



**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

ALLOWANCES – Civil Services (Travelling Allowance) Rules – Recommendations of the First Pay Revision Commission – Travelling Allowance on Tour – Orders – Issued.

**FINANCE (HRM.IV) DEPARTMENT**

G.O.Ms.No.53

Dated: 22<sup>nd</sup> June, 2023.

Read the following:-

1. G.O.Ms.No.60, Finance (HRM.IV) Department, dated: 02.05.2015.
2. G.O.Ms.No.86, General Administration (Spl.C) Department, dated: 18.05.2018.
3. G.O.Ms.No.51, Finance (HRM.IV) Department, dated: 11.06.2021.

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**ORDER:**

The First Pay Revision Commission has reviewed the existing Travelling Allowance Rules as per the orders issued in the Government Order first read above and recommended the following;

- a. Revision of Pay ranges of Grades according to Revised Pay Scales, 2020.
- b. Enhancement of rates of Daily Allowance payable to Government Servants while on tour within the State and outside the State.
- c. Enhancement of the maximum rates of reimbursement of Lodging Charges within State and outside the State in specified places.
- d. Enhancement of rates of Conveyance Charges payable to Government Servants at places outside the State, while on tour.
- e. Enhancement of rates of Mileage Allowance for travel by own Motor Car, Motor Cycle/Scooter.
- f. Revision of eligibility to travel by Train.
- g. Revision of eligibility to Travel by A.C. buses of Telangana State Road Transport Corporation (TSRTC).

2. Government after careful consideration have decided to accept the recommendations of the First Pay Revision Commission and hereby issue the following orders;

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### **3. Employees Grades:**

3.1 Grades based on revised Pay Scales, 2020 shall as follows;

<b>Grade</b>	<b>Revised Pay Scale in RPS, 2020</b>
<b>Grade – I</b>	Rs.72,850 – 1,47,310 and above
<b>Grade – II</b>	Rs.42,300-1,15,270 and up to and inclusive of Rs.67,300-1,43,890
<b>Grade – III</b>	Rest of the employees

### **4. Rates of Daily Allowance:**

4.1 The rates of Daily Allowance admissible within and outside the State shall be as indicated below:

<b>Grade</b>	<b>D.A. for tours within the State</b>		<b>D.A. for tours to any place outside the State</b>	
	<b>Existing</b>	<b>Revised</b>	<b>Existing</b>	<b>Revised</b>
<b>Grade-I</b>	Rs.450/-	Rs.600/-	Rs.600/-	Rs.800/-
<b>Grade-II</b>	Rs.300/-	Rs.400/-	Rs.450/-	Rs.600/-
<b>Grade-III</b>	Rs.225/-	Rs.300/-	Rs.300/-	Rs.400/-

4.2. The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of Grades indicated in para 4.1. Only the Pay Scales attached to the post shall be taken into account for determination of the Grade of such employees who perform the tours.

4.3. All Government Employees are eligible to draw full daily allowance for the entire duration of their official tour.

### **5. Enhancement of the maximum amount of reimbursement of Lodging charges at various places within the State and outside the State:**

5.1 The Government employees visiting various places either within the State or outside the State on official duty shall be eligible for reimbursement of Lodging Charges actually paid by them, subject to the maximum amounts as indicated below;

Grades of Employees	At Municipal Corporations either within the State of outside the State except those cities mention in Columns (3) & (4)	At Hyderabad and Secunderabad (in Rs.)	At Delhi, Mumbai, Chennai, Kolkota, and Bengaluru (in Rs.)
1	2	3	4
Grade-I	Rs.1,200	Rs.1,500	Rs.2,000
Grade-II	Rs.800	Rs.1,000	Rs.1,500
Grade-III	Rs.600	Rs.800	Rs.1,000

5.2 The reimbursement of Lodging Charges is subject to the following conditions;

- a) On certification by the concerned touring officer that Government accommodation was not available.
- b) Production of the original receipt from the Lodging House.

5.3 In case of visits to Delhi, if accommodation is not available in Telangana Bhavan arrangements may be made for booking outside accommodation through Telangana Bhavan to avoid possible wastage of money.

## **6. Payment of Conveyance Charges outside the State:**

6.1 As per Rule-40(6) of Traveling Allowance Rules, the Taxi/Auto charges incurred by Government servants while on tour to any place outside the State, from the arrival point to the place of stay and 'vice-versa', shall be reimbursable subject to a maximum of Rs.800/- per trip on production of actual vouchers or a certificate of payment.

6.2 Government servants shall also be eligible to claim actual taxi or Auto fare subject to a maximum of Rs.800/- per day for visiting the offices of the Government of India and Ministries or any other office, situated at the places outside the State, while on tour. A certificate to the effect that Government vehicle was not provided to them and they have engaged Taxi/Auto, shall be appended to the bill claiming the amount.

## **7. Mileage Allowance for using own conveyances:**

7.1 Annexure-IV of Civil Services (TA) Rules, specifies that the following category of employees are entitled to maintain and use their own Motor Car, Motor Cycle/Scooter. The category and scales of pay of the officers in the Revised Pay Scales, 2020 and eligibility to use and maintain their own Motor Car, Motor Cycle/Scooter, while on tour is as follows;

<b>Category</b>	<b>Scales of pay of the employee</b>	<b>Nature of Conveyance permitted</b>
I	Employees in the Pay Scale of Rs.54,220-1,33,630 and above	Motor Car
II	Employees in the Pay Scale of Rs.36,750-1,06,990 and above but below the Pay Scale of Rs.54,220-1,33,630.	Motor Cycle/Scooter

7.2 The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of categories indicated at para 7.1. above. But, only the Pay Scales attached to the posts shall be taken into account for determination of the category.

7.3 The rates of Mileage Allowance payable to the employees who are entitled to maintain and use their own conveyances are revised as follows;

<b>S.No.</b>	<b>Entitlement</b>	<b>Petrol Vehicle</b>	<b>Diesel Vehicle</b>
1.	Employees who are entitled to use and maintain their own Motor Car	Rs.16/- per K.M.	Rs.14/- per K.M.
2.	Employees who are entitled to use and maintain their own Motor Cycle/Scooter	Rs.6/- Per K.M.	-

7.4 Daily Allowance shall not be paid to the Government servants claiming the Mileage Allowance for their tours.

7.5 The existing Civil Services (Travelling Allowance) Rules, 1996 and orders issued from time to time shall continue to apply except as provided for in this order.

7.6 The Officer using his own motor car should furnish a certificate whether he used Petrol driven car or Diesel driven car along with the claim for mileage allowance.

**8. Application of these orders to Officers of All India Services, employees drawing pay in the Revised Pay Scales, 2015 and employees drawing pay in the U.G.C. Scales, 2016;**

8.1 In so far as officers belonging to All India Services who are in Central Scales of pay, the classification of Grades shall be as follows;

- a) Officers of AIS in Junior Time Scale shall be under Grade-II under these orders.
- b) Other officers belonging to AIS shall come under Grade-I under these orders.
- 8.2 For the employees continuing in the Revised Scales of Pay, 2015, the classification of Grades shall be the same as was in force prior to the introduction of Revised Scales of Pay, 2020, i.e., in the G.O. first read above.
- 8.3 For the employees drawing pay in the U.G.C. Pay Scales of 1996/2006/2016, the classification shall be as follows;
- a) Employees drawing Pay in the U.G.C./AICTE Pay Scales of Rs.10,000–15,200 (1996), Rs.15,600 - 39,100 + AGP Rs.7,000 (2006) and Rs. 67,700 – 2,09,200 + Academic Level-11 (2016), and above shall be under Grade-I under these orders.
- b) remaining employees shall come under Grade-II under these orders

## **9. Travel by Train:**

9.1 Government employees are grouped into the following categories for travel by Train;

<b>Category</b>	<b>Existing eligibility</b>	<b>Revised eligibility</b>
First Class, Including A.C., Chair Car A.C., II, III Tier and II Class.	Employees in the Pay Scale of Rs.28,940 - 78,910 and above	Employees in the Pay Scale of Rs.42,300 - 1,15,270 and above
Second Class +	Employees in the Pay Scale of Rs.26,,600 - 77,030 and below	Employees in the Pay Scale of Rs.38,890 - 1,12,510 and below

9.2 The Tatkal charges are permitted in exigency on official duty, where there was no sufficient time for the employee to purchase the tickets in advance which should be certified by the controlling officer.

9.3 The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of the eligibility to travel by train. Only the Pay Scales attached to the posts shall be taken into account for determination of the eligibility to travel by train.

9.4 The employees subject to their eligibility are permitted to travel by all types of express trains i.e., Sampark Kranti, Rajadhani , Jana Sathabdi, Garib Rath, Duranto, etc.

9.5 These eligibilities are applicable in the case of journeys performed either on official tour or on transfer or in the case of journeys on official's tour/transfer/Leave Travel Concession (LTC).

**10. Travel by Buses of Telangana State Road Transport Corporation:**

10.1. The employees belonging to Grade-I of Annexure-I of T.A. Rules, are permitted to travel by Air-conditioned buses of Telangana State Road Transport Corporation, irrespective of whether the places are connected by rail or not.

10.2 Similarly, the employees belonging to Grade-II and Grade-III are hereby, permitted to travel by T.S.R.T.C. buses of any type, except by A.C. Buses, between the places connected by train also and claim bus charges actually paid, without restricting the claim to the train fare by the eligible class.

10.3 The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of eligibility to travel by A.C. buses of Telangana State Road Transport Corporation. Only the Pay Scales attached to the posts shall be taken into account for determining the eligibility.

10.4 The journeys performed by private buses or hired taxis will not be entertained.

10.5 These eligibilities are applicable in the case of journeys performed either on official tour on transfer or in the case of journeys connected with Leave Travel Concession.

11. These orders shall come into force with immediate effect.

12. Necessary amendments to the Telangana Civil Services (Travelling Allowance Rules, 1966), will be issued in separately.

13. This Government Order is available on the internet and can be accessed at the addresses: <http://www.goir.telangana.gov.in>.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**K.RAMAKRISHNA RAO,  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

The Commissioner of Government Printing Press, Telangana, Hyderabad  
- with a request to publish in Telangana Gazette.

All Departments of Secretariat.  
All Heads of Departments.  
The Prl. Accountant General, Telangana, Hyderabad.

**Copy to:**

The Director of Treasuries & Accounts, Telangana, Hyderabad.  
The Director of Works Accounts, Telangana, Hyderabad.  
The Director of State Audit, Telangana, Hyderabad.  
The Pay & Accounts Officers, Hyderabad.  
The Secretary, Telangana State Public Service Commission,  
The Secretary to Governor, Raj Bhavan, Hyderabad.  
The Registrar General, High Court for the State of Telangana, Hyderabad.  
SF/SCs.

**//FORWARDED::BY ORDER//**

*Gejivas.narla*  
**SECTION OFFICER**

**D.T.A.T.S. HYD.**

Encl. No. *F2 / 3565 / 2022* Dt. *06.06.2023*

**Copy Communicated for Information  
and Necessary Action.**

To,  
All the Deputy Director of  
District Treasuries in the State

*NSG*  
*for DTA*  
*29/6/23*  
*24/6*  
*24/6/23*

11. 1. 1951

Dear Sir,

I am sorry to hear that you are not well.

With best wishes,

Yours faithfully,

J. B. [Name]

11. 1. 1951