T.A. RULES

TRAVELLING ALLOWANCES CLAIMS

1. The A.P.T.A.Rules were framed under the powers conferred by provision to Article 309 of the Constitution of India and Fundaments Rule 44. The APTA Rules,1996 were modified in G.O.Ms.No.226, F & P(FW. TA), Dt.21-9-96 and also the rates revised from time to time in G.O.Ms.No.124. F & P (FW.TA) Dept.Dt.21-8-99, G.O.Ms.No.128,F & P(FW-TA)Dept.DT.24-8-99 and G.O.Ms.No.129, F & P(FW TA)Dept.Dt.24-8-99 and G.O.Ms.No.336 Fin(TA)Dept.Dt.29-10-2005 and G.O.Ms.No.47 Fin(T A) Dept.dt.02-03-2007.

2. The TA Bill shall be preferred in APTC FORM 52 ONLY

3. All TA claims should be drawn only after countersignature of the Controlling Authority except Advocate General, Govt. Pleaders, Asst. Govt. Pleaders, Public Prosecutors, Secretaries to Government, Secretary to A.P.Legislature, Dist. Collectors and Officers who hold the post of the rank of Dist. Collector, Dist. & Sessions Judge Grade I and Grade II and all officers who hold post of the rank of District and Sessions Judge Grade I and Grade II, the Chief Judge, City Small Causes court, the official receiver of the City Small Causes Court, the Administrative General and official trustee, Conservator of Forests, Superintending Engineers, Addl. Inspector General of Police, Deputy Inspector General of Police, Chief Judge, City Civil Court & chief Executive Officer of Zilla Parishad. The Chief Justice of A.P.High Court, Ministers, Puisne Judge of High Court & Head of Department.
   [Authority: Rule 3 and 5]

4. The TA Claim should be made within 3 months from the date of completion of journey.
   [Authority: Art.54 of A P Financial Code Volume-I]

5. No TA is admissible for the journeys within a radius of 8 Kms. **[Authority:Rule 39(1))**
6. TA Claim already paid cannot be revised
   [Authority: Ruling 1 of Rule 8)

7. The Pay Scale attached to the post shall be taken into account but not the scale of Automatic Advancement Scheme.
   [Authority: G.O.Ms.No.43, F & P(FW TA)Dept.DT.8-1-99.]

8. Actual Railway charges incurred by the employee shall be paid
   [Authority: Rule 27(4))

9. The employees who are drawing pay in the scale of 7770-17455 and above are entitled to travel by first class.And all other employees shall be eligible to travel by Second class.
   ([Authority:Rule 27(1)).

10. Officers eligible to travel by air may travel by 1st class A.C.

11. Govt.employee who are eligible to travel by first class can also travel by AC Chair Car or AC II Tier sleeper or AC III Tier sleeper.

12. When claiming mileage allowance the mopeds like Luna, TVS does not come under the definition of motorcycle.
    [Authority: Memo.No.26832-662/TA/65.Dt.9-9-85 of Finance Dept.

13. If the journey does not exceeds 32 kms. the mileage allowance shall be limited to One DA.
    [Authority: Rule 24(3))

14 All Officers drawing pay of Rs.12,550- and above in RPS 1999, All India Service Officers, Head of Departments are eligible to travel by air outside the state on official duty
    [Authority: Rule 34(2) and G.O.Ms.No.129Dt.24-8-99

15. TA bill form 52 [inner sheet] must contain name, basic pay, scale of pay, designation, Head quarters office, grade, month and year at the top of left corner and purpose of the Journey should be noted in the inner sheet.
    [Authority: G.O.Ms.No.5 F&P [FW-TFR] Dept. dt. 10-1-95]

16. Reimbursement of cancellation charges of railway tickets purchased in connection with railway journey is included. If so the controlling officers should satisfy that the journeys were cancelled solely in the public interest and to that effect certified.
    [Authority: Note (2) under rule 29vide GO Ms.No.18 Fin. (FW TA) dept dt. 25-1-1968.

GRADES:-
For Purpose of TA , All Govt. employees have been grouped into III grades basing on the scales attached to the posts but not the pay drawn by the employee.

GRADE I - 14600-29250 and above
GRADE II - 7770-18575 TO 13390-28500
GRADE III - REST OF EMPLOYEES

[a] AIS Officers who are in junior time scales and employees in UGC Scales of 1996, below 10000-15200 shall come under Grade II
[b] Other AIS Officers and UGC employees(UGC Scales 1996 who are drawing pay in the scale of 10000-15200 and above comes under Grade I

DA. RATES:

I. DAILY ALLOWANCE : RULE 36 TO 40 AND G..O.Ms.No.124 Dt.24-8-99

GRADE	WITHIN THE STATE	OUTSIDE THE STATE
I	200/- per day	250/- per day
II	125/- per day	150/- per day
III	100/- per day	125/- per day

1. Absence of below 6 hours - **No DA** is admissible

2. Absence of more than 6 hours and less than 12 hours - **Half-DA**

3. Absence of more than 12 hours and up to 24 hours - **One DA**

4. **No DA** is admissible during CL

5. **No DA** is admissible if mileage is claimed.

6. Eventhough lodging charges are claimed, Full DA shall be paid.
(Memo No.30727/384/TA/06 dt.22-11-2006 of Finance TA Department.

7. Lodging Charges shall be reimbursed for visit to Visakhapatnam, Vijayawada, Tirupathi, and Warangal from the outside the district and Hyderabad from any place.

Rates of Lodging Charges:(Within the state)

Grade	with in the state
Grade -I	250/- per day
Grade - II	200/- per day
Grade - III	100/- per day

Rates of Lodging Charges: (Outside the state)

Grade	A Class	B Class	Other Classes
Grade I	Rs.500/-	Rs.350/-	Rs.300/-
Grade II	Rs.300/-	Rs.250/-	Rs.200/-
Grade III	Rs.200/-	Rs.150/-	Rs.125/-

Note: In case of Delhi, Mumbai,Colcatta,Chennai and Bangalore, the reimburseemnt of lodging charges shall be increased by 75% of normal rates.

8] Original lodging receipts should be enclosed to the bill duly appending Pass-order after duly canceling the same and obtaining payment certificate of the individual.

9] **As per Article 84 of APFC Vol.I ,Tour Advance** can be sanctioned and should be drawn in **APTC FORM 40**.

10] When One Tour Advance is pending for recovery, Second Tour Advance cannot be drawn unless the countersigning authority certified that previous advance is recovered.

11] The Tour Advance shall be adjusted in the regular TA bill for the same month only, if delayed more than 3 months the entire advance outstanding shall be recovered in the next Pay bill.

12] A single bill for a month for entire office shall be preferred.

13] Separate bills can be preferred for Plan and Non-plan expenditure/ different major heads.

14] The Drawl of TA is subject to the availability of budget provision.

15] TA Bills preferred after 3 years should not be admitted.

TRAVEL BY AIR

1] All officers(including all india services) drawing the scale of pay of Rs19675--30765 and above shall be eligible to perform by AIR on official duty.

2] All Head of Departments and Deputy Secretaries to Government drawing a scale of pay less than Rs.19675-30765 may also travel by AIR on official duty provided they are given prior permission to do so by the concerned Secretaries to Government.
[G.O.Ms.NO.54, F & P(FW TA)Dept.Dt.12-3-2007]

Mileage Allowance: Rule 18 –22

Category I - 14600-29250 and above - Rs.10/- per km (Car)
Category II - 7770-18575 and 13390-28500 Rs.3/- per km (Motor cycle or scooter)

1. AIS Officers are authorized to maintain and use motorcar irrespective of their time scales.

2. No mileage is admissible if journey performed below 8 Kms., If journey beyond 8 Km below 32 Km shall be restricted to One full DA.

3. No DA is admissible when mileage is claimed.

4. Officer whose jurisdiction is one district is entitled for mileage allowance for 125 Km per day

5. Officer whose jurisdiction is more than one district is entitled for mileage of 250 Km per day.
6. The mileage allowance is regulated for first 80 Km full and remaining is 2/3

PAYMENT OF CONVEYANCE CHARGES OUTSIDE THE STATE:-

1. Govt. employees on official tour to Delhi and other places outside the state shall be eligible to claim actual Taxi or auto fare for arrival point to place of stay and from place of stay to departure point.

2. Govt. servants shall also be eligible to claim actual taxi or auto fare subject to maximum of Rs.200/- per day for visiting the offices of the Govt. of India and ministries or any other offices on official work.

4. There shall be no reduction of DA for claiming conveyance charges outside the state.

TRANSFER TRAVELLING ALLOWANCE CLAIMS
(RULE 55 -72)
(G.O.Ms.No.24, F & P(FW TA)Dept.Dt.28-03-2000)

The bill should be preferred in APTC Form 52

1. Copy of transfer orders, cash receipts towards transportation of personal effects, cash receipts for lodging and un lodging charges are to be enclosed.

2. The date of relief at old station and date of joining at new station and the list of family members are to be furnished in the bill.

3. The TTA Advance if any drawn at old station is to be recovered fully.
   [Authority: Art 239 of APFC Vol.I]

4. Original receipts issued by the authority concerned / lorry authorized transport company receipt shall be enclosed duly cancelled.

TTA is admissible to a Govt. Employee as follows**:**
1. Claim for self - 2 fares
2. Claim for family
3. Claim for personal effects
4. Claim for personal conveyance
5. Claim for personal servants
6. Claim for lump sum transfer grant or disturbance allowance

1. CLAIM FOR SELF:

2 [two] fares are eligible. One fare of the class by which he actually traveled and extra fare of entitled class.

2. CLAIM FOR FAMILY:

1. FAMILY means spouse, children, stepchildren, adopted child, married daughter under his protection, widowed daughter, parents.

2. Govt employee cannot claim TTA for more than one spouse **[Note 6 or Rule 2(iii) of Rule 57]**
3. For 3 family members - One mileage is admissible.

4. For more than 3 members - Two mileages are admissible.

5. Bus fares/ Railway fares are allowed for entire family

3. CLAIM FOR PERSONAL EFFECTS:[RULE 58]

GRADE I - 50 QUINTALS
GRADE II - 40 QUINTALS
GRADE III - 30 QUINTALS

4. Loading and unloading charges:[rule 59]

GRADE	WITHIN THE ZONE	OUTSIDE THE ZONE
I	250/- at each end	500/-at each end
II	150/- at each end	300/- at each end
III	100/- at each end	200/- at each end

5.CLAIM FOR PERSONAL SERVANTS: RULE 62

GRADE I 2 servants
GRADE II 1 servant
(Gazetted officers)

6. CLAIM FOR PERSONAL CONVEYANCE:[RULE 60]

1. A Govt.employee who is eligible to maintain a conveyance may draw actual cost of Transporting at owners risk that the travel exceeds 150 Kms. **[Authority: Rule60(ii)]**

2. In case of transport of motor car by a drive / cleaner the charges for the driver/cleaner may be allowed **Rule 61(i)**

3. When a motor car taken by road under its own power railway fare for drive/cleaner cannot be admissible

7.RATES OF MILEAGE:

GRADE I - 5.00/- per km.
GRADE II - 3.50/- per km.
GRADE III - 3.00/- per km.

MILEAGE ALLOWENCE

Between places not connected by Railway 3 Mileages – Under Rule 58(2)

Partly connected by road partly by Railway,2 Mileages + good strain rate Quintals) Under Rule 58(3)(i)

8. DISTURBANCE ALLOWANCE OR LUMPSUM TRANSFER GRANT:[RULE 63]

In case of transfer to Delhi and places outside the state and transfer from Delhi and places outside the state to a place within the state, the employee is eligible for the following amounts. Employees drawing a pay in the time scale of 10950-17575 and above shall be allowed Rs.6500/-

GRADE I - 7500/-
GRADE II - 5000/-
GRADE III - 2500/-
However incumbents drawing pay in the pay scale of 16195-27965 and above shall be allowed Rs.8500/-

PACKING AND UNPACKING CHARGES OUTSIDE THE STATE:-
Grade I - 3500/-
Grade II - 3000/-
Grade III - 2000/-
However incumbents drawing pay in the pay scale of 16195-27965 and above shall be allowed Rs.5400/-

9. TIME LIMIT FOR CLAIM:

The claim shall be preferred within 3 months from the date of completion of journey separately for self, family, personal effects, personal conveyance. But this process should be completed within 6 months from the date of assuming charge at the new station by the employee.

If the transfer made with in the same station no TTA is admissible.

TRAVELING ALLOWANCE ON RETIREMENT

1. The claim for journey on retirement on superanuation is regulated as per Govt orders.
2. The concession is availed with in 6 months from the date of retirement.
3. The TA Bill on retirement has to be preferred where the last pay drawn.
4. The claim for personal servants when included is not admissible. **[Authority: G.O.Ms No.80 F&P (FW T) Dept dt.20-3-1975**

5. The Home Town should be declared by the individual while in service to avail this concession.

6. All employees who retired on retiring pension/Superannuation/ Invalid Pension or compensation pension and all temporary employees who have put in not less than 10 years of service as on the date of superannuation are entitled to TA for self, family and personal effects from the place of duty to his Home Town as declared in connection with LTC Rules. If the Home Town is outside the state, the claim is allowed upto the limits of the state from the place of duty. This should be availed within six months from the date of retirement.This concession is not admissible to the Govt. servants who resign or removed or dismissed from service.
   [Rule 89 of APTA Rules readwith G.O.Ms.NO.80,Dt.20-03-75]

FIXED TRAVELLING ALLOWANCE [RULE 12-17 & 49,50 AND GO.MS.NO.128 F & P [FW.TA] DEPT DATED 24-8-1999.AND G.O.Ms.No.267,Finance(TA)Dept.dt.15-10-2005.

1. The FTA claim shall be preferred separately in **APTC Form 52** along with Pay Bill.
2. The FTA claim shall under Sub Detailed Head 110/114 FTA
3. There is no budget watching under this item.
4. FTA is attached to the post specified in annexure II & III
5. FTA is given on the scale attached to the post originally but not the pay under AAS **[Authority: Memo No.21057/TA/88 dated 2-7-88 of Finance Dept.]**
6. FTA is not payable during leave or joining time**. [Authority: Rule 13 & 14]**
7. For journeys performed out side the area the FTA may be exchanged for regular TA. **[Authority: Ruling 8 & 9 under Rule 17]**
8. FTA is eligible during duty period only.
9. If an employee holding two or more posts, higher **FTA** is admissible.
10. If journey by Govt vehicle FTA should be reduced by 25% for the days he used the Govt. vehicle. **[Authority: Rule 15(1)**
11. For excess tours, no extra FTA is allowed.
12. For short tours, FTA should be reduced proportionately.
    [Authority: [Rule 13(1) and 14 (1)]

DETAILS	**MINIMUM NUMBER OF DAYS REQUIRED TO BE TOURED IN A MONTH**	**RATE TO BE ALLOWED IF THE JURISDICTION IS**		
		Within the Mandal	**Within 3 Mandals**	**Revenue Division.**
OFFICERS ON A PAY SCALE UPTO Rs.5200-11755	15 days	400	450	500
	20 days	500	550	600
OFFICERS ON A PAY SCALE	15 days	450	500	550

OF RS.5470-12385 AND ABOVE	20 days	550	600	650

CERTIFICATES OF THE CLAIMANT:

1. The number of days he was on tour. **Rule 14(1)**
2. The minimum number of days required to be on tour.
3. The number of days on which he used the Govt.vehicle as per Rule **15(2)**

CERTIFICATE OF THE DRAWING OFFICER:

1. In respect of FTA drawn in previous month, I have obtained the tour journals and satisfied myself that the Govt.employee to whom the FTA was drawn and paid for the previous month made the requisite tour.

LEAVE TRAVEL CONCESSION CLAIMS
(RULE 92,ANNEXURE VII)

1. The LTC Bill shall be preferred in APTC Form 52.

2. There are two block periods containing two calendar years for the first and second block periods. **[Authority: Rule 4(b)**

3. For the first block period the employee can avail LTC for Home Town, which was declared and recorded in SR.

4. For the second block period the employees may avail this concession to visit any place in Andhra Pradesh.

5. The minimum service required to become eligible for LTC is 5 years **[Authority: Rule2(a) and G.O.Ms.No.20 Fin(PC) Dept.Dt.18-1-1972 and G.O.Ms.No. 15 Fin(PC) Detp.Dt.17-1-1973**

6. The actual expenditure incurred is reimbursed
   [Authority: Rule 3]

7. To avail Home Town, every Govt.employee is required to give a declaration of his Home Town
   [Authority: Rule 8] and **G.O.Ms.No.247 F & P (TA)Dept. Dt.20-9-82**

8. In exceptional circumstances, the Govt.employee may be permitted to change the declaration of Home Town once in service. **[Authority:Rule8(e)**

9. The authority competent to sanction earned leave shall be the authority competent to permit the availment of this concession.
   [Authority: Govt.Memo.No.55427/TA/70-1 Dt.17-7-76 of F & P (FW TA)Dept

10. The prior permission for availing LTC and prior sanction of any kind of leave are required
    [Authority: Rule 4 and Govt.Memo.No.1165/PO/72-1 Dt.12-5-72 of F &P (PC)Dept.
11. The govt. servant had touched the destined place for which the Govt. Servant is permitted.
    [Authority:Govt.Memo.No.30873/1005/TA/85-1 Dt.16-12-85 of F & P(FW TA)Dept.

12. Family members in LTC:
    a) Spouse b) children c) Step children d) adopted children
    e) Married daughter till placed under her husband's protection
    f) Widowed daughter g) Parents of Non-gazetted provided that they are not pensioners

13. The parents of the Gazetted officers are not eligible.

14. The parents of the Non-Gazetted officer who are pensioners are also not eligible
    [Authority: G.O.Ms.No.43 F & P(FW TA)Dept.Dt.08-01-99

15. The parents of the Married Female Non-gazetted Govt.employee will be treated as members of family provided they are dependent on them.

16. LTC should be limited to 2 dependent children from 01-04-96
    [Authority: G.O.Ms.No.140,F & Plg. (FW TA) Dept.Dt.03-04-96

17. In respect of children born prior to 01-04-96, all dependent children are eligible.

18. LTC cannot be availed during public holidays alone.

19. The journeys by private taxes/ buses are not eligible.
    [Authority: Rule 9(b)

20. The claim is preferred by the Govt.servant with in 30 days from the date of return journey or Otherwise 15% cut is imposed. Claim preferred after one year shall not be admitted.
    [Authority:Rule 12 and G.O.Ms.No.312 F & P(FW TA) Dept.Dt.2-9-77.

21. If the Home Town is declared outside the state, the claim shall be limited to the last point within the state in that direction.
22. 80% of the proposed expenditure may be sanctioned as advance as per Rule 12(h) of LTC Rules and it should be adjusted in lump in the regular claim. The advance shall be drawn in APTC Form 40.
    [Authority: Rule 13(a)

23. Original Tickets of Bus/Railway / Air should be enclosed to the bill **[Authority: Cir.Memo.No. 11818/ 48/ A2 / TA /2001.Dt.07-03-2002.**

24. The LTC claim should be countersigned by the controlling authority
    [Authority: Rule 12(b)

25. If the LTC is misused, the entire amount shall be recovered in lump sum along with 18% penal interest and forfeit the right of availment in rest of the service besides taking disciplinary action.

26. Disciplinary action should be taken for misusing of LTC, but there is no use to keep the employee under suspension
[Authority: Rule 16(a)

27. The LTC availment entries shall be made in the Service Register indicating the dates of journeys together with particulars of reimbursement sanctioned and block-period.
[Authority: Rule 13 & Rule 12(c)]

28 The advance should be refunded in full if the outward journey is not commenced within one month of the drawl of advance.
[Authority: Rule 13(c)(i)

29. As per Rule 6 of LTC Rules , Govt. employees are eligible for this concession if journey is performed during any kind of leave including CL whether combined with public holidays or not.

30. In case of employees belonging to vacation department, this may be availed during vacation.

31. During the Second block period(Any where in AP) the Govt. servants and their family members to travel anyplace in AP and permission should be accorded to within the state and not to issue permission outside the state.
[Memo.No.6318/199/TA/85.dt.03-04-1985 of F & P(TA)Dept. and G.O.Ms.NO.366,F & P(TA)Dept.Dt.25-08-1976.]

32. The Govt employees drawing the scale of pay 7770—17455 in RPS 2005 are elilgible to travel by Ist Class or AC Chaircar or A.C. II Tier or A.C.III Tier sleeper while on LTC
[Govt Memo.No.29076/369/TA/06 dt 3-11-2006 of Finance (TA) Dept]