

Supplementary Rules(SR)



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Supplementary Rules, Govt. of India

<p>S.R. 1: These rules may be called the Supplementary Rules. They apply to those Government servants only, who are subject to the Fundamental Rules, and whose pay is debitable to Central Revenues. Except where it is otherwise expressly stated in the rules, they apply to all Government servants fulfilling these conditions.</p> <p>Note-1: Government servants under the administrative control of the Central Government, whether paid from the Central or State Revenues, will be governed by these rules, provided that the travelling allowance of the Divisional Accountants whose pay is debitable to the State Revenues will be regulated under the rules of the respective State Governments.</p> <p>Exception: Except where otherwise decided, travelling allowance for journey to home town on retirement and Leave Travel concession of Divisional Accountants shall be regulated under these rules, but the incidence of Expenditure on these accounts is debitable to the respective State Governments.</p> <p>Note-2: Deleted.</p> <p>Note-3: Subject to the provisions in Rule 201 of the Indian Railways Establishment Code, Government servants of the Railway Audit Branch of the Indian Audit Department who are under the rule making control of the President and are eligible for the concession of privilege passes on Railways are governed in respect of travelling allowance by the rules contained in Chapters II and III of Indian Railways Establishment Code. Any provision with regard to the travelling allowance of this personnel in these rules will, therefore, be treated as null and void.</p> <p>Note-4: Not printed.</p>	<p>Supplementary Rules & its applicability</p>
<p>S.R. 2: Unless there is something repugnant in the subject or context, the terms defined in this division are used in the rules in the sense here explained:-</p> <p>(i) “Actual travelling expenses” means the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment, if necessary. It does not include charges for hotels, traveler’s bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachmen and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.</p> <p>(ii) “Apprentice” means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from Government during such training but</p>	<p>Definitions</p>

is not employed in or against a substantive vacancy in the cadre of a department.

(iii) **"Audit Officer"** means such Audit Officer as the Comptroller and Auditor General may by general or special order designate in each case.

(iv) **"Camp equipage"** means the apparatus for moving a camp.

(v) **"Camp equipment"** means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary, in the interests of the public service, for a Government servant to take with him on tour.

(vi) **"Competent Authority"**, in relation to the exercise of any power, means, the President or any authority to which the power is delegated by or under these rules.

(vii) Except as otherwise provided in these rules, **"Day"** means a calendar day, beginning and ending at midnight;

(viii) **"Family"** means a Government Servant's wife or husband, as the case may be, residing with the Government Servant and legitimate children and stepchildren residing with the wholly dependent upon the Government Servant.

Note: Not more than one wife is included in the term 'family' for the purposes of these rules.

Note: An adopted child shall be considered to be a legitimate child if, under the personal law of the Government servant, adoption is legally recognized as conferring on it the status of a natural child.

(ix) **Deleted.**

(A) **"Grain compensation allowance"** is a form of compensatory allowance which may be granted to low paid Government servants on account of a temporary and abnormal rise in prices of foodgrains in the locality where they serve.

(x) **"Head of a Department"** means any authority which the President may by order declare to be the Head of a Department for the purposes of these rules.

(xi) **"Hill Station"** means any place which a Competent Authority may declare to be a hill station.

(xii) **"Holiday"** means-

(a) A holiday prescribed or notified by or under Section 25 of the Negotiable Instruments Act, 1881, and

(b) in relation to any particular office, a day on which such office is

<p>ordered to be closed by a Competent Authority for the transaction of Government business without reserve or qualification.</p> <p>(xiii) Deleted.</p> <p>(xiv) Deleted.</p> <p>(xv) “Probationer” means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department.</p> <p>(xvi) “Public conveyance” means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.</p> <p>(xvii) Deleted.</p> <p>(xviii) “Transfer” means the movements of a Government servant from one headquarter station in which he is employed to another such station, either –</p> <p>(a) to take up the duties of a new post, or</p> <p>(b) in consequence of a change of his headquarters.</p>	
<p>S.R. 3: A medical certificate of fitness for Government service shall be in the following forms:-</p> <p>"I hereby certify that I have examined A.B., a candidate for employment in the Department, and cannot discover that has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except..... I do not consider this a disqualification for employment in the office of"</p>	<p>Medical Fitness Certificate</p>

<p>S.R. 4: (1) Such a certificate shall be signed by a Medical Board in the case of a Gazetted Government servant and by a Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status in the case of a non-gazetted Government servant other than Class IV.</p> <p>(2)(a) In the case of a female candidate appointed to a Gazetted post, the medical certificate shall be signed by a Medical Board consisting of a woman Doctor possessing medical qualification included in one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956), as one of its members; and</p> <p>(b) In the case of a female candidate appointed to a non-gazetted post (i) in Delhi, the medical certificate shall be signed by an Assistant Surgeon Grade I (Woman) under the Contributory Health Service Scheme; and (ii) in any other place by a registered female medical practitioner possessing a medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) Indian Medical Central Act, 1970 and Homoeopathy Central Council Act, 1973.</p> <p>(3) In the case of Class IV Government servants, the medical certificate shall be signed by the Authorized Medical Attendant possessing a medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and when there is no such Authorized Medical Attendant by a Government Medical Officer of the nearest dispensary or hospital possessing such qualification.</p> <p>(4) A candidate, who is likely to be employed in a temporary capacity continuously for a period exceeding three months, shall produce either before or within a week from the date of employment, the certificate from the competent medical authority as prescribed in this rule. When, however, a Government servant initially employed in an office in a temporary capacity for a period not exceeding three months is subsequently retained in that office or is transferred without a break to another office and the total period of continuous service under Government is expected to last for a period exceeding three months, he shall produce such a certificate within a week from the date of the orders sanctioning his retention in that office or joining the new office.</p>	<p>Competent authority to issue Medical Fitness Certificate.</p>
<p>S.R. 4-A: Except where a competent authority by general or special order directs otherwise, the following classes of Government servants are exempted from producing a medical certificate of health:-</p> <p>(1) (i) Deleted.</p> <p>(ii) A Government servant recruited through a competitive examination who had to undergo medical examination in accordance with the regulations prescribed for appointment to service under Government.</p> <p>(2) A qualified student of the Thomason College, Roorkee, permanently appointed to the Public Works Department within 18 months from the date of the health certificate granted to him on the completion of the College course.</p>	<p>Exemption from producing Medical Fitness Certificate at the time of joining</p>

<p>(3) A Government servant appointed in a temporary vacancy for a period not exceeding three months.</p> <p>(3-A) Not printed.</p> <p>(4) A temporary Government servant, who has already been medically examined in one office, if transferred to another office without a break in his service.</p> <p>(5) A retired Government servant re-employed immediately after retirement.</p> <p>Note-1: (a) The production of a medical certificate is necessary when –</p> <p>(1) a Government servant is promoted from non-qualifying service paid from a local fund to a post in Government service;</p> <p>(2) a person is re-employed after resignation or forfeiture of past service.</p> <p>(b) When a person is re-employed in circumstances other than those referred to in Clause (a) (2) above, the appointing authority will decide whether a medical certificate should be produced.</p> <p>Note-2: Deleted.</p>	
<p>S.R. 5: Save as provided by the rules in this Division, a compensatory allowance attached to a post will cease to be drawn by a Government servant when he vacates the post.</p>	<p>Cease of compensatory allowance</p>
<p>S.R. 6: In this Division-</p> <p>(a) 'Leave' means the entire leave, if it does not exceed four months and the first four months of the leave if the actual duration of the leave exceeds that period but does not include leave preparatory to retirement.</p> <p>(b) 'Temporary transfer' means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For the purpose of this Division it includes deputation. Subject to the limit of four months, the title to compensatory allowance, if the temporary duty is subsequently extended beyond four months in all, will remain intact upto the date of the orders of extension.</p> <p>Note: Unless in any case it be otherwise expressly provided in these rules, joining time may be added to the period of four months provided in this rule.</p> <p>S.R. 6-A: Deleted.</p> <p>S.R. 6-B: Deleted.</p> <p>S.R. 6-C: Deleted.</p> <p>S.R. 6-D: Deleted.</p>	<p>Leave</p>

<p>S.R. 7: An allowance granted on condition that a horse or other animal is maintained may be drawn during leave or temporary transfer if -</p> <p>(i) the authority sanctioning the leave or transfer certifies that the Government servant is likely, on the expiry of the leave or temporary duty, to return to the post from which he proceeds on leave or is transferred, or to be appointed to a post in which the possession of the animal will be advantageous from the point of view of his efficiency; and the Government servant certifies that he continued to maintain the animal and that he spent the amount claimed on its upkeep during the period for which the claim is submitted.</p> <p>S.R. 7-A: A conveyance allowance to which the obligation of maintaining a horse or other animal is not attached is not admissible during leave or temporary transfer or holidays prefixed or suffixed to leave.</p> <p>S.R. 7-B: (1) A compensatory allowance other than an allowance for the regulation of which provision is made in any of the Rules 6-A to 7-A and Rule 23 may be drawn during leave or temporary transfer if-</p> <p>(a) the authority sanctioning the leave or transfer certifies that the Government servant is likely, on the expiry of the leave or temporary transfer, to return to the post to which the allowance is attached or to another post carrying a similar allowance; and</p> <p>(b) the Government servant certifies that he continued, for the period for which the allowance is claimed, to incur the whole or a considerable part of the expenditure for which the allowance was granted.</p> <p>Note: The authority sanctioning the leave or transfer may direct that a part only of the allowance shall be drawn and may require the Government servant to satisfy it that he was unable, or could not reasonably be expected, to avoid the expenditure and may, if it is not so satisfied, direct that no part of the allowance shall be drawn.</p> <p>(2) The allowance granted to light keepers for the education of their children may be drawn during leave, irrespective of the length and nature of the leave, if the children in respect of whom the allowance is drawn continue to attend the same school provided that the allowance will not be admissible during leave preparatory to retirement.</p> <p>S.R. 7-C: A Government servant on joining time under FR 105 (a), if he is entitled to tentage while holding his old post and tentage is also attached to his new post, may draw tentage during joining time at the lower of the two rates. If the Government servant in his old post drew a compensatory allowance granted on account of special expensiveness of living, and the transfer is to another post carrying a similar allowance, he may draw the compensatory allowance during joining time under Clause (a) or Clause (b) (i) of FR 105, provided that if the rates differ in the two posts, he may draw the lower rate only.</p>	<p>Allowance to maintain the animal.</p> <p>Admissibility of conveyance allowance.</p> <p>Admissibility of conveyance allowance.</p> <p>Compensatory allowance during joining time</p>
<p>S.R. 8: Deleted.</p>	

<p>S.R. 9: Unless the President by special order otherwise directs, no portion of any fee received by a Medical Officer in Civil employ for services other than professional attendance shall be credited to general revenues.</p>	<p>Fee received by a Medical Officer</p>
<p>S.R. 10: Subject to any special orders issued by the President (1) Indian Medical Service Officers in Civil employ, and (2) other Medical Officers in Civil employ under the rule-making control of the President may accept fees for services other than professional attendance at the rates decided by the Govt. of India from time to time subject to the following conditions:-</p> <p>(1) No work or class of work involving the acceptance of fees may be undertaken on behalf of a private person or body or public body, except with the knowledge and sanction, whether general or special, of a competent authority to be prescribed by the Central Government under whom the Medical Officer is serving.</p> <p>(2) In cases where the fee received by the Medical Officer is divisible between himself and Government, the total amount should first be paid into the Government treasury, the share of the Medical Officer being thereafter drawn on a refund bill in Form T.R. 41. In such cases a complete record of the work done and of the fees received should be kept by the Medical Officer.</p> <p>Note: The above procedure will not apply to fee for examination by a Medical Board for commutation of pension, three-fourths of which will be paid to the Medical Board in cash by the examinee.</p> <p>(3) For private bacteriological, pathological and analytical work carried out in Government laboratories and in the Chemical Examiner's Department, 60 percent of the fees should be credited to Government, the remainder 40 percent being allowed to the Director of the Laboratory or the Chemical Examiner, as the case may be, who may divide it with his assistants and subordinates in such manner as he considers equitable. No payment should, however, be made to officers from the sale proceeds of those vaccines which are used on a large scale for prophylactic purposes, for example, TAB, Cholera, Influenza and Plague vaccines.</p> <p>(4) The rates decided by the Govt. of India from time to time are maxima which a Medical Officer will be free to reduce or remit if he is entitled to appropriate them himself. In cases where the fee is divisible between the Medical Officer and Government, the former may charge lower rates in special cases where he considers it necessary either owing to the pecuniary circumstances of the patient or for some other reason of public interest and the share of Government will be calculated on the basis of the fee actually realized instead of the scheduled fee, provided that the approval of the Central Government is obtained by a general or special order in this behalf.</p>	<p>To accept fees by Medical officer for services other than professional attendance</p>
<p>S.R. 11: No Government servant may undertake work for another Government or a private or public body or a private person, or accept a fee therefor without the sanction of the Competent Authority who, unless the Government servant is on leave shall certify that the work can be undertaken without detriment to his official duties and responsibilities.</p>	<p>Undertaking work in another organisation</p>

<p>S.R. 12: Unless the President by special order otherwise directs, one-third of any fees in excess of Rs. 1,500 paid to a Government servant in a financial year shall be credited to the Consolidated Fund of India.</p> <p>Note: The above rule does not apply to fees received by Government servants from Universities and other statutory bodies like the Institute of Chartered Accountants, and from Autonomous Bodies which are financed wholly or substantially by Government grants/loans, for their services connected with the examinations conducted by the bodies or for delivering lectures.</p> <p>The above rule does not also apply to fees received by a Government servant for similar services from Public Sector Undertakings/Enterprises which are wholly or substantially owned by Government, even though they are not examining bodies.</p>	<p>Fees to be credited in consolidated fund of India</p>
<p>S. Rs. 13 to 16: Cancelled.</p>	
<p>S.Rs. 17: Not Printed (superseded by GIO below)</p> <p>Grouping of pay ranges are revised as follows w.e.f. 1-07-2017 Officers drawing pay as per pay level in pay matrix-</p> <ul style="list-style-type: none"> (i) 14 and above (ii) 12 and 13 (iii) 9 to 11 (iv) 6 to 8 (v) 5 and below <p>[Please refer MOF OM No.19030/1/2017-E.IV, dated 13 July 2017]</p>	<p>Grades of Govt. Servants</p>
<p>S.R. 18: A competent authority may, for reasons which should be recorded, order that any Government servant or class of Government servants shall be included in a grade higher or lower than that prescribed in Rule 17.</p>	<p>Special Concessions</p>
<p>S.R. 19: A Government servant in transit from one post to another ranks in the grade to which the lower of the two posts would entitled him.</p>	<p>Govt. Servant in transit from one post to another</p>
<p>S.R. 20: A Government servant whose whole time is not retained from the public service, or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may, with due regard to the Government Servant's status, declare.</p>	<p>Part time Government servants</p>
<p>S.R. 21: The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government Servant:-</p> <ul style="list-style-type: none"> (a) Permanent travelling allowance. (b) Conveyance or horse allowance. (c) Mileage allowance. (d) Daily Allowance. (e) The actual cost of travelling. 	<p>Different kinds of travelling allowances</p>

S.R. 22: A permanent monthly travelling allowance may be granted by a competent authority to any Government servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the Government servant's sphere of duty and is drawn all the year round, whether the Government servant is absent from his headquarters or not.	Condition for grant of permanent travelling allowance
S.R. 23: A permanent travelling allowance may not be drawn during leave, temporary transfer, or joining time or, unless in any case it be otherwise expressly provided in these rules during any period for which travelling allowance of any other kind is drawn.	When permanent travelling allowance is inadmissible
S.R. 24: When a Government servant holds, either substantively or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of all the allowances, as a competent authority may consider to be necessary in order to cover the travelling expenses which he has to incur.	Permanent travelling allowance- combination of posts
S.R. 25: A competent authority may grant, on such conditions as it thinks fit to impose, a monthly conveyance or horse allowance to any Government servant who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance.	Conditions for grant of Conveyance and Horse Allowance
S.R. 26: Except as otherwise provided in these rules and unless the authority sanctioning it otherwise directs, a conveyance or horse allowance is drawn all the year round, is not forfeited during absence from headquarters and may be drawn in addition to any other travelling allowance admissible under these rules; provided that the Government servant, who is in receipt of a conveyance allowance specifically granted for the upkeep of a motor car or motor cycle, shall not draw mileage or daily allowance for a journey by the motor car or motor cycle except on such conditions as the authority which sanctions the conveyance allowance may prescribe.	Conveyance or horse allowance- when drawn
S.R. 27: A conveyance or horse allowance may not be drawn during joining time or holidays suffixed to joining time. Its drawal during leave or temporary transfer is governed by Rules 7 and 7-A.	Conveyance or horse allowance- during leave and joining time
S.R. 28: Not printed	
S.R. 29: A mileage allowance is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.	Mileage Allowance
S.R. 30: (a) For the purpose of calculating mileage allowance, a journey between two places is held 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 the difference between them in point of time and cost is not	Principles of calculation of Mileage allowance

<p>great, mileage allowance should be calculated on the route actually used.</p> <p>(b) The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes.</p> <p>(c) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.</p>	
<p>S.R. 31: A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.</p>	Special Concessions
<p>S.R. 32: A journey on transfer is held to begin or end at the actual residence of the Government servant concerned. Any other journey (excluding a journey of the type referred to in the 'Note' below) is held to begin or end in any station at the duty point in that station.</p> <p>Explanation: For the purposes of this rule 'duty point' at the headquarters means the place or office where a Government servant remains on duty, i.e. the place/office of employment at the headquarters. As for outstations, the 'duty point' shall be taken to the place/office visited by the Government servant on duty. Where there are two or more such points at an outstation, the following shall be taken as the 'duty point':-</p> <p>(a) If the Government servant reaches that station by rail, steamer or air, the point which is farthest from the Railway station, harbour (or jetty) or the airport, as the case may be; and</p> <p>(b) If he reaches that station by road, the point which is farthest from the point where the journey to that station commenced.</p> <p>Note: Where journey commences/ends at a station which is neither the Government servant's headquarters, nor his place of duty if may be treated to have commenced/ended at his residence.</p> <p>S.R. 32-A: A Government servant is required to travel by the class of accommodation for which travelling allowance is admissible to him. The provisions of all rules regulating mileage allowance contained in Division VI of these rules are subject to the condition that if a Government servant travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used plus the usual allowance for incidental expenses.</p>	Journey on Transfer

S.R. 33: Mileage allowance is differently calculated, as shown in the following rules, according as the journey is, or could be, made by Railway, by sea or river steamer or by road.	Different rates for different classes of journey
S.R. 34: For the purpose of calculating mileage allowance, Government servants when travelling by Railways are considered to be entitled to class of accommodation according to his/her entitled scale of pay. [Please refer MOF OM No.19030/1/2017-E.IV, dated 13 July 2017]	Eligibility of govt. Servants for different Classes of accommodation
S.R. 35: A competent authority may, for special reasons which should be recorded, declare any particular Government servant or class of Government servants to be entitled to accommodation of a higher class than that prescribed for his grade in rule 34.	Special Concessions
S.R. 36: Except in the case of journeys on transfer, the mileage allowance admissible to a Government servant in respect of a journey by rail, is a single fare of the class of accommodation actually used but not exceeding the fare of the class to which he is entitled, plus an allowance for incidental expenses.	Rate of mileage Allowance
S.R. 37: Not printed.	
S.R. 38: When through booking involves the payment, for part of a journey, of rates for accommodation of a class higher than that to which the Government servant concerned is entitled, the Government servant may draw a single Railway fare for the whole journey at the rate at which he is actually required to pay for the through booking, plus an allowance for incidental expenses at the rates prescribed in SR 36.	Through booking
S.R. 39: Not printed	
S.R. 40: For the purpose of calculating mileage allowance, Government servants are considered to be entitled to class of accommodation according to his/her entitled scale of pay. [Please refer MOF OM No.19030/1/2017-E.IV, dated 13 July 2017]	Calculation of Mileage allowance
<p>S.R. 41: Except in the case of journeys on transfer, the mileage allowance admissible to a Government servant in respect of journeys by Sea or River Steamer is a single fare of the class of accommodation actually used but not exceeding the fare of the class to which he is entitled, plus an allowance for incidental expenses.</p> <p>Note-1: Not printed.</p> <p>Note-2: In case where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" should be held to mean the fare exclusive of diet.</p> <p>Note-3: In cases where a particular class has two or more rates, the term 'entitled class' should be held to mean lower or lowest rate of the entitled class.</p>	Rates of Mileage allowance

S.R. 42: In cases of doubt or in which, owing to the arrangement of classes on a steamer, the provisions of Rule 40 if strictly construed involve hardship, a Competent Authority may decide, for journeys generally or for particular journeys, to what class of accommodation a Government servant is entitled; and whether, if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.	Special concessions
S.R. 43: The rules in this sub section apply to Government servants who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a Railway journey and the charge for it is included in the Railway fare. In the latter case, the crossing is treated as part of the Railway journey.	Crossing a river or arm of the sea
S.R. 44: If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to travelling allowance under Rule 180 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.	Travelling by Govt. Steamer
S.R. 45: For the purpose of these rules, travelling by road includes travelling by sea or river in a steam launch or any vessel other than a steamer by travelling by canal.	Definition-travelling by road
S.R. 46: For journeys by road, mileage allowance is admissible at the following rates for each kilometer traveled – Not printed. [Please refer MOF OM No.19030/1/2017-E.IV, dated 13 July 2017] Note-1: When two or more Government servants travel in a conveyance belonging to one of them, the owner may draw travelling allowance as if he traveled alone and the other Government servant or servants may draw travelling allowance as admissible under Rule 182, even if he or they meet (s) some portion of the cost of propulsion of the conveyance. Note-2: Not printed	Ordinary Mileage rates
S.R. 47: A Competent Authority may, for special reasons to be recorded, allow to a particular Government servant or class of Government servants mileage allowance at a higher rate than is prescribed in Rule 46.	Special concessions
S.R. 48: In calculating mileage allowance for journeys by road, fractions of a kilometer should be omitted from the total of a bill for any one journey but not from the various items which make up the bill. S.R.48-A: For purpose of the rules in this sub-section, travel by air means journeys performed only in the machines of public air transport companies regularly plying for hire. Journey by private airlines, is however, permitted, in cases where the station to which a Government servant has to go on official duty is not connected at all by Indian Airlines/Vayudoot.	Treatment of fractions of a mile. Mileage allowance for journeys by air

<p>S.R.48-B: Travel by air is permissible on tour or on transfer.</p> <p>S.R.48-C: (i) A Government servant of the first grade authorized to travel by air on tour is entitled to mileage allowance equal to one standard air fare for the journey.</p> <p>(ii) A Government servant of a grade lower than the first authorized to travel, by air on tour is entitled to one standard air fare for the journey. Provided that is at either end of the journey by air, a Government servant has to perform a connected journey by rail, road, or steamer, he may draw the mileage allowance admissible for such journeys.</p> <p>Note-1: Standard air fare means actual single journey air fare payable for the service by which the journey is performed.</p> <p>S.R. 48-D: A Government servant who is not authorized to travel by air but who performs a journey by air on tour can draw only the mileage allowance to which he would have been entitled, if he had traveled by rail, road or steamer or the mileage allowance as calculated under SR 48-C, whichever is less.</p> <p>S.R. 48-E: If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance by the forward and the return journeys when such return tickets are available, will, however, be the actual cost of the return ticket plus an allowance for incidental expenses calculated under SR 48-C as for a single journey each way.</p>	
<p>S.R. 49: A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.</p>	Daily Allowance
<p>S.R. 50: Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government servant whose duties require that he should travel, and may not be drawn except while on tour.</p>	Drawing of daily allowance
<p>S.R. 51: Daily allowance is admissible on the following scales-Not printed. [Please refer MOF OM No.19030/1/2017-E.IV, dated 13 July 2017]</p>	Rates of daily allowance
<p>S.R. 52: A competent Authority may, for reasons which should be recorded and on such conditions as it may think fit to impose, sanction for any Government servant or class of Government servants a daily allowance higher or lower than that prescribed in Rule 51, if it considers that the allowance so prescribed is inadequate or excessive.</p>	Exceptional for daily allowance

<p>S.R. 53: Unless in any case it be otherwise expressly provided in these rules, no Government servant is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as travelling allowance the actual cost or part of the actual cost of travelling.</p> <p>S.R. 53-A: The toll tax charged, at any station, by the Municipality, Corporation, etc., limited to the amount actually paid may be allowed to a Government servant proceeding on tour to that station, in addition to the travelling allowance ordinarily admissible to him under the rules, provided the toll tax for that station is reimbursed by the State Government concerned to their employees under their own travelling allowance rules.</p>	Actual expenses
<p>S.R. 54: The travelling allowance admissible to a Government servant for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in SR 55 to SR 165.</p>	Calculation of travelling allowance with reference to purpose of journey
<p>S.R. 55: Unless in any case it be otherwise expressly provided in these rules, a Government servant making a journey for any purpose is not entitled to recover from Government the cost of transport his family or his personal luggage, conveyances, tents and camp equipage.</p>	Recovery of cost of transportation of personal luggage etc.
<p>S.R. 56: A competent authority may, by general or special order, direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all Government servants travelling in any specified locality in which travelling is unusually expensive.</p>	Higher rates for journey in expensive localities
<p>S.R. 57: When a Government servant of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer, stating that the use of the special means of conveyance was absolutely necessary and specifying the circumstances which rendered it necessary.</p>	Journeys by special conveyance
<p>S.R. 58: Deleted.</p>	
<p>S.R. 59: The headquarters of a Government servant shall be in such place as a Competent Authority may prescribe.</p>	Definition-Headquarters
<p>S.R. 60: A competent Authority may define the limits of the sphere of duty of any Government servant.</p>	Limits of sphere of duty
<p>S.R. 61: A Government servant is on tour when absent on duty from his headquarters either within or, with proper sanction, beyond his sphere of duty. For the purposes of this section, a journey to a hill station is not</p>	Definition-tour

treated as a journey on tour.	
S.R. 62: In case of doubt a Competent Authority may decide whether a particular absence is absence on duty for the purpose of Rule 61.	Absence on duty
S.R. 63: A Competent Authority may impose such restrictions as it may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants.	Restrictions on the duration and frequency of tours
<p>S.R. 64: If a Competent Authority declares that the pay of a particular Government servant or class of Government servants has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government servant's sphere of duty, such a Government servant may draw no travelling allowance for such journeys though he may draw mileage allowance, for journeys by rail or steamer. When travelling on duty, with proper sanction, beyond his sphere of duty, he may draw travelling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty.</p> <p>S.R. 64-A: As a partial exception to Rule 64, a Cash Overseer in the Indian Posts and Telegraphs Department may, in cases where two stations are connected by Railway as well as by public motor service or by boat service, claim the actual motor or boat fare for journeys for conveyance of cash subject to the condition that in no case the motor or boat fare shall exceed the Railway fare claimable under the preceding rule.</p>	Not entitlement for travelling allowance for journeys on tour
S.R. 65: The travelling allowance drawn by a Government servant on tour ordinarily takes the shape of either permanent travelling allowance or daily allowance, if either of these is admissible to him. Permanent travelling allowance and daily allowance may, however, in certain circumstance be exchanged for mileage allowance or for the whole or part of the actual cost of travelling. In other circumstances, actual cost may be drawn in addition to daily allowance for journeys for which on daily allowance is admissible.	Travelling allowance for journeys on tour
<p>S.R. 66: (a) A competent authority may prescribe the scale of Government tents to be supplied to any Government servant or class of Government servants for office or, if it thinks fit, for personal use.</p> <p>(b) When such tents are used by a Government servant on tour for office purposes only, they may be carried at Government expense. When used partly for office and partly for private purposes, the Government servant must, except as provided in Rule 81, pay half the cost of carriage. When used wholly for private purposes, the Government servant must, except as provided in Rule 81, pay the entire cost of carriage.</p>	Carriage of tents

<p>S.R. 67: A permanent travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the Government servant who draws it, and such Government servant may not draw any other travelling allowance in place of or in addition to permanent travelling allowance for such journey provided that-</p> <p>(1) a class of Government servants to which a Competent Authority may extend this concession may draw, in addition to permanent travelling allowance, single fare for a journey by rail, and</p> <p>(2) a Competent Authority may, by general or special order, permit a Government servant whose sphere of duty extends beyond the limits of a single district to draw, in addition to permanent travelling allowance, whenever his actual travelling expenses for a duly authorized journey by public conveyance exceed double the amount of his permanent travelling allowance for the period occupied in such journey, the difference between such double permanent travelling allowance and the mileage allowance calculated for the journey.</p>	<p>Actual expenses in addition to or in exchange for permanent travelling allowance</p>
<p>S.R. 68: When a Government servant in receipt of permanent travelling allowance travels on duty, with proper sanction, beyond his sphere of duty, he may draw mileage allowance for the entire journey including such part of it as is within his sphere of duty, and may draw, in addition, permanent travelling allowance for any day of his absence for which he does not draw mileage allowance. This Rule does not apply to a Government servant who travels beyond his sphere to another such place, or to a Government servant who makes, by road alone, a journey not exceeding thirty two kilometers.</p> <p>Note: The term mileage allowance referred to in this Rule means the mileage allowance only as defined in Supplementary Rule 29. It does not include daily allowance even if the Government servant in receipt of permanent travelling allowance halts on duty at a station beyond his sphere of duty. However, if that station is an expensive locality for which higher rate of daily allowance has been prescribed in Supplementary Rule 51, the Government servant may draw the difference between the ordinary and the higher rates of daily allowance, provided the rate of permanent travelling allowance has been fixed on the basis of the ordinary rates of daily allowance.</p>	<p>Mileage allowance in exchange for permanent travelling allowance</p>
<p>S.R. 69: Except where otherwise expressly provided in these rules, a Government servant not in receipt of permanent travelling allowance draws travelling allowance for journeys on tour in the shape of daily allowance.</p>	<p>Travelling allowance in form of Daily allowance</p>
<p>S.R. 70: Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated whether he halts there or not.</p>	<p>Drawn during absence from headquarters on duty</p>

<p>S.R. 71: Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of eight kilometers from the duty point (i.e. the place/office of employment) at his headquarters or return to it from a similar point.</p> <p>Note: The term "radius of eight kilometers" should be interpreted as meaning a distance of eight kilometers by the shortest practicable route by which a traveler can reach his destination by the ordinary modes of travelling.</p>	Distance to be travelled for admissibility of daily allowance
<p>S.R. 72: Subject to the conditions laid down in Rules 73 and 74, daily allowance may be drawn during a halt on tour on a holiday occurring during a tour.</p>	Halts on tour
S.R. 73: Not printed	
S.R. 74: Not printed	
S.R. 75: Not printed	
<p>S.R. 76: Not printed.</p> <p>S.R. 76-A: Not printed.</p>	
S.R. 77: Not printed.	
S.R. 78: Deleted.	
S.R. 79: Not printed.	
S.R. 80: Not printed.	
<p>S.R. 81: (a) When a competent authority is satisfied that it is in the interests of the public service that a particular Government servant on tour should send his horses, camels, motor cars, motor cycles, bicycles or camp equipment by Railway or steamer, or by country craft when no steamer service exists capable of conveying the goods or animals or when such means of carriage is cheaper or more expeditious, it may, by special order in each case, permit him to recover in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them.</p> <p>Note-1: In the case of a motor car, the cost of transporting a chauffeur or cleaner and for each horse the cost of transporting one syce and one grass cutter may be drawn.</p> <p>Note-2: The term 'motor cycle' in this rule includes a side car.</p> <p>Note-3: When motor car is transported by steamer, the actual cost of</p>	Actual expenses of conveying camp equipment, etc.

<p>transporting it, may, for purposes of this rule, include, besides the freight, other incidental charges such as ghat pass, river dues, loading and unloading charges.</p> <p>(b) A competent authority may by general or special order prescribe limitations on the weight of camp equipment and the number of conveyances and animals to be carried at Government expense under Clauses (a) and (c) of this rule by a particular Government servant or class of Government servants.</p> <p>(c) When a competent authority is satisfied that it is in the interests of the public service that a particular Government servant on tour should carry camp equipment between places connected by road only, it may by special order in each case, permit him to recover, in addition to mileage allowance or daily allowance or both, the actual cost of carriage of camp equipment, not exceeding the cost at the scheduled rate, if any.</p>	
<p>S.R. 82: (a) The following provisions are applicable to–</p> <p>(i) to (iv) Not printed.</p> <p>(v) Any other Government servant or class of Government servants, whose duties involve constant travelling by Railway, to whom a competent authority may declare them to be applicable.</p> <p>(b) When such a Government servant makes a journey by Railway on tour –</p> <p>(i) He is entitled to a free pass under the Free Pass Rules of the Railway.</p> <p>(ii) He may draw daily allowance for any day on which he is absent from his headquarters for more than eight consecutive hours.</p> <p>(iii) He may not exchange for mileage allowance, the allowances admissible under sub-clauses (i) and (ii) of this clause.</p> <p>(iv) If he combines with a Railway journey a journey by steamer or road, he may, if he travels to a place distant at least eight kilometers from the point where he leaves the Railway or returns to the Railway from a place similarly distant, draw mileage allowance for the journey by steamer or road, in addition to daily allowance, if any, admissible under this rule; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of his absence from his headquarters.</p>	<p>Duty requires to travel by Rail constantly</p>
S.R. 83: Not printed.	
S.R. 84: Not printed.	
S.R.85: The following provisions apply to Deputy/Assistant Superintendents and Inspectors of the Railway Mail Service, when they	Postal officials

<p>travel on duty by Railway:-</p> <p>(a) For a journey by Railway, they are entitled to free conveyance and may draw in addition a single fare of the lowest class for one servant on their certifying that the fare was actually paid.</p> <p>(b) Not printed.</p> <p>(c) For a journey by road combined with a journey by Railway they may draw mileage allowance irrespective of the distance travelled.</p>	
<p>S.R. 86: An Inspector of Post Offices may not exchange daily allowance for mileage allowance on journeys by road. When travelling by Railway, by sea or by river steamer, he may draw, in addition to his daily allowance, a single fare of the class to which his grade entitles him and a single fare of the lowest class for one servant, if actually paid. Daily allowance is, however, not admissible when an Inspector avails himself of board provided on a steamer, the cost of which is included in the cost of the fare.</p> <p>S.R. 86-A: As a partial exception to Rule 86, an Inspector of Post Offices may, in cases where two stations are connected by Railway, as well as by public motor service, claim, in addition to his daily allowance, the actual fare paid to the motor company for himself and his servant subject to the condition that in no case should the motor fare exceed the Railway fare claimable under the preceding rule.</p>	<p>Exchange of daily allowance for mileage allowance for journey not allowed</p>
<p>S.R. 87: (a) Except as provided in Clauses (b) and (c) of this rule, a Government servant of the Survey of India Department may not exchange daily allowance for mileage allowance for a journey in the field.</p> <p>(b) With the sanction in each case of the Surveyor General or Administrative Superintendent, a Government servant in the Survey of India Department may be granted the following concessions : -</p> <p>(i) He may exchange his daily allowance for mileage allowance under Rule 76 for a journey in the field if he is required to travel by public or hired conveyance, or in a motor car/motor cycle owned by him or if he is employed on special duty.</p> <p>(ii) Whenever his actual traveling expenses for a journey to or from the field, or for any other journey, on which he has to travel with camp equipment, exceed the mileage allowance calculated for the journey under the ordinary rules, he may draw such actual expenses, in place of daily allowance. In calculating actual expenses he may include the cost of transporting, whether by public or hired conveyance or otherwise, both himself and such scale of servants, baggage and camp equipment as the President may prescribe; provided that-</p>	<p>Survey of India Department</p>

<p>(1) in applying this rule a journey must be treated as a whole, and a Government servant may not draw actual expenses for a part of a journey and mileage allowance for the remainder; and</p> <p>(2) actual expenses may not be drawn under this rule for a journey in the field by road only unless the conditions of sub-clause (i) of this clause are fulfilled.</p> <p>(iii) Whenever, for such part of month as he spends in the field, the actual cost of carrying camp equipment and baggage on the scale prescribed under sub clause (ii) above exceeds half the amount of daily allowance admissible for the month, he may retain half of his daily allowance and exchange the other half for such actual cost.</p> <p>(c) Actual expenses under Clause (b) of this rule must be drawn on a bill prepared in detail and countersigned by the sanctioning authority.</p>	
<p>S.R. 88: (a)(i) Except as provided in Clause (ii) of this rule a Government servant of the Geological Survey of India Department may not exchange daily allowance for mileage allowance for a journey in the field.</p> <p>(ii) With the sanction in each case of the Director of the Geological Survey, a Government servant of the Geological Survey of India Department may be granted the concessions specified in sub-clauses (i), (ii) and (iii) of clause (b) of Rule 87 on the conditions prescribed in Clause (c) of that rule.</p> <p>(b) The Director of the Geological Survey may permit, in any particular case on public grounds, a Government Servant of the Geological Survey of India Department, at the beginning or the end of a field season, to send a portion of his servants, baggage and camp equipment by the direct route to or from the field, when he himself travels by another route, in order to undertake an economic or engineering enquiry or inspection work on the way, and to recover the actual cost of transporting such servants, baggage and camp equipment not exceeding the scale permissible under Rule 87(b)(ii), in addition to travelling allowance admissible under the rules for the journey undertaken by himself.</p> <p>S.R. 88-A: As a partial exception of Rules 87 and 88, in the case of halts on tour, half the daily allowance ordinarily admissible under these rules may be drawn in addition to mileage allowance or actual expenses, as the case may be, on the day of arrival of the Government servant, at a place of halt and on the day of departure, provided that no daily allowance will be permissible in respect of a place of halt from which a Government servant departs on the same day on which he arrived at it or vice versa.</p> <p>S.R. 88-B: Deleted.</p>	<p>Geological Survey of India</p>

<p>S.R. 89: A Competent Authority may, by general or special order, permit any Government servant or class of Government servants to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these rules.</p> <p>Note-1: Reimbursement to Government servants of the cost of hiring conveyance on journeys within a radius of 8 kilometres, for which no travelling allowance is admissible under these rules, is regulated under the provisions of Delegation of Financial Powers Rules, 1978.</p> <p>Note-2: Heads of Departments who have been declared as such with reference to Rule 2(10) of Supplementary Rules and Heads of Offices under them to whom the Delegation of Financial Powers Rules, 1978, do not apply will also exercise in this regard the same powers as in item No. 3 of the Annexure to Schedule V of the Delegation of Financial Powers Rules, as amended from time to time.</p>	Conveyance hire
<p>S.R. 90: A Government servant travelling on duty within eight kilometers of his headquarters is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by Railway or other public conveyance. Actual expenses of maintaining camp equipage during a halt at headquarters.</p>	Ferry charges, tolls and railway fare
<p>S.R. 91: On the following conditions and any other conditions which it may think fit to impose, a competent authority may, by general or special order, permit any Government servant or class of Government servants to recover the actual cost of maintaining camp equipage during a halt at headquarters or within eight kilometers of headquarters or during the interval between the Government servant's departure from or arrival at headquarters and that of his camp equipage.</p> <p>(a) The amount drawn, together with any amounts recovered under Rule 90, should not exceed the daily allowance of his grade.</p> <p>(b) The period of the halt or interval for which it is granted should not exceed ten days. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval.</p> <p>(c) The Government servant must certify that he has maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not been less than the amount drawn. In the case of a non-Gazetted or Class IV servant, the Head of Office must certify that such maintenance was necessary.</p>	Actual expenses of maintaining camp equipage
<p>S.R. 92: Not printed.</p>	
<p>S.R. 93 to S.R. 103: Deleted.</p>	

S.R. 104: Except where otherwise expressly provided in these rules the amount of luggage which may be transported, free of cost by a Government servant travelling in reserved accommodation, is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation.	Amount of luggage admissible
S.R. 105: Except as otherwise provided in this section, travelling allowance is not admissible to any person for the journey to join his first post in Government service. S.R. 105-A: Not printed. S.R. 105-B. The Surveyor General of India or a Director of the Survey of India may grant such rail and steamer fares as he considers necessary to a Khalasi or other class IV servant on enlistment for his journey to the Field Headquarters.	Travelling allowance not admissible for joining first Govt. service
S.R. 106: Deleted.	
S.R. 107: When a pensioner, or a Government servant who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is reappointed to Government service, the authority which sanctions his re-appointment may in cases other than those covered by Rule 105-A permit him to draw travelling allowance for so much of his journey to join his new post as falls within India.	Concession to persons re-employed in Govt. Service
S.R. 108: When a person is appointed to a post in Government service which he cannot join except by sea, a competent authority may grant him a free passage by sea from one part of India to another such part.	Concession to person joining by Sea
S.R. 109: When a person is appointed in India to subordinate Government service in the Andaman or Nicobar Islands, the authority making the appointment may grant him a free passage by sea for himself and his family.	Concession to subordinate recruited for the Andamans
S.R. 109-A to S.R. 111: Deleted.	
S.R. 112: Travelling allowance under rules 105-A and 107 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.	Rates of travelling allowance
S.R. 113: When mileage allowance is drawn under Rules 105-A and 107, the rate admissible is that of the grade to which the Government servant will belong after joining his post.	Rates of travelling allowance
S.R. 114: Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the	Condition of admissibility of travelling allowance- Journey on transfer

authority sanctioning the transfer, for special reasons which should be recorded otherwise directs.	
S.R. 115: A Government servant may draw mileage allowance for a journey on transfer, including transfer from military to civil employ.	Mileage allowance-journey on transfer
<p>S.R. 116: (a) Not printed. Superseded by GIO below. [Please refer MOF OM No.19030/1/2017-E.IV, dated 13 July 2017]</p> <p style="text-align: center;">I - For journeys by rail or steamer</p> <p>(i) He may draw actual fare by rail or steamer not exceeding the fare of the entitled class.</p> <p>Note-1: In case where the Steamer Company has two rates for fare, one inclusive and one exclusive of diet, the word fare in this rule should be held to mean (fare) exclusive of diet.</p> <p>Note-2: Not printed.</p> <p>Note-3: Note printed.</p> <p>(ii) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid.</p> <p>(iii) He may draw the actual cost of carriage by goods train, steamer or other craft of personal effects up to the following maximum:-</p> <p>Not Printed (Please refer MOF OM No.19030/1/2017-E.IV, dated 13 July 2017):</p> <p>Provided that a competent authority may prescribe lower maximum for any case of Government servants.</p> <p>Note-1: If a Government servant carries his personal effects by passenger, instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train.</p> <p>Note-2: Not printed. (Please refer MOF OM No.19030/1/2017-E.IV, dated 13 July 2017).</p> <p>Note-3: Subject to the prescribed maximum number of kilograms, a Government servant who carries his personal effects by air may draw actual expenses up to the limit of the amount which would have been admissible had he taken the maximum quantity by goods train, road or steamer, as the case may be, under the normal rules.</p> <p>Note-4: Subject to the prescribed maximum number of kilograms a Government servant may draw the actual cost of transporting personal</p>	General rules for different classes of journey

effects to his new station from a place in India other than his old station, (e.g., from a place where they are purchased en-route or have been left on the occasion of previous transfer) or from his old station to a place in India other than his new station, provided that the total amount drawn, including the cost of transporting these personal effects, shall not exceed that admissible had the maximum admissible number of kilograms been transported by goods train from the old to the new station direct.

Note-5: The cost of transportation of personal effects on transfer may be allowed, subject to the maximum quantity prescribed under this rule, at the 'Quick Transit Service' rates, if personal effects are actually transport by such service. A certificate to the effect that the personal effects were transported by the 'Quick Transit Service, and that they reached the destination within the specified period, should be recorded by the claimant on the T.A. Bill.

(iv) **Provided that -**

(1) **Deleted.**

(2) **Deleted.**

(3) Conveyance or horses are actually carried by rail, steamer or other craft -

He may draw the actual cost of transporting at owner's risk conveyances and horses on the following scales:-

Not printed - For scales applicable at present see Order below this rule.

Note-1: In the case of a motor car, the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one grass cutter may be drawn.

A second class rail fare, by the shortest route between the stations from and to which the motor car is actually carried by rail, may be drawn in respect of a chauffeur or cleaner, provided a certificate is furnished by the officer concerned that a chauffeur or cleaner, other than a domestic servant, was actually employed and that he (the chauffeur or cleaner) actually traveled by rail on the section for which transportation charges of the motor car by rail are claimed. The chauffeur or cleaner need not necessarily travel in the same train which carries the motor car.

Note-2: When a conveyance or a horse is transported by steamer, the actual cost of transporting it may, for purposes of this rule, include, besides the freight, other incidental charges such as ghat pass, river dues, loading and unloading charges.

Exception: A Government servant who travels by a Government steamer is not entitled, for the journey by steamer, either to mileage allowance under Rule 115 or to the concessions allowed by this clause.

He is entitled to free transport of himself transport of himself, his family, personal effects/conveyance and horses, subject to the limits prescribed in sub-clauses (iii) and (iv) respectively and may draw in addition the daily allowance of his grade.

Note-3: On occasions when a Government servant is authorized conveyance his motor car or motor cycle by rail at the public expense, he may do so by passenger train or goods train at his option. In the former case, the actual freight charged by the Indian Railways may be drawn by the Government servant. In the latter case, i.e., if the car or cycle is depatched by goods, train, the Government servant may draw, in addition to the freight charged by the Indian Railways, the cost of packing and of transporting the packed car or cycle to and from the goods shed at the stations of departure and arrival, provided that the total amount so drawn shall not exceed the freight charged for transporting the car or cycle by passenger train.

Note-4: The concession admissible under Note 3 applies mutatis mutandis to a Government servant who carries an ordinary cycle.

Note-5: Not printed – See Order below this rule.

Note-6: Not printed

Note-7: If a Government servant owned a conveyance or horse which is kept at a station other than the one from which he is transferred, he may draw the actual cost of transporting the conveyance or horse from the station where it is kept to the station to which he is transferred, provided that the amount so drawn shall not exceed, the amount admissible, had it been conveyed from the old station to the new station direct, and provided further that the conveyance or horse is actually transported to the new station within a reasonable time before or after the officer is transferred.

In the case of an officer who does not own a horse or conveyance at the time of transfer from one station to another but purchases one and takes it to the new station from some other place, the above expenses may be allowed with the sanction of the Government.

Note-8: When a Government servant authorized to convey his cycle at public expense, transports it by road between stations connected by rail, he may in addition to the maximum quantity of personal effects admissible under the rules, be allowed the actual cost of transportation of the cycle limited to the freight charges by passenger train. In cases where the places are not connected by rail, an allowance at the rate of 60 paise per kilometer may be allowed.

I-A – For journeys by Air

(i) a Government servant traveling by air on transfer between places connected by rail and/or steamer, is entitled to draw –

(a) If he is authorized to travel by air on transfer, the air fares actually

paid for himself and the members of his family; or if he is not so authorized, the air fares actually paid for himself and the members of his family, or the railway and/or steamer fares which would have been paid had he traveled by the appropriate class by rail and/or steamer, whichever is less; and

(b) Not printed.

(ii) A Government servant traveling by air on transfer between places connected by road only, is entitled to draw-

(a) If he is authorized to travel by air on transfer, the air fare actually paid for himself and members of his family, or

If he is not so authorized, lower of the following two:-

(1) The air fares actually paid for himself and the members of his family; or

(2) A single road mileage allowance at the rate which would have been applicable to him had he performed the journey by road if he travels alone, at twice the above rate if he is accompanied by two members of his family, and at thrice the above rate if accompanied by more than two members of his family.

(b) Deleted

II - For a journey by Road

(i) He may draw mileage allowance at the rate applicable to him under Rule 46 or 56 or any rate, applicable to him, which has been fixed under Rule 47, as the case may be.

(ii) He may draw additional mileage allowance at the rate applicable to him under Rule 46 or 56 or any rate, applicable to him, which has been fixed under Rule 47, as the case may be, if two members of his family accompany him, and at twice that rate if more than two members accompany him.

(iii) For the transportation of personal effects, within the limits prescribed sub-clause I (iii) of this clause, he may draw mileage allowance at a rate to be fixed by a competent authority. This rate will be calculated on the average cost of conveying goods by the cheapest method of conveyance.

(iv) Not printed.

(b) The following explanations are given of terms employed in Clause (a) of this rule:-

(i) The term "personal effects" is not subject to definition, but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.

(ii) The term 'motor cycle' includes a side car.

(iii) A member of a Government servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. These time limits may be extended by the competent authority in individual cases attendant with special circumstances. If such member travels to the new station from a place other than the Government servant's old station, the Government servant may draw the actual fare for the journey made by such member by rail or steamer plus the road mileage, if any, at the rate of subject to the conditions prescribed in Clause (a) II (ii), for the actual distance of the road journey performed by such member provided that their sum shall not exceed the total mileage allowance that would have been admissible had such member proceeded from the old to the new station.

Provided further that in the case of transfer of a Government servant from station A to Station B and again to station C, the interval between the first and subsequent transfer being within six months, he may draw the actual fare for the journey from station A to station C made by any member of the family subject to the condition that the total amount claimed from station A to station C shall not exceed the amount admissible from station A to station B plus that admissible from station B to station C. for the purposes of this rule, the grade of a Government servant should be determined with reference to the facts on the date of his transfer while the number of fares admissible should be determined with reference to the facts on the date of the journey in respect of which the traveling allowance is claimed, subject to the condition that no traveling allowance would be admissible in respect of a member added to the family after the date of transfer.

(c) Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government provided that they does not exceed a scale to be prescribed in this behalf by a competent authority as suitable to a particular Government servant or class of Government servants. If they exceed this scale, the excess may be treated as a part of personal effects.

(d) A Government servant who claims higher traveling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of the said members.

(e) A Government servant claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately, by rail, road, steamer or other craft; and the Controlling Officer shall scrutinize the details and

satisfy himself that the claim is reasonable.

(f) A Government servant claiming the cost of transporting a conveyance or a horse by rail or steamer must support his claim by the railway or steamer receipt. In case where the receipt has been lost or has been surrendered to the railway or steamer authorities without a cash receipt having been obtained in exchange and where the production of duplicate receipt is likely to involve a disproportionate amount of trouble, the Accounts Officer may, at his discretion, dispense with the production of the receipt and accept a certificate to the effect that the amount claimed is not more than the expense actually incurred.

S.R. 116-A: A Government servant transferred from one post to another, under the orders' of Competent Authority, if permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters, is entitled to the following concessions:-

(a) Travelling Allowance at tour rates for the Government servant's actual journeys-

(i) From the old headquarters to the place of handing/taking over charge;

(ii) From the place of handing over charge to the place of taking over, and

(iii) From the place of handling/taking over charge to the new headquarters.

(b) Difference of travelling allowance between transfer and tour scales for the actual distance by the shortest route from the old headquarters, to new headquarters, viz., -

(i) ***

(ii) ***

(c) In addition travelling allowance for the conveyance of family and personal conveyance of family and personal effects will be admissible from the old headquarters to the new headquarters at the prescribed rates and conditions.

S.R. 116-B: A Government servant whose headquarters are changed while he is on tour and who proceeds to his new headquarters without returning to his old headquarters is entitled to travelling allowance at tour rates from the old headquarters to the tour outstation and from the tour outstation to the new headquarters, plus the concessions referred to in Clauses (b) and (c) of SR 116-A.

S.R. 116-C: If the family of a Government servant, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be draw subject to the

condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.	
S.R. 117: Deleted.	
S.R. 118: Deleted.	
S.R. 119: Not printed. S.R. 119-A: Not printed.	
S.R. 120: A Government servant of the Survey of India Department may draw, at his option, for a journey on transfer either the travelling allowance prescribed in Rules 114 to 116 or, if the conditions of Rule 87 (b) (ii) are fulfilled, the allowance prescribed thereby.	Survey of India Department
S.R. 121: Deleted.	
S.R. 122: Deleted.	
S.R. 123: A Government servant appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.	Government servant appointed to a new post while in transit
S.R. 124: A Government servant who goes on leave not exceeding six months, after he has given over charge of his old post and before he has taken charge of his new post is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance under this section as for a journey from his old to his new post. Note-1: The provisions of Note 4 to Clause (a) I (iii) and of Note 7 to Clause (a) I (iv) of Rule 116 apply here also. Note-2: This rule is not applicable to a Government servant of the Survey of India Department who is granted departmental leave before joining a new post.	Govt. servant taking short leave before joining a new post
S.R. 125: A Government servant who takes leave exceeding six months while in transit from one post to another may draw travelling allowance under Rule 115 and Rule 116 (a) I (i) and (ii) and II (i) and (ii) for so much of the journey to join the new post as he has accomplished before the order granting his leave is received in addition to any allowance admissible under Rule 126.	Govt. servant taking long leave while in transit
S.R. 126: When on return from leave exceeding six months, a Government servant is stationed at a headquarter other than that at	Posting of a Govt. servant to a new station after returning from

<p>which he was stationed when he went on leave, the controlling officer may permit him to recover travelling allowance under sub-clauses I (iii) and (iv) and II (iii) of Rule 116 (a) as for a journey from his old to his new station.</p> <p>Note-1: The provisions of Note 3 to Clause (a) I (iii) and of Note 7 to Clause (a) I (iv) of Rule 116 apply here also.</p> <p>Note-2: This rule is not applicable to Government servant of the Survey of India Department, posted to a new Station on returning from departmental leave.</p> <p>S.R. 126-A: When a Government servant under the administrative control of the President is transferred to the control of a Government which has made rules prescribing amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating travelling allowance on transfer.</p>	<p>long leave</p>
<p>S.R. 127: Not printed.</p>	
<p>S.R. 128: Not printed.</p>	
<p>S.R. 129: Deleted.</p>	
<p>S.R. 130: A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds:</p> <p>(a) An obligatory department or language examination.</p> <p>(b) An examination held under any rules in force in the vernacular language of a frontier or hill tribe.</p> <p>(c) In the case of a military officer in civil employ, an examination for promotion in military rank.</p> <p>(d) In the case of civil assistant surgeon or sub-assistant surgeon, an examination designed to test his fitness to rise above an efficiency bar in a time-scale:</p> <p>Provided that-</p> <p>(1) Travelling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination; and</p> <p>(2) A competent authority may disallow travelling allowance under this rule to any candidate who, in its opinion-</p> <p>(i) has culpably neglected the duty of preparing himself for an obligatory examination,</p>	<p>Journey to attend an examination</p>

(ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.	
S.R. 131: Deleted.	
S.R. 132: A Competent Authority may permit a Government servant to draw travelling allowance for the journey to and from the place at which he appears for any examination other than those specified in Rule 130.	Special Concessions
S.R. 133: Travelling allowance under this section should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.	Travelling allowance- to attend an examination
S.R. 134: Except as otherwise provided in these rules, a Government servant is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave.	Travelling allowance- Journey when proceeding on or returning from leave
S.R. 135: A Competent Authority may, for special reasons which should be recorded, permit any Government servant to draw, for a journey of the kind specified in Rule 134, travelling allowance as for a journey on tour. Note: Travelling Allowance under this Rule will be regulated by the pay and grade of the post which a Government servant would have held had he not proceeded on leave.	Exceptional cases
S.R. 136 to S.R. 139: Deleted.	
S.R. 140: The Surveyor General or an Administrative Superintendent of the Survey of India Department may exercise the following powers:- (a) He may grant such bus, rail and steamer fares as he considers necessary to khalasis and other menials in the Survey of India Department proceeding on or returning from leave of any kind including departmental leave and casual leave. Such fares should be paid for the journey to or from the place at which each menial was recruited. (b) He may grant such travelling allowance as he considers necessary to surveyors and other subordinates when proceeding on or returning from leave of any kind, including departmental leave and casual leave, if their homes, are more than 500 kilometres from their headquarters.	Concessions to Survey of India subordinates
S.R. 141: Deleted. S.R. 141-A: Deleted.	
S.R. 142: (a) When a Government servant is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by	Govt. servant recalled to duty from leave

<p>not less than one month, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him, or, if the journey involves travelling by sea, from the port at which he lands in India to the Station to which he is recalled. If the period by which the leave is curtailed is less than a month, mileage allowance may be allowed at the discretion of the authority recalling the Government servant.</p> <p>(b) If the Government servant recalled to duty is entitled to travelling allowance under rule 124, he may not draw mileage allowance under Clause (a) unless he abandons his claims to the mileage allowance specified in Rules 115 and 116 (a) I (i) and II (i).</p>	
<p>S.R. 143: If a non-Gazetted Government servant, on compulsory recall from leave exceeding four months is posted to a station other than that from which he went on leave, he may, if his pay after transfer does not exceed Rs. 400(as per second pay commission) and if his new station is distant more than 350 kilometres from his old station, draw, in addition to the allowance admissible under Rule 126, travelling allowance for his family under Rule 116 for the journey from the place at which the order of recall reaches him to the new station; provided that the amount so drawn, shall not exceed the amount admissible under Rule 116 for the journey from the old to the new station.</p>	Compulsory recall from leave
<p>S.R. 144: A competent authority may grant, by general or special orders on such conditions as it thinks fit to impose, travelling allowance to a Government servant on joining time under CCS Joining Times Rules, 1979.</p>	Travelling allowance during joining time
<p>S.R. 145: Deleted.</p> <p>S.R. 145-A: Deleted.</p>	
<p>S.R. 146: Unless in any case it be otherwise expressly provided in this section no person is entitled to any travelling allowance for a journey made after retirement or dismissal from Government service or after the termination of such service.</p>	No travelling allowance for journey made after retirement, dismissal
<p>S.R. 147: A Competent Authority may, for special reasons which should be recorded, permit any Government servant to draw travelling allowance for a journey of the kind mentioned in Rule 146.</p>	Exceptional case under SR 146
<p>S.R. 148: A competent Authority may grant to the family of a Government servant who dies while in service such travelling allowance as it deems fit.</p> <p>S.R. 148-A: Deleted.</p>	Travelling allowance to the family of a deceased Govt. servant
<p>S.R. 149: The Surveyor General or an Administrative Superintendent of</p>	Concessions to Survey

<p>the Survey of India Department may grant such rail and steamer fares as he considers necessary to a discharged Khalasi or other menial for the journey to the place at which the menial was enlisted.</p> <p>S.R. 149-A: Discharged Gurkha Riflemen of the Assam Rifles recruited through the Army Recruiting Officers may be allowed free conveyance and provided with rail warrants to Kunraghat or Ghum if they are sent to these places for final settlement. Concessions to subordinates serving in the Andaman and Nicobar Islands.</p>	<p>subordinates</p>
<p>S.R. 150: (1) The Chief Commissioner of the Andaman and Nicobar Islands may grant to any subordinate Government servant employed in the Islands other than a member of the Andaman and Nicobar Police Force a free passage to India for himself and his family on dismissal or retirement. If a subordinate dies while so employed, the Chief Commissioner may similarly grant a free passage to his family.</p> <p>(2) The Chief Commissioner may grant to a member of the Andaman and Nicobar Police Force a free passage to India for himself and his family on discharge, dismissal, resignation or retirement and a similar passage to his family if he dies while in service. He may also grant to such a member, if he honourably quits the service or is discharged as a rejected recruit Railway fares for himself and his family from the port of disembarkation in India to the Railway station nearest his home.</p> <p>Note: For the purposes of sub-rule (2), a member of the Andaman and Nicobar Police Force shall not be deemed to quit the service honourably who-</p> <p>(a) resigns.</p> <p>(b) is discharged as inefficient within his probationary period,</p> <p>(c) is dismissed,</p> <p>(d) is compulsorily retired due to unsatisfactory service.</p> <p>(e) is invalided when invalidment is due to intemperance or neglect, direct or contributory.</p>	<p>Concessions to subordinates serving in Andaman and Nicobar Islands</p>
<p>S.R. 151: Deleted.</p> <p>S.R. 151-A: A person temporarily employed in Government service in Gilgit or outside India, who has received travelling allowance for the journey to join his post, may, on the termination of his employment, be allowed to draw travelling allowance for the journey to any place; provided that such allowance does not exceed the travelling allowance calculated for the journey to the place at which he was engaged, that the claim to draw travelling allowance is preferred within three months of the termination of his employment and that the officer under whom he</p>	<p>Concessions of military officers in civil employ</p>

is employed is satisfied that he intends to make the journey.	
S.R. 152: Deleted.	
<p>S.R. 153: Travelling allowance under Rules 147 and 151-A should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.</p> <p>S.R. 153-A: A Government servant under suspension who is required to perform journey to attend the departmental enquiry may be allowed travelling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. No travelling allowance will, however, be admissible if the enquiry is held at the outstation at his own request.</p> <p>Note: His travelling allowance will be regulated by the grade to which he belonged prior to his suspension.</p>	<p>Rates of travelling allowance-journey on retirement, dismissal etc.</p> <p>Travelling allowance during suspension</p>
<p>S.R. 154: The following provisions apply to a Government servant who is summoned to give evidence in a criminal case, a case before a court martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority.</p> <p>Provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties –</p> <p>(i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attending given by the court or other authority which summoned him.</p> <p>(ii) When he draws such travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to Government.</p> <p>(iii) If the court in which he gives evidence is situated within eight kilometers of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept, such payment of actual travelling expenses as the court may make.</p> <p>Note: A Government servant summoned to give evidence while on leave is entitled to travelling allowance this rule from and to the place from which he is summoned as if he were only duty.</p>	<p>Journey to give evidence of facts of which he has official knowledge during suspension</p>
S.R. 155: A Government servant summoned to give evidence in circumstances other than those described in Rule 154 or to serve as an	Other cases

<p>assessor or juror in a Court of Law is not entitled, by reason of his position as a Government servant, to any payments other than those admissible by the rules of the Court. If the Court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.</p> <p>S.R. 155-A: Deleted.</p> <p>S.R. 155-B: Deleted.</p>	
<p>S.R. 156: Deleted.</p> <p>S.R. 156-A: Deleted.</p>	
<p>S.R. 157: If a Government servant, being stationed where there is no medical officer of Government, is required to obtain a medical certificate from a Medical Officer of Government, he may draw travelling allowance for the journey undertaken to obtain that certificate.</p> <p>Note-1: Travelling allowance is admissible for a journey to obtain a medical certificate in support of an application for an original grant of leave but not for an extension of leave.</p> <p>Note-2: A medical officer of Government who considers that a Government servant on whom it is his duty to attend professionally should leave his station to obtain a medical certificate for proceedings on leave, and that it is unsafe for him to travel unattended, may, if he does not himself accompany him, arrange for an attendant to do so and the attendant,</p> <p>(a) If a Government servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journeys as for a journey on tour, and</p> <p>(b) If not a Government servant, may draw actual expenses. When the medical officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose.</p> <p>S.R. 157-A: If a Government servant, having obtained a medical certificate in support of an application for an original grant of leave, is required to appear before a medical board, or to appear before a nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, may draw travelling allowance for the journey undertaken to obtain that opinion.</p> <p>Note: Travelling allowance is not admissible for a journey to obtain a</p>	<p>Journey to obtain medical treatment, advice or certificate or to appear before a medical board</p>

second medical opinion in support of an application for an extension of leave.	
<p>S.R. 158: The journeys contemplated by Rule 157 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the Government servant requiring medical advice.</p> <p>S.R. 158-A: Deleted.</p>	Previous permission is necessary
S.R. 159: Deleted.	
<p>S.R. 160: (a) A Government servant who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual travelling expenses, subject to a maximum of the amount of travelling allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases, his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service and that he did not voluntarily ask to retire.</p> <p>(b) A Competent Authority may allow actual expenses, as limited by Clause (a) of this rule, to be drawn by a Government servant who voluntarily applies for an invalid pension, provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.</p>	Journey to appear before a medical board preliminary to retirement
S.R. 161: Except as provided in Rules 157-A and 160, no travelling allowance is admissible for a journey undertaken in order to appear before a Medical Board.	Journey to appear before a medical board in other circumstances
<p>S.R. 162: Travelling allowance under Rules 157, 157-A and 160 (a) should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.</p> <p>For orders issued by Government regarding rationalization of travelling allowance under the various Medical Attendance Rules and the CGH Scheme.</p>	Travelling allowance for medical attendance
S.R. 163: Deleted.	
<p>S.R. 164: When a Government servant or student not already in Government service is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw:-</p> <p>(a) Travelling allowance for the original journey to and the last journey from the place of training, and for halts at such place.</p>	Travelling allowance-journey on a course of training

<p>(b) In the case of training at a school, college or similar institution, travelling allowance for similar journeys on the occasion of holidays and vacations; and</p> <p>(c) Travelling allowance for journeys, during the course of training.</p> <p>Provided that the scale so fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training.</p> <p>S.R. 164-A: A Military officer in civil employ, while detailed to attend a military course of instruction, is entitled to draw mileage and daily allowance at rates admissible to a military officer in military employ in similar circumstances.</p>	
<p>S.R. 165: A Government servant who is permitted to attend a levee elsewhere than at his headquarters may draw travelling allowance for journey as for a journey on tour.</p>	<p>Travelling allowance to attend a levee</p>
<p>S.R. 166: The provision by Government of special Railway accommodation for the exclusive use of particular Government servants requires the sanction of the President.</p>	<p>Supply of free accommodation on Railway journeys</p>
<p>S.R. 167 to S.R. 169: Deleted.</p>	
<p>S.R. 170: Not printed.</p>	
<p>S.R. 171: Deleted.</p>	
<p>S.R. 172: Not printed.</p>	
<p>S.R. 173: Not printed.</p>	
<p>S.R. 174: Not printed.</p>	
<p>S.R. 175: The travelling allowance admissible to a Government servant who makes a journey by Railway in accommodation reserved by requisition is prescribed in sub-section (iv) of Section IX and elsewhere in these rules.</p>	<p>Journeys made by railway in accommodation reserved by requisition</p>
<p>S.R. 176: When a Government servant is entitled to or is allowed free transit by Railway otherwise than in accommodation reserved by requisition, whether on a free pass or otherwise, the mileage allowance which he draws for the journey must, except in cases covered by Rules 82, 83, 84 or 85, be reduced by the amount of the fare which, but for such free transit, he would have paid. This rule applies to cases in which a free pass is issued on any Railway, whether worked by Government or not. The reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no</p>	<p>Free transit by railway otherwise than in accommodation reserved by requisition</p>

reduction is made.	
S.R. 176-A: Deleted.	
S.R. 177: When a Government servant in receipt of permanent travelling allowance uses a free pass on a Railway within his sphere of duty, he must deduct from his permanent travelling allowance for the month the amount of the Railway fares which he would have paid if he had not traveled on a pass.	Journey by Railway- Govt. servant in receipt of permanent travelling allowance
S.R. 178: When a Government servant is permitted to travel by Railway in a higher class on payment of a lower fare, his mileage allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.	Govt. servant entitled to travel in higher class on payment of a lower fare
S.R. 179: Except as provided in Rule 84, a Government servant travelling with a free pass on an un-opened line of Railway is entitled to the travelling allowance prescribed in rule 182 as limited by Rule 184.	Govt. servant travelling with a free pass on an un-opened line of railway
S.R. 180: When a Government servant travels by sea or river, otherwise than on payment of passage money, in a steamer the cost of which is paid by Government or by a local fund, he may draw no travelling allowance except the daily allowance at the ordinary rates prescribed in Supplementary Rule 51.	Journey by Govt. vessel
S.R. 181: When a Government servant is allowed free transit by sea or river steamer, otherwise than in a Government vessel, he mileage allowance which he draws for the journey must be reduced by the amount of the fare which but for such free, transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass unless the Government servant certifies that he did not use the pass in respect of any fare or fares of which no reduction is made. This rule does not apply to cases in which a Government servant is allowed a free pass by a steamship company without cost to Government; unless the free pass is issued in connection with his official's status or duties or as part of a regular arrangement with Government for the conveyance of mails, etc.	Journey by other than Govt. Vessel
<p>S.R. 181-A: When a Government servant is allowed free transit by air in a machine owned or chartered by Government, he is entitled to an allowance for incidental expenses calculated under SR 48-C.</p> <p>Note: In case the journey is performed by the Government servant on transfer, the allowance for incidental expenses shall be calculated under SR 116 (a) 1 -A.</p> <p>S.R. 181-B: A Government servant, when making a journey by air in a Government machine or in a machine chartered by Government for the purpose, shall pay a first class full or half Railway fare, as the case may be, to Government on behalf of each person not entitled to travel in that</p>	Journey by Air

<p>machine who may accompany him.</p> <p>Note: If a Government servant wishes to take with him any 'non-entitled' person in a Government machine or in a machine chartered by Government, he should obtain the sanction of the Head of the Department or if he himself is the Head of the Department, of the Department of the Government of India administratively concerned. The sanctioning authority; in giving such sanction, should satisfy itself that no extra expenditure is caused to Government thereby.</p>	
<p>S.R. 182: Except where otherwise expressly provided in these rules, a Government servant who uses a means of locomotion provided free of charge and does not pay cost of its use or propulsion may draw an allowance for incidental expenses at the rates admissible under SR. 36.</p> <p>Note: The incidental allowance in such cases should be calculated for the distance between the two stations reckoned from bus stop to bus stop and not between the duty points at the two stations.</p>	<p>Other journeys- free transit by boat, road etc.</p>
<p>S.R. 183: When a Government servant is provided with means of locomotion as in Rule 182, but pays all the cost of its use or propulsion; he may draw travelling allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as a Competent Authority may fix.</p>	<p>When Govt. servant pays the cost of propulsion</p>
<p>S.R. 184: The provisions of Rules 182 and 183 do not apply to Government servant or class of Government servants to whom a Competent Authority may declare them to be inapplicable. They do not apply to Government servants who are provided with elephants required for the conduct of professional operations and not for their private use.</p>	<p>Exceptional cases</p>
<p>S.R. 185: A Government servant, who travels by a motor car which has been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw travelling allowance as for a journey on tour, but the amount of the mileage allowance which he may draw is limited by the following conditions:-</p> <p>(a) If he travels by the motor car more than 32 kilometres in one day, he may draw for the first 32 kilometres the mileage allowance of his grade and for the remainder of the journey three fourths of such mileage allowance.</p> <p>(b) If he combines with a journey by the motor car a road journey by other conveyance, he may draw the mileage allowance admissible for the first 32 kilometres or for the journey by other conveyance, whichever is greater, and for the remainder of the journey three fourths of such mileage allowance.</p>	<p>Journeys by Govt. motor car</p>

(c) If he combines with a journey by road whether made wholly or partly in the motor car, a journey by Railway or steamer, he may draw mileage allowance for the journey by Railway or steamer in addition to the allowances admissible under Clauses (a) and (b) of this rule for the journey by road.	
<p>S.R. 186: The chauffeur or cleaner of a motor car supplied at the expense of Government, when making a journey by road on the motor car in his charge may draw travelling allowance under the provisions of Rule 182 if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such an absence he is entitled to no travelling allowance.</p> <p>S.R. 186-A: Not printed.</p>	Chauffeurs of Government motor cars
S.R. 187: Not printed.	
S.R. 188: Not printed.	
S.R. 189: Deleted.	
<p>S.R. 190: (a) When any person, not being a Government servant, is required to attend any meeting of a commission of inquiry or of a board, conference, committee or departmental inquiry convened under proper authority, or is required to perform any public duties in an honorary capacity, a Competent Authority may grant him travelling allowance for the journey calculated under the ordinary rules for the journey of a Government servant on tour; and for this purpose may, with due regard to such person's position in life, declare by general or special order, the grade to which he shall be considered to belong.</p> <p>(b) In a case of the kind contemplated by Clause (a) of this rule a Competent Authority may, in its discretion, grant to the person concerned his actual travelling, hotel and carriage expenses instead of travelling allowance under that clause, if it considers that such allowance would be inadequate.</p> <p>(c) A Competent Authority may delegate the power conferred upon it by clause (a) of this rule or other body which the person concerned is required to attend.</p>	Persons attending Commissions of inquiry etc.
S.R. 191: A competent authority shall declare what authority shall be the Controlling Officer, for travelling allowance purposes, of each Government servant or class of Government servants. It may, if it thinks fit, declare that any particular Government servant shall be his own controlling officer.	Controlling Officer to be declared by competent authority
S.R. 192: Except as provided in Rule 193, no bill for travelling allowance other than permanent travelling allowance shall be paid unless it be signed or countersigned by the Controlling Officer of the	Signature of Controlling officer on travelling allowance bill

<p>Government servant who presents it.</p> <p>Note: A certificate to the effect that there has been no change in the nature of duties of the Government servant or the extent of his touring to justify the withdrawal for or a reduction in the rates of the conveyance allowance shall be endorsed by the Controlling Officer on the pay bills of the Government servants concerned for the months of January, April, July and October in each year.</p>	
<p>S.R. 193: The following classes of Government servants may present bills for travelling allowance without the countersignature of the Controlling Officer:-</p> <p>(i) Senior Deputy Director, Deputy Directors and Assistant Directors of Audit Defence Services in charge of a Command Officer; Regional Deputy Directors of Commercial Audit, Mumbai, Bangalore, Kolkata, Ranchi and New Delhi.</p> <p>(ii) Superintendents of Archaeology, Superintendents, Excavations Branch, Museums Branch, Arabic and Persian Inscriptions, Garden Branch, Temple Survey Projects, Pre-history Branch, Archaeological Chemist, Government Epigraphist, Superintendents of Epigraphy;</p> <p>(iii) Chief Accounts Officer, Telegraph Stores and Workshops, Kolkata;</p> <p>Provided that duplicate bills are at the same time forwarded to the Controlling officers concerned for countersignature and transmission to the Accounts Officer.</p>	<p>Exception</p>
<p>S.R. 194: Except where expressly permitted by a Competent Authority, a Controlling Officer may not delegate to a subordinate his duty of countersignature.</p> <p>S.R. 194-A: The right of a Government servant to travelling allowance, including daily allowance, is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date of which it became due.</p>	<p>Delegation of duty of countersignature.</p>
<p>S.R. 195: It is the duty of a Controlling Officer, before signing or countersigning a travelling allowance bill,-</p> <p>(a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration.</p> <p>(b) to scrutinize carefully the distances entered in travelling allowance bills.</p> <p>(c) to satisfy himself that mileage allowance for journeys by Railways or steamer, excluding additional fare or fares allowed for incidental</p>	<p>Duties and powers</p>

<p>expenses, has been claimed at the rate applicable to the class of accommodation actually used and that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible;</p> <p>(d) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance;</p> <p>(e) to observe any subsidiary rules or orders which a Competent Authority may make for his guidance;</p> <p>(f) to satisfy himself before permitting a claim under Rule 38 that the Government servant actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of 185 the journey where accommodation of that class was available; and</p> <p>(g) to satisfy himself that, where the actual cost of transporting personal effects/servants is claimed under these rules, the scale on which such effects/servants were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfill that condition. In respect of claim for transporting personal effects, he shall also scrutinize the details and satisfy himself that the claim is reasonable.</p>	
<p>S.R. 196: A record of the services of a Gazetted Government servant will be kept by such Audit Officer and in such form as the Comptroller and Auditor-General may prescribe. [Rules made under F.R. 74 (a) (iv)]</p>	<p>Record of Gazetted Government Servants</p>
<p>S.R. 197: A Service Book in such form as the Comptroller and Auditor-General may prescribe must be maintained for every non-Gazetted Government servant holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post with the following exceptions:-</p> <p>(a) Government servants the particulars of whose service are recorded in a history of services or a service register maintained by an Audit Officer.</p> <p>(b) Government servants officiating in posts or holding temporary posts, who are recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment.</p> <p>(c) Permanent subordinate non-pensionable servants in State Railways, for whom a special form of record has been prescribed.</p>	<p>Non-gazetted Government servants service books</p>
<p>S.R. 198: In all cases in which a Service Book is necessary under Rule 197, such a book shall be maintained for a Government servant from the date of his first appointment to Government service. It must be kept in the custody of the Head of the Office in which he is serving and transferred with him from office to office.</p>	<p>Maintain of a service book</p>

S.R. 199: Every step in a Government servant's official life must be recorded in his Service Book and each entry must be attested by the Head of his Office, or, if he himself is the Head of an Office, by his immediate superior. The Head of the Office must see that all entries are duly made and attested and that the book contains no erasure or overwriting, all corrections being neatly made and properly attested.	Entry of every step of official life in service book
S.R. 200: Every period of suspension from employment and every other interruption of service must be noted, with full details of its duration, in an entry made across the page of the Service Book and must be attested by the Attesting Officer. It is the duty of the Attesting Officer to see that such entries are promptly made.	Entry of suspension and every other interruption in service book
S.R. 201: Personal certificates of character must not, unless the Head of the Department so directs, be entered in a Service Book but, if a Government servant is reduced to a lower substantive post, the reason of the reduction must be briefly shown.	Entry of reduction on lower post in service book
S.R. 202: It shall be the duty of every Head of Office to initiate action to show the Service Books to the Government servants under his administrative control every year and to obtain their signature therein in token of their having inspected the Service Books. A certificate to the effect that he has done so in respect to the preceding financial year should be submitted by him to his next superior officer by the end of every September. The Government servants shall <i>inter alia</i> ensure before affixing their signature that their services have been duly verified and certified as such. In the case of a Government servant on foreign service, his signature shall be obtained in his Service Book after the Audit Officer has made therein necessary entries connected with his foreign service.	Showing of service book to Govt. servant every year
S.R. 203: If a Government servant is transferred to foreign service, the Head of his Office or Department must send his Service Book to the Audit Officer. The Audit Officer will return it after noting in it, under his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary. On the Government servant's re-transfer to Government service, his Service Book must again be sent to the Audit Officer, who will then note in it, over his signature, all necessary particulars connected with the foreign service including the fact of recovery of leave and pension contributions. No entry relating to the time spent in foreign service may be attested by any authority other than the Audit Officer.	Transfer to Foreign service-service book
S.R. 204: Deleted.	
S.R. 205: Deleted.	
S.Rs. 206 to 292: Not printed. [Please refer Compendium on CCS (Leave) Rules]	Leave
S.Rs. 293 to 302-A: Not Printed	Joining time

<p>S.Rs. 303 to 306-A: Deleted. [Please refer Chapter-5 (Joining Time) in Compendium on Service Matters-2]</p>	
<p>S.R. 307: (1) Contribution for leave salary or pension due in respect of a Government servant on foreign service, 'may be paid annually within fifteen days from 'the end of each financial year or at the end of the foreign service, if the deputation on foreign service expires before the end of a financial year, and if the payment is not made within the said period, interest must be paid to Government on the unpaid contribution, unless it is specifically remitted by the President, at the rate of two paise per day per Rs. 100 from the date of expiry of the period aforesaid up to the date on which the contribution is finally paid. The interest shall be paid by the Government servant or the foreign employer according as the contribution is paid by the former or the latter.</p> <p>(2) The leave salary and pension contributions should be paid separately as they are creditable to different Heads of Accounts and no dues recoverable from Government, on any account, should be set off against these contributions.</p> <p><i>[Rules made under FR 119 (b)]</i></p>	<p>Foreign Service- Interest on overdue contributions</p>
<p>S.R. 307-A: The Travelling allowance of a Government servant both in respect of the journey on transfer to foreign service and the journey on reversion therefrom to Government service will be borne by the foreign employer.</p>	<p>Travelling allowance-transfer on foreign service</p>
<p>S.R. 308: (a) The delegations of powers made by the President under Fundamental Rules 4 and 6.</p> <p>(b) The authorities subordinate to the President which exercise the powers of a competent authority under the various Supplementary Rules made under the Fundamental Rules by the President.</p> <p>(c) For convenience of reference, cases in which the Ministry of Finance has declared, under Fundamental Rule 7, that its consent may be presumed to have been given to the exercise by a Ministry or Department of the Government of India of powers conferred by the Fundamental Rules upon the Central Government have been included as delegations in both Appendices.</p> <p><i>[Rules made under Fundamental Rules 4, 6 and 7]</i></p>	<p>Delegations of Power</p>
<p>S.R. 309: The Ministry of Finance has declared, under Fundamental Rule 7, that its consent may be presumed to have been given to the exercise by the authorities to whom they are delegated of the powers.</p>	<p>Consent-Delegation of powers</p>
<p>S.R. 310: The delegations made to various authorities are subject to the following conditions:-</p> <p>(a) Except where President by general or special orders directs otherwise, a power may be exercised by an authority to which it is delegated in respect</p>	<p>Conditions-Delegation of powers</p>

<p>of those Government servants only who are under the administrative control of that authority.</p> <p>(b) The nature of each power delegated is shown in Column 3 of the Appendices. The delegation extends to the power so specified only, and not to any other power conferred by the rule quoted in Column 2.</p> <p>(c) If any power conferred upon a competent authority by the Fundamental or the Supplementary Rules, as the case may be, is not shown in the Appendices, it is to be understood that such power is not delegated to any authority subordinate to the President.</p> <p>(d) Any power delegated by either Appendix to a Head of Department may be exercised by a Ministry or a Department of the Government of India or an Administrator of a Union Territory.</p> <p>(e) Deleted.</p> <p>(f) Deleted.</p>	
<p>S.R. 311: When a building owned or leased by Government or a portion thereof has been made available by the Government for use as a residence by an officer under its administrative control, the competent authority may allot such building or part of a building to a post specified in the order of allotment for use as a residence by the incumbent of the post. [Rules made under Fundamental Rule 45]</p>	<p>Government residences- allotment of residences</p>
<p>S.R. 312: (1) The incumbent of a post to which a residence has been allotted under Rule 311 shall be considered to be in occupation of the residence during the period of his incumbency unless the allotment is changed or suspended under these rules.</p> <p>(2) An officer shall not be considered to be in occupation of a residence only by reason of the fact that he shares it with an officer who is in occupation thereof.</p> <p>(3) An officer shall be considered to be in occupation of his residence when absent on tour or at hill station where he is permitted, but not required by Government to reside.</p> <p>(4) An officer shall not be considered to be in occupation of a residence when he proceeds on leave, unless the competent authority otherwise directs.</p>	<p>Occupation of the residence during the period of his incumbency</p>
<p>S.R. 313: (1) The competent authority may suspend the allotment of a residence to a post-</p> <p>(a) which is temporarily held by an officer under Fundamental Rule 49 in addition to another post, if the officer does not actually occupy the residence;</p> <p>(b) the incumbent of which discharges the duties of another post, if such duties prevent him from occupying the residence;</p>	<p>Suspend the allotment of residence</p>

<p>(c) to which an officer has been transferred from another post in the same station, if the officer is in occupation of a residence allotted to such other post and the competent authority does not consider it necessary that he should change his residence; or</p> <p>(d) Deleted.</p> <p>(e) Deleted.</p> <p>(f) in which an officer is officiating for a period not exceeding two months, if the officer is prevented from actually occupying the residence by circumstances which, in the opinion of the competent authority, justify the suspension of the allotment.</p> <p>(2) No allotment shall be suspended otherwise than in accordance with sub-rule (1) save by order of the President.</p> <p>(3) An order of suspension under this rule shall terminate on the next change of incumbents or when the circumstances justifying the suspension cease to exist, whichever is earlier.</p> <p>(4) When the allotment of a residence to a post has been suspended under this rule, the competent authority may allot the residence to any officer of Government or, if it is not required by any such officer, to any suitable person:</p> <p>Provided that the allotment to such officer or person shall terminate not later than the date upon which the period of suspension terminates.</p>	
<p>S.R.314: [Omitted w.e.f. 26-08-1995]</p>	
<p>S.R. 315: Officers holding posts to which residences have been allotted may exchange residences with the permission of the -authority which made the allotment. Such exchange shall not be recognized by Government. Each officer shall remain responsible for the licence fee of the residence allotted to the post held by him.</p>	<p>Exchange of residence with permission</p>
<p>S.R. 316: The competent authority may permit an officer during temporary absence from his station to store his furniture and other property at his own risk, free of licence fee in the residence occupied by him prior to such absence, unless-</p> <p>(a) the officer, if any, who discharges the duties of the absent officer, is responsible for payment of the licence fee of the residence, or</p> <p>(b) arrangements are made to let the residence during such temporary absence:</p> <p>Provided that, if a claim for vacancy remission of property tax or taxes for specific services such as water, electricity, scavenging, etc., becomes admissible, consequent on the storage of furniture, etc., an amount equal to</p>	<p>Permit an officer during temporary absence from his station to store his furniture and other property</p>

<p>the vacancy remains of tax(es) that would otherwise have accrued shall be recovered from the Government servant who enjoyed the concession:</p> <p>Provided further that the permission for storage of furniture, etc., free of licence fee shall be given for a limited period not exceeding eight months.</p> <p>S.R. 316-A: If the officer to whom a residence is allotted dies, is dismissed from the service or retires from the service, the allotment to him of the residence shall be cancelled, with effect from one month after the date of his death, dismissal or retirement, as the case may be, or with effect from any date after such death, dismissal or retirement on which the residence is actually vacated, whichever is earlier.</p>	<p>Cancellation of allotment of residence in case death, dismissal, retirement</p>
<p>S.R. 317: (1) Rules 311 to 316, both inclusive, shall be deemed to have come into force on the 1st April, 1924 and Rule 316-A on the 31st January, 1940.</p> <p>(2) Rules 311 to 316-A, both inclusive, shall not apply to any class of residence in respect of which rules, other than Rules 311 to 316-A, made by the President under Fundamental Rule 45, are in force.</p>	<p>Allotment of Government Residences- (General Pool in Delhi) Rules, 1963</p>
<p>S.R. 317-B-1: (1) The rules in this Division may be called the Allotment of Government Residences (General Pool in Delhi) Rules, 1963.</p> <p>(2) They shall come into force on the 15th day of May, 1963.</p> <p>Definitions:</p> <p>S.R. 317-B-2: In these rules, unless the context otherwise requires -</p> <p>(a) "Allotment" means the grant of a licence to occupy a residence in accordance with the provisions of these rules;</p> <p>(b) "Allotment Year" means the year beginning on 1st January or such other period as may be notified by the President;</p> <p>(c) "Delhi" means the areas within the limits of the Union Territory of Delhi which the Government may declare as conferring eligibility for the allotment of general pool accommodation;</p> <p>(d) "Director of Estates" means the Director of Estates to the Government of India and includes an Additional, Deputy and Assistant Director of Estates;</p> <p>(e) "Eligible Office" means a Central Government office, the staff of which has been declared by the Central Government as eligible for accommodation under these rules;</p> <p>(f) "Emoluments" means the emoluments as defined in FR 9(21)(a)(i).</p> <p>Explanation: In the case of an officer who is under suspension, the emoluments drawn by him on the first day of the allotment year in which he is placed under suspension, or, if he is placed under suspension on the</p>	

first day of the allotment year, the emoluments drawn by him immediately before that date shall be taken as emoluments.

(g) "**Family**" means the wife or husband, as the case may be, and children, stepchildren, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the officer;

(h) "**Government**" means the Central Government unless the context otherwise requires;

[(i) "**Priority date**" of an officer in relation to a type of residence to which he is eligible under the provisions of SR 317-B-5, means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Central Government or State Government or on foreign service, except for periods of leave in respect of Type V (A) to Type VIII accommodation, single and double room hostel accommodation, and the date from which he has been continuously in service under the Central Government or State Government including the period of foreign service in respect of Type I to Type IV accommodation, and accommodation in Working Girls' Hostel:

Provided that where the priority date of two or more officers is the same, seniority among them shall be determined by the emoluments, the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emoluments; where the emoluments are equal, by the length of service; and where both the emoluments and length of service are equal, on the basis of the scale of pay of the officer, the officer working in a post having higher scale of pay taking precedence over the officer in receipt of lower scale of pay.]

(j) "**Licence Fee**" means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of a residence allotted under these rules;

(k) "**Residence**" means any residence for the time being under the administrative control of the Director of Estates;

(l) "**Sub-letting**" includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person;

Explanation: Any sharing of accommodation by an allottee with close relations shall not be deemed to be sub-letting.

(m) "**Temporary Transfer**" means a transfer which involves an absence for a period not exceeding four months;

(n) "**Transfer**" means a transfer from Delhi to any other place or from an eligible office to an ineligible office in Delhi and includes a transfer or reversion to service under a State Government or Union Territory Administration other than Delhi Administration and also deputation to a post in an ineligible office or organization;

(o) "**Type**" in relation to an officer means the type of residence to which he is eligible under SR 317-B-5.

Allotment to house owning officers:

S.R. 317-B-3:

(1) In this rule –

(a) "**adjoining municipality**" means any Municipality contiguous to a local Municipality;

(b) "**house**" in relation to an officer or member of his family means a building or part thereof used for residential purposes and situated within the jurisdiction of a local Municipality or of any adjoining Municipality.

Explanation: A building, part of which is used for residential purposes, shall be deemed to be a house for the purposes of this clause notwithstanding that any part of it is used for non-residential purposes.

(c) "**Local municipality**" in relation to an officer means the municipality within whose jurisdiction his office is located;

(d) "**member of family**" in relation to an officer means the wife or husband, as the case may be, or a dependent child of the officer; (e) "**municipality**" includes a Municipal Corporation, a Municipal Committee or Board, a town area committee, a notified area committee and a Cantonment Board.

(2) An officer owning a house either in his own name or in the name of any member of his family at the place of his duty or in an adjoining Municipality shall be eligible for allotment of Government residence on payment of licence fee for the Government accommodation allotted to him at such rate as may be determined from time to time by the Government.

(3) When after a Government residence has been allotted to an Officer, he or any member of his family becomes owner of a house at the place of his duty or in an -adjoining Municipality, such Officer shall notify the fact to the Director of Estates within a period of one month from the date the house is let out or occupied, or the date of completion, whichever is earlier.

S.R. 317-B-4: (1) No officer shall be allotted a residence under these rules, if the wife or the husband, as the case may be, of the officer has already been allotted a residence, unless such residence is surrendered:

Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of:-

(i) an order of judicial separation made by any Court; or

(ii) an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by the wife or husband,

as the case may be, for dissolution of marriage by a decree of divorce is pending and the wife or husband, as the case may be, has furnished an undertaking that she or he will surrender the residence allotted to her or him forth-with in case of revival of conjugal rights with her or his spouse.

(2) Where two officers in occupation of separate residences allotted under these rules marry each other, they shall, within one month of the marriage, surrender one of the residences.

(3) If a residence is not surrendered, as required by sub-rule (2), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of such one of them, as the Director of Estates may decide, shall be deemed to have been cancelled on the expiry of such period.

(4) Where both husband and wife are employed under the Central Government, the title of each of them to allotment of a residence under these rules shall be considered independently.

(5) Notwithstanding anything contained in sub-rules (1) to (4)-

(a) If a wife or husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender anyone of the residences within one month of such allotment:

Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.

(b) Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, anyone of them shall surrender anyone of the residences within one month of such marriage.

(c) If a residence is not surrendered as required under Clause (a) or Clause (b) the allotment of the residence in the general pool shall be deemed to have been cancelled on the expiry of such period.

Classification of Residences:

SR-317-B-5: (1) Save as otherwise provided by these rules, an officer shall be eligible for allotment of a residence of the type shown in Column-I of the Table below :-

TABLE

Type of Residences (I)	Grade Pay/ Basic Pay (II)
I	Rs. 1,300, Rs. 1,400, Rs. 1,600, Rs. 1,650 and Rs.
II	1,800
III	Rs. 1,900, Rs. 2,000, Rs. 2,400 and Rs. 2,800

IV	Rs. 4,200, Rs. 4,600 and Rs. 4,800
IV (Spl.)	Rs. 5,400 to Rs. 6,600
V-A (D-II)	Rs. 6,600
V-B (D-I)	Rs. 7,600 and 8,000
VI-A (C-H)	Rs. 8,700 and Rs. 8,900
VI-B CC-I)	Rs. 10,000
VII	Rs. 67,000 to Rs. 74,999
VIII	Rs. 75,000 to Rs. 79,999
	Rs. 80,000 and above

(2) **Hostel Accommodation:** Save as otherwise provided by these rules, an officer shall be eligible for allotment of type of hostel accommodation as shown in Column-I of the Table below:-

TABLE

Type of Hostel (1)	Category of Officer or his Grade Pay as on such date as may be specified by the Central Government for the purpose (2)
Single Suite (Without Kitchen)	Rs. 4,200 and above
Single Suite (With Kitchen)	Rs. 4,200 and above
Double Suite	Rs. 5,400 and above
Working Girl Hostel	All lady officers without limit of emolument shall be eligible

Explanation: For the removal of doubt it is, hereby, clarified that-

(a) the eligibility of an officer for Government accommodation shall be determined as per the Grade Pay of such officer in his present post held in the Government of India,

(b) the date of priority in respect of lower type accommodation, i.e. Type-I to Type-IV shall be the date of joining in the service of the Government of India,

(c) the inter se seniority for the higher type accommodation shall be considered on the basis of following principles, namely:-

(i) firstly, the Grade Pay of the officer;

(ii) secondly, the priority dates within the same Grade Pay. In this case, the priority-date shall be the date from which the applicant continuously drawing his existing Grade Pay.

(iii) where the priority date of two or more officers is the same, the inter se seniority of the officers shall be determined on the basis of the basic pay, i.e., the officers who have a higher pay shall be senior in the waiting list.

(iv) where the priority date and the basic pay of two or more officers are the same, the earlier date of joining in the service of the Government of India shall be the next determining principle of inter se seniority.

(v) where the priority date, basic pay and date of joining in the service of

the Government of India of two or more officers are the same, the officer retiring earlier may be accorded higher priority over the officer retiring later.

(d) the principle of determining the inter-se-seniority of two or more officers as specified in sub-clause (ii) of Clause (c) shall be implemented from the 1st January, 2010.

(e) where Type-V and Type-VI accommodation has not been classified as Type V-A and Type V-B and Type-VI-A and Type-VI-B respectively, all the officers eligible for Type-V shall be grouped together and similarly those eligible for Type-VI shall also be grouped together,

(f) in the case of Secretary to the Government of India and Additional Secretary to the Government of India, the date of joining in the Government of India at Delhi shall determine their *inter-se-seniority* subject to condition that no junior batch officer of the same service shall get priority over his senior batch officer. Where the date of joining is the same, the date of retirement shall determine their *inter-se-seniority* on the principle that the earlier date shall be given priority over the later date. Other than All India Services (AIS), the date of joining the Government of India, irrespective of the place of posting and service /batch seniority, shall determine the inter se seniority,

(g) officers entitled for Type-V and above accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below Type-IV Special accommodation. However, the officers eligible for D-II and Type-IV Special shall also be eligible to apply for Type-IV accommodation.

Applications for Allotment:

S.R. 317-B-6: (1) Every Government officer in occupation of Government accommodation shall submit his application in such form and manner and by such date, as may be specified by the Director of Estates in this behalf.

(2) In the case of officers not in occupation of Government accommodation, the Director of Estates shall invite applications in such form and manner and before such date as may be specified by him.

(3) An officer joining duty in Delhi on first appointment or on transfer may submit his application to the Director of Estates, within a month of his joining duty.

(4) Applications received under sub-rule (3) up to the last day of a calendar month shall be considered for allotment in the succeeding month.

Allotment of Residences and Offers:

S.R. 317-B-7: (1) Save as otherwise provided in these rules, a residence, falling vacant, will be allotted by the Director of Estates preferably to an

applicant desiring a change of accommodation in that type, under the provisions of SR 317-B-15 and if not required for that purpose, to an applicant without accommodation in that type having the earliest priority date for that type of residence subject to the following conditions:-

(i) The Director of Estates shall not allot a residence of a type higher than that to what the applicant is eligible under SR 317-B-5.

(ii) The Director of Estates shall not compel any applicant to accept a residence of a lower type than to what he is eligible under SR 317-B-5.

(iii) The Director of Estates, on request from an applicant for allotment of a lower category residence, might allot to him a residence next below the type for which the applicant is eligible under SR 317-B-5 on the basis of his priority date for the same.

(2) The Director of Estates may cancel the existing allotment of an officer and allot to him an alternative residence of the same type or in emergent circumstances an alternative residence of the type next below the type of residence in occupation of the officer, if the residence in occupation of the officer is required to be vacated.

(3) A vacant residence may, in addition to allotment to an officer under sub-rule (1) above, be offered simultaneously to other eligible officers in order of their priority dates.

Maintenance of separate pools for certain Categories of Officers:

S.R. 317-B-8: (1) Notwithstanding anything contained in these the following pools shall be maintained, namely:-

(i) Lady Officers' Pools separately for married lady officers and single lady officers; and

(ii) Tenure Officers' Pool for the officers of the Indian Administrative Service, the Indian Forest Service and the Indian Police Service on duty with the Central Government or the Delhi Administration¹ on tenure basis or in the office of the Resident Commissioners of various State / UT Government at Delhi.

Explanation: In Clause (i)-

(a) "**married lady officer**" means a lady officer whose marriage is subsisting and who is not judicially separated from her husband;

(b) "**single lady officer**" means a lady officer who is not a married lady officer.

(2) The number and types of residences to be placed in these pools shall be determined by the Government from time to time.

(3) The officers shall be entitled to allotment of accommodation, in the said

pools in the type next below the type to which they are entitled under the provisions of SR 317-B-5:

Provided the officers shall also be entitled to allotment of accommodation in the entitled type from Tenure Officers' Pool.

(4) The *inter-se-seniority* of the officers eligible for the allotment of residences under this rule shall be determined in the following manner, namely:-

(a) In the Lady Officers' Pools, on the basis of the priority date on which each such officer became eligible for the type of residence in that pool;

(b) in the Tenure Officers' Pool, the inter se seniority shall be determined in relation to their counterparts on central deputation in Delhi on the basis of their seniority in their respective batches:

Provided that the allotment of accommodation to the officers of the All India Services working in the office of the Resident Commissioners of various State Governments or Union Territories at Delhi shall be restricted to the number of residential units prescribed for them and up to Type VI-A[C-II] accommodation only.

[S.R. 317-B-8A: Out-of-turn Allotment] - Notwithstanding the provisions of SR-317-B-7-

(i) entitled type of accommodation may be allotted, immediately on out-of-turn basis, if the exigencies of duties so demand to the personal staff attached to the following dignitaries, as per the prescribed numbers, namely:-

(a) not exceeding three units in the case of Cabinet Minister, and

(b) not exceeding two units in the case of Minister of State.

(ii) one type below the entitled type of accommodation may be allotted, immediately on out-of-turn basis, if the exigencies of duties so demand to the personal staff attached to the following dignitaries, as per the prescribed numbers, namely,-

(a) not exceeding three units in the case of Deputy Chairman, Planning Commission;

(b) not exceeding three units each in the case of Speaker, Lok Sabha and Deputy Chairman, Rajya Sabha;

(c) not exceeding seven units in the case of the Chief Justice of India and not exceeding two units in the case of Judges of the Supreme Court.

S.R. 317-B-9: Deleted.

S.R. 317-B-10: (1) If any officer fails to accept the allotment of a residence

within five days or fails to take possession of that residence after acceptance within eight days from the date of receipt of the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of the allotment letter.

(2) If an officer occupying a lower type residence is allotted or offered A residence of the type for which he is eligible under SR 317-B-5 or for which he has applied under SR 317-B-7 (1) (iii), he may, on refusal of the laid allotment or offer of allotment, be permitted to continue in the previously allotted residence on the following conditions, namely:-

(a) that such an officer shall not be eligible for another allotment for the remaining period of the allotment year in which he has declined the allotment or offer;

(b) while retaining the existing residence, he shall be charged the same licence fee which he would have had to pay under FR 45-A in respect of the residence so allotted or offered or the licence fee payable in respect of the residence already in his occupation, whichever is higher.

Period for which allotment subsists and the concessional period for further retention:

S.R. 317-B-11: (1) An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until,-

(a) the expiry of the concessional period permissible under sub-clause (2) after the officer ceases to be on duty in an eligible office in Delhi.

(b) it is cancelled by the Director of Estates or is deemed to have been cancelled under any provision in these rules;

(c) it is surrendered by the officer, or

(d) the officer ceases to occupy the residence.

(2) A residence allotted to an officer may, subject to sub-rule (3) be retained on the happening of any of the events specified in Column (1) of the table below for the period specified in the corresponding entry in Column (2) thereof, provided that the residence is required for the bona fide use of the officer or members of his family-

Events (1)	Permissible period for retention of the residence (2)
(i) Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission	1 month.
(ii) Retirement or terminal leave.	(a) In cases of accommodation allotted prior to 1-7-2013:

	<p>2 months on normal licence fee, another 2 months on double of the normal licence fee, further 2 months on four times of the normal licence fee and subsequent 2 months on six times of the normal fee.</p> <p>(b) In cases of accommodation allotted on or after 1-7-2013: 2 months on normal licence fee, another 2 months on double of the normal licence fee, further 2 months on four times of the normal licence fee.]</p>	
(iii) Death of the allottee	12 months Now 2 years.- See SR 317-B-22.	
(iv) Transfer to a place outside Delhi	2 months.	
(v) Transfer to an ineligible office in Delhi	2 months.	
(vi) On proceeding on foreign service in India	2 months.	
(vii) Temporary transfer in India or transfer to a place outside India	4 months.	
(viii) Leave (other than leave preparatory to retirement, medical leave, maternity leave or study leave)	For the period of leave but not exceeding four months.	
(a) Maternity leave	For the period of maternity leave plus leave granted in continuation subject to a maximum of five months.	
(ix) Leave preparatory to retirement	For the full period of leave on full average pay subject to a maximum 180 days in the case of leave preparatory to retirement inclusive of the period permissible in the case of retirement.	
(x) Study leave in or outside India	<p>(a) In case the officer is in occupation of accommodation below his entitlement, for the entire period of study leave.</p> <p>(b) In case the officer is in occupation of his entitled type</p>	

	accommodation, for the period of study leave but not exceeding six months: Provided that where the study leave extends beyond six months, he may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave, if he so desires.	
(xi) Deputation outside India	For the period of deputation but not exceeding six months.	
(xii) Leave on medical grounds	Full period of leave.	
(xiii) On proceeding on training	For full period of training.	
<p>Explanation-I: Where an officer on transfer or foreign service in India is sanctioned leave and avails of it before joining duty at the new office, he may be permitted to retain the residence for the period mentioned against Items (iv), (v), (vi) and (vii) or for the period of leave, whichever is more.</p> <p>Explanation-II: Where an order of transfer or foreign service in India is issued to an officer while he is already on leave, the period permissible under Explanation I, shall count from the date of issue of such order.</p> <p>(3) Where a residence is retained under sub-rule (2), the allotment shall be deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof the officer resumes duty in an eligible office in Delhi.</p> <p>(3-A) Where an officer is on medical leave without pay and allowances, he may retain his residence by virtue of the concession under Item (xii) of the Table below sub-rule (2), provided he remits the licence fee for such residence in cash every month and where he fails to remit such licence fee for more than two months, the allotment shall stand cancelled.</p> <p>(4) An officer who has retained the residence by virtue of the concession under Item (i) or Item (ii) of the Table below sub-rule (2) shall, on reemployment in an eligible office, within the period specified in the said Table, be entitled to retain that residence and he shall also be eligible for any further allotment of residence under these rules:</p> <p>provided that if the emoluments of the officer on such re-employment do not entitle him to the type of residence occupied by him, he shall be allotted a lower type of residence.</p> <p>(5) Notwithstanding anything contained in sub-rule (2) or sub-rule (3) or sub-rule (4), when an officer is dismissed or removed from service or when his services have been terminated and the Head of the Department in respect of the office in which such officer was employed immediately</p>		

before such dismissal, removal or termination is satisfied that it is necessary or expedient in the public interest so to do, he may require the Director of Estates to cancel the allotment of the residence made to such officer either forthwith or with effect from such date prior to the expiry of the period of one month referred to in Item (i) of the Table below sub-rule (2) as he may specify and the Director of Estates shall act accordingly.

Provisions relating to Licence Fee:

S.R. 317-B-12: (1) Where an allotment of accommodation or native accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the eighth day from the date receipt of the allotment, whichever is earlier.;

An officer who, after acceptance, fails to take possession of accommodation within eight days from the date of receipt of the allotment letter, shall be charged licence fee from such date up to a period of twelve days, provided that nothing contained herein shall apply where the Central Public Works Department certifies that the accommodation is not fit for occupation and as a result thereof the officer does not occupy the accommodation within the period aforesaid.

(2) Where an officer, who is in occupation of a residence, is allotted another residence and he occupies new residence, the allotment of former residence shall be deemed to be cancelled from the date of occupation of the new residence. After such date of occupation, he may, however, retain the former residence on payment of normal licence fee therefor, for a period of 15 days for shifting to the allotted accommodation in change:

Provided that if the former residence is not vacated within 15 days, the officer shall be liable to pay damages for use and occupation of said residence, furniture and garden charges as may be determined by Government from time to time with effect from sixteenth day from the date of occupation of the new residence.

Personal Liability of the officer for payment of licence fee till the residence is vacated and furnishing of surety by Temporary Officers:

S.R. 317-B-13: (1) The officer to whom a residence has been allotted shall be personally liable for the licence fee thereof, and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by Government during the period for which the residence has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions in these rules, until the residence along with the outhouses appurtenant thereto have been vacated and full vacant possession thereof has been restored to Government.

(2) Where the officer to whom a residence has been allotted is neither a permanent nor a quasi-permanent Government servant, he shall execute a Security Bond in the form prescribed in this behalf by the Central Government with a surety who shall be a permanent Government servant

serving under the Central Government for due payment of licence fee other charges due from him in respect of such residence and services and any other residence provided in lieu.

(3) If the surety ceases to be in Government service or becomes insolvent or ceases to be available for any other reasons, the officer furnish a fresh Bond executed by another surety within thirty days the date of his acquiring knowledge of such event or fact; and if he fails do so, the allotment of the residence to him shall, unless otherwise decided by the Director of Estate, be deemed to have been cancelled with effect from date of that event.

Surrender of an allotment and period of notice:

S.R. 317-B-14: (1) An officer may at any time surrender an allotment by giving intimation so as to reach the Director of Estates at least ten days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Director of Estates or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee for ten days or the number of days by which the notice given by him falls short of ten days, provided that the Director of Estates may accept a notice for a short period.

(2) An officer who surrenders the residence under sub-rule (1) shall not be considered again for allotment of Government accommodation at the same station for a period of one year from the date of such surrender.

Change of Residence:

S.R. 317-B-15: (1) An officer to whom a residence has been allotted under these rules may apply for a change to another residence of the same type or a residence of the type to which he is eligible under SR 317-B-5, whichever is lower. Not more than one change shall be allowed in respect of one type of residence allotted to the officer.

(2) An officer who intends to change the accommodation already allotted to him shall make application in the prescribed form to the Directorate of Estates. After acceptance by the Competent Authority, the name of the applicant shall be included in the computerized waiting list. The inter se seniority of the applicant so included shall be determined 'on first-come first-served basis'.

(3) Change shall be offered in order of seniority determined in accordance with sub-rule (2) and having regard to the officer's preferences as far as possible:

Provided that no change of residence shall be allowed during a period of six months immediately preceding the date of superannuation.

(4) If an officer fails to accept a change of residence offered to him within five days of the issue of such offer or allotment; he shall not be considered again for a change of residence of that type.

(5) An officer who, after accepting a change of residence fails to take possession of the same, shall be charged licence fee for such residence in accordance with the provisions of sub-rule (1) of SR 317-B-12 in addition to the normal licence fee under FR 45-A for the residence already in his possession, the allotment of which shall continue to subsist.

Change of residence in the event of death of a member of the family:

S.R. 317-B-16: Notwithstanding anything contained in SR 317-B-15, an officer may be allowed a change of residence on the death of any member of his family, if he applies for a change within three months of such occurrence, provided that the change will be given in the same type of residence and on the same floor as the residence already allotted to the officer.

Mutual exchange of residences:

S.R. 317-B-17: Officers to whom residences of the same type have been allotted under these rules may apply for permission to mutually exchange their residences. Permission for mutual exchanges may be granted, if both the officers are reasonably expected to be on duty in Delhi and to reside in their mutually exchanged residences for at least six months from the date of approval of such exchange.

Transfer to non-family station:

S.R. 317-B-18: If an officer is transferred to a station where he is not permitted or advised by Government to take his family with him and the residence allotted to him under these rules is required by the family for the bona fide educational needs of his children, he may be allowed, on request, to retain the residence on payment of licence fee under FR 45-A, till the end of current academic session of his children in Delhi.

Maintenance of residence:

S.R. 317-B-19: The officer to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Central Public Works Department and the New Delhi Municipal Committee or the Municipal Corporation of Delhi, as the case may be. Such officer shall not grow any tree, shrubs or plants contrary to the instructions issued by the Government or Central Public Works Department nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the Central Public Works Department. Trees, plantation or vegetation, grown in contravention of this rule may be caused to be removed by the Directorate of Horticulture at the risk and cost of the officer concerned.

Sub-letting and sharing of residences:

S.R. 317-B-20: (1) No officer shall share the residence allotted to him or any of the outhouses, garages and stables appurtenant thereto except with the

employees of the Central Government eligible for allotment of residences under these rules. The servants' quarters, outhouses, garages and stables may be used only for the bona fide purposes including residence of the servants of the allottee or for such other purposes as may be permitted by the Director of Estates:

Provided that the officer shall send prior intimation to the Director of Estates in such form as may be prescribed by the Director intimating full particulars of the officer and his family residing in the quarter and full particulars of the sharer and his family.

(2) No officer shall sublet the whole of his residence:

Provided that an officer proceeding on leave may accommodate, in the residence any other officer eligible to share Government accommodation, as a Caretaker, for the period specified in SR 317-B-11 (2), but not exceeding six months.

(3) Any officer who shares or sublets his residence shall do so at his own risk and responsibility and shall remain personally responsible for any licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or grounds or services provided therein by Government beyond fair wear and tear.

(4) A Lady Officer to whom accommodation has been allotted in the Working Girls' Hostel will not be eligible to share the accommodation with any other officer. However, the Director of Estates may allow children not exceeding the age of 12 years to reside with an officer.

Consequences of breach of rules and conditions:

S.R. 317-B-21: (1) If an officer to whom a residence has been allotted unauthorizedly sublets the residence or charges licence fee from the sharer at a rate, which the Director of Estates considers excessive or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purposes, other than that for which it is meant or tampers with the electric or water connection or commits any other breach of the rules in this Division or of the terms and conditions of the allotment or uses the residence or premises or permits or suffers the residence or premises to be used for any purposes, which the Director of Estates considers to be improper or conducts himself in a manner which, in his opinion, is prejudicial to the maintenance of harmonious relations with his neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director of Estates may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

Explanation: In this sub-rule, the expression 'officer' includes, unless the context otherwise requires, a member of his family and any person claiming through the officer.

(2) If an officer sublets a residence allotted to him or any portion thereof or

any of the outhouses or garages appurtenant thereto, in contravention of these rules, he may without prejudice to any other action that may be taken against him be charged such damages from the date of cancellation of allotment as may be fixed by the Central Government from time to time in this respect.

(3) Where action to cancel the allotment is taken on account of unauthorized subletting of the premises, the allotment shall be cancelled with effect from the date of issue of the orders for the cancellation of the allotment.

(4) Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours, the officer at the discretion of the Director of Estates may be allotted another residence in the same class at any other place.

(5) The Director of Estates shall be competent to:

- (a) take all or any of the actions provided under sub-rules 1 to 4 above;
- (b) declare the officer to be ineligible for allotment of residential accommodation for the remaining period of his service;
- (c) intimate to the Ministry or Department of the officer for initiating disciplinary proceedings for major penalty under the relevant rules.

(6) Where any penalty under this rule is imposed by any officer of the rank of Deputy Director of Estates, the aggrieved person may within thirty days of the receipt of the orders by him or his employer, imposing the penalty, prefer an appeal to the Director of Estates or to the Additional Director of Estates and such persons shall be heard in person on the date intimated by Directorate of Estates in such order.]

(7) The original order imposing the penalty shall stand unless it is modified or rescinded as a result of the representation.

Overstay in residence after cancellation of allotment:

S.R. 317-B-22: Where, after an allotment has been cancelled or is deemed to be cancelled under any provision contained in these rules, the residence remains or had remained in occupation of the officer to whom it was allotted or of any persons claiming through him, such officer shall be liable to pay damages for use and occupation of the residence, services, furniture and garden charges as may be determined by Government from time to time, or twice the licence fee he was paying, whichever is higher:

Provided that an officer in special cases, except in case of death, and retirement or terminal leave, may be allowed by the Directorate of Estates to retain a residence for a period not exceeding six months beyond the period permitted under SR 317-8-11 (2), on payment of twice the flat rate of licence fee or twice the licence fee he was paying, whichever is higher.

[Omitted.]

Provided further that in the event of death of the allottee, his/her family

<p>snail be eligible to retain the Government accommodation for a further period of one year on payment of normal licence fee. The extended period of retention shall not be allowed in cases where the deceased officer or his/her dependant owns a house at the place of posting.</p> <p>S.R. 317-B-23: Any valid allotment of a residence which is subsisting immediately before the commencement of these rules under the rules then in force shall be deemed to be an allotment duly made under these rules notwithstanding that the officer to whom it has been made is not entitled to a residence of that type under SR 317-B-5 and all the preceding provisions of these rules shall apply in relation to that allotment and that officer accordingly.</p> <p>Interpretation of rules:</p> <p>S.R. 317-B-24: If any question arises as to the interpretation of the rules in this Division, it shall be decided by the Central Government.</p> <p>Relaxation of rules:</p> <p>S.R. 317-B-25: The Government may, for reasons to be recorded in writing, relax all or any of the provisions of the rules in this Division in the case of any officer or residence or class of officers or type of residences.</p> <p>Delegation of powers or functions:</p> <p>S.R. 317-B-26: The Government may delegate any or all the powers conferred upon it by the rules in this Division to any officer under control, subject to such conditions as it may deem fit to impose.</p>	
<p>S.R. 318: For the purposes of Clause II of Fundamental Rule 45-A, the present alue of a residence including its subsidiary buildings, and of the site on which it stands, shall be estimated by-</p> <p>(a) a Public Works Officer, of rank not lower than an Executive Engineer, nominated in that behalf by the competent authority; or</p> <p>(b) a Divisional Engineer of the Indian Posts and Telegraphs Department, when the residence is in charge of the said Department, and when-</p> <p>(i) the residence is in occupation of an officer whose pay does not exceed Rs. 150 a month; or</p> <p>(ii) the capital costs of the residence and of the subsidiary buildings attached thereto, are known only collectively but not separately.</p> <p>The estimate shall be forwarded to the competent authority, who shall determine the present alue of the residence and of the site.</p>	<p>Alue of a residence</p>
<p>S.R. 319: For the purposes of Clause II of Fundamental Rule 45-A, expenditure incurred on such works as-</p> <p>(a) raising, levelling and dressing sites;</p> <p>(b) construction of revetments, retaining walls, compound walls,</p>	<p>Expenditure upon the preparation of a site</p>

<p>fences, and gates; (c) storm water drainage; and (d) approach roads and paths within the compound;</p> <p>shall be regarded as expenditure upon the preparation of a site.</p>	
<p>S.R. 320: For the purposes of proviso (vi) to Clause II of Fundamental Rule 45-A, the following shall be regarded as fittings, namely:-</p> <p style="text-align: center;"><i>Electric Fittings</i></p> <p>(a) Lamps of all kinds (excluding bulbs); (b) Fans, including switches and regulators, the hire of which is not charged separately; (c) Meters; (d) Electric heaters and water heaters, which are fixed to walls, floor or ceilings; and (e) Electric lifts.</p> <p style="text-align: center;"><i>Sanitary and Water Supply Fittings</i></p> <p>(a) Apparatus for hot water supply; (b) Baths, basins and lavatory equipment; and (c) Meters.</p>	<p style="text-align: center;">Fittings</p>
<p>S.R. 321: In the calculation of the standard licence fee of leased residence under sub-clause (a) of Clause III of Fundamental Rule 45-A, the addition to be made for meeting the charges on Government other than the sum paid to the lessor shall be-</p> <p>(a) for meeting such charges, for both ordinary and special maintenance and repairs, the amount estimated by the competent authority to be the probable cost of the maintenance and repairs of the residence (including maintenance and repairs of any additional work done at Government expense) and all the rates or taxes in the nature of house or property tax payable in respect of the residence under any law or custom by the owner to a municipality or other local body, unless the amount of such rates or taxes has been included in the sum paid to the lessor, and</p> <p>(b) for meeting such charges for capital expenditure on additions or alterations and for the interest on such capital expenditure, an amount estimated by the competent authority to be sufficient to repay to Government during the period of the lease such charges, or such part thereof as the lessor may not have agreed to reimburse to Government plus interest calculated at the rate fixed by the President under sub-clause (b) (i) of Clause III of Fundamental Rule 45-A-</p> <p>(i) if no part of such charges is to be reimbursed by the lessor, on half such charges; or</p> <p>(ii) if part of such charges is to be reimbursed by the lessor, on half the sum of such charges and the amount to be reimbursed.</p>	<p style="text-align: center;">Standard licence fee of leased residence</p>

<p>S.R 322: (1) In the calculation under sub-clause (b) of Clause III of Fundamental Rule 45-A of the standard licence fee of a residence owned by Government, the addition to be made for municipal and other taxes payable by Government and for both ordinary and special maintenance and repairs shall be-</p> <p>(a) the amount estimated by the competent authority to be the probable cost of the maintenance and repairs of the residence (including sanitary, water supply and electric installations and fittings) plus the amount of the rates or taxes in the nature of house or property, tax payable in respect of the residence under any law or custom by the owner to a municipality or other local body; or</p> <p>(b) if no such estimate has been made, a percentage of the sum taken under Clause II of Fundamental Rule 45-A as the capital cost of the residence, to be fixed by the competent authority and based on the average proportion which the amounts actually charged for such taxes, maintenance and repairs in respect of residences of similar design and with similar conveniences in the same locality bear to the capital cost of such residences.</p> <p>(2) For the purpose of making the estimate of fixing the percentage referred to in sub-rule (1):</p> <p>(a) "probable cost" shall include all charges which may reasonably be expected to be incurred;</p> <p>(b) "ordinary repairs" shall include repairs executed annually or periodically, but shall not include special repairs;</p> <p>(c) "special repairs" shall include renewal of floors and roofs and other replacements recurring at long intervals; and</p> <p>(d) the cost or probable cost of repairs necessitated by the Occurrence of fire, flood, earthquake, abnormal storm or other natural calamity shall not be taken into consideration.</p> <p>(3) The competent authority may at any time revise the amount estimated or the percentage fixed by it under sub-rule (1) and shall so revise it, if no revision has taken place for five years.</p>	<p>Standard licence fee of a residence to be made for municipal and other taxes payable by Government</p>
<p>S.R. 323: (1) When the standard licence fee of a residence has been calculated, minor additions and alterations may be made without the licence fee of the residence being increased, subject to the following conditions, namely:-</p> <p>(a) the total cost of such additions and alterations shall not exceed 5 percent of the capital cost on which the standard licence fee was last calculated, and</p> <p>(b) such additions and alterations shall be made within five years after the last calculation of the standard licence fee.</p> <p>(2) In cases where additions or alterations are made at the specific request of an officer to whom the residence has been allotted, additional licence fee calculated at the rate of 6% of the estimated cost of additions and/or</p>	<p>Minor additions and alterations in residence-licence fee</p>

<p>alterations will be recovered from that officer from the date of completion of the work, over and above the licence fee which otherwise would have been charged under the provision of Clause IV (b) (i) of FR 45-A. Such additional recovery will continue until that residence is allotted to another officer or till the standard licence fee has been recalculated under the provisions of SR 324.</p>	
<p>S.R. 324: (1) When, by reason of additions and alterations, the capital cost of residence exceeds by more than 5 percent the capital cost on which the standard licence fee was last calculated, the standard licence fee shall be recalculated with effect from the 1st April next following or from the date upon which a new tenant becomes liable for the payment of licence fee, whichever is earlier.</p> <p>(2) Subject to the provisions of sub-rule (1), the standard licence fee of a residence shall be recalculated on the expiry of five years from the date of the last calculation and the recalculation shall take effect from the 1st April next following, or from such other date as the President may direct.</p> <p>(3) Notwithstanding sub-rules (1) and (2), when a residence referred to in sub-rule (2) of SR 323 is vacated by the officer at whose request additions or alterations were made, the standard licence fee of residence on its re-allotment to another officer will be the existing standard licence fee plus the additional licence fees sanctioned in accordance with SR 323 (2) for works carried out up to the date of re-allotment. If the standard licence fee of that residence has been pooled with other residences, its pooled licence fee will be the existing pooled licence fee plus additional licence fee recoverable under SR 323 (2).</p> <p>(4) Notwithstanding anything contained in sub-rules (1) and (2), the flat rate of licence fee prescribed under FR 45-A-IV (c) (ii) for residences shall be recalculated on the expiry of three years from the date of the last calculation and the recalculation shall take effect from 1st July next following, or from such other date as the President may direct.</p>	<p>Recalculation of license fee-Additions & alterations</p>
<p>S.R. 325: (1) If a residence is supplied with services other than water supply, sanitary or electric installations and fittings, such as furniture, tennis court or garden maintained at the cost of Government (other than a garden in respect of which rules, other than these rules, made by the President under Clause VI of Fundamental Rule 45-A, are in force) the licence fee to be charged for such services in addition to, and during the same period as the licence fee payable under Clause IV of Fundamental Rule 45-A, shall be determined by the competent authority, subject to the following provisions, namely:-</p> <p>(a) the licence fee shall, in the case of furniture, be calculated for durable and non-durable articles separately;</p> <p>(b) the licence fee shall be expressed as a monthly licence fee and shall be one-twelfth of the amount annually required for the payment of-</p> <p>(i) interest at a rate to be fixed from time to time by the President in this behalf on the capital cost of such services;</p>	<p>Residence supplied with services</p>

<p>(ii) in the case of furniture, depreciation and repairs; and (iii) in the case of such services, other than furniture, maintenance charges;</p> <p>provided that in case of furniture supplied in Government residences in Simla, New Delhi and Delhi, licence fee shall be calculated in the manner specified in Rules 323 and 324, with the exception that the maximum limit up to which additions and alterations may be made without necessitating an immediate increase in the licence fee shall be 4 percent of the capital cost of furniture instead of 5 per cent laid down in those rules. This provision will also apply <i>mutatis mutandis</i> in the event of a reduction in the scale of furniture; and</p> <p>(c) if the capital cost of such services is not known, it may be estimated by the competent authority.</p> <p>(2) If a residence is supplied by Government with electric energy and water, the charges for such services shall be recovered in addition to the licence fee payable under sub-rule (1) and under Clause IV of Fundamental Rule 45-A and shall be determined by the competent authority, subject to the following provisions, namely:-</p> <p>(a) In the case of electric energy and water, the supply of which is regulated by meters, the charges shall be calculated on the number of units consumed each month as indicated by the meters. The rate of the cost per unit shall be so fixed as to include in addition to such margin of profit to Government as the competent authority may deem reasonable, the amount required for the payment of-</p> <p>(i) interest at a rate to be fixed by the President from time to time in this behalf on the capital outlay incurred on the system up to the point of contact with the internal installation;</p> <p>(ii) depreciation and maintenance charges on the capital assets; and</p> <p>(iii) actual running expenses;</p> <p>(b) In the case of electric energy and water, the supply of which is not regulated by meters, the charges recoverable shall be fixed at such rates as the competent authority may deem reasonable.</p> <p>(c) If the capital outlay or cost mentioned in Clause (a) (i) is not known, it may be estimated by the competent authority:</p> <p>provided that nothing contained in this sub-rule shall operate to prevent the competent authority from grouping a number of residences whether in a particular area or of a particular class or classes for the purpose of assessment of charges for electric energy and water subject to the condition that the basis of assessment is uniform.</p> <p>(3) The President may in special circumstances by order remit or reduce the additional licence fee and charges referred to in sub-rules (1) and (2) for reasons which should be recorded in the order.</p>	
<p>S.R. 326: Fundamental Rule 45-A shall be deemed to have applied, with</p>	<p>Applicability of FR 45-A</p>

<p>effect from the 1st April, 1924, to all Government servants not mentioned in the said rule to whom the rules governing the allotment and conditions of occupation of Government residences and quarters in Delhi and Simla applied and with effect from the 1st April, 1929, shall apply to all Government servants, other than those occupying residences belonging to the Indian Railways or rented at the cost of Railway revenues, who fulfil the conditions set forth in Rule 1 of these rules.</p>	
<p>S.R.327: For the purposes of Clause II of Fundamental Rule 45-B, the present value of a residence including its subsidiary buildings and of the site of which it stands, shall be estimated by-</p> <ul style="list-style-type: none"> (a) a Public Works Officer, of rank not lower than an Executive Engineer, nominated in that behalf by the Competent Authority; or (b) a Divisional Engineer of the Indian Posts and Telegraphs Department, when the residence is in charge of the said Department and when- <ul style="list-style-type: none"> (i) the residence is in the occupation of an officer whose pay does not exceed Rs. 150 a month; or (ii) the capital cost of the residence and of the subsidiary buildings attached thereto, are known only collectively but not separately. <p>The estimate shall be forwarded to the Competent Authority, who shall determine the present value of the residence and of the site.</p>	<p>Present value of a residence</p>
<p>S.R. 328: For the purposes of Clause II of Fundamental Rule 45-B, expenditure incurred on such works as-</p> <ul style="list-style-type: none"> (a) raising, levelling and dressing sites; (b) construction of revetments, retaining walls, compound walls, fences and gates; (c) storm-water drainage; and (d) approach roads and paths within the compound; <p>shall be regarded as expenditure upon the preparation of a site.</p>	<p>Expenditure upon the preparation of a site -FR 45-B</p>
<p>S.R. 329: For the purposes of proviso (vi) to Clause II of Fundamental Rule 45-B, the following shall be regarded as fittings, namely:-</p> <p style="text-align: center;"><i>Electric Fittings</i></p> <ul style="list-style-type: none"> (a) Lamps of all kinds (excluding bulbs); (b) Fans, including switches and regulators, the hire of which is not charged separately; (c) Meters; (d) Electric heaters and water heaters, which are fixed to walls, floor or ceilings; and (e) Electric lifts. <p style="text-align: center;"><i>Sanitary and Water Supply Fittings</i></p> <ul style="list-style-type: none"> (a) Apparatus for hot water supply; (b) Baths, basins and lavatory equipment; and 	<p>Fittings-FR-45-B</p>

(c) Meters.	
<p>S.R. 330: In the calculation of the standard licence fee of a leased residence under sub-clause (a) of Clause III of Fundamental Rule 45-B, the addition to be made for meeting the charges on Government other than the sum paid to the lessor shall be-</p> <p>(a) for meeting such charges for both ordinary and special maintenance and repairs, the amount estimated by the Competent Authority to be the probable cost of the maintenance and repairs of the residence (including maintenance and repairs of any additional work done at Government expense) and all the rates or taxes in the nature of house or property tax payable in respect of the residence under any law or custom by the owner to a municipality or other local body, unless the amount of such rates or taxes has been included in the sum paid to the lessor; and</p> <p>(b) for meeting such charges for capital expenditure on additions or alterations and for the interest on such capital expenditure, an amount estimated by the Competent Authority to be sufficient to repay to Government during the period of the lease such charges, or such part thereof as the lessor may not have agreed to reimburse to Government, plus interest calculated at the rate fixed by the President under sub-clause (b) of Clause III of Fundamental Rule 45-B-</p> <p style="padding-left: 40px;">(i) if no part of such charges is to be reimbursed by the lessor, on half such charges; or</p> <p style="padding-left: 40px;">(ii) if part of such charges is to be reimbursed by the lessor on the expiry of the lease, on half the sum of such charges and the amount to be reimbursed.</p>	<p>Standard licence fee of a leased residence- FR 45-B</p>
<p>S.R. 331: (1) In the calculation under sub-clause (b) of Clause III of Fundamental Rule 45-B of the standard licence fee of a residence owned by Government, the addition to be made for municipal and other taxes payable by Government, and for both ordinary and special maintenance and repairs shall be-</p> <p>(a) the amount estimated by the Competent Authority to be the probable cost of the maintenance and repairs of the residence plus the amount of the rates or taxes in the nature of house or property tax payable in respect of the residence. under any law or custom by the owner to a municipality or other local body;</p> <p style="padding-left: 40px;">or</p> <p>(b) if no such estimate has been made, a percentage of the sum taken under Clause 11 of Fundamental Rule 45-B as the capital cost of the residence, to be fixed by the Competent Authority and based on the average proportion which the amounts actually, charged for such taxes, maintenance and repairs in respect of residences of similar design and with similar conveniences in the same locality bear to the capital cost of such residences.</p> <p>(2) For the purpose of making the estimate or fixing the percentage referred</p>	<p>Standard licence fee of a leased residence to be made for municipal- FR 45-B</p>

<p>to in sub-rule (1)-</p> <ul style="list-style-type: none"> (a) "probable cost" shall include all charges which may reasonably be expected to be incurred; (b) "ordinary repairs" shall include repairs executed annually or periodically, but shall not include special repairs; (c) "special repairs" shall include renewal of floors and roofs and other replacements recurring at long intervals; and (d) the cost or probable cost of repairs necessitated by the occurrence of fire, flood, earthquake, abnormal storm or other natural calamity shall not be taken into consideration. <p>(3) The Competent Authority may at any time revise the amount estimated or the percentage fixed by it under sub-rule (1) and shall so revise it if no revision has taken place for five years.</p>	
<p>S.R. 332: When the standard licence fee of a residence has been calculated, minor additions and-alterations may be made without the licence fee of the residence being increased, subject to the following conditions, namely:-</p> <ul style="list-style-type: none"> (a) the total cost of such additions and alterations shall not exceed 5 percent of the capital cost on which the standard licence was last calculated, and (b) such additions and alterations shall be made within five years after the last calculation of the standard licence fee. 	<p>Minor additions and-alterations-licence fee</p>
<p>S.R. 333: (1) When; by reason of additions and alterations, the capital cost of a residence exceeds by more than 5 percent the capital cost on which the standard licence fee was last calculated, the standard license fee shall be recalculated with effect from the 1st April next following or from the date upon which a new tenant becomes liable for the payment of licence fee, whichever is earlier.</p> <p>(2) Subject to the provisions of sub-rule (1), the standard licence fee of a residence shall be recalculated on the expiry of five years from the date of the last calculation and the recalculation shall take effect from the 1st April next following or, from such other date as the President may direct.</p>	<p>Change in License Fee- additions and alterations in residence</p>
<p>S.R. 334: (1) If a residence is supplied with services such as water supply, sanitary or electric installations and fittings, furniture, tennis court or garden maintained at the cost of Government (other than garden in respect of which rules, other than these rules, made by the President under Clause VI of Fundamental Rule 45-B, are in force) the licence fee to be charged for such services in addition to, and during the same period as, the licence fee payable under Clause IV of Fundamental Rule 45-B shall be determined by the Competent Authority subject to the following provisions, namely:-</p> <ul style="list-style-type: none"> (a) the licence fee shall, in the case of furniture, be calculated for durable and non-durable articles separately; (b) the licence fee shall be expressed as a monthly licence fee and shall be one-twelfth of the amount annually required for the payment of- <ul style="list-style-type: none"> (i) interest at a rate to be fixed from time to time by the 	<p>Residence supplied with services</p>

<p>President in this behalf on the capital cost of such services;</p> <ul style="list-style-type: none"> (ii) in the case of such services other than tennis court and garden depreciation and repairs; and (iii) in the case of tennis court and garden, maintenance Charges: <p>provided that in the case of furniture supplied in Government residence in Simla, New Delhi and Delhi, licence fee shall be calculated in the manner specified in Rules 332 and 333, with the exception that the maximum limit up to which additions and alterations may be made without necessitating an immediate increase in the licence fee shall be 4 percent of the capital cost of furniture, instead of the 5 per cent laid down in those rules. This provisions will also apply <i>mutatis mutandis</i> in the event of a reduction in the scale of furniture; and</p> <ul style="list-style-type: none"> (c) if the capital cost of such services is not known, it may be estimated by the Competent Authority. <p>(2) If a residence is supplied by Government with electric energy and water, the charges for such services shall be recovered in addition to the licence fee payable under sub-rule (1) and under Clause IV of Fundamental Rule 45-B and shall, be determined by the Competent Authority subject to the following provisions, namely:-</p> <ul style="list-style-type: none"> (a) In the case of electric energy and water, the supply of which is regulated by meters, the charges shall be calculated on the number of units consumed each month as indicated by the meters. The rate of cost per unit shall be so fixed as to include, in addition to such margin of profit to Government as the Competent Authority may deem reasonable, the amount required for the payment of- <ul style="list-style-type: none"> (i) interest at a rate to be fixed by the President from time to time in this behalf on the capital outlay incurred on the system up to the point of contact with the internal installation; (ii) depreciation and maintenance charges on the capital assets; and (iii) actual running expenses. (b) In the case of electric energy and water, the supply of which is not regulated by meters, the charges recoverable shall be fixed at such rates as the Competent Authority may deem reasonable. (c) If the capital outlay or cost mentioned in Clause (a) (i) is not known, it may be estimated by the Competent Authority: <p>Provided that nothing contained in this sub-rule shall operate to prevent the Competent Authority from grouping a number of residences whether in a particular area or of a particular class or classes for the purpose of assessment of charges for electric energy and water subject to the condition that the basis of assessment is uniform.</p>	
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(3) The President may in special circumstances, by order, remit or reduce the additional licence fee and charges referred to in sub-rules (1) and (2) for reasons which should be recorded in the order.	
S.R. 335: Rules 327 to 334, both inclusive, shall be deemed to have come into force on the 3 rd August, 1927.	Come into force

