



**No. G. 14019/1/2010-F.Est/135  
GOVERNMENT OF MIZORAM  
FINANCE DEPARTMENT**

**OFFICE MEMORANDUM**

Aizawl, the 18<sup>th</sup> February, 2019.

**Subject : Traveling Allowance Rules on Implementation of the Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018.**

Consequent upon the implementation of the Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018 and in pursuance of the revision of Traveling Allowance Rules by the Government of India vide Office Memorandum No.19030/1/2017-E.IV dt. 13.7.2017, the undersigned is directed to convey the adoption of the revised rate of Traveling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018.

3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3 of Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc

4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc, shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

5. The claims in respect of journeys performed prior to issue of this Office Memorandum shall be regulated in accordance with the previous orders dated 26.11.2010.

6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may, therefore, be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.

7. These orders shall take effect from the date of issue of this Office Memorandum.

**Sd/- RAMCHUANA  
Addl. Secretary to the Govt. of Mizoram,  
Finance Department (E).**



**Memo No. G. 14019/1/2010-F.Est/135 : Aizawl, the 18<sup>th</sup> February, 2019.**

**Copy to :**

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/ Ministers /Dy. Speaker/Ministers of State, Mizoram.
4. P.S. to Vice Chairman, State Planning Board, Mizoram.
5. P.S. to Government Deputy Chief Whip, Mizoram.
6. P.P.S to Chief Secretary, Government of Mizoram.
7. All Administrative Departments, Government of Mizoram.
8. Secretary, Mizoram Legislative Assembly.
9. Secretary, MPSC/MSIC/MSEC, Mizoram.
10. All Heads of Departments, Government of Mizoram.
11. Principal Resident Commissioner, Joint Resident Commissioner, Dy. Resident Commissioners, New Delhi/ Kolkata/ Mumbai/ Guwahati/ Shillong/ Silchar/ Bangalore.
12. Chief Controller of Accounts, Accounts & Treasuries, Aizawl.
13. Controller of Printing & Stationeries, Mizoram with 6 (six) spare copies for publication in Mizoram Gazette.
14. All Jt. Director of Accounts/Dy. Director of Accounts/FAO.
15. All Treasury Officers in Mizoram.
16. Guard File.

  
18/2/19

**(MELODY NGURTHANTLUANGI)**  
**Under Secretary to the Govt. of Mizoram,**  
**18/2/19 Finance Department (E).**



**ANNEXURE**

**Annexure to Finance Department, Government of Mizoram  
O.M. No. G. 14019/1/2010-F.Est/... dt. ... 12.2018.**

In supersession of Finance Department's O.M. No. G. 14019/1/2010-F.Est dt. 26.11.2010, in respect of Travelling Allowance the following provisions will be applicable with effect from the date of issue of this Office Memorandum :

**2. Entitlements for Journeys on Tour or Training**

**A. (i) Travel Entitlements within the Country :**

Pay level in pay matrix	Travel entitlement
14 and above	Economy class by air or Executive/AC-I by train
12 to 13A	Economy class by air or AC-I by train
10 to 11A	Economy class by air or AC-II by train
6 to 9	AC-II by train
5 and below	First Class/ AC-III/ AC Chair car by train

(ii) The revised travel entitlements are subject to following:-

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- In case of non-availability of seats in entitled class, Government servants may travel in the class below their entitled class.
- For Pay Level 9 and below, permission of GAD for air travel should be invariably obtained.

**B. International Travel Entitlement :**

Pay level in pay matrix	Travel entitlement
14 and above	Business/Club class
13A and below	Economy class

**C. Mileage Allowance for Journeys by Road :**

(i) At places where specific rates have been prescribed:-

Pay level in pay matrix	Entitlements
13 and above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi or own car OR At prescribed rates of auto rickshaw for journeys by auto rickshaw or t prescribed rates of two-wheeler taxi, scooter, motor cycle, moped, etc.
6 to 12	Same as above with the exception that journey by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates of auto rickshaw for journeys by auto rickshaw or t prescribed rates of two-wheeler taxi, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates of auto rickshaw for journeys by auto rickshaw or t prescribed rates of two-wheeler taxi, scooter, motor cycle, moped, etc.





(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or by the State Transport Authority:

For journeys performed in own car/taxi	₹ 24/- per km
For journeys performed by auto rickshaw own scooter, etc	₹ 12/- per km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

**D. Daily Allowance on Tour**

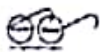
(i) When the Government Servant stays in a hotel or other establishment providing lodging and boarding at Scheduled Tariff: Daily allowance on tour in all classes of city shall be admissible on re-imbursment basis as per the rates shown in the column 2 of the table below.

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹ 7500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹ 1200/- per day.
12 to 13A	Reimbursement for hotel accommodation/guest house of up to ₹ 4500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹ 1000/- per day.
10 to 11A	Reimbursement for hotel accommodation/guest house of up to ₹ 2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹ 338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹ 900/- per day.
6 to 9	Reimbursement for hotel accommodation/guest house of up to ₹ 750/- per day, Reimbursement of non-AC taxi charges of up to ₹ 225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹ 800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹ 450/- per day, Reimbursement of non AC taxi charges of up to ₹ 113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹ 500/- per day.

(ii) Reimbursement of Hotel charges :- For levels 9 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 9 would be ₹ 1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent.

(iii) Reimbursement of Travelling charges :- Similar to reimbursement of staying accommodation charges, for level 9 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11A and below will further rise by 25 percent whenever DA increases by 50 percent.

(iv) For journeys on foot, an allowance of ₹ 12/- per kilometre travelled on foot shall be payable additionally. This rate will further increase by 25 percent whenever DA increases by 50 percent.



- (v) Reimbursement of Food charges :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table D (i) above. Since the concept of reimbursement has been done away with, no vouchers will be required.

This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increases by 50 percent.

- (vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

- (vii) When the Government servant stays in Government/ Public Sector Guest House or makes his own arrangement: Lump sum daily allowance shall be admissible at the rates shown in column 2, 3, & 4 of the table below. But the cost of local conveyance (hire of taxi etc) shall be reimbursed at the rate prescribed in D (i) above.

Pay level in pay matrix	X-Cities (Delhi/ Mumbai/ Kolkata/ Chennai/Bengaluru/ Hyderabad)	Y-Cities (as per list below)	Z-Cities (Ordinary places)
1	2	3	4
14 and above	₹ 1500/- per day (all inclusive except hire of taxi)	₹ 1250/- per day (all inclusive except hire of taxi)	₹ 1000/- per day (all inclusive except hire of taxi)
12 to 13A	₹ 1200/- per day (all inclusive except hire of taxi)	₹ 1000/- per day (all inclusive except hire of taxi)	₹ 800/- per day (all inclusive except hire of taxi)
10 to 11A	₹ 1000/- per day (all inclusive except hire of taxi)	₹ 850/- per day (all inclusive except hire of taxi)	₹ 700/- per day (all inclusive except hire of taxi)
6 to 9	₹ 800/- per day (all inclusive except local conveyance up to ₹ 225/- per day)	₹ 700/- per day (all inclusive except local conveyance up to ₹ 225/- per day)	₹ 550/- per day (all inclusive except local conveyance up to ₹ 225/- per day)
5 and below	₹ 700/- per day (all inclusive except local conveyance up to ₹ 113/- per day.)	₹ 600/- per day (all inclusive except local conveyance up to ₹ 113/- per day)	₹ 450/- per day (all inclusive except local conveyance up to ₹ 113/- per day)

The rate will increase by 25 percent whenever DA increases by 50 percent.

**Y-Class Cities :** Agra, Ahmedabad, Aligarh, Allahabad, Amravati, Amritsar, Asansol, Aurangabad, Barcily, Belgaum, Bhavnagar, Bhiwandi, Bhopal, Bhubaneshwar, Bikaner, Chandigarh, Coimbatore, Cuttack, Dehradun, Dhanbad, Durg-Bhilai Nagar, Faridabad, Ghaziabad, Gorakhpur, Guntur, Guwahati, Gwalior, Hubli-Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kanpur, Kochi, Kolhapur, Kota, Kozhikode, Lucknow, Ludhiana, Madurai, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Nashik, Patna, Pondicherry, Pune, Raipur, Rajkot, Ranchi, Salem, Shillong, Solapur, Srinagar, Surat, Tiruchirappalli, Tiruppur, Tiruvananthapuram, Vadodara, Varanasi, Vijayawada, Visakhapatnam, Warangal.

- (viii) While on transit by rail, bus, taxi etc. by sea, land or air, the daily allowance shall be regulated on the basis of ordinary rate applicable to the place of ultimate destination at the end of the journey.
- (ix) Daily allowance shall be admissible for the period of enforced halt due to – flood, heavy snowfall, road block, landslide, delay/cancellation of rail, air-lift, bandh, riots etc. which are beyond control of the official on tour.





However, the rate of daily allowance for such enforced halt *en route* or at the place of duty or training on tour shall be at the rate applicable to the place of enforced halt or of the nearest city.

- (x) While on temporary duty or training in places other than the normal place of duty outside 20 kilometres from the headquarters station, daily allowance shall be admissible for the initial 60, (sixty) days; thereafter at half the rate for up to 180 (one hundred and eighty) days. The rate of daily allowance shall be commensurate with the class of city as specified in D (vi) above.

**Note :** DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

### 3. T.A. on Transfer

TA on Transfer includes 4 components :- (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

#### (i) Travel Entitlements :

Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.

#### (ii) Composite Transfer and Packing Grant (CTG):

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA, MSP and any other type of special pay shall not be included as part of basic pay while determining entitlement for CTG.

(b) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

#### (iii) Transportation of Personal Effects:

Pay level in pay matrix	By Train/Steamer	By Road
12 and above	6000 kg by goods train/4 wheeler wagon/1 double container	₹ 50/- per km
6 to 11A	6000 kg by goods train/4 wheeler wagon/1 single container	₹ 50/- per km
5	3000 kg	₹ 25/- per km
4 and below	1500 kg	₹ 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/vouchers by the Government servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometre basis only. The classification of cities/towns for the purpose of transportation of personal effects is done away with.



**(iv) Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

Reimbursement shall be subject to production of actual proof of conveyance.

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

**4. T.A. Entitlement of Retiring Employees**

TA on Retirement includes 4 components:- (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

**(i) Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R. 147 will, however, continue to be applicable.

**(ii) Composite Transfer Grant (CTG)**

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 kms. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA, MSP and any other type of special pay shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) Transportation of Personal Effects:- Same as Para 3 (iii) above.

(iv) Transportation of Conveyance:- Same as Para 3 (iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

All cases not specifically mentioned in this Office Memorandum shall be governed by the Rules, Order, Instructions, Clarifications and amendments made by the Government of India, Ministry of Finance, Department of Expenditure, E.IV Branch from time to time.