

**GOVERNMENT OF WEST BENGAL**  
**Finance Department**  
**Audit Branch**  
**MEMORANDUM**

No. 4730-F

Calcutta, the 25th May, 1999,

Sub: *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 1.10.96 in terms of Finance

Department Memo No. 7756-F, dated 27.8.96.

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 Secy, to the Govt, of West Bengal,*  
*Finance Department.*

**ANNEXURE TO FINANCE DEPARTMENT MEMORANDUM NO. 4730-F, DATED  
25TH MAY, 1999**

**1.1 Revised classification of the Government employees in pay ranges :**

**A.** In suppression of rule 22 of the West Bengal Service Rules, Part II and Finance Department Memo No. 5299-F, dt. 1.6.90, for the purpose of travelling allowance Government employees will henceforth be grouped into the following number of pay ranges:

<b>Group No.</b>	<b>Pay range</b>
I	Rs. 16,400 and above.
II	Rs. 8,000 and above but less than Rs. 16,400.
III	Rs. 6,500 and above but less than Rs. 8,000.
IV	Rs. 4,100 and above but less than Rs. 6,500.
v	Below Rs. 4,100.

**B.** The members/incumbents of the following services/posts shall be deemed to belong to such Group in terms of pay range as mentioned hereunder irrespective of the pay/consolidated pay drawn by them:

(a) The members of Indian Administrative Service, Indian Police Service, Indian Forest Service will be included in Group No. II in terms of pay range irrespective of the pay drawn by them unless they are already included in Group No. I on the basis of their pay.

(b) Confidential Assistants to the Chief Minister, Ministers and Minister of State, Political Secretary to the Chief Minister will be included in Group No. II except for the purpose of daily allowance, which will be regulated by separate order.

(c) The Jamadars of the Eastern Frontier Rifles will be included in Group No. III.

(d) The Motor Drivers (Special Cadre) exclusively for the Ministers and the Attendants to the Ministers, the Ministers of State or the Deputy Ministers will be treated as belonging to Group No. V.

**1.2 Travelling allowance for undertaking journeys in higher class of accommodation:**

A Government employee performing a journey for which travelling -allowance is admissible is required to travel by the class of accommodation to which his pay range entitles him. However, if a Government employee travels in a higher class of accommodation by air, rail, ship, bus etc. than one by which he is required to travel under the rules, the reimbursement shall be limited to the fare of the entitled class of accommodation only.



## **2. Accommodation Entitlements for Journeys on Tour:**

### **A. Mileage Allowance for journeys by Air:**

(a) In partial modification of the provisions of rule 53A of the West Bengal Service Rules, Part II and in suppression of Finance Department Memo No. 5299-F, dt. 1.6.90 and the orders subsequently issued from time to time in this connection

for travel by air within the country officers drawing pay of Rs. 16,400 and above, may in the exigency of public service travel by air on tour at their discretion. Such officers in receipt of pay between Rs. 12,300 and Rs. 16,400 may also be permitted to travel by air on tour at their discretion provided the distance involved is more than 500 kms. and the journey cannot be performed overnight by direct train service/direct sleeper-coach service.

State Service Officers drawing pay of Rs. 10,000 and above, and All India Service Officers irrespective of the amount of pay drawn by them may be permitted to travel by air from districts of Darjeeling, Jalpaiguri, Cooch Behar and Dinajpur to Calcutta and back subject to the existing terms and conditions. Such officers posted in Calcutta may also perform journey by air to the aforesaid North Bengal districts with the approval of the Departmental Secretaries.

### **(b) Class of accommodation for the purpose of air travel will be as follows:**

(i) Government employees who will be authorised to travel by air within India, will be entitled to travel by Economy (Tourist) Class. None will be allowed to undertake journey by a higher class than the lowest class of accommodation available on the Indian Airlines. (ii) In the case of international travel, the Ministers and Officers of and above the rank of Secretary will be entitled to travel by Business Class or Club Class. All other Officers who will be authorised to travel by air abroad will have to travel by Economy Class.

(c) The Officers who are entitled to perform journey by air or specially permitted by the Government to travel by air may, if necessary, undertake journey by air-service offered by the Private Airlines provided the lowest class of accommodation is availed of in such cases of air-travel.

### **B. Entitlement to rail accommodation and mileage allowance:**

In partial modification of rules 37 and 37A of the West Bengal Service Rules, Part II and in suppression of Finance Department Memo No. 5299-F, dt. 1.6.90, the pay ranges and the travel entitlements for journeys by rail on *tour* and *transfer* shall be as follows:

Pay Range	Rajdhani Express	Shatabdi Express	Other Trains
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Rs. 16,400 and above Rs. 8,000 and above but less than Rs. 16,400.	A.C. First Class A.C. II-Class 2-Tier Sleeper	Executive Class A.C. Chair Car	A.C. First Class A.C. II-Class 2-Tier Sleeper
Rs. 6,500 and above but less than Rs. 8,000	-Do-	-Do-	<sup>1</sup> First Class/A.C. II- Class 3-Tier Sleeper/A.C. Chair Car
Rs. 4,100 and above but less than Rs. 6,500	-Do-	-Do-	-Do-
Below Rs. 4,100	-Do-	-Do-	Second Class Sleeper

**C. Mileage allowance for travel by Sea or by River in a Steamer:**

(a) The general entitlements for journeys by Sea or by River in a steamer under rule 41 of the West Bengal Service Rules, Part II are revised as indicated below:

Pay range	Entitlement of Class of accommodation
Officers drawing pay of Rs. 8,000 and above Rs. 6,500 and above, but less than Rs. 8,000	: Highest Class. : If there be two Classes only on the Steamer, the lower Class.
Rs. 4,100 and above, but less than Rs. 6,500 Less than Rs. 4,100	: If there be two Classes only on the Steamer, the lower Class; if there be three Classes, the middle or the second Class; and if there be four Classes, the third Class.. : The lowest Class.

(b) In modification of the 'State Government decision' below rule 41 of the West Bengal Service Rules, Part II, the entitlement for travel between mainland and Andaman and Nicobar Islands and Lakshadweep Group of Islands by Ships operated by the Shipping Corporation of India Limited will be as follows:

Pay range	Entitlement of Class of accommodation
Officers drawing pay of Rs. 8,000 and above	: Deluxe Class.
Rs. 6,500 and above, but less than Rs. 8,000	: First/'A'-Cabin Class.
Rs. 4,100 and above, but less than Rs. 6,500	: Second/'B'-Cabin Class.
Less than Rs. 4,100	: Bunk Class.

<sup>1</sup> Note: All Government employees who are entitled to travel on tour/transfer by First Class/A.C. II-Class 3-Tier Sleeper/ A.C. Chair Car may, at their discretion travel by A.C II-Class 2-Tier Sleeper where any of the direct trains, connecting the originating and destination stations by the direct shortest route do not provide these three Classes of accommodation.



(c) For journeys on official tours the Ministers and the officers drawing pay of Rs. 16,400 and above will be entitled to travel by the Business Class in the Catamaran "Silverjet", linking Calcutta with Haldia.

**D. Mileage allowance for journey by Road:**

In modification of rule 47 of the West Bengal Service Rules, Part II and in suppression of Finance Department Memo No. 5299-F, dt. 1.6.90. for journey by road on tour allowance for distance travelled will be calculated at the following revised rates:

Pay range	Entitlements
I. Rs. 8,000 and above	:Actual fare by any type of public bus including air-conditioned bus; <i>Or,</i> Rs. 5/- per km. for journey by taxi/-own car; <i>Or,</i> Rs. 2/- per km. for journeys by auto-rickshaw, own scooter/motor cycle/ moped etc.; <i>Or,</i> 60 paise per km. for journey by bicycle or foot.
II. Rs. 6,500 and above but less than Rs. 8,000	: Actual fare by any type of public bus excluding air-conditioned bus; <i>Or,</i> Rs. 5/- per km. for journey by taxi/ own car; <i>Or</i> Rs. 2/- per km. for journeys by auto-rickshaw, own scooter/motor cycle/ moped etc.; <i>Or,</i> 60 paise per km. for journey by bi-cycle or foot.
III. Rs. 4,100 and above but less than Rs. 6,500	: Actual fare by any type of public bus excluding air-conditioned bus; <i>Or,</i> Rs. 2/- per km. for journeys by auto-rickshaw, own scooter/motor cycle/ moped etc.; <i>Or,</i> 60 paise per km. for journeys by bicycle or foot
IV. Below Rs. 4,100	: Actual fare by ordinary public bus only; <i>Or,</i> Rs. 2/- per km. for journeys by auto-rickshaw, own scooter/motor cycle/ moped etc.; <i>Or,</i> 60 paise per km. for journeys by bicycle or foot.

**Notes:**

1. Tanga, cycle-rickshaw and man-driven rickshaws will be equated to journey by scooter/motor cycle.
2. Officers belonging to the categories at III and IV above will not be eligible for travel by taxi/own car or taking a single seat in a taxi. If they travel by taxi for whatever reason, the mileage will be limited to Rs. 2/- per km. or actual expenses incurred whichever is less.

3. Special types of bus fare may also be allowed to the Officers belonging to the categories at IV above in exigencies of public service subject to the existing terms and conditions on the basis of the certificate of the Controlling Officer.

4. Subject to the existing conditions as laid down in Note 2 below rule 88 of the West Bengal Service Rules, Part II for hiring taxis for official use within 8 km. of the headquarters of a Government employee, the existing ceiling of the total taxi hire or similar other conveyance hire in any one month as laid down in clause (6) of the said Note 2 will be Rs. 100/- in respect of a Government employee.

5. Subject to the existing conditions as laid down in Note 3 below rule 88^ the West Bengal Service Rules, Part II for official journeys on tour from residence or office to Air-port/Railway Station/Bus Stand and vice-versa, actual taxi hire charges may be reimbursed to the officers belonging to the pay range Rs. 8,000/- and above, without having any existing maximum ceiling.

**Daily Allowance:**

I. Subject to the existing provisions in rule 57 of the West Bengal Service Rules, Part II and in supersession of Finance Department Memo No. 5299-F, dated 1.6.90, the rates of daily allowance are revised as follows: **(A) When the Government employee stays in Government/Public Sector Guest Houses, Dak Bungalows or makes his own arrangements:**

Pay range	Ordinary Localities	Calcutta, Darjeeling District <i>(except Siliguri Sub-division)</i>
Rs. 16,400 and above	Rs. 135	Rs. 260
Rs. 8,000 and above, but less than Rs. 16,400	Rs. 120	Rs. 230
Rs. 6,500 and above, but less than Rs. 8,000	Rs. 105	Rs. 200
Rs. 4,100 and above, but less than Rs. 6,500	Rs. 90	Rs. 170
Below Rs. 4,100	Rs. 55	Rs. 105

**(B) When the Government employee stays in a hotel or other establishment providing board and/or lodging at Scheduled Tariffs:**

Pay range	Ordinary Localities	Calcutta, Darjeeling District <i>(except Siliguri Sub-division)</i>
Rs. 16,400 and above	Rs. 335	Rs. 650



Rs. 8,000 and above, but less than Rs. 16,400	Rs. 225	Rs. 505
Rs. 6,500 and above, but less than Rs. 8,000	Rs. 200	Rs. 380
Rs. 4,100 and above, but less than Rs. 6,500	Rs. 130	Rs. 245
Below Rs. 4,100	Rs. 65	Rs. 125

**Notes:**

1. For the purpose of daily allowance, journey to Salt Lake Notified Area will be treated as a journey within the peripheral areas of Calcutta Municipal Corporation. So, special rates of daily allowance which apply now to officers whose headquarters are not within the limit of Calcutta Municipal Corporation, will also be admissible for journeys to Salt Lake to those whose headquarters are neither at Calcutta nor at Salt Lake.
2. For journeys to the offices located in Calcutta in connection with official duties from the places like Salt Lake, Dum Dum, Baranagore, Howrah Sadar etc. and vice-versa, no daily allowance will be admissible. Government employees performing such journeys will be entitled to recover the actual expenses only in terms of rule 88 of the West Bengal Service Rules, Part II irrespective of the distance travelled.

**II. Daily allowance for continuous halts:**

In modification of rule 73 of the West Bengal Service Rules, Part II, the admissibility of daily allowance at a place outside Government employees' headquarters for continuous halts will be as follows:

First 60 days	: Full daily allowance;
Beyond 60 days and up to 180 days	: Half daily allowance;
Beyond 180 days	: Nil.

**III. T.A. entitlement to the Government employees deputed to undergo a course of**

**Training in India:** In modification of rule 73A of the West Bengal Service Rules, Part II and in suppression of Finance Department Memo No. 5299-F, dt. 1.6.90 admissibility of daily allowance when an Officer is deputed by the Government for any training/ refresher course or the like within India entirely in the interest of the State, will be as follows:

- (i) When the Government employee is deputed for training outside his headquarters, where board and lodging are not provided:

First 180 days	: Full daily allowance;
Beyond 180 days	: Nil.

*Training institutes where board and lodging facility exist:*

First 30 days	: Full daily allowance;
Next 150 days	: Half daily allowances.

**Note:** The existence of board and lodging facilities at particular training centre would also include cases where a messing-system available at the centre is run on co-operative basis.

(ii) In all cases of Government sponsored training programmes which are residential, and where board and lodging at the Training Institute are compulsory and are provided at fixed rates, a special allowance in lieu of daily allowance will be admissible to Government employees deputed to undergo such training courses. The special allowance, irrespective of the period of the training course, will be calculated as follows:

Outstation participants : Actual expenditure on board and lodging *plus* daily allowance at 25% of the rate admissible for the place of halt.

Local participants : Actual expenditure on board and lodging only.

**Notes:**

1. The term "*board and lodging charges at fixed rates*" will mean and include the expenditure on working lunch, breakfast, tea etc. as well as lodging charges as are borne by the Training Institute as per prescribed rates.

2. In residential training programmes, the participants who are specially permitted to stay outside the Training Institute will be eligible to draw only the daily allowance, if any, admissible to them under normal T.A rules.

**4. Payment of incidental charges abolished:** The existing system of paying incidental to cover on the way expenses for journey by rail, steamer, road or by air under rules 37A, 38, 42, 49 and 54 of the West Bengal Service Rules, Part II is hereby abolished. A Government employee on tour will henceforth draw the actual fare for journeys by rail, sea or air, or the revised rate of road mileage, as the case may be, and in addition draw daily allowance for the entire absence from headquarters starting from departure from headquarters and ending with arrival at headquarters to cover both on the way expenses as well as expenses for halt at out-station.

**5. Local journey redefined:** In partial modification of rule 71B of the West Bengal Service Rules, Part II, the term of 'local journey' shall henceforth be construed to mean a journey to a temporary duty

point beyond 8 kms. from the permanent duty point at headquarters but within a radius of 20 kms. thereof.

**Notes:**

1. For such local journeys other conditions remaining the same, a Government employee shall draw, for journey involved, mileage allowance and in addition draw 50% of daily allowance calculated at the rates laid down in rule 71A of the West Bengal Service Rules, Part II i.e. where the absence from headquarters is for less than twelve hours but exceeding six hours and exceeding twelve hours at 35% and 50% respectively of the normal rate of daily allowance.



2. No travelling allowance or daily allowance shall be admissible for the local journeys to the same temporary duty point beyond 60 days.

3. Unless it is expressly allowed by the Government by any special order, halt i.e. night-halt shall not be allowed for performing duties at the out-station falling within the jurisdiction of local journeys.

**6. Journey by Government vehicles:**

Regarding use of Government vehicles and admissibility of daily allowance the provisions laid down in the "State Government decision" under Note 6 below rule 157 of West Bengal Service Rules, Part II shall be modified as follows:

"Government vehicles should not be used between places connected by Railway except with the prior approval of the Controlling Officer, who will accord such approval only in the exigencies of public service and after having due regard to the need for performing the journey by Government vehicle."

**7. Entitlements for journey on Transfer:**

I. Unless it is otherwise indicated in this para, the entitlements of a Government employee for journey on transfer shall continue to be guided by the provisions laid down in rule 99 read with rule 100 of the West Bengal Service Rules, Part II.

II. In suppression of Finance Department Memo No. 5299-F, dt. 1.6.90, a Government employee on transfer will be entitled to the following concessions:

**A. Transfer grant and packing allowance:**

The rates of lump sum transfer grant and packing allowance will be as follows:

Pay range	Lump sum transfer grant	Packing allowance
Rs. 16,400 and above	Rs. 2,250	Rs. 1,500
Rs. 8,000 and above, but less than Rs. 16,400	Rs. 1,800	Rs. 1,200
Rs. 6,500 and above, but less than Rs. 8,000	Rs. 1,350	Rs. 900
Rs. 4,100 and above, but less than Rs. 6,500	Rs. 900	Rs. 675
Below Rs. 4,100	Rs. 675	Rs. 675

Notes: Packing allowance is admissible to a Government employee subject to conditions detailed below:

1. Packing allowance is in the nature of lump sum transfer grant and sanctioned at flat rate. The same can be sanctioned without insisting production of receipts relating to packing of personal effects.

2. Packing allowance will be admissible if any quantum of luggage carried by the officers irrespective of the fact whether he has clair transportation charges for the personal effects or not.
3. Packing allowance is admissible even if the officer does not shift family but shifts his personal effects.
4. Packing allowance is admissible in full even if the officer carries only \ little personal effects.
5. Full amount of lump sum transfer grant and packing allowance wil admissible only when a change of residence is involved as a resul transfer and the transfer involves a change of station located at a distc of/or more than 20 km. from each other.
6. For transfer to a station which is at a distance of less than 20 km. from the old station and for transfer within the same station, the lump 5 transfer grant and packing allowance will be restricted to one-third OJ admissible amount provided a change of residence is actually involved.

**B. Accommodation and Mileage Allowance for journeys by rail, steamer or by road**

**(I) Journey by rail or steamer:**

Accommodation and mileage allowance entitlements as prescribed in para and 2C above for journeys on tour between places connected by rail or steamer will also be applicable in case of journeys on transfer.

**(II) Journey by road:**

Where the Government employee himself with the members of his family travels by road on transfer, the entitlement will be in the following scale:

*(a) Between places connected by rail:*

Road mileage, limited to rail mileage by the entitled class. *(b) Between places connected by road only:*

*(i) For journeys in full taxi or own car:* Road mileage at Rs. 5/- per km. as under notwithstanding how the Government employee and the members of family traveled—

For self	One road mileage.
For one additional member of the family	Nil.
For two additional members of the family	One additional road mileage
For more than two additional members of the family	Two additional road mileage

*(ii) For journey by bus:* Actual bus fare for self and each member of the family.

C. Carriage of personal effects on transfer:



(a) *When personal effects are carried by rail:*

The pay ranges and the entitlement for carriage of personal effects will be as follows:

Pay range	Personal effects that can be carried
Rs. 16,400 and above	Full four-wheeler wagon or 6,000 kg. by goods train; or one double container.
Rs. 8,000 and above, but less than Rs. 16,400	Full four wheeler wagon, or 6,000 kg. by goods train; or one single container.
Rs. 6,500 and above, but less than Rs. 8,000	3,000 kg. by goods train.
Rs. 4,100 and above, but less than Rs. 6,500	1,500 kg. by goods train..
Below Rs. 4,100	1,500 kg. by goods train.

(b) *When personal effects are carried by road between places connected by rail:*

A Government employee carrying goods by road between places connected by rail may draw actual expenditure on transportation of personal effects by road or the amount admissible. On transportation of the maximum admissible quantity by rail plus an additional amount of not more than 25% thereof whichever is less.

(c) *When personal effects are carried by road between places not connected by rail:*

The allowance for carriage of personal effects between places connected by road only will be at the following uniform rates subject to existing conditions:

Pay range	Ordinary Localities	Calcutta, Darjeeling District (except Siliguri Sub-division)
Rs. 8,000 and above,	Rs. 18.00	Rs. 30.00
Rs. 6,500 and above, but less than Rs. 8,000	Rs. 9.00	Rs. 15.00
Below Rs. 6,500	Rs. 4.60	Rs. 7.60

D. Transportation of Conveyance on transfer:

Subject to the existing conditions, the following modifications are made in the n regarding transportation of conveyance on transfer:

(a) *A Government employee on transfer shall be entitled to transportation conveyance in the following scales:*

Pay range	Scale
Rs. 6,500 and above	One motor car, or one motor cycle /scooter one horse.
Less than Rs. 6,500	One motor cycle/scooter, or one bi-cy

(b) *The rates of allowance for transportation of motor car or motor cycles by road on transfer shall be as follows subject to the existing terms and condition*

Mode of transportation	Between places connected by rail		Between places not connected by rail	
	Motor Car	Motor Cycle/ Scooter etc.	Motor Car	Motor Cy Scoote e

<i>(i) When the conveyance is sent under its own propulsion</i>	Rs. 5/- per km. limited to expenditure on transportation by passenger train on rail	Rs. 2/- per km. limited to expenditure on transportation by passenger train on rail	Rs. 5/- per km.	Rs. 2/- per km.
<i>(ii) When the conveyance is sent loaded on a truck</i>	Actual expenses limited to the amount calculated at the rate of Rs. 5/- per km. or expenditure on transportation on rail whichever is less	Actual expenses limited to the amount calculated at the rate of Rs. 2/- per km. or expenditure on transportation by passenger train whichever is less	Actual expenses limited to the amount calculated at the rate of Rs. 5/- per km.	Actual expenses limited to the amount calculated at the rate of Rs. 2/- per km.

**E. Additional to and from fare by entitled class to a Government employee on transfer.**

An employee will be entitled to an additional fare by the entitled class for onward and return journey, in addition to the normal transfer travelling allowance entitlement, if he has to leave his family behind because of non-availability of Government residential accommodation at the new place of posting:

Provided that— (i) where the Government accommodation is available and the Officer does not stay in the Government accommodation allotted to him on the ground of being of category or for any other reason, he will not be entitled to the additional fare, Government accommodation is available and the Officer had refused it;

(ii) where a Government employee brings family before actual allotment, in such cases, if T.A./D.A. has been claimed for such family members, no additional fare will be admissible to the Government employee; (iii) non-availability of private accommodation will not be treated as a ground for additional fare.

**8. Travelling Allowance for Temporary Transfer:**

In all cases of transfers for short periods not exceeding one hundred and eighty days, the journeys from the headquarters to the station of deputation and back may be treated as on tour for purposes of regulating travelling allowance and daily allowance. Daily allowance will be paid for the halts at the outstation as per para 3(11) of this Annexure. Every transfer order should specify whether it is a regular transfer or a temporary transfer for a period not exceeding 180 days.

Notes:

1. No advance of pay will be allowed in the case of temporary transfer.
2. No joining time shall be admissible in cases of temporary transfer. Only the actual transit time, as admissible in case of journeys on tour, shall be admissible.



3. In order to obviate difficulty in Audit, the nature/period of transfer is to be indicated in the T.A. Bill.

4. The period of 180 days for drawal of daily allowance for halt at an outstation on temporary transfer will be calculated on the basis of the halt which will begin from the time the forward journey ends at the out-station and will end at the time the return journey commences. The claim for daily allowance for halt at the new station will require counter-signature of the Controlling Officer in respect of the post at the new station, in case of any portion of the claim remaining undrawn on re transfer to the old headquarters.

5. Save the provisions laid down above in the matter of regulating travelling allowance/daily allowance and joining time in the case of temporary transfer, on other factors like assumption of charge of a new post, change of headquarters, drawal of pay and allowances of the post etc. associated with the term 'transfer' defined in rule 5(40) of the West Bengal Service Rules, Part I, the normal rules shall continue to apply.

**9. Travelling Allowance entitlements to the State Government employees on retirement:** Notwithstanding the provisions laid down in rule 132 of the West Bengal Service Rules, Part II, travelling allowance will be admissible in respect of the journey of a retiring Government employee and members of his family from the last station of his duty to his home town or to the place where he and his family is to settle down permanently even if it is other than his declared home town subject to the following terms and conditions:

**(a) Accommodation and Mileage allowance for journeys by rail, steamer or by road:** Entitlements shall be as for journey on transfer laid down in para 7 of this Annexure.

**Explanation:** In regard to the question as to how the travelling allowance in respect of the members of the family of a retiring Government employee, who do not actually accompany him is to be regulated, the provisions laid down in rule 105 of the West Bengal Service Rules, Part II may be applied *mutatis mutandis* in all such cases. A member of a Government employee's family who follows him within six months or precedes him by not more than one month may, therefore, be treated as accompanying him. The period of one month or six months, as the case maybe, maybe counted from the date the retiring Government employee himself actually moves. The claims of

travelling allowance in respect of the family members shall not be payable until the head of the family himself or herself actually moves.

(b) The Government employee shall, besides the fares for the journey, be also eligible to draw lump sum transfer grant and packing allowance, if the distance from the last station of duty to place of settlement is more than 20 km. However, as in the case of serving employees on transfer, Government employees who, on retirement, settle at the last station of duty itself or within a distance of less than 20 km. may be paid one third of the amount of lump sum transfer grant and packing allowance, subject to the condition that a change of residence is actually involved.

(c) Transportation of personal effects at the scale and rate laid down in para 7 of this Annexure is allowable. The Government employee shall also be entitled to claim the cost of transportation of personal effects between railway station and residence at either end of the journey as in the case of transfer.

(d) The actual cost of transporting a motor car or other conveyance maintained by the Government employee before his retirement is reimbursable as per provisions laid down in para 7 of this Annexure.

*Explanation:* In regard to the time-limits applicable for transportation of personal effects, the time-limit prescribed in the Explanation below sub-para (a) above in the case of members of the family, namely, one month anterior and six months posterior to the date of the move of the retiring Government employee himself, should apply in the case of transportation of his personal effects, (e) The grant of the concession will be further subject to the following conditions: (i) It will be admissible by the shortest route from the last place of duty of the Government employee to his home town or to the place where he and his family are to settle down permanently even if it is other than his declared hometown.

(ii) The concession may be availed of by a Government employee who is eligible for it, at any time during his leave preparatory to retirement, or within six months of the date of retirement.

(iii) The concession will be admissible to the permanent State Government employees who retire on a retiring pension or on superannuation, invalid or compensation pension.

(iv) The concession will also be admissible to the temporary State Government employees who retire on attaining the age of superannuation or become invalid or are retrenched from service without being offered alternative employment provided that they



have put in a total service of not less than 10 years under the State Government at the time of retirement, invalidation or retrenchment.

(v) Where an Officer is re-employed under the State Government while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession may be allowed to be availed of by him within six months of the expiry of the period of his re-employment, (vi) A Government employee will be eligible to the retirement travelling allowance concession in full, notwithstanding the fact that he had availed of leave travel concession to home town or any place in India just before his retirement.

(f) The concession will not be admissible to Government employees—

(i) who quit service by resignation; or (ii) who may be dismissed or removed from service; or (iii) who are compulsorily retired as a measure of punishment; or (iv) who are temporary employees with less than ten years of service retiring on superannuation/invalidation/retrenched.

(g) The concession will not be admissible to persons who—

(i) are not in the whole-time employ of the Government or are engaged on contract; (ii) are paid from contingencies;

(iii) are eligible for any other form of travel concession on retirement, (h) The claims for the concession will have to be drawn on T.A. Bill forms like Transfer Travelling Allowance claims. The claims of officers who were their own Controlling Officers before retirement will, however, be countersigned by the next superior administrative authority.

(i) Before reimbursing the Travelling Allowance admissible under these orders, the Controlling Officer should satisfy themselves, as far as possible, that the claimant and members of his family actually performed the journey to the home town or the other place to which he might have proceeded to settle there, e.g., by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance etc.

#### **10. Definition of Family:**

In supersession of rule 4(7) of the West Bengal Service Rules, Part II, the term '*Family*' is defined as follows:

"Family means a Government employee's wife (*but not more than one wife*) or husband, as the case may be, residing with the Government employee and legitimate children and stepchildren residing with and wholly dependent on the Government employee. It also

includes parent, stepmother, sisters and minor brothers residing with and wholly dependent on the Government employee." Notes:

1. "*Children*" shall mean and include major sons and married daughters including widowed daughters, so long as they are residing with and wholly dependent upon the Government employee.

2. The "*children*" shall also include children taken as wards by the Government employee, under the Guardians and Wards Act, 1890, provided such award lives with the Government employee and is treated as a member of the family and provided the Government employee through a special will, has given such a ward the same status as that of natural-born child.

3. The married daughter can be said to be wholly dependent on the father/ mother only in case of special and exceptional circumstances, such as where she has been divorced, abandoned or separated from the husband, and is financially dependent on the parent.

4. The term "*sisters*" occurring above, shall mean both unmarried sisters residing with and wholly dependent on the Government employee and widowed sisters residing with and wholly dependent on the Government employee (provided their father is either not alive or is himself wholly dependent on the Government employee concerned).

*Explanation:* A legitimate child, stepchild, parents, sisters and minor brothers who reside with the Government employee and whose income from all sources including pension (inclusive of dearness relief temporary increase in pension and pension equivalent of gratuity does not exceed Rs. 1500/- p.m. shall be deemed to be "wholly dependent" upon the Government employee.

**11. Conveyance Allowance to Blind and Orthopedically handicapped employees:**

In partial modification of rule 29A of the West Bengal Service Rules, Part-II and supersession of Finance Department Memo No. 5299-F, dt. 1.6.90, the rate of conveyance allowance admissible to blind and orthopedically handicapped State Government employees shall be 5% of basic pay subject to a maximum of Rs. 200/- p.m.

**12. Permanent monthly Travelling Allowance/(unconditional) Conveyance**

**Allowance:** The incumbents of the posts to which permanent monthly travelling allowance/ (unconditional) conveyance allowance is attached or such allowance has been sanctioned under general or special orders of the Government shall draw permanent monthly travelling allowance/ (unconditional) conveyance allowance at the



following uniform rates according to their pay ranges under the existing terms and conditions:

Pay ranges	Rate per month
Rs. 8,500 and above	Rs. 185
Rs. 5,500 and above, but less than Rs. 8,500	Rs. 150
Rs. 4,000 and above, but less than Rs. 5,500	Rs. 120
Rs. 3,000 and above, but less than Rs. 4,000	Rs. 105
Less than Rs. 3,000	Rs. 90

**Explanations:**

1. If the existing rates of permanent monthly travelling allowance/(unconditional) conveyance allowance admissible to any category of employees are higher than the rates mentioned above, such employees will continue to draw the existing rates without further revision.
2. This order does not qualify a Government employee, who was not in receipt of any permanent monthly travelling allowance/(unconditional) conveyance allowance to draw such benefit without prior approval of the Government.

**Conveyance Allowance:**

Subject to the provisions laid down in Appendix 5 of the West Bengal Service Rules, Part II regulating the drawal of conveyance or horse allowance, the rates of conveyance allowance prescribed in rule 29 shall be as per following maxima:

- |                                |                |
|--------------------------------|----------------|
| a. for horse or pony           | Rs. 150/-p.m.  |
| b. for a motor car             | Rs. 450/- p.m. |
| c. for a motor cycle           | Rs. 125/- p.m. |
| d. for a bi-cycle or tri-cycle | Rs. 25/-p.m.   |

**Note:** No motor car allowance will be admissible to any Government employee drawing pay of Rs. 10,000/- or less a month.

**GOVERNMENT OF WEST BENGAL**  
**Finance Department**  
**Audit Branch**

MEMORANDUM No. 4731-F

Calcutta, the 25th May, 1999

Consequent upon revision of travelling allowance and daily allowance admissible to the State Government employees under this Department Memo No. 4730-F, dated 25.5.99, 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 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 the headquarters at the rates detailed below:

(I) *When daily allowance is claimed for tours within the State—*

(a) for ordinary localities Rs. 135/-

(b) for Darjeeling District (except Siliguri Sub-division) Rs. 260/-

(II) *When travelling in localities outside the State of West Bengal on official business—*

The drawal of daily allowance will continue to be regulated under Finance Department Memo No. 4515-F, dated 16.6.98.

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 Secy, to the Govt, of West Bengal,*



*Finance Department.*

Dated 25th May, 1999.

No. 4731/1(200)-F

Copy forwarded for information to:

1. Departments/Directorates .....
2. Accountant General, West Bengal.....
3. Pay & Accounts Officer I/II, Calcutta.....
4. Accounts Officer, West Bengal Secretariat, Writers' Building, Calcutta.

Sd/- S. K. GHOSAL,  
Dy. Secy, to the Govt, of West Bengal,  
*Finance Department.*