

# **The Punjab Employees' Social Security Travelling allowance Regulations**

## **CONTENTS**

1. **Short title**
2. **Commencement**
3. **Extent of application**
4. **Definitions**
5. **Explanation**
6. **Nature of Travelling allowance**
7. **Functions of controlling officers**
8. **Signature of controlling officer on Travelling allowance bill**
9. **Bar on delegation of duty of countersignature**
10. **Duties of controlling officer**
11. **Journeys for which Travelling allowance may be drawn**
12. **Journey within 16-kilometers**
13. **Conveyance allowance**
14. **Conveyance allowance during leave or joining time**
15. **Definition of tour**
16. **Distance to be traveled before Travelling allowance is admissible**
17. **Kinds of Travelling allowance**
18. **Permanent Travelling allowance**
19. **Admissibility of permanent Travelling allowance**
20. **Permanent Travelling allowance for two or more posts**
21. **Permanent Travelling allowance to cover cost of all journeys within sphere of duty**
22. **Categories of PESSI Employees for purposes of mileage and daily allowance**
23. **Determination of grade of PESSI Employees in transit**
24. **Revision of Travelling allowance due to retrospective promotion or reversion**
25. **Definition and principles of calculation**
26. **Different rates for different classes of journeys**
27. **Mileage allowance for journeys by railway**
28. **Mileage allowance for journeys by road**
29. **Instruction (1)**
30. **Instruction (2)**
31. **Fractions of kilometer to be omitted**
32. **Air travel**
33. **Daily allowance**
34. **Rates of daily allowance**
35. **Period for which daily allowance may be drawn**
36. **Maximum period for which daily allowance is admissible**
37. **General conditions of admissibility**
38. **Mileage allowance and transfer grant**
39. **Transfer grant**
40. **Category of the PESSI Employee**
41. **PESSI Employee taking over charge or handing over charge at a place other than his headquarters**
42. **PESSI Employee appointed to a new post while in transit**
43. **PESSI Employee transferred after enjoying leave**
44. **Journey to give or obtain medical advice**
45. **Journey in attendance on an incapacitated PESSI Employee**

Sr.	Chapter	Pages
I.	General	2
II.	Travelling Allowance for journeys on tour	5
III.	Travelling Allowance for journeys on transfer	10
IV.	Travelling Allowance for journeys other than those on tour or transfer	13

# The PESSI Travelling allowance Regulations

## CHAPTER I

### GENERAL

- 1.1 Short title:** These Regulations may be called the PESSI Travelling Allowance Regulations.
- 1.2 Commencement:** They Shall come into force at once.
- 1.3** The Travelling Allowance Regulations in force in the PESSI immediately before the coming into force of these Regulations shall stand rescinded.
- 1.4 Extent of application:** These Regulations shall apply to:-
- (i) All [PESSI Employees] serving in connection with the affairs of the Punjab Social Security Institution whose conditions of service the Commissioner PESSI is competent to determine.
  - (ii) [Civil Servants] on deputation with PESSI from the Government of Punjab, the Federal Government or other Provinces of Pakistan, unless otherwise determined in any particular case.
- 1.5. Definitions:** In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-
- (a) "PESSI" means Punjab Employees' Social Security Institution.
  - (b) "Commissioner" means Commissioner of Punjab Employees' Social Security Institution.
  - (c) "Competent Authority" means the Commissioner PESSI or any other authority to which such powers may have been delegated by the Commissioner PESSI.
  - (d) "Controlling Officer" means an officer, designated as such by the Commissioner for approval of tours and countersigning of Travelling Allowance bills.
  - (e) "Audit Officer" means the Audit Officer of PESSI.
  - (f) "Authorized Medical Attendant" means a Medical Superintendent, medical Specialists, Senior Medical Officers, Medical Officer/ Women Medical Officer of PESSI.
  - (g) "Day" means a calendar day beginning and ending at midnight.
  - (h) "Family" means a PESSI Employee's:-
    - (i) Wife or wives, or husband, as the case may be.
    - (ii) Legitimate children and step children under 12 years of age.
    - (iii) Legitimate children and step children more than 12 years old but not more than 24 years old, if residing with and wholly dependent upon him and
    - (iv) Adopted child nor more than 24 years old subject to the following conditions:-
      - (a) The PESSI servant has no legitimate or step-child of his own.
      - (b) Prior approval of the Commissioner PESSI is obtained for having adopted the child.
      - (c) PESSI liability will be restricted to one adopted child only.
      - (d) Adopted child will cease to be a member of the family if after his adoption, the PESSI Employee has a legitimate or step-child of his own; and
      - (e) Adopted child is residing with and is wholly dependent upon him.

**Explanation:** A child not actually residing with a PESSI Employee but residing in the same station where the headquarters of the PESSI Employee is situated shall be deemed to be residing with the PESSI Employee.

- (i) “Headquarters” of a PESSI Employee is the station which has been declared as such by a competent authority or in the absence of such a declaration, the station where the records of his office are kept;
- (j) “Month” means a month reckoned according to the British Calendar.
- (k) “Pay” includes special pay, qualifications pay, personal pay, and any other emoluments which may be specially classed as pay by a competent authority, and in case a re-employed PESSI Employee whose pension is not wholly held in abeyance, pay includes the pension drawn by him provided that if the total of pay and pension exceeds the maximum of the pay scale of the post held during re-employment, the maximum pay of such scale shall be deemed to be the pay;
- (l) “Public Conveyance” means a railway train, bus or other conveyance which plies regularly on a given course for the conveyance of passengers.
- (m) “Personal Car” is a car registered in the name of the PESSI Employee or in the name of any member of his family;
- (n) “Prescribed” means prescribed under these Regulations and
- (o) “Transfer” means the movement of a PESSI Employee from one headquarters station to another such station either to take duties of a new post or in consequence of a change in his headquarters.

**1.6. Nature of Travelling allowance:** (1) Travelling allowance is granted to a PESSI Employee to cover the expenses which he incurs in traveling in the interest of public service.

(2) A PESSI 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 undertaken.

**1.7. Functions of controlling officers:** 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 public 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 conveyance allowance or a permanent Travelling allowance and has done inadequate touring may reduce the amount of such permanent Travelling allowance or conveyance allowance; and
- (c) issue instructions to a subordinate PESSI Employee to regulate his touring in such a way as to minimize unnecessarily large claims for Travelling allowance.

**1.8. Signature of controlling officer on Travelling allowance bill:** No bill for Travelling allowance other than permanent Travelling allowance or conveyance allowance shall be paid, unless it is signed or countersigned by the controlling officer.

**1.9. Bar on delegation of duty of countersignature:** Unless expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

**1.10. Duties of controlling officer:** Before signing or countersigning a Travelling allowance bill, the controlling officer shall:-

- (a) 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 or unduly protracted, or that a halt was of excessive duration;
- (b) 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;
- (c) 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 disallow any claim which in his opinion, does not fulfill that condition;

- (d) exercise care that there is no evasion or breach of the fundamental principal of Travelling allowance, viz., that the allowance is not to be a source of profit;
- (e) observe any subsidiary rules or orders which a competent authority may make for his guidance;
- (f) satisfy himself that the mileage allowance for journeys by railways or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

**1.11. Journeys for which Travelling allowance may be drawn:** Travelling allowance may be drawn in respect of a journey performed:-

- (a) for the purpose of tour;
- (b) on transfer;
- (c) on joining a first appointment; (if ordered by the Competent Authority)
- (d) on retirement, suspension, dismissal 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) Miscellaneous.

**1.12. Journey within 16-kilometers:** The pay of a PESSI Employee is supposed to include the cost of maintaining a conveyance proper to his status, and, therefore, ordinarily he is not to be paid any Travelling allowance for journeys within 16-kilometers of his headquarters, nor is he to be paid for journeys from his residence to his office. A competent authority may, however, sanction a monthly conveyance allowance to a PESSI Employee under the following circumstances:-

- (i) when he does intensive touring within 16-kilometers of his headquarters; or
- (ii) when on account of shortage of residential accommodation in a particular locality, he has to reside at a considerable distance from his office.

**1.13. 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 PESSI Employees;
- (ii) that sanctioned without any such condition being imposed.

**1.14. Conveyance allowance during leave or joining time:** (1) Conveyance allowance falling under Regulations 1.13 (i) may be drawn only for the period the required conveyance is actually maintained on a certificate being furnished by the officer concerned that this requirement has, in fact, been met.

Provided that the post held by the PESSI Employee immediately prior to the leave or joining time carried the allowance:

Provided further that the conveyance is actually maintained by the PESSI Employee during the leave or joining time, as the case may be.

(2) Conveyance allowance falling under Regulations 1.13 (ii) will be admissible only for the period during which the PESSI Employee held the post to which the conveyance allowance is attached and will not be admissible during leave or joining time.

## CHAPTER II TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR

### SECTION 1 General

**2.1. Definition of tour:** A PESSI Employee is on tour when he is absent on duty from his headquarters, either within or, with proper sanction, beyond his sphere of duty.

**2.2. Distance to be traveled before Travelling allowance is admissible:** Travelling allowance may not be drawn for any journey during which a PESSI Employee does not reach a point outside the radius of 16-kilometers from his headquarters. The radius of 16-kilometers will be calculated with reference to the nearest practical route.

**2.3. Kinds of Travelling allowance:** The following are the different kinds of Travelling allowance, which may be drawn by PESSI Employees for journeys on tour:-

- (a) Permanent Travelling allowance;
- (b) Mileage and daily allowance.

**2.4. Permanent Travelling allowance:** A permanent monthly Travelling allowance may be granted by a competent authority to any PESSI 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 PESSI Employee's sphere of duty and is drawn all the year round, whether the PESSI Employee is absent from his headquarters or not.

**2.5.** A permanent Travelling allowance may be sanctioned on condition that a particular conveyance is maintained or without the imposition of any such condition.

**2.6. Admissibility of permanent Travelling allowance:** In case a permanent Travelling allowance is sanctioned subject to the condition that a conveyance is maintained, it may be drawn only for the period for which it is certified by the PESSI Employee concerned that a conveyance was in fact maintained by him.

Such allowance may be drawn during Casual leave or joining time at full rates.

Provided that the post held by the PESSI Employee immediately prior to the leave or joining time carried the allowances:

**2.7.** Permanent Travelling allowance which is sanctioned without imposition of any condition as to the maintenance of a conveyance, is admissible only for the period during which the charge of a post to which it is attached is held, and is not admissible during leave or joining time.

**2.8.** A PESSI Employee deputed to undergo a course of training may draw a conveyance allowance or permanent Travelling allowance for maintaining a conveyance during the course of training, provided he actually maintains the conveyance and the authority sanctioning the deputation is satisfied that on expiry of the training he is likely to return to the post to which the allowance is attached.

**2.9. Permanent Travelling allowance for two or more posts:** When a PESSI Employee holds, either substantively or in an officiating capacity, two or more posts, to each of which a permanent Travelling Allowance is attached, he may be granted such permanent Travelling allowance, not exceeding the total of the permanent allowances attached to such posts, as the competent authority may consider to be necessary in order to reimburse him for the Travelling expenses which he has to incur.

**2.10. Permanent Travelling allowance to cover cost of all journeys within sphere of duty:** Permanent Travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the PESSI Employee, who draws it, and such PESSI Employee may not draw any other Travelling allowance in addition to the permanent Travelling allowance for any such journey. If, however, the PESSI Employee travels outside the sphere of his duty, he may draw ordinary Travelling allowance for such journeys in addition to permanent Travelling allowance.

**2.11. Categories of PESSI Employees for purposes of mileage and daily allowance:** For the purposes of calculating daily allowance and mileage allowance, PESSI Employees are divided into following categories:-

- (i) Category-I. PESSI Employees in Pay Group-12 and above and all those in Pay Group No. 11 in receipt of pay exceeding Rs. 10,000/- p.m.
- (ii) Category-II PESSI Employees in Pay Group 10 & 11 and all those in receipt of pay exceeding Rs. 8000/-p.m.
- (iii) Category-III PESSI Employees in Pay Group 2 to 9.
- (iv) Category-IV PESSI Employees in Pay Group 1.

**2.12. Determination of grade of PESSI Employees in transit:** (1) A PESSI Employee in transit from one post to another ranks in the grade to which the holding of the lower of the two posts would entitle him.

(2) If the initial order of transfer is modified while the PESSI Employee is in transit, his Travelling allowance shall be regulated in accordance with the initial or the final orders of transfer, whichever ever entitles him to rank in the lower grade: provided that if the initial order entitled him to Travelling allowance in a higher grade, he may be allowed to claim

Travelling allowance admissible according to that grade on his certifying that he actually traveled by the mode of conveyance of the class admissible to an officer of the higher grade.

**2.13. Revision of Travelling allowance due to retrospective promotion or reversion:** The Travelling allowance of a PESSI Employee who is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised.

**2.14.** When a PESSI Employee is permitted for his own convenience to perform his duties at a station other than his headquarters, 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 a PESSI Employee for the purposes of these rules.

## SECTION II Mileage Allowance

**2.15. Definition and principles of calculation:** A mileage allowance is an allowance calculated on the distance traveled, which is given to meet the cost of a particular journey, and is governed by the following principles:-

- (a) for the purpose of calculating mileage 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 traveler can most speedily reach his destination by the ordinary modes of Travelling. In the case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes.
- (c) If a PESSI Employee travels by a route, which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

**2.16. Different rates for different classes of journeys:** Mileage allowance is differently calculated according as the journey is, or could be, performed by railway, by road or by air.

The following are the authorized modes of travel:

- (1) Rail.
- (2) Road:
  - (i) Car
  - (ii) Taxi
  - (iii) Passenger bus
  - (iv) Motorcycle
- (3) Air

**2.17. Mileage allowance for journeys by railway:** For the purpose of calculating mileage allowance the PESSI Employees when Travelling by rail shall be entitled to accommodation according to the following scales:

<u>Category-I</u> Pay Group 12 and above and all those in Group 11 exceeding Pay Rs. 10,000/- p.m.	Accommodation of the highest class by whatever name be it called.
<u>Category-I</u> Pay Group 10 to 11 and all those in receipt of Pay exceeding Rs. 8,000/- p.m.	First class (Sleeper) accommodation. If travelling on a line which does not provide Ist class (sleeper) the next lower class.
<u>Category-II</u> Pay Group 2 – 9	First class (sitter) accommodation. If travelling on a line which does not provide Ist class (sitter) accommodation the next lower class.
<u>Category-IV</u> Pay Group 1	Lowest class by whatever named by it called.

**2.18.** The mileage allowance for a journey by railway admissible to a PESSI Employee is the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class.

Provided that a PESSI Employee drawing pay exceeding Rs. 10,000/- per mensem may draw for any journey or part of a journey by rail in respect of which he certifies that he took a private servant with him, an additional economy class fare.

**Note 1:** A PESSI 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 re-imburement of the reservation fee and any deduction made by railway authorities before refunding the price of the tickets out of contingencies provided that it is certified by the controlling officer that:-

- (i) cancellation was unavoidable in the public interest, and
- (ii) the booking was cancelled at the earliest opportunity.

**Note 2:** Reservation charges and airport embarkation fee, if actually paid by a PESSI Employee are included in the term "the amount actually paid" in rule 2.18.

**2.19.** A PESSI Employee is required to travel by the class of accommodation for which Travelling allowance is admissible to him, but if for any reason he or any other person for whom Travelling allowance can be claimed under these Regulations, travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

**2.20.** When through booking involves the payment for part of journey of rates for accommodation for a higher class than that to which the PESSI Employee concerned is entitled, the PESSI Employee may draw mileage allowance based on the higher rates for that part of the journey.

**2.21. Mileage allowance for journeys by road:** For Journeys by road mileage allowance is admissible at the following rates according to the different modes of travel:

- (a) Personal car, or by engaging a full taxi or any other means of public transport. Rs. 4.00 per kilometer.

**Note 1:** PESSI Employees of the Category – II are ordinarily not expected to perform journeys by motor car and no bill for a journey under this clause by such an officer shall be paid unless the controlling officer certifies in each case that it was absolutely necessary in the public interest that the journey should have been performed in a motor car.

**Note 2:** Where a PESSI vehicle is provided for use by and made available to PESSI Employees he shall not be entitled to any road mileage.

**Note 3:** A taxi for this purpose of this Regulations, means a motor vehicle plying on hire and authorized to carry not more than eight persons.

**Note 4:** This facility is not admissible to PESSI Employees of the Category III & IV.

- (b) Motor-cycle, scooter or auto-cycle. Mileage allowance is Admissible @ Rs. 1.30 per kilometer.
- (c) Public transport plying for hire on single seat basis:-
  - (i) For PESSI Employees in Pay Group-5 and above. 0.75 paise per kilometer.
  - (ii) For PESSI Employees in Pay Group-1 to 4. 0.45 paise per kilometer.

**Note 1:** The term personal car means a car as defined in Regulations 1.5 (1) of the rules.

**Note 2:** Where a PESSI Employee, while Travelling on duty, is required to pay and pays toll, he shall be entitled to recover the amount in addition to the mileage allowance admissible to him.

**Note 3:** Mileage allowance shall be admissible from the residence of the PESSI Employee to the railway station or the airport, as the case may be, at his headquarters and from the railway station or the airport, to the place of his temporary residence at the out-station.

**Note 4:** PESSI Employees of the Category-I, who are entitled to travel by air, or by railway accommodation of the highest class, or by personal car or by engaging a full taxi, shall

also be entitled to travel by air-conditioned public transport and to charge actual fare as mileage allowance.

**Instruction (1):** All controlling officers should maintain in their office a record of rates of hire of conveyances of all kinds within the tract in which the PESSI Employees subject to their control ordinarily travel.

**Instruction (2):** Heads of Departments are not required to attach the vouchers to their Travelling allowance bills, but should certify that the amount claimed was actually paid by them.

**2.22. Fractions of kilometer to be omitted:** In calculating mileage allowance for journeys by road fractions of a kilometer 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.

**Explanation:** Each complete journey on tour ends when the PESSI Employee returns to headquarters or to a place in which his headquarters is situated, whether he halts there or not.

**2.23. Air travel:** For the purposes of these Regulations, travel by air means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed in private aeroplanes or air taxis.

**2.24.** PESSI Employees in Pay Group-12 and above and all those in Pay Group 11 in receipt of pay exceeding Rs. 10,000/- p.m. Travelling by air and any other officer authorized by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey.

**Note 1:** PESSI Employees in Pay Group-12 and above and all those in Pay Grade 11 in receipt of pay exceeding Rs. 10,000/- p.m. shall be entitled to travel by economy class when undertaking journey within the country or abroad.

**Note 2:** Wherever a return ticket at reduced rates is available, should always be purchased when an officer expects to perform the return journey by air within the period for which a return ticket is valid.

### SECTION III

#### Daily Allowance

**2.25. Daily allowance:** (1) A daily allowance is uniform allowance for each day of absence from headquarters which is intended to cover the extra daily expenditure incurred by a PESSI Employee in consequence of such absence.

- (2) A day is to be reckoned from midnight.
- (3) Daily allowance will be admissible at full rate when during the absence from headquarters, a night is spent while being on tour.
- (4) Daily allowance will be admissible at half rate when the absence from headquarters is more than 4 hours but no night intervenes the said absence.
- (5) A part of day less than 4 hours is to be ignored for the purposes of daily allowance.

**2.26. (i) Rates of daily allowance:** The rates of daily allowance shall be as follows:-

	Pay Group	Special Rates per day (Rs.)	Ordinary rates per day (Rs.)
(i)	1-2	120	90
(ii)	3-7	140	120
(iii)	8-10	250	220
(iv)	11-12	450	400
(v)	13-14	550	500
(vi)	15	650	550

- (ii) A PESSI Employee (other than in Pay Group 12 and above who stays in a PESSI rest house, guest house, lodge or a residential club shall be allowed the actual room rent upto the maximum per day as given in sub- Regulations (ii) above. Such a PESSI Employee shall also be allowed reimbursement of actual single room rent, including taxes, duties and service charges relating to room rent, subject to same maximum per day, on stay in a hotel at Divisional Headquarters only.
- |     |  |  |
|-----|--|--|
| (a) | Localities where special daily allowance is admissible.  | Three times the amount of special daily allowance.           |
| (b) | Localities where ordinary daily allowance is admissible. | One and a half times the amount of ordinary daily allowance. |
- (iii) The PESSI Employee while Travelling outside the Province be allowed reimbursement of room rent charges subject to the same maximum as given in sub- Regulations (ii) above in respect of stay in a hotel besides guest/ rest houses, lodges, inspection bungalows and residential clubs].

**Note 1:** Special rate of daily allowance shall be admissible at Islamabad, and at all Divisional Headquarters in Pakistan including Sialkot City.

**Note 2:** For the purpose of calculating the amount of daily allowance the period of absence from headquarters shall commence from the time of departure of the PESSI Employee from his office or residence as the case may be, till the time of return to his office or residence, as the case may be.

**Note 3:** The rate of daily allowance of PESSI 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 spent the major

This principle will also apply in the case of the incomplete days at the beginning and end of a tour, and a PESSI Employee will be entitled to daily allowance at the higher rate fixed for a locality, if his halt at that place was more than half of the period of the incomplete day in question.

**2.27. Period for which daily allowance may be drawn:** Daily allowance may be drawn for the entire period of absence from headquarters, i.e. for the time spent on a journey, a halt, on tour or on a holiday occurring during a tour.

**Note 1:** A PESSI Employee who takes casual leave when on tour, is not entitled, to draw daily allowance during such leave.

**Note 2:** A PESSI Employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the outstation to which he would have been entitled had he not proceeded on casual leave.

**Note 3:** A PESSI Employee who during the course of his tour returns temporarily to headquarters 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 headquarters.

**2.28. Maximum period for which daily allowance is admissible:** (1) Daily allowance may not be drawn for a continuous halt of more than ten days at any one place:

Provided that a competent authority may, if it is satisfied that prolonged halts are necessary in the interest of the public service, grant general or individual exemptions from the operation of this Regulation, on such conditions including reduction in the amount or rate of daily allowance, as it thinks fit.

**CHAPTER III  
TRAVELLING ALLOWANCE FOR JOURNEYS  
ON TRANSFER**

**3.1. General conditions of admissibility:** Travelling allowance may not be drawn under this chapter by a PESSI Employee on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated, as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

**3.2.** A competent authority may depute a PESSI Employee on duty outside his headquarters and order him to reside at a temporary headquarters for a period not exceeding three months. In such circumstances Travelling allowance as on transfer will not be admissible and the PESSI Employee in question will only draw Travelling allowance as on tour.

**3.3.** Travelling allowance for journeys on transfer includes:-

- (a) mileage allowance for the PESSI Employees and his family to cover the cost of their transportation;
- (b) cost of transportation of the personal effects of the PESSI Employee subject to certain limits; and
- (c) cost of moving motor car or other conveyance under certain circumstances.

**3.4. “Mileage allowance and transfer grant”:** PESSI Employees shall be granted the following:-

- (a) Mileage allowance: (i) In the case of a journey by rail, mileage allowance for himself and for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in a lower class.
- (ii) In the case of journey by modes other than rail, one full mileage allowance above 12 years of age and one-half of mileage allowance for every child above the age of 12 months but below 12 years, at the rate to which he is entitled while on tour:

Provided that where mileage is charged for journey by personal car or taxi, only a single mileage will be admissible.

**(b) Transfer grant.**

PESSI Employee possessing a family.	One month's pay
PESSI Employee not possessing a family.	Half month's pay

Provided that if the PESSI Employee is transferred within the same district he will not be entitled to receive the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail, and double the mileage allowance in the case of journey by modes other than rail.

**3.5.** Subject to the provision of Regulations 3.8 a PESSI Employee is entitled under clause (b) of Regulations 3.3 to the cost of transportation of his personal effects not exceeding the following maxim:-

Grade of PESSI Employees.		If possessing a family		If not possessing a family	
		Maunds	Kg.	Maunds	Kg.
Category	I	120	4500	60	2250
Category	II	80	3000	40	1500
Category	III	40	1500	20	750
Category	IV	15	560	10	375

**Note.** Both husband and wife would be entitled to transfer grant and charges for transportation of personal effects in case both are PESSI Employees and are transferred from one station to a common destination. The wife would, however, be required to certify that the weight of personal effects for which transportation charges have been claimed by her was in excess of the limits up to which it was admissible to her husband under these Regulations.

**3.6.** Subject to the provisions of Regulations 3.9 and 3.10 a PESSI Employee entitled under clause © of Regulations 3.3 to draw the cost of moving motor car or other conveyance, may draw the actual cost of transportation by [any means of transport at a cost not

exceeding the expenditure for E.V.K transport], at owner's risk of conveyance at the following scale:-

Category of the PESSI Employee	Conveyance which he may transport
Category-I	A motor car or a motor cycle or an ordinary cycle.
Category-II	A motor car or a motor cycle or an ordinary cycle.
Category-III	A motor cycle or an ordinary cycle.
Category-IV	An ordinary cycle.

**3.7.** Subject to the prescribed maximum number of maunds/kilograms, a PESSI Employee may draw the actual cost of transporting personal effects to his new station from a place in Pakistan other than his old station (e.g. from a place where they are purchased en route, or have been left on the occasion of his previous transfer) or from his old station to a place in Pakistan other than his new station, provided that the total amount which he may draw for transporting personal effects shall not exceed the amount which he may draw for transporting personal effects shall not exceed the amount which would have been admissible had all his personal effects been transported from his old to the new station direct.

**3.8.** Cost of carriage of personal effects up to the maximum limits as in Regulations, 3.5 shall be allowed at the rate of 0.2 paise per kilogram per kilometer from the residence of the PESSI Employee at the old station to his residence at the new station, irrespective of the mode by which personal effects are carried (it will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects).

**3.9.** In the case of transportation of motor car, the cost of transporting a driver or cleaner may be drawn.

**3.10:** when a PESSI Employee transports his motor car or motor cycle, by road between, stations connected by rail, he may draw, an allowance of Rs.1.50 per kilometer in respect of motor car and 50 paise per kilometer in respect of a motor cycle/scooter.

Provided that if the PESSI Employee or a member of his family travels by the conveyance, he may draw mileage allowance as for journey on tour and no additional allowance under this rule will be admissible.

**3.11. PESSI Employee taking over charge or handing over charge at a place other than his headquarters:** A PESSI 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:-

- i. Travelling 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:
- ii. Travelling allowance as on transfer, except his own mileage allowance for the journeys from his old headquarters to the new headquarters.

**3.12.** Deputation for training: A PESSI Employee who, in consequence of his transfer or deputation on a course of training, in which Travelling 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 Travelling allowance for his family to that other station, subject to the condition that it does not exceed that Traveling allowance which would have been admissible if the family had accompanied him to his new headquarters or place of training.

**3.13. PESSI Employee appointed to a new post while in transit:** A PESSI Employee appointed to a new post while in transit from one post to another, is entitled to draw Travelling allowance as on transfer for so much of the journey as he has accomplished when he receives the fresh orders and for the journeys from the place at which he receives such orders to his new station.

**3.14. PESSI Employee transferred after enjoying leave:** A PESSI Employee who goes on leave after he has handed over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave to Travelling allowance as on transfer from his old to his new post.

**3.15.** Any Civil Servant from Government of Pakistan or from any other Province who is transferred to PESSI, he will be paid T.A/D.A according to the equal PESSI Pay Groups.

## **CHAPTER – IV**

### **TRAVELLING ALLOWANCE FOR JOURNEYS OTHER THAN THOSE ON TOUR OR TRANSFER**

#### **SECTION I**

Journeys on first appointment to PESSI service and on retirement, dismissal or termination of an appointment

**4.1.** (1) Unless a competent authority by special or general order so permits Travelling allowance is not admissible to any person appointed to a post in PESSI service, who is not at the time holding any appointment under PESSI, for the journey to join his post.

(2) Travelling allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to PESSI service.

**4.2.** Unless a competent authority so permits, no person is entitled to any Travelling allowance for a journey made after dismissal from PESSI service or after termination of his service under PESSI provided that:-

- (i) A PESSI Employee retiring from PESSI 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;
- (ii) the family of PESSI Employee who dies while in service shall be entitled to Travelling allowance as on transfer.

**4.3.** Travelling allowance under Regulations 4.2 will be admissible in respect of all items of expenditure provided that the journey and transportation took place either during leave preparatory to retirement or one month before the date of actual retirement but not later than six months of the date of actual retirement from PESSI service.

**4.4.** Except as otherwise provided Travelling allowance under this section should be calculated as for a journey on tour, but no daily allowance may be drawn for halts. The rate admissible in case of a new recruit is the rate prescribed for the grade to which he will belong after joining his post.

**4.4-A.** (a) Where under the Regulations the dead body can be transported by air, all the family members may be allowed one single economy class fare to accompany the dead body of the deceased employee. The air fare claimed on this account shall be in lieu of the family's normal entitlement for T.A. as admissible on retirement.

(b) In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is permissible by air.

#### **SECTION II**

##### **Journey on a Course of Training**

**4.5.** When a PESSI Employee, is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw:-

- (a) Travelling allowance for the first journey to, and the last journey from, the place of training and halts at such place
- (b) Travelling allowance for a journey during the course of training:

Provided that the scale so fixed shall not exceed that admissible to PESSI Employees of similar status on duty at the place of training.

Note: When a PESSI Employee is deputed to receive training at any of the Pakistan Army Schools of instructions, he should be permitted to draw, instead of house rent or local allowance, daily allowance equal to messing charges levied by the Army Institution, in accordance with his status. This note will apply when it is certified by the authorities of the institution concerned that it is compulsory for a trainee to lodge and board at the institution or that it is not possible to make any cheaper arrangement outside.

### SECTION III

#### Journey to Give Evidence in a Court to Attend an Inquiry or Conference

**4.6.** (1) A PESSI Employee permitted at his request to attend a meeting or conference held in Pakistan and if PESSI interest is served thereby, may be paid a single return railway fare for the journey without any road mileage or daily allowance.

(2) Mileage and daily allowance, etc, as for a journey on tour, are, however, admissible when an officer is officially deputed to attend a meeting.

**4.7.** (a) A PESSI Employee appointed as a member of a committee, commission or board constituted by PESSI, may draw Travelling allowance as for journeys on tour.

(b) A PESSI Employee who is appointed to assist at a departmental enquiry or at a preliminary investigation into charges of corruption or misconduct on the part of an official and undertakes any journey in connection with such enquiry or investigation, is entitled to Travelling allowance as for a journey on tour.

**4.8.** (1) A PESSI Employee summoned to give evidence:-

(a) in a civil or criminal case, or a departmental enquiry held by a properly constituted authority in Pakistan or in foreign territory, provided that 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 PESSI; 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:

Provided that if the Court by which he is summoned is situated within 16 kilometers of his headquarters or within municipal limits of the town where his headquarters are located, whichever may be farther, he may if not in receipt of any permanent travelling allowance or conveyance allowance accept such payment of actual travelling expenses as the Court may make.

**Note (2):** A PESSI Employee summoned to give evidence while on leave or on vacation is entitled to Travelling allowance under this Regulation from and to the place from which he is summoned as if he were on duty.

**4.9.** A competent authority may sanction Travelling allowance as for a journey on tour in a case in which a PESSI Employee has to undertake the 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 PESSI has decided to undertake his defence at public cost.

**4.10.** Travelling allowance as for a journey on tour is admissible to a PESSI Employee proceeding in his official capacity to a police station to lodge a complaint or give information of an offence but no allowance is admissible to a PESSI Employee summoned by a police officer to give evidence before him.

**4.11.** Person attending commissions of inquiry, etc:-

(a) When any person, not being a PESSI Employee, but including an employee of the Government of Pakistan or other Provincial Government is required to attend any meeting of a provincial commission of inquiry or of a board, conference, committee, or departmental inquiry convened under proper authority. Travelling allowance for the journey calculated under the ordinary Regulations for the journey of a PESSI on tour, and for such purpose may declare, by general or special order the grade to which such person shall be deemed to belong.

Provided that a competent authority may in its discretion, grant to the person concerned his actual Travelling, hotel and carriage expenses, instead of travelling allowance, where it considers that such allowance would be inadequate.

- (b) A competent authority may delegate the power conferred upon it by clause(a) of this Regulations to the PESSI Employee presiding over the meeting of the commission or other body which the person concerned is required to attend.
- (c) Travelling allowance is not admissible to private legal practitioners employed in case on behalf of PESSI unless they are officiating as public prosecutors.
- (d) Non-officials may be allowed by a competent authority Travelling allowance (including daily allowance and conveyance allowance) according to their status for helping PESSI in its various activities.

## **SECTION IV**

### **Journey to give or obtain medical advice**

**4.12. (1)** When the place at which a PESSI Employee falls ill is not the headquarters of the authorized medical attendant:-

- (a) the patient shall be entitled to Travelling allowance for the journey to and from such headquarters; or
- (b) 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 attendant shall be entitled to Travelling allowance for the journey to and from the place where the patient is.

(2) A claim for Travelling allowance under sub-clause (a) of clause (1) of this Regulation shall be accompanied by a certified from the authorized medical attendant stating that medical attendance was necessary, and where the claim is under sub-clause (b) of that clause, that the patient was too ill to travel.

**4.13.** When a PESSI Employee is required under the orders of the head of his office to obtain the countersignature of a medical board or a medical officer upon a certificate, he may draw Travelling allowance for the journey undertake to appear before such board of medical officers.

**4.14.** If a PESSI Employee being stationed at a place where there is no medical officer of PESSI, is required to obtain a medical certificate from a medical officer of PESSI in support of an application for an initial grant of leave he may draw Travelling allowance for the journey undertake to obtain that certificate.

**4.15.** If a PESSI Employee, having obtained a medical certificate in support of an application for an initial grant of leave is required to appear before a medical board or to appear before a nominated medical board or to appear before nominated medical officer of PESSI for further opinion as to the necessary for the leave recommended in that certificate, he may draw Travelling allowance for the journey undertake to obtain that opinion.

**4.16.** A PESSI Employee directed by his official superior, in the interest of the public service, to apply for an invalid pension may, if he be required to undertake a journey in order to appear before a medical board, draw Travelling allowance as on tour.

Provided that his Travelling allowance bill is supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service.

**4.17.** A competent authority may allow Travelling allowance to a PESSI Employee who voluntarily applies for an invalid pension, provided that the authority is satisfied that the circumstance of the application are such as to justify the concession.

**4.18. (1)** When a PESSI Employee suspected to be suffering from tuberculosis is required after examination by the Chest Specialist of the nearest Hospital of PESSI in which he is serving or if he is too ill to go to the Chest Specialist of the nearest Hospital of PESSI or dispensary, to proceed for X-Ray, laboratory or other examination to the nearest station where such facilities are available, he may on production of a certificate from the District Health

Officer or the medical officer as the case may be, draw Travelling allowance for the journey performed by him to and from the place of examination as on tour.

(2) The journey under this Regulation should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the PESSI Employee.

**4.19.** Travelling allowance under Regulation 4.12 should be calculated as for a journey on tour; provided that no allowance shall be drawn for halts on the journeys, while Travelling allowance under other Regulations of this section may be allowed as for journey on tour.

### **MISCELLANEOUS**

**4.20. Journey in attendance on an incapacitated PESSI Employee:** If a PESSI Employee, under the advice of a authorized Medical Attendant or other medical officer of Government whose duty is to attend on him professionally, is required to travel to “another place” either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange some other person to do so. In that case, the attendant if a PESSI Employee or other Medical Officer of the Government shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; if not a PESSI Employee, he shall be entitled to actual expenses.

4.21. Controlling Officer may sanction advance to any PESSI Employee/person entitled T.A under this travelling allowance Regulations on his transfer or tour according to estimated expenditure but not more than 80% of the actual which shall be fully adjusted while claiming travelling allowance bill.