

GUJARAT PANCHAYATS (Travelling allowance to Officials and Members) RULES, 1964

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In exercise of the powers conferred by section 323 read with sub-section (4) of section 6. sub-section (4) of section 68, 1[section] 12 and section 133-A of the Gujarat Panchayats Act, 1961 (Guj VI of 1961 and of all other powers enabling it in this behalf, the Government of Gujarat hereby makes the following rules, namely:-

1. Short title :-

These rules may be called the Gujarat Panchayats (Travelling Allowance to Officials and Members) Rules, 1964.

2. Definitions :-

In these rules, unless the context of otherwise requires:-

- (a) "the Act" means the Gujarat Panchayats Act, 1961;
- (b) "daily allowance" means a uniform allowance for each day of absence from headquarter which is intended to cover the ordinary daily charges incurred by an official or member;

(c) "day" means a calendar day beginning and ending at midnight, but an absence from headquarters which does not exceed twenty four hours shall be reckoned for all purposes as one day at whatever hours the absence begins or ends;

1 [(d) "member" for the purposes of these rules means a member of a taluka panchayat or a member of a district panchayat and includes a member appointed on any committee of a taluka panchayat in pursuance of the provisions of the proviso, to sub-section (5) of section 111 or as the case may be. a member appointed on any committee of a district panchayat in pursuance of the provisions of the proviso to clause (vi) of sub-section (3) of section 131."

(e) "mileage allowance" means an allowance calculated on the distance travelled and given to meet the cost of a particular journey;

(f) "official" means a President or a vice-President of a district panchayat, or a taluka panchayat or a Chairman of a Committee of a district panchayat to a taluka panchayat, as the case may be;

(g) "Panchayat" means a district panchayat or a taluka panchayat, as the case may be, for the purposes of these rules;

(h) "State" means the State of Gujarat;

(i) "travelling allowance" includes mileage allowance and daily allowance.

1. Substituted vide GN PH and VDDNo.KP/23/PRR.h/20(18)-83-JH dated 4th February, 1983.

3. Right to travelling allowance :-

An official or a member shall subject to the provisions hereinafter following be entitled to travelling allowance for a journey performed by him to attend a meeting of a panchayat or a meeting of a Committee constituted under sections 111, 113, 131 or 133 of the Act, or in connection with any other public business relating to the panchayat.

4. Distribution into grades :-

For the purpose of calculating travelling allowance, an official and a member shall be divided into two grades as follows, namely:-

(a) the first grade includes:

[(i) a President and a Vice-President of a district panchayat the Chairman of the Education, Committee, the District Panchayat and the Chairman of the Social Justice Committee of District Panchayat.

1[(ii) an associate member in his capacity as a member of the Legislative Assembly, or member of the House of the People or member the Council of State or collector of a district.

2[(iii) a President of a Taluka Panchayat.

(b) the second grade includes:-

(i) a Chairman of any duly constituted Committee of a district panchayat **3**[other than the Education Committee and Social Justice Committee and members of a district panchayat.

4[(ii) 3a Vice-President and members of a taluka panchayat and a Chairman of any Committee thereof.

3 (iii) any other member

1. Substituted vide GN Panchayats Dept No.KP/200/PRR/20 (19) 83-JH, dated 9th

August, 1983

2. Substituted vide GNP and HD No.KP/1616/PRR/20 (6).69-JH. dated 4th January, 1969.
3. Substituted, inserted and Proviso deleted vide GN PH and UDD No. KP/23/PRR 20 (18) 83-JH, dated 4th February, 1983.
4. Vide GNP and HD No. KP/1817/PRP-20(8)/10.JH, nated 30th January 1970.

5. Other Journey for which Travelling allowance is admissible :-

Travelling allowance shall also be allowed to an official or a member for a journey undertaken by him for attending:-

- (a) as a delegate of the panchayat, any conference of a district or division or any conference held under the auspices of a Local-Self Government Institute;
- (b) a meeting or conference held by the State;
- (c) a meeting of a committee which is appointed by the State Government and which is represented by him on behalf of the panchayat.

6. Calculation of milage allowance :-

(1)-For the purposes of calculating mileage allowance, a journey between two places shall be deemed to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short:

Provided that, when there are alternative railway routes and difference between them in point of time and cost is not more than one hour and two rupees respectively mileage allowance shall be calculated on the route actually used:

Provided further that if an official or a member travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance shall be calculated on the route by which he actually travelled.

1 [(2) For reasons which shall be recorded in writing and with the sanction of the District Panchayat in a case where journey is performed on a route other than the shortest or the cheapest one, the mileage allowance may be calculated on the route actually travelled:

Provided that the travelling allowance calculated on such route shall not exceed that calculated on the shortest route by more than fifty per cent:

Provided further that officials and members who travel in their own motorcars or other conveyances between places connected by rails may draw two-thirds of the road mileage admissible under sub-rule (2) of rule 9.]

1. Inserted and deleted vide GNP and HD No.KP/1616/PRR-20 (6) 29-JH dated 4th June 1969.

7. Class of accommodation entitled to for the purpose of journey by rail :-

For the purpose of journey by rail the officials and members of the grade specified in column 1 of the table below shall be entitled to the class of accommodation specified against it in column 2 thereof- \ \ \ \ TABLE \ \ \ \ I Grade I Class, \ \ \ \ II Grade II Class; **1** Proviso deleted.

1. Substituted, inserted and* Provied deleted vide GNP and UDD No KP/23 /PRR-25(18) 83-JH, dated 4th Feb., 1983.

8. Admissibility of travelling allowance for a Journey by rail :-

The travelling allowance admissible to an official or a member of First grade or second grade for a journey by rail shall be single fare of the class of accommodation to which he is entitled plus daily allowance at the rate specified in rule 14.

49. Mileage allowance for journeys by road :-

(1) For the purposes of this rule a journey by road includes a journey by sea or river in a steam-launch or by any vessel other than a steamer and a journey by canal.

1(2) For a journey by road, mileage allowance shall be allowed at the following rates, namely:-

(a) Officials and Members using their own or borrowed conveyances (both Grade I and Grade II)

		Rate per K M.		
Conveyance by which Journey is performed		With effect	With effect	With effect
		from	from	from
		10-6-80	1-2-81	1-7-8
1		2	3	4
		Rs.	Rs	Rs.
(i) Motor Car and Jeep (Petrol Driven)		1.25	1. 0	1.40
Motor Car and Jeep (Diesel Driven)		0.90	0.95	1.00
(ii) Motor Cycle and Scooter		0.35	0.37	0.40
(iii) Any other means of conveyance		0.35	0.37	0.40

Explanation.-The expression "any other means of conveyance" includes journeys performed on foot.

(b) Officials and members using hired conveyance (both Grade I) and Grade II actual charges of hiring the conveyance in whole or in part subject to the limit specified in (a)(i) above.

(c) Officials and members using conveyance obtained on rental basis or otherwise from the Panchayats or the State Government and the maintenance cost such as expenditure on petrol, oil, diesel, etc. is borne by the members or officials themselves :-

			Rate per K. M.		
			With effect	With effect	With effect
			from	from	from
			16-6-80	1-2-81	11-7-81
(i)	Motor Car and Jeep		0.95	1.00	1.10
	(Petrol Driven)				
(ii)	Motor Car and Jeep		0.60	0.65	0.70
	(Diesel Driven)				

(4) The travelling allowance admissible to an official or a member travelling in a motor vehicle plying regularly for the conveyance of passengers shall be the charges of a single seat plus daily allowance at the rate specified in rule 14 "

2 (5) An official or a member hiring a conveyance shall be entitled to draw mileage allowance at such rate as may be fixed from time to time for the Government officers and servants for the following journey :-

(a) Journey from residence or from his office at head quarters to railway station or bus stand and Vice-versa on return;

(b) Journey from railway station or bus-stand to residence or journey place of duty at the place of camp on arrival and vice-versa on return journey.

Explanation.- For the removal of doubt it is hereby declared that no mileage allowance

Provided that in the case of such journey between places connected by rail the mileage, allowance to be drawn shall not exceed the mileage allowance that may be admissible for such journey by rail.]

- 10. Deleted :-**

Where two or more members or officials, counted collectively, travel in the same conveyance, all of them shall not draw mileage for the journey but, only that members or official, who either owns the conveyance or hires it may draw the mile-allowance.

Every travelling allowance bill when presented for payment shall be accompanied by vouchers and shall bear a certificate to the effect that the amounts claimed therein were actually paid by the claimant :

Provided that if, in any cases, the vouchers cannot be attached, the controlling officer shall certify that the best of his knowledge the claim is correct. But when the whole conveyance is hired, a voucher shall ordinarily is be required.

1 .-An official or member shall, unless in any case it be otherwise expressly provided in these rules, be entitled to a daily allowance while on tour.

- 14. Rates of daily allowance :-**

1 (b) A Chairman of a duly constituted committee of a district panchayat other than Education Committee and Social Justice Committee and members of district panchayat may draw it at the rate of Rs. 314.00.

(c) An official or member of II Grade to whom clause (b) does not apply may draw it at the rate of Rs. 11.00 p.;

- 15. deleted :-**

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- 16. Special rate of daily allowance incertain Places :-**

An official or member of any grade travelling on duty, when the place of duty halt is in a city specified in column (i) of the Table below, shall be entitled to the daily allowance at the special rate specified against it in column (2) of the said Table.

1.Ahmedabad (in cases in which \ 25 percent of the rate specified head quarters is at a place other than in rule 14. Ahiredabad). \ 2.Bangalore, Hydrabad, Kanpur \ 40 percent

of the rate specified \ Poona, Agra, Allahabad, Jaipur, \ \ in rule 14. Lucknow, Madurai, Nagpur and Varanasi. 3. Bombay, Calcutta Delhi and \ \ \175 percent of the rate specified Madras. \ \ \ \ \ \ \in rule 14.

17. Travelling Allowance for journey undertaken outside the jurisdiction of the Panchayat :-

No travelling allowance shall be admissible to an official or member of the panchayat for a journey under taken by him outside the jurisdiction of the panchayat except, with the previous sanction of the panchayat: -

Provided that the previous sanction of the panchayat shall not be required when such journey is under taken at the instance of the State Government or for the purpose of attending as a delegate of the panchayat any conference of a district or division or any conference held under the auspicious of a Local self Government Institute a meeting of Committee appointed by the State Government or the Government of India or any of the Departments or authorities under their control:

1[Provided further that in the case of journeys undertaken by the President of the District Panchayat. Chairman of the Social Justice Committee and the Chairman of the Education Committee of the District Panchayat previous sanction of the District Panchayat shall not be required if such journey is undertaken within the maximum number of journeys in a year fixed by the District Panchayat in this behalf:

2 Provided also that in the case of journeys undertaken by the President of the Taluka Panchayats. previous sanction of the Panchayat shall not be required, such journey is undertaken within the maximum number of journeys in a year fixed by the Taluka Panchayat in this behalf.

1. Inserted vide GNPH and UDD No. KP/I29/PRR/20(13)-78JH dated 10th August 1978
2. Added and sanctioned GNPH and UDD No KP/57/PRR-20-(I6)87 JH, 24th April, 1983 .

18. Headquarters Station :-

(1) For the purpose of these rules, the headquarters station-

(i) in the case of a President shall be the headquarters of the panchayat, or with the previous sanction of the State Government any other place in the taluka or district, as the case may be.

(ii) in the case 3 the Chairman of Education Committee and the Chairman of the Social Justice Committee of a district panchayat shall be the headquarters of the district panchayat.

(iii) in the case of a Vice-President or a member or a member of a Committee, shall be his usual place of residence :

Provided that when such place or residence is outside the area under the jurisdiction of the panchayat of which he is a Vice-President or a member or a member of the committee, a place within the electoral division which he represent shall be fixed by the panchayat as his headquarters station.

(2) On election or nomination, as the case may be, every official or member shall notify his usual place of residence to the panchayat, any subsequent change therein shall like wise be intimated within one week of such change

(3) An official or member may claim travelling allowance from his headquarters station recognised by the panchayat or from the place where he happens to be prior to undertaking the journey whichever is less.

19. Travelling allowance or daily allowance not admissible for journeys within a radius of five miles or within municipal limits :-

An official or a member shall not draw travelling allowance or daily allowance for a journey which does not extend beyond a radius of five miles, from his headquarters or beyond the municipal limits, whichever is farther nor when he returns to his headquarters from a point not beyond the said radius or limits whichever is farther, in such cases an allowance as prescribed below may be drawn:- \ \ \ Place 1 \ \ \ Allowance. \ \ \ 1. Ahmedabad \ \ \ \Rs. 10/- per day. \ \ \ 2. Rajkot, Surat and Vadodara \Rs. 8/- per day. \ \ \ 3. Other places \ \ \ \Rs 6/ per day.

20. Daily Allowance during halt on Sundays and Holidays :-

An official or a member shall be entitled to a daily allowance during a halt on for a Sunday or a Public holiday. If, during the course of his tour he returns temporarily to headquarters on a Sunday or a public holiday to attend his private work, he shall not be entitled to daily allowance for the days spent, at the headquarters.

21. Travelling allowance when journey made by a motor vehicle provided and maintained by the panchayat :-

When an official or a member travels by a motor vehicle provided and maintained by the panchayat at its cost he shall be entitled to travelling allowance as follows:- If the absence from headquarters does not exceed six hours..... Nil..... If the absence from headquarters exceeds six hours but does not exceed twelve hours.....Half the daily allowance. If the absence from headquarters exceeds the twelve hours.....full daily allowance

21A. Drawal of advance of travelling allowance on tour :-

An Official or a member may draw an advance of travelling allowance on tour to the extent of daily allowance clearly admissible to him for a journey to attend any meeting or conference referred to in rule 3 or 5 or in connection with any other public business relating to the panchayat. The advance so received shall be adjusted by the official or member as soon as may be on return from his tour while preferring his travelling allowance claim for the journey The adjustment of the advance so drawn shall be watched by the controlling Officer in the detailed bill and no second advance shall be made unless adjustment of the advance already drawn has been carried out.

22. Travelling Allowance to which year debitable :-

(i) A claim for travelling allowance shall be admitted for payment in the financial year

Provided that a claim for travelling allowance for a journey "performed in the month of February or March in any year may, if preferred before the end of the following April, be admitted for payment in the following financial year:

Provided further that the President of a panchayat may consider a claim not preferred within three months of its becoming due and if he considers it reasonable he may admit it for payment.

Explanations-The period of three month Prescribed for preferring claims for travelling allowance shall be computed from the month of return of the member to his headquarters on completion of the journey. A Claim preferred within three months of its becoming due but not paid during the same financial year owing to protected correspondence or any other reason may be paid during the next financial year.

23. President to be the Controlling Officer :-

The President of a panchayat shall be the Controlling Officer and he shall, before countersigning a travelling allowance bill.

(a) Scrutinise the necessary frequency; and duration of journey and halts for which

travelling allowance is claimed, and may disallow the whole or any part of the travelling allowance claimed for any journey or halt, if he considers that the journey was unnecessary or unduly protected or that a halt was of excessive duration;

(b) Scrutinise carefully the distances entered in the travelling allowance bill;

(c) a President shall be his own Controlling Officer for the purposes of the travelling allowances bill,

24. Form of Travelling allowance bill :-

An official or a member shall claim travelling allowance in the form appended to these rules.

25. Hours how to be described in travelling bill :-

An official or a member shall describe the time of the journey in a travelling allowance bill with reference to the hours of the day counted continuously from 10 to 24 and not with reference to the meridian.

26. Payment of travelling allowance for tours undertaken before commencement of rules :-

Where before the commencement of these rules an official or member has toured on public business; he shall be paid travelling allowance for each such tour at the rates applicable to him under these rules and upon conditions determined by these rules :

Provided that notwithstanding anything contained in rule 22, a claim for such travelling allowance shall be preferred within a period of four months from the date of the commencement of these rules.

27. Payment of travelling allowance to member co-opted to Education Committee of taluka panchayat :-

¹ -Where before the publication of the Gujarat Panchayat (Travelling) allowance to the Presidents, Vice-Presidents and Members of District and Taluka Panchayats) (First Amendment) Rules, 1967 (hereinafter referred to as " the Amendment Rules") in the Official Gazette a member co-opted to the Education Committee of a taluka panchayat has toured on public business, he shall be paid travelling allowance for each such tour at the rates applicable to him under these rules and upon conditions determined by these rules :

Provided that notwithstanding anything contained in rule 22 a claim for such travelling allowance if not already preferred before the publication of the Amendment Rules, shall be preferred within a period of four months from the date of the publication of the amendment Rules.

1. Substituted Vide G.N.P. and H.D. No. KP/1022)PRN-20(4)/67-OH. dt. 17th July 1967.