

FINANCE DEPARTMENT

No.CS-II-5/2011-16638/F., Dt. 02.04.2011

OFFICE MEMORANDUM

Sub: - Grades of Government Servants in the revised Scale of pay and their entitlement to Travelling Allowance.

Consequent upon revision of pay scales of Government Servants with effect from 01.01.2006 under ORSP Rules, 2008, Government, after careful consideration have been pleased to decide that the Grades of Govt. Servants for the purpose of Travelling Allowance (T.A.) and the rate of Daily Allowance (D.A.) on tour and other pay relatable allowances shall be re-fixed in modification of the existing provisions as follows:-

Grade	Grade Pay in the revised Scale of Pay
<i>(1)</i>	<i>(2)</i>
1 st Grade	Officers drawing grade pay of Rs.5400/- & above and those in pay scale of HAG + and above.
2 nd Grade	Officers drawing grade pay of Rs.2800/- & above but below Rs.5400/-.
3 rd Grade	Officers drawing grade pay of Rs.1650/- & above but below Rs.2800/-.
4 th Grade	Officers drawing grade pay below Rs.1650/-.

2. Entitlements for Journeys on tour by Air/Train:

The existing provisions regarding entitlements of Government Servants for Journeys on tour by Air and by Train is modified as follows:

Grade Pay	Travel Entitlements
<i>(1)</i>	<i>(2)</i>
Officers drawing grade pay of Rs.8700/- and above and those in pay scale of HAG + and above	Economy class by Air/AC First Class by Train.
Officers drawing grade pay of Rs.5400/- and above but below Rs.8700/-.	AC-II tier Class by Train.
Officers drawing grade pay of Rs.2800/- and above but below Rs.5400/-.	First Class (Non-AC)/AC-III Tier/AC Chair Car by Train.
Officers drawing grade pay below Rs.2800/-.	Second Class Sleeper by Train.

The officers drawing grade pay of Rs.10,000/- and above and those in the pay scale of HAG + and above, while on tour outside the Country, may travel in Business/ Club Class by Air.

3. Daily Allowance on Tour:

The rate of Daily Allowance on tour both for inside the State and for outside the State of Government Servants of various grades is revised as follows:

Grade		Rate of DA inside the State	Rate of DA outside the State
(1)		(2)	(3)
1 st Grade	i) Officers drawing grade pay of Rs.8800/- and above and those in pay scale of HAG + and above	Rs.200/-	Rs.400/-
	ii) Officers drawing grade pay of Rs.7600/- and above but below Rs.8800/-.	Rs.180/-	Rs.380/-
	iii) Officers drawing grade pay of Rs.5400/- and above but below Rs.7600/-.	Rs.150/-	Rs.360/-
2 nd Grade	Officers drawing grade pay of Rs.2800/- and above but below Rs.5400/-.	Rs.140/-	Rs.330/-
3 rd Grade	Officers drawing grade pay of Rs.1650/- and above but below Rs.2800/-.	Rs.130/-	Rs.320/-
4 th Grade	Officers drawing grade pay below Rs.1650/-.	Rs.110/-	Rs.300/-

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

Reimbursement of Hotel accommodation charges by Government Servants of various grades 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.

Grade		Reimbursement of Hotel accommodation charges outside the State subject to production of Voucher
(1)		(2)
1 st Grade	i) Officers drawing grade pay of Rs.8800/- and above and those in pay scale of HAG + and above	Upto Rs.4000 /- per day
	ii) Officers drawing grade pay of Rs.7600/- and above but below Rs.8800/-.	Upto Rs.3000 /- per day
	iii) Officers drawing grade pay of Rs.5400/- and above but below Rs.7600/-.	Upto Rs.1500 /- per day
2 nd Grade	Officers drawing grade pay of Rs.2800/- and above but below Rs.5400/-.	Upto Rs.750 /- per day
3 rd Grade	Officers drawing grade pay of Rs.1650/- and above but below Rs.2800/-.	Upto Rs.500 /- per day
4 th Grade	Officers drawing grade pay below Rs.1650/.	Upto Rs.300 /- per day

Reimbursement of the cost of Hotel accommodation shall not be entertained as a matter of course. Before allowing such reimbursement the controlling officer shall satisfy himself about bona fides of the claims with reference to the voucher produced by the officer concerned.

This Hotel accommodation charge shall be in addition to the rate of Daily Allowance admissible to various grades under these instructions.

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

The maximum limit of conveyance hiring charges at any place of halt outside the state while on tour as admissible in favour of the first or second grade Govt. Servants under rule 79 (iii) of OTA Rules is revised from Rs.200/- to Rs.400/- per day.

This supersedes F.D. O.M. No.32905/F dt.29.07.2003.

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

The rates of Road Mileage Allowance for Journeys on tour by own vehicle are revised as follows:

Grade	Vehicle	Rate
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>
Officers drawing grade pay of Rs.4600/- and above and those in pay scale of HAG + and above.	Own Motor Car	Rs.7.00 per km
Officers of all grades	Own Motor Cycle (Scooter/Scooty)	Rs.3.60 per km
	Own Moped	Rs.1.80 per km

F.D., O.M. No.48062/F dt.30.11.1999 is modified to the above extent.

7. Transportation of conveyance by road on transfer:

The rates of allowance for transportation of conveyance by road on transfer either under their own propulsion or otherwise are revised as follows:

Conveyance transported	Rate of Allowance
<i>(1)</i>	<i>(2)</i>
Own Motor Car	Rs.7.00 per km
Own Motor Cycle (Scooter/Scooty)	Rs.3.60 per km
Own Moped	Rs.1.80 per km
Own Bicycle	Rs.1.00 per km.

F.D., O.M. No.48065/F dt.30.11.1999 is modified to the above extent.

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

The rates of mileage allowance for journeys by road other than by own Vehicle or Public motor services as provided under rule 53 of OTA Rules is revised to Rs.1.00 per kilometer in respect of all Govt. Servants irrespective of grade.

F.D., O.M. No.33791/F dt.01.08.1992 is modified to the above extent.

9. Transportation of Personal Effects on transfer:

The rate of allowance for transportation of every ten kilograms of personal effects per kilometer on transfer as provided under rule 85 (b) (iii) of the OTA Rules shall be revised from two paise to three paise.

10. Members of All India Services serving under State Government shall for the purpose of Travelling Allowance/Daily Allowance be in the Grade as admissible under these instructions.

11. These instructions shall come into force from the date of issue of this Office Memorandum.

12. The grading in respect of Government servants who have not opted to come over to the Orissa Revised Scale of Pay Rules, 2008 shall be made in accordance with F.D., O.M. No.27953/F dt.23.06.1998, but they will be entitled to corresponding revised rates of TA/DA etc. now fixed.

13. Necessary amendment to the relevant provisions of OTA Rules shall be made in due course.

Sd/- J. K. Mohapatra
Principal Secretary to Government