



**CIRCULAR ...18.../2024**

**CIRCULAR ON EXPENSES INCURRED ON TRAVEL/TOUR OF THE  
EMPLOYEES OF THE SIKKIM UNIVERSITY**

As per directives of the Govt. of India, all official tours/travels including local conveyances are required to be followed in line with the Travelling Allowance Rule issued by Department of Expenditure, Ministry of Finance, Govt. of India vide no. N0.19030/1/2017-E.IV dated 13<sup>th</sup> July 2017 and time to time notifications in this regard. The aforementioned Office Memorandum attached herewith is self-explanatory for compliance of all.

In order to streamline the Travel & Local Conveyances, some guidelines are issued herewith for better control and management of the matter in the University.

**A: Local Travel:**

- i. The official going for Local Travel should first obtain approval/permission of the Reporting Officer/ Competent Authority for the journey.
- ii. He/she should check his official entitlements for local travel and proceed accordingly.
- iii. The official should first see the availability of official transport, if any, is available to the same place/route. If so, the official should avail the common transport facility provided by the University only.
- iv. In case of hiring of any taxi by entitled official, it should be hired through the logistical cell under the Admin Section of the O/o the Registrar. The payment shall be made directly to the Travel Agent by the University.
- v. O/o the Registrar should have an empanelled Travel Agent for facilitating the Local Transport to the eligible employees.
- vi. In case the official uses his personal vehicle, permission in this regard should be taken before commencement of the journey. The rates as prescribed by Govt. of Sikkim will be applicable.
- vii. The reimbursement will be made only on compliance of above guidelines.

**B: Travel to other places:**

- i. The Travelling Official should first obtain approval/permission of the Reporting Officer/ Competent Authority for the journey.
- ii. He/she should check his official entitlements for travel and proceed accordingly.
- iii. In case of booking of Air/Rail Tickets, the official should plan well in advance to avail maximum discount in the airfare.



परिपत्र ...18/2024

**सिक्किम विश्वविद्यालय के कर्मचारियों की यात्रा/दौरे पर होने वाले व्यय पर परिपत्र**

भारत सरकार के निर्देशों के अनुसार स्थानीय परिवहन सहित सभी आधिकारिक दौरे/यात्राओं के लिए व्यय विभाग, वित्त मंत्रालय, भारत सरकार द्वारा दिनांक 13 जुलाई 2017 के का.ज्ञापन सं.19030/1/2017-E.IV द्वारा जारी यात्रा भत्ता नियम तथा इस संबंध में समय समय जारी अधिसूचनाओं के अनुरूप पालन किया जाना आवश्यक है। इसके साथ संलग्न उपर्युक्त कार्यालय ज्ञापन सभी के अनुपालन के लिए स्वतः स्पष्ट है।

यात्रा और स्थानीय परिवहन को सुव्यवस्थित करने के लिए विश्वविद्यालय में इस मामले के बेहतर नियंत्रण और प्रबंधन के लिए कुछ दिशानिर्देश जारी किए गए हैं।

**क : स्थानीय यात्रा :**

- i. स्थानीय यात्रा पर जाने वाले अधिकारी को पहले यात्रा के लिए रिपोर्टिंग अधिकारी/सक्षम प्राधिकारी की मंजूरी/अनुमति प्राप्त करनी होगी।
- ii. उन्हें स्थानीय यात्रा के लिए अपनी आधिकारिक पात्रता की जांच करनी चाहिए और उसके अनुसार आगे बढ़ना चाहिए।
- iii. अधिकारी को सबसे पहले आधिकारिक परिवहन, यदि कोई हो, की उपलब्धता को देखना चाहिए, जो उसी स्थान/मार्ग पर उपलब्ध है। यदि हां, तो अधिकारी को केवल विश्वविद्यालय द्वारा प्रदान की जाने वाली सामान्य परिवहन सुविधा का लाभ उठाना चाहिए।
- iv. हकदार अधिकारी द्वारा किसी भी टैक्सी को किराए पर लेने के मामले में, इसे कुलसचिव कार्यालय के प्रशासनिक अनुभाग के अंतर्गत लॉजिस्टिकल प्रकोष्ठ के माध्यम से किराए पर लिया जाना चाहिए। भुगतान विश्वविद्यालय द्वारा सीधे ट्रेवल एजेंट को किया जाएगा।
- v. पात्र कर्मचारियों को स्थानीय परिवहन की सुविधा प्रदान करने के लिए कुलसचिव कार्यालय में एक सूचीबद्ध ट्रेवल एजेंट होना चाहिए।
- vi. यदि अधिकारी अपने निजी वाहन का उपयोग करता है, तो यात्रा शुरू होने से पहले इस संबंध में अनुमति लेनी होगी। सिक्किम सरकार द्वारा निर्धारित डरे लागू होंगी।
- vii. उपरोक्त दिशानिर्देशों के अनुपालन पर ही प्रतिपूर्ति की जाएगी।

**ख : अन्य स्थानों की यात्रा :**

- i. यात्रा करनेवाले अधिकारी को यात्रा करने से पहले रिपोर्टिंग अधिकारी/सक्षम प्राधिकारी की मंजूरी/अनुमति प्राप्त करनी चाहिए।
- ii. उन्हें यात्रा करने के लिए अपनी आधिकारिक पात्रता की जांच करनी चाहिए और उसके अनुसार आगे बढ़ना चाहिए।
- iii. हवाई/रेल टिकटों की बुकिंग के मामले में, अधिकारी को हवाई किराए में अधिकतम छूट प्राप्त करने के लिए पहले से ही योजना बनानी चाहिए।
- iv. कुलसचिव कार्यालय के माध्यम से हवाई टिकटों की बुकिंग के लिए दौरे के प्रस्ताव को सक्षम प्राधिकारी के अनुमोदन के साथ प्रस्तुत किया जाना चाहिए। फ्लाइट की बुकिंग के लिए आवेदन कुलसचिव कार्यालय के प्रशासनिक अनुभाग के अंतर्गत लॉजिस्टिकल प्रकोष्ठ को प्रस्तुत किया जाना चाहिए।
- v. हवाई टिकट/वाहन या आवास की बुकिंग करते समय लॉजिस्टिकल प्रकोष्ठ को अधिकारी की पात्रता/हकदारी सुनिश्चित करनी चाहिए।
- vi. ट्रेन से यात्रा करने वाले अधिकारी को भी उनका हकदारी सुनिश्चित करना चाहिए।



- iv. For booking of Air Tickets through the O/o the Registrar, the proposal should be submitted with the approval of the tour by the competent authority. The requisition for flight booking should be submitted to the logistical cell under the Admin Section of the O/o the Registrar.
- v. Logistical Cell while booking the Air Tickets/Vehicles or Accommodations should ensure the eligibility/ entitlement of the official.
- vi. The official travelling through train should also ensure their entitlements.
- vii. After completion of the journey, the official shall mandatorily deposit the Boarding pass to the booking official in the logistical cell under the Admin Section of the O/o the Registrar.
- viii. In case of booking of accommodation or flight tickets beyond entitlement on special occasions, approval of the competent authority may be sought.
- ix. Any advance taken by the touring official should be settled within 7 days of the completion of the journey by submitting a TA Claim Form with necessary supporting bills/documents.

**C: Establishment of Logistical Cell:**

- i. A logistical cell in the Admin Section under the O/o the Registrar should be established to facilitate all the official logistical arrangements of the University.
- ii. A dedicated staff shall be given the charge of the logistical cell and he/she shall be responsible to look after all the logistical matters of the University.
- iii. The logistical cell shall have the responsibility for arrangement of air/train tickets, vehicles and accommodation for the employees of the University on official tours as per their entitlements. However, such arrangement shall only be done after the touring official submits the requisition in the prescribed format accompanying the tour approval from the competent authority.
- iv. The logistical cell shall also make arrangement of air/train tickets, vehicles and accommodation for the invited guests, resource persons, external statutory bodies members etc. of the University as per their entitlements. The concerned staff organizing the event shall submit the prescribed requisition form on behalf of the invited guest accompanying the approval of the competent authority for visit of the guest.
- v. The logistical cell shall ensure to immediately put up the bills for making timely payments to the travel companies/hotels against the services received. The payment shall be made directly to the travel companies/hotels by the University.
- vi. Mr. Satyam Rana, Assistant (Admin) is nominated as designated staff to facilitate all the official logistical arrangements till such time the logistical cell is established by the Administration.

  
31612  
(P. K. Dash)  
Finance Officer



- vii. यात्रा पूरी होने के बाद अधिकारी को अनिवार्य रूप से कुलसचिव कार्यालय के प्रशासनिक अनुभाग के अंतर्गत लॉजिस्टिकल प्रकोष्ठ के बुकिंग अधिकारी को बोर्डिंग पास जमा करना होगा।
- viii. विशेष अवसरों पर पात्रता से अधिक आवास या उड़ान टिकटों की बुकिंग के मामले में सक्षम प्राधिकारी की मंजूरी मांगी जाएँ।
- ix. यात्रा करनेवाले अधिकारी द्वारा ली गई किसी भी अग्रिम राशि का निपटान आवश्यक सहायक बिलों/दस्तावेजों के साथ टीए दावा प्रपत्र जमा करके यात्रा पूरा होने के 7 दिनों के भीतर किया जाना चाहिए।

ग : लॉजिस्टिकल प्रकोष्ठ की स्थापना:

- i. विश्वविद्यालय की सभी आधिकारिक लॉजिस्टिकल व्यवस्थाओं को सुविधाजनक बनाने के लिए कुलसचिव कार्यालय के अंतर्गत प्रशासन अनुभाग में एक लॉजिस्टिक प्रकोष्ठ स्थापित किया जाना चाहिए।
- ii. एक समर्पित कर्मचारी को लॉजिस्टिक प्रकोष्ठ का प्रभार दिया जाएगा और वे विश्वविद्यालय के सभी लॉजिस्टिकल मामलों की देखभाल के लिए जिम्मेदार होंगे।
- iii. लॉजिस्टिकल प्रकोष्ठ के पास उनकी पात्रता के अनुसार आधिकारिक दौरों पर विश्वविद्यालय के कर्मचारियों के लिए हवाई/ट्रेन टिकट, वाहन और आवास की व्यवस्था की जिम्मेदारी होगी। हालाँकि, ऐसी व्यवस्था तभी की जाएगी जब दौरा करने वाला अधिकारी सक्षम प्राधिकारी से दौरे की मंजूरी के साथ निर्धारित प्रारूप में मांग प्रस्तुत करेगा।
- iv. लॉजिस्टिकल प्रकोष्ठ आमंत्रित अतिथियों, संसाधन व्यक्तियों, विश्वविद्यालय के बाहरी वैधानिक निकायों के सदस्यों आदि के लिए उनकी पात्रता के अनुसार हवाई/ट्रेन टिकट, वाहन और आवास की व्यवस्था भी करेगा। कार्यक्रम का आयोजन करने वाले संबंधित कर्मचारी आमंत्रित अतिथि की ओर से अतिथि के दौरे के लिए सक्षम प्राधिकारी की मंजूरी के साथ निर्धारित मांग प्रपत्र जमा करेंगे।

प्रस्ताव  
(पी.के. दाश)  
वित्त अधिकारी

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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएफसी) द्वारा वर्ष 2015 में प्रत्यागित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

**Encl:** 1. Office Memorandum No: N0.19030/1/2017-E.IV dated 13<sup>th</sup> July 2017  
2. Notification No. 137/MV/T Dated 15.11.2018, 138/MV/T Dated 15.11.2018,  
GOS/MVD/2010-11/49/Part (II) Dated 15.11.2018

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- संलग्न : 1. कार्यालय ज्ञापन सं .19030/1/2017-E.IV दिनांक 13 जुलाई 2017  
2. अधिसूचना सं. 137/MV/T दिनांक 15.11.2018, 138/MV/T दिनांक 15.11.2018, GOS/MVD/2010-11/49/Part (II) दिनांक 15.11.2018

वितरण :-

1. कुलपति के सूचनार्थ कुलपति के निजी सचिव
2. कुलसचिव
3. परीक्षा नियंत्रक
4. पुस्तकालयाध्यक्ष
5. छात्र कल्याण डीन सहित अध्ययन विद्यापीठों के डीन
6. सभी विभागों के अध्यक्ष/प्रभारी
8. सभी शिक्षण एवं गैर-शिक्षण कर्मचारी - ईमेल द्वारा
9. श्री सत्यम राणा, सहायक (प्रशासन)
9. सभी सूचना पट
10. वैबसाइट समिति - वैबसाइट में परिपत्र अपलोड करने हेतु
11. सुरक्षा फ़ाइल

New Delhi, the 13<sup>th</sup> July 2017

OFFICE MEMORANDUM

Subject: **Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission.**

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.

3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc

4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

5. The claims submitted in respect of journey made on or after 1<sup>st</sup> July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1<sup>st</sup> July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.

6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.

7. **These orders shall take effect from 01<sup>st</sup> July, 2017**

8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.

9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India

Hindi version is attached.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

**Annexure to Ministry of Finance, Department of Expenditure  
O.M.No.19030/1/2017-E.IV dated 10<sup>th</sup> July 2017.**

In supersession of Department of Expenditure's O.M. No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017 :

**2. Entitlements for Journeys on Tour or Training**

**A.(i) Travel Entitlements within the Country**

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :-

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1 <sup>st</sup> Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 <sup>nd</sup> Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3 <sup>rd</sup> Class/Chair Car

(iii) The revised Travel entitlements are subject to following:-

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

**B. International Travel Entitlement :**

Pay Level in Pay Matrix	Travel entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class



**C. Entitlement for journeys by Sea or by River Steamer**

(i) For places other than A&N Group of Islands and Lakshadweep Group of Island :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

(ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

**D. Mileage Allowance for Journeys by Road :**

(i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw , own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

## E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹1000/- per day.
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day, Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day, Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹500/- per day.

(ii) **Reimbursement of Hotel charges** :- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent

(iii) **Reimbursement of Travelling charges** :- Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) **Reimbursement of Food charges** :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates), i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

## (v) Timing restrictions

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

(vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

### 3. T.A. on Transfer

TA on Transfer includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

#### (i) Travel Entitlements :

- (a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 171, April 1998, shall continue to be applicable.

#### (ii) Composite Transfer and Packing Grant (CTG) :

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

#### (iii) Transportation of Personal Effects

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometer basis only. The classification of cities /towns for the purpose of transportation of personal effects is done away with.

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

**4 T.A. Entitlement of Retiring Employees**

TA on Retirement includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant(CTG)**

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved

(iii) **Transportation of Personal Effects** :- Same as Para 3(iii) above.

(iv) **Transportation of Conveyance** :- Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

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# SIKKIM



## GOVERNMENT

## GAZETTE

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

Gangtok

Thursday 20<sup>th</sup> December, 2018

No. 673

GOVERNMENT OF SIKKIM  
MOTOR VEHICLES DIVISION  
TRANSPORT DEPARTMENT  
YATAYAT BHAWAN, GANGTOK: 737101

No: 137/MV/T

Dated: 15/11/2018

### NOTIFICATION

In exercise of the powers conferred by sub clause (i) of clause (d) of sub-section (1) of section 67 of the Motor Vehicles Act, 1988 (59 of 1988) and in supersession of all previous notifications on the subject, the State Government, hereby directs the State Transport Authority to revise the fares for Contract Carriages (Motor Cabs / Maxi Cabs) as per the rates given below with immediate effect.

Vehicle Type	Rate/ KM/ Vehicle	Hire Charge/ Day(10 Hrs) /Vehicle. Excluding Fuel	DA of Driver in case of night halt
Motor Cabs/ Local Taxis	1) Rs 18.21 up to 50 Km 2) Rs 14.56 from 51 to 100 Km 3) Rs 12.74 from 101 Km onwards	Rs 1000/-	Rs 300/-
Maxi Cabs/ Contract Carriages	1) Rs 22.90 up to 50 Km 2) Rs 18.32 from 51 to 100 Km 3) Rs 16.03 from 101 Km onwards	Rs 1500/-	Rs 300/-

The following shall be the Operational Guidelines to be followed;

1. For any other destinations other than those listed in the fare charts, proportionate fare shall only be charged,
2. Additional Taxes / Charges as per Central / State Government norms shall be levied as applicable,

- ANNOUNCEMENT**
3. All Agent License holders and pre-paid ticket counters shall issue Ticket / Receipt to all passengers,
  4. The Police Department and Tourism Department, or any other agency shall issue necessary permits to restricted / protected areas only after furnishing of ticket / receipt of hire charges of vehicle at approved rates of the State Government,
  5. Taxi drivers at all times should act responsibly and be courteous towards the tourist as per provisions of the MV Act & Rules,
  6. Any taxi driver / owner found guilty of indulging in any anti social activity / alcohol / drugs will be dealt strictly as per the Act and Rules,
  7. Any Taxi or Transport vehicles found charging fares in excess of the approved taxi fares, their permit shall be cancelled under section 86 (1) (a) of the Motor Vehicles Act, 1988,
  8. Under section 74 (2) of the Motor Vehicles Act, 1988, no driver shall refuse to carry passengers on hire, except in the circumstances of exceptional nature.

**S.B.S BHADAURIA, IFS  
PRINCIPAL SECRETARY  
TO THE GOVERNMENT OF SIKKIM  
TRANSPORT DEPARTMENT**

# SIKKIM



## GOVERNMENT

## GAZETTE

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

Gangtok

Thursday 20<sup>th</sup> December, 2018

No. 672

GOVERNMENT OF SIKKIM  
MOTOR VEHICLES DIVISION  
TRANSPORT DEPARTMENT  
YATAYAT BHAWAN, GANGTOK: 737101

No: 138/MV/T

Dated: 15/11/2018

### NOTIFICATION

In exercise of the powers conferred by sub clause (i) of clause (d) of sub-section (1) of section 67 of the Motor Vehicles Act, 1988 (59 of 1988) and in supersession of all previous notifications on the subject, the State Government, hereby directs the State Transport Authority to revise the fares for Luxury Tourist Vehicles and Super Luxury Tourist Vehicles, as per the rates given below with immediate effect.

Vehicle Type	Casual Hiring Charge		Remarks
	Per Km	Per Hour	
Luxury Tourist Vehicle (Diesel Driven)	1) Rs 30 upto 50 Km 2) Rs 24 from 51 Km to 100 Km 3) Rs 21 from 101 Km Onwards	Rs. 300	Rate of casual hiring is excluding fuel. Minimum rate of hiring will be the rate 4 hours.
Super Luxury Tourist Vehicle (Diesel Driven)	4) Rs 38 upto 50 Km 5) Rs 30 from 51 Km to 100 Km 6) Rs 27 from 101 Km Onwards	Rs. 400	Rate of casual hiring is excluding fuel. Minimum rate of hiring will be the rate 4 hours.

The owner / driver have the option to charge fare for casual hiring on hour basis or on Km basis whichever is higher.

The following shall be the Operational Guidelines to be followed;

- 1 For any other destinations other than those listed in the fare charts, proportionate fare shall only be charged,



GOVERNMENT OF SIKKIM  
MOTOR VEHICLES DIVISION, TRANSPORT DEPARTMENT  
YATAYAT BHAWAN, GANGTOK: 737101

Ph No: 03592-201073, Fax No: 03592-201074, Email: [headofficemvd@gmail.com](mailto:headofficemvd@gmail.com)

No. GOS/MVD/2010-11/49/Part (II)

Dated: 15/11/2018

NOTIFICATION

In pursuance to directions issued by the State Government under Clause (i) of Sub-Section (1) of Section 67 of the Motor Vehicles Act, 1988 vide Notification No. 137/MV/T & 138/MV/T dated: 15.11.2018, the State Transport Authority, Sikkim, hereby fixes the following fares for Transport Vehicles plying in different area(s) as follows with immediate effect:

- |    |                            |   |           |
|----|----------------------------|---|-----------|
| 1. | Motor Cab                  | - | Table I   |
| 2. | Maxi Cab                   | - | Table II  |
| 3. | Luxury Taxi Vehicles       | - | Table III |
| 4. | Super Luxury Taxi Vehicles | - | Table IV  |
| 5. | Pakyong Airport            | - | Table V   |

Surekha Thapa, Mrs.  
Jt. Director-cum-Member Secretary  
State Transport Authority  
Motor Vehicles Division



6 भारत, साम्दुर, तदोंग -737102  
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टेलीफैक्स -251067  
वेबसाइट - [www.cus.ac.in](http://www.cus.ac.in)

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और बेंक (एनएएसी) द्वारा वर्ष 2015 में प्रमाणित केंद्रिय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

6<sup>th</sup> Mile, Samdur, Tadong -737102  
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Ph. 03592-251212, 251415, 251656  
Telefax: 251067  
Website: [www.cus.ac.in](http://www.cus.ac.in)

Date:

### AIR TICKET REQUISITION FORM

Sl. No.	Name (IN CAPITAL LETTERS)	Designation & Organization	Mobile Number	Gender M/F	Date of journey	Sector		Flight No.
						From	To	
1.								
2.								
3.								
4.								

Purpose of visit: \_\_\_\_\_

(A copy of approval for the visit from the competent authority is to be enclosed)

Source of Fund for Air Ticket payment (Please put ✓ in the appropriate box):

(A) <u>Sikkim University Main Fund:</u> <input type="checkbox"/> Meeting Expenditure <input type="checkbox"/> Examination Expenditure <input type="checkbox"/> Seminar/Conference Expenditure <input type="checkbox"/> Travelling Expenditure	(B) <u>Fund from External Agency:</u> Name of Agency: _____ <input type="checkbox"/> Research project/programme <input type="checkbox"/> Seminar/Conference grant <input type="checkbox"/> Reimbursable special grant	Applicants signature: _____ Name: _____ Designation: _____ Department: _____
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Note: (a) Boarding passes are to be submitted by the applicant to the booking official (Sh. Satyam Rana) within 2 days after completion of the journey. In case of loss of boarding passes, the applicant has to submit Travel Certificate to the booking official which is to be obtained by him/her at his/her own cost.

(b) Cancellation charges for the tickets requested/booked without proper plan will be borne by the concerned applicant.