

RVUN TRAVELLING ALLOWANCE RULES

[¹]RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LIMITED

TRAVELLING ALLOWANCE RULES

Rule 1. These Rules will be called the Rajasthan Rajya Vidyut Utpadan Nigam Limited 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 Nigam. 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:

- (i) **Nigam**-means the Rajasthan Rajya Vidyut Utpadan Nigam Ltd.
- (ii) **Managing Director**-means the Managing Director of the Nigam.
- (iii) **Competent Authority**-in relation to exercise of any power means the Rajasthan Rajya Vidyut Utpadan Nigam or any other authority to which the power is delegated by the Nigam under these rules.
- (iv) **Day**-means a calendar day, beginning and ending at midnight but an absence from the 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 Nigam employee's wife or husband, as the case may be, legitimate children and step children residing with and wholly dependent upon the Nigam employee. Not more than one legally married wife is included in a family for the purpose of these rules. Term Legitimate Children,

^[1] These Rules were initially made by the erstwhile RSEB vide order no. RSEB/A&F/TA/Rules/D.47 dated 27.07.1971 with effect from 9.07.1971 and, thereafter, these were made applicable in Nigam under the provisions of sub-rule 6 of Rule 6 of the Rajasthan Power Sector Reforms Transfer Scheme, 2000. The words "**RSEB**", "**Board**" and "**Rajasthan State Electricity Board**" wherever appearing in the Regulations have been substituted by the words "**RVUN**", "**Nigam**" and "**Rajasthan Rajya Vidyut Utpadan Nigam Limited**" vide order No. RVUN/ P&A/II/F/D.621 dated 28.08.2004.

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includes widowed daughter residing with and wholly dependent upon Nigam employee but does not include adopted children unless adoption is legally recognized under the personal law of the Nigam employees.

For the purpose of transfer travelling allowance the term family shall also include parents and sisters and minor brothers residing with and wholly dependent upon the Nigam employee.

^[2] **Note:** (1) The employed and married children of Nigam's employee shall not be considered dependent upon him/her.

(2) The children undergoing education, who do not have any source of income shall be considered dependent upon him/her.

(3) Travelling Allowance on transfer will be restricted to only two dependent children of an employee. This restriction shall come into effect from 01.6.2002 and shall not however, be applicable in respect of those employees who have more than two children prior to 01.6.2002 and also in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results/resulted in multiple births as a consequence of which the number of children exceeds two.

(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:-

^[2] Inserted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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- (i) Personal pay
- (ii) Special pay, and
- (iii) Any other emoluments which may be specially classed 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 thereto.
- (xi) **Public Conveyance-** mean a railway train or other conveyance which plies 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.
- (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 in travelling in the interest of the Nigam. 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 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.

^[3]**Rule 2 (A)** For the purpose of calculating Travelling Allowance including Daily Allowance Nigam's employees are divided into five categories as under: -

^[3] Substituted vide order no. RVUN/P&A/F.6 PC/D.547 dated 1.10.2008[P&A-24]

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S. No.	Categories	Class of Nigam's employees based on "Basic Pay" i.e. total of pay in Running Pay Band and Grade Pay
1.	Category 'A'	Employees drawing basic pay of Rs.37,000/- per month or above
2.	Category 'B'	Employees drawing basic pay of Rs.19,000/- and above but below Rs. 37,000/- per month
3.	Category 'C'	Employees drawing basic pay of Rs.15,000/- and above but below Rs. 19,000/- per month
4.	Category 'D'	Employees drawing basic pay of Rs. 10,000/- and above but below Rs. 15,000/- per month
5.	Category 'E'	Employees drawing basic pay below Rs. 10,000/- per month

Rule 3. In case of doubts regarding interpretation of these rules the decision of the Managing Director will be accepted.

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

^[4] **Rule 5.** Deleted.

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
- ^[5](b) Daily Allowance
- (c) Permanent Travelling allowance.

^[6] **Rule 7.** Employees belonging to various categories shall be entitled to travel while on tour by rail in the class of accommodation as indicated in column 2 of Appendix-A (Part I). He shall for every such journey be

^[4] Deleted vide order No. RVUN/ Dy.CO(A)(Control)/F.(TA)/D.377 dated 31.05.2008

^[5] The existing words 'Halting Allowance' wherever appearing in these rules, except in Rule 33, have been substituted by the words 'Daily Allowance' vide order No. RVUN/Dy.CO(A)(Control)/F.(TA)/ D.377 dated 31.05.2008

^[6] Substituted vide order No. RVUN/ Dy.CO(A)(Control)/F.(TA)/D.377 dated 31.05.2008

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entitled to the actual fare paid by him by not exceeding the fare of the class for which he is entitled to travel.

^[7] **Rule 8.** In case of retired employees of a Nigam/State Govt./PSU are re-employed in the Nigam, their categorization for the purpose of calculating TA shall be as under: -

- (a) Those engaged on consolidated contractual amount: As per category under existing TA Rules based on contractual/ consolidated amount.
- (b) Those re-employed on pay minus pension: As per category under existing TA Rules based on the pay in the scale prescribed for the post held on re-employment.

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 the 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

^[7] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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actually performed by their own car or in Nigam vehicle by the employees of category 'A' and 'B'.

Places:

Jaipur & Bundi

Jaipur & Kota

Ajmer & Kota

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 has 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 Nigam 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 car, certify if the propulsion charges of the car were borne by him.

Note 2. In case of officers entitled to travel by rail in air conditioned class the mileage allowance by rail for the purpose of this rule includes mileage allowance admissible, in respect of journey by rail in air conditioned class also, if the air conditioned accommodation in train is provided on that route.

Rule 12. Where it is possible to travel between places either by rail or by road or by air and the journey is actually made by the employee, who is authorised to travel by air under Rule 17 by road, in his own car then mileage allowance shall be calculated as if the journey had been made 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 by road in his own car, time available for Nigam's work was not less than what would have been available had the journey been made by air.

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TOUR

Rates of mileage allowance for different classes of journey:

MILEAGE ALLOWANCE FOR JOURNEYS BY RAIL

^[8] **Rule 13.** The class of accommodation, the employees are eligible for journeys by train has been indicated in Appendix-A (Part-I).

Note 1. If an employee entitled to travel by a higher class by rail, travels in second class and avails for sleeping accommodation provided by the railway for second 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.

^[9]**Note 2.** If an employee is entitled to travel in non-AC II class actually uses non-AC II class sleeper, he shall be reimbursed the cost of sleeper in addition to rail fare.

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 Appendix-A (Part-I) plus incidental charges at the rates indicated against each category provided that:

- ^[10]1. The amount of incidental charges shall be limited to the amount of one daily allowance for every 24 hours journey.
2. Where the amount of incidental charges is less than the Daily Allowance as the case may be, only incidental charges shall be allowed.
- ^[11]3. For the purpose of limiting the amount of incidental charges as in proviso (1) above, the Daily Allowance applicable shall be the higher of the rates admissible as per Appendix-B-I at the place where the journey ends.

^[8] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

^[9] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

^[10] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

^[11] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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- Note 1.** If available, return tickets at reduced rates shall be purchased by the employees 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 Daily 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 Daily Allowance admissible for ordinary locality.
- Note 4.** 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

^[12]**Rule15.** For journeys by road, mileage allowance claimable shall be at the rates indicated in Appendix-A (Part-II).

Rule16. 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 Appendix-A (Part-II) plus passenger Tax charged under the Rajasthan Passenger Taxation Act 1959 if separately charged by transport operators and toll tax if any charged by municipalities of any station.

^[12] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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Provided that

- (i) The amount of incidental charges admissible as indicated in Appendix-A (Part-II) shall be limited to one Daily 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 Daily Allowance or Daily Allowances, only incidental charges shall be allowed.

Note1. 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 indicates 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 Nigam provided that the Nigam 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. ^[13](1) An employee authorised to travel by air on tour is entitled to:

- (a) Mileage allowance as indicated in Appendix-A (Part-III) under the heading mileage allowance for travel by air.
 - (b) Daily allowance at the rates mentioned in Appendix-B (I) or B(II) as the case may be.
- (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 2 below rule 14 draw mileage allowance admissible for such journey.

^[13] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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- (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 Nigam.
- (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.

^[14]**Rule 19.** Daily 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 stay. Its admissibility is subject to the following conditions:-

- (1) Daily allowance may not be drawn except during a period of absence from headquarters on duty.
- (2) Daily Allowance for the entire absence from headquarter, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as under: -
 - (i) Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates: -

For absence not exceeding six hours	Nil
For absence exceeding six hours but not exceeding twelve hours	50%
For absence exceeding twelve hours	Full

- (ii) In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above, subject to the condition that not more than one daily

^[14] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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allowance shall be admissible for absence of 24 hours from headquarters.

- (3) The admissibility of daily allowance, at a place outside Nigam employees' headquarters for a continuous halt shall be admissible as under: -

For first fifteen days of halt	Full
Beyond 15 days but upto 180 days	3/4
Beyond 180 days	Nil

- (4) ^[15]Daily 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 but upto 60 days the Secretary (Administration) will be competent to sanction the same. For a halt beyond a period of 60 days but upto 180 days, sanction of Chairman & Managing Director of the Nigam will be necessary. For halt of more than 180 days no daily allowance will be admissible.
- (5) If a Nigam employee is allowed or avails of free boarding and lodging during halt at a particular station provided by the Nigam or the host Government or organisation or body responsible for causing the halt, the rate of daily allowance shall be 25% of the normal rates prescribed for that station.
- (6) Daily 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 Daily Allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any kind of leave including casual leave while on tour.
- (7) If more than one place is visited in a journey, the rate of daily allowance applicable shall be the highest rate admissible at anyone place.
- (8) Ordinarily a Nigam's employee posted at a particular station shall not be permitted to take over charge of another post at a station different from his own headquarters and to discharge the functions and responsibilities of the additional post at

^[15] Substituted vide order No. RVUN/ CAO(W&M)/F.(TA)/D.526 dated 17.12.2008 effective from 13.10.2008

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that station in addition to his own post. However, in case of employees equivalent to Asstt. Engineer and above, if in exceptional circumstances, it is considered necessary to make such arrangements in the interest of Nigam's work, such arrangements shall be permitted by the authority competent to make arrangements at the same station. In such a case the travelling allowance for the journeys performed by the employee shall be regulated as below: -

For the journeys undertaken from the station headquarters of his regular post to the other station/headquarters for performing duties of additional post only mileage allowance (including incidental charges) shall be admissible. No daily allowance for the days of his stay/halt at another station shall be admissible.

Rule20. 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.

^[16]**Rule 21.** Deleted.

Rule22.Journey by Road: An employee, who travels by road beyond a radius of 15 kilometer 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 (Part-II).

^[17](2) Daily allowance at the rates given at Appendix -B (I) or B (II), as the case may be, subject to fulfilment of conditions mentioned therein and in Rule 19.

^[16] Deleted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

^[17] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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Note: Short journey within a radius of 15 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 15 kilometers may be interpreted as meaning a distance of 15 kilometers by shortest practicable route by which a traveller can reach his destination by the ordinary mode of travelling.

^[18] **Exception No. 1 -**

An employee of category 'A' or 'B' who while on tour to New Delhi, Kolkata, Chennai, Mumbai and other State capitals, other than Jaipur, undertakes short journeys within the Municipal limits between the place of actual stay and the place(s) or office(s) visited by him in connection with Nigam's work, shall be entitled to actual amount spent by him in payment of fare of Taxi car, Tonga, Scooter, Rail, Tram or bus as the case may be.

Provided that if such employee performs journey in his own car/ scooter/Motor Cycle/Moped instead of hired taxi, scooter, tonga etc. he will be entitled to Rs. 4.50 per km. for the use of car and Rs. 1.50 per km. for the use of scooter/motor cycle/moped.

Note: The employee claiming charges under above exception shall be required to attach to his TA bill, a detailed statement of journeys undertaken, in the following proforma, apart from recording a certificate given therein.

PROFORMA

Details of local short journey on tour or at the place of posting

Date	Brief particular of places of local short journeys	Purpose of journey	Mode of conveyance used	Approximate distance in kms.	Rate (Rs. per km.)	Amount
1	2	3	4	5	6	7

Certified that I have actually travelledkms. by
as stated above from the place of duty/stay for official purpose.

Signature of the Nigam employee
Designation

^[18] Substituted vide order No. RVUN/ Dy.CO(A/Control)/F.(TA)/D.377 dated 31.05.2008

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Verification by the Controlling Authority*

Designation and seal

*** Note: Head of Departments and officers drawing pay in the Running pay Band of Rs. 15600-39100 plus Grade Pay of Rs. 7600 and above shall themselves verify their claims for local short journeys and in other cases, controlling officers shall verify the local short journeys undertaken by the Nigam employees.**

[¹⁹]Exception No. 2 -

An Employee of category C, D, or E 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-riksha 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 charges of Rs. 1.50 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 allowance bill, detailed statement of journeys undertaken in the proforma given below Exception No. 1.

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 Nigam is one of the parties thereto and the officer/official Incharge of the case is not in a position to get Nigam'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 datewise details of the visits duly countersigned either by the Adovcate 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.

^[19] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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Rule 23. ^[20](1) No travelling allowance other than permanent travelling allowance is 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 15 kms from his duty point or returns thereto from a distance exceeding 15 kms whether by rail or road. For the purpose of this rule, the limits of headquarter in the case of a town or city extends upto municipal limits/Urban Agglomeration limits of a town or city, as the case may be.

^[21](2) An employee other than an officer travelling on duty, from his duty point at his headquarter to any other place within the limits of his headquarters i.e. within the municipal limits/ Urban Agglomeration limits of a town or city as the case may be, is entitled to get actual amount spent by him in payment of fare for rail/tram/ferry/Bus/Auto Rickshaw in New Delhi only (for the purpose of remittance of loan cheques from REC/PFC/Financial Institutions on the very date of issue) or conveyance charges admissible to him under the GF & AR whichever is higher."

^[22](3) For Local short journeys undertaken by the officers of category 'A' and 'B' (who are not in receipt of conveyance allowance) by their own car/Motor Cycle/Scooter shall be entitled to charges for local short journey at the following rates, subject to furnishing of details of journey and certificate in the proforma given below Exception No. 1 under Rule-22: -

Mode of Travel	Rate
i) Own Car	Rs. 4.50 per km. subject to maximum of Rs. 300/- per month
ii) Own Scooter/ Motor Cycle	Rs. 1.50 per km. subject to maximum of Rs. 150/- per month

^[20] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

^[21] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

^[22] Inserted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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Rule 24. Nigam may, for special reasons to be recorded by the controlling officer justifying payment of actual travelling expenses in the interest of Nigam'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 then he may draw travelling expenses under rule 11.

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

(3) If two or more employees share hiring charges or propulsion cost of a conveyance each employee may draw actual share of hire paid plus incidental charges restricted to Daily allowance as admissible for road journey provided the total mileage allowance shall not exceed the amount which would have been admissible if the employee had travelled all alone.

Note:(1) For the purpose of this rule break in journey enroute to the place of visit and return therefrom is permissible and it shall be treated as part of journey provided the break is in Nigam's interest or the distance to be travelled is more than 300 kms.

(2) If road journey is performed to distance of 300 kms. or more and the journey is broken at Delhi the rates of Daily Allowance mentioned in column 4 of Appendix B (I) shall be admissible for that day journey subject to the conditions under which the rate of Daily Allowance is admissible.

(4) For mixed journey by road i.e. partly by own car or Nigam'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 (3) 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 be entitled had he covered the whole distance in his own car.

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Rule 26. Persons who are not Nigam's employees shall be allowed such travelling allowance as the Secretary of the Nigam may decide looking to their status, if such persons are required to perform journey in the interest of the Nigam with the approval of the Managing Director. 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 authorities as the case may be if permissible under the rules of the Railway or I.A.C.

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 Daily 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. bill is pre-audited by his parent department.

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

- ^[23](i)(a) An employee who is transferred from one station to another in Nigam's interest and not at his own request shall be entitled to travelling allowance at the rates given in Appendix-C (Part-I & II).
- (i) (b) A Nigam employee who is transferred within municipal limits /Urban Agglomeration limits and the distance of new office exceeds 15 km. and such a Nigam employee changes his place of residence, he will be entitled to only lumpsum transfer grant, as indicated in Appendix appended to rule 27.
- (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.

^[23] Substituted vide order No. RVUN/ Dy.COA (Control)/F.(TA)/D.377 dated 31.05.2008

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- (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 receives 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. In the absence of any order to the contrary, the journey performed by him in such cases shall be treated as journey on tour.

Rule 27 (B) (i) A member of 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 upto 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 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 Manging Director in case of the Head of Department and Nigam in the case of Chairman & MD.

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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 Nigam 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 (Part-I).
 - 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 (Part-I).
 - For Family: As admissible under normal rules.
- (iv) Where both husband and wife are in Nigam's service or in Nigam or in Govt. 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 transfer travelling allowance, the other member (s) being treated as a member of his/her family not in Nigam's employment on furnishing the following certificate:

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"Certified that my wife/husband who is employed under the Nigam/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 headquarter.
- (iii) All further concession admissible under rule 15 direct from the old to the new headquarters excluding these 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 Managing Director.

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,

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for journeys to and from consequent on attendance at an obligatory examination and also to Daily 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. Managing Director 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 Daily 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 headquarter 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 headquarter. The competent authority may, however, at the time of ordering suspension or thereafter, 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.

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

30 (2) T.A. for inspection of record by an employee under suspension

An employee who undertakes journey to out stations to peruse 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.

30 (3) An employee whether under suspension or not who performs journey to attend police/special police establishment enquiry in connection with a Nigam 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.

30 (4) An employee who undertakes journey during suspension for appearing in a court of law as an accused shall not be entitled

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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.

- 30 (5)** Where under Nigam's regulation an employee against whom the enquiry is held, can present his case with the assistance of any other Nigam employee, such employee who is assisting the delinquent employee with the approval of the disciplinary authority may be allowed travelling allowance as on tour and the minimum time required to perform the journeys 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 a part of leave and he shall not be deemed to have been recalled to duty.

- ^[24]**30(6)** A retired Nigam employee who is approved by the Disciplinary Authority of the delinquent Nigam employee to assist him in Departmental Enquiry held under the RVUN Employees (Classification, Control, & Appeal) Regulations, 1962 on production of certificate or letter from the Disciplinary Authority to this effect shall be allowed Travelling Allowance as on tour on the basis of his status at the time of retirement. In such a case daily allowance shall be paid on the basis of certificate of attendance given by the Enquiry Officer. The payment of TA claim shall be made by the Disciplinary Authority of the delinquent Nigam employee.

- Rule 31.(1)** An employee who is summoned to give evidence in criminal case or a civil case in which Nigam 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 Nigam.

^[24] Inserted vide order no. RVUN/CCOA(HQ)/DOP/F.60/D.3227 dated 08.02.2013

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^[25]**31(1) (A).** A retired Nigam employee who is summoned in a criminal or a civil case to which Nigam is a party or in a departmental enquiry on behalf of the Nigam, to give evidence of the facts which came to his knowledge while discharging duties of the post shall be entitled to travelling allowance as for journey on tour on the basis of his status at the time of retirement. The payment of T.A. claim shall be made by the office from where he retired after attaching to his bill a certificate of attendance and non-payment of T.A. claim issued by the court or other authority which summoned him.

31 (2) A person who is not in employment of the Nigam and who is summoned through court as witness to give evidence or who is requested to appear before the court on behalf of the Nigam as witness or otherwise to argue the case may be allowed travelling allowance as on tour with due regard to his status and 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 Managing Director/Heads of Department.

Note: (1) The advocate engaged for Nigam's work may be treated equivalent to class I officers of the Nigam drawing pay exceeding Rs. 1000/- but less than 1400/- for the purpose of T.A. Rules. The advocates who are required to attend Nigam'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.

^[26]**Note (2)** The T.A. & D.A. expenses incurred by the Statutory Auditors (appointed for audit of Annual Accounts of the Company for the financial year 2000-01) shall be regulated/reimbursed as under :

^[25] Substituted vide order no. RVUN/CCOA/CAO (Control)/F&R/ D.916 dated 19.08.2016

^[26] Inserted vide order no. RVUN/CAO/F.(TA)/D.32 dated 28.09.2001

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Travelling	For Partners	For Assistants
Railway Fare	1st A/C	2nd A/C
Bus Fare	Actual A/C Bus Fare plus passenger tax & local tax charged if any	Actual Delux/ Semi delux Bus Fare plus passenger tax & local tax charged if any
Provided that if a journey is undertaken by the Partner (s) together with the Assistant (s) by Bus, actual bus fare shall be reimbursable to the both irrespective of the class of Bus.		
Journey by car	The TA shall be allowed as if the journey had been undertaken by the Rail	
To & Fro Station	Actual	Actual
Daily Allowance		
Lodging	Actuals subject to charges of highest category of accommodation in RTDC Hotels.	Rs.300/- or actuals for air cooler accommodation whichever is less.
Boarding	Rs.200/- per day	Rs.100/- per day

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 cases, 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 |

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Rule 33. Journey on a course of training in India

1. The trainee will be entitled to full pay and allowance during the course of training. The period of training will be treated as on duty.

^[27]2. The trainees may be entitled to TA as on tour. He will be entitled to Compensatory Allowance at the following rates:

Compensatory Allowance

(I) For the first 15 days At the rate of daily allowance admissible at the place of training.

(II) For a period exceeding 15 days At the rate of $\frac{3}{4}$ of daily allowance admissible at the place of training.

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 Nigam service.

IV. No Compensatory Allowance shall be admissible to the trainee 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 RVUN officers in normal rules/regulations with the approval of the Director of the Institute or Officer Incharge

^[27] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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of 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 Nigam.
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/Seminar/Conferences for a period not exceeding 5 days will be entitled to TA/DA as per normal T.A. Rules.
10. The Nigam also authorised the Managing Director in consultation with Director (Finance) to allow special allowance to trainees at Jaipur to mitigate their hardship due to non availability of suitable accommodation and conveyance facilities in the training institutions.
11. The JD (P&A)/Chief Engineer, KTPS or any other authority to whom the Managing Director 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 Managing Director of the Nigam, be paid a single fare of the class of

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accommodation to which he is entitled for the journey each way without any road mileage or Daily Allowance for halts at the place of meeting/conference provided any Nigam's interest is served by his attendance at such meeting/conferences.

Rule 35. Journey to receive Gallantry awards

1. An employee who is required to perform journeys to receive the gallantry 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 certificates in a function organized by the Nigam are entitled to travelling allowance as on tour.

Rule 36. Persons who are not Nigam's employees, may with the approval of the Managing Director be allowed mileage allowance and Daily Allowance or sitting fee in lieu of Daily Allowance not exceeding ^[28] Rs.50/- per day, for attending a selection committee or conferences, or any function organized by the Nigam.

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 Daily Allowance at the rates specified in Appendix B (I) shall be allowed as below:
 - (a) For absence from headquarters Nil
for visit for line work to places
beyond 8 kms. from headquarters
for 8 hours or less

^[28] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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- | | | |
|-----|--|---|
| (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 for line work to places 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 workcharged 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 Nigam'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 Nigam

IAS/IA & AS officers and other Central Government employees on deputation to the Nigam and who are governed by the Nigam's Travelling Allowance Rules 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

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effects between the same places may be granted to the employees on their retirement from Nigam's service. The grant of travelling allowance will subject to the following conditions.

- (1) 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 town and in respect of the transportation of his personal effects between the same places.

In precise entitlement will be further subject to the following conditions.

- (a) For journey by Rail:

- (i) Actual fare of the class of accommodation to which the employee was entitled on the date when he was last on duty in respect of self and members of his family as defined in rule 2, no allowance for incidental expenses would be admissible.
- (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 Nigam 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 Nigam 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).

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- (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 immovable property, permanent residence of near relatives for example, parents, brothers etc. as the place where he would normally reside but for his absence from such a station for service under the Nigam).

Persons who have not so far declared their homes for any purpose in correspondence with Nigam 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 Nigam employee

1. Witness _____

2. Witness _____

Nigam employee who enters Nigam service in future should make such a declaration before the expiry of six months from the date of his confirmation in the Nigam. The declaration will be subject in each case to the acceptance of the appointing authority who

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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 upto 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 be dismissed or removal from service or who is compulsorily retired as a measure of punishment.

(v) Where an employee re-employed under the Nigam 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 Nigam 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.

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- (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 journeys to the home town or the place to which he might have proceeded to settle e.g. by requiring the production of original railway vouchers relating to transportation of personal effect, conveyance.
- (5) This concession shall not apply to persons who:
- (i) are not in whole time employment of the Nigam or are engaged on contract.
 - (ii) are work charged or are paid from contingencies.

Rule 41. Permanent Travelling Allowance

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

Provided that such allowance shall be in lieu of all other form of travelling allowance for journeys within the jurisdiction. While fixing the permanent travelling allowance, the Nigam 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 orders by the Nigam, 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 Nigam employee in receipt of permanent travelling allowance may draw travelling allowance calculated under the ordinary rules, in

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exchange for his permanent travelling allowance in respect of journey made under proper authority beyond jurisdiction including such part of it as is within jurisdiction. The amount of permanent allowance to be surrendered will be calculated at one thirtieth of the permanent travelling allowance for each day occupied in the journey and for each day on which the officer drawn Daily Allowance at the ordinary rate for halts.

Rule 44. Conveyance Allowance

The Nigam 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 direct, 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 Daily Allowance for a journey by a motor car, 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 is correct.
- (3)** In the case of Nigam employee 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 Daily 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 are granted has been used in making the journey.

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- (4) The conveyance allowance in each case shall be fixed by the Nigam at such rates as the travelling would satisfy and the competent authority may demand full details of travelling done and recommended to the Nigam 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 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 Nigam shall be admissible during leave or temporary transfer and during joining time.

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.

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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 upto 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 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 in order and that the conditions attached to its drawal have been fulfilled.

^[29] **Note:** All India Service Officers drawing pay in senior scale & above of their service, and State Service Officers & RVUN's Officers drawing pay in the Running Pay Band of Rs. 15600-39100 plus Grade Pay of Rs. 7600 & above, are authorized to countersign their own Travelling Allowance claims.

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 scrutinize 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 or unduly protected 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

^[29] Inserted vide order No. RVUN/ P&A/F.BOD/D.580 dated 05.02.2008

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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 fulfill 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.

(e) To satisfy himself that the claimant has submitted the T.A. Claim for the period when he was neither on leave nor on duty at the headquarter for which a certificate shall be recorded by the drawing officer.

In case of a workman covered under the T.W.S.R., the Controlling Officer, will record a certificate in the T.A. Bill of the claimant that the work assigned to the claimant was actually performed as per record.

^[30](f) It is to be ensured that no employee is sent on tour only for the purpose of delivering mail or correspondence. No Travelling Allowance shall be admissible for such purposes. Such information should be sent by courier or post. Reasons for which, the employee has been sent on tour shall be specifically mentioned and certified on the TA bill by the controlling authority.

(g) To observe any rules which the Nigam may make for the guidance.

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

(i) Maps

^[30] Inserted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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- (ii) Local knowledge of the officers countersigning and passing the bills, and
- (iii) 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. 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

Nature of the certificate	Circumstances under which necessary
1 Certified that I was not provided with any free locomotion at the expense of the Nigam.	In all cases except where Nigam conveyance is actually used.
2 Certified that the payment of this bill has not been received before.	In all cases.
3 Certified that the place for which road mileage has been charged are not connected by rail.	In cases where road mileage is claimed.
4 Certified that I have actually travelled in the same class of accommodation for which T.A. has been claimed.	In case of all journeys by rail.
5 Certified that Daily Allowance has not been claimed by me for Sundays or other holidays unless I was actually in camp.	In cases where Daily Allowance has been claimed for any holiday or Sunday.
6 Certified that the members of my family in respect of whom T.A. T.A. in has been claimed are	In case of journeys on transfer for which T.A. in respect of whom respect of family has been Claimed

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residing with me and are wholly dependent on me.

- 7 Certified that no compensatory allowance has been drawn for the days in respect of which tour T.A. is drawn. In case where compensatory allowance in lieu of Daily Allowance has not been drawn for the days in respect of which tour T.A. is drawn.
- 8 Certified that no public conveyance plies between the two points for which mileage allowance has been claimed. ^[31]In cases where road mileage at special rates is claimed.
- 9 Certified that as the class of accommodation to which I am entitled was not available I travelled in class. 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.

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

2 (ii) ^[32]The employees undertaking journey shall present their T.A. claims within a period of two months 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 H.O.D 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 authority within 30 days of the receipt of the T.A. claim from the employee preferring the T.A. claim.

^[33]2(iii) In order to ensure correct preferring of T.A. claims a diary should be maintained by each individual upto the rank of A.En and equivalent in all the disciplines in which the Controlling officer/Circle SE/X.En available at the H.Q. should countersign the journey performed and an entry to this effect would be made in the register with the Controlling Officer in the proforma prescribed hereunder.

^[31] Substituted vide order No. RVUN/ Dy.CO.A (Control)/F. (TA)/D.377 dated 31.05.2008

^[32] Substituted vide order No. RSEB/ F&R/F./D.5 dated 28.01.1993

^[33] Inserted vide order No. RSEB/ F&R/F./D.5 dated 28.01.1993

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Sl. No.	Name of employee	Designation	Date of proceeding on tour	Date of return from tour	Signature of controlling officer
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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 Nigam 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 headquarters, the reasons for the same 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 Nigam etc. it may be stated in the bill whether the cost of propulsion was paid by the Nigam 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.
- ^[34]9. No. daily allowance is admissible for an absence below 6 hours from the headquarters.

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

Rule 51. Countersignature does not dispense with the necessity for formal audit with reference to rates and general conditions. The Circle

^[34] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

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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 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 as the case may be and not of the Circle Accounts Officer to enforce departmental rules.

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 Rajya Vidyut Utpadan Nigam Employees Service Regulations (Rule 50 (a) of R.S.R.). The proportionate pay drawn under rule 36 (b) of the Rajasthan Rajya Vidyut Utpadan Nigam Employees Service Regulations (Rule 50 (b) of R.S.R.) shall not be taken into account.

^[35] **Rule 53.** Deleted.

^[36] **Rule 54.** In case of employees drawing monthly consolidated pay, the pay for the purpose of these rules means the amount equal to minimum of the pay scale of the corresponding regular employee or the consolidated pay whichever is less.

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, Cooperative Societies, Autonomous Bodies including industrial and Commercial Corporation and other statutory organizations as Nigam 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 Daily Allowance paid to him by such bodies has been credited to the receipt head of the Nigam. An officer, who attends the meeting of the Board of Directors of Companies etc. as a Govt. or Nigam nominee at a place other than his

^[35] Deleted vide order no. RSEB/ F&R/F.24(20)/D.19 dated 7.3.1979

^[36] Substituted vide order No. RVUN/ P&A/II/D.311 dated 21.04.2005

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headquarters where he is spending leave irrespective 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.

[37] **Rule 56.** Deleted.

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

Rule 58. In the case of journeys undertaken by the Chairman & MD, Directors of the Nigam, and Head of Departments in Nigam'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 was performed in Nigam's interest.

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

Actual bus fare or II 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 Nigam 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

[37] Deleted vide order no. RSEB/ F&R/F.24(20)/D.87 dated 14.09.1990

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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 Nigam's account when received. The refund of agency charges paid to a travelling agent 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 should 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 Nigam duly approved by a certificate from the controlling officer, that the journey has 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 officials reasons, the cancellation charges shall be reimbursed on the basis of the certificate of the controlling authority that the journey was cancelled in the Nigam's interest. No refund of 'Agency charges' is admissible.

^[38] **Rule 63.** Deleted

^[39] **Rule 64.** Deleted.

Rule 65. The right of a Nigam employee to travelling allowance, including Daily 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 ground 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.

^[38] Deleted vide order no. RSEB/ F&R/F.24(20)/D.24 dated 9.05.1988

^[39] Deleted vide order no. RSEB/ F&R/F.24(20)/D. 24 dated 9.05.1988

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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 spent the casual leave to his headquarter 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 Daily Allowance shall be admissible for the days of casual leave.

^[40] **Rule 68.** Deleted.

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

^[40] Deleted vide order no. RSEB/ F&R/F.GF&AR/D.42 dated 20.03.1991

RVUN TRAVELLING ALLOWANCE RULES

**^[41]Appendix -'A' (Part-I)
Rule 7, 13 & 14**

**RATE OF ADMISSIBILITY OF MILEAGE ALLOWANCE
FOR TRAVEL BY RAIL**

Category of Nigam employees	Actual rail fare of class of accommodation	Incidental Charges (Per km.)	Remarks
1	2	3	4
A	Actual rail fare including reservation charges of any train in any class.	7 paise	1. Incidental charges shall be limited to the amount of one daily allowance for every period of 24 hours spent on actual travel by rail or road.
B	^[42] 1. The employees drawing basic pay above Rs. 27000 but below Rs. 37000 - Actual rail fare including reservation charges of A.C. Two/ Three Tier or A.C. Chair Car, (excluding Executive class). 2. The employees drawing ba-	5 paise	^[43] 2. For this purpose (except travel by second class Non A/ C) the Nigam employee concerned shall enclose ticket/cash receipt (in original or photocopy) issued by Railway authorities in the Travelling Allowance Bill. 3. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available. In the former case, they can claim actual fare of the lower class plus incidental charges of the class

^[41] Substituted vide order No. RVUN/ Dy.CO(A/Control)/F.(TA)/D.377 dated 31.05.2008

^[42] Substituted vide order No. RVUN/ CAO(W&M)/F.(TA)/D.526 dated 17.12.2008 effective from 13.10.2008

^[43] Substituted vide order No. RVUN/ CAO(W&M)/F.(TA)/D.526 dated 17.12.2008 effective from 13.10.2008

RVUN TRAVELLING ALLOWANCE RULES

Category of Nigam employees	Actual rail fare of class of accommodation	Incidental Charges (Per km.)	Remarks
1	2	3	4
	sic pay above Rs. 19000 but below Rs. 27000 - Actual rail fare including reservation charges of A.C. Three Tier (May travel in Two Tier if the train does not have Three Tier A.C. coach) or A.C. Chair Car (excluding Executive class).		to which they are entitled and in the later case they may claim the railway fare and incidental charges of the category to which they belong. 4. Claims for refund of unused tickets should be preferred to concerned Railway, Road transport concerned and Airlines. The amount of cancellation fee charges by the Rail, Airlines or Road transport concerned etc. shall be reimbursed by the Nigam 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 Nigam employee like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Nigam employees without waiting for the acceptance of his claim for refund of cancellation charges by the Rail, Road transport or Airline authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be
C	Actual rail fare including reservation charges of A.C. Chair Car or non A.C. Sleeper class	3 paise	
D	Actual rail fare including reservation charges of non A.C. Second class Sleeper	3 paise	
E	Actual rail fare including reservation charges	3 paise	

RVUN TRAVELLING ALLOWANCE RULES

Category of Nigam employees	Actual rail fare of class of accommodation	Incidental Charges (Per km.)	Remarks
1	2	3	4
	of non A.C. Second Class Sleeper.		<p>made. The cancellation charges shall be claimed in the Travelling Allowance Bill.</p> <p>^[44] 5. In cases, where the officer/official has to perform the journey from the starting station to the last station of that train, Head of Department shall be authorized to allow payment of ticket charges under 'Tatkal Quota'. In all other cases, prior approval of the CMD shall be essential to perform journey in Tatkal Quota.</p> <p>Provided that a certificate/undertaking has to be furnished by the officer/official mentioning that the reservation in General Quota for such journey was not available and prior approval to perform journey in 'Tatkal Quota' has been obtained from the competent authority</p>

^[44] Inserted vide order No. RVUN/ CAO(W&M)/F.(TA)/D.717 dated 17.07.2009

RVUN TRAVELLING ALLOWANCE RULES

[45] Appendix -'A' (Part-II)

Rule 15 & 16

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of Nigam employees	Special Rates		Ordinary Rates												
1	2		3												
A & B	(i) Journey in a motor car owned by a Nigam employee.	Rs. 4.50 per km.	(a) Actual Air-conditioned/Deluxe including Semi-Deluxe/Upper Class Bus Fare plus passenger tax and local tax charged, If any plus incidental charges as under i) Category 'A' 7 paise per km. ii) Category 'B' 5 paise per km.												
		(ii) Journey by a Scooter/ motor cycle/ moped etc. owned by a Nigam employee.		Rs. 1.50 per km.	[46](b) Mileage Allowance for journey to reach Airport/ Railway Station/Bus Stand from duty point/residence and vice versa <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">Place</th><th style="text-align: left;">Rate</th></tr></thead><tbody><tr><td>(i) Jaipur</td><td>Rs. 60/-</td></tr><tr><td>(ii) Jodhpur, Udaipur, Kota, Bikaner & Ajmer</td><td>Rs. 45/-</td></tr><tr><td>(iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-Services</td><td>Actual charges paid in payment of fare for Taxi, Auto Rikshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.</td></tr><tr><td>(iv) All other places</td><td>Rs. 25/-</td></tr></tbody></table>	Place	Rate	(i) Jaipur	Rs. 60/-	(ii) Jodhpur, Udaipur, Kota, Bikaner & Ajmer	Rs. 45/-	(iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-Services	Actual charges paid in payment of fare for Taxi, Auto Rikshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.	(iv) All other places	Rs. 25/-
				Place		Rate									
	(i) Jaipur		Rs. 60/-												
	(ii) Jodhpur, Udaipur, Kota, Bikaner & Ajmer		Rs. 45/-												
	(iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-Services	Actual charges paid in payment of fare for Taxi, Auto Rikshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.													
	(iv) All other places	Rs. 25/-													
(iii) Journey by any other means of conveyance like Rickshaw, Tonga, Motor Rickshaw etc.	Rs. 3.00 per km.	(a) Actual ordinary/Express or Mail Class Bus Fare plus passenger tax plus local tax charged, If any plus incidental charges at the rate of 3 paise per km.													
	(i) Journey by a Scooter/ motor cycle/ moped etc.		Rs. 1.50 per km.												
			(ii) Journey by any other means of conveyance like Rickshaw, Tonga, Motor Rickshaw etc.	Rs. 3.00 per km.											
C, D & E	(i) Journey by a Scooter/ motor cycle/ moped etc.	Rs. 1.50 per km.	(a) Actual ordinary/Express or Mail Class Bus Fare plus passenger tax plus local tax charged, If any plus incidental charges at the rate of 3 paise per km.												

[45] Substituted vide order No. RVUN/ Dy.CO.A (Control)/F.(TA)/D.377 dated 31.05.2008

[46] Substituted vide order No. RVUN/ CAO (W&M)/F. (TA)/D.526 dated 17.12.2008 effective from 13.10.2008

RVUN TRAVELLING ALLOWANCE RULES

	Special Rates		Ordinary Rates	
1	2		3	
	owned by a Nigam employee.		^[47] (b) Mileage Allowance for journey to reach Airport/ Railway Station/Bus Stand from duty point/residence and vice versa	
	(ii) Journey by Tonga, Rickshaw, Motor Rickshaw etc.	Rs. 3.00 per km.	Place	Rate
	(iii) Journey on cycle or on foot	Re. 1.00 per km.	(i) Jaipur	Rs. 50/-
			(ii) Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs. 40/-
			(iii) All state Capitals in India (except Jaipur) including Delhi and Places connected by air-services	Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.
			(iv) All other places	Rs. 25/-

Note: -

1. A Nigam employee shall not undertake journey by a Scooter/Motor Cycle/Moped etc. owned by him for a distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service.
2. Road journey by a Scooter/Motor Cycle/Moped etc. owned by a Nigam employee may, however, be made for a distance not exceeding 50 kms. from

Exception:-

- Mileage allowance for journey from airport to duty point/residence and vice versa within Rajasthan
- (i) Jaipur and Udaipur Rs. 100/- fixed charges.
 - (ii) Jodhpur and Kota Rs. 50/- fixed charges.

^[47] Substituted vide order No. RVUN/ CAO (W&M)/F. (TA)/D.526 dated 17.12.2008 effective from 13.10.2008

RVUN TRAVELLING ALLOWANCE RULES

Category of Nigam employees	Special Rates	Ordinary Rates
1	2	3
<p>his headquarters between places neither connected by rail nor by regular bus service.</p> <p>3. In case journey in a Motor Car owned by a Nigam employee where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax.</p> <p>4. In case where husband and wife both are Nigam employees 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 to have been performed in his/her own car for the purpose of these rules.</p> <p>5. In case journey is performed in a motor car owned by a Nigam employee, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of rail Mileage Allowance. However, for the employees, drawing basic pay in the range of Rs. 27000 or above but below Rs. 37000, the rail mileage allowance shall be limited to A.C. III tier.</p> <p>6. For places which are not connected by Rail, the special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rates of</p>	<p>Note: -</p> <p>(i) A Nigam 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 or Bus Stand and vice versa.</p> <p>(ii) Where a Nigam employee alights from a train/bus /airplane 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 en-route his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above of respective category.</p> <p>(iii) The procedure laid down in item 4 of Remarks column of Appendix 'A' (Part-I) shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned.</p>	

RVUN TRAVELLING ALLOWANCE RULES

Category of Nigam employees	Special Rates	Ordinary Rates
1	2	3
	<p>Mileage Allowance shall be admissible.</p> <p>7. Travel by own Car will be done only after prior approval of the controlling authority.</p> <p>8. Places where short journeys are allowed such short journeys can be done by own car and for which Special rates of Mileage allowance will be admissible.</p> <p>9. For officials not entitled to travel by own vehicle, Special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.</p>	<p>^[48](iv) Every Nigam employee who travels on duty in Air conditioned/ Deluxe (including Semi-Deluxe)/ Volvo or any upper class Bus shall be required to attach the bus ticket or its photocopy in the Travelling Allowance Bill.</p>

^[48] Substituted vide order No. RVUN/ CAO(W&M)/F.(TA)/D.526 dated 17.12.2008 effective from 13.10.2008

RVUN TRAVELLING ALLOWANCE RULES

^[49]Appendix -'A' (Part-III)

Rule 17 & 18

MILEAGE ALLOWANCE FOR TRAVEL BY AIR

Eligibility	Mileage Allowance	Remarks
1	2	3
<p>1. Officers drawing Basic pay of Rs. ^[50]37,000/- and above.</p> <p>Note: -</p> <p>1. Officers drawing basic pay of Rs. ^[50]80,000/- and above can travel in Executive Class.</p> <p>2. Officers drawing pay of Rs. ^[50]37,000/- and above but below Rs. ^[50]80,000/- can travel in Economy Class/Standard/ Lowest Class of Airlines.</p>	<p>1. One actual single fare including tax and surcharge on fare, if any, plus incidental charges equal to 20% of actual fare excluding the element of tax and surcharge on fare, if any, limited to $\frac{3}{4}$ of the rate of Daily Allowance.</p> <p>Note: - The rate of Daily Allowance for the purpose of incidental charges shall be the rate of Daily Allowance indicated in Appendix- 'B' (I)</p>	<p>^[50]1. (a) Air travel in economy class / lower class can be done through any Airline.</p> <p>(b) All air ticket booking shall be preferred directly with the airline or through official website of airline</p> <p>(c) Tickets may also be booked through authorized booking agencies. However, facilitation fee/service charges to booking agency (by whatever nomenclature) which is not included in the tariff charged by the airline, shall not be reimbursed.</p> <p>(d) Element of Service tax, Education cess or any other fee/cess charged by Government on air travel or booking of air tickets would be</p>

^[49] Substituted vide order No. RVUN/ Dy.COA(Control)/F.(TA)/D.377 dated 31.05.2008

^[50] The existing words and figures "Rs. 12,000/-", "Rs. 16,400/-" and "Rs. 26000/-" Substituted by the words & figures "27,000/-", "Rs. 37,000," and " Rs. 80,000/- respectively vide order no. RVUN/P&A/F.6 PC/D.547 dated 1/10/2008[P&A-24]; and item 1of 'Remarks' column was substituted vide order no. RVUN/CCOA/CAO(Control)/F&R/D.916 dated 19/08/2016.

RVUN TRAVELLING ALLOWANCE RULES

Eligibility	Mileage Allowance	Remarks
1	2	3
<p>Exception:-</p> <p>In such cases where journey involved is more than 500 kms. and can not be performed over night by train, officers drawing basic pay of Rs. ^[50]27,000/- and above but below Rs. ^[50]37,000/- shall be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority. Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass,</p> <p>2. Nigam nominees attending meeting of Companies, Cooperative Societies,</p>	<p>at the place where journey ends.</p> <p>2. If more than one Air journey or return journey is performed within 24 hours, the incidental charges for all journeys shall be restricted to one Daily Allowance.</p> <p>3. For combined journey by Air and by rail or road, mileage allowance as permissible for such journeys shall be admissible except for surface transport included in Air fare.</p> <p>4. The amount of bus fare charged by the Indian Airlines for road journey from IAC Office to Airport and vice versa</p>	<p>admissible for reimbursement to the individual officer.</p> <p>2. Officers drawing basic pay below Rs. ^[50]80,000/- are expected to certify that they have purchased the ticket of Airlines of Economy Class/ lowest fare for air journey.</p> <p>3. If Nigam employee not authorised to travel by Air on tour, performs journey by Air to save time, he may draw mileage allowance, which would be admissible if he had travelled by rail or road.</p> <p>4. Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any case.</p> <p>5. The procedure laid down in Item 4 of Remarks column of Appendix 'A' (Part-I) shall apply in respect of refund of cancellation charges of unused Air ticket.</p> <p>6. Officers eligible to travel by air, if travel by other means, the incidental charges for such journey shall be as admissible for the respective mode of travel and in such cases incidental charges of air</p>

RVUN TRAVELLING ALLOWANCE RULES

Eligibility	Mileage Allowance	Remarks
1	2	3
<p>Autonomous Bodies, Industrial or Commercial Corporation or any other Corporate Body or statutory organization may travel by air, if the Company/ Body pay air expenses even though they are not entitled to travel by Air under these rules.</p>	<p>separately in addition to the air fare shall not be admissible.</p>	<p>shall not be admissible.</p> <p>7. If an officer undertakes journey by air, no departmental vehicle should be made to follow the officer and the subordinate officers will also not perform journey to that station by Nigam vehicle during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance bill.</p>

RVUN TRAVELLING ALLOWANCE RULES

**^[51]Appendix -'B' (I)
Rule 18 & 19**

RATES OF DAILY ALLOWANCE

When a Nigam employee on tour stays in Government/Public Sector Circuit House/Guest House or makes his own arrangements for stay				
Cat-egory	For all localities within the State and outside the State except towns included in Columns 3 and 4	For all State Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune, Ahmedabad and hill stations outside the State but excluding capital towns included in Column 4	For Mumbai/ Kolkata / Chennai/ New Delhi	Remarks (applicable to all Categories of Nigam employees)
	<i>(Amount in Rs.)</i>	<i>(Amount in Rs.)</i>	<i>(Amount in Rs.)</i>	
(1)	(2)	(3)	(4)	(5)
A	205	255	390	Admissibility of Daily Allowance is subject to the conditions mentioned in Rule-19
B	180	225	345	
C	160	195	300	
D	135	165	255	
E	85	105	160	

^[51] Substituted vide order No. RVUN/ CAO/IA&A/cs/Control/F/D.698 dated 11.06.2012 effective from 8.05.2012

RVUN TRAVELLING ALLOWANCE RULES

^[52] APPENDIX - 'B'(II)

Rule - 19

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

When the Nigam employee stays in the hotel or other establishment providing Boarding and/or Lodging on tour at fixed rate provided that such hotel/institution is registered / has obtained a license from the Competent Authority viz. Nagar Nigam, Sales Tax Authority, Service Tax Authority etc.				
Cat-egory	For all state Capitals including Jaipur and cities, viz Nagpur, Kanpur and Allahabad.	For Mumbai/ Kolkata/ Chennai/ New Delhi / Bengluru/ Hyderabad /Pune / Ahmedabad	For cities/ District h e a d - quarters outside the state except t h o s e m e n - tioned in col. 2 and 3.	Remarks (applicable to all Categories of Nigam employees)
	(Amount in Rs.)	(Amount in Rs.)	(Amount in Rs.)	
(1)	(2)	(3)	(4)	(5)
A	1000	2000	505	Note : 1) Admissibility of Daily Allowance is subject to the conditions mentioned in rule 19 2) Conditions for drawing Daily Allowance:-
B	800	1600	340	
C	600	1200	300	
D	400	800	195	
E	200	400	100	

^[52] Substituted vide order No. RVUN/ CAO/IA&A/cs/Control/F/D.698 dated 11.06.2012 effective from 8.05.2012 and read with order no. RVUN/CCOA/ CAO(Control)/F&R/D.916 dated 19.08.2016

RVUN TRAVELLING ALLOWANCE RULES

			<p>(a) The rates for boarding and lodging charges shall be admissible only if an official stays in a hotel/ Circuit house/ Dak Bungalow/ or any other institution like Young Men's Christian Association, Cricket Club of India, Youth Hostels etc., which provide for lodging arrangement 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 boarding and lodging are less than the ceiling prescribed in col. 2, 3 and 4 of this Appendix, actual charges paid shall only be admissible.</p> <p>(b) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under col. 2,3 and 4 the actual charges paid shall only be admissible.</p> <p>(3) In case accommodation is not available in Vidyut Niwas at New Delhi, the daily allowance shall be admissible at the rates prescribed for Delhi shown in col. 3 of this appendix, subject to the conditions mentioned in note 2 above. The official claiming the daily allowance for New Delhi shall record a certificate on the travelling Allowance bill to the effect that</p>
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RVUN TRAVELLING ALLOWANCE RULES

				<p>he actually stayed in a hotel due to non-availability of accommodation in Vidyut Niwas.</p> <p>(4) Actual taxi charges admissible under exception No. 1 or 2 of rule 22 shall be in addition to daily Allowance.</p> <p>(5) These rates are inclusive of all types of taxes.</p> <p>(6) In case accommodation is not available in RVPN's staff house at New Delhi, officers can stay in hotel/ institution at prescribed rates after obtaining NAC from RVPN's Vidyut Niwas except officers of category 'A', who can stay in hotel without obtaining NAC.</p>
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RVUN TRAVELLING ALLOWANCE RULES

**^[53]APPENDIX-'C' (Part-I)
Rule 27-A (I & II)
Travelling Allowance admissible to Nigam employee on Transfer**

Category of Nigam employees	Mileage allowance by Rail		Mileage allowance by Road		Road Mileage allowance for journey between places not connected by Rail or regular bus service	Lump sum grant on transfer	Cost of carriage of personal effects by Rail or Road (For one side only)	Remarks
	For self	For family	For self	For family				
1	2	3	4	5	6	8	9	10
Cat-egory 'A', 'B', 'C', 'D' and 'E'	Two fares of the class for which entitled on tour except travel by Air/ Rajdhani	^[54] One extra fare for each member of the family. However, in respect of the	Two bus fares of class for which entitled on tour for journey performed by road.	^[54] One extra fare for each member of the family. However, in respect of the	Rs. 3.00 per Km.	Category 'A' Rs.3000 Category 'B' Rs. 2500 Category 'C' Rs.2000 Category 'D' Rs.1500 Category 'E' Rs.1000	Category 'A' Rs.10/-per Km. Category 'B' Rs.10/- per Km. Category 'C' Rs.6/- per Km. Category 'D' Rs.4.60 per Km. Category 'E' Rs.4/- per	1. If a Nigam employee on transfer actually undertakes journey by rail/road in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail/road fare of the class actually used

^[53] Substituted vide order No. RVUN/ Dy.CO.A (Control)/F.(TA)/D.377 dated 31.05.2008

^[54] Substituted vide order No. RVUN/ CAO (W&M)/F.(TA)/D.526 dated 17.12.2008 effective from 13.10.2008

RVUN TRAVELLING ALLOWANCE RULES

1	2	3	4	5	6	7	8	9	10
	Express and Shatabdi Express.	children accompanying the employee, half fare or full fare actually paid as per the tariff Regulations of Railways, shall be admissible.		children accompanying the employee, half fare or full fare actually paid as per the tariff Regulations shall be admissible.		the number of family is more than three other than the self.		<p>Note: Rate shown in this column to cover cost of transportation of personal effects shall be admissible subject to production of Receipt or Cash Receipt issued by Railway or Road Transport Company / Proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in</p>	<p>plus one extra full rail /road fare of the class (excluding taxes, if any) to which he is entitled on the basis of his categorization in lieu of two rail/road fares indicated in column 2 and 4 of this Appendix. 2. No road mileage allowance for the journey performed from the actual residence of the Nigam employee to Railway station/ bus stand or vice versa shall be admissible. 3. A Nigam employee can not undertake journey in a hired/borrowed car on transfer. If he does so, he will get road</p>

RVUN TRAVELLING ALLOWANCE RULES

1	2	3	4	5	6	7	8	9	10
								<p>this column, the actual freight charges shall only be admissible.</p>	<p>mileage allowance at the rates indicated in col. 4 of this Appendix. 4. It will be mandatory to mention in the transfer order that such transfer is made in public interest/ administrative reasons. In absence of such specific mention in the transfer orders, the transfer shall be treated on request of the concerned employee and Travelling allowance on transfer will not be admissible in such cases.</p>

RVUN TRAVELLING ALLOWANCE RULES

Appendix- 'C' (Part-II) Rule 27 (A) (i) (a)

TRAVELLING ALLOWANCE TO NIGAM EMPLOYEES ON TRANSFER

Category of the Nigam employee	Cost of carriage of conveyance
1	2
Category 'A' & 'B'	<p>By Rail - Actual cost of transportation of Motor Car, Scooter, Moped or Motor Cycle (with or without a side car) at owner's risk.</p> <p>Note: 1. A single fare of the lowest class is allowed to Chauffer or cleaner actually employed for the motor car and if he actually travels by rail.</p> <p>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 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.</p> <p>3. If distance between 2 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 by road.</p> <p>By Road: 1. If a Nigam employee transports Motor Car/ Scooter, Moped or Motor Cycle under its own power, an allowance @ Rs. 4.50 per Km. for Motor Car and Rs. 1.50 per Km. for Motor Cycle etc. is admissible for the distance between two stations by ordinary route. If the Nigam employee himself and/or any member(s) of his family travel(s) by</p>

RVUN TRAVELLING ALLOWANCE RULES

Category of the Nigam employee	Cost of carriage of conveyance
1	2
	<p>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' Part-II, appended to these rules, but no separate road mileage allowance for family shall be admissible in such a case as shown in Note 5 of Appendix <i>ibid</i>.</p> <p>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. 4.00 per km in respect of places connected by road shall be admissible.</p>
Category 'C', 'D' and 'E'	<p>1. Cost of carriage of Motor Cycle/Scooter/Moped shall be admissible as admissible to Category 'A' & 'B' officer.</p> <p>2. Actual cost of transportation of Cycle at owners risk shall be admissible, if he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owners risk shall be admissible.</p> <p>Note: Note 2 mentioned in this column under heading "By rail" against category 'A' & 'B' shall also apply here.</p>

RVUN TRAVELLING ALLOWANCE RULES

Appendix 'D'
Delegation of Powers under the
Rajasthan Rajya Vidyut Utpadan Nigam Limited
Travelling Allowance Rules.

S. No.	Nature of powers	Authority to whom power has been delegated	Extent of delegation
1	2	3	4
1.	To allow mileage allowance by a route other than the shortest or the cheapest.	1.Managing Director 2.Head of Department	Full powers. Full powers in respect of journey of employees subordinate to them and undertaken within jurisdiction. Provided the grant of such road mileage is necessary in the interest of the Nigam.
2.	To prescribe headquarter of the employees.	1.Managing Director 2. Head of Department	Full powers. Full powers in respect of subordinate ministerial and class IV employees.
3.	To define the employees sphere of duty.	1.Managing Director 2. Head of Department	Full powers. Full powers in respect of subordinate ministerial and class IV employees.
4.	To decide whether absence from duty is tour.	1.Managing Director 2. Head of Department 3. Controlling Officer	Full powers. Full powers. Full powers in respect of employees under their control within the state or district adjoining the jurisdiction of the controlling officer in another state.
5.	To restrict the frequency and	1. Controlling Officer	Full powers

RVUN TRAVELLING ALLOWANCE RULES

S. No.	Nature of powers	Authority to whom power has been delegated	Extent of delegation
1	2	3	4
	duration of journey.		
6.	To declare who shall be controlling officer and make rules for his guidance.	1. Managing Director 2. Head of Department	Full powers Full powers provided they may not declare an employee to be his own controlling officer.
7.	Power to extend the time limits in the case of transfer of family and transportation of goods.	1. Managing Director 2. Head of Department	Full powers Full powers in respect of employees under their control.
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.	1. Managing Director 2. Head of Department	Full powers Full powers to declare the possession of a conveyance by an employee under their control to be advantageous for his efficiency. 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.

RVUN TRAVELLING ALLOWANCE RULES

S. No.	Nature of powers	Authority to whom power has been delegated	Extent of delegation
1	2	3	4
9.	Power to permit travel by air to an employee not entitled to air travel.	1. Managing Director	Full powers
10.	Power to attach Conveyance Allowance with specified posts.	1. Managing Director	Full powers on the recommendation of the Chief Engineer at the rate to be prescribed by the Nigam for specific category of the employee.
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.	1. Managing Director	Full powers

RVUN TRAVELLING ALLOWANCE RULES

IMPORTANT ORDERS/CIRCULARS ISSUED ON THE SUBJECT

No. RRVUN/F. /D.1

Jaipur, dt. 22.7.2000

ORDER

Sub : Rules/Regulations & delegation of powers for the employees of Corporation.

In order to conduct day-to-day business of Corporation, the Board of Directors have decided that all the Rules & Regulations including Service Rules, GPF/CPF Rules, Pension Rules etc. etc. & also the delegation of powers (including financial powers) in respect of various matters as prevailing in erstwhile Rajasthan State Electricity Board as on the date of transfer i.e. 19th July, 2000 shall, mutatis mutandis, be applicable in Corporation till the Corporation promulgates its own Rules/Delegation of Powers.

However, the powers delegated to “Whole Time Members” in the erstwhile Rajasthan State Electricity Board shall be exercised by the “CMD in consultation with the FA&COA” and powers delegated to “Chairman” shall be exercised by the “CMD”

This order shall be deemed to be effective from 20th July, 2000.



No. RRVUN/P&A/II/F/ /D.621

Jaipur, August 28, 2004

ORDER

The Board of Directors, in its 62nd meeting held on 16.08.2004, has decided to substitute the words “RSEB”, “Board” and “Rajasthan State Electricity Board” by the words “RVUN”, “Nigam” and “Rajasthan Rajya

RVUN TRAVELLING ALLOWANCE RULES

Vidyut Utpadan Nigam Ltd.”, respectively, wherever appearing in any Rule(s), Regulations(s), Delegation of Powers, etc., including titles thereof, framed and applicable in the erstwhile Rajasthan State Electricity Board as on 19.07.2000 and subsequently adopted by the Company (RVUN), provided that any action/decision taken by or in pursuance to any of the said Rule(s), Regulation(s), Delegation of Powers ,etc., shall be deemed to have been taken under these Rule(s), Regulation(s) Delegation of Powers, etc.



No. RVUN/CE (GLTPP)/ D. 301

Dated : 23.06.2005

ORDER

Chairman & Managing Director in consultation with FA & COA in relaxation the existing TA rules clause no. 19(3) (a) 1 & 3 has allowed the halting allowance as per actual number of days for which journey is performed from Barmer to project site of GLTPP, till the residential accommodation is made available by the RVUN to the staff or till the construction activities completed whichever is earlier.

As and when residential accommodation will be allotted, this facility will be restricted at the following rates :-

- A. XEN's & above - Halting allowance as per actual but not exceeding 12 days per month for visit to project site.
- B. AEN's & below - Halting allowance as per actual but not exceeding 15 days per month for visit to project site.

The conveyance allowance shall not be allowed to such personals availing the above facility.

RVUN TRAVELLING ALLOWANCE RULES

No. RVUN/P&A/II/ II/F /D. 600

Jaipur, July 19, 2005

ORDER

The Board of Directors, in its 80th meeting held on 4.7.2005, has decided to allow officers of RVUN to undertake journey by Air with the specific condition that in case the Air-fare is higher than the actual Train-fare of the class to which the concerned officer is entitled, then the actual Train-fare shall be reimbursed and the amount spent in excess of that amount shall be borne by the officer concerned.



राजस्थान सरकार ऊर्जा विभाग

क्रमांक : प. 5(2) उर्जा/2011 पार्ट

जयपुर, दिनांक 25/1/12

परिपत्र

यह देखने में आया है कि विद्युत निगमों द्वारा निगम के अधिकारियों/अभियन्ताओं/कार्मिकों को विदेश यात्रा की स्वीकृति बिना राज्य सरकार की पूर्व स्वीकृति के शासकीय स्वीकृति की प्रत्याशा में अपने स्तर पर ही जारी कर दी जाती है, एवं विदेश यात्रा सम्पन्न होने पर इसकी कार्योत्तर स्वीकृति के लिये प्रस्ताव शासन को भिजवाये जाते हैं। इसे उच्च स्तर पर अत्यन्त गंभीरता से लेते हुए यह निर्णय लिया गया है कि “**भविष्य में विदेश यात्रा के प्रकरणों में कार्योत्तर स्वीकृति किसी भी परिस्थिति में नहीं दी जावेगी।**”

अतः इस सम्बन्ध में निर्देश दिये जाते हैं कि विद्युत निगमों में कार्यरत अभियन्ताओं/अधिकारियों/कार्मिकों को विदेश यात्रा की स्वीकृति किसी भी स्थिति में राज्य सरकार की बिना पूर्व अनुमति के निगम स्तर पर नहीं दी जावे। अतः इसकी सख्ती से पालना सुनिश्चित की जावे।

(नरेश पाल गंगवार)

शासन सचिव

RVUN TRAVELLING ALLOWANCE RULES

No. RVUN/ P&A/F.BOD() /D.544
(P&A-179)

March 14,2013

ORDER

Sub :-Clarification regarding definition of “Duty” under various Regulations.

Chairman & Managing Director in consultation with Director (Finance) has decided to adopt, mutatis mutandis, the order No.F.1(5)FD/Rules/2010 dated 14.12.2012 issued by the Finance Department, Govt. of Rajasthan for clarifying if the period of Journey from residence to office and vice versa is part of “DUTY” of employees under various Regulations or not.

Accordingly, it is clarified that in the following cases, an employee of Nigam shall be treated as on”Duty”

- (1) The “Duty” starts at the hours Nigam’s employee report for “Duty” on a particular day or takes charge of the post and ends at the hours he hleft his duty point. Accordingly, the period of journey from residence to office and vice versa is not a part of “Duty”
- (2) The period of absence on tour from headquarters begins at the hourson the day on which the Nigam’s employee actually leaves his residence/office and ends at the hours on the day on which he returns thereto is “Duty” excluding the period of leave including casual leave, if any, availed during tour.
- (3) A Nigam’s employee is to be treated on election duty as soon as he leaves his residence/office to report for any clection related duty including training and until he reaches back his residence/office after performance of his election related duty. if any mishap takes place during this period, it should be treated as having occurred on election duty subject to the condition that there should be a casual connection between occurrence of injury/death and the election duty



RVUN TRAVELLING ALLOWANCE RULES

No. RVUN/P&A/DS (GAB)/F /D. 1112

March 6, 2014

ORDER

Whole Time Directors of RVUN in relaxation to the Rule No. 19 (3) and (4) of RVUN TA Rules, 1962 have decided to allow Daily Allowance as per actual number of days on which journey is performed by the officers/officials for visiting Parsa East & Kente Basan Mine Site and Kamalpur Coal Loading Site, at the following rates :-

- A. XEn & above - Daily Allowance as per actual number of days of Journey subject to maximum 12 days per month.
- B. AEn & below - Daily Allowance as per actual number of days of Journey subject to maximum 15 days per month.

Conveyance Allowance shall not be allowed to such employee, till the above facility is allowed to them.

RVUN TRAVELLING ALLOWANCE RULES



**RAJASTHAN RAJYA VIDYUT UTPADAN
NIGAM LIMITED**

PREFACE

In view of a number of amendments issued since last publication of **Travelling Allowance Rules, 1962** and also constitution of Rajasthan Rajya Vidyut Utpadan Nigam Limited, it was felt that an updated edition of above **Rules** should be made available incorporating all the amendments and RSEB/Nigam's decision on the subject issued upto 31st March, 2017.

Every possible care has been taken to avoid errors and omissions; however, if any error or omission is detected in this edition, which has inadvertently remained, the same may please be brought to the notice of the Personnel Officer (Estt. I), RVUNL, Jaipur. For authentic text, especially in the matters involving legal and financial implications, a reference to the original Circulars/Orders/Instructions should, invariably, be made.

Suggestions, if any, for improvement to make the update more useful would be appreciated.

ALOK SHARMA
Joint Director (P&A)
Rajasthan Rajya Vidyut
Utpadan Nigam Limited

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