

## **ANDHRA PRADESH HOUSING BOARD TRAVELLING ALLOWANCE RULES, 1977**

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## **ANDHRA PRADESH HOUSING BOARD TRAVELLING ALLOWANCE RULES, 1977**

In exercise of the powers conferred by Section 70 of the Andhra Pradesh Housing Board Act, 1956, (Act No.XLVI) of 1956), the Government of Andhra Pradesh hereby, make the following rules, the same having been published in pages 276 279 of the Rules Supplement to Part I of the Andhra Pradesh Gazette, dated the 21st April, 1977, as required by Sub section (1) of Section 70 of

the said Act.

**1. Short title :-**

These rules may be called the Andhra Pradesh Housing Board Travelling Allowance Rules, 1977.

**2. Application :-**

These rules shall come into force from the date of publication in the Andhra Pradesh Gazette and shall apply to every whole time employees of the Board.

**3. Definitions :-**

(1) In these rules, unless the context otherwise requires:

(a) "Actual travelling expenses" means the actual cost of transporting the officers and the employees of the Board and personal luggage including charge for ferry and other tolls. They do not include charge for hotels, travellers bungalows, or refreshments.

(b) "day" means a calendar day beginning and ending at midnight.

(c) "Family" includes the wife, children, including an adopted son, step children and parents of an employee residing with and wholly dependent on him. A female employee is in no case entitled to charge travelling allowance on account of her husband, except when he is wholly dependent on her. Married daughters when placed under their husband's protection do not come under the definition of "Family".

(d) "First Appointment" does not include the appointment of a person at the time of holding any appointment under the Board even though he might have previously held such an appointment.

(e) "Pay" for the purpose of calculating travelling allowance means the actual pay drawn by an employee in his substantive or officiating post. It includes "Personal Pay" granted to protect an employee from loss of emoluments and deputation pay but excludes personal pay granted on other consideration like special pay etc.

(f) "Public Conveyance" means a train or other conveyance which plies regularly for the conveyance of passengers but does not include a taxi cab, or other conveyance hired for a particular journey.

(g) "Transfer" means the movement of an employee from one station in which he is employed to another station whether to take up the duties of a new post or in consequence of a change of his headquarters:

(h) "Personal Belongings" include such necessary articles as are required by an employee, while on tour, and not motor cars, motor cycles, carriages or heavy furniture:

(i) "Personal Property" includes motor cars, motor cycles, carriages and furniture.

(j) "Fares" shall mean, in case where there are two rates of fare, one inclusive and the other exclusive diet fare without diet:

(2) Words used but not defined shall have the same meaning as assigned to them under Andhra Pradesh Housing Board Act, 1956.

#### **4. Power to Interpret and implement Rules :-**

Any dispute in regard to the interpretation of these rules shall be referred to the Government whose decision shall be final.

#### **5. Grades :-**

For the purpose of calculating travelling allowance the officers and employees of the Board are divided into the following grades:

##### **GRADES**

Grade I Employees drawing a pay exceeding Rs.1,800/-

Grade II Employees drawing a pay exceeding Rs.1,000 up to Rs.1,800/-

Grade III Employees drawing a pay exceeding Rs.500 and up to Rs.1,000/-.

Grade IV:- Employees drawing a pay exceeding Rs.200 and up to Rs.500/-

Grade V : Employees drawing a pay of Rs.200 and below

#### **6. Travelling Allowance not to be a Source of profit :-**

Travelling Allowance is given to an employee of the Board to cover the actual expenses incurred by him in travelling in the interest of the Board. It is a fundamental principle that the allowance is not to be made a source of profit and no allowance is granted to meet the expenditure of the families of the employee or their private servants accompanying them when travelling on duty except as

provided herein.

## **7. Starting and Ending points of Journeys :-**

The point of any station from which a journey is held to commence or which it is held to end, will be considered fixed as follows:

(a) For the Head Office, Gruhakalpa Office of the Andhra Pradesh Housing Board, M.J.Road, Hyderabad 1.

(b) Regional and Sub Divisional, the Regional and Sub Divisional Office in the respective places.

## **8. Pre tion and passing of Travelling Allowance Bills :-**

(a) All claims for travelling allowance shall be drawn on forms prescribed in Andhra Pradesh Travelling Allowance Rules, giving the full details of movements, the objects of the journey and shall be signed by the claimants and declared as a true record.

(b) All Travelling Allowance Bills before submission to the Chief Accounts Officer shall be passed and shall be duly Countersigned by the Controlling Officer.

(c) All Travelling Allowance Bill shall be scrutinised by the Accounts Section before they are passed for payment by the Chief Accounts Officer.

(b) All bills shall only be passed strictly in accordance with these rules. In case of any deviation for any substantially good reasons, the previous sanction of the Chairman shall be obtained before the bill is passed.

## **9. Approval of Tour Programme :-**

The Chairman shall approve the tour programme of all employees, including himself. The Chairman may also delegate these powers to the subordinate Officers.

## **10. Fixed Monthly Conveyance Allowance :-**

No fixed monthly conveyance allowance shall be given to any employee who is provided with any payment made of conveyance by the Board for Official work.

## **11. Daily Allowance :-**

A Daily Allowance is intended to cover the ordinary daily charges of an employee on tour. It is drawn only during absence from headquarters on duty including the period of halts on duty or on authorised holidays during such absence. The rates of Daily

Allowance shall be indicated in Rule 15.

**12. Period of Absence :-**

The period of absence from headquarters will begin from the hour at which the employee actually leaves headquarters and will end at the hour on which he returns headquarters.

**13. Computation of Daily Allowance :-**

(a) "For the purpose of Daily Allowance, absence from headquarters shall be reckoned as per Rule 12. If the duration of absence is between 6 and 12 hours, half daily Allowance shall be admissible and if it exceeds 12 hours, involving journey period, full daily allowance shall be admissible. This requirement of minimum period of absence from the headquarters shall not however, apply if it involves an overnight stay. The above allowance is admissible only when single journey exceeds 20 K.M. from headquarters.

**14. Employees summoned to give evidence in Court :-**

An Employee who is summoned to give evidence in court of law in respect of any facts which have come to his knowledge in the discharge of his duties, shall be entitled to a Daily Allowance; but in all such cases, the subsistence allowance paid by the Court shall be credited to the Board.

**15. Pocket expenses during training :-**

An Employee, who is deputed for training to a place outside his headquarters at the expenses of the Board and where the training fee includes boarding and lodging charges, he shall be eligible to 25% of the rate of normal Daily Allowance admissible to him towards pocket expenses. In case where the training fee does not include the boarding and Lodging charges, the employees shall be allowed the same daily allowance to which he is eligible as on tour.

**16. Scales of travelling and daily allowance :-**

The following is the scale of Travelling Allowance for Officers and Staff:-

**17. Prolonged halts :-**

The halt at one station shall not exceed ten days. In special circumstances, the limit of 10 days may be extended at the discretion of the Chairman on such conditions as he thinks fit if he is satisfied

(i) That the prolonged absence from headquarters is necessary in

the interest of the Board; and

(ii) that the grant halting allowance for further period is essential to avoid hardship to the employee.

**18. Travel by Air :-**

(a) No Officer other than the Chairman shall be eligible to travel by air at his option; and other Officers are eligible to travel by Air only with the previous approval, of the Chairman.

(b) In case where travel by Air is permitted, the fare allowable shall be the actual fare plus half Daily Allowance per trip for incidental plus luggage charges.

(c) Officers permitted to travel by Air are expected to avail concession of return ticket unless the Board's business involve their journey from place to place whereby it may not be possible to return by the same route.

(d) Where an Officer is eligible or permitted to travel by Air, he shall take Air Risk Insurance for an amount not exceeding his basic pay for five years of the minimum amount prescribed by the Airways, whichever amount is higher and premium shall be borne by the Board.

**19. Travel by higher Class When permissible :-**

(a) No Officer or employee shall travel in a class higher than that to which he is eligible as per these rules and in case of deviation for any exceptional cause, the allowance of the expense thereof shall require sanction of the chairman.

(b) Where an employee has been allowed under special circumstances with the sanction of the competent authority, the train fare of a higher class than he is ordinarily allowed as per these rules, he shall nevertheless get the incidental expenditure he is entitled to at his normal rate but not of the higher class he is permitted to travel.

(c) Wherever extra amounts have been allowed over and above the train or air fare, they are to cover all incidental charges of the journey, such as luggage or personal effects, and handling enroute, but shall not include any charge on Board's articles if carried, for which actual extra charges incurred if any shall be paid.

**20. Travel by Road :-**

(a) No officer or employee shall be entitled to claim mileage or any other allowance or expense for travelling by road to place where train or bus service is available unless specially permitted by the Chairman.

(b) the officers who are provided with a motor car or any other conveyance at the expenses of the Board are entitled only to receive Daily Allowance as admissible under Rule 13.

(c) The Officer s not provided with the Board conveyance, when they travel on their own conveyance and at their own expense, shall receive mileage at the rates specified under Rule 16 provided that the places visited are not within a distance of 8 K.M from their headquarters They shall be allowed Daily Allowance as provided under Rule 13.

(d) If the Officers are required to travel by taking a single seat in taxi under certain compelling circumstances, he shall be allowed the taxi fare limited to the train fares of the class to which he is entitled, if the two places are connected by train Otherwise he shall be entitled, to Super Deluxe or Deluxe Busfare They shall receive D.A as per Rule 13.

### **21. Travel by public Conveyance :-**

Employees when travelling by a public conveyance other than railway, are entitled to the actual expenditure for travel and receive Daily Allowance as per Rule 13.

### **22. Payment of travelling allowance :-**

(a) Travelling allowance shall not as a rule, be paid to persons going to join first appointment, unless specific mention to the effect is made in the appointment order and documentary evidence produced to that effect that such payment was agreed to at the time of appointment.

(b) The travelling allowance under this clause shall not exceed one single fare of the class to which an employee of the Board in a similar rank is eligible.

### **23. Local journey :-**

The charges on account of travel by taxi and other cheapest modes of conveyance shall be allowed as follows where they engaged in Board s work and where the Board s vehicle is not available.

(b) All employees shall be eligible to claim conveyance charges

from place of residence to Railway station or air booking Office and vice versa , subject to the limitations stated above.

**24. Cases not specifically covered by the Rules :-**

In respect of cases which are not specially covered by those rules, the Chairman may allow actual expenses where he is satisfied that there are adequate reasons for doing so.

**25. Contract Officers :-**

These rules shall apply to the contract Officers in the same manner as they would ordinarily apply to Board s own employees unless, otherwise specifically provided for.

**26. Officers on Deputation :-**

In respect of the Officers on deputations, the terms of deputation shall prevail over the rules of the Board in so far as, travelling Allowance claims are concerned.

**27. Travel to overseas :-**

Special scale shall be sanctioned by the Board in each case when the Chairman or any other Officer or employee of the Board is required to travel overseas on Board s business in which case prior sanction of the Board s shall be necessary.

**28. Tour Advance :-**

An employee who is required to travel on the Board s business may draw an advance to meet his travelling expenses not exceeding the expenses he is likely to incur. The advance so drawn should be adjusted in the final bill, which should be preferred immediately after the tour.

**29. Miscellaneous :-**

In matters not provided in these rules, the provisions contained in Andhra Pradesh Financial Code and Andhra Pradesh Travelling Allowance Rules, shall apply.