RSEB Travelling Allowance Rules, 1962

CLARIFICATION

Sub: Admissibility of Taxi charges from Bus Stand Railway Station/Airport to place of stay/Rest House to duty point and vice versa.

A doubt has been raised about the admissibility of actual taxi charges from Bus Stand Railway Station/Airport to place of stay/Rest House during the journeys performed by the Officers/Officials of Board to Delhi/New-Delhi and all State Capitals except Jaipur in reference to note 2 (b) (ii) of Appendix 'A' read with rule 20 of the R.S.E.B. T. A. Rules. To allay all the doubts in this regard, it is hereby clarified that under the provisions of Rule No. 22 Exception No. 1 and 2 of the RSEB T. A. Rules, the reimbursement of the actual expenses incurred for undertaking short journeys during tours within the Municipal limits of Delhi/New-Delhi including all State Capitals except Jaipur from duty point to the place of actual stay and vice versa is permissible. The reimbursement of actual expenses incurred for the short journeys undertaken from Railway Station/Bus Stand/Airport to the actual place of stay of the Officers/Officials and vice versa while on tour to these places can also be made under Rule 22 Exception No. 1 and 2 of the RSEB T. A. Rules.

(Dr. Ashok Singhvi)
Secretary.
## RAJASTHAN STATE ELECTRICITY BOARD
### TRAVELLING ALLOWANCE RULES

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Rajasthan State Electricity Board

No. R.S.E.B/A & P/T A Rules/D. 6
Jaipur: Dated: 5.2.1972

ORDER

The Rajasthan State Electricity Board in its 160th meeting held on 26.1.1972 decided to make amendments in the RSEB, T. A. Rules, circulated under order No. RSEB/ A & P/ TA/ Rules/D. 47 dated 27th July, 1971, with effect from 9th July, 1971 with the stipulation that the T. A. claims already passed and paid shall not be reopened and revised. The revised RSEB T. A. Rules incorporating the above amendments are enclosed.

RAJASTHAN STATE ELECTRICITY BOARD

TRAVELLING ALLOWANCE RULES

Rule 1. These Rules will be called the Rajasthan State Electricity Board Travelling Allowance Rules and shall come into force with effect from 9.7.1971.

* Unless otherwise expressly provided, these rules shall apply to all employees of the Board. These will not apply to the employees on contract unless expressly provided in their agreement.

Definitions:

Rule 2. In these rules unless the context otherwise requires:

* Substituted vide order No. RSEB/F & R/F. 24 (21)/D. 22 dated 8.3.90 for the existing para 2 of Rule 1. inserted vide order No. RSEB/F & R/F. 24 (20)/D. 24 dated 9.5.1988.

"Unless otherwise expressly provided, these rules shall apply to all employees of the Board. These will not apply to the employees on contract unless expressly provided in their agreement and to employees undergoing training.”
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(1) Board—means the Rajasthan State Electricity Board.

(ii) Chairman—means the Chairman of the Board.

(iii) Competent Authority—in relation to exercise of any power means the Rajasthan State Electricity Board or any other authority to which the power is delegated by the Board under these rules.

(iv) Day—means a calendar day, beginning and ending at midnight but an absence from headquarters which does not exceed twenty four hours shall be reckoned for all purposes as one day at whatever hours absence begins or ends.

(v) Family—means a Board employee's wife or husband, as the case may be, legitimate children and step children residing with and wholly dependent upon the Board employee. Not more than one legally married wife is included in a family for the purpose of these rules. Term Legitimate Children, includes widowed daughter residing with and wholly dependent upon the Board employee but does not include adopted children unless adoption is legally recognised under the personal law of the Board employees.

(vi) Headquarters—The headquarters of an employee shall be in such place as a competent authority may prescribe.

(vii) Limits of Sphere of duty—A competent authority may define the limits of the sphere of duty of an employee.

(viii) Mileage Allowance—A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

(ix) Pay—means the amount to which an employee is entitled to and is drawn by him monthly in respect of the post held by him substantively or in an officiating capacity and includes:

(i) Personal pay
(ii) Special pay, and
(iii) any other emoluments which may be specially elastically as pay by the competent authority.

(x) Period of absence from headquarters—The period of absence from headquarters begins on the day on which the employee actually leaves the headquarters and ends on the day on which he returns there to.

(xi) Public Conveyance—means a railway train or other conveyance which plying regularly for the conveyance of passengers but it does not include a taxi car, hackney carriage or other conveyance which is hired for a particular journey.

* Substituted vide order No. F. 24 (2) D. 47 dated 15.10.1984 for existing sub-rule (v) with note 1 & 2, namely:

Family means the employee, his wife (not more than one wife is included in the family or her husband wholly dependent on her legitimate children, step children residing with an wholly dependent upon him. Except in Rule 40 it includes in addition his parents, sisters and minor brothers, if residing with an wholly dependent upon him.

Note 1. The term 'Legitimate children' will include widowed daughter residing with an wholly dependent upon the employee it does not include adopted children unless adoption is legally recognised under the personal law of the employees.

2. Board employee's legitimate daughters, step daughters and sisters whose marriage or Rakhi has been performed shall not be regarded as wholly dependent upon him.
(xii) Tour—An employee is said to be on tour when he is absent on duty from his headquarters, either within his sphere of duty or with proper sanction, beyond his sphere of duty. In case of doubt a competent authority may decide whether a particular absence is absence on duty for the purpose of these rules.

(xiii) Transfer—means movement of an employee from the headquarters station in which he is employee to another station to take up the duties of a new post or as a result of a change in his headquarters.

(xiv) Travelling Allowance—is a compensatory allowance granted to an employee to cover the expenses which he incurs travelling in the interest of the Board. It is to regulate that it is not on the whole a source of profit to the recipient.

Note: No revision of claims of T.A. is permissible in cases where an employee is promoted or reverted or is granted an increase of rate of pay with retrospective effect in respect of the period intervening between the date of promotion or reversion or a grant of increased rate of pay and that on which it is notified.

* * * * *

* 2. A for the purpose of these rules, the Board employees are divided into four categories:

1. Category 'A' Chairman, Members of the Board and employees in receipt of actual pay of Rs. 3000/- p.m. and above.
2. Category 'B' Employees in receipt of actual pay of Rs. 1800/- p.m. and above, but less than Rs. 3000/- p.m.
3. Category 'C' Employees in receipt of actual pay of Rs. 1200/- p.m. and above but less than Rs. 1800/- p.m.
4. Category 'D' Employees in receipt of actual pay below Rs. 1200/- p.m.

Rule 3. In case of doubts regarding interpretation of these rules, the decision of the Chairman will be accepted. Authorities competent to authorise journeys on tour.

Rule 4. The Chairman and Heads of Department will be the controlling officers for themselves.

Rule 5. The Chairman may authorise the employees to undertake journey by special means of conveyance, the cost of which exceeds travelling expenses, which would otherwise be admissible. Officers claiming the actual cost of transport for such journeys will however furnish a certificate signed by the employee to the effect that the use of special means of conveyance was necessary in the interest of the Board's work and was authorised by the Chairman. The circumstances under which the use of special means of conveyance was felt necessary may however be kept on record.

KIND OF TRAVELLING ALLOWANCE

Rule 6. The following are the different kinds of travelling allowance which may be drawn in different circumstances by the employees:

(a) Mileage allowance
(b) Halting allowance
(c) Permanent travelling allowance.

Rule 7. Employees belonging to various pay ranges shall be entitled to travel while on tour by rail by the class of accommodation...
indicated against such grade in column 2 of the statement at Appendix A. He shall for every such journey be entitled to actual fare paid by him by not exceeding the fare for the class to which he is entitled to travel.

Where different rates are prescribed for travel by ordinary and mail or express trains, the amount paid towards fare by the train in which the journey was actually performed shall be admissible.

Rule 8. The travelling allowance admissible to the retired employee shall be determined with reference to the pay which he actually receives plus the amount of pension if any, including that part of pension, which may have been commuted, which he would have drawn had there been no commutation.

Rule 9. An employee during transfer from one post to another shall claim travelling allowance as per travelling allowance admissible to the lower of the two posts.

PRINCIPLES OF CALCULATION

Rule 10. For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by cheapest of such routes as may be equally short provided that when there are alternative railway routes and the difference between them in point of time and cost is not great, the mileage allowance shall be calculated on the route actually used.

The shortest route is that by which the traveller can most speedily reach his destination by the ordinary mode of travelling.

If an employee travels by a route, which is not shortest but is cheaper than shortest his mileage allowance shall be calculated by the route actually used.

A competent authority may for special reasons, which should be recorded permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

Note: For journey on tour the road routes between the places mentioned below shall be treated as the shortest if the journey is actually performed by their own car or in Board vehicle by the employees drawing pay of *Rs. 1200/- or above.

Places:
- Jaipur & Bundi
- Jaipur & Kotah
- Ajmer & Kotah
- Jaipur & Tonk

Rule 11. When it is possible to travel between places either by rail or road and the journey is actually made by road then mileage allowance shall be calculated as if the journey had been by rail except where journey has been performed by bus, unless:

(a) Mileage allowance calculated by road is less expensive than mileage allowance calculated by rail or,

(b) It is sanctioned by a competent authority who should also state briefly the reasons which rendered it necessary that the journey should be made by road instead of by rail.

Note 1. An employee should specify the means of conveyance for his travelling expenses i.e. should state whether he performed the journey in car supplied by the Board or in a private or hired or borrowed motor car or by public motor service etc. and should, in the case of a journey in his own ear, certify if the proportion charges of the ear were borne by him.

Note 2. When a journey is made by road and the travelling allowance is calculated as if the journey had been by the rail, halting allowance may be claimed under Rule 13 (ii) on the basis of the actual stay of the employee at the place visited by him irrespective of the timings of railway trains.

Note 3. In case of officers entitled to travel by rail in air conditioned class the mileage allowance by rail for the purpose of this

"The existing words & figures *Rs. 1140/- substituted as *Rs. 1200/- vide order No. RSB/F & R/E. 24 (20) HJ/D/66 dated 10.5.1991."
Rule 12. Where it is possible to travel between places by rail or by road or by air and the journey is actually made by the employee who is authorised to travel by rail under Rule 17 by road, in his own car then mileage allowance shall be calculated as if the journey had been by air provided the mileage allowance calculated for air journey is less than mileage allowance calculated by road, and provided further it is certified by the employee concerned that in making this journey less than what would have been available had the journey been made by air.

TOUR

Rates of mileage allowance for different classes of journey:


(i) The class of accommodation, the employees are eligible for journeys by train have been indicated in the statement at Appendix A.

(ii) Halting allowance for every day of arrival at or departure from a station other than the employee's headquarters provided his stay at the station on that day is not less than 8 hours.

Note 1. If an employee entitled to travel by a higher class by rail, travels in third class and avails for sleeping accommodation provided by the railway for third class passengers during night travel by paying extra charges for it, he may be allowed the fare of the accommodation actually used, inclusive of the charges for the sleeping accommodation provided it does not exceed the fare of the class in which the employee is entitled to travel.

Note 2. If an employee entitled to travel in class III, actually uses class III sleeping accommodation he shall be reimbursed cost of sleeping accommodation in addition to rail fare provided the distance travelled by rail is not less than 300 km. and the night journey involved is for a period for not less than 6 hours.

Rule 14. Except in the case of journeys on transfer the employees will be allowed the single fare of the class of accommodation in train as indicated in the statement at Appendix A plus incidental expenses at the rates indicated against each category provided that:

1. Except in the case of journeys to State Headquarters, seats of Electricity Boards (other than Jaipur) and Kanpur the amount of incidental expenses shall be limited to the amount of one halting allowance for every 24 hours journey.

2. Where the amount of incidental charges is less than the halting allowance as the case may be, only incidental charges shall be allowed.

3. For the purpose of limiting the amount of incidental charges as in proviso (1) above, the halting allowance applicable shall be the higher of the rates admissible as per statement at Appendix 'A' at the place from where the journey ends.

Note 1. If available, return tickets at reduced rates shall be purchased by the employee expected to perform the return journey by rail within the period for which the return ticket is available.

Note 2. In the case of an employee, who travels by rail or by air and then in continuation by bus or vice versa incidental charges for both journeys should be limited to the amount of one halting allowance by treating the two journey as one journey.

Note 3. When journey on tour by rail or bus begins and ends at the employee's headquarters on the same day, outward and inward journey shall be treated as one journey and the amount of the incidental charges admissible for these journeys shall be limited to the amount of one halting allowance admissible for ordinary locality.
Note 4. The rate of halting allowance for the purpose of incidental charges shall be the rate for halting allowance (other than the split rate shown in column 4 & 5 of Appendix 'B') at the place where journey begins or ends whichever is higher.

Note 5. If an employee does not get accommodation in the class to which he is entitled to travel, he may travel either in lower or higher class. In the former case he can claim actual fare of the lower class plus incidental charges of the class to which he is entitled and in the later case he may claim incidental charges and railway fare of the class to which he is entitled under these rules.

MILEAGE ALLOWANCE FOR JOURNEYS BY ROAD

Rule 15. For journeys by road, mileage allowance claimable shall be at the rate indicated in the statement at Appendix 'A'.

Note : Except where journey has been performed by bus, road mileage is not ordinarily admissible to places connected by rail. Where special sanction has been obtained by the employees for under taking road journeys to places connected by rail, the fact of such travel should be indicated in the travelling expenses statement.

Rule 16. If an employee while making a journey by road otherwise than on transfer takes a single seat in any public conveyance which plies regularly for hire between fixed points at fixed rate of charge, shall be entitled to mileage allowance as indicated in the statement at Appendix 'A' plus passenger Tax charged under the Rajasthan Passenger's Taxation Act, 1959 if separately charged by transport operators and toll tax if any charged by municipalities of any station.

Provided that:

(i) The amount of incidental charges admissible as indicated in the statement at Appendix 'A' shall be limited to one halting allowance admissible for every period of 24 hours or fraction of 24 hours spent on actual travel by road.

(ii) Where the amount of incidental charges is less than the amount of halting allowance or halting allowances, only incidental charges shall be allowed.

(iii) For the purpose of proviso (i) above limiting the amount of incidental charges, the rates of halting allowance applicable shall be the higher of the rates admissible under rule 13 (ii) at the place where the journey commences or at the place the journey ends.

Note 1. Fraction of a mile will be ignored in the total of a claim for calculating the travelling expenses admissible under this rule, but not in the various items of the statement.

Note 2. See note 2 and 3 below rule 14.

MILEAGE FOR JOURNEYS BY AIR

Rule 17. Travel by air is permissible on tour to:

(a) The categories of employees indicated in part III of Appendix 'A',

(b) In the case of an employee to whom sub-clause (a) does not apply whenever the competent authority certifies that air travel is urgent and necessary in the interest of Board provided that the Board may grant general permission to any class of employees who travel by air in connection with specific journey or journeys within the State.

Rule 18. (i) An employee authorised to travel by air on tour is entitled:

(a) Mileage allowance as indicated in Appendix 'A' under the heading mileage allowance for travel by air.

(b) Halting allowance at the rate mentioned in Appendix B for every day of arrival at or departure from station other

* Substituted for the paragraph "Chairman and other Members of the Board and other employees in receipt of pay of Rs. 1800/- p.m. and above at their discretion vide order No. RS/16 F & R/ F. 16 (2)/D. 10 dated 9.3.1977 effective from 1.9.1976.
than the employees headquarters provided his halt at the station on the day is not less than 8 hours.

(2) If at the end of the journey by air an employee has to perform a connected journey by rail or road he may subject to the provision of note below rule 14 draw mileage allowance admissible for such journey.

(3) If an employee not authorised to travel by air on tour, performs journey by air, he may draw mileage allowance which would be admissible if he had travelled by rail or road.

(4) Expenses incurred on booking air passage are not admissible except where actual expenses for travel by air are allowed in any case under orders of the Board.

(5) All booking with national air lines viz. Indian Airlines Corporation and Air India International shall be made directly with them and not through travel agencies.

Rule 19. Halting allowance is an allowance granted to an employee to meet the cost of lodging and boarding and other incidental expenses necessitated at the place of halt. Its admissibility is subject to the following conditions:

(1) Halting allowance may not be drawn except during a period of absence from headquarters on duty.

(2) Halting allowance shall be admissible from each day of stay at a station beyond 8 km. from the duty point at the Headquarters of employee provided the stay at that station on a particular day is at least for 8 hours.

* Provided further that in case stay at that station on a particular day is more than 4 hours, but less than 8 hours, halting allowance at the rate of half of halting allowance shall be admissible. This

Clarification:

It is clarified that the intention of the above proviso is that this would be applicable only to such cases, where no halting allowance is admissible for the entire journey and if the halt at a particular station on a particular day is for more than four hours and less than 8 hours, half halting allowance may be paid.

*(3) (a) (1) Halting allowance shall be admissible upto a period of 30 days for continuous halt at a particular station. In case the halt is continued beyond a period of 30 days, sanction of the Chairman will be necessary,

**(3) (a) (2) Deleted.

(3) (a) (3) For the purpose sub-rule (1) & (2) a halt is continuous unless terminated by an absence on duty at a distance exceeding 8 kms. for a period exceeding five days.

A break in halt at a particular place which does not exceed five days will not be deemed to break the continuity of the halt at that

*Existing rule 19 (3) (a) (1) substituted vide order No. RSEB/F & R F. 24 (20)/D. 24 dated 9.5.1988, for—

**Existing rule 19 (3) (a) (2) deleted vide order No. RSEB/ F & R F. 24 (20) pt. II/D. 87 dated 14. 9. 1990.—

*19 (3) (a) (2) After a continuous halt of 10 days duration the halting place shall be regarded as the employees temporary headquarter,
place even when an employee returns to that place after a visit to head- quarters.

(3) (b) If an employee is allowed or avails of free boarding and lodging during halt at a particular station provided by the Board or the host Board or State or Organisation or body responsible for causing the halt, the rate of halting allowance shall be 25% of the normal rates prescribed for that station.

(4) Halting allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No halting allowance shall be admissible if he leaves camp on private business during holiday (i) or takes any kind of leave including casual leave while on tour.

*(5) If a Board employee travels in a Car or by other means

*Existing rule 19 (5) substituted vide order No. RSEB/F & R/F 24 (20)/D. 24 dated 9.5.1988, for :-

*19 (5) If a Board employee travels in a car or by any other means of conveyance which is not his own or hired and the journey begins and ends at the employee’s headquarters on the same day, he will entitled to halting allowances as under :-

1. If the absence from the headquarters is more than eight hours. One halting allowance

2. If the absence from the headquarters is more than four hours but not more than 8 hours. Half halting allowance.

3. If the absence from the headquarters is not more than four hours, No halting allowance.

If the Board’s employee does not return to the headquarters on the same day, he will be entitled to one halting allowance only for each day on which he remains out of headquarters for more than 8 hours."

of conveyance which is not his own or hired shall, irrespective of whether he returns to the headquarters on the same day or not, be entitled to halting allowance as follows :-

(i) If the absence from the head quarters is eight hours or more. One halting allowance

(ii) If the absence from the head quarters is more than four hours, but less than 8 hours. Half halting allowance.

(iii) If the absence from the head quarters is not more than four hours. No halting allowance.

The admissibility of the above halting allowance will be subject to the condition that not more than one halting allowance for every absence of 24 hours from headquarter shall be admissible.

Note : If more than one place is visited in a journey, the rate of halting allowance applicable shall be the highest rate admissible at any one place.

*19 (6) If the Board employee travels in his own car or by any other means of conveyance which is his own he will be entitled to a halting allowance as admissible to the Board employee who travels in the Board’s vehicle or other means of conveyance belonging to the Board as per provision of Rule 19 (5) provided that the halt at the destination place of duty is not less than 4 hours.

**(7) In case of employees under category ‘D’ if the period of halt exceeds more than a period of 15 days in a calendar month, specific sanction of the next higher authority for grant of such halting allowance will be necessary. Such


higher authority shall have to record reasons in such sanction.

**Rule 20.** A journey on transfer is held to begin or end at the actual residence of the employee concerned. Any other journey is held to begin or end in any station at the duty point in that station. The terms ‘duty point’ means the place or office of employment of the employee at the headquarters, or place office visited by the employee on duty at an outstation and where there are two or more points at an outstation, the point further from the railway station in case of journey by rail or road or from air booking centre in case of journey by air, shall be treated as duty point, in any other case, journey may be treated to have commenced or ended at the place of residence of the employee at the station.

**Rule 21.** When the journey is performed by rail, halting allowance for every day of arrival at or departure from a station other than the employee’s headquarters can be claimed by an employee provided that such stay at the station on that day is not less than 8 hours.

**Rule 22.** Journey by Road: An employee, who travel by road beyond a radius of 8 kilometers irrespective of whether the journey commences at his headquarters or at any other place outside his headquarters may draw the following allowances.

1. Mileage allowance as indicated in the statement at Appendix ‘A’.

2. Halting allowance for every day of arrival or departure from a station other than the employee’s headquarters, provided that his stay at the station on that day is not less than eight hours and provided that he does not draw halting allowance either under Rule 13 or for halting at another station on the same day.

**Note:** Short journey within a radius of 8 kilometers from headquarters, or from a place at which an employee is on tour, may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys. The term radius of 8 kilometers may be interpreted as meaning a distance of 8 kilometers by

**shortest practicable route by which a traveller can reach his destination by the ordinary mode of travelling.**

**Exception No. 1.**

An employee drawing pay of Rs. 3,000/- p.m. and above who while on tour to Delhi, Calcutta, Madras, Bombay and other State capitals undertakes short journeys within the municipal limits between the place of his actual stay and the place(s) or office(s) visited by him in connection with Board’s work, shall be entitled to actual amount spent by him in payment of fare of taxi, car, tonga, scooter and rail, tram or bus, as the case may be.

Provided that if such employee performs journey in his own car/scooter/motor cycle/moped etc. instead of hired taxi/scooter/tonga

1. The existing exception No. 1 below rule 22 substituted vide order No. RSEB/F & R/F. 24 (20/D. 24 dated 9.5.1988, for an employee drawing pay exceeding Rs. 525/- p.m. who while on tour at Delhi, Calcutta, Madras, Bombay and other state capital under takes short journeys, within the municipal limits between the place of his actual stay and the place(s) or office(s) visited by him in connection with Board’s work shall be entitled to actual amount spent by him in payment for fare or taxi, tonga, scooter and rail, tram or bus as the case may be:

This will take effect with effect from 9th July 1971 and the past cases decided otherwise may not be reopened:

Provided that if such employee performs the journey in his own car, scooter, motor cycle/moped etc. instead of hired taxi/scooter/tonga etc. he will be entitled to get proposition charges 0.70 p. per K.m. for the use of car and 0.30 p. per km. for the use of scooter/motor cycle/moped etc.

2. The words & figures “Rs. 3,000/- p.m.” appearing in exception No. 1 below rule 22 substituted as “Rs. 3,000/-” vide order.

etc. he will be entitled to get propulsion charges 0.50, per Km, for the use of scooter/motor cycle/moped etc.

Note: An employee claiming charges under above exception shall be required to attach to his travelling expenses statement, a detailed statement of journeys undertaken in the following proforma and in addition he shall record a certificate as given below:

**PROFORMA**

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief particulars of places between which taxi/conveyance was used</th>
<th>Purpose of journey</th>
<th>Fare paid for taxi conveyance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
</tbody>
</table>

**CERTIFICATE**

Certified that I have actually travelled .............Kms./Miles by taxi/other means of conveyance as stated above and paid Rs. ...........on account of fare/hire charges.

* Exception No. 2

Employees drawing pay below 5% Rs. 3,000/- per m. visiting places mentioned in Exception no. 1 above, will also be entitled to claim actual expenditure incurred on conveyance including motor cycle, tonga, scooter, auto-ricksha and bus/other than taxi car:

Provided that if such employee performs the journeys on his scooter/motor cycle/moped etc. instead of hired taxi, scooter, tonga etc., he will be entitled to get propulsion charges Rs. 0.50 per Km for the use of motor cycle/scooter etc.

* The existing exception No. 2 below Rule 22 substituted vide order No. RSEB/F & R/E, 24 (20)/D, dated 9, 5, 1983. for (contd.)

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**Exception No. 2**: Employee drawing pay below Rs. 525/- per m. visiting the place mentioned in exception No. 1 will also be entitled to claim actual expenditure incurred on conveyance including Motor, Cycle, Tonga, Scooter, Rickshaw and bus other than taxi from the conditions mentioned in exception above:

Provided that if such employee performs the journey on his scooter/motor cycle/moped etc. instead of hired Taxi, scooter/Tonga etc., he will be entitled to get propulsion charges 0.30 paise per km for the use of motor cycle/scooter etc.

Note: An employee claiming charges under above exception shall be required to attach to his travelling expenses statement, a detailed statement of journeys undertaken in the following proforma and in addition he shall record a certificate as given below:

**PROFORMA**

A detailed statement of journeys

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief particulars of places between which taxi/conveyance was used</th>
<th>Purpose of journey</th>
<th>Fare paid for taxi conveyance</th>
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</tbody>
</table>

**CERTIFICATE**

Certified that I have actually travelled ................Kmeters/miles by taxi/other means of conveyance as stated above and paid Rs. ........... on account of fare/hire charges.

*2 The words and figures 'Rs. 2900/- p.m.' appearing in Exception No. 2 below, rule 22 substituted as 'Rs. 3000/- p.m.' vide order No. RSEB/F & R/E, 24 (20)/D, dated 10, 5, 1991.
Exception No. 3

Officers/employees who undertake short journey within the municipal limits of Jaipur, Jodhpur, Bikaner, Kota, Udaipur, Alwar & Ajmer in connection with court cases/sales tax and Income tax cases (in visiting office or residence of Advocate and or court or sales tax and income tax authority and coming back) in cases where Board is one of the parties thereto and the officer/official Incharge of the case is not in a position to get Board’s vehicle for the purpose, shall be entitled to actual amount spent by him in payment as fare of taxi-three-wheeler, limited to the maximum of Rs. 150/- p.m. on furnishing particulars of journey and certificate duly signed by the officer/official Incharge indicating case-wise date-wise details of the visits duly countersigned either by the advocate or the Controlling Officer as per the T. A. Rules. Officers/employees in receipt of conveyance allowance for local journeys at the station concerned shall not be entitled to taxi-three-wheeler charges under this exception.

* The existing Exception No. 3 below rule 22 substituted vide order No. R.S.E.B/F & R/F. 24 (20) Pt. II/D, 58 dated 6.5.1991, for:

Officers/employees who undertake short journey within the municipal limits of Jaipur, Jodhpur, Bikaner, Kota, Udaipur, Alwar and Ajmer in connection with court cases/sales tax and income tax cases (in visiting office or residence of advocate and or court or sales tax and income tax authority and coming back) in cases where Board is one of the parties thereto and the officer/official Incharge of the case is not in a position to get Board’s vehicle for the purpose, shall be entitled to actual amount spent by him in payment as fare of taxi-three-wheeler, limited to the maximum of Rs. 150/- p.m. on furnishing particulars of journey and certificate duly signed by the officer/official Incharge indicating case-wise date-wise details of the visits duly countersigned either by the advocate or the Controlling Officer as per the T. A. Rules. Officers/employees in receipt of conveyance allowance for local journeys at the station concerned shall not be entitled to taxi-three-wheeler charges under this exception.

Rule 23. (1) No travelling allowance other than permanent allowance admissible for any day on which an employee does not reach a destination outside the limits of his headquarters, the distance of which is more than 8 Kms. from his duty point or return thereto from a distance exceeding 8 Kms. whether by rail or road. For the purpose of this rule the limits of headquarters in case of a town or city extends upto municipal limits of town or city.

(2) An employee other than an officer travelling on duty from his duty point at his headquarters to any other place within the limits of his headquarters of within the municipal limits of a town or city is entitled to get actual amount spent by him in payment of fare for rail/tram/ferry or conveyance charges admissible to him under the GF & AR whichever is higher.

Rule 24. Board may, for special reasons to be recorded by the controlling officer justifying payment of actual travelling expenses in the interest of Board’s work, allow payment of actual travelling expenses incurred in connection with journey on tour by an employee under the express orders of his immediate superior officer under whom he is employed.

Journey by car—

Rule 25. (1) If an employee travels in a car or by other means of conveyance which is his own or he has hired, then he may draw travelling expenses under rule 11.

(2) If two or more employees travel together in a car belonging to one who could claim the normal mileage allowance for the journey the other will only be entitled to halving allowance.

(3) If two or more employees share hiring charges or propulsion cost of a conveyance each employee may
Note: (1) For the purpose of this rule break in journey enroute to the place of visit and return thence is permissible and it shall be treated as part of journey provided the break is in Board’s interest or the distance to be travelled is more than 300 Kms.

Note: (2) If the journey is performed to distance of 300 Kms. or more and the journey is broken at Delhi the rates of halting allowance mentioned in column 8 of Appendix ‘B’ shall be admissible for that day’s journey subject to the conditions under which that rate of halting allowance is admissible.

(3) For mixed journey by road i.e. partly by own car or hired conveyance or Board’s vehicle or vehicle provided by the Government or by a local fund or local body, travelling allowance for each type of journey as a separate individual journey under clause (1) to (4) as the case may be shall be admissible subject to the condition that total mileage allowance shall not exceed mileage allowance to which he would have been entitled had he covered the whole distance in his own car or hired car may be granted.

Rule 26. Persons who are not Board’s employees shall be allowed such travelling allowance as the Secretary of the Board may decide looking to their status, if such persons are required to perform journey in the interest of the Board with the approval of the Chairman. For such persons return rail or air tickets can be purchased and seats got reserved after drawing advance for the purpose. If subsequent to the purchase of return tickets journey of the person concerned is cancelled for any reasons, the reservation and cancellation charges shall be payable and adjusted against the advance drawn for the purchase of tickets. Arrangement shall also be made to get refund of the cancellation charges from the Railway, Air autho-

Note: Where the witness is a servant of another Govt. or Central Govt., he shall be entitled to receive, in respect of the attendance before the authority holding the departmental enquiry, such travelling allowance and or halting allowance as may be admissible to him under the rules applicable to him in that behalf in respect of a journey undertaken on tour provided the T. A. bills is pre-audited by his parent department.

Rule 27. (A) Admissibility of travelling allowance on transfer.

(i) An employee who is transferred from one station to another in Board’s interest and not at his own request shall be entitled to travelling allowance at the rates given in Appendix ‘C’.

(ii) An employee who takes leave not exceeding a month after he has given over charge of his old post and before he has taken charge of his new post is entitled to travelling allowance under these rules, irrespective of the fact whether order of transfer is received before or after the commencement of leave.

(iii) An employee whose posting is changed while in transit from one post to another is entitled to travelling allowance.

(a) From his old station to that place enroute this station to which he was originally proceeding at which he receive his further orders of transfer and

(b) Thence to his new station.

(iv) An employee deputed for a temporary duty at a station other than the place of his posting or transferred temporarily for short period not exceeding 30 days shall not be treated to have been transferred for the purpose of claiming travelling allowance under this rule.
Rule 27 (B) (i) An employee's family who follows him within six months or precedes him by not more than one month from the date of his relief at his old station may be treated as accompanying him. These limits may be extended by the Head of Deptt. in individual cases under special circumstances in respect of employees serving under his administrative control.

When an employee, as a result of his transfer to a new station, is obliged to move his family to some other station or when an employee and his family are at the time of transfer to a new station living in different places and he desires to move them to his new station or to some other station for reasons which the competent authority considers sufficient then the employee shall receive the actual expenses of the journey which his family undertakes up to the amount which he might have drawn, had his family travelled direct from his old station to his new provided that the journey is undertaken within a month prior to the date of the employee's relief at his old station or within six months subsequent to the date. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of the Deptt. in respect of employees serving under his administrative control or of the Chairman in case of the Head of Department and Board in the case of Chairman.

For the purpose of this rule the category of an employee will be determined with reference to the facts on the date of his transfer while the number of fares admissible will be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed, subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer.

(ii) Children of employee who are studying in educational institutions at a place other than the employee's headquarters at the time of transfer shall be considered as member of employee's families for the purpose of travelling.

allowance Rules and they shall be entitled to Travelling Allowance from the place where they are studying to the new station limited to rail road fare from old station to new station or actual/rail bus fare whichever is less.

(iii) An employee who travels in a Board vehicle free of charge on transfer from one station to another shall get Travelling Allowance as follows:

(1) If the family of the employee travels with him.

For Self: One mileage allowance for journey by road at the rates given in column 4 of Appendix ‘C’.

For Family: No Travelling Allowance

(2) If employee alone travels:

For Self: One mileage allowance for journey by road at the rates given in column 4 of Appendix ‘C’.

For Family: As admissible under normal rules.

(iv) Where both husband and wife are in the Board's service or in Board or in Govt service and are transferred at the same time or within six months of his/her transfer, from one station to another same new station, either of them shall only be entitled to transfer travelling allowance, the other member (s) being treated as a member of his/her family not in Board's employment on furnishing the following certificate:

"Certified that my wife/husband who is employed under the Board/Govt. and who had been transferred from.............to............within six months of my transfer has not already claimed any transfer travelling allowance in consequence of his/her transfer."

27. C. Travelling expenses when permitted to hand over or take over charge at a place other than headquarters.
An employee transferred from one post to another who under the order of the competent authority is permitted to hand over charge of his old post or take over charge of the new post at a place other than the headquarters is entitled to:

(i) Travelling expenses as for ordinary journey from the place of handing over charge to the place of taking over.

(ii) Half fare of the class by rail to which he is entitled from his old to his new headquarters.

(iii) All further concession admissible under rule 15 direct from the old to the new headquarters excluding those in clause (A) (i) of Rule, referred to above and one mileage allowance out of two admissible under clause (B) of the above Rule.

27. D. Journey to Join First Appointment:

Travelling allowance will not be granted to any person for the journey to join his first appointment without the sanction of the Chairman.

Note: When travelling allowance is especially sanctioned under this rule the ordinary rates admissible to the class of employees to which the person concerned will belong after joining his appointment must not be exceeded.

27. E. Journey to join on Re-employment:

An employee thrown out of employment by reduction of establishment or abolition of post or a pensioner may on re-employment be granted by the authority competent to sanction re-appointment, travelling allowance as for journey on tour.

27. F. Journey to attend Examinations:

An employee is entitled to travelling allowance at the ordinary rates twice for each standard or part of the examination if more than one, for journeys to and from consequent on attendance at an obligatory examination and also to halting allowance for the day or days on which the examination is held during which the employee is compelled to be present at the place of the examination, provided that if he appears to have culpably neglected the duty of preparing himself for such an examination, the Head of Department may disallow such travelling allowance.

Rule 28. Chairman may by general or special order and on such conditions as he thinks fit to impose, permit any employee or class of employees to draw a travelling allowance as on tour for a journey undertaken any for optional examination.

Rule 29. An employee summoned to appear before a Selection Committee for the purpose of testing his fitness for promotion or for a particular employment may be granted by the controlling authority travelling allowance as for tour except halting allowance for halt.

Rule 30. (1) An employee under suspension who is required to perform a journey to attend the departmental enquiry (other than police enquiry) against him may be allowed travelling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry whichever is less. No travelling allowance will however, be admissible, if the enquiry is held at the outstation at his own request.

Note 1. His travelling allowance will be regulated by the class to which he belonged prior to his suspension.

2. The order of suspension should specify the headquarters of the employee to be placed under suspension. Normally it should be last place of duty. In the absence of such mention, the last place of duty shall remain his headquarters. The competent authority may, however, at the time or
ordering suspension or there after, for reasons to be recorded in writing, fix any other place as his headquarters and pay him transfer, T. A. as admissible to him but for his suspension.

3. In cases of shifting the headquarters of an employee during the period of suspension at his own request the employee shall not be entitled for any travelling allowance.

T. A. for inspection of Record by an Employee under suspension.

An employee who undertakes journey to out stations to peruse the official record for the preparation of his defence in connection with the disciplinary proceedings instituted against him, may be allowed travelling allowance as for a journey on tour, without any allowance for halt both for onward and return journey from the place of his headquarter to the place where the official records are available. The grant of travelling allowance will be subject to the following further considerations:

(a) the enquiry officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statements.

(b) the competent authority certifies that the original records could not be sent to the headquarter station of the employee or the bulk of the documents ruled out the possibility of copies being made out and sent, and;

(c) the head of office or any other authority under whose administrative control the employee is working, certifies that the journey was performed with his approval.

3. An employee whether under suspension or not who performs journey to attend police/special police establishment enquiry in connection with a Board case in which he is suspected to be involved may be allowed travelling allowance as for a journey on tour provided it is performed under the direction of, or with the approval of his Head of office or any other authority under whose administrative control he is working or was employed before suspension.

4. An employee who undertakes journey during suspension for appearing in a court of law as an accused shall not be entitled to any travelling allowance even he is later on acquitted by the court and reinstated in service or who has been reinstated but for death or retirement.

5. Where under Board's regulation an employee against whom the enquiry is held, can present his case with the assistance of any other Board employee such employee who is assisting the delinquent employee with the approval of the disciplinary authority may be allowed travelling allowance as for a journey on tour and the minimum time required to perform the journey to and from the place where the enquiry is held and the days on which he is required to present before the enquiry/disciplinary authority may be treated as on duty, provided that if such an employee is on leave when required for assistance the entire time spent including transit time may be treated as part of leave and he shall not be deemed to have been recalled to duty.

Rule 31. (1) An employee who is summoned to give evidence in criminal case or a civil case in which Board is party or a departmental enquiry held by properly constituted authority may be allowed T. A. as for a journey on tour attaching to his bill a certificate of attendance by the court or other authority who summoned him or directed him to appear as witness. The amount of expenses, if any paid by the Court will be refunded to the Board.

(2) A person who is not in employment of the Board and who is summoned through court as witness to give evidence or who is requested to appear before the Court on behalf of the Board as witness
or otherwise to argue the case may be allowed travelling allowance as on tour with due regard to his status monthly salary if any, such travelling allowance shall be paid:

(i) as may be determined by the court, if the amount is payable through court.

(ii) In other cases with the approval of the Chairman/Heads of Department.

Note: The advocate engaged for Board’s work may be treated equivalent to class I officers of the Board drawing pay exceeding Rs. 1000/- but less than 1400/- for the purpose of T.A. Rules. The advocates who are required to attend Board’s work in Rajasthan High Court/Supreme Court be treated as class I officers drawing pay above Rs. 2000/- and shall be allowed corresponding ordinary rates of D.A. for Jodhpur and New Delhi.

**Rule 32. Journey occasioned by leave/recall to duty:**

An employee recalled to duty compulsorily before the expiry of his leave and posted to the station from which he proceeded on leave shall not be entitled to any concession, if leave not exceeding two months is curtailed by less than half or leave not exceeding two months is curtailed by less than one month. In other case, he shall be entitled to the following:

(a) For self Mileage allowance at the rates admissible on tour from the place at which the order of recall reaches him.

(b) For family Nil

(c) For personal effects and conveyance Nil

*Substituted vide order No. 1 RSEB/F & R/F. 24 (21)/D. 22 dated 8.3.1990 for:

1. Expenses charged by the institution for training person on appointment to the Board service shall be paid by the Board direct to such institutions. Trainees may be allowed travelling allowance as for journey on tour if required to travel in accordance with training scheme. The Dy. Secretary (Estt.) or Assistant Engineer (Training) as the case may be, or any other authority to whom the secretary may delegate powers shall be competent to incur expenses and countersign the travelling allowance bills.

2. Employees already in service if required to undergo any training or a course of instruction may draw travelling allowance as for journey on tour. Such employee may be allowed halting allowance at full rate for the entire period of training or instructions (except where free lodging and boarding was provided) with the sanction of the authority deputing such employee to undergo training or course of instructions. In addition the employee may be allowed outfit allowance not exceeding Rs. 300/- if deputed for training outside India with the approval of the Chairman. The expenses such as admission fee, registration fee, attendance fee etc. which are incidental to the training shall be paid directly under sanction of the Deputy Secretary (Establishment).

3. When an employee is allowed or avails free lodging and boarding during training the rates of halting allowance admissible under this rule shall be reduced by 75% and...

Contd.
2. The trainee shall be entitled to T.A. as on tour. They will be entitled to halting allowance at the following rates:

**HALTING ALLOWANCE**

I. At full rate as on tour admissible as per RSEB T.A. Rules, if the training is conducted at the institute(s) run by the power Engineers Training Society, outside the State, but in India irrespective of duration of training.

II. For training programme other than those specified in item I above full halting allowance as per T.A. Rules, for a period not exceeding 3 months.

III. The provisions of T.A. Rules shall not apply to the persons who are directly appointed or appointed on probation through competitive examination or selection in the process of open recruitment and are required to undergo training before joining the post for which selected or where there is a condition for undergoing training for continuation in Board's service.

IV. No halting allowance shall be admissible to the trainee where he is allowed or avails of free accommodation only the rate will be reduced by 20%.

4. Halting allowance under the rule shall only be admissible to an employee who is treated as on duty under RSEB Employee Service Regulations. It shall be admissible, where the training does not involve change in place of duty.

5. This rule shall not apply to a person who is directly appointed or appointed on probation through competitive examination or selection in the process of open recruitment and is required to undergo training before joining the post for which selected or where there is a condition for undergoing training for the continuation in Board's service.

officers where the training does not involve change in place of duty.

3. No taxi charges in lieu of local conveyance will be paid to the trainees. The trainees shall, however, themselves manage conveyance or utilise the conveyance of the Institute/Thermal Power Station, as per their terms & conditions. They will themselves be responsible for remitting the charges on account of conveyance utilised by them during the period of training direct to the Institute/Thermal Power Station.

4. The trainees will be entitled for all kinds of leave admissible to the RSEB officers in normal rules/regulations with the approval of the Director of the Institute or officer In-charge of the Thermal Power Station. The accommodation, electricity and water charges, if any, on account of accommodation facilities availed of by them will be borne by the trainee officers and will be paid to the Institute/Thermal Power Station direct by the trainees themselves.

5. The trainees will be entitled to retain free residence if already allotted within the colonies/campus of the place of their posting or HRA as the case may be, in cases their families continue to reside at the place of their posting during the course of training.

6. No joining time will be allowed except actual transit period. However, for the purpose of preparation four days time will be admissible to them before proceeding to their station of training in case of training outside the State exceeding six weeks.

7. Tuition fee chargeable per trainee candidate deputed for training will be borne by the Board.

8. The trainees will not be entitled to Thermal Allowance, Construction Allowance, Generation Incentive and project Allowance during the course of training.
9. Officers/officials attending workshops/Seminars/Conferences for a period not exceeding 5 days will be entitled to TA/DA as per normal T. A. Rules.

10. The Board also authorised the Chairman in consultation with Member (F & A) to allow special allowance to trainee at Jaipur to mitigate their hardship due to non-availability of suitable accommodation and conveyance facilities in the training institution.

11. The Joint Secretary (Admin)/Chief Engineer, KTPS or any other authority to whom the Secretary may delegate powers shall be competent to incur expenses and countersign the T. A. Bills.

Rule 34. Journey to attend meeting or conferences:

An employee who is permitted at his own request to attend non official meetings or conferences, may with the previous approval of the Chairman of the Board, be paid a single fare of the class of accommodation to which he is entitled for the journey each way without any road mileage or halting allowance for halts at the place of meeting/conference provided any Board's interest is served by his attendance at such meeting/conferences.

Rule 35. Journey to receive Gallantary awards:

1. An employee who is required to perform journeys to receive the gallantary medal from the President of India or Governor of the State at formal investitures is entitled to travelling allowance as for journey on tour,

2. Employees who perform journeys to receive such rewards or certificate in a function organised by the Board are entitled to travelling allowance as on tour.

Rule 36. Persons who are not Board's employees, may with the approval of the Chairman be allowed mileage allowance and halting allowance or sitting fee in lieu of halting allowance not exceeding Rs. 25/- per day, for attending a selection committee or conferences, or any function organised by the Board.

Rule 37. Deleted.

Rule 38. Workcharged Staff:

(a) A workcharged employee (on monthly consolidated or daily wages rate) with more than 108 days service shall be entitled to T. A. as under:

   (i) If he is detained for duty out of allotted area according to Rules for T. A. as on tour applicable to all other employees.

   (ii) In case he is detained for duty within the allotted area. Halting allowance at the rates specified in Appendix 'B' shall be allowed as below:

   (a) For absence from headquarters for visit for line work to places beyond 8 Kms. from headquarters for 8 hours or less.
       Nil

   (b) For absence from headquarters for visits for line work to places beyond 8 Kms. from headquarters exceeding 8 hours but not exceeding 10 hours,
       Half rate

   (c) For absence from headquarters for visit to place beyond 8 Kms. from headquarters exceeding 10 hours upto 24 hours.
       Full Rate

   (d) For absence from headquarters for visit for line work to places beyond 8 Kms. from headquarters for any fraction of a day after completion of 24 hours.
       Rate as (b) and (c) above as the case may be.

Note: For the purpose of this rule the allotted area means the area of duty assigned to the workman from time to time by head of an office where he is posted.
(b) As far as possible there should be no transfer of work charged employees. Actual travelling expenses for himself and his family shall, however, be paid in accordance with provisions contained in rule 27 if the transfer has been made in Board’s interest to a station situated outside the jurisdiction of his sub-division. In addition the employee shall also be allowed actual transportation charges for personal effect limited to 3 quintals.

Rule 39. Special concessions to IAS/IA & AS officers and other Central Government employees who are on deputation to the Board.

IAS/IA & AS officers and other Central Government employees on deputation to the Board and who are governed by the Board’s travelling allowance Regulations shall be entitled to the same concessions which are admissible to them for going their homes during leave as are admissible under the rules and orders of their parent department.

Rule 40. Travelling allowance to employees on retirement:

The travelling allowance in respect of the journeys performed by employees and members of their family from last station of duty to their home towns in respect of the transportation of their personal effects between the same places may be granted to the employees on their retirement from Board’s service. The grant of travelling allowance will be subject to the following conditions,

(i) The travelling allowance referred to above will be admissible in respect of the journey of the employee and members of his family from the last station of his duty to his home towns and in respect of the transportation of his personal effects between the same places.

In precise entitlement will be further subject to following conditions.

(a) For journey by Rail:

(i) Actual fare of the class of accommodation to which

(ii) Actual cost of transportation of personal effects on the scale admissible under rule 27.

(b) For journeys partly by one mode of travel and partly by another:

As provided under clause (a) (i) and (ii) above in so far as they are respectively applicable.

Note: The actual cost of transporting a motor car or other conveyance maintained by the Board employee before his retirement is not reimbursable under these orders but the motor car or conveyance may be treated as part of the personal effects for the purpose of the application of the scale referred to in clause (a) and (b) above.

(c) For journeys performed in Board employee’s own car or in a private car between station connected by Rail:

As provided under clause (b) limited to the amount admissible under clause (a) read with para (2).

(2) The grant of concession will be further subject to the following conditions, clarifications and subsidiary instructions:

(i) The concession will be admissible by the shortest route from the last place of duty to his home town.

(ii) The term ‘home’ referred to in these orders shall be permanent home town or village as entered in the service book or other appropriate official record of the employee concerned or such other place as has been declared by him, duly supported by reasons (such as ownership of
innovable property, permanent residence of near relatives for example, parents, brothers etc. at the place where he would normally reside but for his absence from such a station for service under the Board).

Persons who have not so far declared their homes for any purpose in correspondence with Board should now make a formal declaration. In every case the declaration should be made to the appointing authority within six months of the issue of these orders in the form given below:

FORM

I………………………… designation…………………. of………………… department declare my ‘home town’ to be………………….. for the purpose of travel concessions sanctioned in the T. A. Rules.

Signature of the Board employee.

1. Witness……………..

2. Witness……………..

Board employee who enters Board service in future should make such a declaration before the expiry of six months from the date of his confirmation in the Board. The declaration will be subject in each case to the acceptance of the appointing authority who shall satisfy about the correctness thereof after calling for such evidence as may be considered necessary.

Declaration made by the employee after verification shall be pasted in the service book.

(iii) Where an employee wishes to settle down not in his ‘home town’ but at another place he may be permitted to avail the concessions up to the latter place. In that event the amount reimbursable to him would be that which would have been admissible had he actually proceeded to his home town, or the amount reimbursable had the latter place been the ‘home town’ whichever is less.

(iv) The concession may be availed of by an employee who is eligible for it, at any time during his leave preparatory to retirement or during refused leave or within six months of the date of his retirement.

Provided further that it will not be admissible to the employee who quits service by resignation or who may by dismissal or removal from service or who is compulsorily retired as a measure of punishment.

(v) Where an employee re-employed under the Board who is on leave preparatory to retirement or within six months of the date of his retirement the concession admissible under these orders may be allowed to be availed of by him within six months of the expiry of the period of his re-employment.

(3) The travelling allowance claims admissible under these rules will be drawn on travelling allowance bill forms like transfer T. A. claims. The claims of Board employees who were competent authorities of their own bills before retirement, will however, be countersigned by the next superior administrative authority. The certificate required to be furnished by the employees in respect of transfer Travelling Allowance claims will also be required to be furnished in respect of claims for travelling allowance under these rules.

(4) Before reimbursing the travelling allowance admissible under these rules the controlling authorities should satisfy themselves as far as possible that the claimant and members of his family have actually performed the journey to the home town or the other place to which he might have proceeded to settle e.g. by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance.
(5) This concession shall not apply to persons who:

(i) are not in whole time employment of the Board or are engaged on contract.

(ii) are workcharged or are paid from contingencies.

Rule 41. Permanent Travelling Allowance:

Board may grant permanent travelling allowance to an employee of the Board who has to do extensive touring in a specified jurisdiction.

Provided that such allowance shall be in lieu of all other forms of travelling allowance for journeys within the jurisdiction. While fixing the permanent travelling allowances, the Board may prescribe the minimum mileage to be done per month and the kind of conveyance to be used for journeys.

An employee who is in receipt of a permanent travelling allowance and has to travel on duty outside his jurisdiction can claim such other kind of travelling allowance as may be admissible to him proportionate deduction is made in the permanent travelling allowance for the relevant period inclusive of the journey days.

Rule 42. When admissible:

Unless otherwise provided in these rules or ordered by the Board, a permanent travelling allowance may, not be drawn during leave, temporary transfer or joining time, or unless in any case it be otherwise expressly provided in these rules during any period for which travelling allowance of any other kind is drawn.

Rule 43. Mileage allowance in exchange for permanent travelling allowance:

A Board employee in receipt of permanent travelling allowance may draw travelling allowance calculated under the ordinary rules, in exchange for his permanent travelling allowance in respect of journeys made under proper authority beyond jurisdiction including such journeys performed on leave.

part of it as is within jurisdiction. The amount of permanent allowance to be surrendered will be calculated at one thirteenth of the permanent travelling allowance for each day occupied in the journey and for each day on which the officer draws halting allowance at the ordinary rate for halts.

Rule 44. Conveyance Allowance:

The Board may grant a monthly conveyance allowance on such conditions as it thinks fit to impose to any employee who is required to perform frequently at, within a short distance from his headquarters, journeys for which travelling allowance is not admissible.

Rule 45. (1) Except as otherwise provided and unless the sanctioning authority otherwise directs, a conveyance allowance is drawn all the year round, is not forfeited during absence from headquarters and may be drawn in addition to other travelling allowance admissible under the rules, provided that an employee who is in receipt of a conveyance allowance specially granted for the upkeep of a motor car or motor cycle shall not draw mileage or halting allowance for a journey by a motor car or motor cycle except on such condition as the authority which sanctions the conveyance allowance may prescribe.

(2) A certificate shall be attached with each bill for conveyance allowance to the effect that the conveyance in respect of which the allowance is granted has been actually maintained. Controlling officers should satisfy themselves from time to time that the certificate given are correct.

(3) In the case of Board employees in receipt of conveyance allowance the conveyance allowance for days on which road journeys are performed in conveyance in respect of which such allowances are granted, and for which journeys a halting allowance or mileage allowance is claimed will
be deducted from the amount of travelling allowance. Such officers shall record on the bill a certificate as to whether or not the conveyance in respect of which the allowance is granted has been used in making the journey.

(4) The conveyance allowance in each case shall be fixed by the Board at such a rate as the travelling would satisfy and the competent authority may demand full details of travelling done and recommend to the Board for modification in the rate of conveyance allowance.

Note: For purpose of these rules movements from residence to office and back shall not constitute travelling on duty.

(5) The drawal of conveyance allowance during leave, temporary transfer and joining time shall be regulated as follows:

Rule 46. (a) Conveyance allowance granted on the condition of maintaining motor car/motor cycle shall not be admissible during:

(i) Joining time, leave the period of temporary transfer or training treated as duty and also during holidays prefixed to leave or holidays suffixed to leave and joining time.

(ii) Any period of more than 15 days at a time during which an employee in receipt of conveyance allowance is absent from headquarters on duty or does not maintain a motor car/motor cycle or the motor car/motor cycle maintained by him remains out of order or is not used for official journey for any other reasons.

(b) Conveyance allowance whether granted on the condition of maintaining his own cycle or cycle provided by the Board shall be admissible during

Note: 1. Leave means total leave of all kinds not exceeding 120 days and the first 120 days of the leave if the actual duration of the leave exceeds that period but does not include extraordinary leave, study leave and leave preparatory to retirement, refused leave, terminal leave whether running concurrently with notice period or not, when holidays are combined with leave, the entire period of holidays and leave should be taken as one spell of leave.

Note: 2. Temporary transfer means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For purpose of this rule it includes deputation. Subject to the limit of four months, if the temporary duty is subsequently extended beyond four months in all, will remain intact up to the date of the order of extension.

Rule 47. Signature of controlling officer necessary on travelling allowance bills:

A bill for travelling allowance (other than a permanent allowance) of an employee other than the Head of a Department shall not be paid unless countersigned by the controlling officer.

It is not necessary for the controlling officer to countersign the bills for conveyance allowance every month but he should certify in the pay bills pertaining to the months of January, April, July and October each year to the effect that the conveyance allowance claimed is an order and that the conditions attached to its drawal have been fulfilled.

Rule 48. Duties of a controlling officer:

It is the duty of a controlling officer, before signing or countersigning a travelling allowance bill:

(a) To scrutinise the necessary, frequency and duration of
journey and halts for which travelling allowance is claimed and to disallow the whole or any journey or halt if he considers that a journey was unnecessary of unduly prolonged or that a halt was of excessive duration.

(b) To scrutinize carefully the distance entered in travelling allowance bills.

(c) To satisfy himself (i) that mileage allowance for journeys by Railway has been claimed at the rate applicable to the class of accommodation actually used (ii) that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible, and (iii) that where the actual cost of transporting servants, personal effects etc. is claimed under these rules the scale on which such servants personal effects etc. were transported was reasonable and to disallow any claim which in his opinion does not fulfil these conditions.

(d) To satisfy himself that travelling allowance is not on the whole a source of profit to the recipient. In the case of railway journeys on tour, the controlling officer may at his discretion demand a certificate from the employees making a claim as to the class by which he actually performed a journey and should, if necessary, reduce travelling allowance to the amount admissible for the class by which journey was actually performed.

*New instruction (e) added vide order No. R.S.B/F & R.F. 24

**Note:**

**I. To observe any rules which the Board may make for the guidance.

The following means should be employed by controlling officers for checking road distances in travelling allowance bills.

(a) Maps

(b) Local knowledge of the officers countersigning and passing the bills, and

(c) In doubtful cases ascertainment of actual measurement as recorded in public works Department or other records.

**Rule 49. The following instructions should be followed by all Drawing and controlling officers. These instructions are in addition to the duties entrusted to the controlling officers under the rules:

1. One or more of the following certificates which are appropriate should be recorded on travelling allowance bill by the employee claiming travelling allowance. Bills by the employee claiming travelling Allowance if any additional certificate is required by any rule or order, the same should also be recorded.

CERTIFICATES TO BE RECORDED ON T.A. BILLS

<table>
<thead>
<tr>
<th>Nature of the certificate</th>
<th>Circumstances under which necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Certified that I was not provided with any free conveyance is actually used.</td>
<td></td>
</tr>
</tbody>
</table>

**The existing instruction No. e of rule 48 renumbered is instruction No. F. vide order No. R.S.B/F & R.F. 24 (20) D. 24 dated 9, 5, 1988.**
<table>
<thead>
<tr>
<th>Nature of the certificate</th>
<th>Circumstances under which necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locomotion at the expense of the Board.</td>
<td>In all cases.</td>
</tr>
<tr>
<td>2. Certified that the payment of this bill has not been received before.</td>
<td>In all cases where road mileage is claimed.</td>
</tr>
<tr>
<td>3. Certified that the place for which road mileage has been charged are not connected by rail.</td>
<td>In cases where halting allowance has not been claimed by me for Sundays or other holidays unless I was actually in camp.</td>
</tr>
<tr>
<td>4. Certified that I have actually travelled in the same class of accommodation for which T.A. has been claimed.</td>
<td>In cases where journeys on transfer for which T.A. in respect of family has been claimed.</td>
</tr>
<tr>
<td>5. Certified that halting allowance has not been claimed by me for Sundays or other holidays unless I was actually in camp.</td>
<td>In cases where compensatory allowance in lieu of halting allowance has not been drawn for the days in respect of which Tour T.A. is drawn.</td>
</tr>
<tr>
<td>6. Certified that the members of my family in respect of whom T.A. has been claimed are residing with me and are wholly dependent on me.</td>
<td>In cases where compensatory allowance in lieu of halting allowance has not been drawn for the days in respect of which Tour T.A. is drawn.</td>
</tr>
<tr>
<td>7. Certified that no compensatory allowance has been drawn for the days in respect of which Tour T.A. is drawn.</td>
<td>In cases where road mileage is claimed.</td>
</tr>
</tbody>
</table>

8. Certified that no public conveyance plies between the two points for which mileage allowance has been claimed. In cases where higher class of accommodation is used on rail journeys owing to non-availability of accommodation by the class to which an employee is entitled.

9. Certified that as the class of accommodation to which I am entitled was not available I travelled in class. In cases where road mileage is claimed.

*2 (i) The bill should indicate clearly the full purpose of the journey phrase like 'on Board duty' should be avoided.

*2 (ii) The employees undertaking journey shall present their T.A. claim within a period of 30 days after the last date of month in which the journey ends. In case the bill is not presented within such period, sanction of the concerned Head of Dept. will be necessary to entertain such claim.

Note: The Controlling Officer will ensure that on receipt of T.A. claim, it is countersigned after completion of the requisite formalities and the bill is transmitted to the bill passing auth-

*The existing instruction No. 2 of Rule 49 renumbered as instruction No. 2 (i) vide order No. RSEB/F & R/F. 24 (20) dated 9. 5. 1988.

*The existing instruction No. 2 (ii) of rule 49 substituted vide order No. RSEB/F & R/4. 24 (20) pt. II D. 8 dated 23. 2. 1989, for

*2 (ii) The employees undertaking journey shall present their T.A. claim within a period of 30 days after completion of journey. In case the bill is not presented within such period, sanction of the concerned Head of Dept. will be necessary to entertain such claim."
3. If the bill is time barred and sent for pre-audit to the Circle Accounts Officer, it should be stated as to why the same could not be drawn when the claim fell due. Claims which are more than a year old must be accompanied by the sanction of the competent authority to entertain them for pre-audit. For claims more than three years old, the sanction of the secretary of the Board is necessary.

4. The actual pay and special pay, designation place of headquarters of the employee should be clearly mentioned in the bill.

5. If the journey commences from a place other than the headquarters, the reasons for the same should be stated in the remarks column against the first entry in the Travelling Allowance Bill.

6. If the journey is undertaken to attend a Court of law, the court certificate must be attached with the bill.

7. In case journeys are performed by means of locomotion provided at the expense of the Board etc., it may be stated in the bill whether the cost of propulsion was paid by the Board servant claiming travelling allowance.

8. In the case of transfer travelling allowance bills the full relationship of the members of the family to the employee and their ages should be stated in the bill.

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**9.** No halting allowance is admissible for halts of less than 8 hours and/or four hours duration at a place.

Rule 50. Except where expressly permitted by Board a controlling officer shall not delegate to a subordinate his duty of countersignature.

Rule 51. Countersignature does not dispense with the necessity for normal audit with reference to rates and general conditions. The Circle Accounts Officer will accept countersignature by the proper authority or the signature of the Drawing Officer then a bill does not require countersignature as final evidence that the facts of the journey on which the claim is founded are correct and that the claim is admissible with reference to the departmental rules/orders. It is the duty of the controlling or the Drawing Officer to see that the facts of the journey are correct and that the claim is admissible with reference to the departmental rules/orders. It is the duty of the controlling or the Drawing Officer to see that the facts of the journey are correct and that the claim is admissible with reference to the departmental rules/orders.

---

General:

Rule 52. In the case of employees holding two or more independent posts, the travelling allowance shall be calculated with reference to the pay drawn under rule 36 (a) of the Rajasthan State Electricity Board Employees Service Regulations (Rule 50 (a) of R.S. Rs.). The proportionate pay drawn under rule 36 (b) of the Rajasthan State Electricity Board Employees Service Regulations (Rule 50 (b) of R.S. Rs.) shall not be taken into account.

Rule 53. Deleted.

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*Deleted for the following vide order No. RSEB/F & R/F. 24 (20) D. 19 dated 7, 3, 79.*

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*The existing instruction 9 of Rule 49 substituted vide order No. RSEB/F & R/F. 24 (20) D. 24 dated 9, 5, 1988, for:

**9.** No halting allowance is admissible for halts of less than eight hours duration at a place,*
Dearness pay shall be treated as pay for travelling allowance (including mileage and halting allowance) in respect of employees covered under Board's pay scales.

The paragraph 'dearness pay will be treated as pay for travelling allowance (including mileage and halting allowance) vide order No. RSEB/F & R/F. 16 (2)/D. 10 dated 9.3.77, effective from 1.9.76.

Note: The rates of Dearness pay for the purpose of these rules in case of Board's employees covered under the Board's pay scales shall be as follows:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Amount of Dearness pay in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Rs. 110</td>
<td>Rs. 47/-</td>
</tr>
<tr>
<td>Rs. 110/- &amp; above but below Rs. 150/-</td>
<td>Rs. 70/-</td>
</tr>
<tr>
<td>Rs. 150/- &amp; above but below Rs. 210/-</td>
<td>Rs. 90/-</td>
</tr>
<tr>
<td>Rs. 210/- &amp; above but below Rs. 400/-</td>
<td>Rs. 110/-</td>
</tr>
<tr>
<td>Rs. 400/- &amp; above but not exceeding Rs. 665/-</td>
<td>Rs. 120/-</td>
</tr>
</tbody>
</table>

2. This rule shall not apply to the employees on monthly consolidated wage or on daily wage.

Substituted vide order No. RSEB/F & R/F 16 (2)/D. 16 dated 9.3.1977, effective from 1.9.1976 for the paragraph.

Note: The rates of dearness pay for purpose of this rule shall be as follows:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Amount of Dearness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Rs. 110/-</td>
<td>47/-</td>
</tr>
</tbody>
</table>

Rule 54. "In case of employees drawing monthly consolidated pay, the pay for the purpose of these rules means the amount which is equal to 60% of the monthly consolidated pay."

Note: In case of daily wage rated employee monthly consolidated pay will be worked out by multiplying daily wage rate by 30.

Rule 55. Journey to attend meeting of the Board of Directors of Companies, Co-operative Societies, Autonomous Bodies including Industrial and Commercial Corporation and other statutory organisations as Board nominee while on duty or on leave.

1. Travelling allowance is admissible to the officer under the rules for journey on tour on recording a certificate in the T.A. bill to this effect that the entire amount of fee or remuneration including the amount of travelling allowance and halting allowance paid to him by such bodies has been credited to the receipt head of the Board. An officer, who attends the meeting of the Board of Directors of Companies etc., as a Govt. or Board nominee at a place other than his headquarters, where he is spending leave irrespective

*Substituted for "In case of employee drawing monthly consolidated pay, the pay including dearness pay for the purpose of these rules means the amount which is equal to 60% of the monthly consolidated pay." Vide order No. RSEB/F & R/F. 24 (20)/D. 19 date 7.3.1979.
of whether it is his home town or at any other station during the period of leave, shall also be entitled to claim Travelling Allowance as on tour under these rules from and to the station destination for which travelling allowance is allowed by the company, subject to the condition that no leave concession, if admissible, in respect of the officer himself would be permissible in such a case.

2. For attending local meeting, such officers shall draw fixed conveyance charges of Rs. 25/- for each meeting.

**Rule 56. Deleted.**

Rule 57. The Director of Vigilance and any other officer appointed for vigilance duties by the Board or the Chairman may at his discretion travel by the road between places connected by rail without specifying in the T.A. bill the Board's interest served by undertaking such a journey and claim mileage allowance accordingly.

Rule 58. In the case of journeys undertaken by the Chairman, Members of the Board, and Heads of Departments in Board's vehicle between places connected by rail a certificate that journey was undertaken to effect saving of time shall be sufficient to treat that journey as performed in Board's interest.

Rule 59. Journey undertaken by an unemployed scheduled caste/scheduled tribe candidate for interview in connection with appointment to a post under Board,

Actual bus fare or 11 class rail fare for forward and return journey by train by the shortest route from his normal place of residence to the place of interview or the place from which he actually performs journey whichever is nearer to the place of interview shall be payable provided the distance travelled by rail is 80 kms, such expenditure shall be debited to contingencies head miscellaneous.

Rule 60. Claims of refund of unused tickets should be preferred to concerned railway, road transport concern and air line. The amount of cancellation fee charged by the railway, airlines or the road transport concern shall be reimbursed by the Board on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled solely due to official reasons. The ordinary reservation fee in such cases may also be reimbursed to the employee. Claim for refund of cancellation charges by the railway, road transport or airlines authority may also be sent simultaneously to the concerned authority by the controlling officer and credited to Board's account when received. The refund of agency charges paid to a travelling agency for booking journey for own convenience not to be made. The cancellation charges shall be claimed in the T.A. bill.

Rule 61. Where official rail journey is cancelled due to the official reasons, the employee shall claim for refund of unused tickets in accordance with the rules of Railways as are in force at the time of journey is cancelled. The amount of cancellation fee charged by the Railway may be claimed for reimbursement from the Board duly approved by a certificate from the controlling officer, that the journey had to be cancelled solely due to official reasons. The ordinary reservation fee however, be reimbursed to the employee without waiting for the acceptance of his claim for refund of cancellation charge by the Railway authorities.

Rule 62. While official journey has been cancelled due to the official reasons, the cancellation charges shall be reimbursed on the basis of the certificate of the controlling authority that the journey was cancelled in the Board's interest. No refund of 'Agency charges' is admissible.
Rule 63. Deleted.

Rule 64. Deleted.

Rule 65. The right of a Board employee to travelling allowance, including halting allowance shall be forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it fell due, provided that if there are sufficient grounds to show as to why the claim was not preferred in time controlling authority may accept the same and send the same to the Circle Accounts Officer for pre-audit. The claims more than three years old will be admitted in audit after the sanction of the authority delegated powers to sanction investigation to payment of time-barred claims.

Rule 66. The employees can travel by bus between stations connected by rail.

Rule 67. An employee who takes casual leave while on duty at the place other than his headquarters shall be entitled to travelling allowance as on tour from the place where he has spent the casual leave to his headquarters or to the new place of duty. The travelling allowance so admissible shall not exceed the travelling allowance that would have been admissible if he had travelled from the place from where he proceeded on casual leave. No halting allowance shall be admissible for the days of casual leave.

Rule 68. Deleted.

Rule 69. Chairman, Members of the Board and other officers of the Board who are entitled to travel by air or permitted to undertake journey by air under special order on duty under these rules may use Board's vehicle from office or residence to and from airport subject to the availability of vehicles.

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Existing Rule 63 deleted vide order No. RSEB/F & R/F. 24 (20)/ D. 24 dated 9. 5. 1988 :—

63. Employees drawing pay of Rs. *525/- per month and above can travel by Upper Class where buses provided two classes.

Existing Rule 64 deleted vide order No. RSEB/F & R/F. 24 (20)/ D. 24 dated 9. 5. 1988 :

64. (a) Employees drawing pay of Rs. *525/- per month and above can travelling in Deluxe Air conditioned bus while on tour.

(b) The officers entitled to travel by Air can travel by Dakota service between Jaipur and Calcutta.

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The existing Rule 68 deleted vide order No. RSEB/F & R/F / GF & AR/D. 42 dated 23. 3. 1991 :

68. For bringing/taking cash from the Bank exceeding Rs. 1000/ at any one time Cashier (or other entrusted with the duty in any office) may be allowed actual conveyance charges upto a maximum limit of Rs. 15/- in a month for office, where the Bank is situated at a distance from the office and the Head of the office certifies that the use of a hired conveyance is necessary.
RAJASTHAN STATE ELECTRICITY BOARD

*APPENDIX 'A'*

(Part-I)

Rate of admissibility of mileage allowance for travel by rail

<table>
<thead>
<tr>
<th>Category of Board employees</th>
<th>Actual Rail fare of class of accommodation.</th>
<th>Incidental charges</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td><strong>2.</strong></td>
<td><strong>3.</strong></td>
<td><strong>4.</strong></td>
</tr>
<tr>
<td>A (i) Employees drawing A. C. C. First Class or any 4 paisa per Km. in case of 1. Board employee who</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The existing Appendix 'A' (pt. I) substituted vide order No. RSEB/F & R/F, 24 (20)/D. 24 dated 9.5.88**

**The existing col. 1 & 2 of Appendix 'A' Pt. I substituted vide order No. RSEB/F & R/F, 24 (20)/III/D.66 dt. 10.5.1991.**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>pay of Rs. 450/- or above. lower class in any train. Reservation charges paid to Railways would be reimbursable. journey by Rail in class I and in case of travel in Deluxe trains providing Air conditioned sitting accommodation or 3 paisa per Km. in case of journey by A. C. C. First class or Air conditioned sleeping accommodation in Super Deluxe/Deluxe Trains, limited to amount of one halving allowance for every period of 24 hours or fraction of 24 hours spent on actual travel by rail. duty by occupying a berth in I class in a railway train shall be required to produce evidence of having actually performed the journey in the class for which rail fare is claimed. For this purpose, he shall either present cash receipt issued by railway authorities in token of payment of Rail fare or mention serial No. of rail ticket purchased by him in the Travelling Allowance Bill.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3 paisa per Km, limited to half halting allowance for every period of 24 hours or a fraction of 24 hours spent on actual travel by rail.</td>
<td>2. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1. The rate of halting allowance for the purpose of incidental charges shall be the rate of halting allowance indicated in col. 2 or 3 or 4 of Appendix B at the place where journey ends.

2. When a journey on tour is performed by rail and then

3. If an employee entitled to travel in a higher class by

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>by bus etc., in continuation (or vice versa) the rail, air or bus journey will be treated as one journey for the purpose of calculation of incidental charges limited to one halting allowance for every period of 24 hours or fraction thereof.</td>
<td>rail actually travels in second class sleeper he shall be entitled to rail fare inclusive of sleeping accommodation charges.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. If a Board employee undertakes journey by rail or bus and returns to head-quarters on the same day, the incidental charges for forward and return journey shall be limited to one halting allowance.

4. Claims for refused or unused tickets should be preferred to concerned Railway, Road, Transport concern and Airlines.
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Employees drawing 3700 or above but below Rs. 5000</td>
<td>First class or Air conditioned sitting accommodation in Deluxe Trains and Air conditioned</td>
<td>3 paisa per km limited to 3 paisa for halting allowance for every period of 24 hours or a fraction of 24 hours for journeys if places are connected with Air.</td>
<td></td>
</tr>
</tbody>
</table>

The amount of cancellation fee charged by the Rail, Air lines or Road Transport concerned etc., shall be reimbursable by the Board on furnishing a certificate from the Controlling Authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of the employee like sudden illness or death of near relative etc.

---


---

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>C &amp; D Employees drawing pay below Rs. 5000</td>
<td>II class including Reservation charges paid to Railways would be reimbursable.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chair Car in Rajdhani express or similar trains. Reservation charges paid to Railways would be reimbursable.

24 hours spent on actual travel by rail.

3 paisa per km limited to half halting allowance for every period of 24 hours or a fraction of 24 hours spent on actual travel by rail.

Note: given in col. 3 above against item 'A' shall also apply here.

---

2 paisa per km limited to one halting allowance for every period of 24 hours or a fraction of 24 hours spent on actual travel by Rail.

The ordinary reservation fee in such cases may also be reimbursed to the employee without waiting for the acceptance of his claim for refund of cancellation.
Note: given in Col. 3 above against item A shall also apply here.

Note: If a Board employee entitled to travel in class II actually uses 2nd class sleeper accommodation, he shall be reimbursed cost of sleeping accommodation in addition to rail fare provided the distance travelled by Rail is not less than 300 Kms. and the night journey involved is for a period of not less than 6 hours.

*APPENDIX 'A'

(Part-I)

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

<table>
<thead>
<tr>
<th>Category of employee,</th>
<th>Special rates</th>
<th>Ordinary rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Category A (i) Journey in a motor car owned by a Board employee.

Rs. 1.30 per Km.  
Rs. 2.50 per Km.

(a) Actual Air Conditioned/Deluxe including Semi-Deluxe/Upper Class bus fare plus passenger tax and

(ii) Journey by a scooter/motor cycle/moped etc., owned by a Board employee.  
Rs. 0.50 per Km.

(iii) Journey by any other means of conveyance like Rikshaw tonga, Motor Rikshaw etc.  
Rs. 1.00 per Km.

(iv) Journey on cycle or on foot.  
Rs. 0.25 per Km.

Note:

1. A Board employee shall not undertake journey by a scooter/motor cycle/moped etc., owned by him for a distance exceeding 15 Kms. from his H.Q. to places connected by rail or regular bus service. Read journey by a scooter/motor cycle/moped etc., owned by a Board employee may, however, be made for a distance not exceeding 100 Kms. from his H.Q. between places neither connected by rail nor by regular bus service.

In case where husband and wife both are in Board employee and the motor-car is owned by either of them, the journey undertaken by either in the said motor car owned by his/her spouse would be treated as having been performed in his/her own car for the purpose of these Rules.

2. When a journey on tour is performed by rail and then by bus or car etc. in continuation (or vice versa) the rail, air or bus journey will be treated one journey for the purpose of calculation of incidental charges limited to one halting allowance for every period of 24 hours or fraction thereof.

3. If the employee undertakes journey by rail or bus and return to H.Q.s on the same day, the incidental charges for forward and return journey shall be limited to one halting allowance.

(b) Mileage allowance for journey to reach Airport Railway Station/bus stand from duty point and vice-versa.

PLACE  

RATES

(i) Jaipur/Jodhpur/ Rs. 12/- fixed charge/Kota/Bikaner/ ges. Udaipur/Ajmer.

(ii) All State Capitals Actual charges in India (except paid in payment Jaipur) including of fare for taxi/ rail/tram/bus etc.

(iii) At other places Rs. 1/- per Km.

Note: A Board employee who uses departmental vehicle (including
staff car for road journey from office or residence to Airport or Railway station or bus stand and vice-versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to airport/railway station of bus stand and vice-versa.

cWhere a Board employee alight from a train/bus/aeroplane in order to catch a connecting train/bus air service from another railway station/bus stand/airport as the case may be, at a particular place enroute his destination he shall be entitled to road mileage allowance at the rates indicated in para (b) above.

---

### Category B

(a) Actual airconditioned/Deluxe including Semi deluxe/upper class bus fare plus passenger tax plus local tax charged, if any, plus incidental charges 3 paisa per Km. as admissible for rail journey.

Note: 1 & 2 mentioned in this col. against category 'A' shall also apply here.

(b) Mileage allowance for journey to reach Airport/railway station/bus stand from duty point and vice versa.

<table>
<thead>
<tr>
<th>PLACES</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaipur/Jodhpur/Kota</td>
<td>Rs.13/- fixed</td>
</tr>
<tr>
<td>Bikaner/Udaipur</td>
<td>charges</td>
</tr>
<tr>
<td>Ajmer</td>
<td></td>
</tr>
</tbody>
</table>
(ii) All State capitals except Jaipur and rate in including Delhi.

(iii) At other places Rs. 1.00 per Km.

Note: Note given below item (b) in this col. against category 'A' shall also apply here.

(c) Where a Board employee alights from a train/bus/aeroplane in order to catch a connecting train or bus/air service from another railway station/bus stand airport as the case may be, at a particular place enroute his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above.

Category 'C' & 'D' (i) Journey by any other means of conveyance other than motor car like tonga, rikshaw, motor riksha etc.

(ii) Journey on cycle or on foot.

Rs. 1.60 per Km.

Rs. 0.25 per Km.

(a) Actual ordinary express or mail class bus fare plus passenger tax plus local tax charged, if any, plus incidental charges 2 paisa per Km, as admissible for rail journey.

Note: Note 1 & 2 mentioned in this col. against category 'A' shall also apply here.

(b) Mileage allowance for journey to reach railway stations, bus-stand from duty point & vice versa.

PLACE
Jaipur Jodhpur
RATES
Rs 10 -fixed
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BLR/ A/J/ UDK/K. charges.</td>
</tr>
<tr>
<td>(ii)</td>
<td>All State capitals in India (except Jaipur) including Delhi.</td>
<td>Actual charges paid for 3 wheeler/taxi/scooter/rail/tram/bus etc.</td>
</tr>
<tr>
<td>(iii)</td>
<td>At other places</td>
<td>Rs. 1.00 per Km.</td>
</tr>
</tbody>
</table>

**Note:** Note given below item (b) above in this col against category ‘A’ shall also apply here.

(c) Where a Board employee alights from a train/bus in order to catch a connecting train/bus from another railway station/bus stand, as the case may be, at a particular place enroute his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above.

**GENERAL NOTE**

(1) The procedure laid down in item 4 of the remarks column of Appendix A shall apply in respect of refund of cancellation charges on un-issued tickets issued by road transport.

(2) Every employee who travels on duty in AC Deluxe including semi-deluxe upper class bus shall be required to attach the bus ticket or mention serial No. of bus ticket purchased by him in the T.A. bill.
### MILEAGE ALLOWANCE FOR TRAVEL BY AIR

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chairman Members of the Board, all Heads of Department and other officers in receipt of actual pay of Rs. 2700/- p.m. &amp; above.</td>
<td>One actual single fare and surcharge plus incidental charges equal to 20% of actual fare limited to 3/4th halting allowance.</td>
<td>1. If Board employee not authorised to travel by air on tour, performs journey by air, he may draw mileage allowance which would be admissible if he had travelled by rail or road.</td>
<td></td>
</tr>
<tr>
<td>2. Board nominees attending meeting of companies, cooperative societies, Autonomous Bodies, Industrial or commercial corporation or any other corporate body or statutory organisation may travel by Air, if the Company Body pay air expenses even though they are not entitled to travel by air under these rules.</td>
<td>For journey to Delhi, Kanpur, State capitals (other than Jaipur) and seats of other Electricity Board incidental charges will be equal to 20% of standard fare.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 3. Officers in receipt of actual pay of Rs. 2000/- p.m. and above may undertake journeys by Vayudoot Air service within Rajasthan subject to the condition that the departmental vehicle should not be made to undertake journeys by air, Vayudoot or other means. | **Note:**

1. The rate of halting allowance for the purpose of incidental charges shall be the rate of halting allowance indicated in col. 2 or 3 of Appendix B-1 at the place where journey ends, (Part. I).

2. If more than one air journey or return journey is performed, the procedure laid down in item 4 remarks col. of Appendix A shall apply in respect of refund of cancellation charges on unused air tickets.

   *(iii) Expenses incurred on booking air passage are not admissible, except where actual expenses for travel by air are allowed in any case.*

   **All Board booking with National air lines viz. Indian Air Lines Corporation and Air India Internal flights shall be made directly with them and not through travel agencies.**
follow the officer when journey is performed by air and the subordinate officers will also not perform journey to that station by Board vehicle during that period. A certificate to this effect will be recorded by the officer on his T. A. claim.

*Note: The conditions stipulated for journey by Vayudoot Air Service will also be applicable when a journey is performed within 24 hours, the incidental charges for all journeys shall be restricted to one halting allowance.

3. For combined journey by Air or by Rail or Road, mileage allowance permissible for such journeys should be admissible except for surface transport included in Air fare.

4. The amount of Bus fare charges by the Indian Air Lines for road journey from IAC office to Airport and vice versa separately in addition to the Air fare shall not be admissible.

5. Mileage allowance for journey to reach airport from duty point and vice versa within Rajasthan.

(i) Jaipur and Udaipur Rs 50 fixed charges.

(ii) Jodhpur and Kota Rs 15 fixed charges.
## Appendix 'B' (Part—I)

### Composite Rate of Halting Allowance Within the State

<table>
<thead>
<tr>
<th>Category</th>
<th>For all localities within the State except Jaipur.</th>
<th>For Jaipur</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>40.00</td>
<td>40.00</td>
</tr>
<tr>
<td>B</td>
<td>25.00</td>
<td>30.00</td>
</tr>
<tr>
<td>C</td>
<td>19.00</td>
<td>25.00</td>
</tr>
<tr>
<td>D</td>
<td>13.00</td>
<td>19.00</td>
</tr>
</tbody>
</table>

**Note:**
1. Admissibility of Halting allowance is subject to the conditions mentioned in Rule 19 of RSEB T. A. Rules.

---


## Appendix 'B' (Part—II)

### Composite And Split Rate Of Halting Allowance Outside The State

<table>
<thead>
<tr>
<th>Category</th>
<th>Daily allowance for halts at ordinary localities outside the State.</th>
<th>Metropolitan cities and towns having population of more than 25 lakhs.</th>
<th>State capitals (other than Jaipur &amp; Metropolitan cities) Hill Stations &amp; towns having population of more than 10 lakhs.</th>
<th>Composite rates</th>
<th>Split rates</th>
<th>Composite rates</th>
<th>Split rates</th>
<th>Composite rates</th>
<th>Split rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily</td>
<td>Lodging</td>
<td>Daily</td>
<td>Lodging</td>
<td>Daily</td>
<td>Lodging</td>
<td>Daily</td>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allowance</td>
<td>Allowance</td>
<td>Allowance</td>
<td>Allowance</td>
<td>Allowance</td>
<td>Allowance</td>
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<td>----------</td>
<td>--------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>60/-</td>
<td>40/-</td>
<td>Actuals</td>
<td>80/-</td>
<td>75/-</td>
<td>Actuals</td>
<td>80/-</td>
<td>75/-</td>
<td>Actuals</td>
</tr>
</tbody>
</table>

1. Chairman & Members of the Board.
<table>
<thead>
<tr>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees drawing pay of Rs. 450/- &amp; above</td>
<td>60/-</td>
<td>40/-</td>
<td>150/-</td>
<td>75/-</td>
<td>65/-</td>
<td>400/-</td>
<td>65/-</td>
<td>55/-</td>
</tr>
<tr>
<td>Employees drawing pay of Rs. 1800/- &amp; above but below Rs. 5000/-</td>
<td>50/-</td>
<td>40/-</td>
<td>125/-</td>
<td>75/-</td>
<td>65/-</td>
<td>400/-</td>
<td>65/-</td>
<td>55/-</td>
</tr>
<tr>
<td>Employees drawing pay of Rs. 2000/- &amp; above but below Rs. 5000/-</td>
<td>45/-</td>
<td>35/-</td>
<td>100/-</td>
<td>65/-</td>
<td>55/-</td>
<td>200/-</td>
<td>55/-</td>
<td>45/-</td>
</tr>
<tr>
<td>Employees drawing pay of Rs. 5000/- &amp; above but below Rs. 10000/-</td>
<td>45/-</td>
<td>35/-</td>
<td>100/-</td>
<td>65/-</td>
<td>55/-</td>
<td>200/-</td>
<td>55/-</td>
<td>45/-</td>
</tr>
<tr>
<td>Employees drawing pay of Rs. 10000/- &amp; above but below Rs. 15000/-</td>
<td>40/-</td>
<td>30/-</td>
<td>75/-</td>
<td>60/-</td>
<td>50/-</td>
<td>200/-</td>
<td>50/-</td>
<td>45/-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>1</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees drawing pay of Rs. 1200/- &amp; above but below Rs. 6000/-</td>
<td>40/-</td>
<td>30/-</td>
<td>60/-</td>
<td>60/-</td>
<td>50/-</td>
<td>175/-</td>
<td>50/-</td>
<td>40/-</td>
<td>90/-</td>
</tr>
<tr>
<td>Employees drawing pay of Rs. 1800/- &amp; above but below Rs. 2000/-</td>
<td>35/-</td>
<td>25/-</td>
<td>40/-</td>
<td>55/-</td>
<td>45/-</td>
<td>125/-</td>
<td>45/-</td>
<td>35/-</td>
<td>75/-</td>
</tr>
<tr>
<td>Employees drawing pay of Rs. 2000/- &amp; above but below Rs. 5000/-</td>
<td>25/-</td>
<td>15/-</td>
<td>25/-</td>
<td>40/-</td>
<td>30/-</td>
<td>70/-</td>
<td>30/-</td>
<td>20/-</td>
<td>45/-</td>
</tr>
</tbody>
</table>

* The existing Appendix 5—substituted vide order No. RSEB/F & R/F. 24 (20)/D. 24 dated 9. 5. 1988 and further substituted vide order No. RSEB/F & R/F. 24 (20) III/D. 66 dated 10. 5. 1991.
1. Admissibility of Halting Allowance is subject to the conditions mentioned in Rule 19 of RSEB T. A. Rules.

2. Conditions for drawing Halting Allowance at split rates:

(a) The split rates for Hotel accommodation charges shall be admissible only if an employee stays in a hotel/circuit house or any other institution, which provide for lodging arrangements at Scheduled tariff and produces vouchers/receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of hotel accommodation are less than the ceiling prescribed in column 7 & 10 of this Appendix, actual charges paid for hotel accommodation shall only be admissible.

(b) No vouchers are to be presented for allowance for meals under column 6 & 9.

(c) If the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under col. 6 & 7 or 9 & 10 the actual charges paid shall only be admissible.

3. In case of stay at New Delhi in RSEB Guest House or a place other than a Hotel, halting allowance shall be admissible at the rates shown in col. 5 of this Appendix. In case accommodation is not available in the said house at New Delhi, the halting allowance shall be admissible at the split in rates prescribed for Delhi shown in col. 6 & 7 of this Appendix subject to the condition mentioned in Note 2 above. The officer claiming the Halting Allowance at split rates for New Delhi shall record a certificate on the T. A. claim to the effect that he actually stayed in Hotel due to non-availability of accommodation in the Guest House etc.

4. Actual taxi charges admissible under the RSEB T. A. Rules shall be in addition to Halting Allowance at split rates.
### APPENDIX 'C'

(Part. II)

**Travelling Allowance to Board Employees on Transfer**

<table>
<thead>
<tr>
<th>Category of the Board employees</th>
<th>Cost of carriage of conveyance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Category 'A' & 'B' By Rail**

Actual cost of transportation of Motor Car, Scooter, Moped or Motor Cycle (with or without a side Car) at owner's risk.

Following explanations are given for terms used in this Appendix:

Note:

1. A single second class fare is allowed to chuffer or cleaner actually employed for the motor car and if he actually travels by rail. (i) The term ‘personal effects’ is not subject to definition but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.

2. The conveyance may be transported by passenger train or goods train at his option. In latter case, cost of packing and transporting the conveyance to and from goods shed or at the station of departure and arrival are allowed in addition to freight charges, provided the total amount claimed does not exceed the freight chargeable for transporting conveyance by passenger train. (ii) Charges for the transport of personal effects and conveyance of a Board’s employee on transfer will be admissible even if they precede him by a period not exceeding a months or follow him by a period not exceeding a months from the date of his relieve at his old station. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of the Department under whose control the Board employee is serving for the time being.

3. If distance between two stations is 400 Kms. or less and they are connected by metalled road. Allowance for transportation by road only for the aforesaid distance shall be admissible whether the vehicle is actually moved by rail or road. (iii) A member of a Board who follows him within six months or precedes him.

By Road:

1. If a Board employee transports Motor Car/Scooter Moped or Motor cycle under its own power, an allowance @ 1.30 paisa per Km. for motor car and @ Rs. 0.50 paisa per Km. for motor cycle etc. is admissible for the distance between two stations by ordinary route. If the Board employee who follows him within six months or precedes him.

By not more than one month from the date of his relieve at his old station may be treated as accompanying him. These limits may be extended by the Head of Deptt. in individual cases attendant with special circumstances in respect of Board employees serving under his administrative control. When a Board employee, as a result to this transfer to a new station is obliged to move his family to some other station or when a Board employee and his family are at the time of transfer to a new station, living in different places and he desires to

* In item 2 under the heading ‘By Road’ in col. 2 of Appendix ‘C’ Pt. II against category ‘A’ & ‘B’, the words ‘By Rail but connected’ added after the existing words ‘not connected’ but before the words ‘By Road shall be admissible’ vide order No., RSEB/P & R/F. 24 (20)/Pt. II/D. 87 dated 14, 9. 1990.
herself and/or any member(s) of his family travels(s) by the vehicle, he may, in lieu of this allowance, draw railway fares which would have been admissible if the journey had been performed by rail, and if the two places are not connected by rail, the allowance in such a case shall be calculated at the special rates shown in column 2 of Appendix ‘A’ Pt. II, appended to these rules, but no separate road mileage allowance for family shall be admissible.

2. If car is loaded in a truck, actual cost of transportation limited to freight charges by passenger train in respect of places connected by rail and an allowance @ Rs. 1 -per Km. in respect of places not connected by rail but connected by road shall be admissible.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>House for family members</td>
</tr>
<tr>
<td>C</td>
<td>Family members and servants</td>
</tr>
<tr>
<td>B</td>
<td>Officer himself/employee</td>
</tr>
<tr>
<td>D</td>
<td>Actual cost of transportation of cycle at owner’s risk shall be admissible</td>
</tr>
</tbody>
</table>

Note:

Note 2 mentioned in this Col. under heading ‘By Rail’ against category ‘A’ and ‘B’ shall also apply here.

(iv) Children of Board employees who are studying in educational institutions at a place other than the Board employees headquarter at the time of transfer shall be considered as members of Board employee’s families for the purpose of travelling allowances Rules and they shall be entitled to T. A. from the place where they are studying to the new station limited to Rail
(v) A Board employee who travels in Board's vehicle free of charge on transfer from one station to another shall get T. A. as follows:

(1) If the family of Board employee travels with him:

For Self:

One mileage allowance for journey by Road at the rates given in col. 4 of Appendix 'C'—I.

For Family:

No travelling allowance.

(2) If a Board employee alone travels:

For Self:

One mileage allowance for journey by *Road at the rates given in col. 4 of Appendix 'C'—I.

For Family:

As admissible under normal rules.

(vi) Where both husband and wife are in Board's service and are transferred at the same time or within six months of his/her transfer from one and the same old station to another same new station, either of them shall only be entitled to

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* In item 2, first line under the act for self of category 'D' in col. 3 of Appendix 'C' Pt. II the existing word 'Board' substituted by the word 'Road' vide order No. RSEB/F & R/F, 24 (20) Pt. II/D, 87 dated 14.9.1990.
transfer travelling allowance, the other Member(s) being treated as a Member of his/her family not in Board service on furnishing the certificate prescribed for this purpose as under—

"Certified that my wife/husband who is in service under the Board and who has been transferred from............to...................within six months of my transfer has not already claimed any transfer travelling allowance in consequence of his/her transfer,"

APPENDIX ‘D’

RAJASTHAN STATE ELECTRICITY BOARD

Delegation of Powers under the Rajasthan State Electricity Board

Travelling Allowance Rules.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature of powers</th>
<th>Authority to whom power has been delegated</th>
<th>Extent of delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To allow mileage allowance by a route other than the shortest or the cheapest.</td>
<td>1. Chairman</td>
<td>Full powers,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Heads of Department</td>
<td>Full powers in respect of journey of employees subordinate to them and undertaken within jurisdiction, Provi-</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2. To prescribe headquarter of the employees.</td>
<td>1. Chairman</td>
<td>Full powers,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Head of Department</td>
<td>Full powers in respect of subordinate ministerial and class IV employees.</td>
<td></td>
</tr>
<tr>
<td>3. To define the employees sphere of duty.</td>
<td>1. Chairman</td>
<td>Full powers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Head of Department</td>
<td>Full powers in respect of subordinate ministerial and class IV employees.</td>
<td></td>
</tr>
<tr>
<td>4. To decide whether absence from duty is tour.</td>
<td>1. Chairman</td>
<td>Full powers,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Head of Department</td>
<td>Full powers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Controlling Officer.</td>
<td>Full powers in respect of employees under their control within the state or district adjoining the jurisdiction of the controlling officer in another state.</td>
<td></td>
</tr>
<tr>
<td>5. To restrict the frequency and duration of journey.</td>
<td>1. Controlling Officer</td>
<td>Full powers.</td>
<td></td>
</tr>
<tr>
<td>6. To declare who shall be controlling officer and make rules for his guidance.</td>
<td>1. Chairman</td>
<td>Full powers,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Head of Department</td>
<td>Full powers provided they may not declare an employee to be his own controlling officer.</td>
<td></td>
</tr>
<tr>
<td>7. Power to extend the time limits in the case of transfer of family and transportation of goods.</td>
<td>1. Chairman</td>
<td>Full powers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Head of Department</td>
<td>Full powers in respect of employees under their control.</td>
<td></td>
</tr>
<tr>
<td>8. To declare whether the possession of a conveyance by an employee is advantageous for his efficiency either in the post which he holds at the time of transfer or in that to which he is transferred.</td>
<td>1. Chairman</td>
<td>Full Powers,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Heads of Department.</td>
<td>Full powers to declare the possession of a conveyance by an employee under their control to be advantageous for his efficiency.</td>
<td></td>
</tr>
</tbody>
</table>
9. Power to permit travel by air to an employee not entitled to air travel.

10. Power to attach conveyance allowance with specified posts.

11. Power to relax the application of various entitlements in specific cases so as to permit an employee to travel in a higher class or use costlier mode of transport or to be reimbursed for higher lodging/boarding charges than he is entitled to etc., provided its reasons are recorded in writing.

Note: In exercise of the power vested under this delegation the competent authority may, by issue of general order, declare the possession of the conveyance by a class of employee to be advantageous for efficiency.

1. Chairman

Full powers.

1. Chairman

Full powers on the recommendation of the Chief Engineer at the rate to be prescribed by the Board for specific category of the employee.

1. Chairman

Full powers.

* New item 11 added in Appendix 'D' vide order No. RSEB/F & R/F. 24 (20)/D. 24, dated 9.5.1988.
ORDER

Sub: Amendment in RSEB T. A. Rules.

The Board in its 418th meeting held on 6.7.1992 has decided to make the following amendments in the RSEB T. A. Rules, namely,

In the said Rules:

1. The existing Sub rule 2 (A) be substituted by the following:
   (A) (1) For the purpose of calculating Traveling Allowance other than Halting Allowance Board employees are divided in four categories:—

   1. Category ‘A’—Chairman, Members of the Board &
   employees in receipt of actual pay of
   Rs 3,000/- p.m. & above

   2. Category ‘B’—Employees in receipt of actual pay of
   Rs 1,800/- p.m. & above but less than
   Rs 3,000/- p.m.

   3. Category ‘C’—Employees in receipt of actual pay of
   Rs 1,200/- p.m. and above but less than
   Rs 1,800/- p.m.

   4. Category ‘D’—Employees in receipt of actual pay
   below Rs 1,200/- p.m.

2 (A) (2)—For the purpose of calculating Halting Allowance
Board employees are divided in six categories:

1. Category ‘I’—Chairman, Members of the Board and
employees in receipt of actual pay of
Rs 5,100/- p.m. & above.

2. Category ‘II’—Employees in receipt of actual pay of
Rs 2,800/- p.m. & above but less than
Rs 5,100/- p.m.

3. Category ‘III’—Employees in receipt of actual pay of
Rs 1,900/- p.m. & above but less than
Rs 2,800/- p.m.
1. Category 'IV'
   Employees in receipt of actual pay of Rs. 1,400/- p.m. & above but less than Rs. 1,900/- p.m.

2. Category 'V'
   Employees in receipt of actual pay of Rs. 1,100/- p.m. & above but less than Rs. 1,400/- p.m.

3. Category 'VI'
   Employees in receipt of actual pay below Rs. 1,100/- p.m.

II. The existing Appendix 'B' (Pt. I) and Appendix 'B' (Pt. II) shall be substituted by the Appendices 'B-1' and 'B-2' annexed herewith.

In case any employee is placed in a disadvantageous position as a result of these amendments regarding drawal of halting allowance he will continue to avail the facility enjoyed by him prior to these amendments, till he becomes entitled to the same higher facility.

The Board further decided to authorise the Chairman in consultation with Member (F&A) for adopting Govt. orders/circulars in regard to T.A. Rules like D.A. (Revision) & other allied matters in future.

By order
(P. R. SALECHA)
Secretary

APPENDIX B-1

| Category | Rate of Halted Allowance
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For all localities within the State &amp; outside the State, except towns included in columns 3 &amp; 4.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>3</td>
</tr>
<tr>
<td>III</td>
<td>4</td>
</tr>
<tr>
<td>IV</td>
<td>5</td>
</tr>
<tr>
<td>V</td>
<td>6</td>
</tr>
<tr>
<td>VI</td>
<td>7</td>
</tr>
</tbody>
</table>

Note: Admissibility of halting allowance is subject to the conditions mentioned in Rule 19 of RSEB T.A. Rules.

T. A. Rules
# APPENDIX 'B-II'

Split Rates Hotel Accommodation charges and allowances for meals

<table>
<thead>
<tr>
<th>Category</th>
<th>Daily allowance for halts at ordinary localities outside the State</th>
<th>Metropolitan cities and towns having population of more than 25 lakhs</th>
<th>State Capitals (other than Jaipur &amp; Metropolitan cities) Hill Station &amp; towns having population of more than 10 lakhs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily Allowance</td>
<td>Lodging Allowance</td>
<td>Daily Allowance</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1. Chairman &amp; Members of the Board</td>
<td>40/-</td>
<td>Actuals</td>
<td>75/-</td>
</tr>
<tr>
<td>2. Employees drawing pay of Rs. 5100/- &amp; above.</td>
<td>40/-</td>
<td>150/-</td>
<td>65/-</td>
</tr>
<tr>
<td>3. Employees drawing pay of Rs. 4500/- &amp; above but below Rs. 5100/-</td>
<td>40/-</td>
<td>125/-</td>
<td>65/-</td>
</tr>
<tr>
<td>4. Employees drawing pay of Rs. 3700/- &amp; above but below Rs. 4500/-</td>
<td>35/-</td>
<td>100/-</td>
<td>55/-</td>
</tr>
<tr>
<td>5. Employees drawing pay of Rs. 3000/- &amp; above but below Rs. 3700/-</td>
<td>35/-</td>
<td>100/-</td>
<td>55/-</td>
</tr>
<tr>
<td>6. Employees drawing pay of Rs. 2200/- &amp; above but below Rs. 3000/-</td>
<td>30/-</td>
<td>75/-</td>
<td>50/-</td>
</tr>
<tr>
<td>7. Employees drawing pay of Rs. 1800/- &amp; above but below Rs. 2200/-</td>
<td>30/-</td>
<td>60/-</td>
<td>50/-</td>
</tr>
<tr>
<td>8. Employees drawing pay of Rs. 1200/- &amp; above but below Rs. 1800/-</td>
<td>25/-</td>
<td>40/-</td>
<td>45/-</td>
</tr>
<tr>
<td>9. Employees drawing pay below Rs. 1200/-</td>
<td>15/-</td>
<td>25/-</td>
<td>30/-</td>
</tr>
</tbody>
</table>
APPENDIX 'B-III'

Allowances for meals

Note:—1. Admissibility of Halting Allowance is subject to the conditions mentioned in Rule 19 of RSEB T. A. Rules.

2. Conditions for drawings Halting Allowance at split rates:
   (a) The split rates for Hotel accommodation charges shall be admissible only if an employee stays in a hotel/circuit house or any other institutions, which provide for lodging arrangements at Scheduled tariff and produces vouchers/receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of hotel accommodation are less than the ceiling prescribed in column 3, 5 & 7 of this Appendix, actual charges paid for hotel accommodation shall only be admissible.
   (b) No vouchers are to be presented for allowance for meals under column 2, 4 & 6.
   (c) If the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under col. 2 & 3 or 4 & 5 or 6 & 7 the actual charges paid shall only be admissible.

3. In case, accommodation is not available in the RSEB Guest House at New Delhi, the halting allowance shall be admissible at the split rates prescribed for Delhi shown in col. 4 & 5 of this Appendix, subject to the conditions mentioned in note 2 above. The officer claiming the halting allowance at split rates for New Delhi shall record a certificate on the T. A. claim to the effect that he actually stayed in a Hotel due to non-availability of accommodation in the RSEB Guest House etc.

4. Actual taxi charges admissible under the RSEB T. A. Rules shall be in addition to Halting Allowance at split rates.

(R. C. JAIN)
Addl. Joint Secretary (F&R)