

THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
EMPLOYEES (TRAVELLING ALLOWANCE) REGULATIONS, 2022

CHAPTER-I

1. **Short Title:** These Regulations may be called the Provincial Housing Authority Travelling Allowance Regulations, 2022.

2. **Extent of Application:**

These regulations shall apply to: -

- i. Regular employees of Provincial Housing Authority and its all sub offices.
- ii. All employees on contract, members of Authority and special committee etc.
- iii. Officers/Officials on deputation with the Authority from the Federal or Provincial Government, or any other organization otherwise determined in any particular case or if the officer/official opts to be governed by the regulation of his parent department as per terms and conditions of deputation.

3. **Definitions:**

In these regulations, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that it to say: -

- i. "Act" means the Khyber Pakhtunkhwa Provincial Housing Authority Act, 2005 (North-West Frontier Province Housing Authority Act 2005 No. XI of 2005);
- ii. "Authority" means the Khyber Pakhtunkhwa Provincial Housing Authority constituted under section-3 (3) of the Act.
- iii. "Provincial Housing Authority (PHA)" means the Khyber Pakhtunkhwa Provincial Housing Authority constituted under section-3 (1) of the Act.
- iv. "authorized medical attendant" means a Medical Officer of Board required to attend an employee or his family under the regulations relating to medical attendance on employees.
- v. "employee" means the employee as defined in the Authority's Service Regulations 2022, and for the purposes of these regulations shall include the officers/officials.

- vi. "competent authority" in relation to the exercise of any power means an authority to which powers under the regulations may have been delegated.
- vii. "controlling officer" means an officer declared as such for exercising supervision over the Traveling Allowance claims of the employee of the Authority.
- viii. "daily allowance" means a uniform allowance for each day absence from the headquarters in connection with official duty, which is intended to cover, the ordinary daily charges, incurred by PHA employees, in consequence of such duty.
- ix. "day" means a calendar day beginning and ending at midnight.
- x. "family" means an employee's: -
  - a. wife or wives, or husband as the case may be residing with or wholly dependent upon him.
  - b. legitimate children and step-children under 12 years of age.
  - c. legitimate children and step-children not more than 24 years old, if residing with and wholly dependent upon him, and
  - d. adopted child not more than 24 years old subject to the following conditions:
    - i). the employee has no legitimate or step child of his own.
    - ii). prior approval of the competent authority for having adopted the child has been obtained.
    - iii). the Authority's liability will be restricted to one adopted child only.
    - iv). adopted child will cease to be a member of the family if after his adoption the employee has legitimate or step-child of his own, and
    - v). adopted child is residing with and wholly dependent upon the employee.
- xi. "Finance Department" means the Finance Department of the Government of Khyber Pakhtunkhwa.
- xii. "finance wing" mean the Finance Section of the PHA.
- xiii. "Government" means Government of Khyber Pakhtunkhwa.
- xiv. "headquarter" means office of the Director General PHA.
- xv. "holiday" means a day declared as such, by order of the Authority and includes optional or a gazetted holiday.

- xvi. "Director General" means Director General of the Provincial Housing Authority.
- xvii. "pay" means as defined in the Fundamental Regulations.
- xviii. "project" means a housing project/scheme under execution or implementation.
- xix. "prescribed" means prescribed by PHA regulations.
- xx. "province" means the Khyber Pakhtunkhwa.
- xxi. "public conveyance" means a railway train, bus or other conveyance, which plies regularly on a given course for the conveyance of passengers.

**4. Nature of Travelling Allowance:**

- (i) Travelling Allowance is granted to an employee to cover the expenses, which he incurs on travelling in the interest of Authority's Services.
- (ii) An employee's claim to travelling allowance shall be regulated by the regulations in force at the time the journey in respect of which the claim is made, is under taken.

**5. Functions of Controlling Officers:**

A Controlling Officer in order ensure that travelling allowance is not turned into a source of Profit and that travelling is resulted to only when it is necessary in the interest of Authority's Service may:

- a. Issue instructions limiting the extent of touring to be done by a subordinate officer.
- b. If the subordinate officer is in receipt of a permanent travelling allowance and has done inadequate touring, may reduce the amount of such permanent travelling allowance.
- c. Issue instructions to a subordinate employee to regulate his touring in such a way as to minimize unnecessary large claims for travelling allowance.

**6. Countersignature of Travelling Allowance Bill:**

No bill for travelling allowance shall be paid, unless it has been signed by authorized officer and countersigned by the Controlling Officer.

**7. Bar on Delegation of Duty of Countersignature:**

Unless expressly permitted by the Authority, the Controlling Officer shall not delegate to a subordinate his duty of countersignature on TA Bills.

**8. (i) Duties of Controlling Officer:**

Before signing of countersigning a travelling allowance bill, the Controlling Officer shall

- (a) allow employees on tour on approved tour program;
- (b) scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary unduly protracted, or that a halt was of excessive duration;
- (c) scrutinize carefully the distance entered in travelling allowance bills and satisfy himself by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
- (d) satisfy himself that, where the actual cost of transporting personal effects, etc, is claimed under these regulations the scale on which such personal effects, were transported was reasonable and to disallow any claim which, in his opinion, does not fulfil that condition;
- (e) exercise care that there is no evasion or breach of the fundamental principal of travelling allowance, viz that the allowance is not be a source of profit;
- (f) observe any subsidiary regulations or orders which a competent authority may make for his guidance.
- (g) Judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the officer making the journey could have purchased a return ticket; and
- (h) satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

- (ii) In respect of officers of various grades the controlling officers have been specified in schedule A, annexed to these regulations.

**9. Journeys for which Travelling Allowance may be drawn:**

Travelling allowance may be drawn in respect of a journey performed for any of the following purposes:

- (a) For the purpose of tour,
- (b) On transfer,
- (c) On joining a first appointment,
- (d) On retirement, suspension, dismissal, death or termination of employment.

- (e) To attend a course of training or to appear at an examination.
- (f) To give evidence in a court or to attend an inquiry or conference.
- (g) To obtain or furnish medical advice or treatment.
- (h) To attend an official function, Workshop and Seminar etc and
- (i) Any special purpose authorised by competent authority.

**10. Journeys within sixteen kilometers:**

The pay of an employee is supposed to include the cost of maintaining a conveyance proper to his status, and therefore, journeys within sixteen kilometers of his headquarters, not is he to be paid for journeys for his residence to the office.

**11. Conveyance Allowance:**

Conveyance allowance is of two kinds:

- (i) that sanctioned on the condition that a particular type of conveyance will be maintained by the employee.
- (ii) that sanctioned without any such condition being imposed.

**CHAPTER-2**

**1. Tour**

An employee is on tour when he is absent on duty from his headquarters with proper sanction after within or beyond his sphere of duty.

**2. Absence on duty in doubtful cases:**

A competent authority may decide where an absence from headquarters, where in a particular case or in any specified class of cases, is absence on duty for the purpose of regulation 2.1.

*Note: When power is exercised under this regulation a copy of the sanction briefly giving the grounds of sanction should be sent to the Finance Wing of the Authority.*

**3. Limitations of Journey**

Travelling allowance may not be drawn for any journey during which an employee does not reach a point outside the radius of sixteen kilometers from his headquarters. The radius of sixteen kilometers will be calculated with reference to the nearest practicable route.

**4. Kinds of Travelling Allowance:**

The following are the different kinds of travelling allowances, which may be drawn by employees for journeys on tour.

- (a) Permanent Travelling Allowance.
- (b) Kilometre and Daily Allowance.

5. **Permanent Travelling Allowance:**

A permanent monthly travelling allowance may be granted by a competent authority to any employee 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 employee's sphere of duty and is drawn all the year, round, whether the employee is absent from his headquarter or not. Such an allowance would be admissible when it is specifically sanctioned as an allowance in the Budget Estimates of the Authority for specified posts.

An employee deputed to undergo a course of travelling may draw a conveyance allowance or permanent travelling allowance for maintaining a conveyance and the sanctioning authority deputing the employee is satisfied that on expiry of the course he is likely to return to the post to which the allowance is attached.

6. **Categories of Employees:**

For the purposes of these regulations, the employees are categorized into the following groups: -

<u>Category</u>	<u>Basic Pay Scales of Employees</u>
I	BPS-17 and above
II	BPS-14 to 16.
III	BPS-11 to 13.
IV	BPS-01 to 10.

**Chapter-3**

**KILOMETER ALLOWANCE**

**1. Definition and Principles of Allowance:**

A Kilometre Allowance is an allowance calculated on the distance travelled, allowed to meet the cost of a particular journey, and is governed by the following principles:

- a. For the purpose of calculating kilometre allowance, a journey between two places shall be deemed to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short.
- b. The shortest route is that by which the travelling can most speedily reach his destination by the ordinary modes of travelling. In case of doubt the Director General may decide which shall be regarded as the shortest of two or more routes.
- c. If an employee travels by a route, which is not the shortest but a cheaper than the shortest, his kilometre allowance should be calculated on the route actually used.

**2. Point of Commencement and End of Journey**

Kilometre allowance shall be admissible from the residence of the employee to the bus stand, railway station or the airport, or the sea/river post as the case may be, at his headquarters and from the railway station or the airport residence at the out station, instead of from and upto the Chief Public Office (GPO or DCO etc).

**3. Different Rates for Different Classes of Journeys:**

Kilometre Allowance is differently calculated according to as the journey is, or could be performed by railway, by sea or river steamer, by road or by air.

The following are the Authorized modes of travel:

1. Rail.
2. Road:
  - a. Car.
  - b. Taxi.
  - c. Passenger Bus.
  - d. Motor Cycle.
  - e. Cycle or Foot.
3. Air.

4. **Kilometre Allowance for Journey by Railway:**

- (i) For the purpose of calculating kilometre allowance, employees when travelling by railway are considered to be entitled to accommodation according to the following scales:

a.	Officers of the Category I	Air Conditioned Accommodation
b.	Employees of Category II & III	First Class (Sleeper) Accommodation
c.	Employees of Category VI	Second Class Accommodation

- (ii) The kilometre allowance for a journey by railway admissible to an employee is the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class, plus half of the fare of the class of accommodation to which he is entitled.

*Notes: (a) All toll tax or surcharge, if actually paid with the fare, should be included in the kilometre allowance.*

*(b) An employee who reserves his seat in a train for official business but subsequently due to an unexpected change in programme, gets the reservation cancelled, may be allowed reimbursement of the reservation fee and any deduction made by Railway Authorities before refunding the price of the tickets, provided that it is certified by the Controlling Officer that:*

- i. Cancellation was unavoidable and in the public interest and*
- ii. The booking was cancelled at the earliest opportunity.*



iii. The provisions contained in note (b) shall mutates mutandis apply where an employee on his transfer reserves his seat but due to unexpected change in the programme gets the reservation cancelled. The said provision shall apply and the concession of reimbursement shall be admissible also in the case of cancellation of the reservation of seats for the members of the family of the employees, provided that the reservation of seats for the members of family was made alongwith the reservation of the seat for the employee concerned.

iv. Reservation charges, if actually paid by an employee are included in the term "the fare actually paid" in sub regulation (ii) above.

5. **Kilometre Allowance for Journey by Road:**

Kilometre Allowance for journeys by road is admissible at the following rates:

	<b>Mode of Travel</b>	<b>Category of Employees</b>	<b>Rate per kilometer</b>
(i)	Personal car or by engaging a full taxi.	I	Rs.10/-
(ii)	Borrowed Car,	I	Rs.10/-
(iii)	Motorcycle/ Scooter/Animal Drawn carriage	II & III	Rs.4/-
(iv)	Bicycle, animal Back or on foot	IV	Rs.2/-
(v)	Public Transport	I, to IV	Rs.2.5/-

- Note: i) *Actual bus fare will be admissible where the fare is more than Kilometre allowance by road.*
- ii) *A personal car is a car registered in the name of the employee or his wife or her husband as the case may be.*
- iii) *Where an Authority vehicle is provided for use by, and made available to an officer, such officer shall not be entitled to any road mileage. However if at any time the Authority vehicle provided to an officer is not in order, under repair or is otherwise not available to the officer for a particular journey, it should be construed that the Authority vehicle is not available and the use of personal car will then be permissible. The Officer concerned may draw kilometre allowance as admissible under these regulations, after recording a certificate on the TA bill indicating therein why the Authority vehicle could not be used by him for the journey.*
- iv) *Borrowed Car. An employee travelling in a borrowed motorcar may charge mileage allowance at the rate of 80 paisas per Kilometre if he incurs the cost of propulsion himself. In the bill claiming the travelling allowance in such a case, the employee should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.*
- v) *Where an employee, while travelling on duty, is required to pay and pays toll tax on motor way or others, he shall be entitled to recover the amount in addition to the kilometre allowance admissible to him.*
- vi) *When road kilometre is claimed for a journey by road between places connected by railway, it shall be open to the controlling officer either to allow full road kilometre if he is satisfied that the interest of the Authority was served by road journey which would not have been served had the employee travelled by railway, or to limit the kilometre allowance to what would have been admissible had the employee travelled by railways.*
- vii) *Toll taxes on roads shall be re-imbursable on production of actual receipts alongwith T.A. bills.*

**6. Joint Travel in one conveyance**

Where two or more employees travel in the same conveyance only that officer who either owns the conveyance or has hired it, may draw kilometre and daily allowance, while the rest may draw only daily allowance. A note showing the circumstances of such a journey should be made on the travelling allowance bill of each such employee.

*Note i. Where an employee while travelling on duty, required to pay and pays toll he shall be entitled to recover the amount in addition to the kilometre allowance admissible to him.*

*Note ii. No kilometre allowance is admissible for journeys within the Municipal limits or cantonment limits of the town of halt.*

**7. Fraction of kilometre to be omitted.**

In calculation kilometre allowance for journeys by road, fractions of a Kilometre should be omitted from the total of the amount claimed for a complete journey but not from the various items which make up the complete journey. Each complete journey on tour ends when an employee returns to headquarters or to a place in which his headquarters are situated; whether he halts there or not.

**8. Journey by Air**

(1) Journey by air shall be admissible on tour or on transfer in the following cases, namely: -

(a) in the case of an officer holding a post in Scale-17 and above and those drawing monthly pay of Rs. 5,400/- or more;

(b) in the case an officer to whom clause (a) does not apply, whenever the competent authorises travel by air on the ground that air travel is necessary in the interest of the Authority.

(2) All employees shall travel in economy class while undertaking journey on duty by air within Pakistan.

(3) An employee entitled to travel by air on tour shall be entitled to one airfare or the actual cost of the return air tickets if such tickets are available.

(4) An employee who is not authorised to travel by air but who performs a journey by air on tour may draw only the travelling allowance to which he would have been entitled if he had travelled by rail or road subject to the condition that travelling allowance so drawn shall, in no case, exceed the travelling allowance that would have been admissible to him under sub-regulation (4).

(5) All group of employees are authorised to travel by air to and from Chitral, Gilgit and Skardu.

*Note: In the case of air travel, the counterfoil of the air ticket should be attached to the T.A. bill.*

Chapter - 4

Daily Allowance

1. Daily Allowance defined:

- (1) A daily allowance is a uniform allowance for each day of absence from Headquarters that is intended to cover the extra daily expenditure incurred by an employee in consequence of such absence.
- (2) A day is to be reckoned from midnight.

*Explanation* – A part of the day, at the commencement or end of the tour, is to be reckoned as a day for which daily allowance will be admissible; provided that if the commencement or end of the tour falls on the same day, only one daily allowance will be admissible.

2. Daily allowance to be drawn on tour

Unless in any case it be otherwise expressly provided, a daily allowance may be drawn while on tour by every employee whose duties require that he should travel and shall not be drawn except while on tour.

3. Rate of daily allowance:

The Daily Allowance shall be admissible on the following scales as notified by the Finance Department vide Notification No. FD/SOSR-II/8-52/2017 dated 14.07.2017 and will be enhanced/revised from time to time as per Govt Policy.

BPS	Revised Ordinary Rates	Special Rates
1-4	Rs. 496/-	Rs. 800/-
5-11	Rs. 624/-	Rs. 880/-
12-16	Rs. 1120/-	Rs. 1440/-
17-18	Rs. 2000/-	Rs. 2560/-
19-20	Rs. 2480/-	Rs. 3280/-
21	Rs. 2800/-	Rs. 4000/-
22	Rs. 2800/-	Rs. 4800/-

**Note:**

*i) Special D.A. will be admissible for the following places: -*

*Rawalpindi / Islamabad, Hyderabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Saidu Sharif/Mingora, Abbottabad, Murree and Galiat of Hazara Division.*

*ii) Ordinary D.A. will be admissible for all other places.*

*iii) The above rates have been adopted from the Government notified rates and shall accordingly be adopted and revised as and when notified by the Government.*

*iv) An officer/official of the Authority who while on tour, is obliged to stay in a hotel or any residential club, rest houses and guest houses shall, in addition to daily allowance, be allowed reimbursement of actual rent paid not exceeding three times of daily allowance subject to the production of receipt/voucher at the following stations of touring duty: -*

*Rawalpindi / Islamabad, Hyderabad, Faisalabad, Lahore, Multan, Peshawar, Quetta, Said Sharif/Mingora, Chitral, Abbottabad and Murree and Galiat of Hazara Division: 3 times the amount of special D.A.*

***\*"Provided that such employees of PHA not be required to produce receipt for claiming actual room rent charges for staying in Hotels/Motels" and.***

***\*"Employees in BPS-20 and above may stay in Government Guest Houses, Public Sector Corporations, Rest Houses and Motels/Hotels and claim actual room rent charges on production of receipt subject to a maximum of three Daily Allowance for specified stations and one and half Daily Allowance at non-specified stations".***

***\*Provided that such employees shall not required to produce for claiming actual rent charges for staying in Hotels/Motels.***

***\*"Provided further that in cases where the actual room rent charges are in excess of the maximum ceiling afore mention, fifty percent of the additional amount will be paid by employees on production of receipt for payment of room charges".***

***\* (NO.FD(SOSR.II)8-52/2005. Dated 21-05-2005***

4. **Conveyance provided by the Authority**

(a) ***Short journey from Headquarter***

When an employee travels by conveyance provided by the Authority and the journey is beyond sixteen (16) kilometers will be entitled to draw half daily allowance for absence from his headquarters on official duty for more than six consecutive hours and return to his headquarters the same day. For absence of less than six hours no daily allowance will be admissible.

(b) ***Journeys during Tour***

When on journey other than a journey by railway, an employee uses a means of locomotive provided at the expenses of the Authority, he may draw full daily allowance of his category for night stay as specified in notes below Regulation 4.3.

5. **Travelling allowance calculated with reference to purpose of journey:**

- (1) The travelling allowance admissible to an employee for any journey shall be calculated with reference to the purpose of the journey.
- (2) Unless in any case it be otherwise provided in these regulations an employee making a journey for any purpose, is not entitled to recover from the Authority, the cost of transporting his family or his personal luggage, conveyance, tents and camp equipage.

6. **Employees who are not entitled to travelling allowance for journeys on tour.**

Where a competent authority has declared that the pay of a particular employee or class of employee has been fixed as to compensate him or them for the cost of all journeys, other than journeys by rail or steamer within the employee sphere of duty, such an employee may not draw travelling allowance for such journeys though he may draw mileage allowance for journeys by rail or steamer.

Such employees or employees may, however, draw travelling allowance calculated under the ordinary regulations for the entire journey, including such part of it as is within his sphere of duty, when travelling with proper sanction beyond his or their sphere of duty.

7. **Distance to be travelled before travelling allowance is admissible**

Travelling allowance may not be drawn for any journey during which an employee does not reach a point outside the radius of sixteen kilometers from his Headquarters. The radius of sixteen kilometers will be calculated with reference to the nearest practicable route.

*Note: A competent authority may sanction conveyance charges actually incurred by an employee in performing official duties within 16 km of his headquarters as under: -*

<i>Category of Employee</i>	<i>Public Transport</i>	<i>Own Transport</i>
<i>I to III</i>	<i>Rs. 5/- per kilometre</i>	<i>Car/Jeep reimbursement of Rs. 5/- per km</i>
<i>IV</i>	<i>Rs. 2.5/- per kilometre</i>	<i>Any transport.</i>

**8. Determination of Scale of employee in transit.**

- (a) An Employee in transit from one post to another ranks in the scale to which the holding of the lower of the two posts would entitle him.
- (b) If the initial order of transfer is modified while the employee is in transit, his travelling allowance shall be regulated in accordance with the initial or the final orders of transfer, whichever entitles him to rank in the lower scale; provided that if the initial order entitled him to travelling allowance in a higher scale he may be allowed to claim travelling allowance admissible according to that scale on his certifying that he actually travelled by the mode of conveyance of the class admissible to an officer of the scale.

**9. Scale of part time Employee**

An employee whose whole time is not retained for the public service, or is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

**10. Revision of Travelling Allowance due to Retrospective Promotion or Reversion.**

- (a) The travelling allowance of an employee who is promoted or reverted or is granted an increased rate of pay with retrospective effect should not be revised in respect of the period intervening between the date of promotion, or reversion and date on which it is ordered, except when the promotion or reversion or increase in salary implies a change of duties. In the case of travelling allowance bills not presented or paid before the promotion is ordered, the travelling allowance at revised rates can be claimed by the employee.
- (b) When an employee is permitted for his own convenience to perform his duties at a station other than his Head Quarters, he is not entitled to draw any travelling allowance for the journeys to or daily allowance for halts at such station. A competent Authority may decide what should be considered to be the place of duty of an employee for the purposes of these regulations.

**Chapter - 5**

**Journey on Tour**

**1. Headquarters of an employee:**

- (1) The headquarter of an employee shall be at such a place as the Director General may by order in writing specify.
- (2) As a general regulation and subject to any special orders of the Director General in particular case, the headquarters of an employee shall be the headquarters of the office of the Authority where he is employed and where the records of his office are kept.

**2. When an employee is on tour:**

- (1) An employee shall be on tour when absent on duty, from his headquarters either within or, with proper sanction, beyond his sphere of duty.
- (2) In a case of doubt the Director General may decide whether an absence from headquarters, whether in a particular case or in any specified class of cases, is absence on duty for the purpose of sub-regulation (1).
- (3) The Director General may impose such restrictions as he may think fit on the frequency and duration of journey to be made on tour by any employee or class of employees.

**3. Travelling Allowance on tour drawn in the shape of Daily Allowance:**

Except where otherwise expressly provided in these regulations, an employee may draw travelling allowance for journey on tour in the shape of daily allowance.

**4. When daily allowance may be drawn.**

Daily Allowance for each calendar day shall be admissible for the period of absence from headquarters involving actual night stop at the place of halt. Where night stop is not provided and if absence from headquarters exceeds four hours including time spent in transit, half daily allowance shall be admissible. Not more than one daily allowance shall be admissible on any calendar day involving night stop. A fraction of a calendar day shall be reckoned as a calendar day for this purpose. A period of absence from headquarter commences from the time of departure of the employee from his office or residence, as the case may be, till the time of his return to his office or residence as the case may be. The period of forced delay in transit may be treated as part of the total transit period.

*Note: i) An employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave.*



*Note: ii) An employee who during the course of his tour returns temporarily to Head Quarters on Sunday or a public holiday to attend to his private business is not entitled to draw daily allowance for the day or days spent at Head Quarters.*

*Note: iii) The rate of daily allowance of an employee who spent part of a day in one locality and part in a locality for which a different rate of daily allowance is admissible should be determined according to the place where he spends the major part of such day. The principle will also apply in the case of incomplete days at the beginning and end of a tour, and an employee will be entitled to daily allowance at the higher rate fixed for a locality if his halt at that place was more half of the period of the incomplete period of the day in question.*

*Note: iv) An employee who takes casual leave immediately on the conclusion of temporary duty will draw D.A. for the day of departure from the outstation to which he would have been entitled had he not proceeded on casual leave.*

**5. Exchange of Daily Allowance with Kilometre Allowance:**

- (1) Subject to any conditions which a competent authority may by general or special order impose an employee may exchange his Daily Allowance for Kilometre Allowance on any day on which:
- (a) he travels by railway: or
  - (b) he travels more than thirty two kilometers by road: or
  - (c) he travels by air:

Provided that if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part of them.

- (2) When a journey by road is combined with a journey by railway, under clause (a) in sub-regulation (1):
- (a) Kilometre Allowance may be drawn on account of such kilometre but such kilometre shall be limited to the amount of daily allowance under the journey by road exceeds thirty two kilo meters; and
  - (b) unless such journey by road be a journey to, or from, the employee's headquarters or temporary residence at a place of halt, kilometre allowance shall be calculated on the distance actually travelled without regard to the points specified in regulation 4.1.

Chapter - 6

Journey on Transfer

1. **General condition of admissibility.**

- (a) Travelling Allowance may not be drawn under this Chapter by an Employee on transfer from one station to another unless he is transferred in the interest of the Authority. A transfer at his own request should not be treated as a transfer in the Authority's interest unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.
- (b) A competent authority may depute an employee on duty outside his Head Quarter and order him to reside at a temporary Had Quarters for a period not exceeding one month. In such circumstances travelling allowances as on transfer will not be admissible and the employee in question will only draw travelling allowance as on tour.

2. **Elements of the travelling allowance on transfer.**

Travelling allowance for a journey on transfer is meant to cover: -

- a). the cost of transportation of the civil servant and his family;
- b). expenditure incidental to the travelling of the employee and his family;
- c). transportation cost of personal effects of the employee and his family; and
- d) in certain cases the cost of the transportation of a conveyance or conveyances of an employee.

3. Travelling allowance will be admissible in respect of all items of expenditure specified in regulation 6.2 provided that the transportation in question took place not earlier than one month and not later than six months of the date on which the employee took over charge of the now post.

4. **Travelling allowance for journeys on transfer includes:**

- a) mileage allowance for the employee and his family to cover the cost of their transportation;
- b) daily allowance for the employees and his family to cover incidental expenses;
- c) cost of transportation of the personal effects of the employee subject to certain limits as per Regulation-6.5(2) ; and
- d) cost of moving motor car, or other conveyance under certain circumstances.

**5. Transfer Grant**

In addition to the mileage and daily allowance, transfer grant at the following rate shall also be admissible to the employee: -

- (1) Transfer grant equal to one month's pay of the employee. If he possesses a family, or equivalent to half a month's pay if he does not possess a family.

*Note: In case of transfer between two stations it is clarified that: -*

- (i) *Transfer travelling allowance is admissible where change of residence is involved in consequence of the change of headquarters; and*
- (ii) *Transfer travelling allowance is not admissible where: -*
- (a) *change of residence is not involved in consequence of the change of headquarters; or*
- (b) *change of residence takes place otherwise than in consequence of the change of headquarters.*

- (2) An employee shall be entitled under the regulations to the cost of transportation of his personal effects not exceeding the following maxims: -

Group of Employee.	If possessing A family.	If not possessing A family.
	Kilograms	Kilograms
I	4500	2240
II	3000	1500
III	1500	760
IV	560	380

- (a) Cost of carriage of personal effects upto the maximum number of kilograms as shown above shall be allowed at the rate of Rs. 1 per 100 kilogram per road kilo meter from the residence of the employee at the old station to his residence at new station, irrespective of the mode by which the personal effect was carried. It will not be necessary to call for receipts in support of his claim of cost of transportation of personal effects but the employee shall certify the kilograms actually transported.
- (b) The employee claiming the cost of transportation of personal effects shall be required inter-alia: -
- i) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and

- ii) to indicate, in that certificate the weight of personal effects actually carried and the amount actually paid for their transport.

**6. Employee taking over charge or handing overcharge at a place other than his Headquarters**

An employee transferred from one post to another who is permitted to hand over charge of his post or to take over the charge of the new post at a place other than the headquarters is entitled to: -

- (a) Traveling allowance as on tour for the journey to the place of taking over or handing over and also for the journey from such a place to his new headquarters;
- (b) Traveling allowance as transfer, except, his own mileage and daily allowance for the journeys from his old headquarters to the new headquarters.

**7. Sending away family to another place while on Transfer or on Transfer or on Deputation for Training**

- (a) An employee who in consequence of his transfer or deputation on a course of training in which traveling allowance as on transfer is admissible, is obliged to send his family to a station other than his new headquarters or place of training, may draw traveling allowance for his family to that other station, subject to the condition that it does not exceed the traveling allowance which would have been admissible if the family had accompanied him to his new headquarters or place of training.
- (b) The employees proceeding on foreign training for more than 3 months will be entitled to claim traveling allowance for their family in case they have to send their families to some other station. This traveling allowance will be admissible to the family of the employee for their journey back to the respective station of duty when the employee returns from abroad after completing his foreign training. The rate of traveling allowance will be admissible as on transfer.

**8. An employee appointed to a New Post while in Transit**

An employee appointed to a new post while in transit from one post to another is entitled to draw traveling allowance as on transfer for so much of the journey as he has accomplished when he receives fresh orders and for the journey from the place at which he receives such orders to his new station.

**9. An employee transferred after enjoying leave**

An employee who goes on leave after he has handed over charge of his old post and before he has taken over charge of his new post, is entitled to claim traveling allowance on transfer from his old station to his new post, whether the order of transfer is received before or after the commencement of his leave.

**10. Transfer T.A. of Deputationists**

Transfer Traveling Allowance of a Government Servant on deputation to Authority for journey to join the Authority and when reverting to duty under Government shall be borne by the Authority.

**11. Journeys other than those on Tour or Transfer.**

**(1) Journey on Termination of Service**

Unless a competent authority so permit no person is entitled to any travelling allowance for a journey made after his dismissal or termination of his service provided that: -

(a) An employee retiring from the Authority's service may draw travelling allowance as on transfer from his last headquarters to the place where the controlling officer certifies he is due to settle provided that he shall not be entitled to the transfer grant admissible to the other employees; and

(b) The family of the employee who dies while in service shall be entitled to: -

(i) mileage allowance for each member of the family from his last headquarters to the place where the controlling authority certifies that the family is due to settle.

(ii) daily allowance for each member of his family at the rate if the journey is performed by means other than by rail;

(iii) two extra mileage allowance to cover incidental charges.

(iv) The cost of transportation of personal effects, not exceeding the maximum weight prescribed as on transfer;

(v) for Packing, crating and handling of personal effects, the actual expenses subject are to the following maxims:-

Category I & II	-	Rs.1000/-
" III	-	Rs.700/-
" IV	-	Rs.500/-

- Note:*
- i. *T.A. under this regulation will be admissible if the journey and transportation took place either during leave preparatory to retirement or one month before the actual date of retirement but not later than six months of the date of actual retirement.*
  - iii. *Advance payment for expenditure at (a) and (b) above shall be made and be treated as final payment.*

**(2) Journey on first Appointment**

- (a) Unless a competent authority by special or general order so permits, travelling allowance is not admissible to any person appointed to a post in Authority Service who is not at the time holding any appointment under Authority, for the journey to join his post.
- (b) Travelling Allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to Authority Service.

**(3) Journey on Course of Training.**

When an employee is selected to undergo a course of training not exceeding three months, he will be allowed at the place of training daily allowance at full rate for the entire period of halt. In case the training institution provides boarding/lodging facilities, the competent authority may reduce the amount of daily allowance or authorize fixed monthly allowance as is considered necessary.

Where the course of training exceeds 3 months, the competent authority may decide the scale on which the employee shall draw travelling allowance for the first journey to and the last journey from the place of training and for halt at such place. The competent authority may decide the scale, if any on which he shall draw.

**Chapter - 7**

**Journey to Give Evidence in a Court, to Attend an Inquiry or Conference.**

**1. Court Attendance**

An employee summoned to give evidence: -

- (a) in a civil or criminal case, a case before a court martial or a departmental enquiry held by a properly constituted authority in Pakistan or before a court in a merged State or in foreign territory, provided the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties; or
- (b) before a committee appointed by Authority/Government; may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the Court or other authority which summoned him that no travelling allowance has been paid by the Court or authority.

- (c) When an employee draws travelling allowance from the Authority he may not accept any payment of his expenses in connection with the journey from such court or authority, and any fee which may be deposited in the court or with the authority for travelling and subsistence allowance of the witness must be credited to Authority; and
- (d) if the court or authority by which he was summoned be in a merged State or in foreign territory, he may be admissible under the regulations of the court and credit amount to Authority, stating in his travelling allowance bill the amount received as allowance and the date of credit and where no amount is paid to him by the court he should ascertain the reasons therefore and state them in his travelling allowance bill.

*Note i. If the court in which he gives evidence is situated within 16 K.M. of his HO or within Municipal Limits whichever may be farther, and travelling allowance is therefore admissible for the journey, he may if he be not in receipt of permanent travelling allowance or conveyance allowance accept such payment of actual travelling expenses as the court may make.*

*Note ii. An employee summoned to give evidence while on leave or on vacations is entitled to travelling allowance under this regulation from and to the place from which he is summoned as if he were on duty.*

**2. Journey to attend official functions etc**

An officer/employee who is required to attend ceremonial functions other than at the headquarters may draw travelling allowance for the journey as for a journey on tour

**3. Other Cases.**

- (a) An employee summoned to give evidence in circumstances other than those specified above is not entitled, by reason of his position as a Authority, to any payment other than last admissible by the regulations of the court. If he draws such travelling allowance from the Authority, he may not accept payment of his expenses from the court or authority which summoned him. Any fee which may be deposited in the court or authority for the travelling and subsistence allowance of the witness must in that case be credited to the Authority.
- (b) A competent authority may sanction travelling allowance as for a journey on tour in a case in which an employee has to undertake journey to answer a criminal or civil case brought against him in respect of an act done by him in the discharge of his official duty and in which Authority/Government has decided to undertake his defiance at public cost.

Chapter - 8

Journey for Medical Attendance

1. When the place at which an employee falls ill is not the Headquarter of the authorized Medical Officer: -
  - (i) the patient shall be entitled to travelling allowance for the journey to and from such Headquarter, or;
  - (ii) if the patient is too ill to travel and under the regulations applicable to him is in such circumstances, entitled to the attendance of the authorized Medical Officer at his residence, the authorized Medical Officer shall be entitled to travelling allowance for the journey to and from the place where the patient is.
2. If the authorized Medical Officer is of the opinion that the case of a patient entitled to treatment under the regulations relating to medical attendance on employees, and their families is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-rabic treatment, he may with the approval of the competent authority (which shall be obtained before hand, unless the delay involved entails danger to the health of the patient): -
  - (i) send the patient to the nearest specialist or other medical officer in KP, by whom in his opinion medical attendance is required for the patient, and in the case of anti-rabic treatment, to the nearest station in KP where such treatment is available, or
  - (ii) if the patient is too ill to transit and is under the regulations applicable to him entitled to medical treatment at his residence, summon such specialist or other medical officer to attend upon the patient.
3. A patient sent to a specialist or anti-rabic station under clause 8.1(i) shall on production of a certificate from the authorized medical officer in this behalf, be entitled to travelling allowance for the journey to and from the Headquarter of the specialist or other medical officer or, as the case may be the place of anti-rabic treatment.
4. A specialist or the medical attendant summoned under clause 8.1(ii) shall on production of a certificate from the authorized Medical Officer in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.



Chapter – 9

**JOURNEYS TO PLACES OUT OF PAKISTAN**

1. **Traveling etc. allowances of persons proceeding to places outside Pakistan on Official Business and those posted in Pakistan Missions abroad while travelling on their duty abroad except on tour:**

The terms will be allowed according to the instruction issued by the Ministry of Finance, Government of Pakistan or Finance Department, Government of KP. from time to time. Appendix No.7 to FR and SR contains these instructions.

2. **Functions of Controlling Officer**

A Controlling Officer in order to ensure that travelling allowance is not turned into a source of profit and that travelling is resorted to only when it is necessary in the interest of the Authority may:-

- (i) Limit the extent of touring to be done by a subordinate employee.
- (ii) If the subordinate employee is in receipt of a conveyance allowance or a permanent travelling allowance and has done inadequate touring, may reduce the amount of such permanent travelling allowance or conveyance allowance.
- (iii) Issue instructions to a subordinate employee to regulate his touring in such a way as to minimize un-necessarily large claims for travelling allowance and in such cases to fix maximum limit of travelling allowance by imposing administrative cut to the amount of travelling allowance claimed.

3. **Duties of Controlling Officer**

Before signing or countersigning a travelling allowance bill, the Controlling Officer shall:-

- (i) scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was un-necessary or unduly protracted, or that a halt was of excessive duration;
- (ii) scrutinize carefully the distances entered in travelling allowance bills and satisfy himself by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;

- (iii) satisfy himself that, where the actual cost of transporting personal effect etc. is claimed under these regulations the scale on which such personal effects, were transported was reasonable and to disallow any claim which, in his opinion, does not fulfil that condition;
- (iv) exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz that the allowance is not to be a source of profit;
- (vi) observe any subsidiary regulations or order which a competent authority may make for his guidance;
- (vii) satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

**4. ADVANCE AGAINST T.A. EXPENSES**

An employee who is required to travel on the Authority's business may be permitted to draw an advance to meet his travelling expenses.

**SCHEDULE OF CONTROLLING OFFICERS**

<b>Name of Post</b>	<b>Controlling Officer</b>
Director General	Himself
Directors and other officers including Contract Officers falling in scale-18 and above	Director General
All officers in scale-17/equivalent All staff and officers in BPS-1 to 16	Director concerned.
Project Employees controlled by PHA.	Project Director
Powers to declare the scale in which a part time or fee paid shall rank	Director concerned