

# GOVERNMENT OF WEST BENGAL

## Finance Department, Audit Branch

Writers' Buildings, Calcutta – 700 001

No. 4730-F

Calcutta, the 25th May, 1999

### MEMORANDUM

**Subject:** Revision of Travelling Allowance Rules — Implementation of the recommendations of the Fourth Pay Commission.

The Fourth Pay Commission has submitted its recommendations on Travelling allowance and Daily allowance admissible to the State Government employees. After careful consideration of the existing rules and orders relating to travelling allowance / daily allowance for journeys on tour and transfer in respect of the State Government employees and the recommendations of the Pay Commission in this regard, the Governor is pleased to make certain modifications in the rules and orders relating to travelling allowance / daily allowance as detailed in the Annexure to this memorandum.

2. The term 'pay' for the purpose of this order in the case of the employees who are drawing pay in the revised scales under the West Bengal Services (Revision of Pay and Allowances) Rules, 1998 shall mean 'Basic pay' as defined in clause (3) of rule 5 of the West Bengal Service Rules, Part I except in the cases of Medical Officers where 'pay' shall mean 'Basic pay' plus Non-practicing Allowance admissible to and drawn by the individual Medical Officer. In case of the employees who opt to retain the pre-revised scales of pay, the term 'pay' shall include, besides pay in the pre-revised scales of pay, 'Dearness Allowance' as were admissible to such employees on 01.10.1996 in terms of Finance Department Memo No. 7756-F, dated 27.08.1996.

3. This order shall take effect from **1st June, 1999**. It is further clarified that in respect of journeys on tour or transfer made on or before 31st May, 1999 (midnight), the rates of travelling allowance shall be as per old rules whereas in respect of such journeys made on 1st June, 1999 onwards, the rates of travelling allowance shall be as per this order.

4. Formal amendments to the relevant rules of the West Bengal Service Rules, Part II, will be made in due course.

Sd/- A. K. GANAI

Joint Secretary to the Government of West Bengal  
Finance Department

No. 4730/1(500)-F

Dated, Calcutta, the 25th May, 1999.

Copy forwarded for information and necessary action to:

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta - 700 001.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta - 700 012.
3. All Departments / Directorates / District Magistrates / Sub-Divisional Officers / Treasury Officers.
4. Guard File.

### ANNEXURE TO FINANCE DEPARTMENT MEMO NO. 4730-F DATED 25.05.1999

*Rules Regulating Travelling Allowance and Daily Allowance of State Government Employees*

#### 1. Pay Ranges and Classification of Government Employees (Rule 16 WBSR Part II)

For the purpose of travelling allowance, State Government employees shall be grouped into the following categories according to their revised pay ranges:

| Category   | Pay Range (Revised Scales under ROPA 1998) | Corresponding Pay Range (Pre-revised) |
|------------|--------------------------------------------|---------------------------------------|
| Category I | Rs. 16,400 and above                       | Rs. 5,100 and above                   |

| Category            | Pay Range (Revised Scales under ROPA 1998)    | Corresponding Pay Range (Pre-revised)        |
|---------------------|-----------------------------------------------|----------------------------------------------|
| <b>Category II</b>  | Rs. 8,000 and above, but less than Rs. 16,400 | Rs. 2,700 and above, but less than Rs. 5,100 |
| <b>Category III</b> | Rs. 6,500 and above, but less than Rs. 8,000  | Rs. 2,000 and above, but less than Rs. 2,700 |
| <b>Category IV</b>  | Rs. 4,100 and above, but less than Rs. 6,500  | Rs. 1,200 and above, but less than Rs. 2,000 |
| <b>Category V</b>   | Below Rs. 4,100                               | Below Rs. 1,200                              |

## 2. Journey by Higher Class than Entitled (Rule 25 WBSR Part II)

An employee travelling in a higher class than entitled will receive travelling allowance for the entitled class only. However, if a Category II employee travels by AC First Class on tour or transfer, the claim shall be restricted to **AC 2-Tier Sleeper** fare.

## 3. Entitlements for Journey by Air (Rules 31, 31A, 31B WBSR Part II)

- Category I Officers:** May travel by air on official duty at their discretion in Economy (Tourist) Class.
- Officers drawing pay Rs. 12,000 to Rs. 16,399:** May travel by air at discretion if journey distance exceeds 500 kms. and cannot be covered overnight by train.
- Other Employees:** Prior sanction of the State Government is required to travel by air.
- Air journeys outside the State:** When an officer entitled to air travel makes an official visit outside West Bengal, the journey shall be performed by air.

## 4. Rail Travel Accommodation & Entitlements (Rule 20 WBSR Part II)

| Category / Pay Range                            | Accommodation in Other Trains                    | Rajdhani / Shatabdi Express                               |
|-------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------|
| <b>Category I</b><br>(Rs. 16,400 & above)       | Air-conditioned First Class (AC-1)               | AC First Class (Rajdhani) /<br>Executive Class (Shatabdi) |
| <b>Category II</b><br>(Rs. 8,000 to Rs. 16,399) | AC 2-Tier Sleeper / First Class / AC 3-Tier      | AC 2-Tier Sleeper (Rajdhani) /<br>AC Chair Car (Shatabdi) |
| <b>Category III</b><br>(Rs. 6,500 to Rs. 7,999) | First Class / AC 3-Tier Sleeper / AC Chair Car   | AC Chair Car (all trains)                                 |
| <b>Category IV</b><br>(Rs. 4,100 to Rs. 6,499)  | First Class / AC 3-Tier / AC Chair Car / Sleeper | AC Chair Car (all trains)                                 |
| <b>Category V</b><br>(Below Rs. 4,100)          | Second Class Sleeper                             | Second Class Sleeper                                      |

## 5. Journey by Sea or River Steamer (Rule 26 WBSR Part II)

| Pay Range              | Accommodation Entitlement                                                        |
|------------------------|----------------------------------------------------------------------------------|
| Rs. 8,000 and above    | Highest Class                                                                    |
| Rs. 6,500 to Rs. 7,999 | If there are two classes: Higher Class; if three classes: Middle or Second Class |
| Rs. 4,100 to Rs. 6,499 | If there are two classes: Lower Class; if three classes: Middle Class            |
| Below Rs. 4,100        | Lowest Class                                                                     |

## 6. Mileage Allowance for Journeys by Road (Rule 28 WBSR Part II)

| Pay Range              | Mode of Conveyance                    | Rate per Kilometre |
|------------------------|---------------------------------------|--------------------|
| Rs. 8,000 and above    | Motor Car (Taxi or own car)           | Rs. 4.00 per km    |
| Rs. 4,100 to Rs. 7,999 | Motor Cycle / Scooter / Auto-rickshaw | Rs. 1.50 per km    |
| Below Rs. 4,100        | Bicycle or rickshaw / Foot            | Rs. 0.60 per km    |

## 7. Revised Rates of Daily Allowance (DA) on Tour (Rule 71 WBSR Part II)

| Pay Range               | Ordinary Localities | Darjeeling District (except Siliguri) |
|-------------------------|---------------------|---------------------------------------|
| Rs. 16,400 and above    | Rs. 135/-           | Rs. 260/-                             |
| Rs. 8,000 to Rs. 16,399 | Rs. 120/-           | Rs. 200/-                             |
| Rs. 6,500 to Rs. 7,999  | Rs. 90/-            | Rs. 150/-                             |
| Rs. 4,100 to Rs. 6,499  | Rs. 60/-            | Rs. 105/-                             |
| Below Rs. 4,100         | Rs. 45/-            | Rs. 70/-                              |

\* Note: Daily allowance for journeys outside West Bengal continues to be regulated under Finance Dept. Memo No. 4515-F dated 16.06.1998.

## 8. Daily Allowance for Continuous Halts and Training Courses

- **Continuous halt at one place:** First 60 days: Full Daily Allowance; beyond 60 days up to 180 days: **Half (50%)** Daily Allowance; beyond 180 days: **Nil**.
- **Training courses:** Same scale (full DA for first 60 days; half DA for next 120 days). If boarding and lodging are provided free, DA is restricted to **one-fourth (25%)**.
- **Incidental charges abolished:** The system of paying incidental charges for rail, steamer, road or air journeys under rules 37A, 38, 42, 49 and 54 is completely **abolished**. Actual fare plus DA for entire absence is admissible.
- **Local journey redefined (Rule 71B):** Journeys beyond 8 kms. from permanent duty point but within 20 kms. Mileage allowance plus 50% DA if absence exceeds 6 hours. No TA/DA admissible beyond 60 days.

## 9. Entitlements for Journey on Transfer (Memo No. 5299-F Superseded)

### A. Composite Transfer Grant and Packing Allowance:

| Pay Range               | Lump Sum Transfer Grant | Packing Allowance |
|-------------------------|-------------------------|-------------------|
| Rs. 16,400 and above    | Rs. 2,250/-             | Rs. 1,500/-       |
| Rs. 8,000 to Rs. 16,399 | Rs. 1,800/-             | Rs. 1,200/-       |
| Rs. 6,500 to Rs. 7,999  | Rs. 1,350/-             | Rs. 900/-         |
| Rs. 4,100 to Rs. 6,499  | Rs. 900/-               | Rs. 675/-         |
| Below Rs. 4,100         | Rs. 675/-               | Rs. 675/-         |

Conditions: (1) Flat rate without insisting on receipts. (2) Full amount admissible when transfer involves change of residence and distance exceeds 20 km. (3) Transfers within same station or under 20 km involving change of residence restricted to one-third.

### B. Carriage of Personal Effects on Transfer:

| Pay Range               | By Goods Train / Rail            | By Road / Container                    |
|-------------------------|----------------------------------|----------------------------------------|
| Rs. 16,400 and above    | Full 4-wheeler wagon or 6,000 kg | One double container or Rs. 18.00 / km |
| Rs. 8,000 to Rs. 16,399 | Full 4-wheeler wagon or 6,000 kg | One single container or Rs. 18.00 / km |
| Rs. 6,500 to Rs. 7,999  | 3,000 kg by goods train          | Rs. 9.00 per km                        |
| Rs. 4,100 to Rs. 6,499  | 1,500 kg by goods train          | Rs. 4.60 per km                        |
| Below Rs. 4,100         | 1,000 kg by goods train          | Rs. 3.10 per km                        |

## 10. Transportation of Conveyance on Transfer

- **Officers drawing Rs. 8,000 and above:** One motor car or motor cycle / scooter by rail or road (at prescribed mileage rates).
- **Officers drawing Rs. 4,100 to Rs. 7,999:** One motor cycle / scooter or bicycle.
- **Employees drawing below Rs. 4,100:** One bicycle.

## 11. Additional Provisions

- **Retirement Travelling Allowance:** Admissible from last station of duty to home town or place where employee intends to settle permanently, at transfer scales.
- **Definition of Family (Rule 4(7)):** Government employee's spouse, legitimate children, stepchildren, and wholly dependent parents residing with the employee whose monthly income from all sources does not exceed **Rs. 500/- p.m.**
- **Conveyance Allowance for Handicapped Employees:** Blind and orthopaedically handicapped employees with 40% or more disability shall receive **5% of basic pay** subject to a maximum of **Rs. 100/- p.m.**
- **Fixed Monthly Conveyance Allowance (Appendix 5, Rule 29):** Horse/pony: Rs. 150/- p.m.; Motor car: Rs. 450/- p.m. (pay must exceed Rs. 10,000/- p.m.); Motor cycle: Rs. 125/- p.m.; Bi-cycle: Rs. 25/- p.m.

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## Finance Department, Audit Branch

*Writers' Buildings, Calcutta – 700 001*

No. 4731-F

Calcutta, the 25th May, 1999

### MEMORANDUM

**Subject:** Travelling Allowance and Daily Allowance Admissible to Ministers, Ministers of State, and Secretaries.

Consequent upon revision of travelling allowance and daily allowance admissible to the State Government employees under this Department Memo No. 4730-F, dated 25.05.1999, a question has arisen as to how the drawal of travelling allowance and daily allowance admissible to the Ministers, the Ministers of State and the Deputy Ministers will be regulated.

2. After careful consideration of the matter, the Governor has been pleased to make the following modifications in the existing rules and orders in this regard:

- i. The Ministers, the Ministers of State and the Deputy Ministers will draw travelling allowance at the same rates and scales as are admissible and under the same conditions as are applicable to the State Government Officers drawing pay of **Rs. 16,400/- and above**, unless there is any specific provisions to the contrary for drawal of such travelling allowance in the rules laid down in Appendix 17 of the West Bengal Service Rules, Part II.
- ii. **Journey by road:** Other conditions remaining unchanged, the Ministers may, at their option, charge road mileage at a rate of **Rs. 5.00 per km.** for journey by road.
- iii. **Daily allowance:** While touring on public business, daily allowance shall be drawn by Ministers, Ministers of State or Deputy Ministers for the period of absence from headquarters at the rates detailed below:
  - (a) For ordinary localities: **Rs. 135/- per day**
  - (b) For Darjeeling District (except Siliguri Sub-division): **Rs. 260/- per day**
  - (c) Localities outside the State of West Bengal: Regulated under Finance Department Memo No. 4515-F, dated 16.06.1998.

3. The rates of daily allowance as laid down in para 2(iii) above, will also be admissible to the **Political Secretary to the Chief Minister** as well as to the **Confidential Assistants to the Chief Minister, the Ministers and the Ministers of State**.

4. This order will take effect from the **1st June, 1999**.

5. Necessary amendments in the relevant rules will be made in due course.

**Sd/- A. K. GANAI**

Joint Secretary to the Government of West Bengal  
Finance Department

No. 4731/1(500)-F

Dated, Calcutta, the 25th May, 1999.

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