

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 6743 /F,
FIN-CS2-ALW- 0011-2023

Date 14/03/2024

OFFICE MEMORANDUM

Sub: Revision of Travelling Allowances in respect of State Government employees.

Consequent upon revision of pay scales of Government Servants with effect from 01.01.2016 under Revised scales of Pay, 2017, Government, after careful consideration have been pleased to revise the Travelling Allowances for official journey on tour in respect of State Government Servants as follows: -

1. Entitlements for Journey on tour by Air /Train:

Pay Level in the Pay Matrix	Travel Entitlement	
	Inside the country	Outside the country
Level 14 & above	Economy class by Air or AC-I by Train	Economy class by Air
Level 12 & 13	Economy class by Air or AC-II by Train	Economy class by Air
Level 09 to 11	AC-II by Train	-
Level 03 to 08	AC-III by Train	-
Level 01 & 02	Sleeper Class by Train	-

N.B:- I) Approval of Competent Authority shall be taken for all journeys as per O.T.A Rules.

II) For air journey, Government employee shall submit the air ticket along with original Boarding / e-Boarding pass.

III) While booking air tickets, the comparative, reasonable & rational air fare in shortest direct route shall be taken into consideration as per the eligibility class of the concerned Government employee.

IV) In case of non-availability of seats in entitled class, Government servants shall travel in the class below their entitled class.

V) The Government employees drawing their pay in the pay level 11 and below, while on official tour to outside the Country, shall travel in Economy class by Air subject to approval of their Administrative Department.

2. Entitlement for journey on tour by Road inside the State:

Pay Level in the Pay Matrix	Travel Entitlement
Level 14 & above	Actual fare by any type of public transport including AC bus / AC taxi.
Level 09 to 13	Actual fare by any type of public transport including bus/taxi.
Level 08 & below	Actual fare by any type of public transport including bus/auto rickshaw.

N.B: - The use of AC Taxi by Government employee for official tour inside the State shall only be allowed in exigencies with approval of Competent Authority / Controlling Authority / Head of Office where no Official Vehicle is available.

3. Daily Allowance on Tour:

Pay Level in the Pay Matrix	Rate of DA inside State per day	Rate of DA outside State per day
Level 14 and above	Rs.600/-	Rs.1000/-
Level 09 to 13	Rs.450/-	Rs.900/-
Level 08 and below	Rs.300/-	Rs.500/-

4. Reimbursement of Hotel accommodation charges on tour outside the State:

Reimbursement of Hotel accommodation charges by Government Servants when no Government accommodation is available while on tour outside the State as provided under Rule 65(d) (i) and (ii) of OTA Rules is revised at the following rates:

Pay Level in the Pay Matrix	Reimbursement of Hotel accommodation charges outside the State subject to production of Voucher
Level 14 & above	Up to Rs.4500/- per day
Level 12 & 13	Up to Rs.2250/- per day
Level 11 & below	Up to Rs.1250/- per day

N.B: i) In case of non-availability of accommodation in Odisha Bhawan / Odisha Niwas / Utkal Bhawan while on tour to Delhi, Mumbai, Chennai & Kolkata respectively, the Government servant can avail the above benefit of reimbursement of Hotel accommodation. However, Government Servant has to furnish a copy of non-allotment of accommodation letter in the aforementioned Bhawan / Niwas while submitting the claims.

ii) Further, it is observed that reimbursement of the cost of hotel accommodation should not be entertained as a matter of course. Before allowing such reimbursement, the controlling officer shall satisfy himself about bona fides of the claim with reference to the GST enable voucher produced by the officer concerned. This Hotel accommodation charge shall be in addition to the rate of Daily Allowance as admissible.

5. Conveyance of hiring charges at any place of halt outside the State:

The maximum limit of Conveyance of hiring charges at any place of halt outside the State while on tour as admissible in favour of Government servants under Rule 79 (iii) of OTA Rules as follows:

Pay Level in the Pay Matrix	Reimbursement of Taxi charge per day
Level 12 & above	Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city up to maximum ceiling of Rs. 2000/- per day.
Level 11 & below	Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city up to maximum ceiling of Rs. 1000/- per day.

N.B: For the claim for hiring charges of official tour outside the State, the Officer will be required to produce the Bill / invoice. If the claim is within Rs.600/- per day, it will be admissible subject to production of self-declaration to that effect by the concerned Officer.

6. Road Mileage Allowance for Journey on tour by own vehicle:

Pay Level in the Pay Matrix	Entitlement (where no specific rates have been prescribed)
Level 10 and above	Rs. 15/- per Km for journeys performed in own car and Rs.7/- per Km for journey performed in own scooter, motor cycle, moped, etc
Level 09 & below	Rs.7/- per Km for journey performed in own scooter, motor cycle, moped, etc

N.B: The use of own motor vehicle by Government employee for official tour inside the State shall only be allowed in exigencies with approval of Competent Authority / Controlling Authority/ Head of Office where no Official Vehicle is available.

7. Transportation of conveyance by road on transfer:

Pay Level in the Pay Matrix	Entitlement (where no specific rates have been prescribed)
Officers of all State pay level	Rs.15/- per Km for one own motor car and Rs.7/- per Km for own one scooter/ motor cycle/ moped, etc.

8. Mileage Allowance for journey by road other than by own vehicle or public motor services: -

The rate of mileage allowance for journeys by road other than by own Vehicle or Public motor services as provided under rule 53 of OTA Rules will be revised to Rs.2.50/- per kilometre in respect of all Government Servants irrespective of their pay levels.

9. Transportation of Personal Effects on transfer:

Pay Level in the Pay Matrix	By goods train/steamer/ other craft	Rate per KM for transportation
Level 12 and above	6000Kgs	Rs.50/- per Km
Level 08 to 11	3000Kgs	Rs.25/- per Km
Level 07 & below	1500Kgs.	Rs.12.50/- per Km

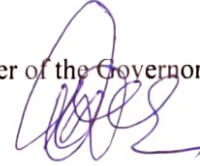
10. The Pay Level in respect of Government servants who have not opted to come over to the Odisha Revised Scale of Pay Rules, 2017 shall be made in accordance with first schedule of Finance Department Notification No.27742/F, dt.20.09.2017, but they will be entitled to corresponding revised rates of TA/DA etc. now fixed.

11. This supersedes F.D. O.M. No.16638/F, Date.02.04.2011.

12. Necessary amendment to the relevant provisions of OTA Rules shall be made in due course & all other provisions of OTA Rules are remained intact.

13. This shall be effected from its date of issue.

By order of the Governor



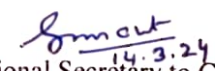
(Vishal Kumar Dev)

Principal Secretary to Government

Memo No. 6744 /F,

Date 14/03/2024

Copy forwarded to Principal Secretary to Governor/Secretary to Chief Minister / P.S. to Minister, Finance / P.S. to Chief Secretary / P.S. to DC-cum-ACS / P.S. to Principal Secretary, Finance Department / Principal Accountant General (A&E) Odisha / Accountant General (Audit), Odisha, Bhubaneswar / Deputy Accountant General, Puri, Odisha / Deputy Accountant General (Projects) Odisha, Koraput / All Departments of Government / All Heads of Department / Member, Board of Revenue, Cuttack/ DG Police, Odisha/ Secretary, Lokayukta, Odisha / All Financial Advisers / All Assistant Financial Advisers / All RDCs / All Collectors / All Sub-Collectors / DT&I (O) / All Treasury Officers of District Treasuries, Special Treasuries and Sub-Treasuries / Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / Principal, Secretariat Training Institute, Bhubaneswar / Director General, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar for information and necessary action.


14.3.24
Additional Secretary to Government

Memo No. 6745 /F, Date 14/03/2024
Copy forwarded to All Officers /All Branches of Finance Department for information.

S. S. S. S.
14.3.24
Additional Secretary to Government

Memo No. 6746 /F, Date 14/03/2024
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S. S. S. S.
14.3.24
Additional Secretary to Government