

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-2 BRANCH)

Dated: 13.05.2025

To

All Heads of Departments,
Commissioner of Divisions,
Registrar High Court of Punjab and Haryana
District and Session judge and
Deputy Commissioner in the State.

Subject: **Regarding admissibility of Travelling Allowance/ Daily Allowance to State Government employees/officers in the revised pay scales.**

Sir

I am directed to inform you that Government has decided to implement the revised rates of Travelling Allowance / Daily Allowance to State Government employees/officers in the revised pay scales as per 6th Punjab Pay Commission / 7th CPC.

2 (i) **Travelling Allowance (TA/DA)**: For the purpose of TA/DA, categorization of Punjab Government employees on the basis of pay 'Level' shall be as under:

Sr. No.	Category	Level as per Punjab Civil Services (Revised) Pay Rules, 2021	Level (as per 7 th Central Pay Commission)
1	I	31	14
2	II	23 to 30	12 to 13 A
3	III	16 to 22	8 to 11
4	IV	11 to 15	6 to 7
5	V	1 to 10	1 to 5

Note:The entitlement of a government employee who joined on or after 17/07/2020 shall not be less than that of an employee working on the same post, who joined before 17/07/2020. For example, a Senior Assistant who joined on or after 17/07/2020 shall be entitled to the same benefits as are available to a Senior Assistant under these instructions,who joined before 17/07/2020.



(ii) Entitlement to travel by Train

Category	Entitlement by Train
I & II	AC first class / Executive Class
III	AC II nd Tier / AC Chair Car
IV	AC III rd Tier / Non AC Chair Car
V	Second class sleeper

Other conditions for travel by train will remain the same

(iii) Entitlement to travel by Road

Category	Entitlement
I, II & III	AC Bus
IV	Non AC Bus
V	Non AC Bus

(iv) Entitlement to travel by Air

Category	Entitlement by Air
I & II	Economy Class
III	Economy Class when traveling within India subject to condition that the distance is more than 500 KM

(v) Admissibility to draw Full Daily Allowance on Tour within India

Category	Within Punjab including Chandigarh	Outside Punjab and Chandigarh
I	Rs. 700 per day	Rs. 800 per day
II	Rs. 600 per day	Rs. 700 per day
III	Rs. 500 per day	Rs. 600 per day
IV	Rs. 400 per day	Rs. 500 per day
V	Rs. 300 per day	Rs. 400 per day

Note 1: No allowance should be permissible within a radius of 8KM from the place of duty.

Note 2: When the absence from headquarters on tour is less than 12 hours, then the entitlement to claim reimbursement against performing journey shall be admissible as follows:-



Sr. No.	Length of Absence	Actual entitlement to claim 'reimbursement for Journey as percentage to the entitlement mentioned in column 3 of table above pertaining to the maximum entitlement in terms of distance
1	If absence from headquarters on official tour is less than 6 hours	30%
2	If absence from headquarters on official tour is between 6 and less than 12 hours	50%
However, in case the absence of the employee from his headquarters while on official tour is 12 hours or more, then he shall be entitled to full daily allowance.		

Note 3: The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

(vi) Admissibility to claim reimbursement when during the course on tour the Government Employees stays overnight in Hotel outside Punjab and Chandigarh

Category	Entitlement
I	Actual Expenses Subject to a ceiling of Rs. 5000 per day
II	Actual Expenses Subject to a ceiling of Rs. 3500 per day
III	Actual Expenses Subject to a ceiling of Rs. 2500 per day
IV	Actual Expenses Subject to a ceiling of Rs. 1500 per day
V	Actual Expenses Subject to a ceiling of Rs. 1000 per day

Note:- Provided that in the case of tour of a Government Employee at New Delhi or Shimla, the reimbursement of expenditure on hotel accommodation shall be admissible only if no accommodation is available in Punjab Bhawan or Circuit Houses or Rest Houses, as the case may be, at these places.

(vii) Travel within India When Journey is undertaken by Taxi / Car / Auto Rickshaw / Scooter and entitled rate to draw mileage allowance for such journey

Category	Entitlement	Rate of Mileage
I, II & III	Car / AC Taxi	Rs. 15 per KM of Journey actually performed or actual expenses whichever is less
IV	Scooter/ Auto	Rs. 9 per KM of Journey actually performed or
V	Scooter / Auto	

		actual expenses whichever is less

(viii) To undertake Local Journey while on Tour and entitled rate to draw mileage allowance for such journey

Category	Entitlement when Local Journey is performed within Punjab and Chandigarh	when Local Journey is performed outside Punjab and Chandigarh
I, II & III	Upto Max. of 50 KM per day and at the rate of Rs.15 per KM of actual Journey is performed or actual expenses whichever is less	At the rate of Rs. 15 per KM of actual Journey performed or actual expenses whichever is less
IV & V	Upto maximum of 50 KM per day and @ of Rs.9 per KM of or actual expenses whichever is less	At the rate of Rs. 9 per KM of actual Journey performed or actual expense whichever is less

(ix) Entitlement to draw Transport charges for the carriage of personal effects on transfer within India

Sr. No.	Category	Shortest point to point distance between the two destinations i.e. the destination from where transferred and destination to which transferred				
		Up to 20 K.M.s	21 to 100 K.M.s	101 to 200 K.M.s	201 to 300 K.M.s	301 to 500 K.M.s
1	I	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-
2	II	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-
3	III	Rs. 7,500/-	Rs. 15,000/-	Rs. 22,500/-	Rs. 30,000/-	Rs. 36,000/-
4	IV	Rs. 5,000/-	Rs. 10,000/-	Rs. 15,000/-	Rs. 20,000/-	Rs. 24,000/-
5	V	Rs. 2,500/-	Rs. 5,000/-	Rs. 7,500/-	Rs. 10,000/-	Rs. 12,000/-

Note 1: Save when the context requires it to be otherwise in terms of this Order, admissibility and entitlement ‘to draw Transport charges for the carriage of personal effects on transfer from one destination to other within India’ here represents a ‘lumpsum amount’ to be claimed in lieu of expenses incurred in moving everything on transfer, including the household goods, conveyance, members of family, etc, and also includes the displacement compensation.

Note 2: The Transport charges for the carriage of personal effects shall be admissible only when the transfer is made in public interest.

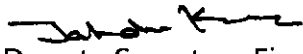
Note 3: In the event before moving in terms of Note 1 from one destination to other, the Government Employee has been ordered to be transferred to a different station, the



admissibility to the Transport charges for the carriage of personal effects shall be between two stations where 'moving the household goods' has actually and finally taken place.

Note 4: Reimbursement of transfer charges for the carriage of personal effects are subject to the submission of transport bills, and the reimbursement will be for either the actual expenses or the entitled expenses, whichever is lower.

2. The decision contained in this letter shall be effective from the date of issuance of these instructions.
3. The instructions/orders issued from time to time on the subject shall be treated to have been modified to the extent of the decisions contained in this letter.
4. The amendment in the relevant rules shall be made in due course of time.


Deputy Secretary Finance
