	94	85	63
	Elsewhere	38	76	68	51

Sr. No.	Country (Town)	Category			
		I	II	III	IV
100	<b>Kiribati</b>				
	Kiribati/Christmas Island	91	181	163	121
	Outer Island	19	38	34	25
	Elsewhere	61	122	110	81
101	<b>Korea, Democratic Peoples Republic</b>				
	Pyongyang	77	153	138	102
	Elsewhere	71	141	127	94
102	<b>Korea Republic of</b>				
	Seoul	150	299	269	199
	Cheju Island	142	283	255	189
	Pusan	129	258	232	172
	Kyungjiv	127	253	228	169
	Daejon	106	211	190	141
	Changwon & Yousong	99	198	178	132
	Elsewhere	88	176	158	117
103	<b>Kuwait</b>				
	All Areas	147	294	265	196
104	<b>Kyrgystan</b>				
	Bishkek	62	124	112	83
	Elsewhere	60	120	108	80
105	<b>Lao People's Democratic Repulic</b>				
	Vientiane	38	76	68	51
	Bokeo, Oudomxay & Thakhaek	17	33	30	22
	Luang Prabang	22	43	39	29
	Pakse	25	49	44	33
	Savannakhet	24	48	43	32

	Phonsavanh	34	67	60	45
	Elsewhere	15	30	27	20
106	<b>Latvia</b>				
	Riga	106	211	190	141
	Elsewhere	50	100	90	67
107	<b>Lebanon</b>				
	Greater Beirut	104	207	186	138
	Al Metn	104	207	186	138
	Bekka/Baalbeck	48	96	86	64
	Bekka/Chitaura	90	180	162	120
	Jounieh	51	102	92	68
	Khayzaran/Tyr	64	128	115	85
	Tripoli	64	128	115	85
	Elsewhere	39	78	70	52
108	<b>Lesotho</b>				
	Maseru	77	153	138	102
	Elsewhere	38	76	68	51

Sr. No.	Country (Town)	Category			
		I	II	III	IV
109	<b>Liberia</b>				
	Monrovia	109	217	195	145
	Elsewhere	27	54	49	36
110	<b>Libyan Arab Jamahiriya</b>				
	Tripoli	103	206	185	137
	Benghazi, Sirte & Misurate	82	163	147	109
	Elsewhere	66	131	118	87
111	<b>Lithuania</b>				
	Vilinius	97	193	174	129

	Elsewhere	76	151	136	101
112	<b>Luxembourg</b>				
	All Areas	112	223	201	149
113	<b>Macedonia Republic of</b>				
	Skopje (Aleksandar Palace)	96	192	173	128
	Skopje (Elsewhere)	63	126	113	84
	Elsewhere	43	86	77	57
114	<b>Macro</b>				
	All Areas	88	176	158	117
115	<b>Madagascar</b>				
	Antananarivo (Hilton Mcar)	105	210	189	140
	Antananarivo (Elsewhere)	66	131	118	87
	Antsirabe	24	47	42	31
	Diego Suarez	81	162	146	108
	Fort Dauphin	22	44	40	29
	Tulear	22	43	39	29
	Fianarantsoa	20	40	36	27
	Mahajanga	25	49	44	33
	Antsiranana	21	42	38	28
	Morondave/Toliary	22	44	40	29
	Nosy-Be	56	112	101	75
	Toamasina	27	53	48	35
	Tolagnaro	30	59	53	39
	Elsewhere	15	29	26	19
116	<b>Malawi</b>				
	Lilongwe (Capital & Cresta)	61	121	109	81
	Lilongwe (Elsewhere)	29	58	52	39
	Blantyre	51	102	92	68
	Mangochi	39	77	69	51
	Mzuzu	40	79	71	53

	Salima	57	114	103	76
	Zomba	39	77	69	51
	Elsewhere	20	40	36	27

Sr. No.	Country (Town)	Category			
		I	II	III	IV
117	<b>Malaysia</b>				
	Kuala Lumpur	69	137	123	91
	Kota Kinabalu (Sabah)	65	130	117	87
	Kuching (Sarawak)	54	108	97	72
	Langkawi	56	111	100	74
	Penang	61	122	110	81
	Putra Jaya	50	99	89	66
	Elsewhere	42	83	75	55
118	<b>Maldives</b>				
	Male	62	123	111	82
	Elsewhere Resorts (Aug-April)	82	163	147	109
	Elsewhere Resorts (May-July)	62	124	112	83
	Elsewhere	15	29	26	19
119	<b>Mali</b>				
	Bamako (Sofitel Amitie)	90	179	161	119
	Bamako (Elsewhere)	81	162	146	108
	Timbuctou & Mopati	56	111	100	74
	Elsewhere	47	94	85	63
120	<b>Malta</b>				
	All Areas	104	207	186	138
121	<b>Maritnique</b>				
	All Areas	102	203	183	135
122	<b>Mauritania</b>				

	Nouakchott (Hotel Novotal & Marhaba)	83	166	149	111
	Nouakchott (Elsewhere)	75	150	135	100
	Nouadhidou	57	114	103	76
	Zouerate	49	98	88	65
	UNDP base in Kaedi	36	72	65	48
	Kiffa base	41	81	73	54
	Rosso	34	67	60	45
	Elsewhere	30	60	54	40
123	<b>Mauritius</b>				
	Port Louis/Mauritius	102	204	184	136
	Elsewhere – Rodrigues Island & Outer island	42	83	75	55
124	<b>Mexico</b>				
	Mexico City	116	231	208	154
	Manzanillo, Colima	81	161	145	107
	Cancun, Quintana Roo	106	211	190	141
	Ixtapa, Guerrero	75	149	134	99
	Acapulco, Guerrero	82	163	147	109
	Aguscalientes	71	141	127	94
	Ciudad Juarez, Chihuahua	74	147	132	98
	Coatzacoalcos, Veracruz	80	159	143	106
	Cocoyoc, Morelos	62	123	111	82
	Culiacan, Sinaloa	80	159	143	106
<b>Sr. No.</b>	<b>Country (Town)</b>	<b>Category</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
	Durango	80	159	143	106
	Guanajuato, Jalisco	86	171	154	114
	Guanajuato	80	159	143	106
	Hemosillo, Sonora	80	160	144	107
	Leon, Guanajuato	73	146	131	97
	Mazatlan, Sinaloa	80	159	143	106



	Merida, Yucatan	80	159	143	106
	Mexicali, Baja California Norte	65	130	117	87
	Monterrey, Nuevo Leon	74	148	133	99
	Morelia, Michoacan	67	134	121	89
	Oaxaca	69	138	124	92
	Pachuca, Hidalgo	65	129	116	86
	Puebla, Puebla	78	156	140	104
	Puerto Vallarta, Jalisco	84	168	151	112
	Queretaro, Queretaro	79	158	142	105
	Saltillo, Cohauila	76	152	137	101
	San Luis Potosi, San Luis Potosi	65	129	116	86
	Tapahula, Chiapas	80	159	143	106
	Baja California Norte	66	131	118	87
	Tiaxcala, Tiaxcala	54	107	96	71
	Toluca Edo de Mexico	61	121	109	81
	Torreon, Coahuila	62	123	111	82
	Tuxtla, Gutierrez	80	159	143	106
	Beracnz, Veracruz	57	114	103	76
	Villahermosa, Tabasco	65	130	117	87
	Zacatecas, Zacatecas	74	147	132	98
	Cozumel, Quintana Roo	69	138	124	92
	Cuerravaca, Morelos	62	123	111	82
	Cabo San Lucas, Baja California Sur	59	118	106	79
	Loreto, Haja, California Sur	52	103	93	69
	San Cristobal De la Casas, Chiapas	52	104	94	69
	Campeche, Campeche Neuvo Laredo, Tamaulipas Merida	77	153	138	102
	Matamoros, Tamulipas	47	94	85	63
	Tepic, Niarjarit	45	90	81	60
	Nogales, Sonora	42	83	75	55
	Chetumal, Quinta Too	42	83	75	55
	Reynosa, Tamaulipas	41	82	74	55

	Comitan, Chiapas				
	Ensenda Baja	41	81	73	54
	Elsewhere	40	79	71	53
125	<b>Moldova</b>				
	Kishinev	107	214	193	143
	Elsewhere	65	130	117	87
126	<b>Monoco</b>				
	All Areas	115	230	207	153
<b>Sr. No.</b>	<b>Country (Town)</b>	<b>Category</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
127	<b>Mongolia</b>				
	Ulan Bater	71	141	127	94
	Elsewhere	18	36	32	24
128	<b>Montserrat</b>				
	All Areas (15 April – 14 December)	76	152	137	101
	All Areas (15 December – 14 April)	84	167	150	111
129	<b>Morocco</b>				
	Rabat	84	167	150	111
	Agadir	70	139	125	93
	Casablanca	102	204	184	136
	Fes	91	181	163	121
	Laayoune	67	133	120	89
	Marrakech	83	166	149	111
	Quarzazate	75	149	134	99
	Tangiers	70	140	126	93
	Elsewhere	61	121	109	81
130	<b>Mozambique</b>				
	Maputo	87	173	156	115

	Beira & Sofala	50	99	89	66
	Chimolo & Manica	44	88	79	59
	Nampula	36	72	65	48
	Pmba & Coba Delgado	60	120	108	80
	Quelimane & Niassa Zambezia Lilchinga	37	73	66	49
	Elsewhere	30	59	53	39
131	<b>Myanmar</b>				
	Yangoon & Nay Pye Taiw	60	120	108	80
	Sandoway	61	121	109	81
	Maymo	55	109	98	73
	Lashio	40	80	72	53
	Pagan	55	109	98	73
	Kentung	61	121	109	81
	Kyaing Tong	46	91	82	61
	Taunggyi	43	86	77	57
	Mandalay	46	91	82	61
	Elsewhere	35	70	63	47
132	<b>Namibia</b>				
	Windhoek	69	138	124	92
	Luderitz & Otavi	61	121	109	81
	Grootfontein	59	118	106	79
	Karasburg	61	121	109	81
	Katima Mulilo & Maltahohe	43	86	77	57
	Keetmanshoop	71	141	127	94
	Omaruru	65	129	116	86
	Ondangwa	51	101	91	67
	Opuwo	70	139	125	93
<b>Sr. No.</b>	<b>Country (Town)</b>	<b>Category</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
	Oshakati	56	112	101	75
	Otjiwarongo	55	110	99	73

	Swakopmund	60	119	107	79
	Walvis Bay	60	119	107	79
	Elsewhere	37	74	67	49
133	<b>Nauru</b>				
	All Areas	51	102	92	68
134	<b>Nepal</b>				
	Katmandu	60	120	108	80
	Nepalgunj	22	44	40	29
	Pokhara	57	113	102	75
	Elsewhere	20	39	35	26
135	<b>Netherlands</b>				
	All Areas	148	296	266	197
136	<b>Netherlands Antilles (15 April to 15 December)</b>				
	Aruba	145	290	261	193
	St. Eustasius	107	213	192	142
	St. Maarten	115	230	207	153
	Curacao	131	262	236	175
	Bonaire	101	202	182	135
	Saba	112	223	201	149
	Elsewhere	51	101	91	67
	<b>(16 December to 14 April)</b>				
	Aruba	166	332	299	221
	St. Esutasius	124	247	222	165
	St. Maarten	147	294	265	196
	Curacao	146	292	263	195
	Bonaire	126	251	226	167
	Saba	136	272	245	181
	Elsewhere	55	109	98	73
137	<b>New Calendonia</b>				
	All Areas	91	182	164	121

138	<b>New Zealand</b>					
	Wellington, Auckland & Christchurch	94	188	169	125	
	Elsewhere	89	177	159	118	
139	<b>Nicaragua</b>					
	Managua	110	220	198	147	
	Elsewhere	34	68	61	45	
140	<b>Niger</b>					
	Niamey (Hotel Gaweye)	104	207	186	138	
	Niamey (Elsewhere)	62	124	112	83	
	Agadez	47	94	85	63	
	Maradi	42	84	76	56	
	Elsewhere	29	58	52	39	

Sr. No.	Country (Town)	Category				
		I	II	III	IV	
141	<b>Nigeria</b>					
	Abuja	92	183	165	122	
	Lagos (Le Meridien & Sheraton)	150	299	269	199	
	Lagos (Federal Palace)	124	247	222	165	
	Lagos (Hotel Hilton)	108	216	194	144	
	Lagos (Elsewhere)	69	138	124	92	
	Port Harcourt	57	113	102	75	
	Ota	71	142	128	95	
	Katsina	54	107	96	71	
	Ibadan	52	104	94	69	
	Kano	52	103	93	69	
	Maiduguri	45	90	81	60	
	Sokoto	45	89	80	59	
	Yola	44	88	79	59	

	Minna	41	82	74	55
	UNDP Guest House Lagos	61	122	110	81
	Kaduna	39	77	69	51
	Ilorin	35	70	63	47
	Enugu	34	67	60	45
	Ijebu-Ode	34	68	61	45
	Benin City	31	61	55	41
	Bauchi	31	62	55	41
	Jos	31	62	56	41
	Owerri	30	59	53	39
	Makurdi	25	50	45	33
	Calabar	23	46	41	31
	Abeokuta	20	40	36	27
	Elsewhere	34	68	61	45
142	<b>Niue</b>				
	All Areas	57	113	102	75
143	<b>Norway</b>				
	All Areas	120	240	216	160
144	<b>Oman</b>				
	Muscat	102	204	184	136
	Salalah	68	136	122	91
	Nizwa	66	132	119	88
	Elsewhere	58	116	104	77
145	<b>Panama</b>				
	Bambito	76	152	137	101
	Panama City	80	159	143	106
	Colon	62	124	112	83
	Contadora Island	76	152	137	101
	Elsewhere	35	69	62	46

Sr.	Country (Town)	Category			
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No.		I	II	III	IV
146	<b>Papua New Guinea</b>				
	Port Moresby	123	246	221	164
	Alotau	77	153	138	102
	Buka	63	126	113	84
	Bulolo	75	149	134	99
	Daru	68	136	122	91
	Goroka	89	178	160	119
	Kainantu	64	127	114	85
	Kavieng	64	127	114	85
	Kimbe	57	113	102	75
	Kinuga	80	160	144	107
	Kundiwawa	87	173	156	115
	Lae	80	160	144	107
	Lorengau	64	127	114	85
	Madang	75	149	134	99
	Mendi	64	127	114	85
	Minj	49	97	87	65
	Mt. Hagen	88	176	158	117
	Popondetta	69	137	123	91
	Rabaul	70	139	125	93
	Vanimo	50	99	89	66
	Wewak	71	142	128	95
	Tabubil	66	132	119	88
	Keita	94	188	169	125
	Laloata	67	134	121	89
	Elsewhere	42	84	76	56
147	<b>Paraguay</b>				
	Asuncion	58	116	104	77
	Elsewhere	27	53	48	35
148	<b>Peru</b>				

.					
	Lima	103	206	185	137
	Cuzco	71	141	127	94
	Puno	60	120	108	180
	Elsewhere	52	104	94	69
149	<b>Philippines</b>				
	Manila	80	159	143	106
	Bacoiod City	45	90	81	60
	Cagayan De Oro	53	106	95	71
	Calatagan	46	91	82	61
	Cebu City	50	100	90	67
	Dava City	55	110	99	73
	Laoag	46	91	82	61
	Olongapo City	44	87	78	58
	Tagatay	38	76	68	51
	Ternnate	47	94	85	63

Sr. No.	Country (Town)	Category			
		I	II	III	IV
	Taeloban/Banaue	40	79	71	53
	Baguio City	36	71	64	47
	Elsewhere	25	50	45	33
150	<b>Poland</b>				
	Warsaw (Sheraton, Holiday Inn & Victoria)	128	256	230	171
	Warsaw (Elsewhere)	89	178	160	119
	Elsewhere	82	163	147	109
151	<b>Portugal</b>				
	All Areas	138	276	248	184
152	<b>Puerto Rico</b>				
	All Areas (20 December – 30	84	167	150	111



	April)				
	All Areas (1 <sup>st</sup> May – 19 <sup>th</sup> December)	74	147	132	98
153	<b>Qatar</b>				
	All Areas	77	154	139	103
154	<b>Reunion</b>				
	All Areas	93	186	167	124
155	<b>Romania</b>				
	Bucharest (Marriott)	164	327	294	218
	Bucharest (Elsewhere)	109	217	195	145
	Brasov City (Hotel Aro)	97	194	175	129
	Brasov (Elsewhere) & Elsewhere	62	123	111	82
156	<b>Russian Federation</b>				
	Moscow	142	284	256	189
	St. Petersburg	112	224	202	149
	Sochi (1 June to 15 October)	96	192	173	128
	Sochi (16 October to 31 May)	84	168	151	112
	Elsewhere	63	126	113	84
157	<b>Rawanda</b>				
	Kigali	99	197	177	131
	Butare	28	56	50	37
	Kisenyi	56	111	100	74
	Kibungo	40	79	71	53
	Elsewhere	26	51	46	34
158	<b>St. Kitts/Nevis</b>				
	All Areas (15 April – 14 December)	101	202	182	135
	All Areas (15 December – 14 April)	114	227	204	151
159	<b>St. Lucia</b>				

	All Areas (15 April – 14 December)	101	201	181	134
	All Areas (15 December – 14 April)	116	232	209	155
160	<b>St. Vincent</b>				
	All Areas (15 April – 14 December)	97	193	174	129
	All Areas (15 December – 14 April)	113	226	203	151

Sr. No.	Country (Town)	Category			
		I	II	III	IV
161	<b>Samoa</b>				
	Upoin-Apia	61	121	109	81
	Savaii/Salelologa	41	81	73	54
	Salelologa (Hotel Safua/Bay View)	48	96	86	64
	Salelologa (Elsewhere)	29	57	51	38
	Elsewhere	15	29	26	19
162	<b>Sao Tome &amp; Principe</b>				
	All Areas	87	173	156	115
163	<b>Saudi Arabia</b>				
	Riyadh	96	191	172	127
	Al-Khobar	85	169	152	113
	Jeddah	82	164	148	109
	Makka	89	176 8	160	119
	Dammam	87	173	156	115
	Al-Jubail	101	202	182	135
	Madina Munawara	97	193	174	129
	Taif	97	193	174	129
	Dhahran & Al Baha	89	177	159	118
	Yanbu	81	161	145	107

	Abha	86	172	155	115
	Qasim	77	154	139	103
	Gizan	63	126	113	84
	Elsewhere	62	124	112	83
164	<b>Senegal</b>				
	Dakar	92	183	165	122
	Cap Skirring	66	131	118	87
	Sally M'Bour	56	111	100	74
	Ziguinchor	50	99	89	66
	Poubacounta	48	96	86	64
	Kaolack	47	93	84	62
	Tam Bacounda	45	89	80	59
	St. Louis	44	88	79	59
	Diouvrbel	41	82	74	55
	Kolda & Thies	36	72	65	48
	Elsewhere	33	66	59	44
165	<b>Serbia &amp; Montenegro (Yugoslavia)</b>				
	Belgrade	86	171	154	114
	Poderica	61	121	109	81
	Pristina	70	139	125	93
	Montenegro Elsewhere	55	110	99	73
	Serbia Elsewhere	45	90	81	60
166	<b>Seychelles</b>				
	All Areas	134	268	241	179

Sr. No.	Country (Town)	Category			
		I	II	III	IV
167	<b>Sierra Leone</b>				
	Freetown (Hotels Cape Sierra & Mammy Yoki, Tokey Vill St. Michael, Zakka Cotton, Cl. Softel Bintumani)	81	161	145	107

	Freetown (Elsewhere)	52	103	93	69
	Bo & Makeni	25	50	45	33
	Kenama	25	49	44	33
	Elsewhere	24	47	42	31
168	<b>Singapore</b>				
	All Areas	118	236	212	157
169	<b>Slovak Republic</b>				
	Bratislava	120	240	216	160
	Elsewhere	39	77	69	51
170	<b>Slovenia</b>				
	Ljubljana	85	170	153	113
	Bled	59	117	105	78
	Elsewhere	54	107	96	71
171	<b>Slomen Island</b>				
	Honiara	53	106	95	71
	Auki	35	69	62	46
	Gizo	39	78	70	52
	Munda	45	90	81	60
	Elsewhere	13	26	23	17
172	<b>Somalia</b>				
	All Areas	49	98	88	65
173	<b>South Africa</b>				
	Pretoria	77	153	138	102
	Cape Town	87	174	157	116
	Durban	77	153	138	102
	East London	67	133	120	89
	Johanesburg	83	166	149	111
	Rustenburg	69	137	123	91
	Ulindi	55	109	98	73
	Port Elizebeth, Blose Mofwtein	62	123	111	82

	Kimberley & Withbank				
	Transvaal	61	121	109	81
	Elsewhere	86	172	155	115
174	<b>Spain</b>				
	Madrid	148	296	266	197
	Barcelona	125	249	224	166
	Valencia	105	209	188	139
	Elsewhere	86	172	155	115
175	<b>Sri Lank</b>				
	Colombo	56	111	100	74
	Kandy	48	96	86	64
<b>Sr. No.</b>	<b>Country (Town)</b>	<b>Category</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
	Elsewhere	34	67	60	45
176	<b>Sudan</b>				
	Khartoum (Hilton, Grand Holiday, Khartoum Plaza, Friendship Palace & Meridien)	117	234	211	156
	Khartoum (Elsewhere)	63	126	113	84
	Juba	60	120	108	84
	Port Sudan	63	120	108	80
	Rumbek	32	64	58	43
	Gedaref	52	103	93	69
	Elsewhere	30	60	54	40
177	<b>Suriname</b>				
	All Areas	78	156	140	104
178	<b>Swaziland</b>				
	Mbabane	86	171	154	114
	Ezulnini (Royal Swazi Hotel)	170	340	306	227
	Ezulvini (Elsewhere)	110	220	198	147
	Manzini	60	120	108	80

	Mhlambanyatsi	84	167	150	111
	Nhlangano	89	178	160	119
	Piggs Peak	116	231	208	154
	Elsewhere	52	103	93	69
179	<b>Sweden</b>				
	Stockholm	132	264	238	176
	Gothenburg	77	154	139	103
	Malmo	123	246	221	164
	Elsewhere	89	178	160	119
180	<b>Switzerland</b>				
	All Areas	125	249	224	166
181	<b>Syrian Arab Republic</b>				
	Damascus	89	178	160	119
	Aleppo	61	122	110	81
	Deir-Ezzor	82	164	148	109
	Lattakia	72	144	130	96
	Palmyra	99	197	177	131
	Elsewhere	51	101	91	67
182	<b>Tahiti</b>				
	All Areas	132	264	238	176
183	<b>Tajikistan</b>				
	Dushambe	84	167	150	111
	Elsewhere	70	140	126	93
184	<b>Tanzania Republic of</b>				
	Dar es Salam (Golden Tulip, Holiday Inn, Protea, Royal Palm, Sea Cliff)	100	199	179	133
	Dar es Salam (Elsewhere)	60	120	108	80
	Arusha	47	94	85	63
<b>Sr. No.</b>	<b>Country (Town)</b>	<b>Category</b>			

		I	II	III	IV
	Mwanza	60	119	107	79
	Zanzibar (Blue Bay, Emerson & Green, Serena)	122	244	220	163
	Zanzibar	81	161	145	107
	Tanga	72	143	129	95
	Elsewhere	49	98	88	65
185	<b>Thailand</b>				
	Bangkok	74	147	132	98
	Cha Am	60	120	108	80
	Chiang Mai	41	81	73	54
	Hua Hin	69	137	123	91
	Kanchanaburi	26	52	47	35
	Nakorn Phatom (Hotel Rose Garden)	47	94	85	63
	Pattaya	54	107	96	71
	Phuket	51	102	92	68
	Rayong	51	102	92	68
	Songkla & Hat-Yai	30	59	53	39
	Nae Hong Son	41	82	74	55
	Chinng Rai	32	64	58	43
	Ait, Pathumthani	36	71	64	47
	Surat Thani	29	57	51	38
	Nakom Phatom (Elsewhere) & Elsewhere	25	49	44	33
186	<b>Togo</b>				
	Lome	79	158	142	105
	Kara	45	89	80	59
	Elsewhere	25	50	45	33
187	<b>Tokelau</b>				
	All Areas	42	83	75	55
188	<b>Tonga</b>				

	Nuku'Alofa	42	83	75	55
	Vava'u	53	106	95	71
	Elsewhere	37	74	67	49
189	<b>Trinidad/Tobago</b>				
	Trinidad All Areas	94	187	168	125
	Tobago All Areas (15 April to 15 December)	102	203	183	135
	Tobago All Areas (16 December to 14 April)	116	232	209	155
190	<b>Trust Territory of the Pacific Islands</b>				
	Saipan	127	254	229	169
	Keror (Palau)/Turk/Majuro/Yap/Ponape	91	182	164	121
	Kasrae	53	106	95	71
	Elsewhere	11	21	19	14
191	<b>Tunisia</b>				
	Tunis	66	132	119	88
	Elsewhere	49	97	87	65

Sr. No.	Country (Town)	Category			
		I	II	III	IV
192	<b>Turkey</b>				
	Ankara	62	123	111	82
	Antalya	76	152	137	101
	Bursa	66	131	118	87
	Istanbul	112	223	201	149
	Izmir	60	120	108	80
	Southeastern Anatolia	31	62	56	41
	Elsewhere (Commercial Accommodation)	45	89	80	59
	Elsewhere (Government Guest Houses)	12	24	22	16



193	<b>Turkmenistan</b>				
	All Areas	95	189	170	126
194	<b>Turks &amp; Caicos Islands</b>				
	Grand Turk (14 April to 21 December)	101	201	181	134
	Grand Turk (22 December to 13 April)	104	207	186	138
	Providenciales (14 April to 21 December)	105	210	189	140
	Providenciales (22 December to 13 April)	115	229	206	153
195	<b>Tuvalu</b>				
	Funafuti	61	122	110	81
	Elsewhere	20	39	35	26
196	<b>Uganda</b>				
	Kampala (Sheraton & Nile)	109	217	195	145
	Kampala (Elsewhere)	78	156	140	104
	Entebbe (Lake Victoria, Imperial Resort Beach)	102	203	183	135
	Entebbe (Elsewhere)	82	164	148	109
	Jinja	45	89	80	59
	Mbalo & Kabale	42	84	76	56
	Kasese	39	78	70	52
	Mukono	34	68	61	45
	Mweya	57	114	103	76
	Mbarara	50	99	89	66
	Elsewhere	27	54	49	36
197	<b>Ukraine</b>				
	Kiev (Kiev Skaya, Salut, National & Premier Palace)	132	263	237	175
	Kiev (Elsewhere)	82	163	147	109
	Elsewhere	74	147	132	98
198	<b>United Arab Emirates</b>				

	Abu Dhabi	99	198	178	132
	Dubai	112	223	201	149
	Elsewhere	87	173	156	115
199	<b>United Kingdom</b>				
	London	161	321	289	214
	Elsewhere	142	283	255	189

Sr. No.	Country (Town)	Category			
		I	II	III	IV
200	<b>United States of America</b>				
	New York	128	256	230	171
	Washington	124	248	223	165
	Chicago	116	231	208	154
	Boston	130	259	233	173
	San Francisco	140	279	251	186
	Los Angeles	110	220	198	147
	Honolulu	110	220	198	147
	Philadelphia	102	203	183	135
	Miami	102	204	184	136
	Elsewhere	84	167	150	111
201	<b>Uruguay</b>				
	Montevideo	56	112	101	75
	Punta Del Este (Dec-March)	80	160	144	107
	Punta Del Este (Apr-Nov)	47	93	84	62
	Elsewhere	42	84	76	56
202	<b>Uzbekistan</b>				
	Tashkent	64	127	114	85
	Samarkand	50	99	89	66
	Bukhara	48	96	86	64
	Elsewhere	40	79	71	53

203	<b>Vanuatu</b>				
	Port Vila	107	214	193	143
	Santos	73	146	131	97
	Tana Island	61	122	110	81
	Elsewhere	32	63	57	42
204	<b>Venezuela</b>				
	Caracas	96	191	172	127
	Caraballeda	86	171	154	114
	Barquisimient, Puerto & La Cruz	57	114	103	76
	Barcelona & Maturin	47	93	84	62
	Maracaibio & Valencia	65	129	116	86
	Margarita	63	126	113	84
	Cumana	52	104	94	69
	Puerto Ordaz	84	168	151	112
	Elsewhere	35	70	63	47
205	<b>Vietnam</b>				
	Hanoi	86	171	154	114
	Da Nang & Quang Nam	54	107	96	71
	Quang Ninh & Hai Phong	52	103	93	69
	Ho Chi Minh City	65	129	116	86
	T. Thien & Hue	44	88	79	59
	Elsewhere	31	62	56	41

Sr. No.	Country (Town)	Category			
		I	II	III	IV
206	<b>Virgin Islands U.S.</b>				
	All Areas (15 December to 30 April)	103	206	185	137
	All Areas (1 May to 14 December)	92	183	165	122
207	<b>Wallis &amp; Futuna Island</b>				

.					
	All Areas	84	167	150	111
208	<b>Yemen</b>				
	Sana'a (Hotels Taj Sheba & Sheraton)	99	198	178	132
	Sana'a (Elsewhere)	67	133	120	89
	Aden (Moven Pick, Aden & Sheraton)	99	198	178	132
	Aden	63	126	113	84
	Mukalla	84	167	150	111
	Taiz	80	160	144	107
	Hodeida	74	148	133	99
	Elsewhere	39	78	70	52
209	<b>Zambia</b>				
	Kitwe	67	133	120	89
	Lusaka Livingstone	87	174	157	116
	Ndola	61	121	109	81
	Siavonga	54	108	97	72
	Mansa, Luapula Province & Solwezi	44	87	78	58
	Kabwe	47	94	85	63
	Kasama	32	64	58	43
	Elsewhere	26	51	46	34
210	<b>Zimbabwe</b>				
	Harare (Mickles, Sheraton, Monomotapa & Meikles Resident)	82	163	147	109
	Harare (Elsewhere)	61	121	109	81
	Victoria Falls	82	164	148	109
	Elsewhere	58	116	104	77

## HISTORY OF AMENDMENTS (PREVIOUS VERSIONS)

Notification

The 18<sup>th</sup> April 1992

No. FD.SRI-8-11/83. In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 (III of 1974) the Governor of the Punjab is pleased to direct that in the Punjab Traveling Allowance Rules, 1976, the following amendments shall be made with immediate effect.

1. For Rule 2.13 the following shall be substituted:

- i) Category I: Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-p.m.
- ii) Category II: Civil servants drawing pay exceeding Rs. 1275/-p.m. but not exceeding Rs. 3945/- p.m.
- iii) Category III: All other civil servants excluding those in BS-1 and 2.

2. For Rule 2.23, the following shall be substituted:

- a) Category-I: Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-p.m.  
Accommodation of the highest class by whatever name be it called.
- b) Category-II: Civil servants drawing pay exceeding Rs. 1275/-p.m. but not exceeding Rs. 3945/-p.m.  
First class (sleeper) accommodation. If traveling on a line which does not provide 1<sup>st</sup> class (sleeper) the next lower class.
- c) Category-III: All civil servants excluding those in B-1 and B-2.  
First class (Sitter) accommodation. If traveling on line which provides no 1<sup>st</sup> class (sitter) accommodation, the next lower class.
- d) Category-IV: Civil servants in BS-1 and BS-2.  
Lowest class by whatever name be it called.

1. **Rule 2.13**

Grades of Government servants for purposes of mileage and daily allowance -- For the purposes of calculating Daily Allowance and mileage allowance, Government servants are divided into grades as follows:

- a) Civil servants in NPS 17                      First Grade.  
and above and all other  
in receipt of pay exceeding  
Rs.1,325 P.M.
- b) Civil servants drawing pay                      Second Grade.  
exceeding Rs.575 P.M. but not  
exceeding Rs.1,325 P.M.
- c) Civil servants drawing pay                      Third Grade.  
exceeding Rs.365 but not more  
than Rs.575 P.M.
- d) Civil servants in NPS 1 and 2.              Forth Grade.

This rule was substituted vide Notification No.FD-SRI-8-11/83, dated 09.09.1984 as under:

**Rule 2.13**

Grades of Government Servants for purposes of mileage and daily allowance -- For the purposes of calculating daily allowance and mileage allowance, Government Servants are divided into grades as follows:

- a) Government servants in Basic Pay                      First Grade  
Scale 17 and above and all those  
in receipt of pay exceeding  
Rs.2200/- per mensum.
- b) Government servants in receipt                      Second Grade  
of pay exceeding Rs.700/- per  
mensum but not exceeding  
Rs.2200/- per mensum.
- c) All Government servants in                      Third Grade  
receipt of pay up to Rs.700/-  
per mensum but excluding those  
in Basic Pay Scales 1 and 2.

- d) Government servants in Basic Fourth Grade  
Pay Scales 1 and 2.

The above rule was substituted vide Notification No.FD.SRI-8-11 /83, dated 19<sup>th</sup> October, 1988 as under:

**Rule 2.13**

Grades of civil servants for purposes of mileage and daily allowance -- For the purposes of calculating daily allowance and mileage allowance, civil servants are divided into following grades:

- |     |   |                 |
|-----|---|-----------------|
| (a) | Civil servants in BPS 17 and above<br>and all those in receipt of pay<br>exceeding Rs.2840/- p.m. | First<br>Grade  |
| (b) | Civil servants drawing pay exceed-<br>ing Rs.910/- p.m. but not exceeding<br>Rs.2840/- p.m.       | Second<br>Grade |
| (c) | Civil servants excluding those in<br>BPS 1 and 2.   | Third<br>Grade  |
| (d) | Civil servants in BPS 1 and 2.  | Forth<br>Grade  |

Rule 2.13 again substituted vide Notification No. FDSR1-8-11/83 dated 18.04.1992 as under:

**Rule 2.13**

- (i) Category-I: Civil servants in BPS-17 and above  
and all those in receipt of pay  
exceeding Rs. 3945/- p.m.
- (ii) Category-II: Civil servants drawing pay exceeding  
Rs. 1275/- p.m. but not exceeding  
Rs. 3945/- p.m.
- (iii) Category-III: All other civil servants excluding  
those in BPS 1 and 2

The above rule was again substituted vide Notification No. FD.SR1-8-11/83, dated 15.05.1995 as under:

**Rule 2.13**

- |     |  |                 |
|-----|--|-----------------|
| (a) | Civil servants in BPS 17 and above and<br>all those in receipt of pay exceeding<br>Rs. 5330/- P.M. | First<br>Grade  |
| (b) | Civil servants drawing pay exceeding<br>Rs. 1725/- P.M. but not exceeding<br>Rs. 5330/- P.M.       | Second<br>Grade |
| (c) | Civil servants excluding those in<br>BPS 1 and 2.  | Third<br>Grade  |
| (d) | Civil servants in BPS 1 and 2.   | Fourth<br>Grade |

This Notification was again substituted vide Notification No. F.D. SR-I-8-11/83 dated 20.01.2003.

**2. Rule 2.23**

Mileage Allowance for Journeys by Railway ---

For the purposes of calculating Mileage Allowance Government servants, when traveling by Railway shall be entitled to accommodation according to the following scale:

- |    |   |  |
|----|---|--|
| a) | Officers drawing in<br>NPS 17 or above.                                 | Accommodation of the<br>highest class<br>(including air-conditioned<br>sleeper accommodation). |
| b) | i) Government servants<br>in NPS 16.                                    | 1 <sup>st</sup> class (sleeper)<br>accommodation   |
|    | ii) Government servants<br>in NPS 15 and below<br>drawing pay in excess |  |



of Rs.575.

- c) Government servants of the 1st class (Sitter)  
Third and Fourth Grade. accommodation.

This was substituted vide Notification No.FD.SRI-8-11/83, dated 09.09.1984 as under:

**Rule 2.23**

Mileage Allowance for journeys by Rail --- For the purposes of calculating mileage allowance, Government servants when travelling by Rail shall be entitled to accommodation according to the following scale :-

- a) Government servants in Accommodation of the  
Basic Pay Scale 17 and highest class by  
above and all those in whatever name be it  
receipt of pay exceeding called.  
Rs.2200/- per mensem.
- b) Government servants in First Class (Sleeper)  
receipt of pay exceeding Accommodation. If  
Rs.700/- per mensem but travelling on a line  
not exceeding Rs.2200/- which does not  
per mensem. provide First Class  
(Sleeper) the next  
lower class.
- c) All Government servants First Class (Sitter)  
in receipt of pay up to accommodation plus  
Rs.700/- per mensem but charges for reserva-  
excluding those in Basic tion of berth. If  
Pay Scales 1 and 2. travelling on a line  
which provides no  
First Class (Sitter)  
accommodation, the  
next lower class.
- d) Government Servants in Lowest Class by what-  
Basic Pay Scales 1 and 2. ever name be it  
called.

The above rule was again substituted vide Notification No.FD.SRI-8-11/83, dated 19<sup>th</sup> October, 1988 as under:

Mileage allowance for journeys by railway. For the purpose of calculating mileage allowance the civil servants when traveling by rail shall be entitled to accommodation according to the following scales:

- (a) Civil servants in BPS 17 and above and all those in receipt of pay exceeding Rs.2840/-p.m (First Grade). Accommodation of the highest class by what ever name be it called.
- (b) Civil servants drawing pay exceeding Rs.910/-p.m. but not exceeding Rs.2840/p.m. (Second Grade). First Class (Sleeper) accommodation. If traveling on a line which does not provide 1<sup>st</sup> class (Sleeper) the next lower class.
- (c) Civil servants excluding those in BPS 1 and 2 (Third Grade). First Class (Sitter) accommodation. If travelling on a line which does not provide 1<sup>st</sup> Class (Sitter) accommodation the next lower class.
- (d) Civil servants in BPS-1 and 2 Lowest class,

(Fourth Grade). by whatever  
name be it  
called.

The above was again substituted vide Notification No. FDSR1-8-11/83 dated 18.04.1992.

- (a) **Category-I.** Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-pm.

Accommodation of the highest class by whatever name be it called.

- (b) **Category-II.** Civil servants drawing pay exceeding Rs. 1275/- p.m. but not exceeding Rs. 3945/- p.m.

First class (sleeper) accommodation. If traveling on a line which does not provide 1<sup>st</sup> class (sleeper) the next lower class.

- (c) **Category-III.** All civil servants excluding those in B-1 and B-2.

First class (sitter) accommodation. If traveling on line which provides no 1<sup>st</sup> class (sitter) accommodation, the next lower class.

- (d) **Category-IV.** Civil servants in B-1 and B-2.

Lowest class by whatever name be it called.

The above was again substituted vide Notification No. FD.SRI-8-11/83, dated 15<sup>th</sup> May, 1995 as under:

### Rule 2.23

- (a) Civil servants in BPS 17 and above Accommodation  
and all those in receipt of pay exceeding of the highest  
Rs. 5,330/- P.M. (First Grade) class by whatever  
name be it called.
- (b) Civil servants drawing pay First Class  
exceeding Rs. 1725/- P.M. but (Sleeper)

not exceeding Rs. 5330/- P.M. accommodation.  
(Second Grade). If travelling on a  
line which does  
not provide 1<sup>st</sup>  
Class (Sleeper),  
the next lower  
class.

(c) Civil servants excluding those in First Class (Sitter)  
BPS-1 and 2 (Third Grade). accommodation. If  
travelling on a line  
which does not  
provide 1<sup>st</sup> Class  
(Sitter)  
accommodation, the  
next lower class.

(d) Civil servants in BPS-1 and 2 Lowest class by  
(Fourth Grade). whatever name be  
it called.

The above Rule again substituted vide Notification No. SR-I-8-11/83 dated 20.01.2003 (see page 11)

### 3. Rule 2.30(a)

a) Personal car, or by engaging Rs.1.30 per mile  
a full taxi or any other or 80 paise per  
means of public transport. kilometer.

The above rate was revised vide circular letter No.FD/SRI-8-1/82, dated 29<sup>th</sup> December, 1985 from the date of issue, as under:

#### Revised rates

a) Personal car or by engaging Rs.1.20 per  
a full taxi. kilometer.

This clause was substituted vide Notification No.FD/SRI-8-1/82, dated 26<sup>th</sup> March, 1986 as under:

Personal car or by engaging                      Rs.1.20 per  
a full taxi or any other                      kilometer.  
means of public transport.

This rate was again revised vide circular letter No.FD.SRI-8-5/86, dated 27<sup>th</sup> July, 1987 as under:

Revised rates

a) Personal car or by engaging                      Rs.2.00  
a full taxi.

Through amendment made vide Notification No.FD/SRI-8-3/88(P), dated 25<sup>th</sup> March 1989 this clause was substituted as given at page 14.

**4. Rule 2.30 (b)**

Borrowed Car -- A Government servant traveling in a borrowed motorcar may charge mileage allowance at the rate of 65 paise per mile or 40 paise per kilometer if he incurs the cost of propulsion himself. In the bill claiming the traveling allowance in such a case, the Government servant should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

The rate mentioned in this clause was revised from the date of issue vide circular letter No.FD/SRI-8-1/82, dated 29th December, 1985 as below:

b) Borrowed Car                                      Rs.0.60 per kilometer.

Through an amendment made in this clause vide Notification No.FD/SRI- 8-1/82, dated 26<sup>th</sup> March 1986 the words and figures "65 paise per mile or 40 paise per kilometer" were substituted with the words & figures "60 paise per kilometer".

**5. Rule 2.30(c)(d)(e) & (f)**

c) Motor-Cycle, Scooter or                      Mileage allowance is  
Auto-Cycle.                                      admissible at the  
rate of 50 paise per

- |    |  |  |
|----|--|--|
|    |  | mile or 30 paisa per<br>kilometer.                   |
| d) | Bicycle animal back or<br>on foot.                             | 25 paisa per mile or<br>15 paisa per kilo-<br>meter. |
| e) | Public transport plying<br>for hire on single seat<br>basis -- |  |
|    | Government servants of<br>Grade I & II                         | 20 paisa per mile or<br>13 paisa per kilo-<br>meter. |
|    | Government servants of<br>Grade III & IV                       | 10 paisa per mile or<br>6 paisa per kilo-<br>meter.  |
| f) | Animal drawn carriage.   | 55 paisa per mile or<br>34 paisa per kilo<br>meter.  |

The rates given in the above clauses were revised vide circular letter No.FD.SRI-8-1/82 dated 29<sup>th</sup> December 1985 as below:

- |    |   |                                  |
|----|---|----------------------------------|
| c) | Motor Cycle and Scooter.                          | Rs.0.40 per km.                  |
| d) | Bicycle, animal back or                           | Rs.0.30 per km on foot.          |
| e) | Public transport plying                           | for hire on single seat basis -- |
|    | i) For Government Servants<br>of Grade I & II.    | Rs.0.20 per<br>kilometer.        |
|    | ii) For Government Servants<br>of Grade III & IV. | Rs.0.12 per<br>kilometer.        |
| f) | Animal drawn carriage.                            | Rs.0.40 per<br>kilometer.        |

The above mentioned revised rates were substituted through Notification No.FD/SRI-8-1/82 dated 26<sup>th</sup> March 1986 as under:

Mileage Allowance is  
admissible at the  
rate of

- c) Motorcycle, Scooter or Auto-cycle 40 paise per kilometer
- d) Bicycle, animal back or 30 paise per kilo-  
on foot. meter.
- e) Public transport plying  
for hire on single seat  
basis --
  - i) For Government Servants 20 paise per  
of Grade I & II. kilometer.
  - ii) For Government Servants 12 paise per  
of Grade III & IV. kilometer.
- f) Animal driven carriage. 40 paise per  
kilometer.

The mileage allowance rates were again revised vide circular letter No.FD.SRI-8-5/86 dated 27<sup>th</sup> July 1987 as under:

MILEAGE ALLOWANCE

	Existing Rates	Revised Rates
	<u>per kilometer</u>	<u>per kilometer</u>
	Rs.	Rs.
a) Personal car or by	1.20	2.00

	engaging a full taxi.		
b)	Motor Cycle or Scooter	0.40	0.65
c)	Bicycle, animal back or on foot.	0.30	0.50
d)	Public transport plying for hire on single seat basis:		
	i) For Government servants in BPS-7 and above.	0.20	0.32
	ii) For Government servants in BPS-6 and below.	0.12	0.20

Vide Finance Department's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989 the clauses (c), (d), (e) and (f) were substituted as given at page 14.

**6. Rule 2.32**

Government servants traveling by motor-car or motor-cycle between places connected by rail shall draw mileage allowance by rail or road, whichever is less except in the following cases:

- i) When the journey is performed for the specific purpose of road inspection or road traffic inspection.
- ii) When the Government servant is directed to travel by road by his superior officer who undertakes a journey for the specific purpose of road inspection or road traffic inspection.

Through amendment made vide Notification No.FD/SRI-8-3/88(P) dated 25<sup>th</sup> March 1989 the following note was added as under:

Note - In the case of a tour, in the course of which a civil servant has to visit, in the discharge of his official duties, one or more places which are not connected by rail, either with his headquarters or with any intervening station visited by him, road mileage may be allowed for the entire journey right from the start from the headquarters up to his return to the headquarters, provided the entire journey, inward and outwards, was performed by motor car.

**7. Rule 2.34**

Note (1) below Rule 2.34 was as under:

Note (1) Civil servants Grade I shall be entitled to travel by economy class when undertaking journey within the country.

This was substituted through amendment made vide Notification No.FD/SRI-8-8/85, dated 1<sup>st</sup> March, 1988 as under:.



Note (1) -- Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 4000/- p.m. shall be entitled to travel by economy class when undertaking journey within the country or abroad;

The above Note (1) and below rule 2.34 were substituted vide Notification No. FD.SR-I-8/83 dated 20.01.2003 (see page 16)

Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 4000/- p.m. traveling by air and any other officer authorized by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey

8. The **proviso** to Note (1) below rule 2.34 was as under:

Provided that civil servants in grade-20 and above, when traveling outside the country, shall be entitled to travel by first class.

This proviso was deleted vide Notification No.FD/SRI-8-8/85, dated 1<sup>st</sup> March, 1988. However, a proviso to above mentioned Note (1) was again added vide Notification No.FD/SRI-8-8/85, dated 27<sup>th</sup> March, 1988 as given below:

"Provided that the Provincial Ministers & those equivalent in status to Provincial Ministers, and Secretaries to the Provincial Government holding posts in BS-22 when traveling outside the country on tour/official duty, shall be entitled to travel by first class".

The above proviso was substituted vide F.D. Notification No. SR.I.8-1/90 dated 7<sup>th</sup> June, 1990 (see at page 16).

9. **Rule 2.36(6)**

In case of journey by rail, no daily allowance shall be admissible for journey days; but for the day of arrival at and of departure from the place of temporary duty, half the normal daily allowance shall be admissible.

The above sub-rule was deleted vide F.D's Notification No.FD/SRI-8-8/87 dated 25.08.1988.

10. **Rule 2.37(i)**

Rates of daily allowance - The rates of daily allowance shall now be as follows:

<u>Pay Limit</u>	<u>Special</u> Rs.	<u>Ordinary</u> Rs.
Rs.3,200 and above.	90	75
From Rs.2,100 to RS.3,199	75	65
From Rs.1,001 to Rs.2,099	50	40
From Rs.501 to Rs.1,000	40	35
Up to Rs.500	25	20

The rates of Daily Allowance were revised w.e.f. 1<sup>st</sup> July, 1986 vide circular letter No.FD/SRI-8-5/86 dated 4<sup>th</sup> September 1986 as under:

<u>Pay Limit</u>	<u>Special</u> <u>rate</u> Rs.	<u>Ordinary</u> <u>rate</u> Rs.
Rs.3,200 and above.	120/-	100/-
From Rs.2,100 to RS.3,199	100/-	85/-
From Rs.1,001 to Rs.2,099	65/-	55/-
From Rs.501 to Rs.1,000	55/-	45/-
Up to Rs.500	35/-	25/-

W.e.f. 01.07.1987 the rates of Daily Allowance were revised through circular letter No.FD.SRI-8-5/86 dated 27<sup>th</sup> July 1987 as below:

## DAILY ALLOWANCE

<u>Pay Limit</u>	<u>Special rate</u> Rs.	<u>Ordinary rate</u> Rs.
i) Rs.5000/- and above per month.	150	130
ii) From Rs.4000/- to Rs.4999/- per month.	130	110
iii) From Rs.2700/- to Rs.3999/- per month.	110	95
iv) From Rs.1300/- to Rs.2699/- per month.	70	60
v) From Rs.700 to Rs.1299 per month.	60	50
vi) Upto Rs.699/- per month.	40	30

This clause of rule 2.37 was substituted vide Notification No.FD/SRI-8-3/88 (P) dated 25.03.1989 as under:

((i) Rates of daily allowance -- The rates of daily allowance shall be as follows:

<u>Pay Limit</u>	<u>Special</u> Rs.	<u>Ordinary</u> Rs.
Rs.4900 and above	150	130
From Rs.4000 to Rs.4899	130	110
From Rs.2700 to Rs.3999	110	95
From Rs.1300 to Rs.2699	70	60
From Rs.700 to Rs.1299	60	50
Up to Rs.699/-	40	30)

The above clause was substituted vide Notification No. FD.SR1-8-11/83 dated 03.04.1995 see at page 18.

A civil servant in \*(BPS-20) and above and secretary to Government who stays 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 subject to production of receipts/vouchers up to the following maximum per day ~~\*\* (in lieu of the one half extra rail fare):~~

- (a) Localities where Three times the special allowance amount of special is admissible daily allowance .
- (b) Localities where One and a half ordinary daily times the amount

allowance is of ordinary daily  
admissible allowance.

Original version of Rule 2.37(ii) which was substituted vide Notification No. FD.SRI-8-8/87 dated 10.04.1991.

\*Letters and figures 'NPS 20' were substituted with the letters and figures 'BPS-20' vide FD Notification No. FD.SR1-8-3/88(P) dated 25.03.1989.

\*\* Deleted vide Notification No. FD.SR1-8-8/87 dated 25<sup>th</sup> August 1988

11. The following decisions were taken vide circular letter No.FD/SRI-8-1/82 dated 29.12.1985 with effect from the date of issue:

i) Grade I Officers (other than those in BPS-20 and Secretaries to the Provincial Government) while traveling within the province shall be entitled to reimbursement of actual room rent paid by them in Government rest houses/guest houses, lodges, inspection bungalows or residential clubs but not in hotels, up to the following maximum per day:

a) Localities where special Three times the  
daily allowance is amount of special  
admissible. daily allowance.

b) Localities where 1 ½ times the  
ordinary daily allowance amount of daily  
is admissible. allowance.

i) The above mentioned officers shall not be entitled to one half extra fare if the journey is performed by rail.

ii) Provincial Government servants, while traveling outside the Province, shall be entitled to reimbursement of room rent charges in hotels also, subject to the same conditions as given in (i) above.

**In Rule 2.37** after the sub-rule (ii) the following sub-rule(iii) was substituted vide Notification No.FD/SRI-8-1/82, dated 26.03.1986:

iii) Grade I officers (other than those in BPS-20 and Secretaries to Provincial Government) while traveling within the province be allowed reimbursement of actual room rent paid by them in Government Rest Houses/Guest Houses, Lodges, Inspection Bungalows or Residential Clubs but excluding hotels up to the maximum per day shown in sub rule (ii) in lieu of one half extra rail fare in addition to the full Daily Allowance.

The decision taken vide circular letter No.FD/SRI-8-1/82, dated 29.12.1985 mentioned above was substituted vide circular letter No.FD/SRI-8-1/82 dated 23<sup>rd</sup> September 1986.

i) Grade-I Officers (Other than those in BPS-20 and Secretaries to the Provincial Government) while traveling within the province shall be entitled to reimbursement of actual room rent paid by them in Government Rest/Guest Houses, Lodges, inspection bungalows or residential clubs, but not in hotels, up to the following maximum per day in addition to the daily allowance admissible under the rules:

a) Localities where special Three times the

daily allowance is	amount of Special
admissible.	daily allowance.
b) Localities where ordinary	1 ½ times the
daily allowance is	amount of daily
admissible.	allowance.

Note

One half extra fare if the journey is performed by rail shall not be admissible along with reimbursement of rent.

- ii) Provincial Government servants, while traveling outside the Province, shall be entitled to reimbursement of room rent charges in hotels also subject to the same conditions as given in sub-para(i) above, and the note thereunder.

This sub-rule was further substituted vide Notification No.FD/SRI-8-8/87 dated 25.08.1988. For this substitution see page 19.

12. **Rule 3.7(a)(i)**

(a) Mileage Allowance (i) In the case of a journey by rail mileage allowance for himself or for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in a lower class.

The above clause was substituted vide Notification No.FD/SRI-8-3/88(P) Odated 25.03.1989 as given at page 23.

13. **Rule 3.7 (b)**

The proviso below Rule 3.7 (b) was as below:

Provided that if the Government Servant is transferred within one year of the transfer for which he received the transfer grant on the last occasion except in the case of transfer on promotion or transfer to a station within the same district he will not be entitled to receive the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail and double the mileage allowance in the case of journey by modes other than rail. The restriction of one year stay will, however, not apply to officers of all Pakistan Unified Grades.

The above proviso was substituted vide Notification No.FD/SRI-8-2/86 dated 3<sup>rd</sup> August 1986 (as given at page 23).

14. The **explanation** below proviso to Rule 3.7(b) was as under:

Explanation - The Period of one year will be counted from the date on which the Government servant relinquished charge on the occasion of the transfer for which transfer grant was last paid to him.

This was deleted vide Notification No.FD/SRI-8-2/86, dated 03.08.1986.

15. **Rule 3.9** Subject to the Provisions of rules 3.14 and 3.15 a Government servant entitled under clause (c) of rule 3.6 to draw, the actual cost of transportation by rail or steamer, at owner risk of conveyance at the following scale:

Grade of the Government	Conveyance which he may
Servant	transport
First	Two horses, and in addition a motor car or a carriage or Motorcycle or an ordinary

## Cycle

Second	A horse, and in addition a Motor car or carriage or Motor cycle or an ordinary cycle
Third	A horse or a motorcycle or an ordinary Cycle
Fourth	An ordinary Cycle

This rule was substituted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. (See at page 24).

16. **Rule 3.13** Cost of carriage of personal effects up to the maximum limits as in rule 3.8 shall be allowed at the rate of 3 paise per maund per road mile 5/Paise per hundred Kilogram per Kilometer from the residence of the Government servant at the old station to his residence at the new station, irrespective of the mode by which personal effect are carried. (It will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects).

Note - Government servant claiming the cost of transporting personal effects is required inter alia:

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

The Controlling Officer has also to exercise the usual scrutiny of the claim.

The rate was revised vide circular letter No.FD/SRI-8-1/82 dated 29.12.1985 as under:

Personal effects	0.083 Paise per Kilogram.
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Through amendment made vide Notification No.FD/SRI- 8-1/82 dated 26<sup>th</sup> March 1986 the words and figures "3 Paise per maund per road mile 5 paise per hundred kilogram per kilometer" were substituted with the words and figures "0.083 Paise per Kilogram per Kilometer". See updated text at page 25.

17. **Rule 3.15** When a Government servant transports his motor car or motor cycle, horse, or horse and carriage by road between stations connected by rail or steamer or partly by rail and partly by steamer he may draw an allowance of 37 paise a Mile 25 Paise per kilometer in respect of a motor car, 12 paise a mile/10 Paise Per Kilometer in respect of motor cycle/scooter or horse, and 19 Paise a mile/12 Paise per Kilometer for a horse and carriage:

Provided that if the Government Servant or a member of his family travels by the conveyance, he may draw mileage allowance as for journey on tour and no additional allowance under this rule will be admissible.

The above rates were revised vide letter No.FD/SRI-8-1/82 dated 29.12.1985 as under:

Personal Motorcar	Rs.0.60 per Kilometer
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Personal Motorcycle	Rs.0.30 per Kilometer
---------------------	-----------------------

The rates were further revised through an amendment made vide Notification No.FD/SRI-8-1/82 dated 26<sup>th</sup> March 1986 as under:

The words and figures "37 paise a mile 25 paise per kilometer in respect of a motor car, 12 paise a mile 10 paise per kilometer in respect of a motor cycle/scooter or horse, and 19 paise a mile/12 paise per kilometer for a horse and carriage" were substituted with the

words and figures "60 paisa per kilometer in respect of personal motor car and 30 paisa in respect of a personal motor cycle".

However, the above rates for transportation of Motor Car, Motor Cycle/Scooter by road were again indicated in the Finance Department's Notification No.FD/SRI-8-5/86 dated 27<sup>th</sup> July, 1987 read with F.D's Notification No.FD/SRI-8-5/86, dated 28<sup>th</sup> December, 1987 as under:

- i) Motorcar 60 Paisa.
- ii) Motorcycle or Scooter 30 Paisa.

18. Note below **Rule 4.3** which was deleted vide Notification No.FD/SRI-8-3/88 (P) dated 25.03.1989.

Note - A transfer grant will not be admissible but instead two fares of the class of accommodation to which Government servant is entitled in the case of journey by rail and double the mileage allowance in the case of journey by modes other than rail will be allowed.

19. **Rule 4.6(a)**

(a) traveling allowance for the journey from the place of training and for halts at such place;

The above clause (a) was substituted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. (See at page 29).

20. **Rule 5.6 - Note-(b)(iv)**

(iv) if he combines with a railway journey the journey by steamer or road, he may, if he travels to a place distant at least 5 miles 8 kilometers from the point where he leaves the Railway or returns to the Railway from a place similarly distant, draw mileage allowance for the journey by steamer or road in addition to daily allowance, if any, admissible under this rule; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration from the absence of his headquarters.

The above text was substituted vide Notification No.FD/SRI/8-3/88(P) dated 25.03.1989. (See at page 38).

21. **Rule 6.2**

Note (3) The last sentence in Note (3) in Rule 6.2 was as under:

"The certificate shall be recorded by the officer himself and in any other case by the Controlling officer."

The above text was substituted by the Finance Department's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989 as given at page 40.

22. **Rule 6.7 (1)** A Government servant to whom the rules in this Chapter apply shall be entitled to the following Hill Station Allowance for the period of his residence at the Hill Station and for the joining time allowed for moving to and from the Hill Station:

- i) Government servants holding  $\frac{1}{2}$  of their pay posts in National Pay scales No.1 and 2
- ii) Other Government servants -
  - a) if without a family Rs.40 per mensem.

