

**No.18/10/09-4FP2/ 440**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF FINANCE**  
**(FINANCE PERSONNEL BRANCH-1)**

Dated: Chandigarh the: 31 August , 2009

To

All Heads of Departments,  
Commissioners of Divisions,  
Registrar High Court of Punjab and Haryana,  
District and Sessions Judges and  
Deputy Commissioners in the State.

**Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission – T.A./ D.A.**

Sir,

I am directed to refer to Punjab Government Circular No. 5/1/98-2FPIV/ 356 Dated 8<sup>th</sup> May, 1998 on the subject cited above and to say that after careful consideration of the recommendation of the Fifth Punjab Pay Commission, the Governor of Punjab is pleased to take the following decisions.

**2. (i). Travelling Allowance (TA/DA) :** For the purposes of T.A./D.A., categorization of Punjab Government Employees on the basis of Grade Pay shall be as under:

| <u>Category</u> | <u>Grade Pay</u>              |
|-----------------|-------------------------------|
| <b>I</b>        | <b>Rs. 10,000 and above</b>   |
| <b>II</b>       | <b>Rs. 7,600 to Rs. 9,999</b> |
| <b>III</b>      | <b>Rs. 5,000 to Rs. 7,599</b> |
| <b>IV</b>       | <b>Rs. 3,800 to Rs. 4,999</b> |
| <b>V</b>        | <b>Below Rs. 3,800</b>        |

**(ii).** The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under:

|     |   |    |
|-----|---|----|
| (a) | Cities with population of 50 lakhs and above                        | A1 |
| (b) | Cities with population of 20 lakhs and above but less than 50 lakhs | A2 |
| (c) | Cities with population of 10 lakhs and above but less than 20 lakhs | B1 |
| (d) | Cities with population of 5 lakhs but less than 10 lakhs            | B2 |

**(iii) Daily Allowance:-** The revised rates of daily allowance shall be as under:

**(In Rs.)**

| Grade Pay Category | A1 Hotel/Non-Hotel rates | A2 Hotel/Non-Hotel rates | B1 Hotel/Non-Hotel rates | B2/ Other Places Hotel/Non-Hotel rates |
|--------------------|--------------------------|--------------------------|--------------------------|--|
| I                  | 800<br>400               | 640<br>320               | 480<br>240               | 320<br>160                             |
| II                 | 700<br>300               | 560<br>240               | 420<br>180               | 240<br>120                             |
| III                | 450<br>250               | 360<br>200               | 270<br>150               | 180<br>100                             |

|    |     |     |     |     |
|----|-----|-----|-----|-----|
| IV | 380 | 300 | 230 | 150 |
|    | 200 | 160 | 120 | 80  |
| V  | 300 | 240 | 180 | 120 |
|    | 150 | 120 | 90  | 60  |

The other conditions for daily allowance should remain in force: For example:

- No allowance should be permissible within a radius of 8 kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;
- Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;
- A full Daily Allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
- No incidental charges should be payable in addition to the Daily Allowance/Half Daily Allowance.

(iv). **Travel Entitlement by Rail/ Air** : The entitlement to travel by Air & Rail shall be as under:

| <u>Grade Pay Category</u> | <u>Entitlement by Rail</u>                     |
|---------------------------|--|
| I                         | Ist Class A.C./Executive Class                 |
| II                        | Ist Class/A.C. Chair Car/A.C. Two tier sleeper |
| III                       | Ist Class/A.C. Chair Car/A.C. Three Tier       |
| IV & V                    | Second Class Sleeper                           |

Other conditions for travel by train will remain the same.

The entitlement to **travel by Air within India** shall be as under:

| <u>Grade Pay Category</u> | <u>Entitlement by Air</u>  |
|---------------------------|--|
| I & II                    | Economy Class  |
| III                       | Economy Class (On the condition that the distance is more than 500 kms.) |

In case of **International travel**, officers of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/Club Class in cases where the one-way flying time is more than 8 hours, & economy class for all other international flights. All other officers of the State Government would be entitled to travel by Economy Class.

(V) **Journey by Road** :

(a). The grade pay ranges for travel by public bus/ auto-rickshaw/ Scooter/ motor cycle, A.C. taxi/ taxi/ own car is revised as indicated below:-

| <u>Grade Pay Category</u><br>(1) | <u>Entitlement</u><br>(2)  |
|----------------------------------|--|
| I & II                           | Actual fare by any type of public bus including air-conditioned bus. |

OR

At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi.

OR

Actual fare for journeys by autorickshaw.

III

Same as for (I & II) above with the exception that journeys by AC taxi will not be permissible.

OR

At prescribed rates for Taxi/ autorickshaw/ own scooter/ motorcycle/ moped etc.

IV & V

Actual fare by ordinary public bus only.

OR

At prescribed rates for autorickshaw/ own scooter/ motorcycle/ moped etc.

(b). The rate of Mileage Allowance for journeys on bicycle , on tour and transfer, will be Rs. 1.20 per kilometre.

**(Vi). Accommodation :-**The maximum rates for hotel accommodation / Tourist Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under:

| Grade Pay Category | Accommodation   |
|--------------------|---|
| I                  | Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and    |
| II                 | Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star. |

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Classification of City

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|            | A1                                   | A2         | B1         | B2/ Other Places |
|------------|--------------------------------------|------------|------------|------------------|
|            | (Any hotel room upto rupees per day) |            |            |                  |
| <b>III</b> | <b>800</b>                           | <b>600</b> | <b>500</b> | <b>400</b>       |
| <b>IV</b>  | <b>500</b>                           | <b>400</b> | <b>300</b> | <b>200</b>       |
| <b>V</b>   | <b>300</b>                           | <b>200</b> | <b>150</b> | <b>100</b>       |

At New Delhi and Shimla, the expenditure on hotel accommodation and Daily Allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/ Circuit Houses/ Rest Houses at these places.

**(vii). Travelling Allowance on Transfer :** Transport charges for the carriage of their personal effects on transfer shall be as under :-

| <u>Grade Pay Category</u> | <u>Carriage Entitlement</u> |
|---------------------------|-----------------------------|
| <b>I &amp; II</b>         | <b>Two Trucks</b>           |
| <b>III</b>                | <b>One Truck</b>            |
| <b>IV &amp; V</b>         | <b>One Truck</b>            |

(a). The rates shall be fixed for carriage of personal effects by road only. The State transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometer and revise them atleast annually, If necessary, he may fix separate rates for journey covering smaller distance.

- (b). If an employee transport his personal effects by rail, the existing rules and instructions shall apply.
- (c). The time limit for the presentation of Travelling Allowance bill for shifting of personal effects on retirement will be two years.
3. The decisions contained in this letter shall be effective from the First day of August, 2009. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
4. The instructions/ orders issued from time to time on the subject shall be treated to have been modified to the extent of the decisions contained in this letter.

Yours faithfully,

**(Om Parkash Bhatia)**  
**Under Secretary Finance**  
**Dated the 31 August, 2009**

**No. 18 /10 /09-4FP2/ 441**

- A copy each along with a spare copy is forwarded to:-
- (i) The Accountant General (Audit) Punjab, Chandigarh;
- (ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

**(Om Parkash Bhatia)**  
**Under Secretary Finance**  
**Dated the 31 August, 2009**

**Endst. No. 18 /10 /09-4FP2/ 442**

- A copy each is forwarded to:-
- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
- (iii) All the District Treasury Officers/Treasury Officers/ in the State for information and necessary action.
- (iv). The Director ( E & G ) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

**Superintendent**

**I.D. No. 18 /10 /09-4FP2/ 443**

**Dated the 31 August, 2009**

- A copy is forwarded for information to:-
- (i) The Chief Secretary to Government of Punjab, Chandigarh;
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab.
- (iii). The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

**Superintendent**

**Endst. No. 18 /10 /09-4FP2/ 444**

**Dated the 31 August, 2009**

A copy each is forwarded to:

- (i) The Registrar, Punjab Agriculture University, Ludhiana;
- (ii) The Registrar, Punjabi University, Patiala;
- (iii). The Registrar, Guru Nanak Dev University, Amritsar;
- (iv). The Registrar, Panjab University, Chandigarh;
- (v). The Registrar, Dr. B.R. Ambedkar, Technical University, Jalandhar.
- (vi). The Registrar, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana.

**Superintendent**

**INTERNAL DISTRIBUTION:**

- (i). Directorate of Financial Resources and Economic Intelligence;
- (ii). All Branches in the Department of Finance.