

ANNEXURE-B
PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY EMPLOYEES
(TRAVELLING ALLOWANCE) REGULATIONS' 1997

In exercise of the powers conferred by section 182 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No. 11 of 1995) the Punjab Urban Planning and Development Authority hereby makes the following regulations, namely:-

Short title, commencement and application.- (1) These regulations may be called the Punjab Urban Planning and Development Authority Employees Travelling Allowance Regulations, 1996.

(2) They shall come into force at once.

(3) They shall apply to all the employees including those on deputation with the Authority and to the members of the Punjab Urban Planning and Development Authority.

2. Definitions.- In these regulations, unless the context otherwise requires, -

- (a) 'Authority' means the Punjab Urban Planning and Development Authority established under section 17 of the Act;
- (b) 'Chief Administrator' means the Chief Administrator of the Authority;
- (c) 'Controlling Officer' means an officer authorized by the Chief Administrator to exercise the powers and perform the functions of the Controlling Officer;
- (d) 'Daily allowance' means a uniform allowance for each day of duty away from the headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such duty and unless in any case it be otherwise expressly provided in these regulations, it may be drawn while on tour by every employee and members of the Authority whose duties require that he should travel and may not be drawn except while on tour,
- (e) 'employee' means any person appointed to an post in connection with the affairs of the Authority and includes trainee and apprentice under any scheme of the Authority but will not include a trainee and apprentice under any scheme of the Government of India or of the State Government;
- (f) 'headquarters' in relation to an employee means the normal place of duty of the employee as may be fixed by the Authority from time to time and includes an area within a radius of twenty kilometers from the normal place of his duty'
- (g) 'pay' means the basic pay inclusive of personal pay, if any, drawn by an employee against a particular post;
- (h) 'travelling allowance' means an allowance to cover the expenses incurred by an employee on travelling in connection with the affairs of the Authority.

Explanation.- Travelling allowance is not intended to be a source of profit'

- (i) 'tour' means an employee is on tour when absent on duty from his headquarters either within, or with proper sanction, beyond his sphere of duty.

3. Gradation.- The employees shall be graded in the following grades for the purpose of these regulations, namely;

- (a) All members of the Authority whether officials or ex-officio shall be graded as A;
(b) the employees drawing basic pay of more than Rupees three thousand five hundred shall be in grade 'A';
(c) the employees drawing basic pay of Rupees Two thousand and above but less than rupees three thousand four hundred ninety nine shall be in grade 'B';
(d) All other employees shall be in grade 'C'.

4. Commencement and end of Journey. - A journey on tour shall be deemed to commence from end at the headquarters of the employees.

5. Traveling Allowance for Journey.- Travelling allowance is admissible for journey on tour by rail, air and road to the extent indicated hereinafter in these regulations.

6. Rate of accommodation.- An employee or a member of the Authority shall be entitled for a single fare by the class of accommodation to which he is entitled, as laid down hereinafter plus daily allowance at the appropriate rate as laid down in these regulations and actual conveyance expenses for local journey on tour as laid down in these regulations.

7. Mode of travel. - Entitlement of mode of travel admissible to the employees and the members of the Authority shall be as under:-

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| (a) Members of the Authority and grade 'A' employees | (i) By Air: Taxi or staff car or own car (ii) By A.C. First Class (iii) By Staff car or own car. |
| Note:- | Members of the Authority whether non-official or officer shall be entitled to travel by executive class while travelling by Air. |
| (b) Grade B Employees.- | (i) By A.C., Two tier Staff car or taxi or own car Sleeper or first Class or A.C. Bus. (ii) By Delux Bus |

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| | (iii) By Air if the distance is more than five hundred kilometers where the journey cannot be performed over night by rail; (iv) By own Car; (v) By Staff car subject to availability |
| (c) Grade C Employees | (i) By First Class or AC chair car Auto rickshaw or bus. (ii) By A.C. Two tier or Three Tier if the journey is beyond two hundred and fifty kilometers. |

8. Booking Charges.- Where the Authority has engaged any travelling agency for booking tickets the booking charges will be reimbursable at the rate fixed by the Chief Administrator.
9. Journey by lower class. - An employee or a member of the Authority travelling by a class lower than to which he is entitled shall charge the fare of the class actually travelled.
10. Charging of fare where stations are connected by rail.- If an employee or a member of the Authority travels by road in a bus or a taxi between stations connected by rail he shall charge actual fare of the mode conveyance.
11. Journey in higher class. - If an employee or a member of the Authority travels by train which does not provide the class of accommodation to which he is entitled he may travel in the next higher class provided the head of the office certifies that it was necessary for him to travel by that train in the interest of the work of the Authority.
12. Daily allowance.- (1) Daily allowance will be admissible at the following rates for each day of halt at places within the State of Punjab including Chandigarh and outside the state of Punjab as per classification of various cities as indicated below:-
 - (i) Bombay, Calcutta, Madras, Bangalore, Hydrabad, Delhi and all capitals of the States forming part of the Union of India and any other city may be notified as 'A' Class city by the Chief Administrator.
 - (ii) All other places in the State of Punjab and Chandigarh except the State headquarters shall be 'B' Class cities.
 (2) The rate of daily allowance admissible in cities as classified in sub-rule (1) and within the State of Punjab including Chandigarh shall be as under:-

| Classification of officer/ official | Class of City | Rate of daily |
|--|---------------|---------------|
| Chairman, Co-Chairman, Vice Chairman and all members of service. | A Class | Rs. 1000 |
| | B Class | Rs. 500 |
| Grade 'A' Employees | A Class | Rs. 800 |
| | B Class | Rs. 400 |
| Grade 'B' Employees | A Class | Rs. 450 |
| | B Class | Rs. 225 |
| Grade 'C' Employees | A Class | Rs. 250 |
| | B Class | Rs. 125 |

13. Loading and boarding.- (1) The members of the Authority shall be entitled to claim actual expenses incurred on hotel accommodation subject to a maximum of the rates as specified in regulation 15. However, Chief Administrator may allow actual reimbursement of lodging and boarding charges in special cases.

14. Rates of lodging and boarding shall be as follows:-

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| Grade of employees | 'A' Class cities | 'B' Class cities |
| Grade A | Rs. 2000 | 75 percent of the rate fixed for 'A' Class cities. |
| Grade B | Rs. 1500 | |
| Grade C | Rs. 1000 | |

Any taxes chargeable shall close be reimbursed in addition to the rages indicated above.

Note.- When an employee spends a part of a day in one place and a part of it in a place for which different rates of daily allowance are admissible, he will claim daily allowance at the rate whichever is higher of the two.

15. Halting Allowance.- (1) Daily allowance for halt on rout at an out station will be calculated on the basis of period of halt, which will commence from the time the employee leaves the headquarters and shall come to an end at the time of termination of the journey at the headquarters.

(2) The rate of daily allowance should be calculated as follows:-

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| Halt not exceeding twelve hours. | Half daily allowance |
| Halt exceeding twelve hours but not exceeding twenty four hours. | Full daily allowance |
| Halt exceeding twenty four hours | One daily allowance for every twenty four hours and for fraction of twenty four hours, full daily |

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| | allowance will be paid. |
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Provided that daily allowance at full rate will be paid for a night halt while an employee is away from the headquarters notwithstanding the fact that total duration of his stay is less than twelve hours.

16. Period for which daily allowance is admissible.-
 - (a) Full daily allowance will be admissible upto thirty days at one place;
 - (b) for halts exceeding thirty days but not exceeding sixty days fifty percent of the admissible daily allowance will be allowed; and
 - (c) for halt exceeding sixty days at one place shall be considered as temporary transfer.
17. Journey by Authority's Car.- The employees and the members of the Authority performing journey on tour in Authority's conveyance shall charge only daily allowance as admissible to them under these regulations.
18. Journey by own conveyance.- The Chief Administrator may by special permission allow the following categories of employees to perform journey on tour in their own conveyance if such journey is considered essential in the interest of the Authority's work as per rates below:-

| Category of employees | Type of conveyance permitted to be used | Rate of mileage allowance per kilometer |
|--|---|---|
| (1) Employees drawing pay of Rs. 950 per month and above but less than Rs. 2000. | Scooter or Motor Cycle or Moped | Rupees two. |
| (2) Employees drawing pay Rs. 2000 per | Car | Rupees three and fifty paise. |

19. Eligibility of employees attending courses, seminars etc. - Employees attending courses and seminars within India and provided with free boarding and lodging during the period of course shall be entitled to daily allowance at a rate of fifty percent of his eligibility. In the countries where no passport is required the daily allowance eligible to an employee shall be three times of the rate for specified 'A' Class cities and for other countries the daily allowance shall be regulated by the Reserve Bank of India rules in respect of different categories of officers.
20. Actual time of travelling. - For calculating actual time of travelling for claiming travelling allowance and daily allowance schedule time of departure and arrival of the aircraft or the train or the bus, as the case may be, shall be taken into account.

21. Journey not covered by these regulations.- For journey not covered by these regulations travelling allowance and daily allowance may be allowed at such rates and to such extent as may be decided by the Chief Administrator.
22. Matters not provided in these regulations.- In matters for which no specific provisions is made in these regulations or any other regulations made by the Authority Chief Administrator may decide on case to case basis.
23. Repeal and saving. - (1) The Punjab Housing Development Board Employees Travelling Allowance Regulations, 1995 are hereby repealed.
(2) Notwithstanding such repeal anything done or any action taken under the regulations so repealed shall be deemed to have been done or taken under the corresponding provisions of these regulations.

AMENDMENTS 21-2-2011

RE-GRADATION OF PUDA EMPLOYEES FOR THE PURPOSE OF T.A. AND ENHANCED PROPOSED RATES OF T.A.

Regulation-2 (g)

Pay means Grade Pay drawn by an employee against any post.

Regulation-3

Gradation: The employee shall be graded in the following category for the purpose of the regulations, namely:-

- (a) all members of the Authority whether officials or ex-officio or employees drawing Grade Pay Rs. 10,000 and above shall be in Grade-A.
- (b) Employee drawing Grade Pay of Rs. 7600-9999 shall be in Grade-B.
- (c) Employees drawing Grade Pay of Rs. 5000-7599 shall be in Grade-C.
- (d) Employees drawing Grade Pay of Rs. 3800-4999 shall be in Grade-D.
- (e) All employees drawing Grade Pay below Rs. 3800 shall be in Grade-E.

Regulation-7

Grade D&E employees (i) By 2nd class two tier Ordinary bus or
or three tier sleeper Rickshaw
(ii) Ordinary bus.

Regulation-12 (2)

The rate of daily allowance admissible in cities as classified in sub-rule (1) and within the State of Punjab including Chandigarh shall be as under:-

| Classification of officers/ officials | Class of City | Rate of daily allowance |
|---|----------------------|--------------------------------|
| Chairman, Co-Chairman, Vice Chairman and all members of service. or Grade-A | A Class | Rs. 1000 |
| | B Class | Rs. 500 |

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| employees | | |
| Grade Pay Grade-B employees | A Class | Rs. 800 |
| | B Class | Rs. 400 |
| Grade Pay Grade-C employees | A Class | Rs. 550 |
| | B Class | Rs. 250 |
| Grade Pay Grade-D employees | A Class | Rs. 350 |
| | B Class | Rs. 150 |
| Grade Pay Grade-E employees | A Class | Rs. 250 |
| | B Class | Rs. 100 |

Regulation-14

Rates of Lodging and Boarding shall be as follows:-

| Grade Pay Category of employee | A Class Cities | B Class Cities |
|---------------------------------------|-----------------------|---|
| Grade Pay Grade-A | Rs. 6000 | 75% of the rate fixed for A class cities. |
| Grade Pay Grade-B | Rs. 5000 | 75% of the rate fixed for A class cities. |
| Grade Pay Grade-C | Rs. 4000 | 75% of the rate fixed for A class cities. |
| Grade Pay Grade-D | Rs. 3000 | 75% of the rate fixed for A class cities. |
| Grade Pay Grade-E | Rs. 2000 | 75% of the rate fixed for A class cities. |

The other conditions for daily allowance should remain in force: For example:

- a) No allowance should be permissible within a radius of 8 Kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance.
- b) Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to Headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance.
- c) A full daily allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours and more. If the period of absence is less than six hours, half daily allowance should be admissible; and

- d) No incidental charges should be payable in addition to the Daily allowance/Half daily allowance.

Regulation-18

Journey by own conveyance:- The Chief Administrator may be special permission allow the following categories of employees to perform journey on tour in their own conveyance, if such journey is considered essential in the interest of the Authority's work as per rates below:-

| Grade Pay Category of Employees | Type of conveyance permitted to be used | Rate of Mileage allowance per KM. |
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| 1 Employees drawing Grade Pay Rs. 1900 to Rs. 4999 | Scooter or Motor Cycle or Moped | Rs. 6/-. |
| 2 Employees drawing Grade Rs. 5000 & above. | Car | Rs. 10/-. |

Note:- The employee drawing grade pay of Rs. 5,000/- or above shall be allowed to use their own car.

Regulation-21

Journey not covered by these regulations:- For journey not covered by these regulations (i.e. Journey to home town on retirement, Journey to give evidence in inquiry after retirement and TA on transfer) travelling allowance as per provisions of Punjab Civil Services Rules Vol-III (TA Rules) shall be applicable with the approval of Competent Authority as provided under delegation of powers.

Regulation-22

Matters not provided in these regulations:- In matters for which no specific provisions is made in these regulations or any other regulations made by the Authority employees will be entitled for claim as per Punjab Civil Services Rules Vol-III (TA Rules).