Entitlements

Entitlements for travel (including for LTC):-

By rail

Grade Pay	Entitlement
Rs. 10,000 and above and those in pay scales of HAG+ and above	AC First class
Rs. 7600,Rs. 8700 and Rs8900	AC First class
Rs.5400 to Rs.6600	AC Two Tier
Rs. 4200,Rs.4600 and Rs.4800	AC Two tier
Below Rs.4200	First class/AC Three tier/AC chair car

Grade Pay	Entitlement
Rs.5400 and above and those in pay scales of HAG+ and above.	Highest class
Rs. 4200,Rs.4600 and Rs.4800.	If there be two classes only on the steamer, the lover class.
Rs.2400 and Rs. 2800.	If there be two classes only on the steamer, the lower class; If there be three classes, the middle or the second class; If there be four classes, the third class.
Less than Rs. 2400.	The lowest class.

For travel between mainland and A & N Islands by SCI ship

Grade Pay	Entitlement
Rs.5400 and above and those in pay scales of HAG+ and above.	Deluxe class.
Rs. 4200,Rs.4600 and Rs.4800.	First / A Cabin Class
Rs.2400 and Rs. 2800.	Second / B Cabin Class.
Less than Rs. 2400.	Bunk Class.

By road

Grade Pay	Entitlement
Rs. 10,000 and above and those in pay scales of HAG+ and above	Actual fare by any type of public bus, including air-conditioned bus; Or At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi; Or At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter/motor cycle, moped, etc.
Rs. 5400, Rs.6600, Rs.7600, Rs.8700 and Rs. 8900.	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
Rs.4200, Rs.4600 and Rs. 4800.	Same as at (ii) above.
Rs. 2400 and above but less than Rs. 4200.	Actual fare by any type of public bus other than air – conditioned.
Below Rs. 2400.	Actual fare by ordinary public bus only; Or At prescribed rates for auto rickshaw, own scooter/motor cycle/moped, etc.

In places where prescribed rates not available

For journeys performed in own Car/Taxi Rs. 16 per km

For journeys performed by Auto-rickshaw/

own Scooter Rs. 8 per km

By air

Grade Pay	Entitlement
Rs.10,000 and above and those in pay scales of HAG+ and above.	Business/club Class.
Rs.5400, Rs. 6600, Rs. 7,600, Rs. 8,700 and Rs. 8,900.	Economy Class.

Entitlements on Permanent Transfer/Retirement:

1. Composite Transfer Grant (CTG) equal to one month's pay (Basic + Grade Pay).
2. If transfer is at the same station at a distance of less than 20 kms, 1/3rd of CTG is admissible subject to change of residence.
3. No composite transfer grant is admissible if change of residence is not involved.

4. Carriage of personal effects on Transfer:

Grade Pay	By Train/Steamer	X and Y class cities	Z class cities
Officers drawing grade pay of Rs. 7600 and above and those in pay scale HAG+ and above.	6,000 kgs by goods train/4 wheeler wagon/1 double container	Rs. 30.00	Rs.18.00
Officers drawing grade pay Rs.4,200, Rs.4,600 Rs. 4,800 Rs. 5,400 and Rs. 6,600	6,000 kgs. By goods train/4 wheeler wagon/ 1 single container	Rs.30.00	Rs.18.00
Officers drawing grade pay of Rs. 2,800	3,000 kgs.	Rs.15.00	Rs. 9.00
Officers drawing grade pay below Rs. 2,800	1,500 kgs.	Rs.7.50	Rs.4.60

Note: - The above rates have been increased by 25% as the dearness allowance payable has gone beyond 50%.

Travel entitlements for journeys by road on transfer:

1. Between places connected by rail – Road mileage, limited to rail mileage by the entitled class.
2. Between places connected by road only;

- For journeys in full taxi – Road mileage at prescribed rates as under notwithstanding how the Government servant and members of his family traveled;
- For Self - One road mileage
- For one additional member of family – Nil
- For two additional member of family – One additional road mileage.
- For more than two additional members of family - Two additional road mileage.

For journey by bus - Actual bus fare for self and each member of family

Journeys by rail/steamer/air on transfer: Entitlements are same as Para 3 above.

Transportation of conveyance on transfer:

Grade Pay	Scale
Officers drawing grade pay of Rs.4200 and above and those in pay scales of HAG+ and above.	One motor car, etc or one motor cycle/scooter or one horse.
Officers drawing grade pay less than Rs. 4200	One motor cycle/scooter/ moped or one bicycle.

Entitlements on Temporary Duty:

Old rates of Daily Allowances:-

OLD PAY	REVISED PAY	X-CLASS CITIES		Y-CLASS CITIES		Z-CLASS CITIES	
		Ordinary	Hotel	Ordinary	Hotel	Ordinary	Hotel
16400 and above	30500 and above	260	650	170	425	135	335
8000 to 16399	15000 to 30500	230	505	150	330	120	225
6500 to 7999	12500 to 15000	200	380	130	250	105	200
4100 to 6499	8000 to 12500	170	245	110	160	90	130
Below 4100	Below 8000	105	125	70	85	55	65

Rates of Daily Allowances (w.e.f. 01/09/08):

Grade Pay	Reimbursement
Officers drawing grade pay of Rs. 10,000 and above and those in pay scales of HAG+ and above.	Reimbursement for hotel accommodation/guest house of upto Rs. 5000/- per day, reimbursement of AC Taxi charges of up to 50 kms for travel within the city and reimbursement of food bills not exceeding Rs.500 per day.
Officers drawing grade pay of Rs. 7600 to Rs. 8900	Reimbursement for hotel accommodation/guest house of upto Rs. 3000/- per day and reimbursement of non AC Taxi charges up to 50 KM per diem for travel within the city and reimbursement of food bills not exceeding Rs.300 per day.
Officers drawing grade pay of Rs.5400 to Rs.6600	Reimbursement for hotel accommodation/guest house of up to Rs. 1500/- per day and reimbursement of Taxi charges up to Rs. 150 per diem for travel within the city and reimbursement of food bills not exceeding Rs.200 per day.

Officers drawing grade pay of Rs.4200 to Rs.4800	Reimbursement for hotel accommodation/guest house of up to Rs. 500/- per day and reimbursement of Taxi charges up to Rs. 100 per diem for travel within the city and reimbursement of food bills not exceeding Rs.150 per day.
Officers drawing grade pay below Rs. 4200	Reimbursement for hotel accommodation/guest house of up to Rs. 300/- per day and reimbursement of Taxi charges upto Rs. 50 per diem for travel within the city and reimbursement of food bills not exceeding Rs.100 per day.

Basis for D.A calculation:

1. Absence from headquarters on calendar day basis from midnight to midnight.
2. Absence not exceeding 6 hours - nil.
3. Absence exceeding 6 hours but not exceeding 12 hours - 70%.
4. Absence exceeding 12 hours - 100%.

Other norms for calculation of DA:

1. The T.A/ D.A rates (mileage for road journey by taxi/own car/auto rickshaw/ own scooter/bicycle, etc), all components of daily allowance including rate of DA for journey on foot and rates of transportation of personal effects shall automatically increase by 25% whenever dearness Allowance payable on the revised pay structure goes up by 50%.
2. For local journey, DA is only at half the rate.
3. For enforced halts en route treated as duty, due to breakdown of communications caused by flood, rain, etc., DA is admissible.
4. DA is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc SR 51, GOI.
5. No DA for Sundays and Holidays unless the employee is actually and not merely constructively on camp. No DA for leave and restricted holidays availed while on tour.-SR 72, GOI (1).
6. Full DA is admissible for the first 180 days of continuous halt at a station on tour / temporary transfer /training. No DA beyond 180 days -SR73, GOI (1).
7. Tour ends on return to headquarters. If a second journey commences on the same day on which an official returns from tour, each tour may be calculated separately but the total DA for a day should be limited to one -SR 71, GIO (1).