



# Travelling Allowance Rules

**Sixth Edition, 2020**

[Amended upto August 2020]



“INSPIRING AGRIPRENEURS” “कृषि उद्यमियों की प्रेरणास्थली”

**CCS Haryana Agricultural University**  
**Hisar**





**Prof. Samar Singh**  
Vice-Chancellor  
CCS HAU Hisar

## PREFACE

The last (fifth) edition of the CCS HAU Travelling Allowance Rules was published in October, 2013. In July 2016, the Haryana Govt. has published Haryana Civil Services (Travelling Allowance) Rules, book 2016. In the revised TA Rules, new scheme regarding grant of Composite Transfer Grant in lieu of Transfer TA has been introduced and a new chapter on grant of TA for travel abroad has also been added. The rules have been simplified so as to be easily understood.

It was also felt necessary to review and revise the TA Rules of CCS HAU, so as to bring these at par with the State Govt. rules. Sh. D.S.Gupta (Retd.) Dy. Comptroller of this University, under the overall guidance of Dr. Atul Dhingra, Comptroller has prepared the revised (Sixth) Edition of CCS HAU TA Rules, 2020. The draft has been scrutinized and vetted by a sub-committee consisting of the Sh. Shyam Sunder, Dy.CAU, Sh. N.K. Tayal, Dy. Registrar, Sh. Harish Chander, Asstt. Registrar, Sh. Satpal Sachdeva, Asstt. Registrar, Sh. Rajeev, Asstt. Registrar & Sh. Raj Kumar Mehta, A&AO. Smt. Neelam Rani, Stenographer has typed the manuscript.

I hope the revised edition of this book will be useful for officers, teachers, other employees and stakeholders of the University. It gives me great pleasure to place on record my appreciation for the commendable work done by the Officers/officials in bringing out this revised edition of the TA rules.

*S. Singh*  
13/10/20

October, 2020

**(Samar Singh)**







**Naveen Jain**  
Comptroller  
CCS HAU Hisar

## FOREWORD

I am happy to be associated in bring out this latest Edition of the CCS HAU Travelling Allowance Rules. This edition covered all the instructions/policy decisions taken by the Haryana Govt. The language of these rules is easy to understand and catchword titles have been provided to make the reading user friendly. I have no doubt that the latest edition of this book will be useful for guidance & reference and thereby go on a long way in adding to the efficiency of the various departments.

A handwritten signature in blue ink, appearing to read 'Naveen Jain'.

**(Naveen Jain)**



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## **Chapter - I**

# **Preliminary**

### **1.1 Short title and commencement**

- (i) These rules may be called the CCS HAU (Travelling Allowance) Rules.
- (ii) These rules are based on Haryana Civil Services (Travelling Allowance) Rules, 2016 and came into force from 19.7.2016. Further, revision and changes made by the State Govt. vide their letter Nos.2/14/2017-4FR dated 4.12.2017 and No.5/27/98-1FR (FD) dated 20.6.2018, 30.07.2019, 26.8.2020 and adopted by the University have also been incorporated.

### **1.2 Extent of Application**

- (i) Application of Rules: These rules shall be applicable to all the employees of the University and any other persons invited for University business. A University employee whose whole time is not retained for University work will rank in such a grade as the Vice-Chancellor may declare him to belong.  
The word 'University' wherever it occurs in these rules, shall mean Chaudhary Charan Singh Haryana Agricultural University, Hisar.
- (ii) Nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by the terms of his agreement/appointment.

### **1.3 Regulation of claim to travelling allowance**

- (1) A University employee's claim to travelling allowance shall be regulated by the rules in force at the time the journeys in respect of which they are made or undertaken.
- (2) The travelling allowance of a University employee, who is promoted or reverted or granted an increased rate of pay with retrospective effect, shall not be reviewed.

### **1.4 Power to relax, interpret and amend**

The powers of interpreting these rules and making changes therein in accordance with the Haryana Govt. rules are vested with the Vice-Chancellor. However, any relaxation or change not covered

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under the Haryana Govt. Rules will require the approval of the Board of Management of the University.

**Note:** Communications regarding interpretation, relaxation and alteration of these rules will be issued by the Comptroller, CCS Haryana Agricultural University, Hisar.



## **Chapter - II**

# **Definitions**

### **2.1 Actual Travelling Expenses**

Actual Travelling Expenses means the actual cost of journey performed in University interest and also includes taxes, ferry and toll charges paid, if any.

### **2.2 Composite Transfer Grant**

Composite Transfer Grant means a lump sum amount payable to a University employee in lieu of transfer travelling allowance.

### **2.3 Controlling Officer**

- (i) The Vice-Chancellor shall be his own Controlling Officer for the purpose of Travelling Allowance.
- (ii) The Vice-Chancellor shall be the Controlling Officer in the case of the University Officers as defined in section 8 of the Haryana and Punjab Agricultural Universities Act, 1970. The University Officers shall be competent to countersign their own T.A bills provided the journeys are in accordance with the tour programmes approved by the Vice-Chancellor.
- (iii) Officers of the University shall be the Controlling Officers in the case of HOD or Prof./Equiv. or Grade 'A' employees, as defined in the Statutes, and other employees working under their administrative control.
- (iv) The HOD, or any other employee to whom powers have been delegated under Sr.No.7 of Schedule Part 'A' of the Statutes of Haryana & Punjab Agricultural Universities Act, 1970 shall be the Controlling Officer in the case of Class-I teachers (Assoc. Prof./Equiv.) or Class II Teachers or Grade 'B' employees as defined in Statutes, and other employees directly working under their administrative control.

### **2.4 Day**

Day means a calendar day beginning and ending at midnight but an absence from Headquarter which does not exceed 24 hours shall reckon for all purposes as one day; at whatever hours the absence begins or ends.

## **2.5 Daily Allowance**

Daily Allowance means an allowance for each day or part of a day spent away from headquarters, which is intended to cover the ordinary daily charges incurred by a University employee in consequence of such absence.

**Note:** Where the distance between two stations (from bus stand to bus stand) is less than 20 (twenty) kms. by the shortest route, no daily allowance shall be admissible.

## **2.6 Duty Point**

Duty Point means the place of office where an employee is on duty. In case of departure for both outward and inward journey, it may be the place of office, residence, stay or place of work visited, as the case may be.

## **2.7 Employee**

Employee means an employee of the University other than contingent paid staff and work charged establishment.

## **2.8 Family**

Family includes wife or husband, as the case may be, residing with the University employee and legitimate children and step children residing with and wholly dependent upon the University employee. It also includes dependant parents of the employee.

### **Notes:**

- (i) The term 'legitimate children' includes major sons and widow daughters so long as they are residing with and wholly dependent upon the employee.
- (ii) Not more than one wife is included in the term 'family'.
- (iii) An adopted child shall be considered to be a legitimate child if, under the personal law of the employee, adoption is legally recognized as conferring on it the status of a natural child.

## **2.9 Home Town**

Home town of an employee means the permanent home town or village as entered in the service book or other appropriate record of the employee or such other place as may be declared by him as his home town within six months of his entering in service duly supported by reasons such as ownership of immovable property, permanent

residence of parents, brothers etc. where he would have resided but for his appointment in the University. This declaration will be subject to acceptance by his 'Controlling Officer' and may be changed once during the service of the employee with specific sanction of the 'Controlling Officer'.

**Note:** Where the husband and wife are University employees, the couple should be treated as single-family unit and should declare only one place to be their home town which should be the same place for both of them. In making the declaration, it is open to them to choose the home town of the parents of the wife, or an entirely different place, to be their home town, as may fit in with their traditions, and personal needs. But having once declared a place to be their home town that place should be treated as their joint home town for all times, provided that declaration of home town by the couple shall, in such cases, be subject to approval by the appointing authority.

#### **2.10 Head quarters**

Headquarters of an employee shall be the station which has been declared to be his headquarter or in the absence of such declaration the station where the record of his office is kept.

#### **2.11 Joining Time**

Joining time means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted. An employee in transit from one post to another would rank in the grade to which the lower of the two posts would entitle him.

#### **2.12 Mileage Allowance**

Mileage allowance is an allowance which is given to meet the cost of a local or any other road journey and is calculated on the distance travelled between the places by the shortest or a more practicable route. If an employee travels by a route which is not the shortest but is cheaper than the shortest route, his mileage allowance should be calculated on the route actually used.

#### **2.13 Own Vehicle**

Own Vehicle means a registered personal vehicle in the name of the University employee concerned or in the name of his/her spouse.

#### **2.14 Pay for the purpose of TA/DA shall be as under:**

- (i) The 'Grade Pay' appearing under various rules, determining the

respective entitlement is as indicated in the Haryana Civil Services (Revised Pay) Rules, 2008 or in the Haryana Civil Services (Assured Career Progression) Rules, 2008 as amended from time to time and adopted by the University. From 01.01.2016, the Pay Band and Grade Pay have been replaced by Level of Pay Scale (Matrix) on the basis of Pay Scales revised w.e.f. 01.01.2016, as referred to in Rule 3.2 relating to Gradation pattern of employees as per Functional Pay Level/Assured Career Progression and Academic Pay Level.

- (ii) In respect of those employees who are drawing pay in pre-2016 pay scale the corresponding Grade Pay in which the pay is drawn by the employee on the date of journey would determine the entitlement of TA/DA under these orders. In the revised Pay Scale w.e.f. 01.01.2016, the Level of Pay Scale (Matrices) would determine the entitlement of Travelling Allowance/Daily Allowance.
- (iii) An employee's claim of travelling allowance may be regulated by the rules in force at the time of the journeys in respect of which they are made, are undertaken. No supplementary claims of travelling allowance due to increase or decrease in pay as a result of retrospective effect of promotion or reversion will be admitted.

### **2.15 Public Conveyance**

Public Conveyance means the train, bus, aircraft, river steamer or any other public conveyance which plies regularly for the conveyance of passengers and run by an Organization under the control of any State Govt. or Govt. of India and also the private organizations authorized by any Govt.

### **2.16 Shortest Route**

Shortest Route means that route by which the traveller can most speedily reach his destination by ordinary mode of travelling. If journey is performed within Haryana from one station to another the shortest route from Bus Stand to Bus Stand and out of Haryana the shortest route from Railway Station to Railway Station shall be taken into account for the purpose of these rules.

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

**2.17 Tour**

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

**2.18 Transfer Travelling Allowance**

Transfer Travelling Allowance means the Composite transfer grant admissible to a University employee on his transfer from one station to another in University interest which involves change of residence.

**2.19 Travelling Allowance**

Travelling Allowance means an allowance admissible to a University employee to cover the expenses incurred by him while on tour in University interest. It includes Daily Allowance, Road Mileage Allowance, Local Mileage Allowance, Permanent Travelling Allowance. It also includes reimbursement of Actual travelling expenses and hotel charges limited to entitlement.

**2.20** The terms not defined in this chapter but defined in the Haryana Civil Services (General) Rules or Act & Statutes of the University, shall have the same meaning for the purpose of these rules.

## Chapter - III

### General

#### 3.1 Different kinds of travelling allowance

The following are the different kinds of travelling allowance, which may be drawn in different circumstances by University employee as per provisions of these rules; namely:-

- (a) actual cost of travelling;
- (b) daily allowance;
- (c) reimbursement of hotel charges;
- (d) road mileage allowance;
- (e) local mileage allowance;
- (f) composite transfer grant

#### 3.2 Grades of Employees

For the purpose of TA / DA etc. grading of the employees in various Pay Bands and Grade Pays / revised pay scales in the Pay Level applicable w.e.f 1.1.2016, shall be as under:

<b>Grade I</b>	<ul style="list-style-type: none"><li>(i) Officers drawing grade pay of Rs. 10,000/- or above in pay band 37,400 -67,000 &amp; those who are in the pay band of HAG in Pre-2016 Pay Scales.</li><li>(ii) Officers drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level-19 &amp; above and teachers (Professor/equivalent) drawing pay in the revised pay scale Academic Level-14 &amp; above.</li><li>(iii) Officers who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level-23 &amp; above.</li></ul>
<b>Grade II</b>	<ul style="list-style-type: none"><li>(i) Officers drawing grade pay of Rs. 8,900 to 9,800 in pay band 37,400 - 67,000 in Pre-2016 Pay Scales.</li><li>(ii) Officers drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level-16 to 18 &amp; above and teachers (Associate Professor/equivalent) drawing pay in the revised pay scale Academic Level-13A.</li><li>(iii) Officers who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level-20 to 22.</li></ul>

<b>Grade III</b>	<p>(i) Officers drawing grade pay of Rs. 4,600 to 8,800 in the pay band 9,300 -34,800 and pay band 15,600-39,100 in Pre-2016 Pay Scales.</p> <p>(ii) Officers drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level-8 to 15 &amp; above and teachers (Assistant Professor/equivalent) drawing pay in the revised pay scale Academic Level-10 to 12.</p> <p>(iii) Officers who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level-11 to 19.</p>
<b>Grade IV</b>	<p>(i) Employees drawing grade pay of Rs. 2,500 to 4,200 in pay band 5,200-20,200 and pay band 9,300-34,800 in Pre-2016 Pay Scales.</p> <p>(ii) Employees drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level-5 to 7.</p> <p>(iii) Employees who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level-5 to 10.</p>
<b>Grade V</b>	<p>(i) Employees drawing grade pay of Rs. 1,300 to 2,400 in pay band is 4,440-7,440 and pay band 5,200-20,200 in Pre-2016 Pay Scales.</p> <p>(ii) Employees drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level- 4 &amp; below.</p> <p>(iii) Employees who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level- 4 &amp; below.</p>

**Note :**

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

### **3.3 Entitlement of travelling allowance while on leave or under suspension**

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

### **3.4 Competent authority for tour**

Competent Authority means, the Vice-Chancellor unless specifically provided in these rules or where powers are specifically delegated in the Act and Statutes framed there under from time to time. A list of such powers delegated so far are given in the Appendix of this Chapter.

### **3.5 Beginning and end of journey**

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

### **3.6 False claim/Drawal of travelling allowance.**

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

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



**APPENDIX**

(Referred to in Rule 3.4)

**Extracts from the Statutes regarding delegation of administrative and financial powers to the officers/employees of the University****SCHEDULE PART 'A'****Statement showing the delegation of Administrative Powers to Officers, Teachers and Other Employees of the CCS Haryana Agricultural University**

S.No.	Nature of Power	Vice Chancellor	Officers of the University	Head of the Department	Head of Section Professor & Equivalent
*6	Permission to attend conferences, meetings, Seminars, Workshop etc.	Full powers	Upto 24 days (including journey days ) in each case in a year and upto 8 days (including journey days) at a time	Upto 24 days (including journey days ) in each case in a year and upto 8 days (including journey days) at a time in respect of class-II teachers and grade 'B' and 'C' employees	Upto 24 days (including journey days ) in each case in a year and upto 8 days (including journey days) at a time in respect of class-II teachers and grade 'B' and 'C' employees
7	To declare Controlling Authority in respect of T.A	Full powers	Full powers	Full powers	Full powers
8	(a) To fix headquarters of any post within the State	Full powers	Nil	Nil	Nil

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	(b) To transfer any post along with its incumbent or otherwise from one scheme/place to other subject to the condition that there is no change of discipline/nomenclature and no overall increase in the manpower/budgetary provisions				
*11	To send employee for training	Full powers upto one year. For the emergent cases involving training period exceeding one year also, Vice-Chancellor shall exercise full powers in consultation with the Secretary Agriculture Govt.Haryana, the decision taken in such cases shall be later on, reported to the Board of Management for ratification	Full powers upto three months (excluding journey days)	Full powers upto one month (excluding journey days)	Nil
	*Subject to administrative and financial restrictions				

## Chapter - IV

# Various Modes of Journey and Entitlement

### 4.1 Journey by class of accommodation of entitlement or above class

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

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

Note 2: If journey is performed by any mode or class of accommodation lower than that of entitlement, the actual fare of lower class of accommodation or road mileage allowance of lower mode actually used shall be admissible.

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

Note 4: The Vice-Chancellor is the competent authority to allow a University employee to perform a particular journey in a class higher than that of his entitlement.

Note 5\*: The Vice-Chancellor may, in exceptional circumstances for reasons to be recorded, sanction higher rate of mileage allowance to

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(\*) *As per decision of the Board of Management vide Agenda Item No.C-3 of 179th meeting held on 23.03.1998 and notified vide No.CAUH/ E.1/ 98/ 145/2213-2365 dated 7.4.1998.*

members of selection committees/ Examiners and non-official members of the Board of Management and the resource persons coming to the University to deliver lecturers in training programmes organized by DHRM, for travel by taxi/car, plying on hire, in excess of the rates given in this rule.

**Note 6** While performing journey by Air/own car or on scooter/motorcycle as per entitlement, prior approval of the Vice-Chancellor be obtained. However, in cases where TA/DA is to be borne by the host institute and there is no financial liability on the University, prior approval of the Vice-Chancellor is not required and Controlling Officers are competent to allow the Officers/officials to travel by own car/taxi and also by air.

#### 4.2 Reimbursement of actual cost of travelling

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

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

#### 4.3 Journey by Rail/Bus

The entitlement for travel by rail/bus would be as under:

Sr. No.	Category of Officers/ Employees	Entitlement for rail accommodation	Entitlement by bus
1	Grade- I	AC 1st class or executive class.	AC bus and Volvo Bus of Haryana Roadways.
2.	Grade- II	AC 1st class or executive class.	AC bus and Volvo Bus of Haryana Roadways.
3.	Grade- III	AC II tier or AC chair car	AC bus and Volvo Bus of Haryana Roadways and Deluxe Bus.
4.	Grade- IV	AC III tier or non AC chair car	Non AC Deluxe Bus / Deluxe Bus.
5.	Grade- V	2nd Class Sleeper /2nd Class	Non AC Ordinary Bus.

Journey by rail includes 'Shatabdi, Suvidha, Rajdhani, Duranto, Premium, Premium Tatkal and both ordinary/Tatkal' booking charges.

The actual cost of reservation and sleeper charges will, in addition, be reimbursed in full.

**Note 1** - An employee who wishes to travel by a higher class than that of his entitlement may do so and claim charges as per admissible class.

**Note 2** - If the journey or a part thereof has been performed by a lower class the actual fair should be claimed of the class actually used and not of the class to which he is entitled.

**Note 3** - In case of journey by AC Rail/AC Bus/Volvo/ Deluxe Bus tickets shall be appended to TA bills. In case of rail journey by 1st class /AC chair car, ticket No. /reservation slip, as the case may be, shall be produced. In the absence of ticket, wherever required, ordinary rail/bus fare will be given.

- 4.4** In addition to the cost of rail/bus fare as above an Officer/employee on tour will be given full daily allowance for each day or part of the day spent away from headquarters, including time taken on journey.

#### **4.5 Journey by Air/Sea**

Travel by air/sea will be admissible as under :

Grade of University Officers/ Employees	Journey by Air Admissible to :	Journey by Sea/ River streamer Admissible in :
Grade I	i) Vice-Chancellor is entitled to travel by air in business class within India and abroad.  ii) Officers drawing their pay in Level 20 of HCS(Revised Pay) Rules-2016 /Level-24 of HCS(ACP) Rules-2016 and Teachers drawing their pay in Academic Level-15, are entitled to travel by business class when travelling within India and also when travelling abroad.  iii) Officers drawing their pay in Level 19 of HCS(Revised Pay) Rules-2016/Level-23 of HCS(ACP) Rules-2016 and Teachers drawing their pay in Academic Level-14, are entitled to travel by Economy Class when travelling within India and by Premium Economy Class when travelling abroad.	Highest available class

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<b>Grade of University Officers/ Employees</b>	<b>Journey by Air Admissible to :</b>	<b>Journey by Sea/River streamer Admissible in :</b>
Grade II	Economy Class when travelling within India and abroad.	Highest available class
Grade III	<p>i) Officer getting Grade Pay of Rs. 8700 and above/ corresponding Pay Level in revised Pay Scale may travel by air in economy class within India and out of India.</p> <p>ii) Others Officers may travel by air in economy class within India where the journey is more than (500 km) five hundred kilometres and out of India with the prior approval of the Vice-Chancellor keeping in view the emergency and importance of University work.</p> <p>In case the journey performed in emergent situation without the prior approval of the Vice-Chancellor, then the ex-post facto sanction of the V.C. shall be obtained.</p>	<p>(i) If the vessel has facility in single class- in the available class.</p> <p>(ii) If the vessel has facilities to travel in 2 classes- in the lowest available class.</p> <p>(iii) If the vessel has facilities to travel in 3 classes- in the second highest available class.</p> <p>(iv) If the vessel has facilities to travel in 4 classes- in the third highest available class.</p>
Grade IV	Economy class out of India only with the approval of the Vice-Chancellor	<p>(i) If the vessel has facility in single class- in the available class.</p> <p>(ii) If the vessel has facilities to travel in 2 classes- in the lowest available class.</p> <p>(iii) If the vessel has facilities to travel in 3 classes- in the second highest available class.</p> <p>(iv) If the vessel has facilities to travel in 4 classes- in the third highest available class.</p>
Grade V	Economy class out of India only with the approval of the Vice-Chancellor.	Lowest available class

**Note 1:** Grade -III employees getting grade pay Rs. 4600 - 8600 / Corresponding Pay Level in Revised Pay Scale can also travel by air at their own discretion and claim TA charges as admissible for journey by rail/road, as the case may be, whichever is less. However, in exceptional circumstances, the Vice-Chancellor may permit any University employee to travel by air in University interest.

**Note 2 :** Employees on tour entitled or authorized to travel by Air will be paid air fare actually paid for the journey plus one full daily allowance for each day or a part of the day spent away from the headquarter including time taken on journey.

The cost of reservation will also be reimbursed in full.

For journey by air, tickets shall be appended to TA bills.

**Note 3:** If available, return tickets at concessional rates shall always be purchased when a University employee expects to perform the return journey by air within the period during which it is available.

#### **4.6 Reimbursement of reservation and cancellation charges**

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

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

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

**Note 2:** No refund of "Agency Charges" shall be made to a University employee who books his journey through a "Travel Agent" for his own convenience.

#### **4.7 Tickets to be appended to claim**

- (1) When journey is performed by Air, River Steamer, Air Conditioned Rail/Bus or Deluxe Bus, the tickets and boarding pass in case of journey by air, in original shall be attached with the claim, otherwise ordinary fare shall be admissible.
- (2) The actual cost of reservation and sleeper charges shall be reimbursed in full.

**Note :** If ticket of journey is lost, the actual cost of journey of the entitled mode may be allowed to be reimbursed by the Controlling Officer to University employees/Officers upto Grade-II level and by the Vice-Chancellor to Grade-I University Officers in exceptional cases subject to declaration by the concerned University employee.

#### 4.8 Reimbursement of ferry and/or toll charges of public conveyance

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

#### 4.9 Journey by road by own vehicle or taxi and rate of road mileage allowance

- (1) Save as otherwise provided in these rules, the entitlement of journey by road by own vehicle/taxi/auto-rickshaw and the rate of road mileage allowance admissible are as under:-

Grade	Description of Entitlement	Rate of Road Mileage
Grade I	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M. of journey actually performed.
Grade II	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M. of journey actually performed.
Grade III	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M. of journey actually performed.
Grade IV	Own Scooter or Auto Rickshaw	Rs. 9/- per K.M. of journey actually performed
Grade V	Own Scooter or Auto Rickshaw	Rs. 9/- per K.M. of journey actually performed
<b>Note:</b> Reimbursement @ Rs.4 per km if journey, while on tour, is performed by bicycle or on foot by any University employee, will be admissible.		

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

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

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



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

**Note 4.** : An employee of the University not covered under Column 2 of Rule 4.9 above, when travelling by road by private car or motor cycle/scooter shall be paid T. A. at the rate that would have been admissible had he travelled by rail/University transport by the admissible class of accommodation. The Vice-Chancellor may, however, allow road mileage admissible to such an employee if the journey performed as such is in the best interests of the University work. However, for journeys performed by car/taxi or auto rickshaw, plying on hire, the whole accommodation of which is reserved by the employee travelling, the actual expenses limited to road mileage admissible to the employee may be paid on production of a certificate by the employee travelling, provided that the journey is performed with the approval of the Vice-Chancellor in the best interests of the University work

#### 4.10 Reimbursement of toll charges in case of journey by own vehicle

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

#### 4.11 Local journey while on tour

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

Grade of University Officers/ Employees	Description of entitlement when local journey is performed within Haryana and Chandigarh	Description of entitlement when local journey is performed outside Haryana and Chandigarh
<b>Grade I</b>	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 16/- per K.M. of the actual journey performed or actual expenses, whichever is less
<b>Grade II</b>	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 16/- per K.M. of the actual journey performed or actual expenses, whichever is less

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<b>Grade of University Officers/ Employees</b>	<b>Description of entitlement when local journey is performed within Haryana and Chandigarh</b>	<b>Description of entitlement when local journey is performed outside Haryana and Chandigarh</b>
<b>Grade III</b>	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 16/- per K.M. of the actual journey performed or actual expenses, whichever is less
<b>Grade IV</b>	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 9/- per K.M. of the actual journey performed or actual expenses, whichever is less
<b>Grade V</b>	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M. of actual journey performed or actual expenses, whichever is less	At the rate of Rs. 9/- per K.M. of the actual journey performed or actual expenses, whichever is less

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

**Note 2 :** When the absence from headquarters on tour is less than 12 hours, the entitlement to claim reimbursement against performing local journey as mentioned under column 2 of the above table shall be admissible as under:-

<b>S.No.</b>	<b>Period of Absence</b>	<b>Actual entitlement to claim 'reimbursement for local journey' as percentage to the entitlement mentioned in column 2 pertaining to the maximum entitlement in terms of distance</b>
1.	If absence from headquarters on official tour is less than 6 hours	30%
2.	If absence from headquarters on official tour is between 6 and 12 hours	50%
3.	If absence from headquarters on official tour is between 12 hours and 24 hours	100%

**Note 3-** The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

**Note 4-** The rates for local journeys by road will also be admissible for such journeys performed at intermediary places for travel by next mode of conveyance at that place, subject to the limit prescribed in this rule.

#### **4.12 Journey by University employees in a vehicle of one of them**

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

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

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

#### **4.13 Journey within radius of 20 kms of headquarters**

The Head of Dept./Controlling Officer may permit a University employee to draw the actual cost of travelling not more than local mileage allowance limited to 25 kilometres in a day at the rate admissible under these rules for the journey performed in University interest at one or more stations within the radius of twenty kilometers of the headquarters. In exceptional circumstances, Vice-Chancellor may relax the limitation of twenty five kilometers by recording reasons specifically.

## Chapter - V

# Daily Allowance and Reimbursement of Hotel Charges

### 5.1 Rate(s) of Daily Allowance within and out of Haryana

Daily allowance may be drawn by an officer/employee when he is away from headquarters on duty and reaches a point outside a radius of 20 kms from his headquarters or returns to it from a similar point at the rates given below:

Rates of full daily allowance admissible for different places when on tour will be as under:-

University Employees Falling in:	In any town/city in Haryana including Chandigarh	In any town/city outside Haryana / Chandigarh
Grade- I	Rs. 700/- per day	Rs. 800/- per day
Grade- II	Rs. 600/- per day	Rs. 700/- per day
Grade- III	Rs. 500/- per day	Rs. 600/- per day
Grade- IV	Rs. 400/- per day	Rs. 500/- per day
Grade- V	Rs. 300/- per day	Rs. 400/- per day

### 5.2 Conditions for Drawal of daily allowance

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

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

**Note :**Controlling Officer concerned is competent authority to allow daily allowance to a University employee upto fifteen days in a month, provided the tour is administratively justified and beyond fifteen days in a month, Vice-Chancellor is the competent authority.

5. Except as otherwise provided in these rules, after a continuous halt of ten days duration at a particular station, the halting place shall be regarded as the University employee's temporary headquarters for the purpose of daily allowance.
6. If on any day two separate journeys are performed, one daily allowance shall be admissible in respect of both journeys.
7. The entitlement to draw 'actual Daily Allowance' varies from situation to situation depending upon whether stay arrangement was subsidized/concessional/ claimed separately or not or, as the case may be, where food arrangements were made free of cost or not, etc. In all such situation(s) the 'actual entitlement' shall be reduced to a percentage of 'full entitlement'. For such reduction representing actual entitlement, relevant instructions/provisions contained in respective Rules may be followed.

### **5.3 Drawal of daily allowance beyond ten days in a month**

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

- (i) election duty anywhere in India;
- (ii) compulsory training under the order of appointing authority or Controlling Officers;
- (iii) attending of Court(s) in connection with Government/University cases;
- (iv) Personal staff of Vice-Chancellor, who actually remain on tour with him; and
- (v) car/jeep Drivers.

### **5.4 Daily allowance with reference to city where night is spent**

The rate of daily allowance shall be determined with reference to the city where the University employee while on tour spends the succeeding night(s) of journey. The University employee who spends

part of a day in one city and part of it in another city, shall be entitled to daily allowance at the rate of city where he spends the night succeeding such day.

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

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

### 5.5 Rate of daily allowance in case of enforced halt

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

**Note**– The daily allowance under this rule shall not be admissible until it is sanctioned by Controlling Officer concerned.

### 5.6 Drawal of Daily Allowance for absence from headquarter on tour for a part of the day

- (i) For the absence from headquarters on tour, irrespective of mode of journey, the rate at which Daily Allowance as a percentage of 'Full Daily Allowance' shall be admissible as given below:

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

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

- (ii) When journey is performed partly by free conveyance and partly by other conveyance the employee may draw T.A. under ordinary rules for the part of the journey for which free conveyance has not been provided, but in such a case nothing is admissible for the journey performed by free conveyance on that day.

#### **5.7 Drawal of daily allowance when journey is performed by own vehicle or taxi**

The University employee who performed journey in his own vehicle or taxi shall be entitled to half daily allowance for journey day(s).

#### **5.8 Drawal of daily allowance when treated as a University/State guest**

A University employee who, while on tour, is treated as a University/State guest within or out of India, the daily allowance shall be admissible at?

- (i)  $\frac{1}{4}$ th rate if boarding and lodging is enjoyed free of cost;
- (ii)  $\frac{1}{2}$  rate if either boarding or lodging is enjoyed free of cost;
- (iii)  $\frac{1}{2}$  rate if boarding and lodging is enjoyed free of cost for half a day; and
- (iv)  $\frac{3}{4}$ th rate if either boarding or lodging is enjoyed free of cost for half a day;

**Note** - Casual lunch or dinner or tea availed of by a University employee at the expenses of State or University it shall be ignored for the purpose of daily allowance.

#### **5.9 Reimbursement of hotel charges outside Haryana and Chandigarh**

- (1) Where a University employee has to stay in accommodation run on commercial line while on tour outside Haryana and Chandigarh, the actual hotel/tourist bungalow expenses shall be reimbursable upto the following limits :-

Grade of Officer / employee	Entitlement for reimbursement of hotel charges/commercial guest house accommodation
	Actual expenses made subject to a ceiling of:
Grade- I	Rs. 5,000/- per day plus half daily allowance
Grade- II	Rs. 4,000/- per day plus half daily allowance
Grade- III	Rs. 3,000/- per day plus half daily allowance
Grade- IV	Rs. 1,500/- per day plus half daily allowance
Grade- V	Rs. 500/- per day plus half daily allowance

(2) Reimbursement of Hotel or Commercial Guest House Charges shall be admissible subject to following conditions:-

1. The self verified original receipt of payment made towards the rent of Hotel Room must be produced and appended with the claim of Travel Allowance. This reimbursement shall be admissible when the University Employee stays in a hotel overnight. Every night stayed in the Hotel shall be reckoned as one day for the purpose of entitlement in column 2 of the above table.
2. (\*)The journey on tour involves overnight stay at destination(s). However, in case of journey to hilly areas, the touring officers/officials shall be entitled for halt of one day i.e. before destination(s) during to & fro journey on need basis.
3. In any case, if the boarding charges (i.e. charges of breakfast, lunch and/or dinner) of a day(s) have been included in the bill of hotel charges, no daily allowance shall be admissible for that day.
4. (\*\*)Reimbursement of accommodation charges while visiting any town/city in Haryana including Chandigarh: - For stay in Guest House/Yatri Niwas etc. run/managed by Haryana Govt., Central Govt., ICAR or any Govt. Deptt. at any town/city in Haryana including Chandigarh, the touring officers/officials shall be entitled to get reimbursement of accommodation charges subject to maximum ceiling of Rs. 500/- per day, in addition to daily allowance admissible under this rule.

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(\*) Approved by BOM vide Item No.F-11 of its 255th meeting held on 07.02.2017 and circulated vide Comptroller's Endst. No.CAUH/E.1/2017/145/6780-6898 dated 20.2.2017.

(\*\*) Approved by BOM vide Item No.F-11 of its 248th meeting held on 12.8.2014 and circulated vide Comptroller's Endst.No.CAUH/E.1/2014/145/101-250 dated 16.08.2014).



## Chapter - VI

# Travelling Allowance to Appear before court/Inquiry

### 6.1 Travelling allowance to appear before Police/Vigilance/CBI or Court

- (1) If a University employee, under suspension or otherwise, performs journey to attend Police, Vigilance, Central Bureau of Investigation, any Commission or Agency constituted by the Govt. in connection with a case in which he is suspected to be involved, he may be allowed travelling allowance for the journey as on tour provided the same was performed under the directions or with the approval of the Head of office.
- (2) Where a University employee under suspension undertakes a journey for appearing in a court of law as an accused and is later on acquitted by the court and reinstated in service or would have been reinstated but for death or his having attained the age of retirement on superannuation or being allowed to retire voluntarily, he or eligible family member shall be entitled to travelling allowance as for a journey on tour limited to his entitlement on the grade to which he belonged before suspension.

### 6.2 Travelling allowance to appear before Inquiry Officer

If a University employee (not placed under suspension) against whom departmental proceedings have been instituted and is required to proceed from one station to another to appear before the officer conducting the enquiry, he may be allowed travelling allowance as on tour subject to production of certificate as specified below from the Inquiry Officer.

#### Certificate

This is to certify that Shri \_\_\_\_\_ (Name & Designation of charged person)  
appeared before me on \_\_\_\_\_ at \_\_\_\_\_ (place) in the departmental inquiry pending  
against him and was discharged on \_\_\_\_\_ at \_\_\_\_\_ (time)

Nothing has been paid to him on account of his travelling and other expenses.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature  
Designation of Inquiry Officer

### **6.3 Travelling allowance for a journey for perusal of record**

Travelling allowance for a journey as on tour including halts (maximum for 3 days in all) shall be allowed to a University employee, under suspension or not, for the journeys undertaken to stations for the purposes of perusal of record or documents for preparation of his defence. The grant of travelling allowance is subject to the conditions that-

- (i) the punishing authority or inquiry officer, as the case may be, permits that the records to be consulted are relevant and essential for defence;
- (ii) the competent authority certifies that the records could not be made available at the headquarters of the concerned University employee;
- (iii) the journey is performed with the approval of the Head of office.

### **6.4 Travelling allowance for journey to give evidence**

(1) Except as otherwise provided in these rules, a University employee who is summoned to give evidence in a -

- (a) criminal or civil case to which University is a party; or
- (b) departmental inquiry held by a properly constituted authority;

Facts of which have come to his knowledge in the discharge of his duties, shall draw travelling allowance as for a journey on tour, provided -

- (i) the certificate of attendance given by the court or other authority which summoned him shall be attached with the claim; and
  - (ii) amount, if any, received from the court or authority for the travelling and/or compensation must be credited to University.
- (2) A University employee shall also be entitled to travelling allowance in cases where -
- (i) he is compelled to answer criminal or civil cases brought against him in respect of acts done by him in the discharge of his official duty; and
  - (ii) University has decided to undertake his defence at the University cost.

**Note 1** - A University employee who has to perform journey under this rule during leave or vacation from a place other than his headquarters, is entitled to travelling allowance as on tour from and to the place from where he is summoned as if he was on duty.

**Note 2** - The provision of this rule shall also apply to the retired University employees.

- (3) A University employee, who is summoned by the Court or any other properly constituted authority in the circumstances mentioned in other than clauses (1) and (2) above, shall not be entitled to any travelling allowance from the University. If the Court pays him any sum as compensation, in lieu of travelling allowance, the same may be accepted by him. The period of absence shall be treated as casual leave or leave of the kind due.

#### **6.5 Travelling allowance for journey in connection with affairs of other University**

- (1) The payment of Travelling Allowance of University employee, who is required to perform journey in connection with affairs of other University including summons by the Criminal Courts to give evidence regarding facts of which he has official knowledge, shall be made by the Department/University where he is serving at that time, provided -
  - (a) the payment, if any, received by him from that University or Court, shall be adjusted in the claim; and
  - (b) a certificate of attendance shall be produced by him from the concerned Department or Court, as the case may be.

**Note:** In order to enable the Department/Court to assess the amount admissible to him, the University employee shall carry a certificate duly signed by the Controlling Officer showing the rates of travelling and daily allowance admissible to him for a journey on tour. If a University employee is his own Controlling Officer, the certificate shall be signed by him as such.

- (2) When a University employee is summoned to give evidence as a technical or expert witness, the pay of the University employee concerned for the period of his absence from his headquarters and travelling allowance and other expenses due to him shall first be borne by the University under whom he is serving and subsequently shall be recovered from the requisitioning University.

**6.6 Travelling allowance for journey to give evidence while on foreign service**

A University employee while on foreign service summoned by Court to give evidence in a case pertaining to his previous assignment in his parent department in which University is a party, his travelling allowance/daily allowance shall be paid by the foreign employer and the same shall be reimbursed from the parent Department. Any amount received from the Court shall be credited by such employee to the funds of foreign employer and corresponding reduction shall be made in the claims for reimbursement.

**6.7 Travelling allowance in case of institution of judicial proceedings by private party**

When judicial proceedings are instituted by a private party against a University employee in respect of matters connected with his official duties or position and the University undertakes the defence of University employee with his consent, the travelling allowance for a journey to appear before Court shall be paid to him at the rate admissible on tour, provided the travelling expenses are not decreed by the Court of Law as payable by the plaintiff.

**6.8 Travelling allowance to a retired University employee**

(1) for perusal of Documents-

A retired University employee shall be entitled to travelling allowance as on tour, including daily allowance for halts (restricted to daily allowance of maximum three days) for undertaking journeys to outstations for perusal of official documents in preparation of his defence against the disciplinary proceedings instituted against him. The travelling allowance claim in such cases shall be allowed as per entitlement prior to his retirement. The grant of travelling allowance shall be subject to the condition that the Inquiry Officer/Punishing Authority certifies that the official records to be consulted are relevant or essential for the preparation of the defence statement.

(2) for attending Departmental Enquiry-

A retired University employee required to attend departmental enquiry instituted against him shall be entitled to travelling allowance as on tour for the journey in connection with the enquiry from the place of his residence after his retirement to the place of enquiry and back, provided it is certified by the Inquiry Officer that the enquiry had

not been prolonged due to the reasons attributable to the behaviour of the retired University employee. The travelling allowance claim in such cases shall be allowed as per entitlement prior to his retirement. No advance of travelling allowance shall be paid in connection with such journeys.

(3) for attending Court in case of Judicial Proceedings

A retired University employee, against whom judicial proceedings are instituted by the University after retirement and has to attend such cases in court of law from outstation, shall be allowed travelling allowance on tour and daily allowance for the journey performed by him from the place of his residence to the place of judicial proceedings, provided he is honourably acquitted by the court.

**Note -** The travelling allowance to a retired University employee shall be paid by his Department subject to the production of a certificate from the summoning court that the retired University employee has been paid nothing.

(4) when compelled to answer Criminal or Civil cases

A retired University employee shall also be entitled to travelling allowance in cases where he is compelled to answer criminal or civil cases brought against him in respect of acts done by him before his retirement in the discharge of his official duty, provided the Head of Department concerned with the case has decided to undertake his defence at the University cost.

(5) Payment of T. A. shall be made by the Department/Office from where the employee had retired. All other terms and conditions regarding regulation of T.A./D.A. to the University employees, as revised from time to time will also be applicable in such cases of retired University employees.

## **Chapter - VII**

# **Travelling Allowance for Departmental Examination or Training**

### **7.1 Travelling allowance to appear for an examination**

- (1) A University employee shall be entitled to draw travelling allowance including daily allowance for halt at tour rates for the journey to and from the place at which he appears for an obligatory departmental examination or any other in-service examination arranged by the University except for appointment to a direct post:

#### **Provided that**

- (a) travelling allowance shall not be drawn more than twice for any particular examination; and
- (b) the Head of Office is the competent authority to disallow travelling allowance under this rule to any candidate who, in his opinion,-
- (i) has culpably neglected the duty of preparing himself for an obligatory examination;
  - (ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.
- (2) This provision shall also be applicable to the University employee who while on leave is allowed by the competent authority to appear for examination. The travelling allowance admissible in such cases shall be that as admissible from his previous headquarter (where he was on duty last) to the place of examination or from the place where he is spending his leave to the place of examination, whichever is nearer.

**Note** - Departmental examination includes type test or any other test/ examination compulsory for satisfactory completion of probation period, to get normal increment or promotion to higher post.

### **7.2 Cancellation of departmental examination at the last moment**

If a University employee actually performs journey to the place of examination but does not appear in the examination because of its cancellation at the last moment i.e. if intimation regarding the

cancellation has not been made by newspaper or otherwise before the commencement of journey, shall be entitled to travelling allowance.

### 7.3 Travelling allowance while on training within India

When a University employee is directed to undergo a course of training, he shall be entitled to

- (a) travelling allowance for to and the return journey from the place of training, including the journey essential for such training, if any, performed during the course of training; and
- (b) daily allowance for the days of halt as under:-

(i)	Where there are no institutional arrangements for boarding and lodging.	Full daily allowance upto first sixty days
(ii)	If arrangements exists on payment basis for either boarding or lodging only.	Full daily allowance or half daily allowance plus actual boarding or lodging charges, whichever is more.
(iii)	If arrangements exists on payment basis for both boarding and lodging.	Full daily allowance or 1/4th daily allowance plus actual boarding and lodging charges in the institution, whichever is more.
(iv)	If arrangements exists free of cost for either boarding or lodging only	1/2 daily allowance
(v)	If arrangements exists free of cost both for boarding and lodging.	1/4th daily allowance

- (c) The above admissibility of daily allowance shall be reduced to half after sixty days of training.
- (d) For the days of journey, the daily allowance shall be admissible at tour rates.
- (e) If arrangement of boarding and/or lodging are made available free of cost but the same are not availed of by the trainee, he shall be deemed to have availed himself of such arrangements for the purpose of this rule.
- (f) No hotel charges shall be admissible in case of training within or out of Haryana/Chandigarh.

- (g) T. A. at tour rates without daily allowance for authorized journeys to and from other places during the course of training at a particular place i.e. at school, college or similar other institution etc.

**Note :** Tuition fees, registration charges or any other fees payable by the employee sponsored by the University shall be reimbursable to him in addition to T. A./D. A. admissible under the rules.

**7.4 Where Training Centre/Institution is fixed as temporary headquarters**

The travelling allowance shall be regulated as per provisions of rule 8.4 infra if the station where the Training Centre/Institution is situated is fixed as temporary headquarters of a University employee deputed for training.



## Chapter - VIII

# Transfer Travelling Allowance

### 8.1 Entitlement/Admissibility of composite transfer grant

A University employee on transfer in University interest shall be entitled to composite transfer grant as per rate prescribed in these rules in lieu of transfer travelling allowance, loading and unloading charges, daily allowance, actual cost of travelling, road mileage allowance, local mileage allowance for self and family member(s) for journey day(s) provided

- (i) the transfer in University interest involves change of residence; and
- (ii) it is certified by the University employee within a period of six months that he has shifted his residence to his new headquarters.

No payment of composite transfer grant shall be made by the Head of Deptt. until it is clarified by the competent authority in the transfer order that transfer is in University interest or on administrative grounds.

**Note 1-** It may be allowed on transfer even at the same station, provided such transfer involves obligatory change of residence.

**Note 2-** Where both husband and wife are serving in a Department/any other Department of the University while working at the same station are transferred within a period of six months of the transfer of his/her spouse to one and the same new station, the transfer travelling allowance shall be admissible to either of them and also subject to the following certificate :-

1. "Certified that my wife/husband who is employed in a Department of the University will not claim Transfer Travelling Allowance if she/he is transferred from \_\_\_\_\_ to \_\_\_\_\_ within six months of my transfer; and
2. "Certified that my wife/husband who is employed in a Department of the University has not claimed Transfer Travelling Allowance on her/his transfer from \_\_\_\_\_ to \_\_\_\_\_ during the preceding six months of my transfer."

**Explanation:** Posting/transfer of spouse at a place within the radius of 20 kms. shall be treated as same station for the purpose of this rule.

## 8.2 Rate(s) of Composite Transfer Grant

The rate of Composite transfer grant admissible on transfer from one station to another in University interest shall be as under, provided it involves change of residence :

Grade of the University Officers/ Employees	Shortest point to point distance between the two destinations i.e., the destination from where transferred and destination to which transferred.						
	Upto 20 kms.	21 to 100 kms.	101 to 200 kms.	201 to 300 kms.	301 to 500 kms.	501 to 1,000 kms.	1,001 kms and above.
I	Rs 10,000	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-	Rs. 48,000/- Plus X	Rs. 60,000/- Plus X
II	Rs 10,000	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-	Rs. 48,000/- Plus X	Rs. 60,000/- Plus X
III	Rs 7500/-	Rs. 15,000/-	Rs. 22,500/-	Rs. 30,000/-	Rs. 36,000/-	Rs. 36,000/- Plus X	Rs. 45,000/- Plus X
IV	Rs 5,000	Rs. 10,000/-	Rs. 15,000/-	Rs. 20,000/-	Rs. 24,000/-	Rs. 24,000/- Plus X	Rs. 30,000/- Plus X
V	Rs 2500/-	Rs. 5,000/-	Rs. 7500/-	Rs. 10,000/-	Rs. 12,000/-	Rs. 12,000/- Plus X	Rs. 15,000/- Plus X

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

**Note 2-**The expression 'X' mentioned in column 7 and 8 in the above table represents the actual cost incurred in transporting the actually transported eligible members of the family from the destination of previous posting to the destination place of posting on transfer. For this purpose, the entitlement of the 'transported eligible members' would be deemed to be expenses incurred in performing actual journey subject to the maximum ceiling of the

entitlement to travel admissible to the University employee concerned. Further, if the University Employee is entitled to travel in own car or taxi while conducting tour, the respective admissible mileage may be claimed for transporting the entire family as a unit as amount 'X'.

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

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

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

**Note 6 -** No travelling allowance shall be admissible in respect of a member added to the family after the date of transfer.

**Note 7-** If a family member(s) travels to the new station from a place other than the University employee's old station, the University employee may draw the actual cost of travelling for the journey made by such member(s) by rail/air, as the case may be; provided that their sum shall not exceed the amount of actual fare that would have been admissible, had such member(s) proceeded from the employee's old station to new station.

### **8.3 Transfer travelling allowance/Composite Transfer Grant on change of headquarters while under suspension**

A University employee under suspension, whose headquarters are changed in University interest, shall be entitled to transfer travelling allowance/composite transfer grant but nothing shall be admissible if the headquarters are changed at his request.

### **8.4 Travelling allowance on temporary Transfer**

On temporary transfer, in University interest, from one station to another at a distance beyond twenty kilometers, his travelling allowance shall be regulated as under :-

- (1) the travelling allowance and daily allowance for journey days as admissible on tour under these rules;
- (2) daily allowance at the rate of twenty five percent of his entitlement for the halting days not exceeding one hundred

eighty days at the temporary headquarters or deputation station;

- (3) if a University employee performs journeys on tour in University interest from the temporary headquarters to some other stations other than his headquarters, the daily allowance shall be regulated under normal rules;
- (4) when the temporary transfer is extended in University interest beyond one hundred eighty days, then it shall be treated as regular transfer for the purpose of these rules. In such case, the transfer travelling allowance shall be admissible from the old station to new one;
- (5) where a University employee, on temporary transfer, is transferred, in University interest, to another station (other than his old headquarters) before the expiry of one hundred eighty days, the transfer travelling allowance (Composite Transfer Grant) shall be admissible from the old station to the new station.

**Note** - *No Travelling Allowance and/or Daily Allowance shall be admissible if a University employee is temporarily transferred at his request.*

#### **8.5 Travelling allowance in case of additional charge**

A University employee, who is given additional charge of a post at another station situated at the distance of more than twenty kilometers, shall be entitled to travelling allowance and daily allowance as admissible while on tour.

#### **8.6 Travelling allowance on taking and handing over charge**

A University employee transferred from one post to another, if permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters, shall be entitled to travelling allowance including daily allowance of that place.

#### **8.7 Transfer to another station while in transit**

On transfer from one station to another while in transit (before joining new station), the transfer travelling allowance shall be admissible of the new station from the old station from where he has already been relieved.

#### **8.8 Transfer Travelling allowance in case of transfer while on leave**

A University employee, who goes on leave, after he had made over charge of his old post, is transferred to new station shall be entitled to

transfer travelling allowance from his old headquarters to his new station whether the order of transfer is received before or after the expiry of leave.

#### **8.9 Transfer travelling allowance on subsequent appointment**

A University employee on his subsequent appointment from one station to another in any Department of University by direct recruitment or otherwise shall be entitled to transfer travelling allowance (Composite Transfer Grant) on joining the subsequent appointment, provided he submitted his application through proper channel.

**Note** - *This benefit shall not be admissible to an employee either permanent or temporary of any Deptt., other than the University, on his subsequent appointment in the University.*

## Chapter - IX

# Travelling Allowance for Medical Advice/Treatment

### 9.1 Travelling allowance for medical advice/ treatment

- (1) When a University employee or any member of his family, entitled to free medical aid facilities under the medical attendance rules, is sent for medical advice/treatment under the advice of the Medical Officer of the University, to a place other than his headquarter, he shall be entitled to actual travelling expenses (excluding daily allowance) for the journey within India by entitled mode of journey, except by air, for obtaining appropriate medical treatment. If the journey is performed by any mode or class of accommodation higher than that of entitlement the actual travelling expenses shall be admissible to the extent otherwise admissible under these rules.
- (2) If journey is performed by own vehicle for medical treatment, the road mileage allowance shall be admissible, subject to approval of the competent authority.
- (3) Journey by Air for medical treatment is not admissible at University expense except when it is certified by the Senior Medical Officer of the University Hospital, that journey by any mode, other than by air, would have definitely endangered the life of the patient or involved a risk of serious aggravation of his condition.

**Note 1** - *The Vice-Chancellor shall be competent to give ex-post-facto approval for journey by air.*

**Note 2** - *The facility of travelling allowance under this rule shall not be admissible for follow up treatment or outdoor treatment.*

**Note 3** - *The provisions of this rule shall also apply mutatis mutandis to a retired University employee. In case of a retiree already living in other State/Union Territory, shall also be entitled to travelling allowance in such like cases recommended by the Medical Officers of Government hospitals.*

## **9.2 Commencement and termination of journey for medical treatment**

The journey for the purpose of medical treatment shall be deemed to have commenced from the place from which the patient actually travels to the place of treatment and the return journey to have ended at the place from which the patient proceeded for obtaining treatment or at the residence of the University employee concerned, whichever is nearer.

## **9.3 Travelling allowance to appear before Medical Board**

A University employee, who is directed to appear before the Medical Board for medical examination for the purpose of grant of leave on medical certificate or otherwise in University interest, shall be entitled to travelling allowance including daily allowance as admissible on tour.

**Note** - No travelling allowance is admissible for a journey undertaken to procure a certificate of fitness required on first appointment to University service.

## **9.4 Travelling allowance for attendant**

If the Medical Officer of University, whose duty is to attend the University employee/family member, is of the opinion that it is unsafe for the patient to travel unattended to obtain further medical advice or treatment within or out of the State, an attendant may accompany the patient, and if the attendant is -

- (a) a University employee, he/she shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as a journey on tour; and
- (b) not a University employee may draw actual expenses for the outward and return journey.

## **Chapter - X**

# **Transfer Travelling Allowance on Retirement or Death while in service**

### **10.1 Transfer travelling allowance/Composite transfer grant on retirement**

Except as otherwise provided in these rules, a University employee on retirement shall be granted a concession of composite transfer grant (transfer travelling allowance) on the scale and the conditions set out under these rules to enable him to proceed from the last station of his duty to the place of settlement or home town of the employee, whichever is nearer.

### **10.2 Conditions to avail the concession of transfer travelling allowance on retirement**

(1) The concession of transfer travelling allowance (Composite Transfer Grant) may be drawn by a University employee within one year after the date of -

- (a) his retirement or retrenchment; or
- (b) expiry of the period of his re-employment, if re-employed after retirement.

(2) The family members of the University employee may proceed during a period before one month or within six months after retirement in case of settlement at a station beyond 500 kms. from the place of last posting.

(3) A certificate is required to be submitted by the retiree that he has actually shifted his household at the place for which claim is being submitted.

**Note 1** - It shall be admissible only once.

**Note 2** - It shall not be admissible to University employee who quits service by resignation, removal or dismissal from service.

**Note 3** - If both husband and wife are in service in one Department or in separate Departments of the University/Govt. at the same station it shall be admissible to one of them on the undertaking of both that spouse shall not claim it on retirement.



**Note 4** - It shall be admissible irrespective of the fact that the retirees have availed themselves of Leave Travel Concession of Home Town during the last year before his retirement.

### **10.3 Procedure for Drawal of transfer travelling allowance on retirement**

The claim of transfer travelling allowance admissible under these rules, submitted by the retiree shall be countersigned by the Controlling Officer after satisfying himself that the claimant and members of his family have actually shifted to the station of settlement.

### **10.4 Transportation charges of vehicle on retirement**

The University employee entitled to journey by own car, on his retirement, shall be allowed to draw, in addition to transfer travelling allowance/Composite transfer grant, the transportation charges of only one car or jeep owned by him or spouse, in case of settlement out of Haryana beyond a distance of five hundred kilometers from his last headquarters. The provision for transportation of vehicle shall be as under:-

(i) Wherever a Motor Car/Jeep is transported by the University employee by railway or truck on his retirement, the actual expenditure incurred on such transportation as per railway receipt or at the rates approved by the Registered Truck Union shall be admissible;

(ii) The University employee and his family members travelling in own vehicle, when transported under self propulsion, road mileage allowance @ Rs. 8/- per kilometer, in lieu of transportation charges, shall be admissible. No additional road mileage allowance/fare charges for the journey shall be admissible for family members.

Note - No separate charges shall be allowed for transporting a two-wheeler vehicle and it shall form a part of the household effects.

### **10.5 Settlement at the last station or within 20 Kms (twenty kilometers)**

A University employee retired from service, on whatsoever reason, shall be entitled to the concession of transfer travelling allowance (Composite Transfer Grant) as mentioned below, if he wishes to settle down at the last station of duty or at any other station within a distance of twenty kilometres, provided it is certified by the retiree that he has actually changed his residence:-

<b>Grading</b>	<b>Rate of Composite Transfer Grant</b>
I and II	10000
III	7500
IV	5000
V	2500

**10.6 Transfer travelling allowance to the family of deceased or disappeared University employee**

The family of a deceased or disappeared University employee shall be entitled to transfer travelling allowance (Composite Transfer Grant), by the shortest route from the last headquarters to the home town or permanent home as entered in Service book provided the journey is completed within one year from the date of death or date of report given by the police regarding untraceable disappeared University employee, as the case may be.

**10.7 Grading of the family of a deceased or disappeared University employee**

Transfer travelling allowance of the family of a deceased or disappeared University employee shall be regulated with reference to the emoluments drawn by him before his death or disappearance while in service, as the case may be.

## **Chapter - XI**

# **Travelling Allowance to Members of BOM/Selection Committees/PG Students**

### **11.1 Travelling Allowance to Members of Board of Management**

1. The non-official members of the Board of Management of the University, nominated or associated non-official technical advisors to the Board of Management, travelling for attending meetings of the Finance Committee/Board of Management or any Committee constituted by the Board or for visiting the stations of University, if necessary, after informing the Vice-Chancellor, will be entitled to travelling allowance, as on tour, at the rates mentioned below.
  - (a) For all journeys performed by rail, one first class fare including air conditioned accommodation, if actually availed, or bus fare including deluxe or air conditioned coach, if actually availed, each way from their permanent place of residence or from any other place from which the journey is performed, whichever is less, to the place of duty and back. Similarly the actual fare paid, if the journey is performed by air travel.
  - (b) For journey performed by road, the actual fare/mileage allowance, as the case may be, shall be paid as admissible to Grade-I Officer(s) of the University. For travel by their own car or taxi/private car for which full propulsion charges are paid, whether or not the stations are connected by rail, they shall be entitled to claim mileage allowance @ Rs.16.00 per km.
  - \*(c) In addition to the actual fare/mileage allowance admissible as above, the non-official members of Board of Management will be paid Rs.3000/-for attending the meeting of BOM in lieu of daily allowance. However, they will be paid one daily allowance for each day for attending the meeting of Finance Committee or any other Committee set up by the Board. If the meeting of Finance Committee or any other Committee and the Board is held on the same day, no daily allowance will be payable.

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(\*) As per decision of Board of Management vide Item No.(Misc.) of its 249th meeting held on 23.12.2014 and notified vide Comptroller's Memo. No.CAUH/E.1/2015/145/1362-1461 dated 13.2.2015.

However, the members of the State Legislature who are non-official members of Board of Management will be entitled to daily allowance at the rates as admissible to the members of the State Legislature.

2. The official members and associated official Technical Advisor of the above Board shall be entitled to travelling allowance for attending meeting or any other work relating to the business of the University, at the rates applicable to them in their respective departments or under the rules of the University, whichever is beneficial to them.

**Note:** Where T.A. is claimed according to rules of the Institution/Govt. to which the concerned member belongs, no advance/on the spot payment is to be made. The payment of such bill will be made on verification by the Accounts Officer of the concerned Institution/Govt., applicable to the member. However, full payment of T.A. bill prepared according to HAU Rules will be made on the spot if the following certificates are given by the member on the body of the bill:

- (i) Certified that I will undertake the return journey by the mode of conveyance/Class in Railway as mentioned in the T.A Bill and according to the timings/dates given in the bill.
- (ii) In case there is any change in the period of stay/particulars of return journey which reduced my TA claim, I shall remit the excess amount received by me alongwith revised bill within a period of 15 days from the date of completion of the business/work at HAU and on the expiry of that period it may be taken that there is no change in the particulars furnished in the TA Bill and the sole responsibility of correctness thereof will be upon me.

## **11.2 T.A. to Members of Selection Committees/ Examiners**

1. T.A. shall be admissible as for a journey on tour on the basis of their grade pay at the rates prescribed in Chapter-IV & V of these rules or at the rates applicable to them in their own department, whichever are more beneficial to them.
2. T.A. of a person who is not in receipt of any pay or of a person, who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be, at the rates prescribed in Chapter-IV & V of these rules.

**Note:** Where T.A. is claimed according to rules of the Institution/Govt. to which the concerned member belongs, no advance/on the spot payment is to be made. The payment of such bill will be made on verification by the Accounts Officer of the concerned Institution/Govt. Department to the effect that the claim preferred through the bill is correct as per rules of the Institution/Govt. applicable to the member. However, full payment of TA bill prepared according to HAU Rules will be made on the spot if the following certificates are given by the member on the body of the bill.

- (i) Certified that I will undertake the return journey by the mode of conveyance/Class in Railway as mentioned in the TA Bill and according to the timings/dates given in the bill.
- (ii) In case there is any change in the period of stay/particulars of return journey which reduced my TA Claim, I shall remit the excess amount received by me alongwith revised bill within a period of 15 days from the date of completion of the business/work at HAU and on the expiry of that period it may be taken that there is no change in the particulars furnished in the TA Bill and the sole responsibility of correctness thereof will be upon me.

### **11.3 T.A. TO TEACHERS, EMINENT SCIENTISTS CALLED FOR GIVING EXTENSION LECTURES AND OTHER PERSONS WHEN CALLED FOR UNIVERSITY BUSINESS.**

They shall be paid T.A. as referred to in rule 11.2 above and at the rates prescribed in Chapter-IV & V of these rules.

### **11.4 T.A. to Post-graduate Students**

The post graduate students who are required to go to outstations to collect survey data or samples or to record observations on breeding material or some other official purpose, may be paid the actual expenditure incurred, limited to 2nd class rail/bus fare or road mileage admissible to an employee of Grade-III, as the case may be, out of the contingencies of the department concerned, with the approval of the Dean, Post-Graduate Studies.

### **11.5 Permanent Travelling Allowance**

A permanent monthly travelling allowance may be granted by a competent authority to a University employee whose duties require him to travel extensively within his sphere of duty. This allowance is

not admissible during leave, temporary transfer or joining time or during any period for which travelling allowance of any other kind is drawn.

**Note** - Wherever applicable the monthly fixed rate of Permanent Travelling Allowance admissible shall be Rs.100/- per month as minimum and Rs. 600/- per month as maximum.

## Chapter - XII

# Travelling Allowance in Case of Tour Out of India

### 12.1 Grant of travelling allowance in case of tour out of India

A University employee going on tour out of India will be granted travelling allowance at tour rates given in these rules for the portion of journey(s) within India en-route to a foreign country (out of India) and actual travel expenses on air/sea travel to that country and back limited to the entitled class as per his Grade.

### 12.2 A University employee while on tour in a foreign country will also be allowed daily allowance, taxi/conveyance hiring and hotel charges as under:-

#### (1) Daily Allowance

The rates of daily allowance for journeys on tour (out of India) to foreign countries shall be as per the prescribed rates for that country, as given in Annexure to this chapter. The admissibility of daily allowance on tour shall be as follows:-

(a)	Grade-I and II	100% of the rate prescribed in the Annexure.
(b)	Grade-III	75% of the prescribed rate.
(c)	Grade-IV and V	33% of the prescribed rate.

**Note** - The rates of daily allowance are the same throughout a country and does not include any cost of local/official journeys undertaken while on tour in that country.

#### (2) Taxi/conveyance hiring charges

The actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority for local/official journey(s) on duty shall be reimbursed to the touring officer subject to specific provision of funds in the sanction order sanctioning the tour.

#### (3) Hotel Charges

(i) No monetary ceilings have been prescribed for hotel rentals but instead a panel of hotels has been drawn for all the major cities of the

world. The officer is required to arrange accommodation in a hotel on the approved panel, for which Embassy or High Commission concerned may be contacted, and claim reimbursement of the actual hotel room rentals (including service charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities.

(ii) The above hotel charges shall be reimbursed subject to the following conditions:-

- (a) Where the hotel charges include breakfast charges, the daily allowance shall be reduced by ten percent.
- (b) Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted daily allowance at the rate prescribed for his Grade.
- (c) Where an officer is treated as State guest or has been provided both accommodation and meals free, twenty five percent of the daily allowance shall be admissible.

**12.3** A University employee shall not be allowed to undertake more than two official visits on tour out of India during a financial year irrespective of the nature of agency which bears the cost.



**Annexure**  
**(See Rule 12.2(1))**

Sr. No.	Name of the Country	Daily Allowance (US.\$)
1	Afghanistan	75.00
2	Albania	75.00
3	Algeria	75.00
4	American Samoa	60.00
5	Angola	75.00
6	Anguilla	75.00
7	Antigua	75.00
8	Argentina	75.00
9	Armenia	75.00
10	Australia	100.00
11	Austria	100.00
12	Azerbaijan	75.00
13	Aruba	75.00
14	Bahamas	75.00
15	Bahrain	75.00
16	Bangladesh	60.00
17	Barbados	75.00
18	Belgium	100.00
19	Belize	60.00
20	Belarus	75.00
21	Benin	60.00
22	Bermuda	75.00
23	Bhutan	60.00
24	Bolivia	75.00
25	Botswana	75.00
26	Bosnia Herzegovina	75.00

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Sr. No.	Name of the Country	Daily Allwance (US.\$)
27	Brazil	75.00
28	British Virgin Islands	60.00
29	Brunei	100.00
30	Bulgaria	75.00
31	Burkina Faso	60.00
32	Burundi	60.00
33	Carnarvon	60.00
34	Canada	100.00
35	Cape Verde Islands	60.00
36	Cayman Islands	60.00
37	Central African ReUniversity	60.00
38	Chad	60.00
39	Chile	75.00
40	China	100.00
41	Colombia	75.00
42	Comoros	60.00
43	Congo	60.00
44	Cooks Island	60.00
45	Costa Rica	75.00
46	Croatia	75.00
47	Cuba	75.00
48	Cyprus	100.00
49	Czech ReUniversity	75.00
50	Denmark	100.00
51	Djibouti	60.00
52	Dominica	75.00
53	Dominican Rep.	75.00
54	Ecuador	75.00

CCS HAU (Travelling Allowance) Rules- 2020

Sr. No.	Name of the Country	Daily Allwance (US.\$)
55	Egypt	75.00
56	El Salvador	75.00
57	Eritrea	60.00
58	Equatorial Guinea	60.00
59	Estonia	75.00
60	Ethiopia	60.00
61	Fiji	100.00
62	Finland	100.00
63	France	100.00
64	French Guinea	75.00
65	Gabon	60.00
66	Gambia	60.00
67	Gaza(PNA)	75.00
68	Georgia	75.00
69	Germany	100.00
70	Ghana	60.00
71	Gibraltar	100.00
72	Greece	100.00
73	Grenada	75.00
74	Guadeloupe	75.00
75	Guam	60.00
76	Guatemala	75.00
77	Guinea	60.00
78	Guinea Bissau	60.00
79	Guyana	75.00
80	Haiti	75.00
81	Honduras	75.00
82	Hong Kong	100.00

CCS HAU (Travelling Allowance) Rules- 2020

Sr. No.	Name of the Country	Daily Allwance (US.\$)
83	Holy See (Vatican)	100.00
84	Hungary	75.00
85	Iceland	100.00
86	Indonesia	75.00
87	Iran	75.00
88	Iraq	75.00
89	Ireland	100.00
90	Israel	75.00
91	Italy	100.00
92	Ivory Coast	60.00
93	Jamaica	75.00
94	Japan	100.00
95	Jordan	60.00
96	Kampuchea (Cambodia)	75.00
97	Kazakhstan	75.00
98	Kenya	60.00
99	Kiribati	60.00
100	Korea(North)	60.00
101	Korea(South)	100.00
102	Kuwait	75.00
103	Kyrgyzstan	75.00
104	Laos	60.00
105	Latvia	75.00
106	Lebanon	60.00
107	Lesotho	60.00
108	Liberia	60.00
109	Libya	60.00
110	Lithuania	100.00

CCS HAU (Travelling Allowance) Rules- 2020

Sr. No.	Name of the Country	Daily Allowance (US.\$)
111	Luxembourg	100.00
112	Macao	100.00
113	Madagascar	60.00
114	Malawi	60.00
115	Malaysia	75.00
116	Maldives	60.00
117	Mali	60.00
118	Malta	100.00
119	Martinique	75.00
120	Macedonia	75.00
121	Mauritania	60.00
122	Mauritius	60.00
123	Mexico	75.00
124	Micronesia	100.00
125	Moldova	75.00
126	Monaco	60.00
127	Montenegro	75.00
128	Mongolia	60.00
129	Montserrat	75.00
130	Morocco	60.00
131	Mozambique	60.00
132	Myanmar	60.00
133	Namibia	75.00
134	Nauru	60.00
135	Nepal	60.00
136	Netherland	100.00
137	Netherlands Antilles	75.00
138	New Caledonia	60.00

CCS HAU (Travelling Allowance) Rules- 2020

Sr. No.	Name of the Country	Daily Allowance (US.\$)
139	New Zealand	100.00
140	Nicaragua	75.00
141	Niger	60.00
142	Nigeria	60.00
143	Niue	60.00
144	Norway	100.00
145	Oman	75.00
146	Pacific Island (Trust territory)	75.00
147	Pakistan	60.00
148	Panama	75.00
149	Papua New Guinea	100.00
150	Paraguay	75.00
151	Puerto Rico	75.00
152	Principally of Liechtenstein (Vaduz)	100.00
153	Peru	75.00
154	Philippines	75.00
155	Poland	75.00
156	Portugal	100.00
157	Qatar	75.00
158	Reunion	60.00
159	ReUniversity of Palau	75.00
160	ReUniversity of Slovenia	100.00
161	ReUniversity of San Marino	100.00
162	Romania	100.00
163	Rwanda	60.00
164	Samoa	60.00
165	Sai Torne & Principe	60.00
166	Saudi Arabia	75.00

CCS HAU (Travelling Allowance) Rules- 2020

Sr. No.	Name of the Country	Daily Allwance (US.\$)
167	Senegal	60.00
168	Serbia	75.00
169	Seychelles	75.00
170	Sierra Leone	60.00
171	Singapore	75.00
172	Slovak ReUniversity	75.00
173	Solomon Island	60.00
174	Sornalla	60.00
175	South Africa	75.00
176	Spain	100.00
177	Sri Lanka	60.00
178	St. Kitts & Nevis	60.00
179	St. Lucia	60.00
180	St. Vincent & Grenadines	60.00
181	Sudan	60.00
182	Surinam	75.00
183	Swaziland	60.00
184	Sweden	100.00
185	Switzerland	100.00
186	Syria	75.00
187	Tajikistan	75.00
188	Tanzania	60.00
189	Thailand	75.00
190	Togo	60.00
191	Tonga	60.00
192	Trinidad & Tobago	75.00
193	Tunisia	60.00
194	Turkey	100.00

CCS HAU (Travelling Allowance) Rules- 2020

Sr. No.	Name of the Country	Daily Allowance (US.\$)
195	Turkmenistan	75.00
196	Turks & Calcos	75.00
197	Tuvalu	60.00
198	Uganda	60.00
199	UAE.	75.00
200	U.K.	100.00
201	U.S.A.	100.00
202	Russian Federation	75.00
203	Ukraine	75.00
204	Uruguay	75.00
205	US Virgin Islands	60.00
206	Uzbekistan	75.00
207	Vanuatu	75.00
208	Venezuela	75.00
209	Vietnam	60.00
210	Yemen	60.00
211	Walls Futon Islands	60.00
212	Zaire	60.00
213	Zambia	60.00
214	Zimbabwe	75.00



## **Chapter - XIII**

# **Drawal of Advance T.A. & Control over Travelling Allowance**

### **13.1 Submission of Claim once in a month**

(1) The University employee shall submit his travelling allowance claim, in the prescribed form appended to these rules, only once in a month for various journeys performed during the preceding month and no supplementary claim in this regard shall be entertained.

(2) The copy, in original, of tour programme approved by the competent authority shall invariably be attached with the claim.

### **13.2 Declaration by the University employee**

The University employee while submitting his travelling allowance claim admissible under these rules shall make a declaration in his own hand on the travelling allowance bill as under:-

#### **CERTIFIED THAT:**

- i) The journey beyond jurisdiction was performed by me after the approval of competent authority.
- ii) The journeys as claimed in the T.A. Bill were actually performed by me by the mode of transport as per my entitlement as shown in my approved tour programme.
- iii) I was actually and not merely constructively on duty on Sundays and Holidays, for which daily allowance has been claimed.
- iv) I was not absent or on casual leave during the period for which daily allowance has been claimed.
- v) I was not treated as State Guest during the period for halt and provided with free lodging and boarding.
- vi) Return ticket was purchased for journeys where such tickets were available.
- vii) I do understand that in case it is found that the claim or part thereof is based on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services (Punishment and Appeal) Rules or relevant rules applicable to me.

### **13.3 Time limit to prefer the claim**

(a) The right of a University 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 became due, i.e. within one year from the date of completion of journey to which the claim relates.

(b) When the claim of travelling allowance is submitted by the University employee within the prescribed period of one year it shall not be time barred irrespective of the fact it remains in abeyance for a period exceeding one year.

(c) If a retired University employee becomes eligible for reimbursement of travelling allowance under rule 6.8(3) of these rules, the period of one year will be reckoned from the date of pronouncement of judgement to the date of submission of claim.

### **13.4 Drawal of advance T. A.**

An employee of the University including one on foreign service, may be given advance T. A. equal to 80% of the anticipated amount of his TA bill for the journey to be performed by him in the interest of the University work, where the amount is so much that the employee cannot be reasonably expected to meet from his own pocket.

**Note 1:** Controlling Officer for the purpose of T. A. shall be the sanctioning authority for advance T. A. on tour.

**Note 2:** The advance is adjustable in full in the T. A. bill submitted in respect of the journey for which advance was drawn, which should be submitted as soon as possible after the completion of the journey. In case no T. A. bill is submitted by the employee within two months of the completion of the journey, the amount of advance may be refunded in cash by him or deducted from his next pay bill.

**Note 3:** Advance T. A. on a second occasion will be allowed only after the account in respect of first advance has been rendered by the concerned employee.

### **13.5 Duties of the Drawing & Disbursing Officer**

An employee submitting T.A. bill is himself responsible for the correctness of the actual rail/bus fare/other charges and for the distance for which mileage is claimed in T. A. bill.

Drawing and Disbursing Officer should, however, exercise the following checks :

- (i) that the T. A. bill has been prepared in accordance with the rules and that the proper certificates in support of the claim have been appended to the bill. Usual certificates to be furnished in case of T. A. on tour have been shown in the Annexure given in this chapter.
- (ii) that the bills are prepared in duplicate and office copy is maintained and kept in the office record.
- (iii) that proper check register of T. A. bills has been maintained and bills are scrutinized to check that a double claim for one and the same journey is not got passed from Audit. This shall not, however, absolve the employee of his responsibility of submitting any fraudulent claim of T. A. bill.
- (iv) that the advance T. A. if any drawn has been refunded or adjusted in the T. A. bill prepared in respect of the journey for which it was drawn.

### **13.6 Duties of Controlling Officer**

It shall be the duty of every Controlling Officer, before signing or countersigning a travelling allowance bill:-

- (a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or any halt, if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;
- (b) to scrutinize carefully the distances entered in travelling allowance bills and to satisfy himself, by maintaining proper check register of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
- (c) to satisfy himself that fare for journey by railway/steamer/ air/ bus has been claimed at the rate applicable to the class of accommodation actually used and concessional return tickets for the journey(s) charged for in the bill were purchased wherever and whenever possible;
- (d) to exercise care that there is no evasion or breach of the fundamental principle of travelling allowance viz., that the allowance is not to be a source of profit;

(e) to observe any supplementary rules or order which a competent authority may make for his guidance;

(f) to satisfy himself that the University employee actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available; and

(g) to satisfy himself that, where the actual cost of transporting personal effects is claimed under these rules, the scale on which such effects were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfill that condition. In respect of claim for transporting personal effects, he shall also scrutinize the details and satisfy himself that the claim is reasonable.

**Note** - In order to enable the Controlling Officer to discharge his responsibility, all University employees shall, when submitting their travelling allowance bills for countersignatures, record a declaration in their own hand on the bill. In spite of this certificate, the Controlling Officers shall still have to exercise control otherwise also.

### **13.7 Control over travelling allowance bills**

No bill for travelling allowance shall be paid unless it is countersigned by the Controlling Officer, or the officer authorized for the purpose.

## **ANNEXURE**

### **DECLARATION TO BE MADE BY THE UNIVERSITY EMPLOYEE/OTHERS CALLED FOR UNIVERSITY WORK IN HIS OWN HAND ON THE T.A. CLAIM BILL FOR THE JOURNEYS ON TOUR, TRANSFER AND FOR OTHER WORK**

#### **I. ON TOUR**

CERTIFIED THAT:

- i) The journey beyond jurisdiction was performed by me after the approval of competent authority.
- ii) The journeys as claimed in the T.A. Bill were actually performed by me by the mode of transport as per my entitlement as shown in my approved tour programme.
- iii) I was actually and not merely constructively on duty on Sundays and Holidays, for which daily allowance has been claimed.
- iv) I was not absent or on casual leave during the period for which daily allowance has been claimed.
- v) I was not treated as State Guest during the period for halt and provided with free lodging and boarding.
- vi) Return ticket was purchased for journeys where such tickets were available.
- vii) I do understand that in case it is found that the claim or part thereof is based on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services (Punishment and Appeal) Rules or relevant rules applicable to me.

#### **II. ON TRANSFER**

- i) Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation charges.
- ii) Particulars provided in the bill are correct.
- iii) The claim for this journey has not been preferred earlier or claimed from any other source.

- iv) I have performed journey by my own car or taxi/auto rickshaw plying on hire the whole accommodation of which was reserved by me.
- v) Certified that the family members for whom T.A. has been claimed are wholly dependent upon me and residing with me, and accompanied me/followed/preceded me as admissible under rules.

**III. FOR EXAMINERS/EXPERTS/MEMBERS OF BOM/FC etc.**

- i) Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation charges.
- ii) Particulars provided in the bill are correct.
- iii) The claim for this journey has not been preferred earlier or claimed from any other source.
- iv) I have performed journey by my own car or taxi/auto rickshaw plying on hire the whole accommodation of which was reserved by me.

Signature.....      Address.....  
.....

\*Please sign at both the places Pre-receipted (Received payment)

Signature.....

**Note:**      Portion which is not applicable may be deleted.

## **Chapter - XIV**

### **Miscellaneous**

#### **14.1 No travelling allowance on first appointment**

Except as otherwise provided in these rules, no person on his first appointment shall be entitled to travelling allowance for the journey performed for medical certificate of fitness to join his service.

#### **14.2 Actual travelling expenses on re-appointment/re-employment**

On re-employment of a pensioner or a person already terminated owing to reduction of establishment or the abolition of his post, the appointing authority shall permit him to draw actual travelling expenses limited to his entitlement for himself only on the post of re-employment or re-appointment, as the case may be.

#### **14.3 Travelling allowance for a journey made during leave or while under suspension**

##### **(1) Journey while under suspension**

Except as otherwise provided in these rules, a University employee under suspension shall be allowed the actual travelling expenses by the competent authority for a journey made during the period of suspension for the purpose of attending a departmental inquiry.

##### **(2) Journey on recalling from leave or vacation-**

When a University employee is compulsorily recalled to duty before the expiry of his leave/vacation and the leave/vacation is thereby curtailed by not less than thirty days, he shall be entitled to draw travelling allowance for the journey from the place at which the order of recall reaches him or, if the return journey involves travelling by air or sea, from the port at which he lands in India, to the station to which he is recalled. If the period by which the leave/vacation is curtailed is less than thirty days, travelling allowance shall be allowed at the discretion of the authority recalling the University employee.

#### **14.4 Residue Clause**

Any point in respect of Travelling Allowance Rules not covered under these rules may be dealt with according to Haryana Civil Services (Travelling Allowance) Rules, 2016 as amended from time to time.

## **Chapter - XV**

# **Leave Travel Concession for Employees and Pensioners**

### **15.1 Leave Travel Concession for Employees**

Leave Travel Concession in the form of reimbursement of actual fair of travel had been admissible to the employees of the University and their family after completion of one year service, once in a period of two calendar years for visiting their home during regular leave or casual leave irrespective of its duration. Similarly Leave Travel Concession for visiting any place in India was admissible to the University employees on the pattern of State Government once in a block of four calendar years commencing from the year 1984.

Consequent upon the recommendations of the Sixth Pay Commission accepted by the Central Government, the State Government/University revised the pay-scales of its employees w.e.f. 01.01.2006.

With a view to liberalize the policy of Leave Travel Concession for visiting home town and any place in India, the State Government/University considered the matter in detail and decided that in lieu of LTC/HTC facility, one month's salary would be admissible to the employees once in a block of four years. The first block of four years for this purpose was declared as from 2008 to 2011(01.01.2008 to 31.12.2011). The next block of four years for this purpose has been declared as from 2012-15, 2016-19, 2020-23 and so on.

The grant of one month's salary in lieu of LTC is subject to the following conditions:

- i) The employees who availed the LTC/HTC facility during the block of four years 2008-11 were not entitled to one month's salary during that block years.
- ii) The entitled amount for one month's salary in lieu of LTC will be admissible to the eligible employee as quantified in the following manner:-
  - a) When the concerned employee is drawing his pay in the pre-2016 pay scale, the salary will be equal to the amount of pay in the Pay Band + applicable Grade Pay + admissible Dearness Allowance thereon, on the date of drawal of this amount. When the concerned



employee is drawing his pay in the revised pay structure w.e.f. 01.01.2016, it will consist of an amount equal to the pay drawn in the revised pay scale (level) + admissible Dearness Allowance thereon.

- 15.2** (1) LTC being a family allowance, when both the spouses are working in organizations offering the facility of LTC, only one of the spouses shall be entitled to draw the benefit of LTC. Accordingly before the claim to draw entitled amount of salary in terms of these instructions is made, the concerned employee claiming the benefit under the scheme shall submit an undertaking that his/her entitled family member including the spouse when in service of the University/Government of Haryana shall not avail this benefit separately or when the spouse is in employment under the Central Government or any other State Government or any other organization / institutions/body etc., wholly or substantially owned or controlled by the Central Government or any State Government he/she shall not avail of the facility of LTC from their employer in whatever form it is extended to him/her by their respective employer. Such an undertaking must be counter-signed by spouse of the concerned employee.
- (2) Alternatively, the concerned employee shall submit an undertaking that the provisions of this para are not attracted in his/her case as none of his/her entitled family member including the spouse is either in service of the University/ Government of Haryana or in service under the Central Government or any other State Government or under any Organization/Institution/ Body, wholly or substantially owned or controlled by the Central Government or any State Government.
- (3) For the purpose of these instructions 'family' would mean a lawfully acknowledged family and any voluntary or even otherwise acknowledged separation etc. would not change the intent till such time as the marriage finally dissolves in terms of law.
- (4) The authority competent to authorize drawal and disbursal of salary to the concerned employee shall also be competent to sanction drawal and disbursal of the amount. An entry of such drawal and disbursal must be made in the service book of the concerned employee.
- (5) This being an allowance no arrears would be admissible even when the pay is revised from a retrospective date.

## UNDERTAKING

It is hereby undertaken that:

- i) I am eligible to draw the benefit promised by the scheme put in place as per University rules.
- ii) My entitled family members, including the spouse, who is in the employment of this University/Government of Haryana, and who is also eligible to draw the benefit under the rules shall not avail the benefit separately for the current block of four years regulating the LTC.

OR

My entitled family members, including the spouse, who is in the employment under the Central Government or any other State Government or under any other organization /institution/body, etc. wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

Name/designation/signature of the concerned employee

Countersigned

Name/designation/signature of the spouse of the concerned employee

## UNDERTAKING

It is hereby undertaken that:

- i) I am eligible to draw the benefit promised by the scheme put in place as per University rules.
- ii) None amongst my entitled family members, including the spouse, is either in service of this University/Government of Haryana or in service under the Central Government or any other State Government or under any other organization/ institution/body, etc, wholly or substantially owned or controlled by the Central Government or any State Government.

Name/designation/signature of the concerned employee

Countersigned

### 15.3 Leave Travel Concession for Pensioners

- i) Consequent upon the grant of one month's salary in lieu of LTC/HTC to the employees of the State Government and the University, the facility of grant of one month's pension in lieu of LTC/HTC to the retiree pensioners was introduced by the State Government/University. Accordingly, the pensioners became entitled to draw "one month's pension" as a lump sum assistance in lieu of LTC once in a block of four years as per block years declared for the employees. First block declared was 2008-11 and subsequent blocks were 2012-15, 2016-19 and so on.

- ii) This scheme is applicable to all the pensioners who are drawing their pension under the rules as amended from time to time and applicable to the pensioners retiring from the University.

"One month pension" means the entitlement of basic pension inclusive of commuted portion of pension and the dearness relief admissible thereon."

- iii) LTC being a family allowance, when both the spouses are pensioners or one of the spouse is working in an organization offering the facility of LTC, only one of the spouses shall be entitled to draw the benefit of the LTC. Accordingly before the claim to draw the entitled amount of one month's pension is made, the concerned pensioner, claiming the benefit under the scheme, shall submit an undertaking that his/her entitled family members, including the spouse, when he/she is a pensioner or in service of University/Government of Haryana, shall not avail the benefit promised by the scheme separately or when in employment under the Central Government or any other State Government or under any other organizations/ institution/body, etc. wholly or substantially owned or controlled by the Central Government or any State Government, shall not avail the facilities of LTC from that employer in whatever form it is extended to him/her by their respective employer. Such an undertaking must be countersigned by the Spouse of the concerned pensioner.

Alternatively the pensioner concerned shall submit an undertaking that the provisions of this para are not attracted in his/her case as none of his/her entitled family member, including the spouse, is either pensioner or in service of University/

Government of Haryana or in service under the Central Government or any other State Government or under any other organization/ institution/body, etc. wholly or substantially owned or controlled by the Central Government or any State Government.

- iv) For the purpose of these instructions 'Family' would mean a lawfully acknowledged family and any voluntary or even otherwise acknowledged separation, etc, would not change the intent till such time as the marriage finally dissolves in terms of law.
- v) One month's pension to the pensioners of age group of 90 years and above shall be disbursed alongwith the regular pension for the month of January in the first year of the block of four years, the pension to the pensioners of age group of 80 years and below 90 years shall be disbursed alongwith the regular pension for the month of January in the second year of the block of four years, the pension to the pensioners of age group of 70 years and below 80 years shall be disbursed alongwith the regular pension for the month of January in the third year of the block of four years and the pension to the pensioners of age group of below 70 years shall be disbursed alongwith the regular pension for the month of January in the fourth year of the block of four years.

The cut-off date for reckoning the age for payment to different age groups in different years is as under:-

**Block year 2016-19:**

<b>Age Group</b>	<b>Cut off date for eligibility</b>
90 years and above	31.12.2015
80 years and above	31.12.2016
70-80 years	31.12.2017
Below 70 years	31.12.2018

The cut off date for the succeeding block(s) of four years may be reckoned accordingly and as per instructions to be received from the State Government from time to time.

- vi) This being an allowance, no arrears will be admissible even when the pension is revised from a retrospective date.

## UNDERTAKING

It is hereby undertaken that:

- i) I am eligible to draw the benefit promised by the scheme under the University rules.
- ii) My entitled family members including the spouse, who is pensioner or in the employment of University/Government of Haryana, and who is also eligible to draw the benefit promised by the scheme shall not avail the benefit separately for the current block of four years regulating the LTC.

OR

My entitled family members, including the spouse, who is pensioner or in the employment under the Central Government or any other State Government or under any other organization/institution/body, etc, wholly or substantially owned or controlled by the Central Government or any State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their such respective employer.

Name/designation/signature of the concerned pensioner.

Countersigned

Name/designation/signature of the spouse of the concerned Pensioner.

(Strike off whatever portion is not applicable)

## UNDERTAKING

It is hereby undertaken that:

- i) I am eligible to draw the benefit promised by this scheme under the University rules.
- ii) None amongst my entitled family members, including the spouse, is either pensioner or in service of University/Government of Haryana or in service under the Central Government or any other State Government or under any other organization/ institution/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government.

Name/designation/signature of the concerned pensioner.

Countersigned

(Strike off whatever portion is not applicable)

**15.4** Some clarifications were issued by the State Government vide their letter No.13/19/2008-2S11 dated 21.04.2010 relating to this scheme of Leave Travel Concession and these are given as under for guidance and necessary action.

1	Whether an employee appointed on adhoc basis, daily wages, work charged are entitled to one month salary in lieu of the leave travel concession.	Not admissible
2	Whether an employee appointed on contract basis is entitled to one month's salary in lieu of leave travel concession.	Concession is admissible after one year if the contract is for more than four years. The block of four years will be reckoned from the actual date of joining the post.
3	Whether one month's salary in lieu of leave travel concession is admissible during the period of suspension.	An employee who is under suspension is entitled to get one month's subsistence allowance drawn by him for the month in which the claim is preferred in lieu of leave travel concession with the condition that no arrears on this account shall be admissible later on.
4	Whether block year of leave travel concession is extendable for one year automatically as per provision of the old policy of leave travel concession.	No
5	Whether there is any requirement of minimum service of the employee for one month's salary in lieu of leave travel concession.	One month's salary in lieu of leave travel concession is admissible only to those who have completed one year of regular continuous service and it would not be admissible before completion of one year of service on regular basis.
6	Whether a University employee appointed on Re-appointment is entitled to one month's salary in lieu of leave travel concession.	A Re-employed employee can also claim for one month's salary in lieu of leave travel concession provided he has completed one year's continuous service after re-employment and the re-employment is for four years and more.







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